

How to Change your Current, Previous, and Next Cycle/Fiscal Year in your Database, and How to Mass Update Donations to a Specific Cycle/Fiscal Year En Mass

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Overview

This article shows how to set your **previous, current, and next Cycle or Fiscal** year in your **Trail Blazer** database. It also shows how to **add new** cycle/fiscal years *if you need to*, and how to **mass update** a list of donations to a specific cycle/fiscal year en masse.

This article is for nonprofit customers, if you're working with a *political campaign* you'll want to follow [these steps](#).

IMPORTANT: You must have **administrative** [security clearance](#) to your database in order to accomplish these tasks.

How to Change your Current, Previous, and Next Cycle/Fiscal Year in your Database, and How to Mass Update Donations to a Specific Cycle/Fiscal Year En Mass

Outline

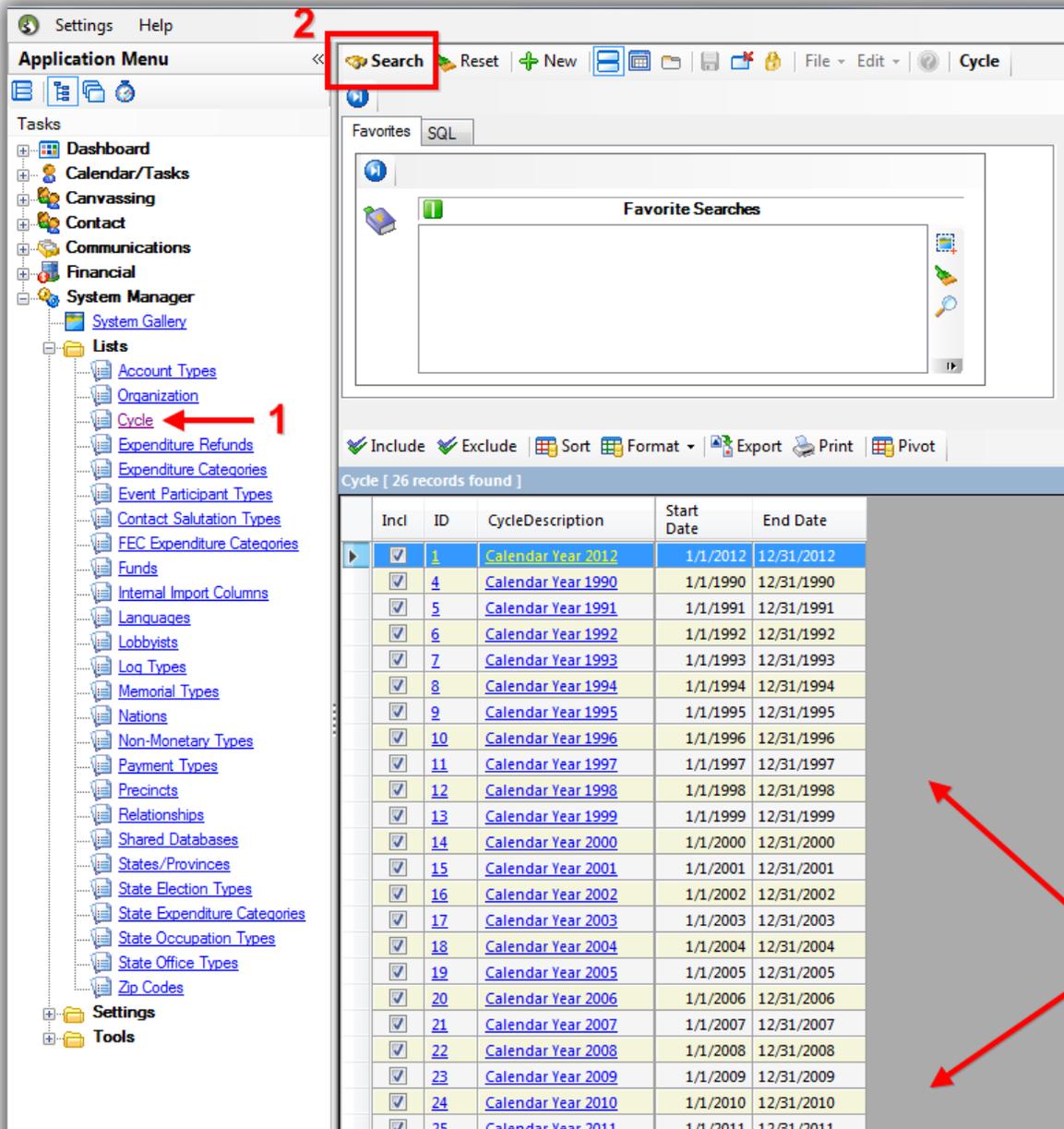
- #1 Check your Current Cycles/Fiscal Years and Create New Ones
- #2 Set your Previous, Default, and Next Cycle/Fiscal Year in your Organization Record
- #3 Mass Update Donations to a Specific Cycle/Fiscal Year En Masse
- #4 Related Resources

#1 – Check your Current Cycles/Fiscal Years and Create New Ones

Navigate to **System Manager > Lists > Cycles > Click [Search]**

This will populate all of your current cycles/fiscal years. *In my example I had 28.*

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The screenshot shows the TrailBlazer application interface. On the left, the 'Application Menu' is visible, with a red arrow pointing to the 'Cycle' option under the 'Lists' category, labeled with a red '1'. At the top of the application, the 'Search' button is highlighted with a red box and labeled with a red '2'. The main window displays a table of cycles with 26 records found. The table has columns for 'Incl', 'ID', 'CycleDescription', 'Start Date', and 'End Date'. The first row is highlighted in blue and represents the current cycle: 'Calendar Year 2012' with start and end dates of 1/1/2012 and 12/31/2012 respectively. Other rows represent previous years from 1990 to 2011.

Incl	ID	CycleDescription	Start Date	End Date
<input checked="" type="checkbox"/>	1	Calendar Year 2012	1/1/2012	12/31/2012
<input checked="" type="checkbox"/>	4	Calendar Year 1990	1/1/1990	12/31/1990
<input checked="" type="checkbox"/>	5	Calendar Year 1991	1/1/1991	12/31/1991
<input checked="" type="checkbox"/>	6	Calendar Year 1992	1/1/1992	12/31/1992
<input checked="" type="checkbox"/>	7	Calendar Year 1993	1/1/1993	12/31/1993
<input checked="" type="checkbox"/>	8	Calendar Year 1994	1/1/1994	12/31/1994
<input checked="" type="checkbox"/>	9	Calendar Year 1995	1/1/1995	12/31/1995
<input checked="" type="checkbox"/>	10	Calendar Year 1996	1/1/1996	12/31/1996
<input checked="" type="checkbox"/>	11	Calendar Year 1997	1/1/1997	12/31/1997
<input checked="" type="checkbox"/>	12	Calendar Year 1998	1/1/1998	12/31/1998
<input checked="" type="checkbox"/>	13	Calendar Year 1999	1/1/1999	12/31/1999
<input checked="" type="checkbox"/>	14	Calendar Year 2000	1/1/2000	12/31/2000
<input checked="" type="checkbox"/>	15	Calendar Year 2001	1/1/2001	12/31/2001
<input checked="" type="checkbox"/>	16	Calendar Year 2002	1/1/2002	12/31/2002
<input checked="" type="checkbox"/>	17	Calendar Year 2003	1/1/2003	12/31/2003
<input checked="" type="checkbox"/>	18	Calendar Year 2004	1/1/2004	12/31/2004
<input checked="" type="checkbox"/>	19	Calendar Year 2005	1/1/2005	12/31/2005
<input checked="" type="checkbox"/>	20	Calendar Year 2006	1/1/2006	12/31/2006
<input checked="" type="checkbox"/>	21	Calendar Year 2007	1/1/2007	12/31/2007
<input checked="" type="checkbox"/>	22	Calendar Year 2008	1/1/2008	12/31/2008
<input checked="" type="checkbox"/>	23	Calendar Year 2009	1/1/2009	12/31/2009
<input checked="" type="checkbox"/>	24	Calendar Year 2010	1/1/2010	12/31/2010
<input checked="" type="checkbox"/>	25	Calendar Year 2011	1/1/2011	12/31/2011

