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## FINANCE

CO3 Technologies

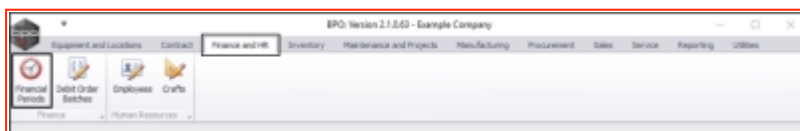
## FINANCIAL

## PERIODS – SET CURRENT FINANCIAL PERIOD

It is important to make sure the **current** financial period is **open**.

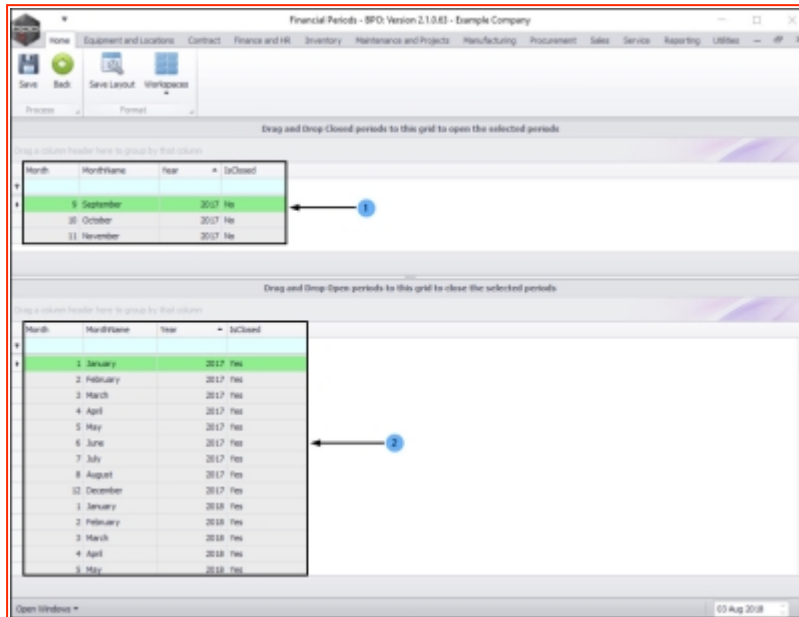
At the **end** of the last day of the month, the current financial period should be **closed**, and the new period **opened**.

**Ribbon Access:** *Finance and HR > Financial Periods*



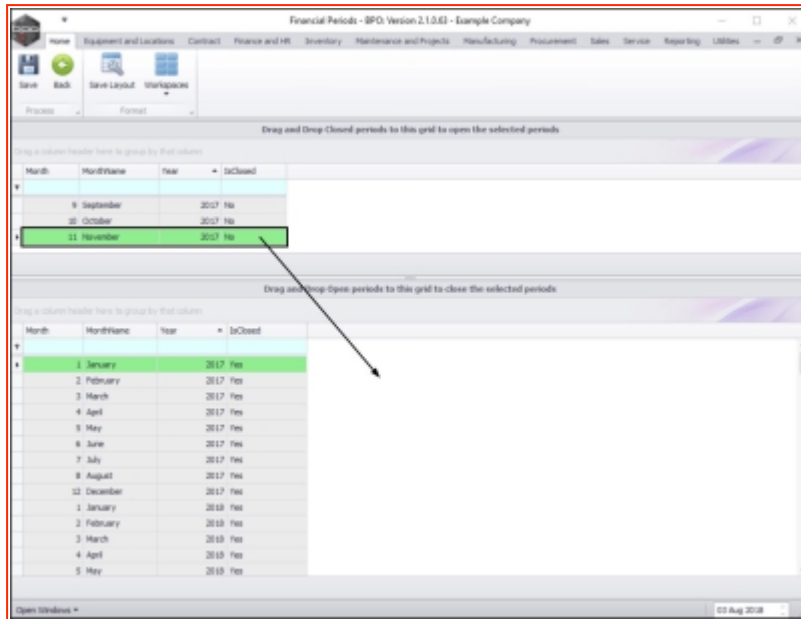
The **Financial Periods** screen will be displayed.

1. This frame lists **Open Periods** (Is Closed column = **No**).
2. This Frame lists **Closed Periods** (Is Closed column = **Yes**).

