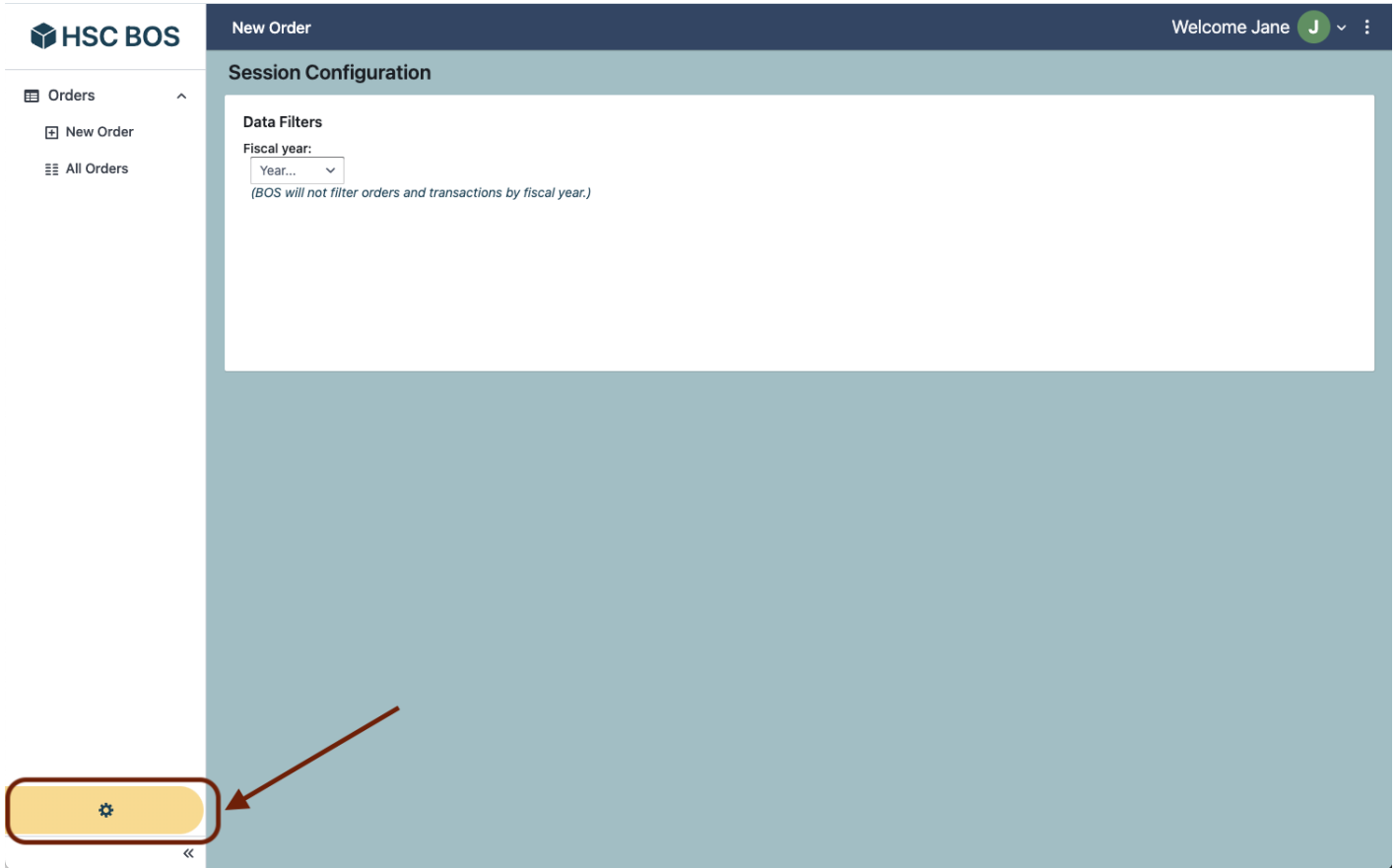


# BOS Session Configuration

You can update your BOS session configuration from the **Session Configuration Page** accessed by clicking the **gear icon** on the bottom of the Side Navigation Menu.



Here, you can opt to have BOS filter orders/transactions by fiscal year. Just click the arrow in the Fiscal Year drop down and then select a year.

## Session Configuration

### Data Filters

Fiscal year:

Year... ▾

- (filter orders and transactions by fiscal year.)
- 2024
- 2023
- 2022
- 2021
- 2020
- 2019
- 2018
- 2017
- 2016



If a year is selected, the note will be updated and a clear button will become available. This will cause BOS to automatically filter orders and transactions. *This filter does not apply to Reports (accessible by those with permission only).*

## Session Configuration

### Data Filters

Fiscal year:

2024 Clear

*(BOS will filter orders and transactions to fiscal year: 2024)*

Revision #5

Created 2024-01-30 17:57:04 UTC by Megan Bowler

Updated 2024-01-30 18:38:16 UTC by Megan Bowler