

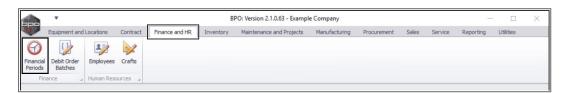
FINANCE

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).



	*						ods - BPO: Version 2.1.0.63 -						-		×
	Home	Equipment and Lo	ocations Co	ontract	Finance and HR	Inventory	Maintenance and Projects	Manufacturing	Procurement	Sales	Service	Reporting	Utilities	-	8
		2													
Save	Back	Save Layout	Workspaces												
			•												
Proce	ess "	Format	k a												
					Drag ar	nd Drop Close	ed periods to this grid to o	pen the selecte	d periods						
Month	h	MonthName	Year		IsClosed										6
	9	September		2017	No	4	-1								
	10	October		2017	No										
	11	November		2017	No										
_		ider here to group				nd Drop Oper	n periods to this grid to c	ose the selected	periods						/
rag a ci Monti		der here to group MonthName	by that colum Year		Drag a IsClosed	nd Drop Oper	n periods to this grid to cl	ose the selected	periods						/
_	h				IsClosed	nd Drop Oper	n periods to this grid to cl	ose the selected	periods				/		/
_	h 1	MonthName		•	IsClosed Yes	nd Drop Oper	n periods to this grid to cl	ose the selected	periods						/
_	h 1 2	MonthName January		2017	IsClosed Yes Yes	nd Drop Oper	n periods to this grid to cl	ose the selected	periods						/
_	h 1 2 3	MonthName January February		2017 2017	IsClosed Yes Yes Yes	nd Drop Oper	n periods to this grid to cl	ose the selected	periods						/
_	h 1 2 3 4	MonthName January February March		2017 2017 2017	IsClosed Yes Yes Yes Yes	nd Drop Oper		ose the selected	periods						/
_	h 2 3 4 5 6	MonthName January February March April May June		2017 2017 2017 2017 2017 2017 2017	IsClosed Yes Yes Yes Yes Yes Yes Yes	nd Drop Open	n periods to this grid to cl	ose the selected	periods						
_	h 2 3 4 5 6	MonthName January February March April May		2017 2017 2017 2017 2017 2017	IsClosed Yes Yes Yes Yes Yes Yes Yes	nd Drop Oper		ose the selected	periods						
_	h 1 2 3 4 4 5 6 7 7 8	MonthName January February March April May June June July August		2017 2017 2017 2017 2017 2017 2017 2017	IsClosed Yes Yes Yes Yes Yes Yes Yes Yes Yes	nd Drop Open		ose the selected	periods						
_	h 2 3 4 5 6 7 7 8 12	MonthName January February March April May June June July August December		2017 2017 2017 2017 2017 2017 2017 2017	IsClosed Yes Yes Yes Yes Yes Yes Yes Yes Yes	nd Drop Open		ose the selected	periods						
_	h 1 2 3 4 4 5 6 7 7 8 12 1	MonthName January February March April May June July August December January		2017 2017 2017 2017 2017 2017 2017 2017	IsClosed Yes Yes Yes Yes Yes Yes Yes Yes Yes Yes	nd Drop Open		ose the selected	periods						
_	h 1 2 3 4 4 5 6 7 8 12 12 1 2	MonthName January February March April May June July August December January February		2017 2017 2017 2017 2017 2017 2017 2017	IsClosed Yes Yes Yes Yes Yes Yes Yes Yes Yes Yes	nd Drop Open		ose the selected	periods						
_	h 1 2 3 4 4 5 6 6 7 7 8 12 1 2 3	MonthName January February March April May June July August December January February March		2017 2017 2017 2017 2017 2017 2017 2017	IsClosed Yes Yes Yes Yes Yes Yes Yes Yes Yes Yes	nd Drop Open		ose the selected	periods						
_	h 1 2 3 4 4 5 6 6 7 7 8 12 12 1 2 3 4	MonthName January February March April May June July August December January February		2017 2017 2017 2017 2017 2017 2017 2017	IsClosed Yes Yes Yes Yes Yes Yes Yes Yes Yes Yes	nd Drop Open		ose the selected	periods						

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.



