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

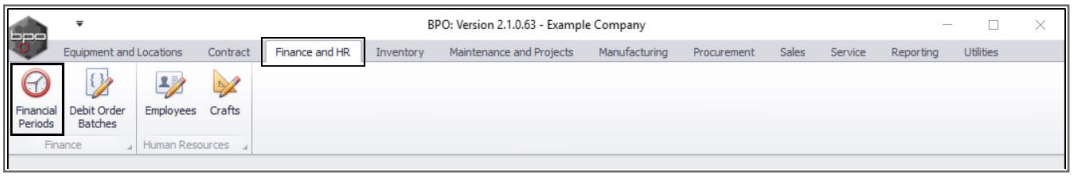
FINANCE

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**.

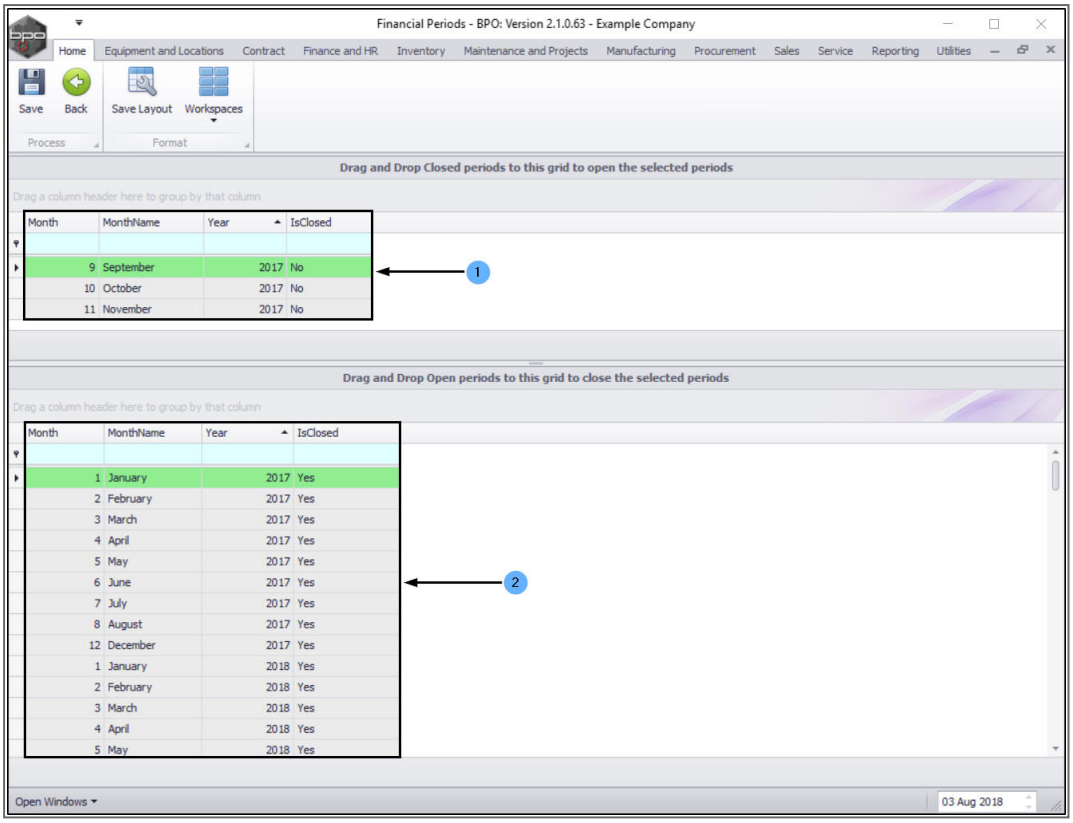
Ribbon Access: Finance and HR > Financial Periods



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**).

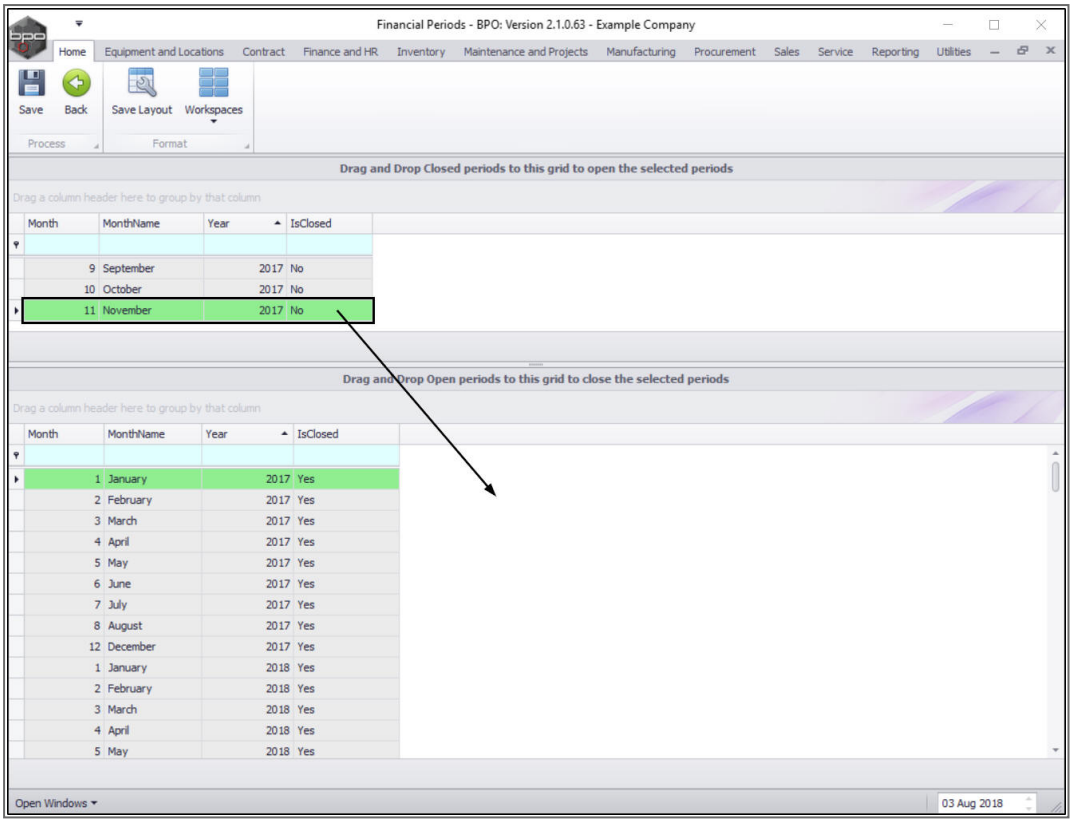
CO3 Technologies (Pty) Ltd © Company Confidential



CLOSE A FINANCIAL PERIOD

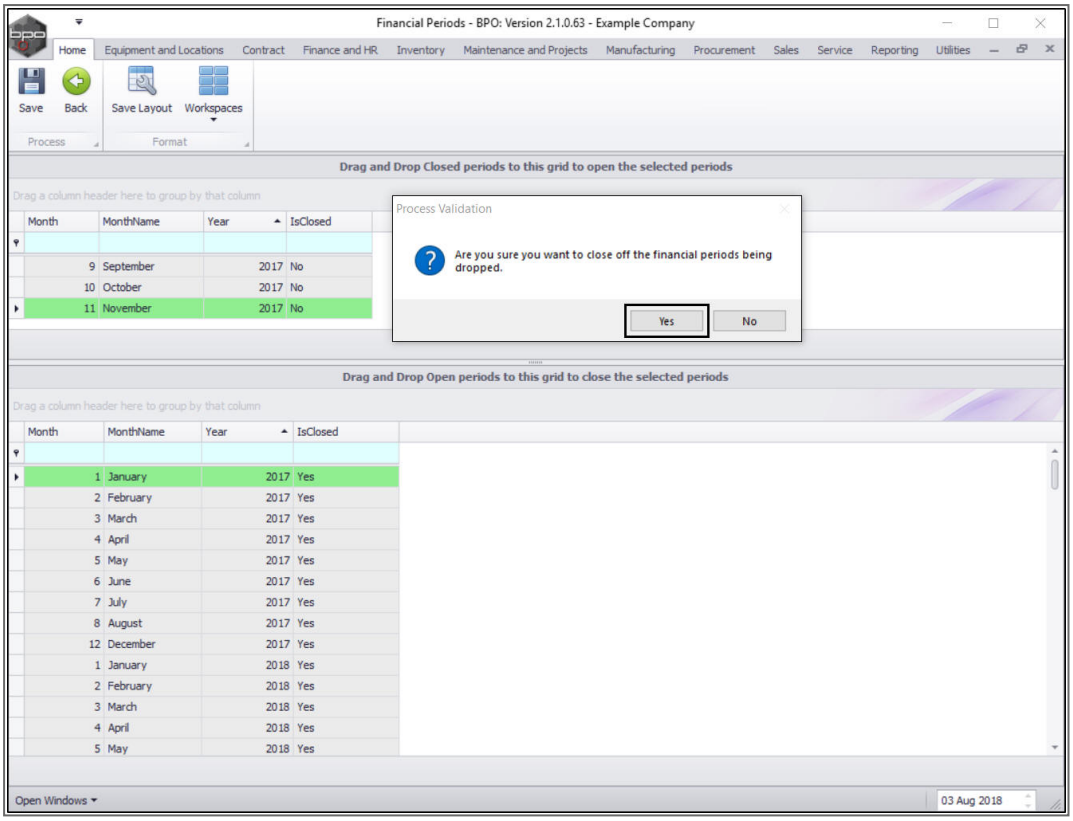
- Click in the **row** of an **open period** that you wish to **close**.
- **Drag** and **drop** this row in the **Closed Periods** data grid.

CO3 Technologies (Pty) Ltd © Company Confidential



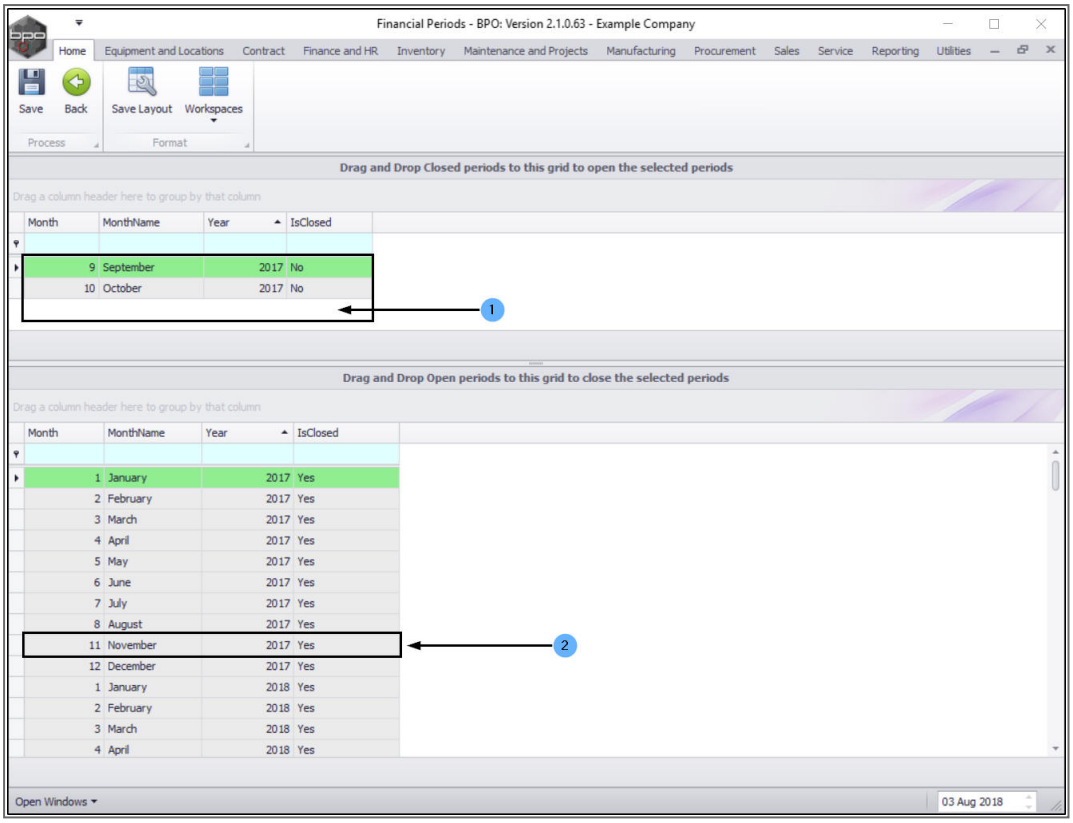
- A **Process Validation** message box will pop up asking;
    - Are you sure you want to close off the financial periods being dropped?
- Click on **Yes**.