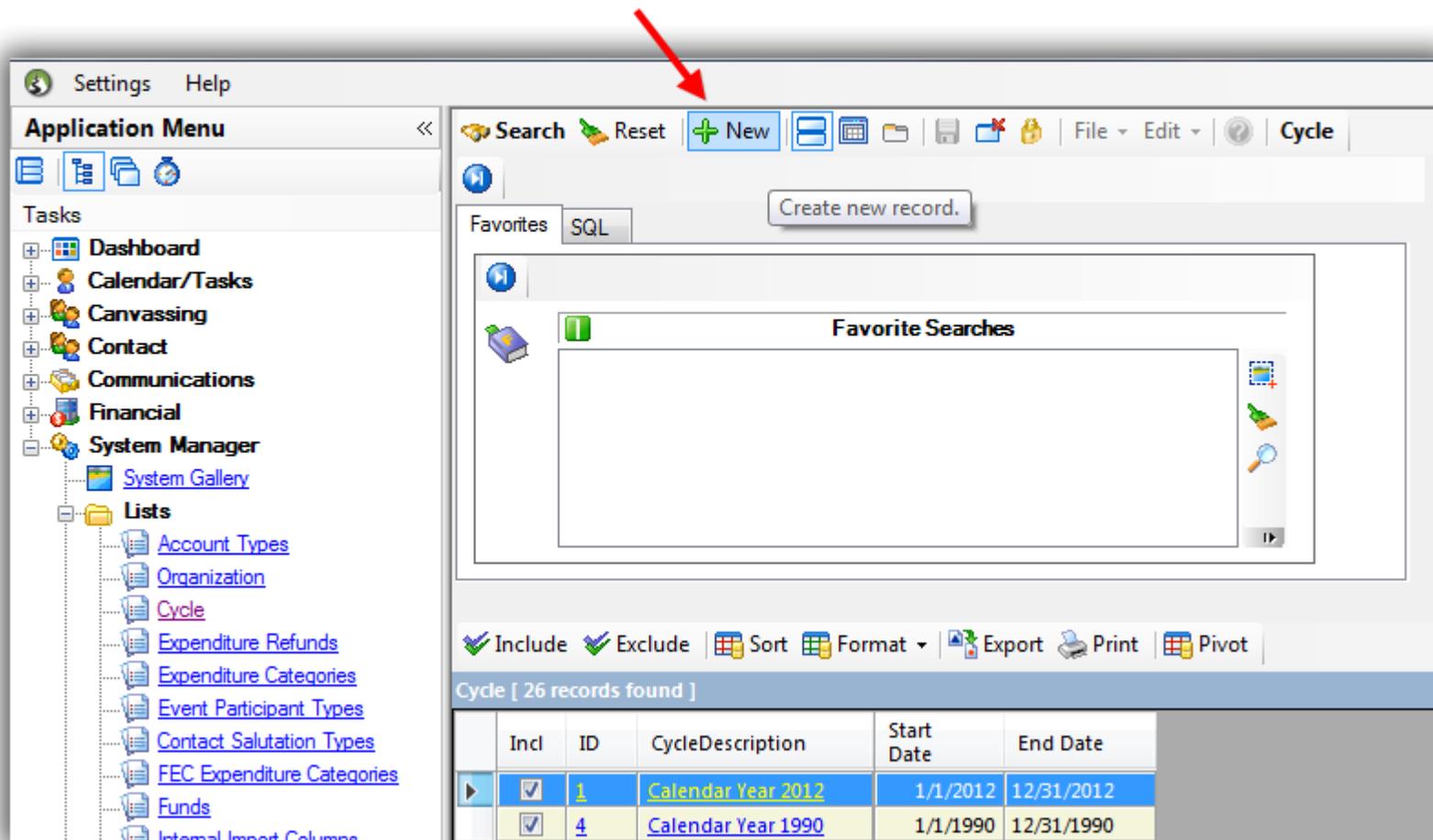
Current list of cycles or fiscal years in your database.

How to Change your Current, Previous, and Next Cycle/Fiscal Year in your Database, and How to Mass Update Donations to a Specific Cycle/Fiscal Year En Mass

If you need to add a new cycle, click on the **[+ New]** button on the search tool strip. *If you don't need to, you can continue to section #2.*

How to Change your Current, Previous, and Next Cycle/Fiscal Year in your Database, and How to Mass Update Donations to a Specific Cycle/Fiscal Year En Mass

If your current and/or next cycle/fiscal year doesn't exist click on the [+ New] button to begin adding new ones.



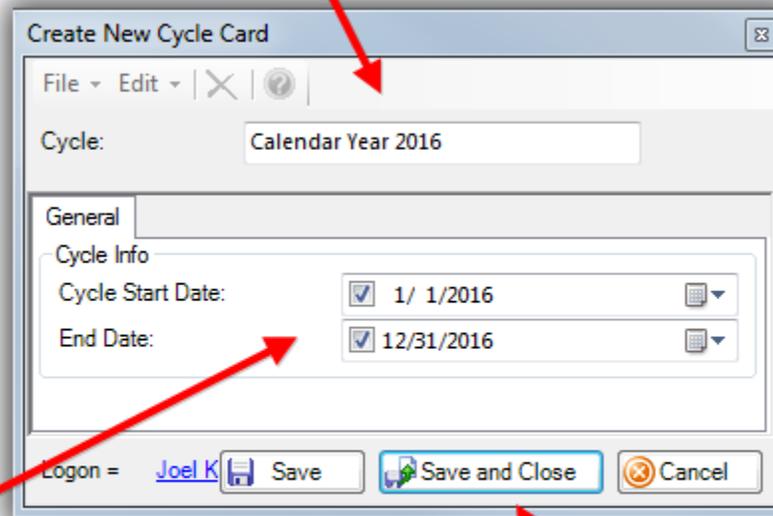
The screenshot shows the TrailBlazer application interface. On the left is the 'Application Menu' with a tree view of tasks including Dashboard, Calendar/Tasks, Canvassing, Contact, Communications, Financial, System Manager, System Gallery, and Lists. The main window has a toolbar with 'Search', 'Reset', and '+ New' buttons. A red arrow points to the '+ New' button. Below the toolbar is a 'Create new record.' button. The main content area shows 'Favorite Searches' with a search icon and a magnifying glass. At the bottom, there are filters for 'Include', 'Exclude', 'Sort', 'Format', 'Export', 'Print', and 'Pivot'. A table displays 'Cycle [26 records found]' with columns for 'Incl', 'ID', 'CycleDescription', 'Start Date', and 'End Date'. The table contains two rows: ID 1 for 'Calendar Year 2012' (1/1/2012 to 12/31/2012) and ID 4 for 'Calendar Year 1990' (1/1/1990 to 12/31/1990).

