

We are currently updating our site; thank you for your patience.

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).



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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;
 - $^{\circ}~$ Are you sure you want to close off the financial peri
 - ods being dropped?
- Click on Yes.



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- 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.



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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 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.



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- 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.



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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 with the following prompt:
 - 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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