Osiris – checking account closing dates

1. Go to Summon - www.library.hud.ac.uk
2. Click on Subject Guides By your Librarians (in the links box on the left)
3. Click on Business
4. Select Accountancy & Finance
5. Click the 'Company & Finance Information' tab in the resources box
6. Select Osiris - if prompted enter your username and password (they are same details you use for logging on to a PC)
7. In a results list you will see the Latest account date column:

If you want to check whether the accounts are for the past year or just the most recent quarter, you need to add in the Closing date column to the list of results so you can establish whether the latest accounts are from an annual report or quarterly report.

8. To add in the Closing date you need to click on
9. Under the Accounts header option select Closing date:

10. Then click (in the bottom right hand corner)
11. Easiest way to compare the Latest account date with the Closing date is to draw the columns next to each other. Click on column and drag to desired location.

12. The dates are now easier to compare: