



# Set up Fiscal Year

“ A fiscal year is a period of one year that a business uses to plan, align, track, and analyze its activities, including sales.

Fiscal years of organizations may not coincide with the Gregorian calendar (spanning from January 1 to December 31). There can be multiple reasons for this difference, such as legal regulations in a region, seasonal patterns in sales, lower cost of auditing services, and so on.

In many industries, there is an additional need to divvy up the fiscal year into periods that are more uniform than calendar months. So, they may look at a fiscal year as 52 weeks instead of 12 months. For example, in the retail industry, the contribution of weekend sales usually outstrips weekday sales. In such cases, retail businesses would like to split the fiscal year into periods that include the same number of weekends. This enhances the comparability of sales data (across weeks, periods, and quarters), improves forecasting, eases payroll calculation, and simplifies accounting work. Many retail businesses have adopted the 4-5-4 fiscal year format.

In Zoho CRM, you can select the fiscal year type that suits your organization:

- By default, the **standard fiscal year** format is chosen and the fiscal start month is set to **January**.
- If businesses want to shift the starting month, they can do so by selecting a different starting month.
- If they want to align to other fiscal year patterns, they can choose the **custom fiscal year** format and pick from the available options.

The standard fiscal year format is where the fiscal year consists of 12 calendar months. The start of the month can be chosen based on your preference.

The following custom fiscal year formats are available:

- **4-4-5, 4-5-4, or 5-4-4:** In these quarter-based formats, each quarter has 13 weeks. Within a quarter, these 13 weeks are spread across three periods. The number of weeks in these three periods gives the names of these formats: 4-4-5, 4-5-4, and 5-4-4.

Fiscal year	52 weeks	Period 1	Period 2	Period 3
Quarter 1	13 weeks	4 weeks	4 weeks	5 weeks
Quarter 2	13 weeks			
Quarter 3	13 weeks			
Quarter 4	13 weeks			

or

Period 1	Period 2	Period 3
4 weeks	5 weeks	4 weeks

or

Period 1	Period 2	Period 3
5 weeks	4 weeks	4 weeks

- **3-3-3-4, 3-3-4-3, 3-4-3-3, or 4-3-3-3:** In these year-based formats, each period consists of four weeks. A fiscal year consists of 13 such periods. These periods are distributed across four quarters in 3-3-3-4, 3-3-4-3, 3-4-3-3, and 4-3-3-3 formats. The names indicate the number of periods in each of those four quarters.

Fiscal year (52 weeks)	13 periods	Fiscal year (52 weeks)	13 periods
Quarter 1 (12 weeks)	3 periods	Quarter 1 (12 weeks)	3 periods
Quarter 2 (12 weeks)	3 periods	Quarter 2 (12 weeks)	3 periods
Quarter 3 (12 weeks)	3 periods	Quarter 3 (16 weeks)	4 periods
Quarter 4 (16 weeks)	4 periods	Quarter 4 (12 weeks)	3 periods

Fiscal year (52 weeks)	13 periods	Fiscal year (52 weeks)	13 periods
Quarter 1 (12 weeks)	3 periods	Quarter 1 (16 weeks)	4 periods
Quarter 2 (16 weeks)	4 periods	Quarter 2 (12 weeks)	3 periods
Quarter 3 (12 weeks)	3 periods	Quarter 3 (12 weeks)	3 periods
Quarter 4 (12 weeks)	3 periods	Quarter 4 (12 weeks)	3 periods

Since these formats split the year into 52 weeks (364 days), there is always a slip of a day each year. In addition, you will have the slip of an extra day in a leap year. Depending on your needs, you may need to add an extra week to a financial period. For example, you may need to do this if you want every fiscal year to begin on the first Monday of April. You can **add an extra week** to any of the upcoming fiscal periods to correct for this.