Incl	ID	CycleDescription	Start Date	End Date
<input checked="" type="checkbox"/>	1	Calendar Year 2012	1/1/2012	12/31/2012
<input checked="" type="checkbox"/>	4	Calendar Year 1990	1/1/1990	12/31/1990

How to Change your Current, Previous, and Next Cycle/Fiscal Year in your Database, and How to Mass Update Donations to a Specific Cycle/Fiscal Year En Mass

In my example I added a new one for Calendar Year 2016 (1/1/2016 – 1/1/2016). Put in the **name**, **date**, and **save-and-close**.

1. Enter the name.



The screenshot shows a 'Create New Cycle Card' dialog box. The 'Cycle' field is filled with 'Calendar Year 2016'. Under the 'General' tab, the 'Cycle Info' section shows 'Cycle Start Date' as '1/ 1/2016' and 'End Date' as '12/31/2016'. At the bottom, the 'Save and Close' button is highlighted with a blue border. Red arrows point from the text instructions to the 'Cycle' field, the date fields, and the 'Save and Close' button.

2. Enter the date range for the fiscal year or calendar year.

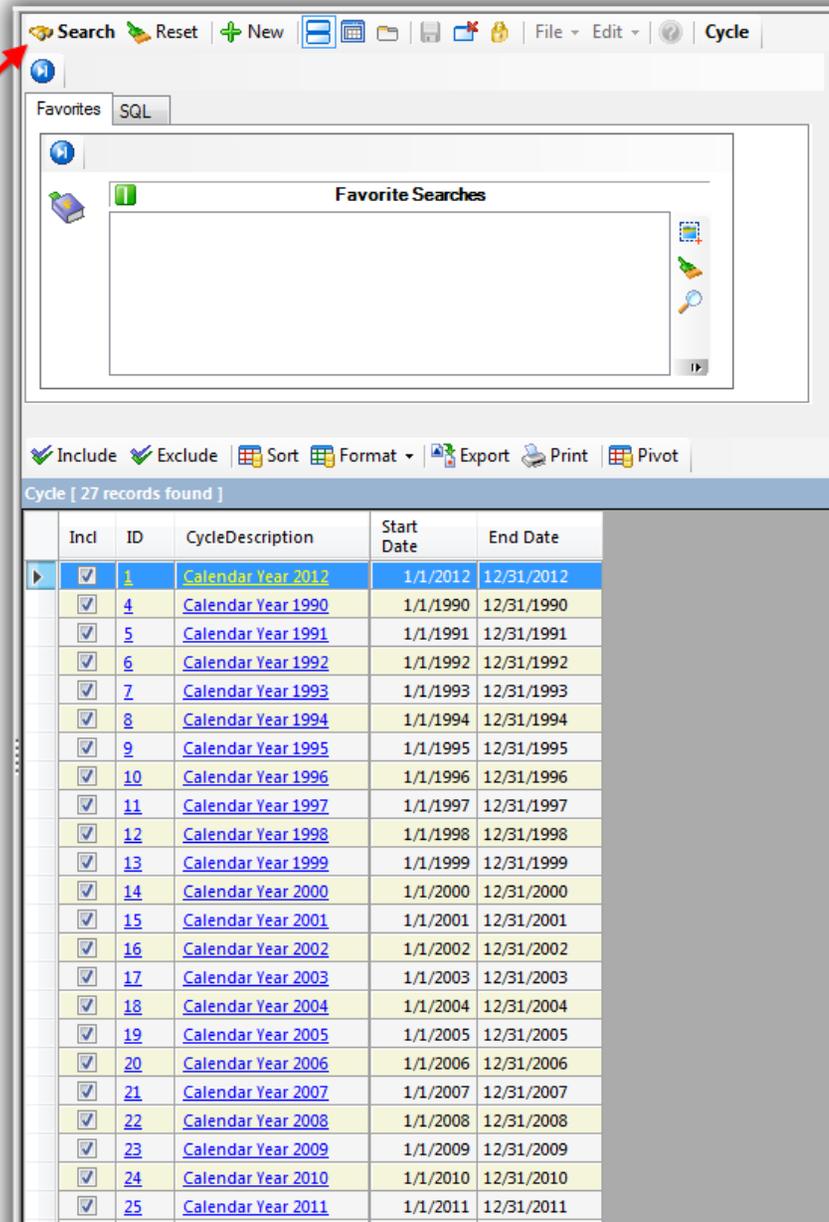
3. Save and close.

How to Change your Current, Previous, and Next Cycle/Fiscal Year in your Database, and How to Mass Update Donations to a Specific Cycle/Fiscal Year En Mass

Click **[Search]** to refresh the list and the new record will display.

How to Change your Current, Previous, and Next Cycle/Fiscal Year in your Database, and How to Mass Update Donations to a Specific Cycle/Fiscal Year En Mass

Search to refresh the list.



The screenshot shows the TrailBlazer software interface. At the top, there is a toolbar with icons for Search, Reset, New, and other functions. Below the toolbar is a 'Favorites' section with a 'SQL' tab. The main area displays a table of search results. The table has columns for 'Incl', 'ID', 'CycleDescription', 'Start Date', and 'End Date'. The first row is highlighted in blue and contains the following data:

Incl	ID	CycleDescription	Start Date	End Date
<input checked="" type="checkbox"/>	1	Calendar Year 2012	1/1/2012	12/31/2012
<input checked="" type="checkbox"/>	4	Calendar Year 1990	1/1/1990	12/31/1990
<input checked="" type="checkbox"/>	5	Calendar Year 1991	1/1/1991	12/31/1991
<input checked="" type="checkbox"/>	6	Calendar Year 1992	1/1/1992	12/31/1992
<input checked="" type="checkbox"/>	7	Calendar Year 1993	1/1/1993	12/31/1993
<input checked="" type="checkbox"/>	8	Calendar Year 1994	1/1/1994	12/31/1994
<input checked="" type="checkbox"/>	9	Calendar Year 1995	1/1/1995	12/31/1995
<input checked="" type="checkbox"/>	10	Calendar Year 1996	1/1/1996	12/31/1996
<input checked="" type="checkbox"/>	11	Calendar Year 1997	1/1/1997	12/31/1997
<input checked="" type="checkbox"/>	12	Calendar Year 1998	1/1/1998	12/31/1998
<input checked="" type="checkbox"/>	13	Calendar Year 1999	1/1/1999	12/31/1999
<input checked="" type="checkbox"/>	14	Calendar Year 2000	1/1/2000	12/31/2000
<input checked="" type="checkbox"/>	15	Calendar Year 2001	1/1/2001	12/31/2001
<input checked="" type="checkbox"/>	16	Calendar Year 2002	1/1/2002	12/31/2002
<input checked="" type="checkbox"/>	17	Calendar Year 2003	1/1/2003	12/31/2003
<input checked="" type="checkbox"/>	18	Calendar Year 2004	1/1/2004	12/31/2004
<input checked="" type="checkbox"/>	19	Calendar Year 2005	1/1/2005	12/31/2005
<input checked="" type="checkbox"/>	20	Calendar Year 2006	1/1/2006	12/31/2006
<input checked="" type="checkbox"/>	21	Calendar Year 2007	1/1/2007	12/31/2007
<input checked="" type="checkbox"/>	22	Calendar Year 2008	1/1/2008	12/31/2008
<input checked="" type="checkbox"/>	23	Calendar Year 2009	1/1/2009	12/31/2009
<input checked="" type="checkbox"/>	24	Calendar Year 2010	1/1/2010	12/31/2010
<input checked="" type="checkbox"/>	25	Calendar Year 2011	1/1/2011	12/31/2011

