

COMPANY

PERIODS

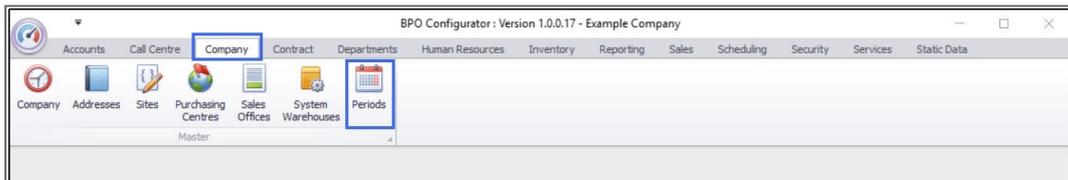
A **Financial Year** is a period of twelve months, used by government, business, and other organizations in order to calculate their budgets, profits, and losses. Financial year is often used in business to compare with the calendar year. A **Financial Period** is a month within this financial year.

The Financial Period Configuration must be done when BPO is set up, in order for transaction processing to work correctly.

This configuration defines the **12** Financial Periods as defined by the company's financial year. For example, if your financial year end is in February, then March is financial period **1**.

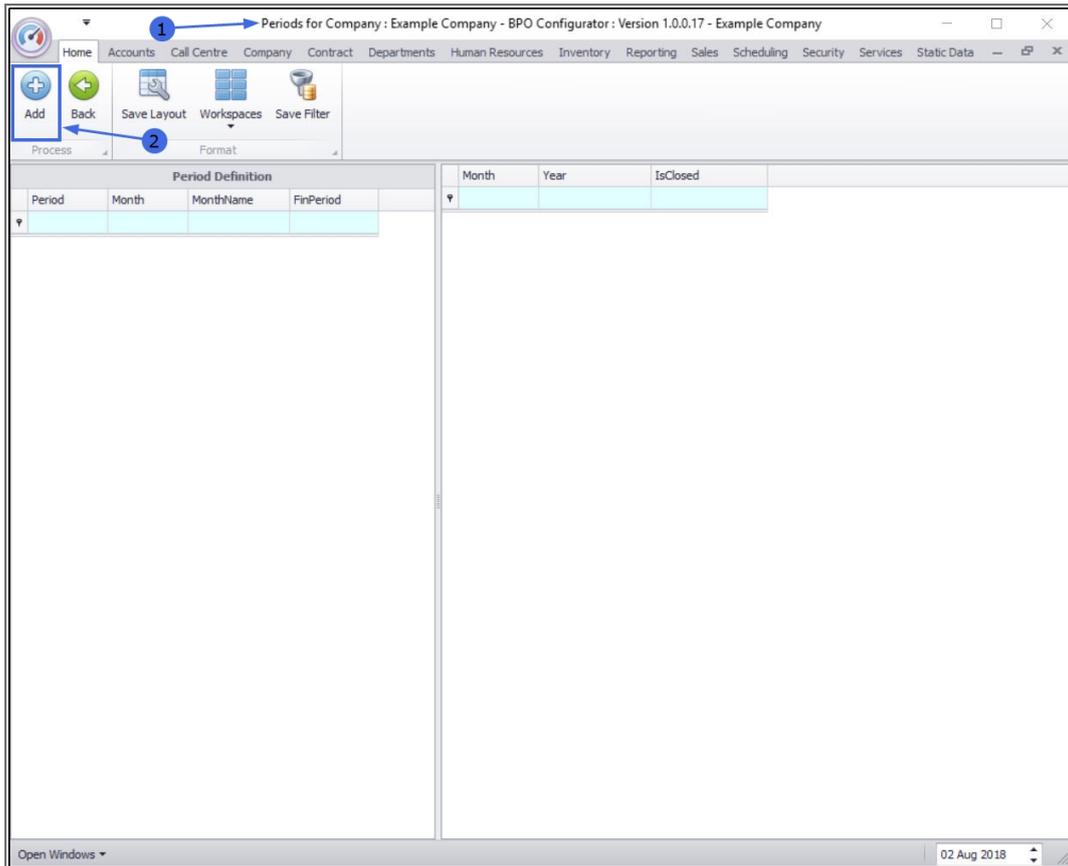
Once the periods are defined, you will still need to open the [current financial period](#) (in most cases, this will be done on a monthly basis)

Ribbon Access: *Company > Periods*



ADD FINANCIAL PERIOD

1. The **Periods for Company: []** screen will be displayed.
2. Click on **Add**.



The **Maintain Company Periods** screen will open.

