

BPO2

'PLEASE NOTE THAT THE CURRENT DATE IS NOT WITHIN AN OPEN FINANCIAL PERIOD.'

When trying to open a [Maintain screen](#), to *add* or *edit* data the following error message may pop up:

Input Processing



Please note that the current date is not within an open financial period.

DocNo	SourceType	State	ProjectRef	ProjectDesc	CallReference	CallDesc	CustomerCode	CustomerName	DeptCode	DeptName	Reference	ReferenceDesc
PQ00000243	WKOR	PR									W00000201	Toner for delivery
PQ00000244	WKOR	PO									W00000217	Machine Rental Dea
PQ00000291	WKOR	PR	PRJ0000083	New mach							W00000248	New machine install
PQ00000319	WKOR	PR	PRJ0000087	SP240 Nes							W00000267	SP240-1 - Machine I
PQ00000331	WKOR	N									W00000277	3MS - 3 Month Servi
PQ00000445	WKOR	N									W00000371	WS - Weekly Service
PQ00000519	WKOR	N									W00000431	staple unit for renta
PQ00000520	WKOR	N									W00000432	Prints arent stapled
PQ00000524	WKOR	N	PRJ0000090	Sprint SP19...			HOP001	Hope Works (Pty) Ltd			W00000434	SP1912_NDS_1 - Me
PQ00000551	WKOR	N			CN0000121	check le...	HOP001	Hope Works (Pty) Ltd			W00000464	check levels
PQ00000556	WKOR	N	PRJ0000098	Site Inspecti...			HOP001	Hope Works (Pty) Ltd			W00000475	1818-1-1 - Check ne
PQ00000565	WKOR	PR	PRJ0000100	Machine ins...							W00000479	repair machine
PQ00000612	WKOR	N									W00000518	AirMaint - Airfreshn
PQ00000640	WKOR	N			CN0000044	1 black t...	OFF001	Office Supplies Unlimited			W00000191	1 black toner for col
PQ00000641	WKOR	N			CN0000044	1 black t...	OFF001	Office Supplies Unlimited			W00000191	1 black toner for col
PQ00000642	WKOR	N	PRJ0000027	Hope Works			HOP001	Hope Works (Pty) Ltd			W00000114	WS - Weekly Servis

This is because the financial period that contains the selected data is closed. For a detailed handling of this topic refer to [Finance - Set Current Financial Period](#).

Fix

- i. Click on **OK** to remove the error message.
- ii. Click on **Back** return to the previous screen.
- iii. Select the **Finance/HR** ribbon tab.
- iv. Select **Financial Periods**.
- v. Follow the process to [open the financial period](#) that you wish to work in.

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