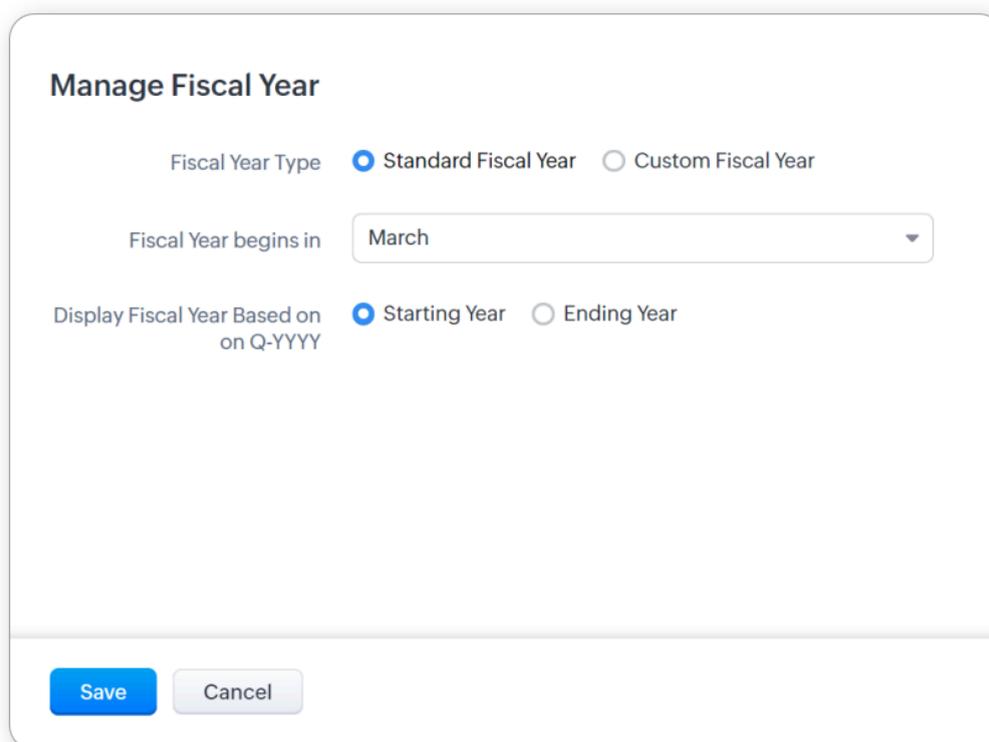
For both standard and custom fiscal years, you can also select how the fiscal period will be displayed in the CRM.

For both, you'll be able to choose whether the display year is the starting year or the ending year. For a fiscal year spanning 2023 and 2024, the display year can be the starting year (2023) or the ending year (2024). Depending on your choice, the third quarter may be denoted as Q3 2023 or Q3 2024.

Once set, the fiscal year will be used in forecasts, reports, dashboard components, and other places in the CRM.

## To set up a standard fiscal year

1. Log in to Zoho CRM with Administrator privileges.
2. Navigate to **Setup > General > Company Settings > Fiscal Year**.  
If you've already set the fiscal year before, click **Manage Fiscal Year**.
3. In the *Manage Fiscal Year* page, do the following:
  - a. Select the **Fiscal Year Type** as *Standard Fiscal Year*.
  - b. Select the starting month from the **Fiscal Year begins in** drop-down list.
  - c. For **Display Fiscal Year Based on Q-YYYY**, choose *Starting Year* or *Ending Year*. This option will not be visible if the starting month is January.
  - d. Click **Save**.



The screenshot shows the 'Manage Fiscal Year' configuration page. It features three main sections: 'Fiscal Year Type' with radio buttons for 'Standard Fiscal Year' (selected) and 'Custom Fiscal Year'; 'Fiscal Year begins in' with a dropdown menu currently set to 'March'; and 'Display Fiscal Year Based on on Q-YYYY' with radio buttons for 'Starting Year' (selected) and 'Ending Year'. At the bottom, there are 'Save' and 'Cancel' buttons.