CO3 Technologies (Pty) Ltd © Company Confidential



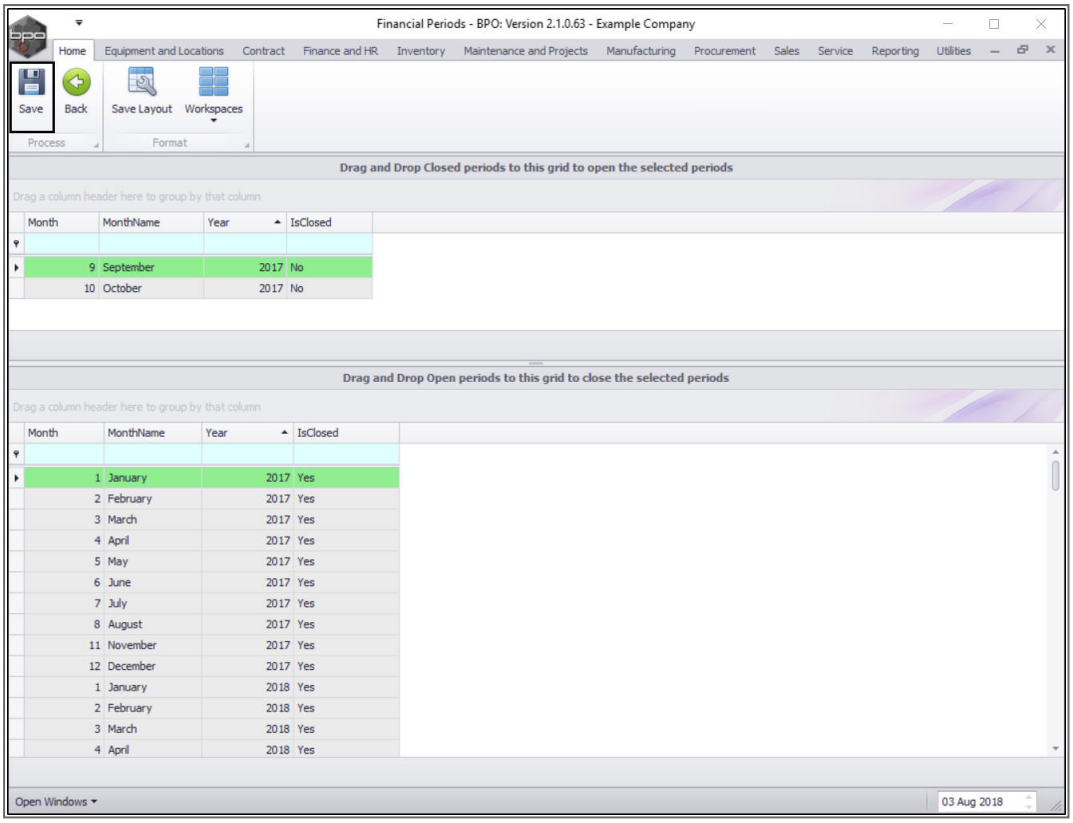
1. The selected financial period will now be **removed** from the **Open Periods** frame.
2. You can find the financial period in the **Closed Periods** frame.

