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FINANCIAL PERIODS - SET CURRENT FINANCIAL PERIOD

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

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

Ribbon Access: Finance and HR > Financial Periods

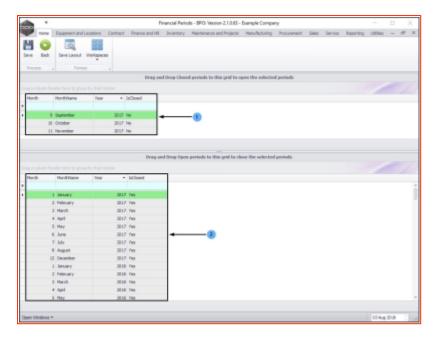
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The *Financial Periods* screen will be displayed.



- 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.



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- 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.

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

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

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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.

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- 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.



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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.

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• A Process Validation message box will pop up asking;

• Are you sure you want to open the financial periods being dropped.

• Click on Yes.

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

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10 Septem- ber, 2021	CO3 Technologies (Pty) Ltd ©	
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