

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

## FINANCE

### FINANCIAL PERIODS- SET CURRENT FINANCIAL PERIOD

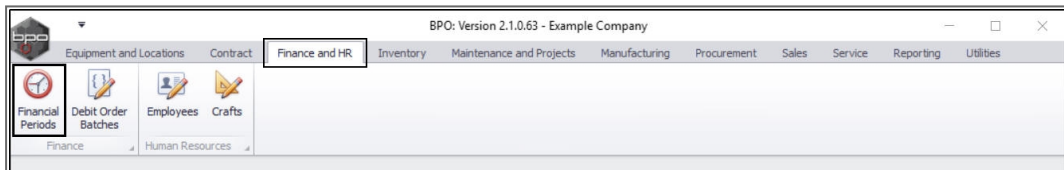
It is important to make sure the **current** financial period is **open**.

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

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**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**).

Financial Periods - BPO: Version 2.1.0.63 - Example Company

Home | Equipment and Locations | Contract | Finance and HR | Inventory | Maintenance and Projects | Manufacturing | Procurement | Sales | Service | Reporting | Utilities

Save | Back | Save Layout | Workspaces

Process | Format

Drag and Drop Closed periods to this grid to open the selected periods

Drag a column header here to group by that column

Month	MonthName	Year	IsClosed
9	September	2017	No
10	October	2017	No
11	November	2017	No

Drag and Drop Open periods to this grid to close the selected periods

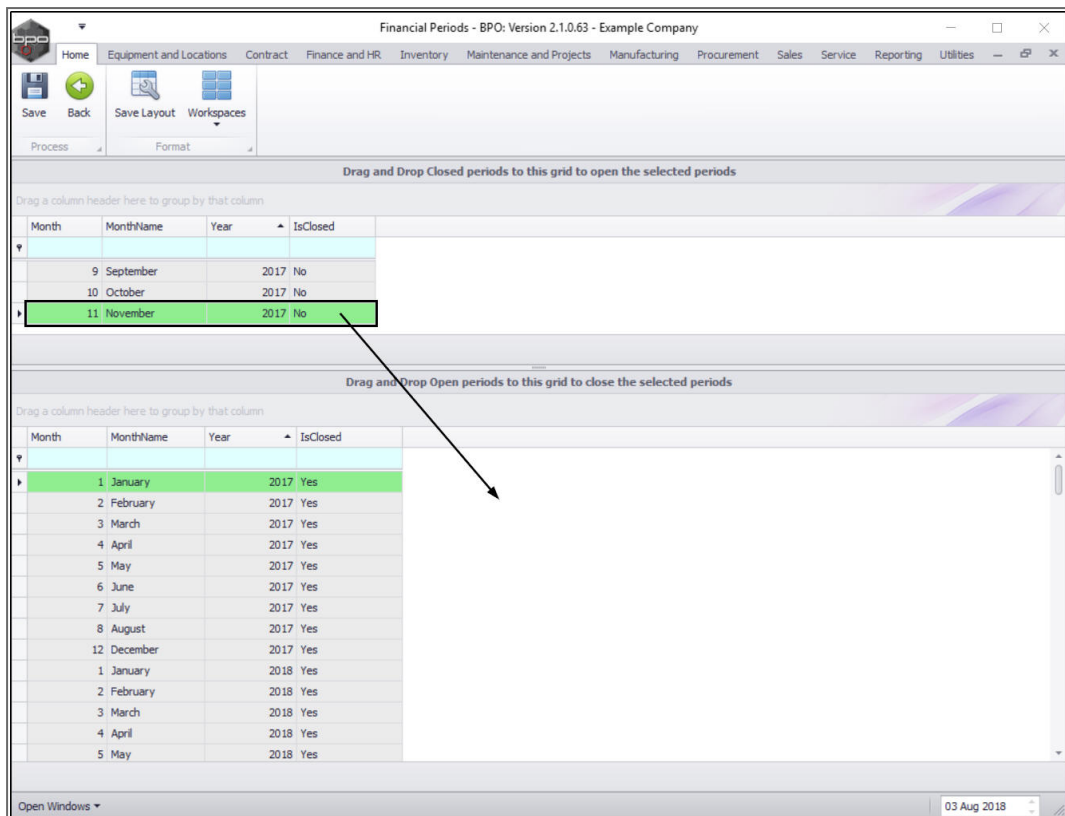
Drag a column header here to group by that column