	Ŧ				F	inancial Perio	ods - BPO: Version 2.1.).63 -	Example Compa	ny				-			×
0	Home	Equipment and Lo	ocations Cor	ntract	Finance and HR	Inventory	Maintenance and Pro	ects	Manufacturing	Procurement	Sales	Service	Reporting	Utilities	-	Ð	
		SI															
		6-0															
Save	Back	Save Layout	Workspaces														
Proces	ss a	Format															
			- 1		Drag an	d Dron Close	ed periods to this grid	too	pen the selected	1 periods							
					or og un	in brop close	a periods to this gri			- partous							
														1		1	
Month	1	MonthName	Year	▲ IsC	Closed												
9																	
	9	September		2017 No													
_	10	October		2017 No													
•	11	November		2017 No													
					Drag a	nd Drop Ope	n periods to this grid	to clo	se the selected	periods							
						\mathbf{i}											
Month		MonthName	Year		Closed											1	
9						```	\backslash										
•		January		2017 Y	er		\mathbf{i}										
		February		2017 Y			×										
		March		2017 Y													
		April		2017 Y													
		May		2017 Y													
		June		2017 Y													
		July		2017 Y													
		August		2017 Y													
		December		2017 Y													
		January		2018 Y													
		February		2018 Y													
		March		2018 Y													
		April		2018 Y													
		May		2018 Y													
		нау		2010 1	ca												

- 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.



Į	-				Financial Perio	ds - BPO: Version 2.1.0.63 -	Example Compa	ny				1000		
	Home	Equipment and Lo	ocations Contra	t Finance and Hi	R Inventory	Maintenance and Projects	Manufacturing	Procurement	Sales	Service	Reporting	Utilities	-	d
Ľ		20												
Sav	e Back	Save Layout	Workspaces											
		bure cojout	*											
Pr	ocess .	Format												
				Drag a	and Drop Close	ed periods to this grid to c	pen the selecte	d periods						
	a column he													
M	onth	MonthName	Year	IsClosed	Process Va	lidation			\sim					
9														
	9	September	201	7 No	2	Are you sure you want to o dropped.	lose off the finan	cial periods beir	ng					
		October		7 No		and be an								
	11	November	201	7 No										
							Yes	No						
				Drag	and Drop Oper	periods to this grid to cl	ose the selected	periods						
		ader here to group												2
M	onth	MonthName	Year	 IsClosed 										
		1 January		17 Yes										
,		1 January 2 February		17 Tes 17 Yes										
		3 March		17 Yes										
		4 April		17 Yes										
		5 May		17 Yes										
		5 June		17 Yes										
		7 July		17 Yes										
		8 August		17 Yes										
	1	2 December	20	17 Yes										
		1 January	20	18 Yes										
		2 February	20	18 Yes										
		3 March	20	18 Yes										
		4 April	20	18 Yes										
		5 May	20	18 Yes										
		, may	20	10 103										
Ope	n Windows •											03 Aug	2018	

- The selected financial period will now be *removed* from the *Open Periods* frame.
- 2. You can find the financial period in the *Closed Periods* frame.



	-				Financial Perio	ods - BPO: Version 2.1.0.63 -	Example Compa	ny				-			\times
0	Home	Equipment and Loc	tations Contract	Finance and HR	Inventory	Maintenance and Projects	Manufacturing	Procurement	Sales	Service	Reporting	Utilities	-	8	x
H	(2													
Save	Back	Save Layout W	/orkspaces												
Proc		Format													
Proc	ess "	Format	k		In et										
				Drag a	nd Drop Close	ed periods to this grid to o	pen the selecter	d periods							
Mon	th	MonthName	Year 🔺	IsClosed											
٩															
•	9	September	2017	No											
	10	October	2017	No		-									
						— 1									
				Drag a	and Drop Oper	n periods to this grid to cl	ose the selected	l periods							
Mon		MonthName		 IsClosed 										1	
9															
	1	January	201	7 Yes											
		February		7 Yes											U
		March		7 Yes											
	4	April	201	7 Yes											
	5	May	201	7 Yes											
	6	June	201	7 Yes											
	7	July	201	7 Yes											
	8	August	201	7 Yes											
	11	November	201	7 Yes	-	2									
	12	December	201	7 Yes											
	1	January	201	8 Yes											
	2	February	201	8 Yes											
	3	March	201	8 Yes											
	4	April	201	8 Yes											
	6 V											10 and a			
Open V	Vindows 🔻											03 Aug	2018	÷	