The system will auto generate **10** years of financial periods starting from the current year.

FINANCIAL PERIODS START YEAR

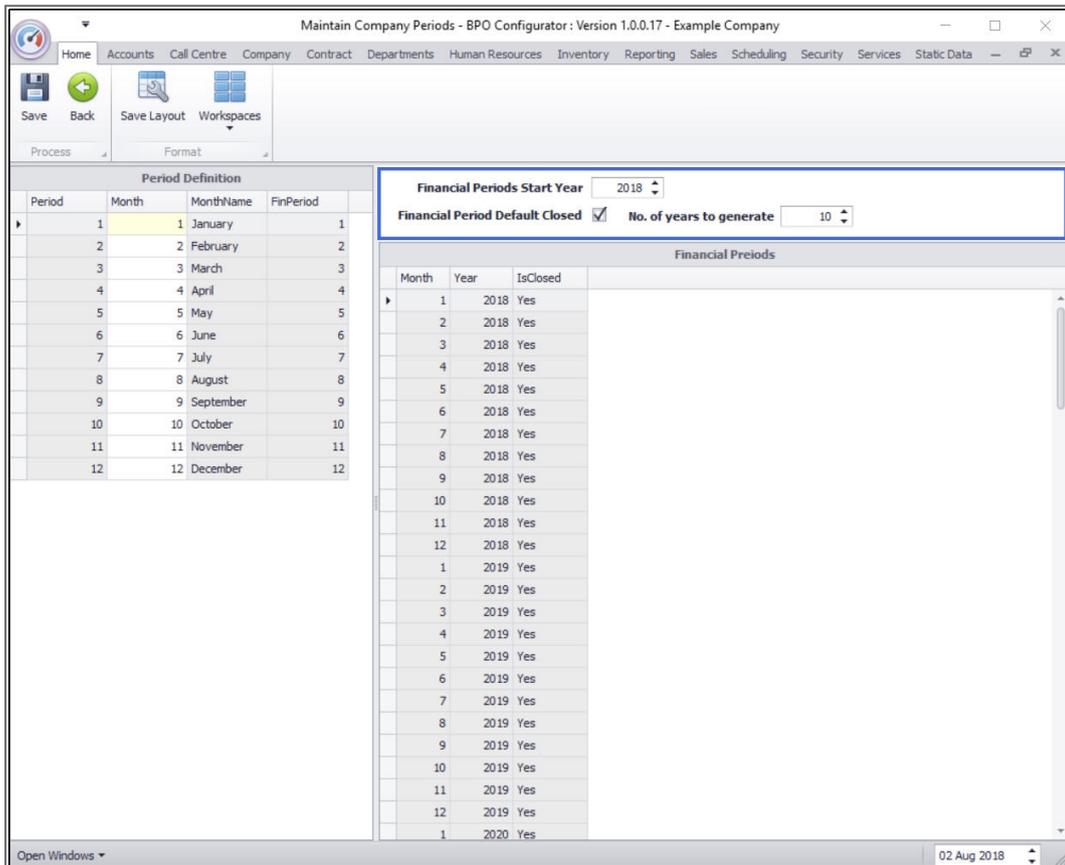
- The system will auto populate this field with the current year. You can either **type in** or use the **arrows** to select an alternative year, if required.

FINANCIAL PERIODS DEFAULT CLOSED

- The financial periods will be closed on generation, **open the current period** manually when configuration is complete.

NO. OF YEARS TO GENERATE

- This will generate financial periods for the set number of years. The system will auto populate this field with **10** (years). You can either *type in* or use the *arrows* to select an alternative number of years, if required.



The system initially auto configures this screen to start the financial year in **January**. This can be changed as explained in the next step.

PERIOD DEFINITION

This frame lists the **12** financial periods as defined by the company's financial year.

- In this image, you can see the financial period starts with month **(1)** (January).

FINANCIAL PERIODS

This frame lists every month from the start year.

- You can see **(2)**, **(3)** and **(4)** highlight that each financial year starts with month **1** (January).

