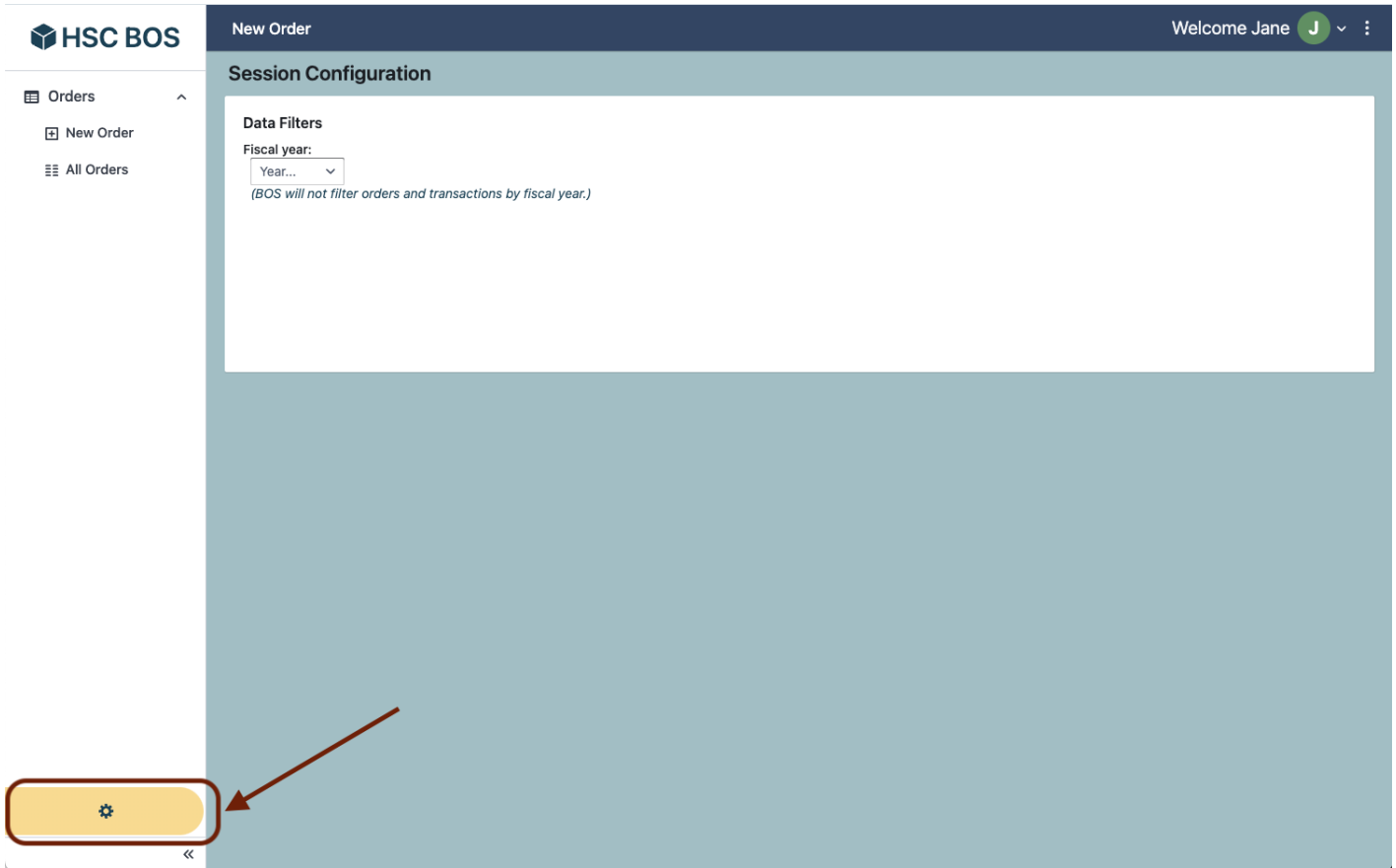


# BOS Session Configuration

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... ▼

- 
- 2024
- 2023
- 2022
- 2021
- 2020
- 2019
- 2018
- 2017
- 2016

(BOS will filter orders and transactions by fiscal year.)

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 30 January 2024 17:57:04 by Megan Bowler  
Updated 30 January 2024 18:38:16 by Megan Bowler