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



Month MonthName Year IsClosed 9 September 2017 No 10 October 2017 No					F	inancial Perio	ods - BPO: Version 2.1.0.63 -	Example Compar	ny						×
See Layout Workpaces Forces Forces See Layout Workpaces Formation Month MonthName Year Sectember 2017 No 2010 October 2017 No 2010 October 2017 No 2010 October 2017 No 2010 October 2017 No 10 October 2017 No 10 October 2017 No Nomth MonthName Year IsOsced 1 January 2017 Yea 2 February 2017 Yea 3 Month 4 April 2017 Yea 2 February 2017 Yea 3 </th <th>-</th> <th>Home</th> <th>Equipment and Lo</th> <th>cations Contract</th> <th>Finance and HR</th> <th>Inventory</th> <th>Maintenance and Projects</th> <th>Manufacturing</th> <th>Procurement</th> <th>Sales</th> <th>Service</th> <th>Reporting</th> <th>Utilities</th> <th>-</th> <th>8</th>	-	Home	Equipment and Lo	cations Contract	Finance and HR	Inventory	Maintenance and Projects	Manufacturing	Procurement	Sales	Service	Reporting	Utilities	-	8
Notes Year Process Format	H		SI												
Note: Year Process Format	Save	Back	Save Lavout	Vorkspaces											
Month Month Neader here to group by that column Month MonthNeame Year IsClosed 9 September 2017 No 10 October 2017 No	Juve	DUCK	Sure cuyout 1	*											
Month MonthName Year IsClosed 9 September 2017 No 10 October 2017 No Drag and Drop Open periods to this grid to close the selected periods Keg a column header here to group by that column Month MonthName Year IsClosed Vorg and Drop Open periods to this grid to close the selected periods Keg a column header here to group by that column Month MonthName Year IsClosed 1 January 2017 Yes 2 February 2017 Yes 3 March 2017 Yes 4 April 2017 Yes 5 May 2017 Yes 6 June 2017 Yes 11 November 2017 Yes 12 December 2017 Yes 11 November 2017 Yes 12 December 2017 Yes 13 March 2018 Yes	Proc	cess 🦼	Format												
Month Month Name Year IsClosed 9 September 2017 No 10 October 2017 No Drag and Drop Open periods to this grid to close the selected periods Kar a column header here to group by that column Month Month Year IsClosed 1 January 2017 Yes 3 March 2017 Yes 4 April 2017 Yes 5 May 2017 Yes 6 June 2017 Yes 11 November 2017 Yes 12 December 2017 Yes 13 March 2017 Yes 13 March 2017 Yes 14 November 2017 Yes 15 M					Drag an	d Drop Close	ed periods to this grid to o	pen the selected	d periods						
September 2017 No 10 October 2017 No 10 October 2017 No Drag and Drop Open periods to this grid to close the selected periods Month Month Mame Year A Isclosed Month Month Mame Year Isclosed 1 January 2017 Yes 2 Pebruary 2017 Yes 3 March 2017 Yes 4 April 2017 Yes 5 May 2017 Yes 6 Jule 2017 Yes 11 November 2017 Yes 12 December 2017 Yes 11 November 2017 Yes 12 December 2017 Yes 13 January 2018 Yes 13 March 2017 Yes 13 Apust 2017 Yes 13 January 2018 Yes 13 March															
