



Foursquare Gospel Church of Canada

3.00 UPDATE CHURCH INFO

Update Church information and fiscal year:

- On the Home Page of Sage Accounting:
 - o Click on SETUP
 - Choose Settings

The screenshot shows the 'Settings' window in Sage Accounting. The left-hand pane shows a tree view with 'Company' expanded and 'Information' selected. The main pane displays the following fields:

Name:	Confluent 2009	Fiscal Start:	01/01/2013
Street 1:		Fiscal End:	31/12/2013
Street 2:		Earliest Transaction:	01/01/2013
City:		Session:	01/01/2013
Province:	BC	Latest Transaction:	01/01/2013
Postal:			
Country:			
Phone 1:			
Phone 2:			
Fax:			
Business No.:	107396905RP		
Industry Type:	Other		

- **Update Church Information:**
 - o Church Name and Full Address
 - o Business Number: this is the payroll number.
 - o Fiscal Start and End dates (if different than what is shown)
 - Click "OK"