The screenshot displays the 'Maintain Company Periods - BPO Configurator' interface. It features a navigation menu at the top with options like Home, Accounts, Call Centre, Company, Contract, Departments, Human Resources, Inventory, Reporting, Sales, Scheduling, Security, Services, and Static Data. Below the menu are buttons for Save, Back, Save Layout, and Workspaces. The main area is divided into two panels:

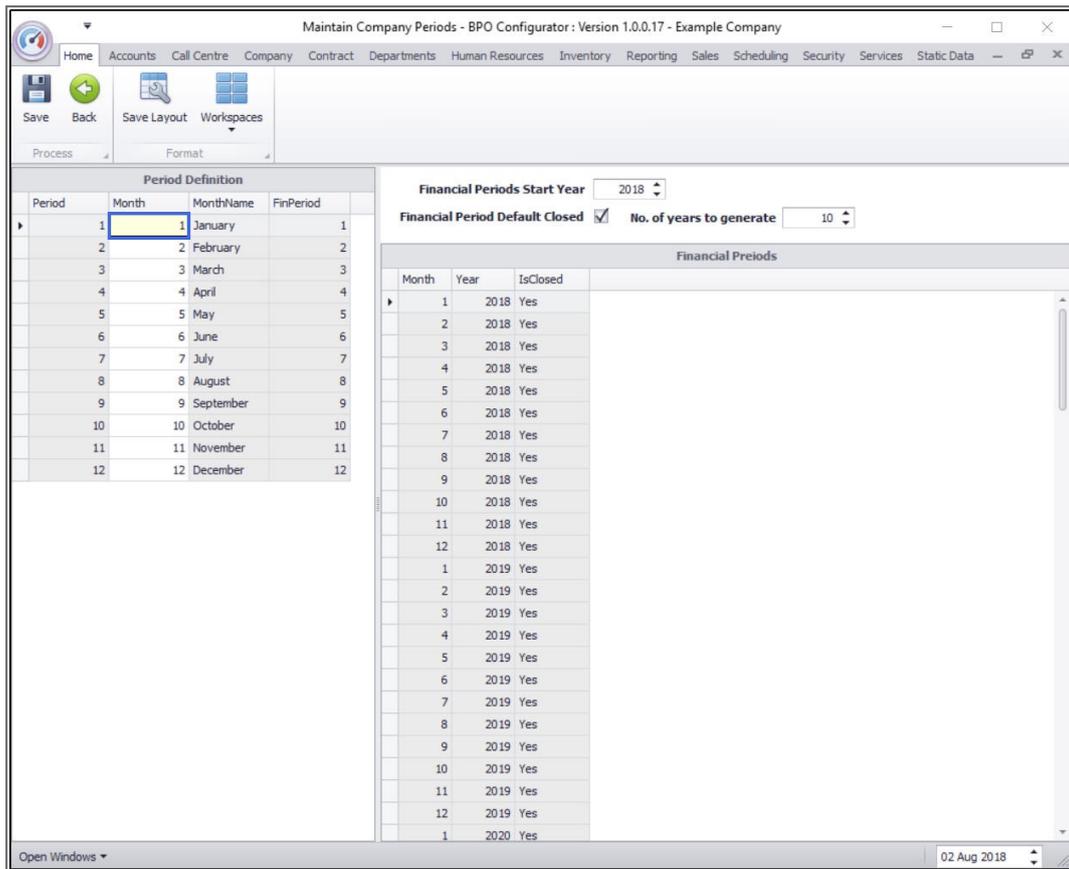
- Period Definition:** A table with columns: Period, Month, MonthName, and FinPeriod. The data shows months 1 through 12 corresponding to January through December.
- Financial Periods:** A table with columns: Month, Year, and IsClosed. It lists months 1 through 12 for years 2018, 2019, and 2020. The 'IsClosed' column is set to 'Yes' for all entries.

Blue arrows and numbers (1, 2, 3, 4) highlight that each financial year starts with month 1 (January).

EDIT PERIOD DEFINITION DETAILS

If your company's financial year end is in February, then March is financial period **1**. You can change the Period Definition details by doing the following;

- Click in the first text box in the **Month** column.