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
7	July	2017	Yes
8	August	2017	Yes
12	December	2017	Yes
1	January	2018	Yes
2	February	2018	Yes
3	March	2018	Yes
4	April	2018	Yes
5	May	2018	Yes

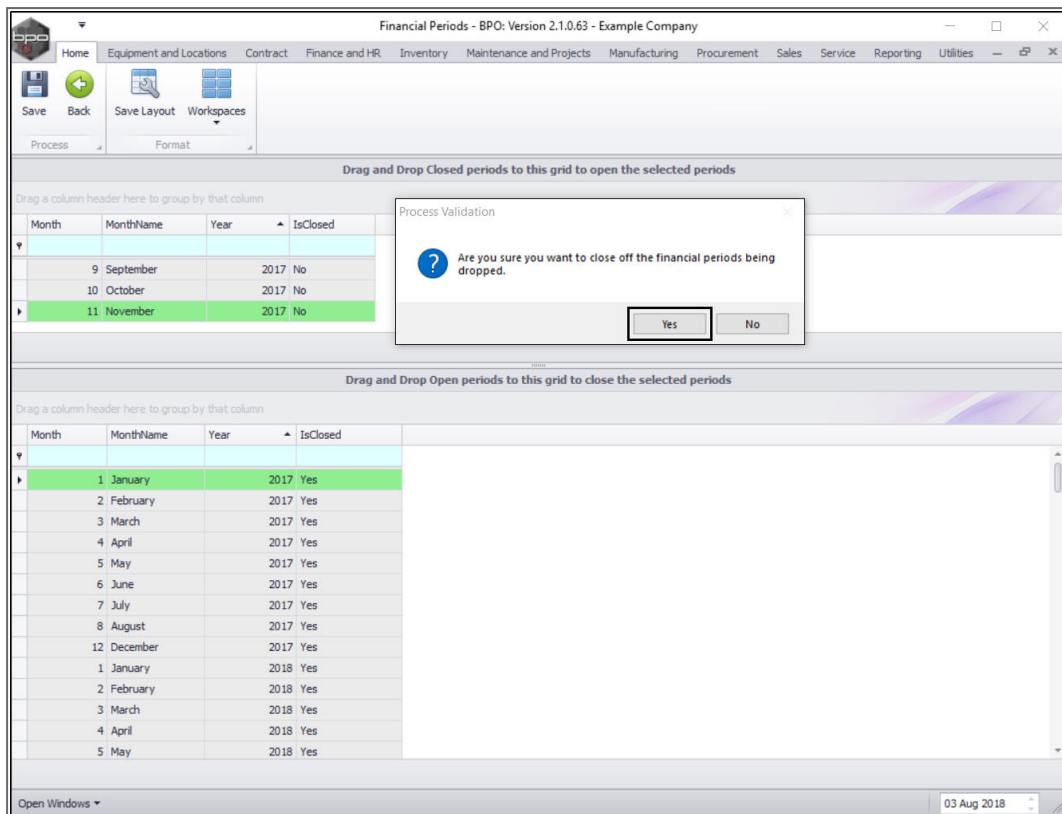
Open Windows | 03 Aug 2018

## 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.



- 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**.



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.

Financial Periods - BPO: Version 2.1.0.63 - Example Company

Home Equipment and Locations Contract Finance and HR Inventory Maintenance and Projects Manufacturing Procurement Sales Service Reporting Utilities