September 2017 No 10 October 2017 No 10 October 2017 No Drag and Drop Open periods to this grid to close the selected periods Month Month Mame Year A Isclosed Month Month Mame Year Isclosed 1 January 2017 Yes 2 Pebruary 2017 Yes 3 March 2017 Yes 4 April 2017 Yes 5 May 2017 Yes 6 Jule 2017 Yes 11 November 2017 Yes 12 December 2017 Yes 11 November 2017 Yes 12 December 2017 Yes 13 January 2018 Yes 13 March 2017 Yes 13 Apust 2017 Yes 13 January 2018 Yes 13 March	Mon	nth	MonthName	Year 🔺	IsClosed										1
10 October 2017 No Drag and Drop Open periods to this grid to close the selected periods Yea Colspan="2">Colspan="2" Colspan="2">Colspan="2" Colspan="2" Colspan="2" Colspan="2" Colspan="2" Colspan="2" Colspan="2" Colspan="2" Colspan="2" Colspan="2" Colspan="2" Colspan="2" Colspan="2" <	9														
10 October 2017 No Drag and Drop Open periods to this grid to close the selected periods Yea Colspan="2">Colspan="2" Colspan="2">Colspan="2" Colspan="2" Colspan="2" Colspan="2" Colspan="2" Colspan="2" Colspan="2" Colspan="2" Colspan="2" Colspan="2" Colspan="2" Colspan="2" Colspan="2" <		9	September	2017	No										
More by that column Month MonthName Year IsClosed Image:					and the second										
Month MonthNem Year IsClosed 1 January 2017 Yes 2 February 2017 Yes 3 March 2017 Yes 4 April 2017 Yes 5 May 2017 Yes 6 June 2017 Yes 7 July 2017 Yes 8 August 2017 Yes 11 November 2017 Yes 12 December 2017 Yes 1 January 2018 Yes 3 March 2018 Yes 3 March 2018 Yes															
Month MonthNem Year IsClosed 1 January 2017 Yes 2 February 2017 Yes 3 March 2017 Yes 4 April 2017 Yes 5 May 2017 Yes 6 June 2017 Yes 7 July 2017 Yes 8 August 2017 Yes 11 November 2017 Yes 12 December 2017 Yes 1 January 2018 Yes 3 March 2018 Yes 3 March 2018 Yes															
Month MonthNem Year IsClosed 1 January 2017 Yes 2 February 2017 Yes 3 March 2017 Yes 4 April 2017 Yes 5 May 2017 Yes 6 June 2017 Yes 7 July 2017 Yes 8 August 2017 Yes 11 November 2017 Yes 12 December 2017 Yes 1 January 2018 Yes 3 March 2018 Yes 3 March 2018 Yes															
Month MonthNem Year IsClosed 1 January 2017 Yes 2 February 2017 Yes 3 March 2017 Yes 4 April 2017 Yes 5 May 2017 Yes 6 June 2017 Yes 7 July 2017 Yes 8 August 2017 Yes 11 November 2017 Yes 12 December 2017 Yes 1 January 2018 Yes 3 March 2018 Yes 3 March 2018 Yes									0.00000000000						
MonthMonthNameYearYearIsClosed1January2017Yes2February2017Yes3March2017Yes4April2017Yes5May2017Yes6June2017Yes7July2017Yes8August2017Yes11November2017Yes12December2017Yes1January2018Yes3March2018Yes3March2018Yes					Drag ar	nd Drop Oper	n periods to this grid to clo	ose the selected	periods						
January2017Yes2February2017Yes3March2017Yes4April2017Yes5May2017Yes6June2017Yes6June2017Yes7July2017Yes8August2017Yes11November2017Yes12December2017Yes13January2018Yes3March2018Yes															