CO3 Technologies (Pty) Ltd © Company Confidential



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

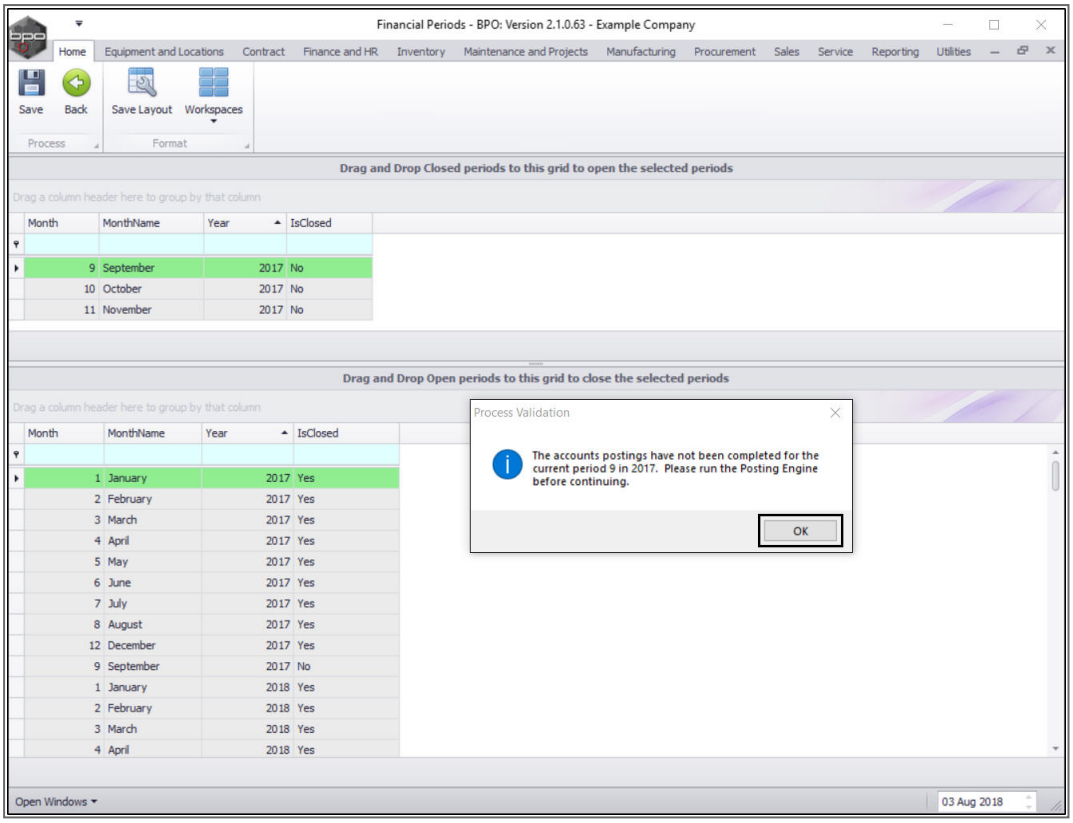
CO3 Technologies (Pty) Ltd © Company Confidential



Note: The system may challenge the attempt to close off this financial period, if there are processes that need to be completed first.