Save Back Save Layout Workspaces

Process Format

Drag and Drop Closed periods to this grid to open the selected periods

Drag a column header here to group by that column

Month	MonthName	Year	IsClosed
9	September	2017	No
10	October	2017	No

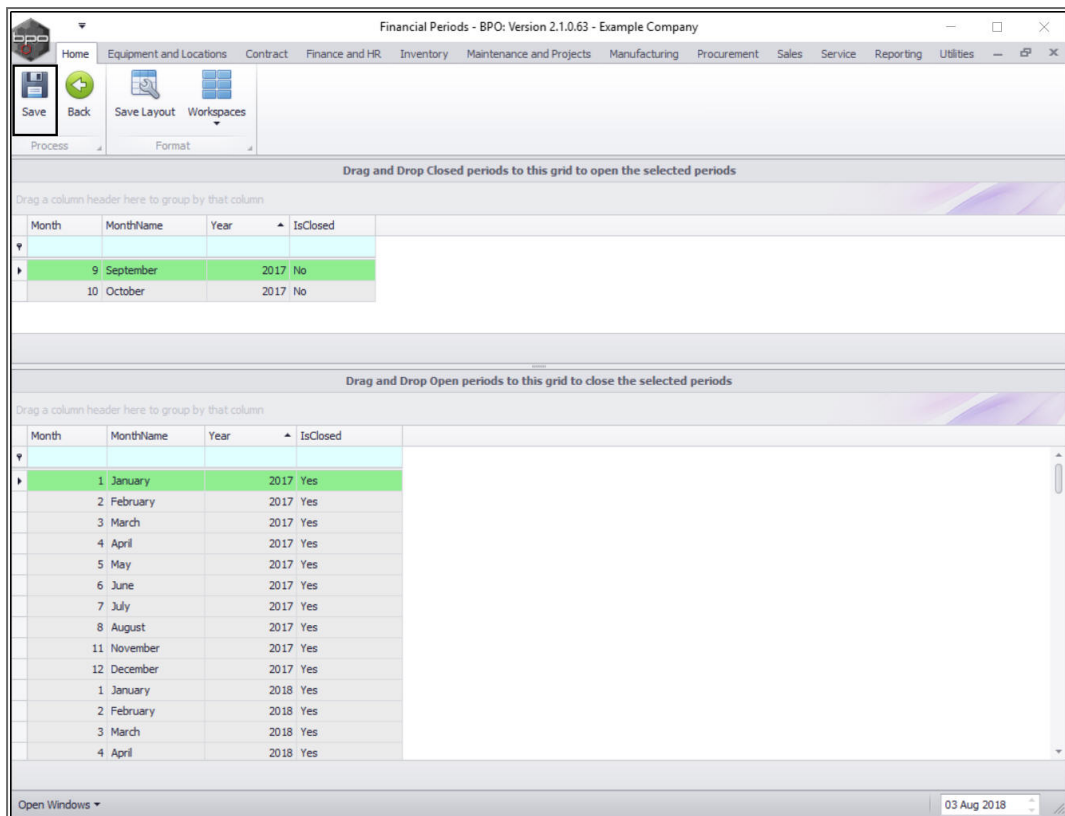
Drag and Drop Open periods to this grid to close the selected periods

Drag 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
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
4	April	2018	Yes