2 February 2017 Yes 3 March 2017 Yes 4 April 2017 Yes 5 May 2017 Yes 6 June 2017 Yes 7 July 2017 Yes 8 August 2017 Yes 10 November 2017 Yes 11 November 2017 Yes 12 December 2017 Yes 13 January 2018 Yes 2 February 2018 Yes 3 March 2018 Yes	Mon	nth	MonthName	Year 🔺	IsClosed										
2 February 2017 Yes 3 March 2017 Yes 4 April 2017 Yes 5 May 2017 Yes 6 June 2017 Yes 7 July 2017 Yes 8 August 2017 Yes 10 November 2017 Yes 11 November 2017 Yes 12 December 2017 Yes 13 January 2018 Yes 2 February 2018 Yes 3 March 2018 Yes	9														
3 March 2017 Yes 4 April 2017 Yes 5 May 2017 Yes 6 June 2017 Yes 7 July 2017 Yes 8 August 2017 Yes 11 November 2017 Yes 12 December 2017 Yes 1 January 2018 Yes 3 March 2018 Yes	•	1	January	2017	Yes										
4 April 2017 Yes 5 May 2017 Yes 6 June 2017 Yes 7 July 2017 Yes 8 August 2017 Yes 11 November 2017 Yes 21 December 2017 Yes 13 January 2018 Yes 3 March 2018 Yes		2	February	2017	Yes										
S May 2017 Yes 6 June 2017 Yes 7 July 2017 Yes 8 August 2017 Yes 11 November 2017 Yes 12 December 2017 Yes 13 January 2018 Yes 3 March 2018 Yes		3	March	2017	Yes										
6 June 2017 Yes 7 July 2017 Yes 8 August 2017 Yes 11 November 2017 Yes 12 December 2017 Yes 1 January 2018 Yes 2 February 2018 Yes 3 March 2018 Yes			2 Mar 1941												
7 July 2017 Yes 8 August 2017 Yes 11 November 2017 Yes 12 December 2017 Yes 1 January 2018 Yes 2 February 2018 Yes 3 March 2018 Yes			April	2017	Yes										
8 August 2017 Yes 11 November 2017 Yes 12 December 2017 Yes 1 January 2018 Yes 2 February 2018 Yes 3 March 2018 Yes															
11 November 2017 Yes 12 December 2017 Yes 1 January 2018 Yes 2 February 2018 Yes 3 March 2018 Yes		5	Мау	2017	Yes										
12 December 2017 Yes 1 January 2018 Yes 2 February 2018 Yes 3 March 2018 Yes		5	May June	2017	Yes Yes										
1 January 2018 Yes 2 February 2018 Yes 3 March 2018 Yes		5 6 7	May June July	2017 2017 2017	Yes Yes Yes										
2 February 2018 Yes 3 March 2018 Yes		5 6 7 8	May June July August	2017 2017 2017 2017 2017	Yes Yes Yes Yes										
3 March 2018 Yes		5 6 7 8 11	May June July August November	2017 2017 2017 2017 2017 2017	Yes Yes Yes Yes Yes Yes										
		5 6 7 8 11 12	May June July August November December	2017 2017 2017 2017 2017 2017 2017	Yes Yes Yes Yes Yes Yes Yes										
		5 6 7 8 11 12 12	May June July August November December January	2017 2017 2017 2017 2017 2017 2017 2017	7 Yes 7 Yes 7 Yes 7 Yes 7 Yes 7 Yes 7 Yes 8 Yes										
		5 6 7 8 11 12 12 1 2	May June July August November December January February	2017 2017 2017 2017 2017 2017 2017 2018 2018	7 Yes 7 Yes 7 Yes 7 Yes 7 Yes 7 Yes 7 Yes 8 Yes 8 Yes										
		5 6 7 8 11 12 12 1 2 3	May June July August November December January February March	2017 2017 2017 2017 2017 2017 2018 2018 2018	7 Yes 7 Yes 7 Yes 7 Yes 7 Yes 7 Yes 8 Yes 8 Yes										
		5 6 7 8 11 12 12 1 2 3	May June July August November December January February March	2017 2017 2017 2017 2017 2017 2018 2018 2018	7 Yes 7 Yes 7 Yes 7 Yes 7 Yes 7 Yes 8 Yes 8 Yes										