## To set up a custom fiscal year

1. Log in to Zoho CRM with Administrator privileges.
2. Navigate to **Setup > General > Company Settings > Fiscal Year**.  
If you've already set the fiscal year before, click **Manage Fiscal Year**.
3. In the *Manage Fiscal Year* page, do the following:
  - a. Select the **Fiscal Year Type** as *Custom Fiscal Year*.
  - b. Select the **Format** from the dropdown list. It can be a quarter-based format like 4-5-4 or a year-based format like 3-3-3-4.
  - c. Set the **Start Date** by selecting the date and month from their respective dropdown lists.

### Manage Fiscal Year Preview in Calendar

Fiscal Year Type  Standard Fiscal Year  Custom Fiscal Year

Format 4-4-5

**4 Quarters per year, 13 weeks per Quarter**

In each quarter,

Period 1 has 4 weeks

Period 2 has 4 weeks

Period 3 has 5 weeks

Start Date 4 April

- d. Configure the display options. For **Display Fiscal Year Based on on Q-YYYY**, choose *Starting Year* or *Ending Year*.
- e. Select *Number by Year* or *Number by Quarter* in the **Period display option** dropdown list. A preview can be seen below this list.

### Display Options

Display Fiscal Year Based on Q-YYYY  Starting Year  Ending Year

Period display option Number by Quarter

**Preview**

Q1 P1 2024, Q1 P2 2024, Q1 P3 2024

Q2 P1 2024, Q2 P2 2024, Q2 P3 2024

Q3 P1 2024, Q3 P2 2024, Q3 P3 2024

Q4 P1 2024, Q4 P2 2024, Q4 P3 2024

- f. Click **Add Surplus Week** if needed.
- g. In the *Add Surplus Week* popup, select the **Period** where the surplus week is to be added. A **Preview in Calendar** option is available.

#### Surplus week add-on option

Since each fiscal year in 4-4-5 format will include only 364 days, left out day in each year can be accumulated in 6th year and added as an extra week in any quarter or period.

Add Surplus Week

### Add Surplus Week

Period Q3 P2 2024

#### Note:

- Surplus week will be added to the selected period of the fiscal year.
- Once surplus week is added for the fiscal year, option to add another surplus week will be available after 6 fiscal years.