New record fiscal year or calendar year record

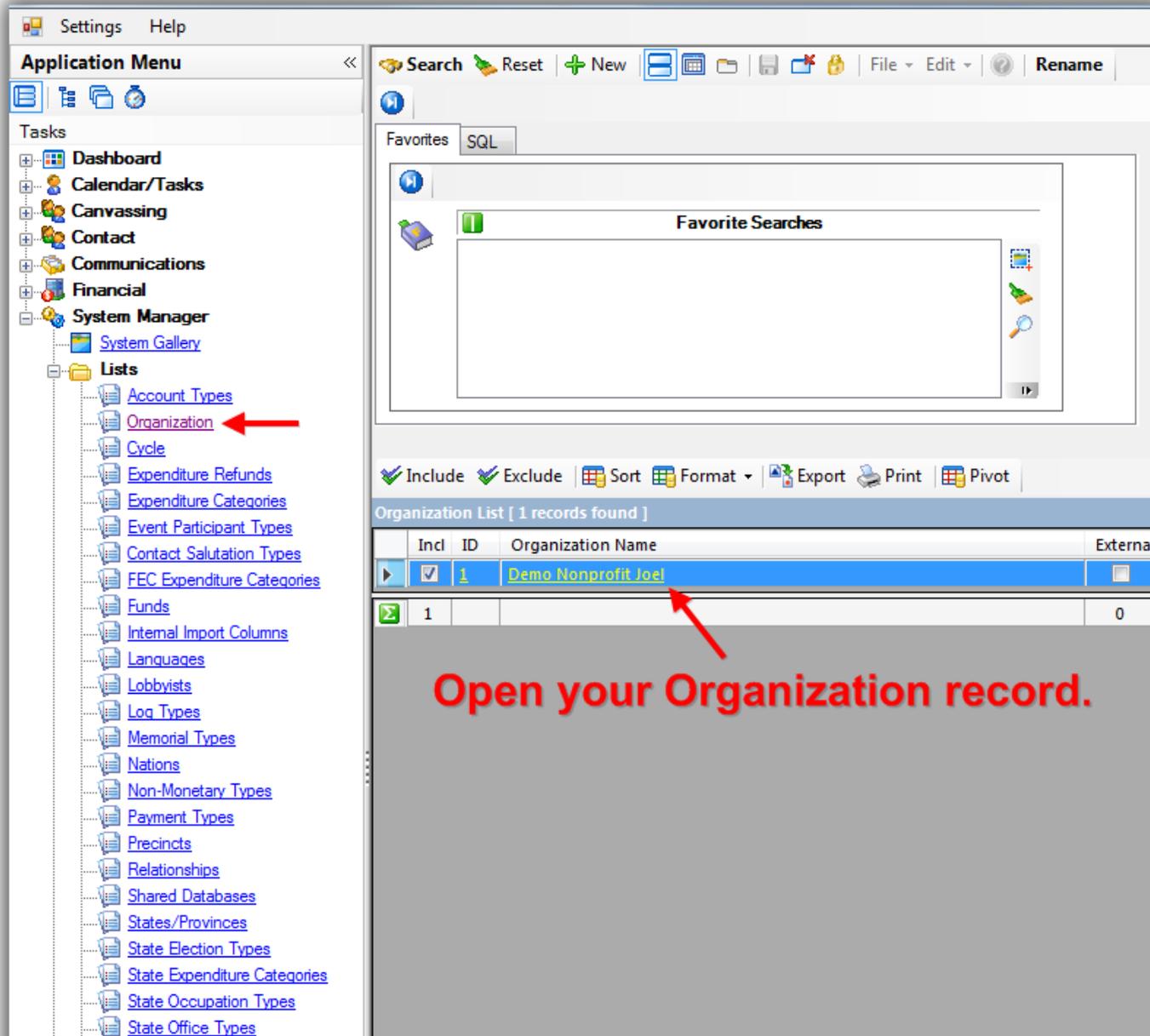
How to Change your Current, Previous, and Next Cycle/Fiscal Year in your Database, and How to Mass Update Donations to a Specific Cycle/Fiscal Year En Mass

Make sure you add one for the '**next**' cycle/fiscal year as well, and then move onto the next section which shows how to set these in your Organization record card.

#2 – Set your Previous, Default, and Next Cycle/Fiscal Year in your Organization Record

Navigate to **System Manger > Lists > Organization** > Click on your organization record to open it. *In my example it was called "Demo Nonprofit Joel".*

How to Change your Current, Previous, and Next Cycle/Fiscal Year in your Database, and How to Mass Update Donations to a Specific Cycle/Fiscal Year En Mass



The screenshot shows the TrailBlazer application interface. On the left, the 'Application Menu' sidebar is expanded to 'Lists', where 'Organization' is highlighted with a red arrow. The main window displays a table titled 'Organization List [1 records found]'. The table has columns: 'Incl', 'ID', 'Organization Name', and 'External'. The first row is highlighted in blue and contains the value '1' in the 'ID' column and 'Demo Nonprofit Joel' in the 'Organization Name' column. A red arrow points to this row. Below the table, a red text box contains the instruction: 'Open your Organization record.'

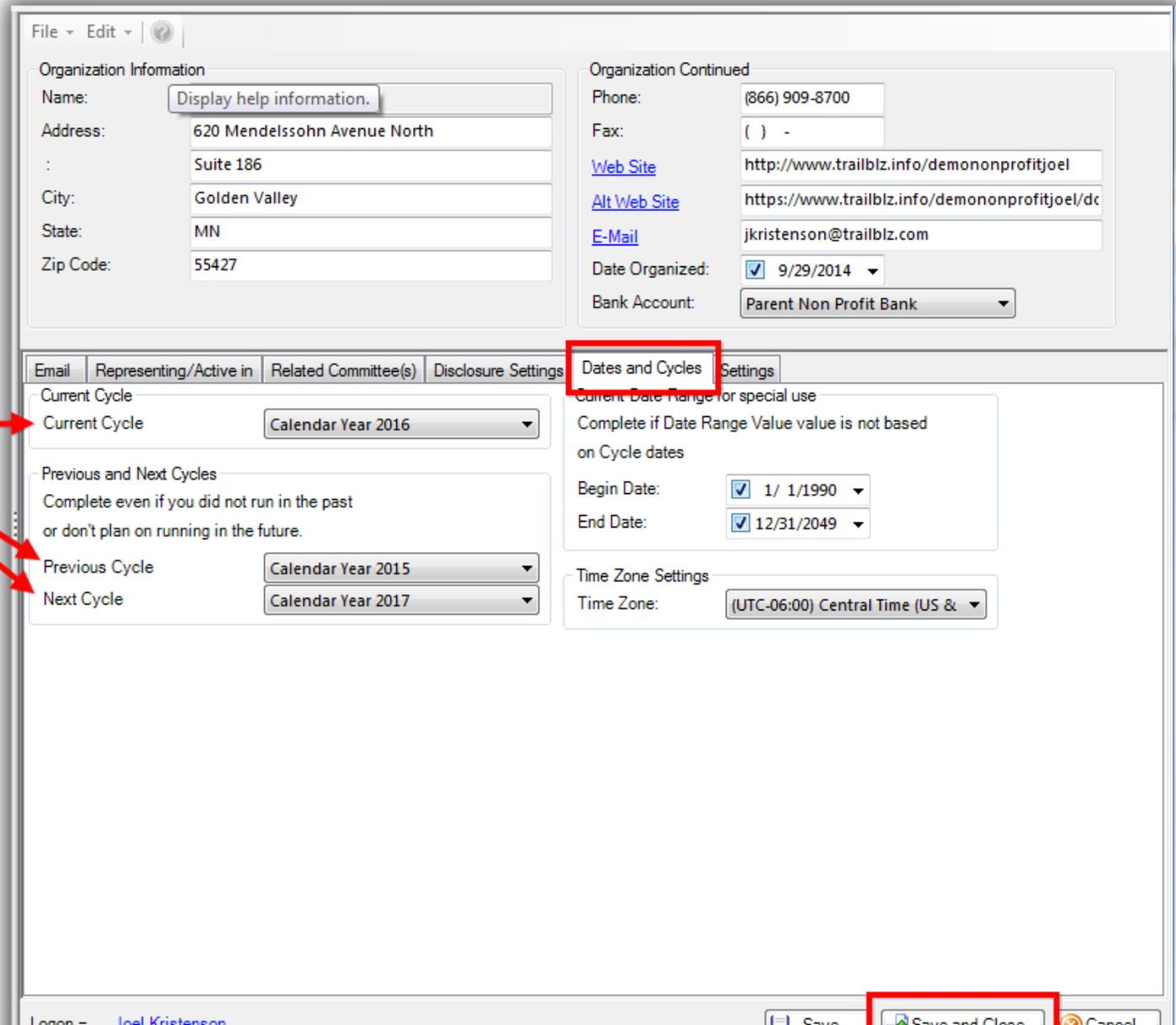
Incl	ID	Organization Name	External
<input checked="" type="checkbox"/>	1	Demo Nonprofit Joel	<input type="checkbox"/>