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 may pop up with the following prompt:
 - The accounts posting have not been completed for the current period []. Please run the Posting Engine before continuing.
- Click on *OK*, apply the message instructions then repeat the drag and drop process to *close* the financial period.



	-			F	inancial Perio	ods - BPO: Version 2.1.0.63 -	Example Compa	ny				-		
Į	Home	Equipment and Lo	ocations Contract	Finance and HR	Inventory	Maintenance and Projects	Manufacturing	Procurement	Sales	Service	Reporting	Utilities	-	5
H	4 🔥	en												
Sav	ve Back	Save Layout	Werkennen											
301	ve back	Save Layout	*											
P	Process	Format	4											
				Drag an	nd Drop Close	ed periods to this grid to o	pen the selecte	d periods						
	Month	MonthName		IsClosed										/
	Jonan	Plotto in territe	TCu -	Isciosed										
		9 September	2017	No										
2		October	2017	and the second										
		1 November	2017											
	-			No										
				Drag ar	nd Drop Oper	n periods to this grid to cle Process Validation	ose the selected	periods		×				
	g a column h Month				nd Drop Oper	Process Validation		-						
		eader here to group MonthName	by that column Year	Drag ar	nd Drop Oper	Process Validation	s postings have n od 9 in 2017. Plea	ot been comple	eted for ti	he				
	Month	aader here to group MonthName	by that column Year 201	Drag ar	nd Drop Oper	Process Validation	s postings have n od 9 in 2017. Plea	ot been comple	eted for ti	he				
	Month	eader here to group MonthName	by that column Year 201 201	Drag ar IsClosed 7 Yes	nd Drop Oper	Process Validation	s postings have n od 9 in 2017. Plea	ot been comple	ing Engir	he ne		/		1
	Month	MonthName MonthName MonthName MonthName Second	by that column Year 201 201 201	Drag at IsClosed 7 Yes 7 Yes	nd Drop Oper	Process Validation	s postings have n od 9 in 2017. Plea	ot been comple	eted for ti ing Engin	he ne				
	Month	aader here to group MonthName January 2 February 3 March	by that column Year 201 201 201 201 201 201 201 201 201 201	Drag ar ISClosed 7 Yes 7 Yes 7 Yes	nd Drop Oper	Process Validation	s postings have n od 9 in 2017. Plea	ot been comple	ing Engir	he ne				
	Month	eader here to group MonthName 1 January 2 February 3 March 4 April	by that column Year 201 201 201 201 201 201 201 201 201 201	Drag ar ISClosed Yes Yes Yes Yes Yes	nd Drop Oper	Process Validation	s postings have n od 9 in 2017. Plea	ot been comple	ing Engir	he ne				
	Month	eader here to group MonthName 1 January 2 February 3 March 4 April 5 May	by that column Year Year 201 201 201 201 201 201 201 201 201 201	Drag an Isclosed 7 Yes 7 Yes 7 Yes 7 Yes 7 Yes	nd Drop Oper	Process Validation	s postings have n od 9 in 2017. Plea	ot been comple	ing Engir	he ne				
	Month	ader here to group MonthName 1 January 2 February 3 March 4 April 5 May 6 June	by that column Year 201 201 201 201 201 201 201 201 201 201	Drag ar IsClosed Yes Yes Yes Yes Yes Yes Yes	nd Drop Oper	Process Validation	s postings have n od 9 in 2017. Plea	ot been comple	ing Engir	he ne				
	4onth	ader here to group MonthName 1 January 2 February 3 March 4 April 5 May 6 June 7 July 8 August 12 December	by that column Year 201 201 201 201 201 201 201 201 201 201	Drag ar IsClosed Yes Yes Yes Yes Yes Yes Yes Yes Yes	nd Drop Oper	Process Validation	s postings have n od 9 in 2017. Plea	ot been comple	ing Engir	he ne				
	4onth	ader here to group MonthName January 2 February 3 March 4 April 5 May 6 June 7 July 8 August 2 December 9 September	by that column Year Year Year 201 201 201 201 201 201 201 201 201 201	Drag an Isclosed Yes Yes Yes Yes Yes Yes Yes Yes Yes Yes	nd Drop Oper	Process Validation	s postings have n od 9 in 2017. Plea	ot been comple	ing Engir	he ne				
	4onth	Adder here to group MonthName 1 January 2 February 3 March 4 April 5 May 6 June 7 July 8 August 12 December 9 September 1 January	by that column Year 201 201 201 201 201 201 201 201 201 201	Drag at IsClosed Yes Yes Yes Yes Yes Yes Yes Yes Yes Yes	nd Drop Oper	Process Validation	s postings have n od 9 in 2017. Plea	ot been comple	ing Engir	he ne				
	4onth	ader here to group MonthName 2 February 3 March 4 April 5 May 6 June 7 July 8 August 2 December 9 September 1 January 2 February	by that column Year 201 201 201 201 201 201 201 201 201 201	Drag at Isclosed 7 Yes 7 7 Yes 8 Yes	nd Drop Oper	Process Validation	s postings have n od 9 in 2017. Plea	ot been comple	ing Engir	he ne				
	4onth	Adder here to group MonthName 1 January 2 February 3 March 4 April 5 May 6 June 7 July 8 August 12 December 9 September 1 January	by that column Year Year 201 201 201 201 201 201 201 201 201 201	Drag at IsClosed Yes Yes Yes Yes Yes Yes Yes Yes Yes Yes	nd Drop Oper	Process Validation	s postings have n od 9 in 2017. Plea	ot been comple	ing Engir	he ne				

