

- 1] Set the starting fiscal year of your organization to “March” and ending fiscal year to “February”.-
By custom fiscal years method- Setup> fiscal year

Fiscal Year

This page allows you to define and edit **custom fiscal years**, including the names used in reports and forecasts.

Click the New button to define a new fiscal year. Click Edit to edit a previously defined fiscal year.

Custom Fiscal Years			
Action	Year	FY Start Date	FY End Date
Edit	2024	01/03/2023	29/02/2024

Custom Fiscal Year Names

- 2] Add five fixed holidays for the organization.
Ans-

Holidays

Holidays are dates and times at which business hours are suspended. Business hours are the days and hours that your support team is available.

Action	Holiday Name	Description	Date and Time
Edit Del	Independence day	Indian Independence day	15/08/2023 All Day
Edit Del	Janmashtami	Lord Krishna Birth	08/09/2023 All Day
Edit Del	Labor day	Maharashtra Day	01/05/2024 All Day
Edit Del	Republic Day		01/07/2024 All Day

Action	Holiday Name	Description	Date and Time
Clone	Ganesh Festival	Lord Ganesh Festival	30/07/2023 All Day

- 3] Set the default time zone to the Indian Standard Time
Ans- Setup> Company setting> Business Hours

Business Hours

Organization Business Hours

A | B | C | D | E | F | G | H | I | J | K | L | M | N | O | P | Q | R | S | T | U | V | W | X | Y | Z | Other | [All](#)

Action	Business Hours Name	Active	Time Zone	Default
Edit	Default	<input checked="" type="checkbox"/>	(GMT+05:30) India Standard Time (Asia/Kolkata)	<input checked="" type="checkbox"/>

A | B | C | D | E | F | G | H | I | J | K | L | M | N | O | P | Q | R | S | T | U | V | W | X | Y | Z | Other | [All](#)

- 4] Set the language as “English(United States)”

Ans- Way 1- Setup> Company setting >Company information > change the language –

Organization Detail

[Edit](#) [Deactivate Org](#)

Organization Name	Veena Enterprises	Phone	
Primary Contact	Veena Giri	Fax	
Division		Default Locale	English (United States)
Address	IN	Default Language	English
Fiscal Year Starts In	Custom Fiscal Year	Default Time Zone	(GMT+05:30) India Standard Time (Asia/Kolkata)
Activate Multiple Currencies	<input type="checkbox"/>	Improve DATEVALUE() accuracy for DST	<input type="checkbox"/>
Enable Data Translation	<input type="checkbox"/>	Currency Locale	English (India) - INR
Newsletter	<input checked="" type="checkbox"/>	Used Data Space	382 KB (7%) View
Admin Newsletter	<input checked="" type="checkbox"/>	Used File Space	24 KB (0%) View
Hide Notices About System Maintenance	<input type="checkbox"/>	API Requests, Last 24 Hours	0 (15,000 max)

Way 2- In salesforce lightning page > Settings> Personal information > Language and Time zone > save the changes

Language & Time Zone

Settings

Time Zone: (GMT+05:30) India Standard Time (Asia/Kolkata)

Locale: English (United States)

Language: English

Email Encoding: Unicode (UTF-8)

Save Cancel

5] Set the business hours of the organization as:

f. Monday to Friday from 9 AM to 4 PM.

g. Saturday & Sunday from 9 AM to 11 AM.

Organization Business Hours

Select the days and hours that your support team is available. These hours, when associated with escalation rules, determine the times at which cases can escalate.

If you enter blank business hours for a day, that means your organization does not operate on that day.

[Holidays](#)

Business Hours Detail [Edit](#)

Business Hours Name	Default	Time Zone
Business Hours	Sunday 9:00 AM to 11:00 AM Monday 9:00 AM to 4:00 PM Tuesday 9:00 AM to 4:00 PM Wednesday 9:00 AM to 4:00 PM Thursday 9:00 AM to 4:00 PM Friday 9:00 AM to 4:00 PM Saturday 9:00 AM to 11:00 AM	(GMT+05:30) India Standard Time (Asia/Kolkata)
Active	<input checked="" type="checkbox"/>	Default Business Hours <input checked="" type="checkbox"/>
Created By	Veena Gini 7/4/2023, 7:52 AM	Last Modified By Veena Gini 8/6/2023, 7:47 PM

[Edit](#)

Q2. (i) Your corporate currency is USD. But you head the company's fast growing Indian Division. Therefore, change your default currency to INR?

Company Information

Veena Enterprises

The organization's profile is below.

[User Licenses \(10+\)](#) | [Permission Set Licenses \(10+\)](#) | [Feature Licenses \(11\)](#) | [Usage-based Entitlements \(10+\)](#)

Organization Detail [Edit](#) [Deactivate Org](#)

Organization Name	Veena Enterprises	Phone	
Primary Contact	Veena Gini	Fax	
Division		Default Locale	English (United States)
Address	IN	Default Language	English
Fiscal Year Starts In	Custom Fiscal Year	Default Time Zone	(GMT+05:30) India Standard Time (Asia/Kolkata)
Activate Multiple Currencies	<input type="checkbox"/>	Improve DATEVALUE() accuracy for DST	<input type="checkbox"/>
Enable Data Translation	<input type="checkbox"/>	Currency Locale	English (India) - INR

(ii) You are the CEO of the company and your opportunities in USD are getting converted but the USD has been unstable past year? How can we handle this situation of fluctuating exchange rate?

Ans- Setup> Manage currencies> Enable

Dated Exchange Rates

Use this page to view and manage dated exchange rates.

[New Exchange Rates](#)

Exchange Rates for: 8/9/2023 and after

Previous Range | Next Range | Jump to 8/9/2023 | 8/9/2023 | Go!

Currency Code	Currency Name	Corporate	Exchange Rate	Modified By
INR	Indian Rupee	<input checked="" type="checkbox"/>	1.000000	Veena Gini 8/9/2023, 8:17 PM
USD	U.S. Dollar	<input type="checkbox"/>	0.012095	Veena Gini 8/9/2023, 8:19 PM

Inactive Currencies

Currency Code	Currency Name	Modified By
No records to display.		