How to Change your Current, Previous, and Next Cycle/Fiscal Year in your Database, and How to Mass Update Donations to a Specific Cycle/Fiscal Year En Mass

Navigate to the **Dates and Cycles** tab, adjust the **Current, Previous, and Next** cycles, then click **[Save and Close]**. *In my example I used these settings (Current = 2016, Previous = 2015, and Next = 2017).*

How to Change your Current, Previous, and Next Cycle/Fiscal Year in your Database, and How to Mass Update Donations to a Specific Cycle/Fiscal Year En Mass

Set your Current, Previous, and Next cycles.



File Edit

Organization Information

Name:

Address:

:

City:

State:

Zip Code:

Organization Continued

Phone:

Fax:

[Web Site](http://www.trailblz.info/demononprofitjoel)

[Alt Web Site](https://www.trailblz.info/demononprofitjoel/dc)

[E-Mail](mailto:jkristenson@trailblz.com)

Date Organized:

Bank Account:

Email Representing/Active in Related Committee(s) Disclosure Settings **Dates and Cycles** Settings

Current Cycle

Current Cycle

Previous and Next Cycles

Complete even if you did not run in the past or don't plan on running in the future.

Previous Cycle

Next Cycle

Current Date Range for special use

Complete if Date Range Value value is not based on Cycle dates

Begin Date:

End Date:

Time Zone Settings

Time Zone:

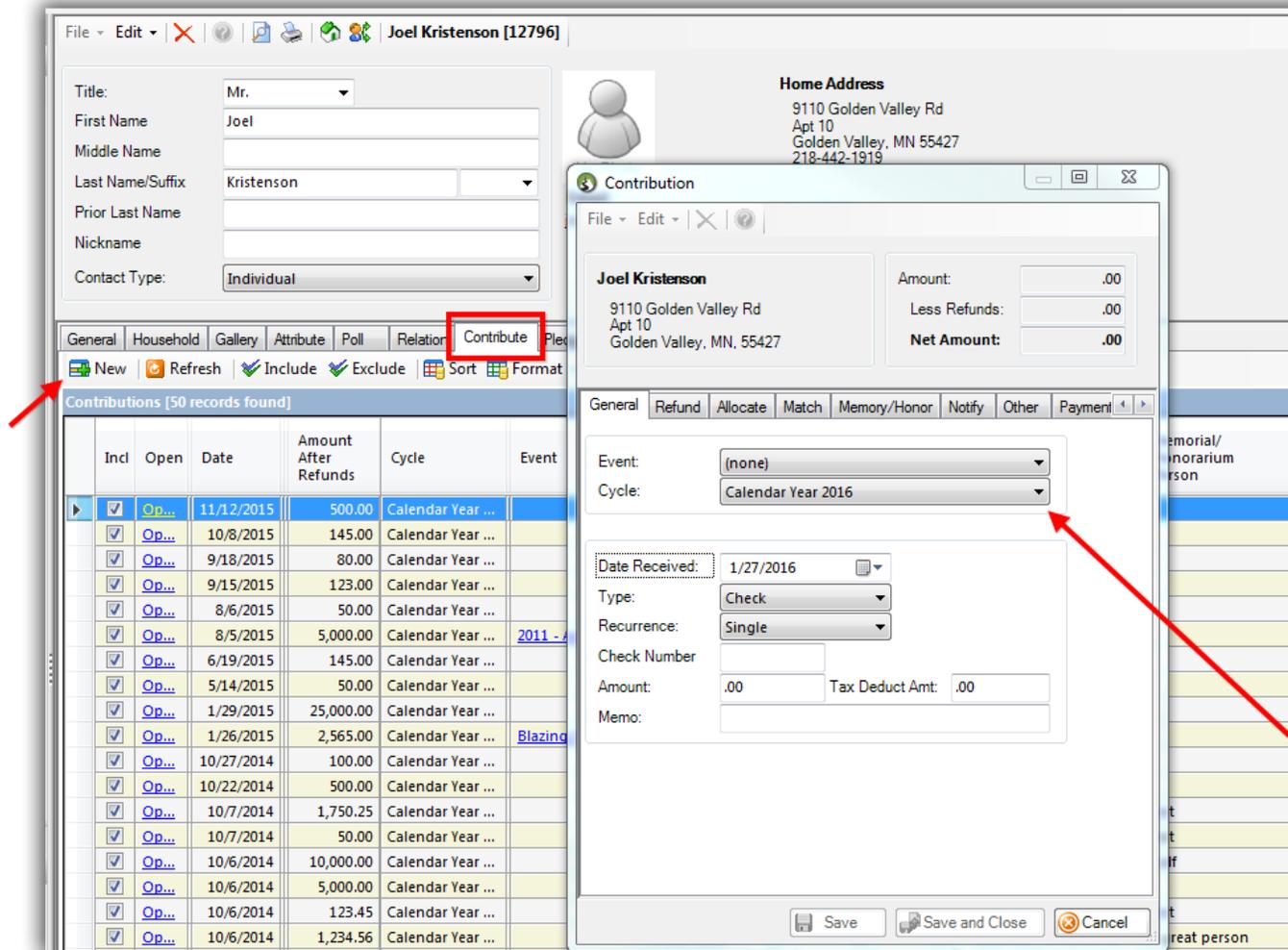
Logon = Joel Kristenson

Save Save and Close Cancel

How to Change your Current, Previous, and Next Cycle/Fiscal Year in your Database, and How to Mass Update Donations to a Specific Cycle/Fiscal Year En Mass

When you [manually enter](#) your next donation it will default the cycle to whatever you set as your 'Current Cycle' in your Organization record. *In my example it was Calendar Year 2016 as shown in the image below. For online donations coming in through your **Trail Blazer** [iFrame form](#), they'll also be set to the 'current' cycle.*

How to Change your Current, Previous, and Next Cycle/Fiscal Year in your Database, and How to Mass Update Donations to a Specific Cycle/Fiscal Year En Mass



The screenshot shows the TrailBlazer interface with a contact record for Joel Kristenson. The 'Contribution' dialog box is open, showing the following details:

- Contribution Details:**
 - Amount: .00
 - Less Refunds: .00
 - Net Amount: .00
- Event and Cycle:**
 - Event: (none)
 - Cycle: Calendar Year 2016
- Date Received:** 1/27/2016
- Type:** Check
- Recurrence:** Single
- Check Number:** (empty)
- Amount:** .00
- Tax Deduct Amt:** .00
- Memo:** (empty)

The 'Contribution' dialog box has a 'Cycle' dropdown menu set to 'Calendar Year 2016'. A red arrow points from this dropdown to a red text box on the right side of the image.