- A different type of *Process Validation* message box may pop up with the following prompt:
 - The depreciation process has not been completed for the current period []. Please complete the processing before continuing.
- Click on *OK*, apply the message instructions then repeat the drag and drop process to *close* the financial period.



6	Home	Equipment and L	ocations Contract			riods - BPO: Version 2.1.0.6 y Maintenance and Project		,	Sales	Service	Reporting	Utilities		8
				T II Id I CC di IU T IN	. Inventory	y Maintenance and Projec	is manufacturing	Frocurement	Jaics	JEI VILE	Reporting	Oditues	-	-
	۲ 🖯													
S	Save Back	Save Layout	Workspaces											
		-	•											
	Process	Format	с <u>и</u>											
				Drag a	nd Drop Clos	sed periods to this grid t	o open the select	ed periods						
					Г					_				
	Month	MonthName	Year 🔺	IsClosed	P	Process Validation				×				
Ŷ														
		9 September	2017	No			n process has not b 10 in 2017. Please c							
		0 October	2017	No		before continui								
	1	1 November	2017	No						_				
									OK	1				
									1000	_				
	ag a column f	ieader here to group MonthName		Drag a	and Drop Ope	en periods to this grid to	close the selecte	d periods						/
Dr		MonthName	Year 🔺	IsClosed	and Drop Ope	en periods to this grid to	close the selecte	d periods				/		2
Dr Y		MonthName 1 January	Year A	IsClosed Y Yes	and Drop Ope	 en periods to this grid to	close the selecte	d periods						/
Dr 9		MonthName 1 January 2 February	Year 2017	IsClosed Y Yes Y Yes	and Drop Ope	 een periods to this grid to	close the selecte	d periods						/
Dr P		MonthName 1 January 2 February 3 March	Year 2017 2017 2017	IsClosed 7 Yes 7 Yes 7 Yes	and Drop Ope	 ven periods to this grid to	close the selecte	d periods						/
Dr Y		MonthName MonthName January February March April	Year 2017 2017 2017 2017 2017	IsClosed 7 Yes 7 Yes 7 Yes 7 Yes	and Drop Ope	en periods to this grid to	close the selecte	d periods						/
Pr P		MonthName January February March April May	Year 2017 2017 2017 2017 2017 2017 2017	IsClosed Yes Yes Yes Yes Yes Yes	and Drop Ope	 nen periods to this grid to	close the selecte	d periods						/
Pr •		MonthName I January February March April May G June	Year 2017 2017 2017 2017 2017 2017 2017 2017	IsClosed 7 Yes 7 Yes 7 Yes 7 Yes 7 Yes 7 Yes 7 Yes	and Drop Ope	en periods to this grid to	close the selecte	d periods						7
Pr P		MonthName January 2 February 3 March 4 April 5 May 6 June 7 July	Year 2017 2017 2017 2017 2017 2017 2017 2017	IsClosed 7 Yes 7 Yes 7 Yes 7 Yes 7 Yes 7 Yes 7 Yes 7 Yes	L data	en periods to this grid to	close the selecte	d periods						
Pr P	Month	MonthName January 2 February 3 March 4 April 5 May 6 June 7 July 8 August	Year 2017 2017 2017 2017 2017 2017 2017 2017	IsClosed 7 Yes 7 Yes 7 Yes 7 Yes 7 Yes 7 Yes 7 Yes 7 Yes 7 Yes 7 Yes	and Drop Ope	en periods to this grid to	close the selecte	d periods						/
Pr •	Month	MonthName January February February February March 4 April 5 May 6 June 6 June 7 July 8 August 12 December	Year 2017 2017 2017 2017 2017 2017 2017 2017	IsClosed 7 Yes 7 Yes 7 Yes 7 Yes 7 Yes 7 Yes 7 Yes 7 Yes 7 Yes 7 Yes	L data	 en periods to this grid to	close the selecte	d periods						
Pr	Month	MonthName January February February February February April May June June July Aujus Aujus December October	Year 2017 2017 2017 2017 2017 2017 2017 2017	IsClosed 7 Yes 7 Yes	L drop Ope	en periods to this grid to	close the selecte	d periods						/
Pr •	Month	MonthName MonthName January February February March A April S May S May July July Auly December D October J January	Year ▲ 2017 201	IsClosed 7 Yes 7 Yes	L data	en periods to this grid to	close the selecte	d periods						/
Pr	Month	MonthName January February February Arch April 5 May 6 June 7 July 8 August 12 December 10 October 1 January 2 February	Year	IsClosed 7 Yes 7 Yes	L data	en periods to this grid to	close the selecte	d periods						
Pr	Month	MonthName MonthName January February February March A April S May S May July July Auly December D October J January	Year 2017 2017 2017 2017 2017 2017 2017 2017	IsClosed 7 Yes 7 Yes	and Drop Ope	en periods to this grid to	close the selecte	d periods						

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.



T			Financial F	eriods - BP	0: Version 2.2.0.1 - TEST	ALPHA - JUDIT	H PC LOCAL							x
Ho	me Equipment and L	ocations Cont	ract Finance and HR	Inventory	Maintenance and Projects	Manufacturing	Procuremen	Sale	Servic	Reportin	Utilitie	-	₽	х
Save Bad	Save Layout													
Save bau	. Save Layout	-												
Process	J Forma	t a												
			Drag and	Drop Close	d periods to this grid to	open the select	ted periods							
Month	MonthName	Year	IsClosed										1	
e =	R B C	=	a E c											
•	2 February	2	018 No											1
	3 March		018 No											0
	10 October	2	018 No											
	11 November	2	018 No 🖌											
			/											
			_/											
			Drag and	Drop Open	periods to this grid to c	lose the select	ed periods							
Drag a column			/											
Month	MonthName	Year /	/ IsClosed										1	
9 =	RDC	- /	*Bc											
	6 June	/	2017 Yes											
	6 June	/	2018 Yes											
•	6 June		2019 Yes											0
	6 June	8	2020 Yes											
	6 June		2021 Yes											
	6 June		2022 Yes											
	r 2		0000 Y											*
	*													

- A *Process Validation* message box will pop up with the following prompt:
 - Are you sure you want to open the financial periods being dropped?
- Click on Yes.