Preview in Calendar

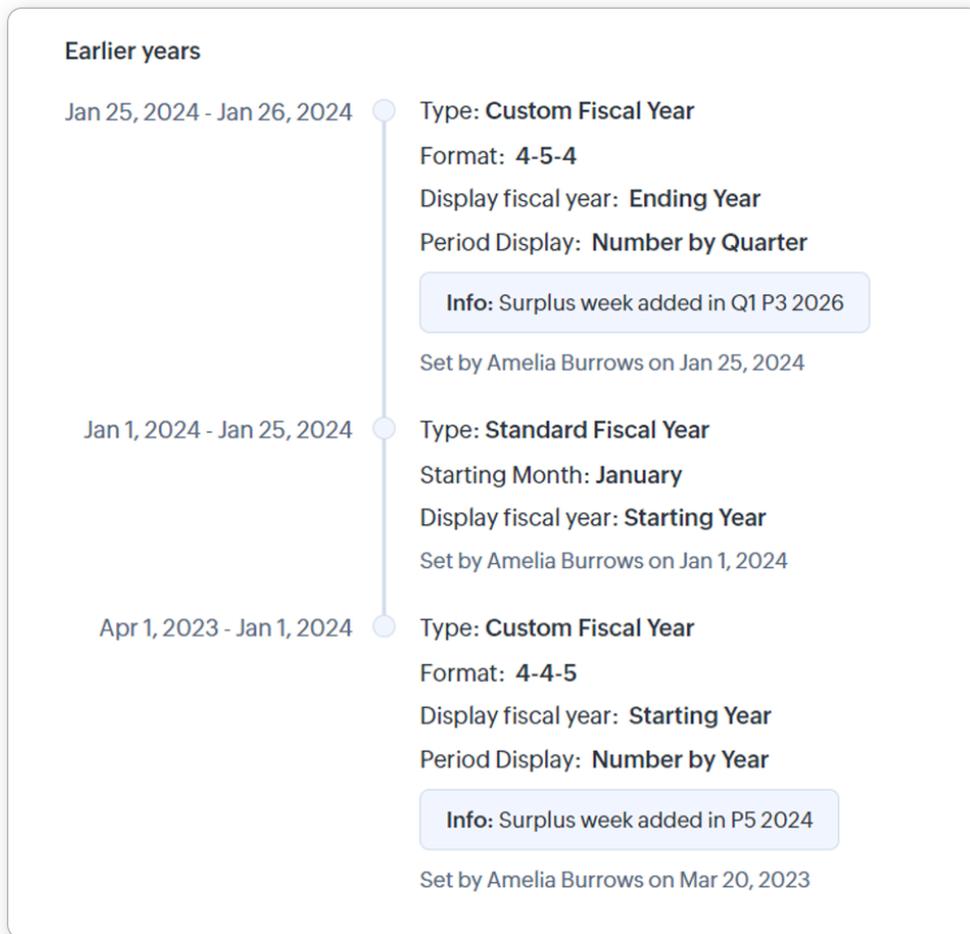
Cancel

Save

h. Click **Save**.

## To view the history of fiscal year configuration changes

1. Log in to Zoho CRM with Administrator privileges.
2. Navigate to **Setup > General > Company Settings > Fiscal Year**.
3. Under the *Earlier years* section, you'll be able to see the list of all fiscal year changes.



## Note

- If you've chosen Custom Fiscal Year, a Preview in Calendar button will be available in:
  - The Fiscal Year tab
  - The Manage Fiscal Year page
  - The Earlier years section of Fiscal Year tab (when you hover over a custom fiscal year entry)

Click this button to get a quick preview of the configured fiscal year.

### Manage Fiscal Year

Fiscal Year Type  Standard Fiscal Year  Custom Fiscal Year

Format

**13 Periods per year, 4 weeks per Period**  
 Quarter 1 has 4 periods  
 Quarter 2 has 3 periods  
 Quarter 3 has 3 periods  
 Quarter 4 has 3 periods

Start Date

Preview in Calendar

#### Preview in Calendar

This is how you used for the fiscal year structure in your organisation.

Quarter 1

Week	Month	Sun	Mon	Tue	Wed	Thu	Fri	Sat
1	Feb	18	19	20	21	22	23	24
2	Feb	25	26	27	28	29	1	2
3	Mar	3	4	5	6	7	8	9
4	Mar	10	11	12	13	14	15	16

Period 1

Week	Month	Sun	Mon	Tue	Wed	Thu	Fri	Sat
1	Mar	17	18	19	20	21	22	23
2	Mar	24	25	26	27	28	29	30
3	Mar	31	1	2	3	4	5	6
4	Apr	7	8	9	10	11	12	13

Period 2

Week	Month	Sun	Mon	Tue	Wed	Thu	Fri	Sat
1	Apr	14	15	16	17	18	19	20
2	Apr	21	22	23	24	25	26	27
3	Apr	28	29	30	1	2	3	4
4	May	5	6	7	8	9	10	11

Period 3

Week	Month	Sun	Mon	Tue	Wed	Thu	Fri	Sat
1	May	12	13	14	15	16	17	18
2	May	19	20	21	22	23	24	25
3	May	26	27	28	29	30	31	1
4	Jun	2	3	4	5	6	7	8

Period 4

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[Manage company settings](#)

[Manage business hours](#)

[Manage hierarchy preference](#)

[Manage multiple currencies](#)