Your cycle will not default to whatever you set as the 'Current' cycle in your Organization Record.

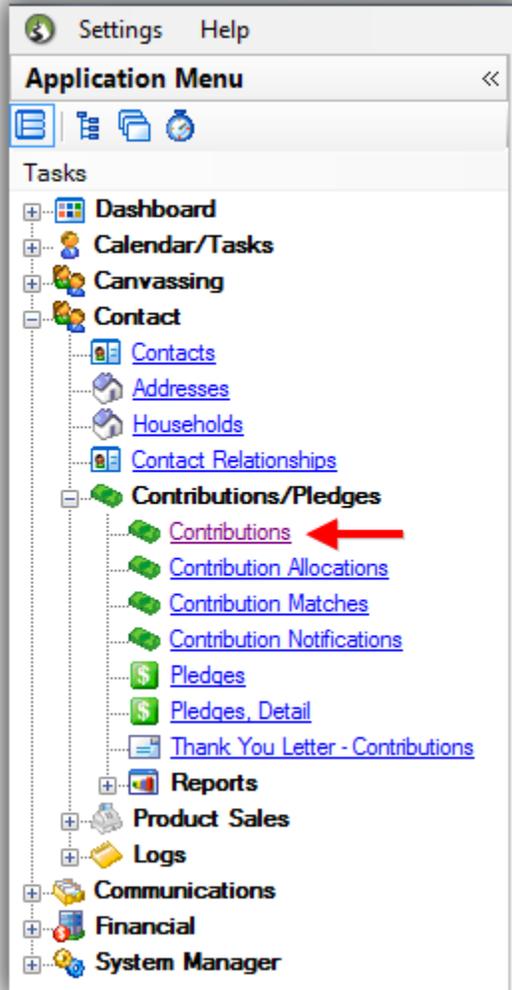
How to Change your Current, Previous, and Next Cycle/Fiscal Year in your Database, and How to Mass Update Donations to a Specific Cycle/Fiscal Year En Mass

You'll need to repeat these steps every year. The next section shows how to mass update donation records to a specific cycle en masse if they aren't set correctly.

#3 Set Contributions to an Election En Mass

Navigate to **Contributions** list by following **Application Menu > Donor (Contacts) > Contributions/Pledges > Contributions**.

How to Change your Current, Previous, and Next Cycle/Fiscal Year in your Database, and How to Mass Update Donations to a Specific Cycle/Fiscal Year En Mass



How to Change your Current, Previous, and Next Cycle/Fiscal Year in your Database, and How to Mass Update Donations to a Specific Cycle/Fiscal Year En Mass

Search by the date range for your Fiscal or Calendar Year. *In my example I searched for the calendar year 2015 (1/1/15 – 12/31/15) which provided **3,833** donation records. If your list of donations is over 1,000 make sure that you load 'all', if it's less than 1k it will auto-populate the grid.*

How to Change your Current, Previous, and Next Cycle/Fiscal Year in your Database, and How to Mass Update Donations to a Specific Cycle/Fiscal Year En Mass

2

Search | Reset | New | File | Edit | Apply to Pledges | Contributions

Date Range: 1/ 1/2015 12/31/2015
 Cycle:
 Event:
 Amount Range: to
 Batch Code:
 Products:
 Recurrence:
 Deductibility:
 Exclude Event:
 Alloc. Fund:

1. Enter the date range for the fiscal or calendar year you need to update donation records for.

Edit | Include | Exclude | Sort | Format | Export | Print | Pivot

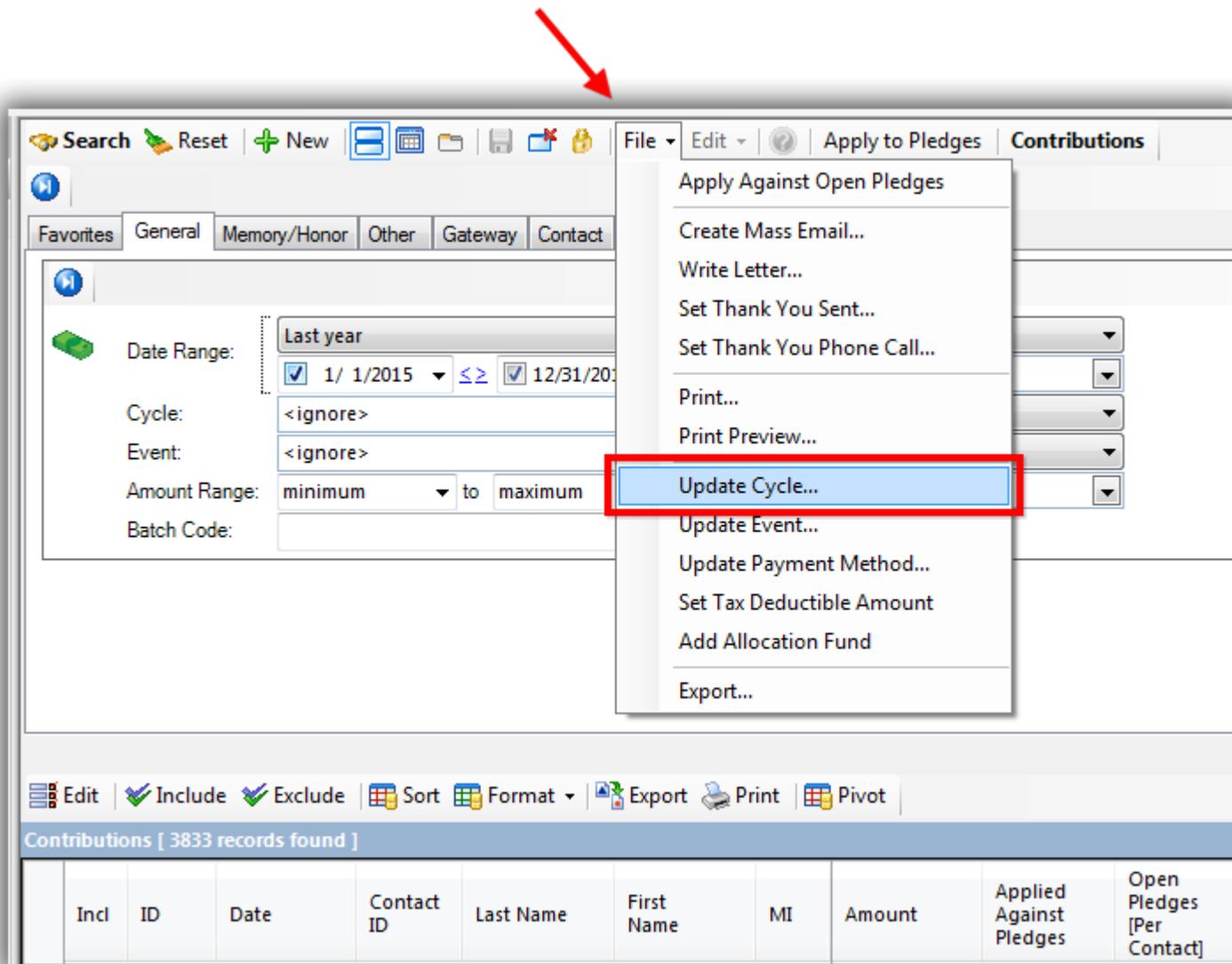
Contributions [3833 records found]