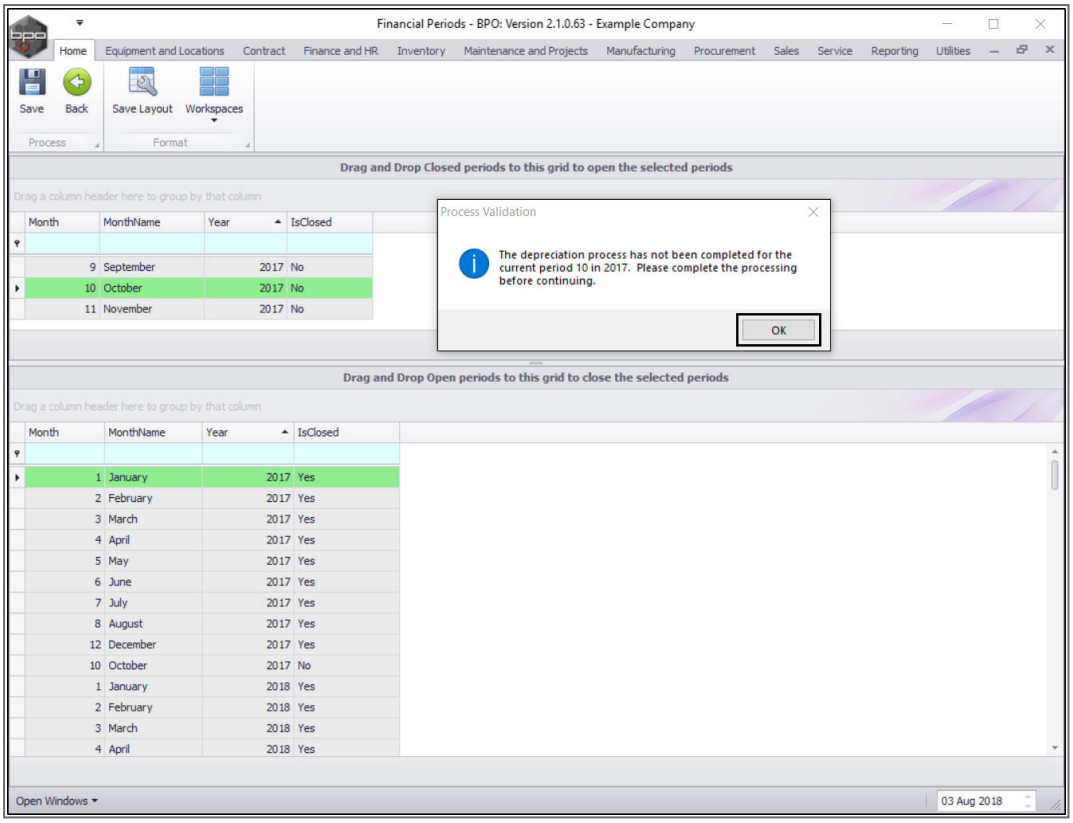
- For example, in this image, a **Process Validation** message box may pop up with the following prompt:
    - The accounts posting have not been completed for the current period []. Please run the Posting Engine before continuing.
- Click on **OK**, apply the message instructions then repeat the drag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

CO3 Technologies (Pty) Ltd © Company Confidential



- 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.