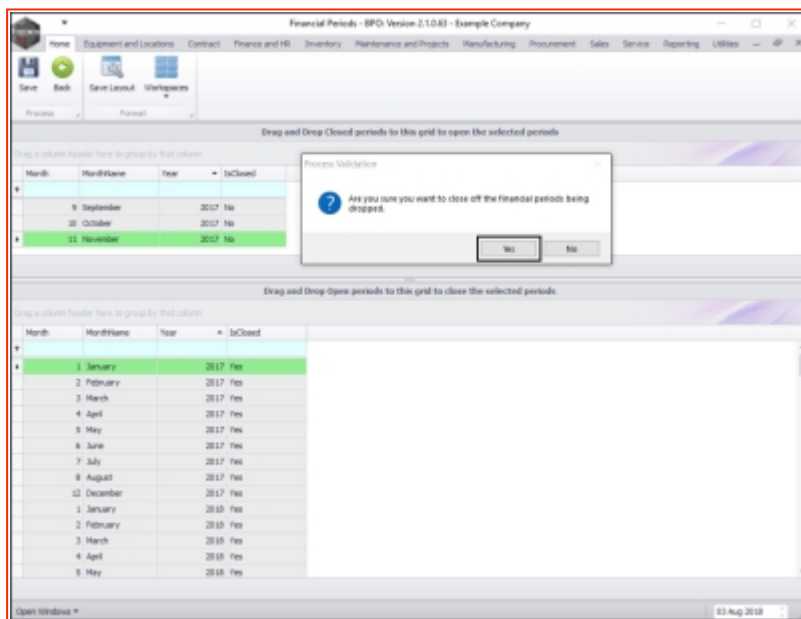


## CLOSE A FINANCIAL PERIOD

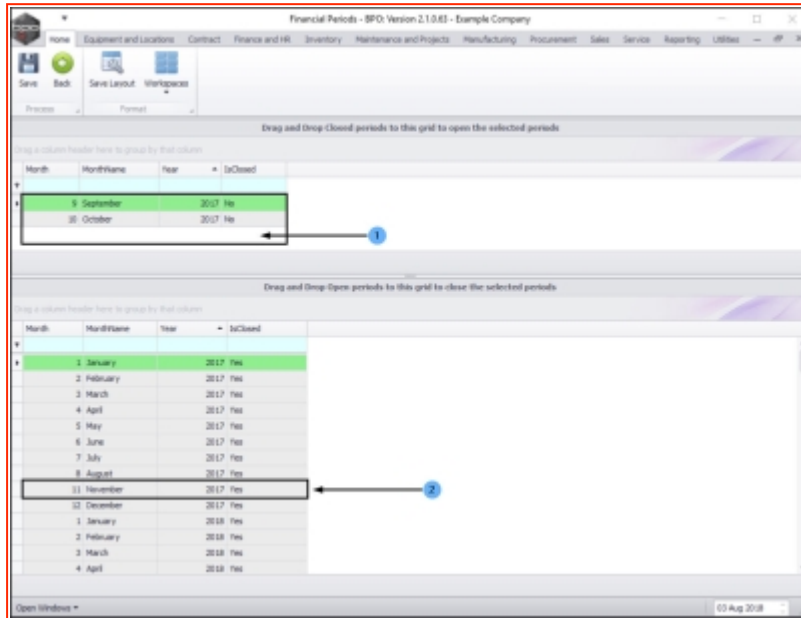
- Click in the **row** of an **open period** that you wish to **close**.
- **Drag** and **drop** this row in the **Closed Periods** data grid.



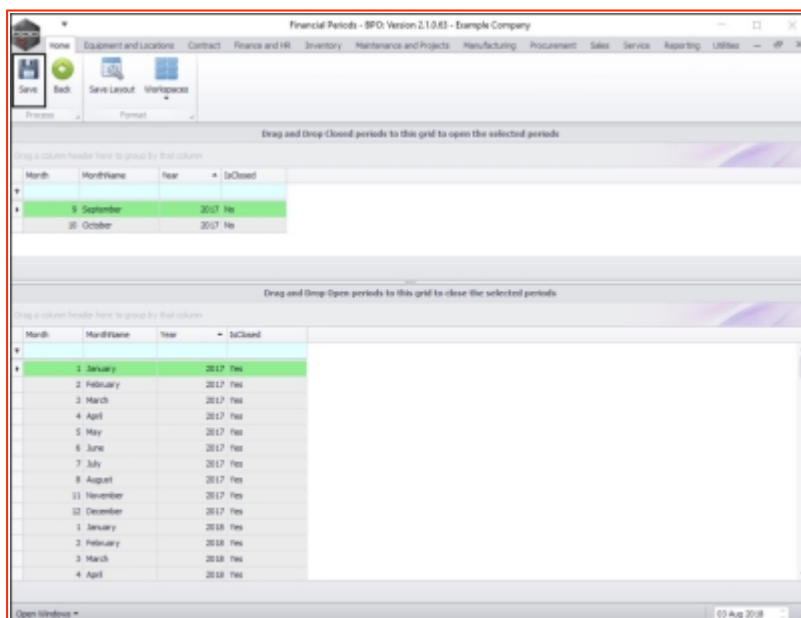
- A **Process Validation** message box will pop up asking;
  - **Are you sure you want to close off the financial periods being dropped.**
- Click on **Yes**.