Incl	ID	Date	Contact ID	Last Name	First Name	MI	Amount	Applied Against Pledges	Open Pledges [Per Contact]	Deposited	Thank You Letter Sent	Thank You Date	Thank You Call Done	Check #	Street
<input checked="" type="checkbox"/>	46487	11/23/2015	14780	Daigle	Jazz		175.00	.00	.00	<input type="checkbox"/>	<input checked="" type="checkbox"/>		<input type="checkbox"/>		1800 Baptist World Center Dr
<input checked="" type="checkbox"/>	46486	11/23/2015	5	Aakhus	Steven	Eric	50.00	.00	.00	<input type="checkbox"/>	<input checked="" type="checkbox"/>		<input type="checkbox"/>	N/A	19981 See Gull Rd
<input checked="" type="checkbox"/>	46485	11/23/2015	14779	Wagner	Anthony		15.00	.00	.00	<input type="checkbox"/>	<input checked="" type="checkbox"/>		<input type="checkbox"/>		10101 Fondren Rd
<input checked="" type="checkbox"/>	46484	11/20/2015	14778	Caryl	Alysia		50.00	.00	.00	<input type="checkbox"/>	<input checked="" type="checkbox"/>		<input type="checkbox"/>	N/A	390 Ashton Ave
<input checked="" type="checkbox"/>	46483	11/20/2015	14778	Caryl	Alysia		145.00	.00	.00	<input type="checkbox"/>	<input checked="" type="checkbox"/>		<input type="checkbox"/>		390 Ashton Ave
<input checked="" type="checkbox"/>	46482	11/20/2015	14777	Unknown	Abigail		175.43	.00	.00	<input type="checkbox"/>	<input checked="" type="checkbox"/>		<input type="checkbox"/>		123 Main St
<input checked="" type="checkbox"/>	46481	11/19/2015	14776	Jones	Hillary		50.00	.00	.00	<input type="checkbox"/>	<input checked="" type="checkbox"/>		<input type="checkbox"/>	1234	620 Mendelssohn Ave
<input checked="" type="checkbox"/>	46480	11/18/2015	14775	Wheelock	Alex		1,000.00	.00	.00	<input type="checkbox"/>	<input checked="" type="checkbox"/>		<input type="checkbox"/>		1705 Highway 59
<input checked="" type="checkbox"/>	5602	11/12/2015	12796	Kristenson	Joel		500.00	.00	.00	<input type="checkbox"/>	<input type="checkbox"/>		<input type="checkbox"/>		9110 Golden Valley Rd
<input checked="" type="checkbox"/>	46479	11/12/2015	14774	Ferguson	Ashley		147.55	.00	.00	<input type="checkbox"/>	<input checked="" type="checkbox"/>		<input type="checkbox"/>		1701 Shackelford Rd S
<input checked="" type="checkbox"/>	46478	11/12/2015	14773	Caplan	Neil		145.00	.00	.00	<input type="checkbox"/>	<input checked="" type="checkbox"/>		<input type="checkbox"/>		PO Box 843
<input checked="" type="checkbox"/>	46477	11/12/2015	14772	Nelson	Amber		123.56	.00	.00	<input type="checkbox"/>	<input checked="" type="checkbox"/>		<input type="checkbox"/>		PO Box 85
<input checked="" type="checkbox"/>	46476	11/11/2015	14771	Jones	Bob		50.00	.00	.00	<input type="checkbox"/>	<input checked="" type="checkbox"/>		<input type="checkbox"/>	N/A	
<input checked="" type="checkbox"/>	46475	11/11/2015	14770	Crum	Caitlyn		145.00	.00	.00	<input type="checkbox"/>	<input checked="" type="checkbox"/>		<input type="checkbox"/>		425 Sugar Maple Ln
<input checked="" type="checkbox"/>	46474	11/10/2015	14769	Bauer	Danielle		500.00	.00	.00	<input type="checkbox"/>	<input checked="" type="checkbox"/>		<input type="checkbox"/>	N/A	
<input checked="" type="checkbox"/>	46473	11/10/2015	14768	Ozorkiewicz	Melodie		145.00	.00	.00	<input type="checkbox"/>	<input checked="" type="checkbox"/>		<input type="checkbox"/>		PO Box 101104
<input checked="" type="checkbox"/>	46472	11/9/2015	14767	McMahon	Cory		145.00	.00	.00	<input type="checkbox"/>	<input checked="" type="checkbox"/>		<input type="checkbox"/>		2151 59th St
<input checked="" type="checkbox"/>	46471	11/5/2015	14766	Jentgen	Julie		24.57	.00	.00	<input type="checkbox"/>	<input checked="" type="checkbox"/>		<input type="checkbox"/>		158 Sleep Bowl Rd
<input checked="" type="checkbox"/>	46470	11/5/2015	14766	Jentgen	Julie		100.00	.00	.00	<input type="checkbox"/>	<input checked="" type="checkbox"/>		<input type="checkbox"/>	N/A	158 Sleep Bowl Rd

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Click the **File** drop-down menu and select '**Update Cycle**'.

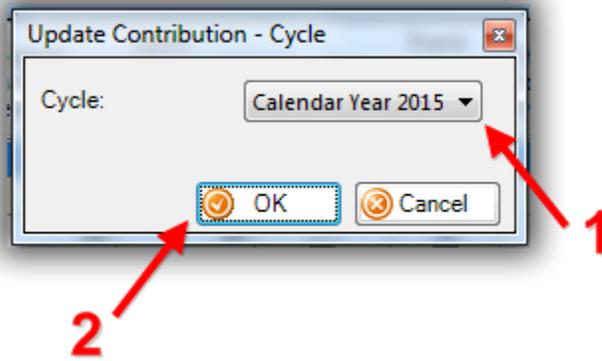
How to Change your Current, Previous, and Next Cycle/Fiscal Year in your Database, and How to Mass Update Donations to a Specific Cycle/Fiscal Year En Mass



The screenshot shows the TrailBlazer software interface. A red arrow points to the 'File' menu. The 'File' menu is open, and the 'Update Cycle...' option is highlighted with a red box. The interface includes a search bar, a toolbar with icons for Search, Reset, New, and other functions, and a main window with tabs for Favorites, General, Memory/Honor, Other, Gateway, and Contact. The 'Date Range' is set to 'Last year' with a date range of 1/1/2015 to 12/31/2015. The 'Cycle' is set to '<ignore>'. The 'Amount Range' is set to 'minimum' to 'maximum'. The 'Batch Code' is empty. The bottom of the interface shows a toolbar with icons for Edit, Include, Exclude, Sort, Format, Export, Print, and Pivot. Below the toolbar, it says 'Contributions [3833 records found]'. The table below has columns for Incl, ID, Date, Contact ID, Last Name, First Name, MI, Amount, Applied Against Pledges, and Open Pledges [Per Contact].

