# How to Create an Accounting Year

#### NOTE:

- i. You need to have access to the internet.
- ii. You need to have access to EMFF 14-20 DB (User access rights are given after approval of the EMFF 2014-2020 DB Application Form).
- iii. You need to have the appropriate editing role to edit the DB.
- 1. Move your cursor on the "Programming" tab, and then click on "Accounting Year".

EUROP	PEAN MARITIME AND FISHERIES FUND 2014-2020	
Programming Operation Mainte	nance   SOE   Administration   Treasury   Application   Verification and Audit   Data on Participants   Accounts	
Programme		
Union Priority		
 Measure		
Accounting Year		

## 2. Click on "Insert".





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Maritime and Fisheries Operational Programme 2014-2020 Part-financed by the European Union European Maritime and Fisheries Fund Co-financing rate: 75% European Union Funds; 25% National Funds



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#### 3. Fill in the necessary details.

Accounting Year				
Fund	Select an Option			
Bank Account	Select an Option			
Date From	Date To			
Valid Up To	Closure Date			
Annual Pre Finance €				

# 4. Click on "Save".

Search	
Clear	
Amend	
Insert	
Save	
Undo	
View History	
Print	

-----End of Tutorial------

### **Modification History**

Creation of Tutorial – 26/07/2017



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