1. The selected financial period will now be **removed** from the **Open Periods** frame,
2. and can now be found in the **Closed Periods** frame.

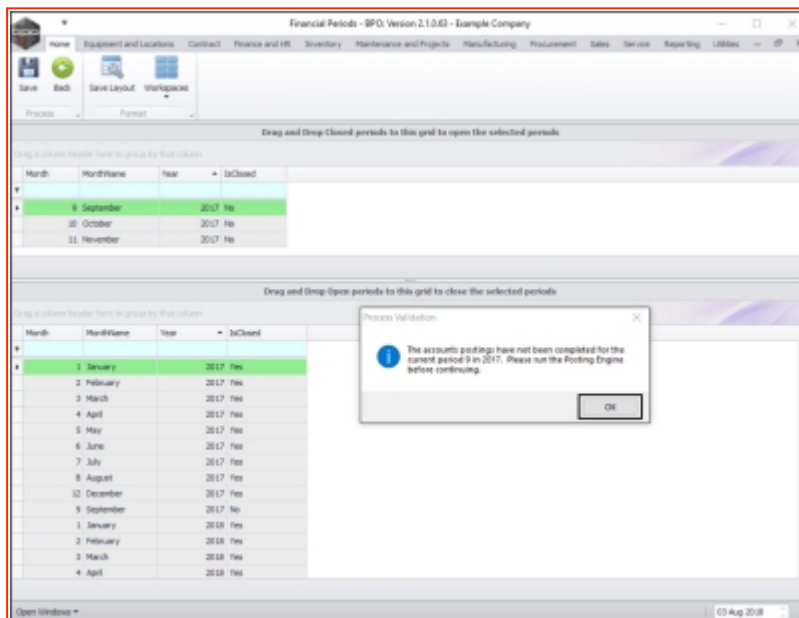


- When you have finished adjusting the financial periods, click on **Save**.

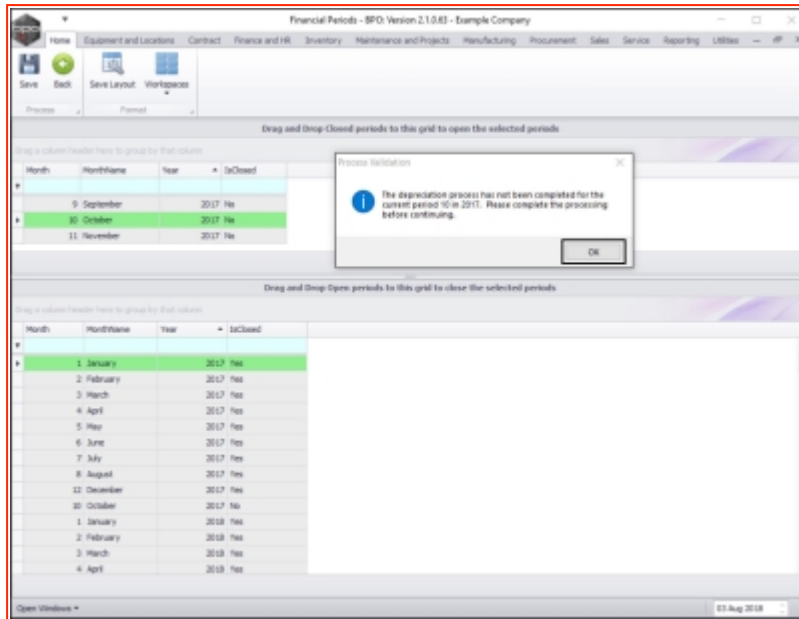


**Note:** The system may challenge the attempt to close off this financial period, if there are processes that need to be completed first.

- For example, in this image, a Process Validation message box will pop up informing you that;
  - The accounts posting have not been completed for the current period [ ]. Please run the Posting Engine before continuing.*
- Click on **OK**, apply the message instruction(s) then repeat the **drag** and **drop** process to close the financial period.