			Financial P	eriods - BPO: Version 2.2.0.1 - TEST	ALPHA - JUDITH	I PC LOCAL					-		
Hom	e Equipment and L	ocations Contract	Finance and HR	Inventory Maintenance and Projects	Manufacturing	Procuremen	n Sale	Servic F	Reportin	Utilitie	- (i <u>-</u>	B)
Save Back	Save Layout	Workspaces											
Process	Forma	t a											
			Drag and	Drop Closed periods to this grid to a	pen the selecto	ed periods							
Month	MonthName	Year	IsClosed									1	
=	BBC BBC	=	sec.										
	2 February	2018	11 TO 1										
	- reprodity												
	3 March	2018	No										
	3 March 0 October	2018		idation		- X							
1			No Process Val	Are you sure you want to open the fina	ncial periods bei	ng							
1 1	October	2018 2018	No Process Val			5							
1	0 October 1 November	2018 2018	No Process Val	Are you sure you want to open the fina dropped.		5							
1 1 rag a column h Month	0 October 1 November	2018 2018 by that column Year =	No Process Val	Are you sure you want to open the fina dropped.		5							
1 1 rag a column h Month	O October November	2018 2018 by that column Year = 2011	No Process Val	Are you sure you want to open the fina dropped.		5							
1 1 rag a column h Month	O October November November MonthName a C June	2018 2018 2018 by that column Year = 2011 2011	No Process Val No Is Is 7 Yes	Are you sure you want to open the fina dropped.		5							
1 1 rag a column h Month	O October November Nove	2018 2018 by that column Year 201 201 201 201	No Process Val No ? ¢ Is solution 7 Yes 8 Yes	Are you sure you want to open the fina dropped.		5							
1 1 rag a column h Month	Cotober 1 November adder here to group MonthName •@c 6 June 6 June	2018 2018 2018 by that column Year 2011 2011 2011 2012	No Process Val No 2 2 2 15 15 15 15 15 15 15 15 15 15 15 15 15	Are you sure you want to open the fina dropped.		5							
1 1 Drag a column h Month	Coctober November November MonthName Pic 6 June 6 June 6 June	2018 2019 Vear Vear 201 201 201 201 201 201 201 202 202 202	No Process Val No ? 2 S	Are you sure you want to open the fina dropped.		5							

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

٩	Ŧ	-		Financial Perio										, E		X
1	Home	Equipment and	Locations Contract	Finance and HR In	ventory	Maintenance a	and Projects	Manufacturi	ng Procuremen	Sale	Servic	Reportin	Utilitie		- 1	8 x
E Sav	ve Back	Save Layout	Workspaces													
P	Process	Forma	at													6
				Drag and Dro	n Closed	periods to t	his arid to	open the sel	ected periods							
				and and and			and grint co.		contra pressore							
													1			1
	Month	MonthName		IsClosed												
9	=	880	=	8 C												
		March	2019													
	4	April	2019	No												
				22270 C												
r	5	May	2019	2/2/		2										
Ľ	5	May June	2019 2019	2/2/	(2										
Drag	5		2019	2/2/	op Open p		nis grid to c	lose the sele	cted periods							
	5	June	2019	No	op Open p		iis grid to c	lose the sele	cted periods							
M	5 6 g a column he	June ader here to group	2019 p by that column	No Grag and Dro	p Open p		nis grid to c	lose the sele	cted periods							7
M	5 6 g a calumn he Month =	June ader here to group MonthName	2019	No Drag and Dro IsClosed	p Open p		nis grid to c	lose the sele	cted periods							
M	g a column hes Month =	June ader here to group MonthName	2019 b by that column Year = 2018	No Drag and Dro IsClosed	p Open p		iiis grid to c	lose the sele	cted periods							
M	g a column hes Month = ;	June ader here to group MonthName *C 9 September	2019 2019 205 205 205 205 205 205 205 205 205 205	No Drag and Dro IsClosed Control Dro Dro Drag and Dro	p Open p		iis grid to c	lose the sele	cted periods							
M	5 6 9 a column he- Month = 5 5 5	June ader here to group MonthName #Co 9 September 7 July	2019 by that column Year 2016 2016 2016 2019	No Drag and Dro IsClosed IsClo	p Open p			lose the sele	cted periods							
M	g a column hes Vionth S S S S S S S S S S	June ader here to group MonthName C September 7 July 8 August	2019 2019 2019 Year 2015 2015 2015 2015	No Crag and Dro	p Open p			lose the sele	cted periods							
M	5 6 9 a column her Month = 5 2 2 8 5 11	June ader here to group MonthName G September July August September	2019 2 by that column Year 2016 2016 2016 2019 2019 2019 2019	No Drag and Dro IsClosed ISCLO	p Open p		mini grid to c	lose the sele	cted periods							



MNU.138.001

Help v2.5.0.14 - Pg 11 - Printed: 25/06/2024

CO3 Technologies (Pty) Ltd © Company Confidential