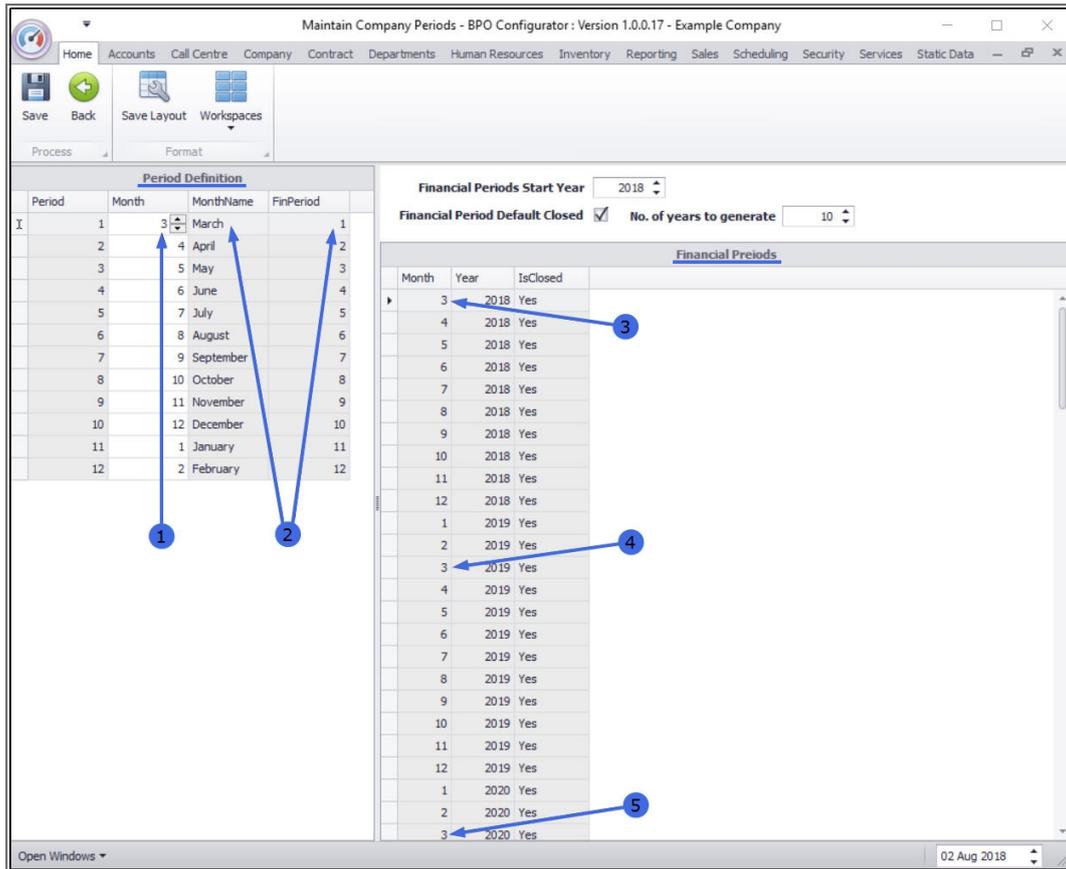


The screenshot shows the 'Maintain Company Periods - BPO Configurator' software interface. The window title is 'Maintain Company Periods - BPO Configurator : Version 1.0.0.17 - Example Company'. The interface includes a menu bar (Home, Accounts, Call Centre, Company, Contract, Departments, Human Resources, Inventory, Reporting, Sales, Scheduling, Security, Services, Static Data) and a toolbar (Save, Back, Save Layout, Workspaces). The main area is divided into two tables. The left table is 'Period Definition' and the right table is 'Financial Periods'. The 'Period Definition' table has columns: Period, Month, MonthName, FinPeriod. The 'Financial Periods' table has columns: Month, Year, IsClosed. The 'Financial Periods Start Year' is set to 2018, and 'Financial Period Default Closed' is checked. The 'No. of years to generate' is set to 10. The 'Month' column in the 'Period Definition' table is highlighted, and the value '1' is selected in the first row. The 'Financial Periods' table shows data for years 2018, 2019, and 2020, with 'IsClosed' set to 'Yes' for all entries.