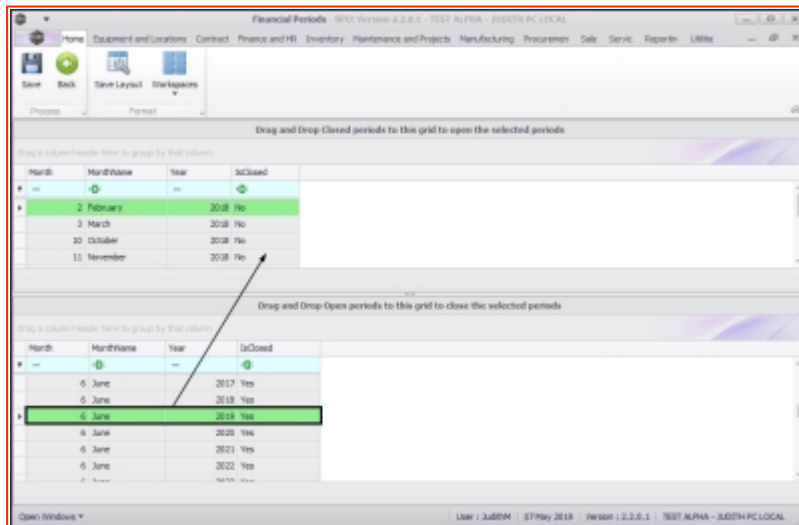


- A different type of **Process Validation** message box could pop up informing you that;
  - The depreciation process has not been completed for the current period [ ]. Please complete the processing before continuing.*
- Click on **OK**, apply the message instruction(s) then repeat the **drag** and **drop** process to close the financial period.

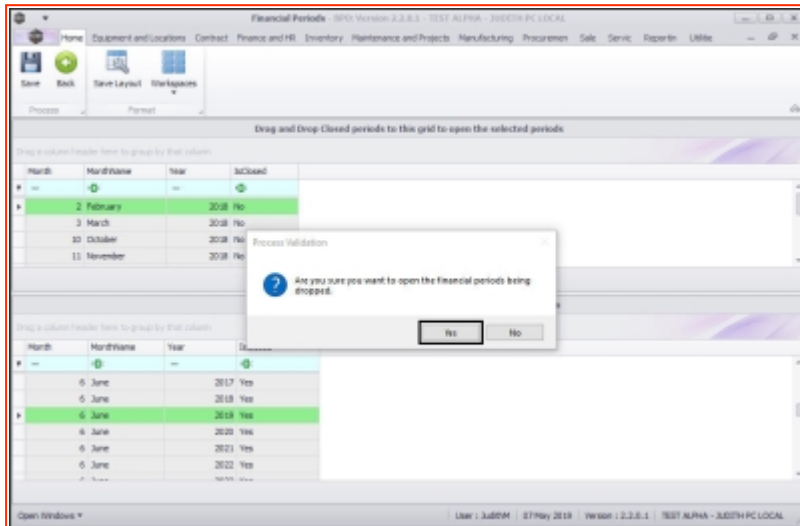


## OPEN A FINANCIAL PERIOD

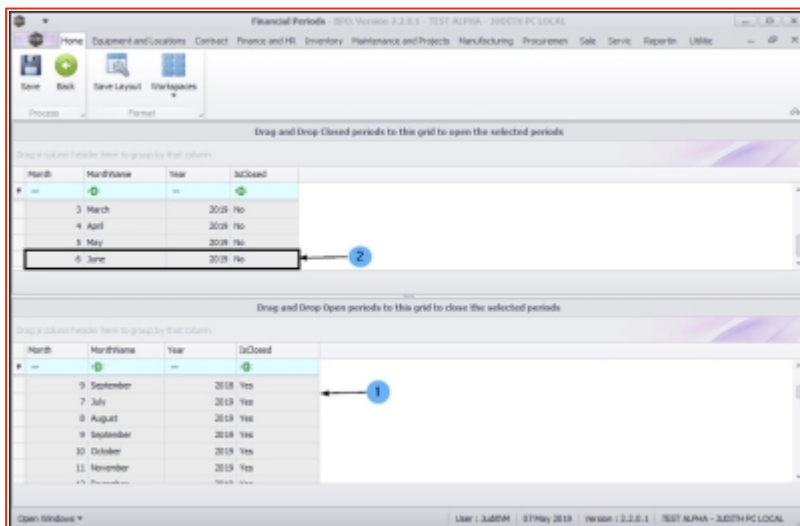
- Click in the **row** of a **closed period** that you wish to **open**.
- **Drag** and **drop** this row in the **Open Periods** data grid.



- A **Process Validation** message box will pop up asking;
  - **Are you sure you want to open the financial periods being dropped.**
- Click on **Yes**.



1. The selected financial period will now be **removed** from the **Closed Periods** frame,
2. and can now be found in the **Open Periods** frame.





## Set Current Financial Period

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