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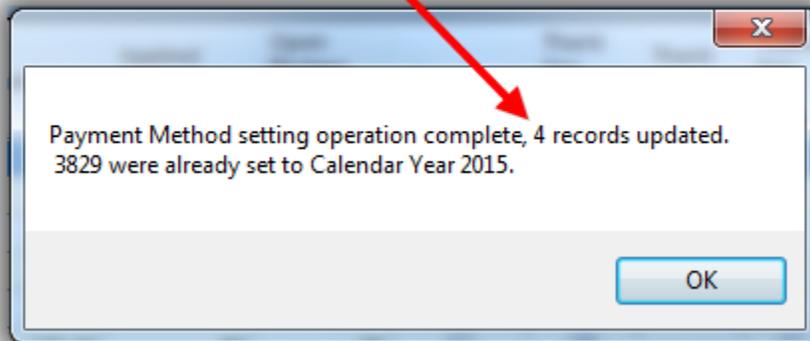
Choose your 'cycle' from the drop-down list and click **[OK]**. *I selected the Calendar Year 2015.*



This will initiate the operation. Once it's complete you'll get a message with the results. Click **[OK]** to finish.

How to Change your Current, Previous, and Next Cycle/Fiscal Year in your Database, and How to Mass Update Donations to a Specific Cycle/Fiscal Year En Mass

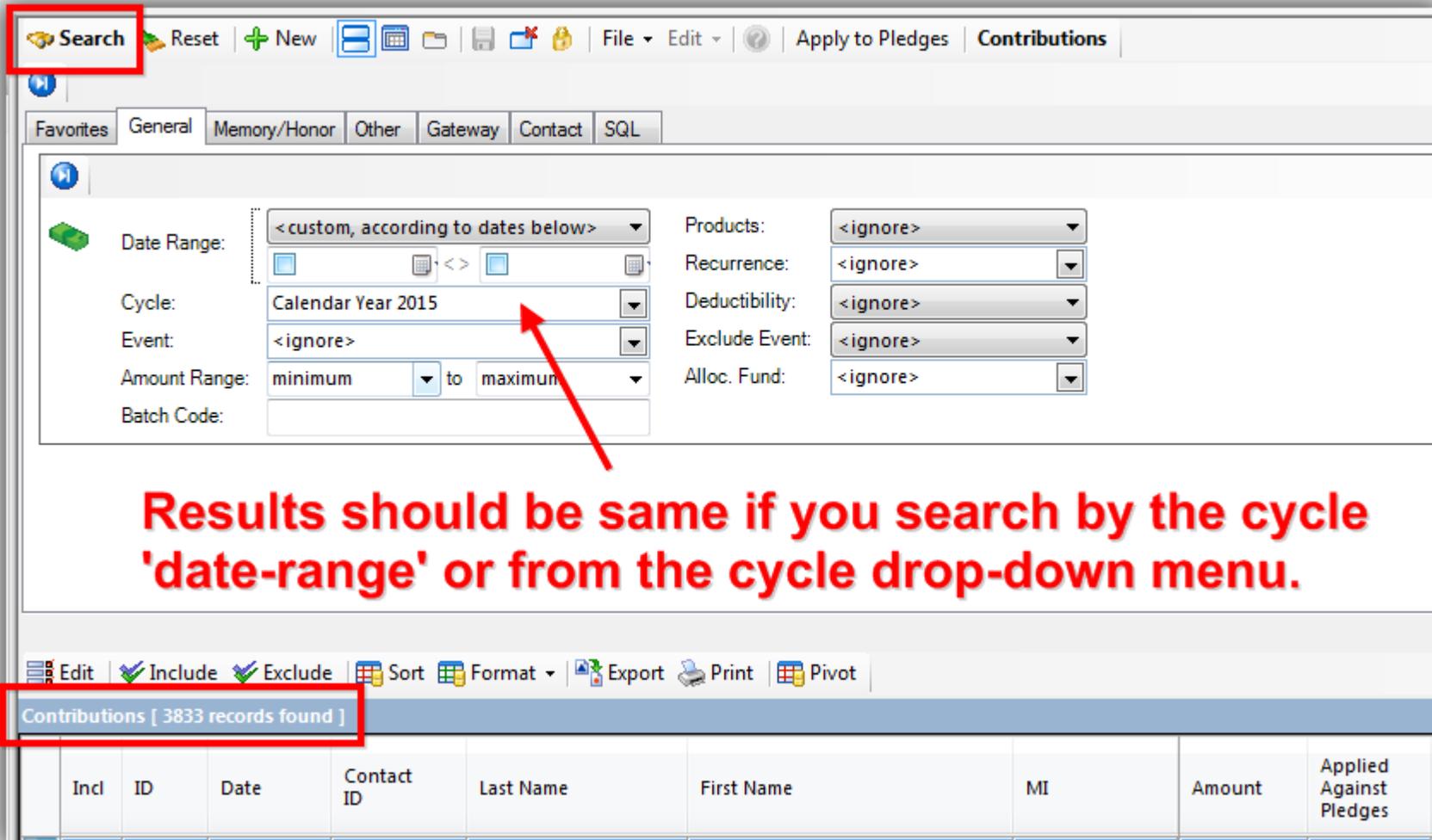
Number of donation records that were updated.



Repeat these steps if necessary for any of your fiscal/calendar years where donations may be keyed incorrectly to the wrong 'cycle'.

Once this is complete you should get the same results for a query if you search by the cycle **date-range** OR by the **cycle drop-down** menu. *In my example I get the same results searching by the Cycle 2015 as I did when running the query by date-range.*

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The screenshot shows the TrailBlazer search interface. At the top, the 'Search' button is highlighted with a red box. Below it, the 'Contributions' tab is selected. The search criteria are set as follows:

- Date Range: <custom, according to dates below>
- Cycle: Calendar Year 2015 (highlighted with a red arrow)
- Event: <ignore>
- Amount Range: minimum to maximum
- Batch Code: (empty)
- Products: <ignore>
- Recurrence: <ignore>
- Deductibility: <ignore>
- Exclude Event: <ignore>
- Alloc. Fund: <ignore>

Below the search criteria, a red text box states: **Results should be same if you search by the cycle 'date-range' or from the cycle drop-down menu.**

At the bottom, the search results are displayed in a table. The table header is highlighted with a red box and shows: **Contributions [3833 records found]**

Incl	ID	Date	Contact ID	Last Name	First Name	MI	Amount	Applied Against Pledges
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How to Change your Current, Previous, and Next Cycle/Fiscal Year in your Database, and How to Mass Update Donations to a Specific Cycle/Fiscal Year En Mass

The related resources below link to many other useful articles and videos, if you need immediate assistance please call our live support line (**1-866-909-8700** | 8 AM – 5 PM CT).



Trail Blazer™

- YouTube Channel
- Knowledge Base Articles
- 3rd Party Resources

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Related Resources

Article: [Enter Contributions](#)

Article: [How to Create a Year-by-Year Giving History Report Using Filtered Contribution Columns in the Grid – Primarily for Nonprofits](#)

Article: [Contribution Year-End Report](#)

Video: [Getting Started 106a – Entering Contributions \(NON PROFIT ONLY\)](#)

Video: [Filter Using New Date Controls](#)

Video: [Filtered Contribution Columns in Format](#)

Video: [Election Cycles to Contributions Records \(en masse\) – Political Only](#)

Trail Blazer Live Support

How to Change your Current, Previous, and Next Cycle/Fiscal Year in your Database, and How to Mass Update Donations to a Specific Cycle/Fiscal Year En Mass

☎ **Phone:** 1-866-909-8700

✉ **Email:** support@trailblz.com

f **Facebook:** <https://www.facebook.com/pages/Trail-Blazer-Software/64872951180>

t **Twitter:** <https://twitter.com/trailblazersoft>

** As a policy we require that you have taken our intro training class before calling or emailing our live support team.*

[Click here](#) to view our calendar for upcoming classes and events. Feel free to sign up other members on your team for the same training.

** After registering you'll receive a confirmation email with the instructions for how to log into the [GoToMeeting](#) session where we host our live interactive trainings.*

** This service is included in your contract.*