

Changing the Report Year

The license could not be verified: License Certificate has expired! Administrators, please check your license details [here](#).

Background

The current [report year](#) is prominently displayed near the top of the [Control Center](#) and on each of the forms. If you are entering data for a different [report year](#), you can change the year.

Changing the Report Year

1. To do this, either click the **Change Year** button on the [Control Center](#) or choose the **Change Year** menu item on the **Tools** menu.



Change Report Year

2. Select the new year and click **OK**.

Results

- If the PRLyyyy subfolder (where "yyyy" = four-digit [report year](#)) does not yet exist for the current report year, it is created.
- If the [identity.txt](#) file already exists in the [report year folder](#), it is opened and the contents loaded into the contact and information boxes of the [Control Center](#).
- if the [identity.txt](#) file does not exist, the contact and identity entries from the [Control Center](#) are saved to a new file.
- Report files are *not* automatically moved from the previous [report year folder](#) to the newly selected one.

Keystroke Shortcuts

- Menu Item: Alt-T, Y
- Button: Alt-Y