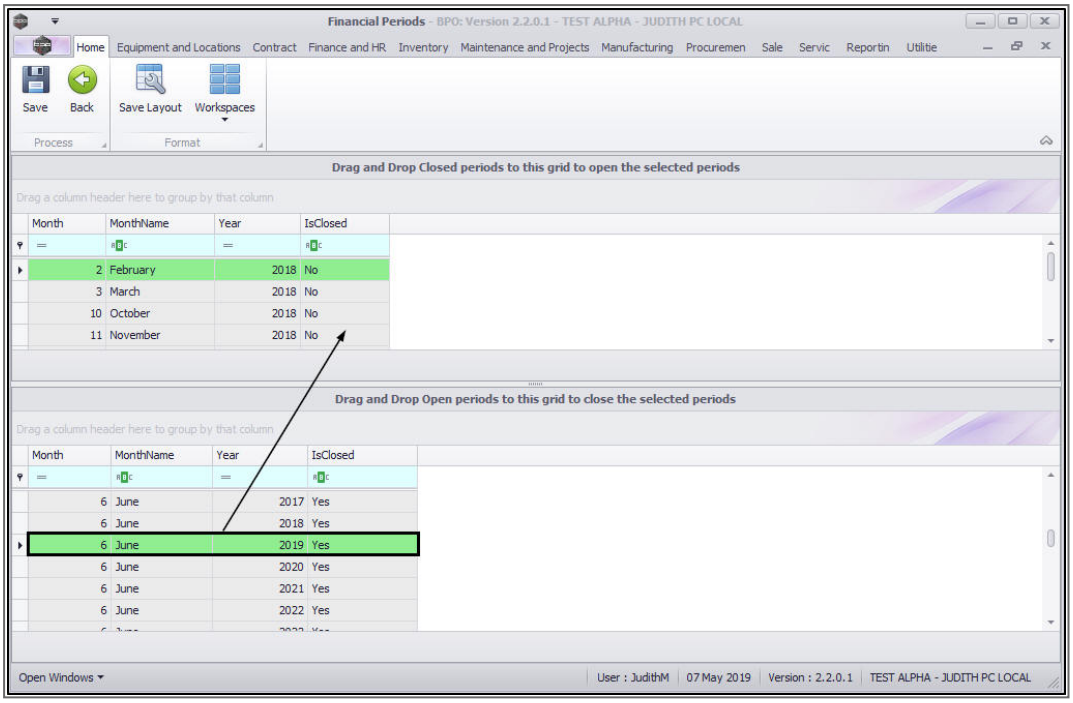
CO3 Technologies (Pty) Ltd © Company Confidential



OPEN A FINANCIAL PERIOD

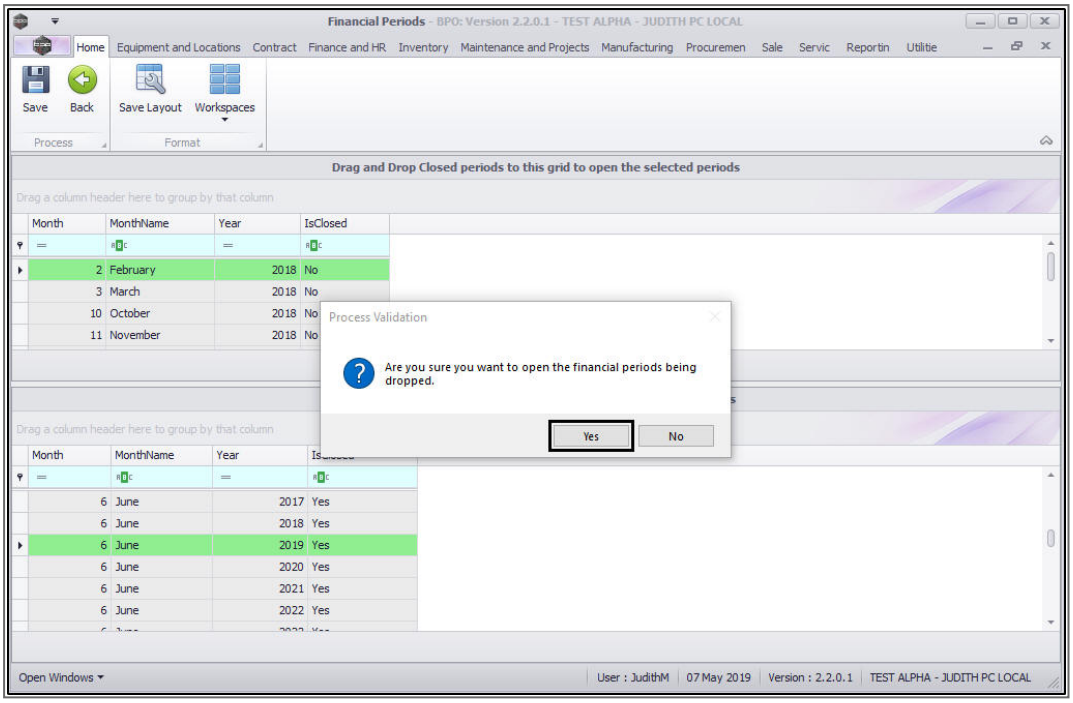
- Click in the **row** of a **closed period** that you wish to **open**.
- **Drag** and **drop** this row in the **Open Periods** data grid.