Period	Month	MonthName	FinPeriod
1	1	January	1
2	2	February	2
3	3	March	3
4	4	April	4
5	5	May	5
6	6	June	6
7	7	July	7
8	8	August	8
9	9	September	9
10	10	October	10
11	11	November	11
12	12	December	12

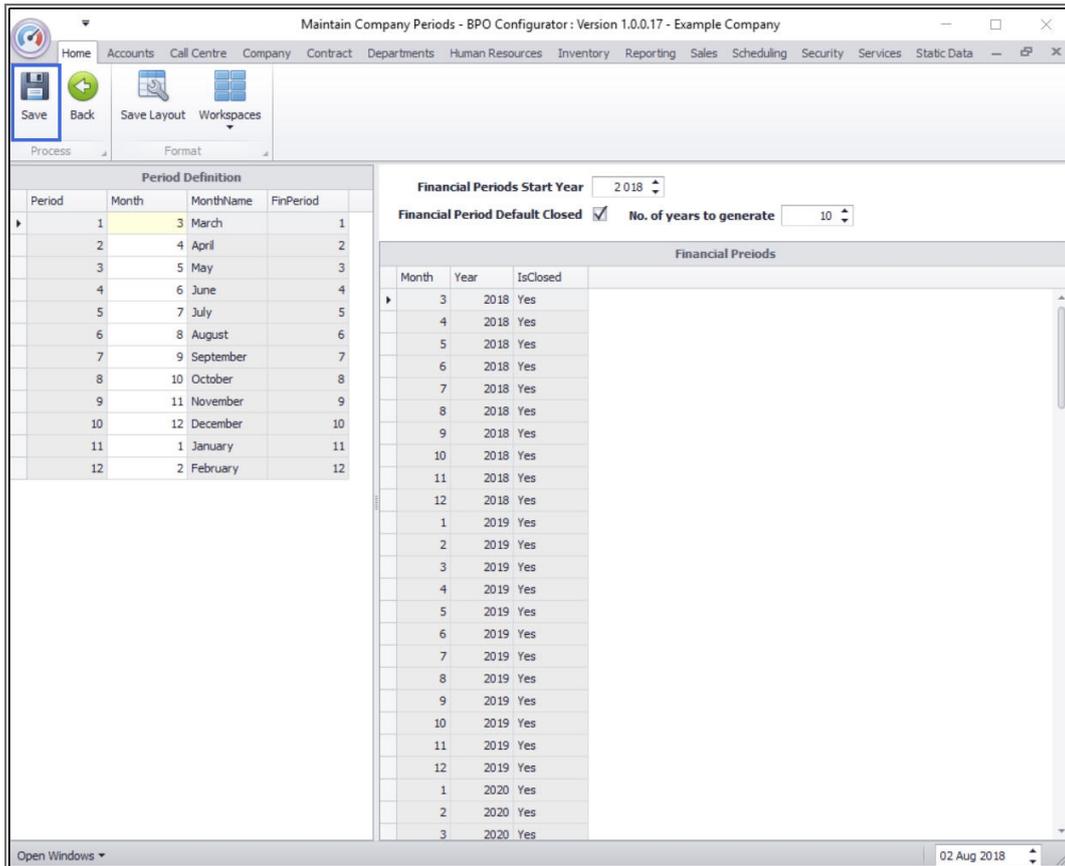
Month	Year	IsClosed
1	2018	Yes
2	2018	Yes
3	2018	Yes
4	2018	Yes
5	2018	Yes
6	2018	Yes
7	2018	Yes
8	2018	Yes
9	2018	Yes
10	2018	Yes
11	2018	Yes
12	2018	Yes
1	2019	Yes
2	2019	Yes
3	2019	Yes
4	2019	Yes
5	2019	Yes
6	2019	Yes
7	2019	Yes
8	2019	Yes
9	2019	Yes
10	2019	Yes
11	2019	Yes
12	2019	Yes
1	2020	Yes

- Either type in or use the directional arrows to select the number of the month that will be the financial period **1**.
 1. For example, if **March** is the first month in the company's financial year, then type in **3**.
 2. The **Period Definition** table will recalculate to start the financial period 1 with March.
 3. **(4)** and **(5)** show the **Financial Periods** table recalculates to place March at the beginning of the financial year.



SAVE PERIOD DEFINITION SET UP

- When you have finished setting up the company financial periods, click on **Save**.



RELATED TOPICS

- You will now need to follow the process to **set up a financial period** in BPO2.

MNU.091.012

