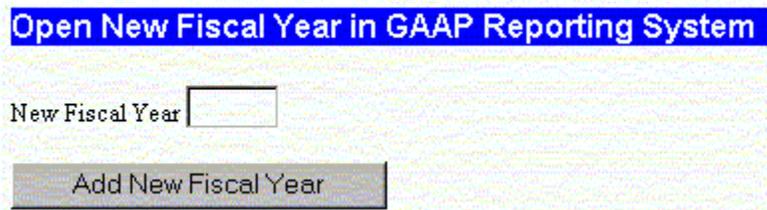# Open a New Fiscal Year in Web GAAP

- **Login in using the first letter of your first name and last name (EPakula) The user name is case sensitive. If you forgot your password contact ACCESS.**
- **Select the year that is available to you**
- **From the next menu choose SET UP**
- **From the next menu choose OPEN A NEW FISCAL YEAR**

Enter the fiscal year you wish to add and then click on Add New Fiscal Year.

The system will display the number of funds and reversing entries created. It will also display the number of full accrual, modified accrual, capital assets and debt worksheets opened. It will show how many have been processed and how many were added for the new fiscal year.

The "Done" button at the bottom of the screen will return you to the Setup menu page.