CO3 Technologies (Pty) Ltd © Company Confidential

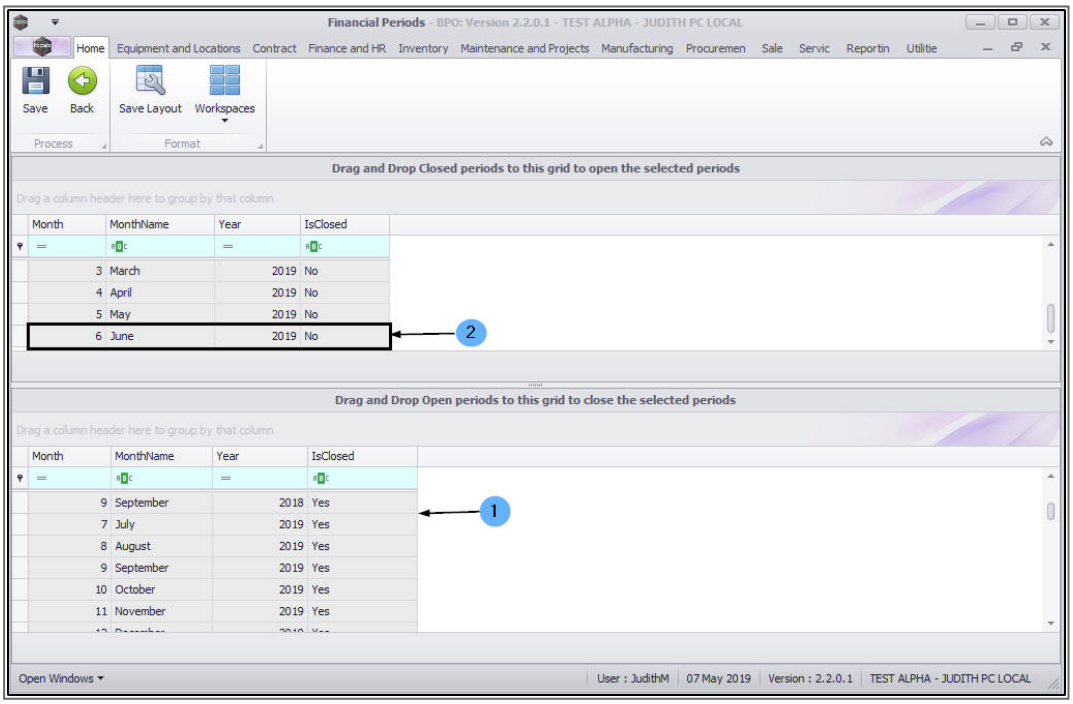


- A **Process Validation** message box will pop up with the following prompt:
    - Are you sure you want to open the financial periods being dropped?
- Click on **Yes**.

CO3 Technologies (Pty) Ltd © Company Confidential



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



CO3 Technologies (Pty) Ltd © Company Confidential

MNU.138.001

CO3 Technologies (Pty) Ltd © Company Confidential