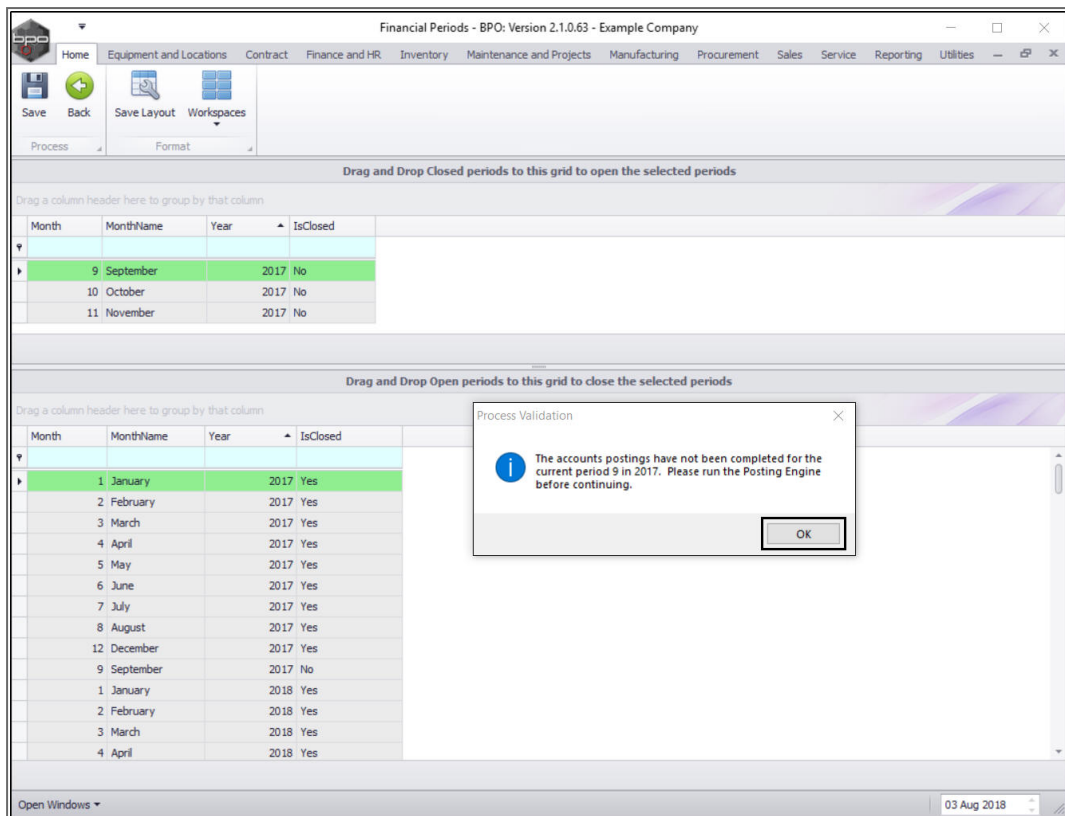
Open Windows 03 Aug 2018

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



**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.



- 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.

Financial Periods - BPO: Version 2.1.0.63 - Example Company

Home | Equipment and Locations | Contract | Finance and HR | Inventory | Maintenance and Projects | Manufacturing | Procurement | Sales | Service | Reporting | Utilities

Save | Back | Save Layout | Workspaces

Process | Format

Drag and Drop Closed periods to this grid to open the selected periods

Drag a column header here to group by that column

Month	MonthName	Year	IsClosed
9	September	2017	No
10	October	2017	No
11	November	2017	No

Process Validation

The depreciation process has not been completed for the current period 10 in 2017. Please complete the processing before continuing.

OK

Drag and Drop Open periods to this grid to close the selected periods

Drag a column header here to group by that column

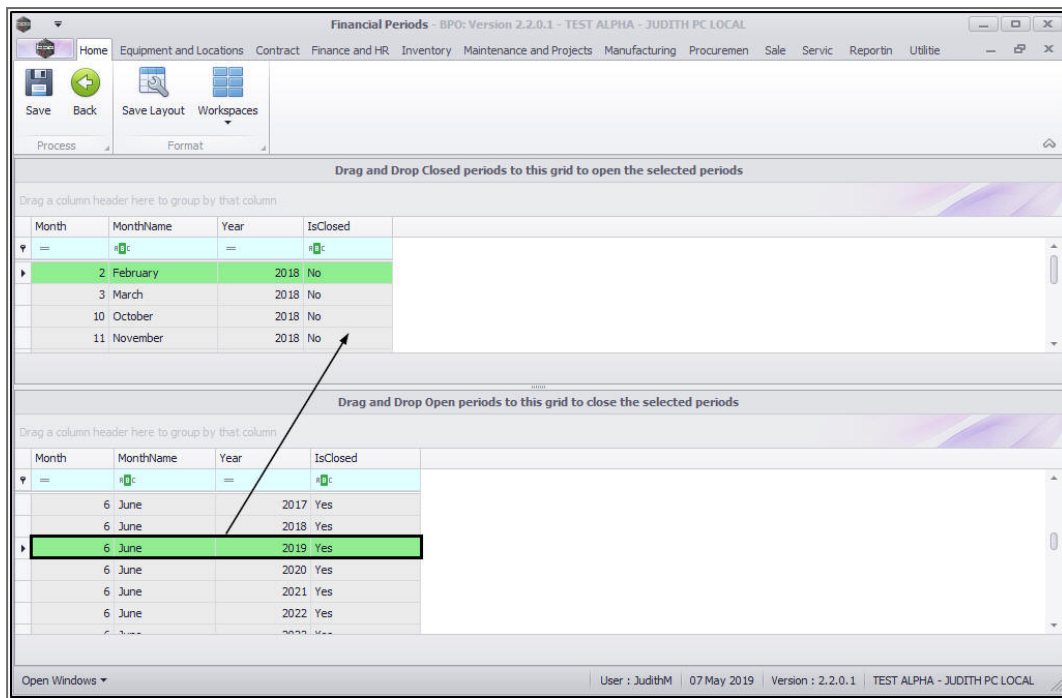
Month	MonthName	Year	IsClosed
1	January	2017	Yes
2	February	2017	Yes
3	March	2017	Yes
4	April	2017	Yes
5	May	2017	Yes
6	June	2017	Yes
7	July	2017	Yes
8	August	2017	Yes
12	December	2017	Yes
10	October	2017	No
1	January	2018	Yes
2	February	2018	Yes
3	March	2018	Yes
4	April	2018	Yes

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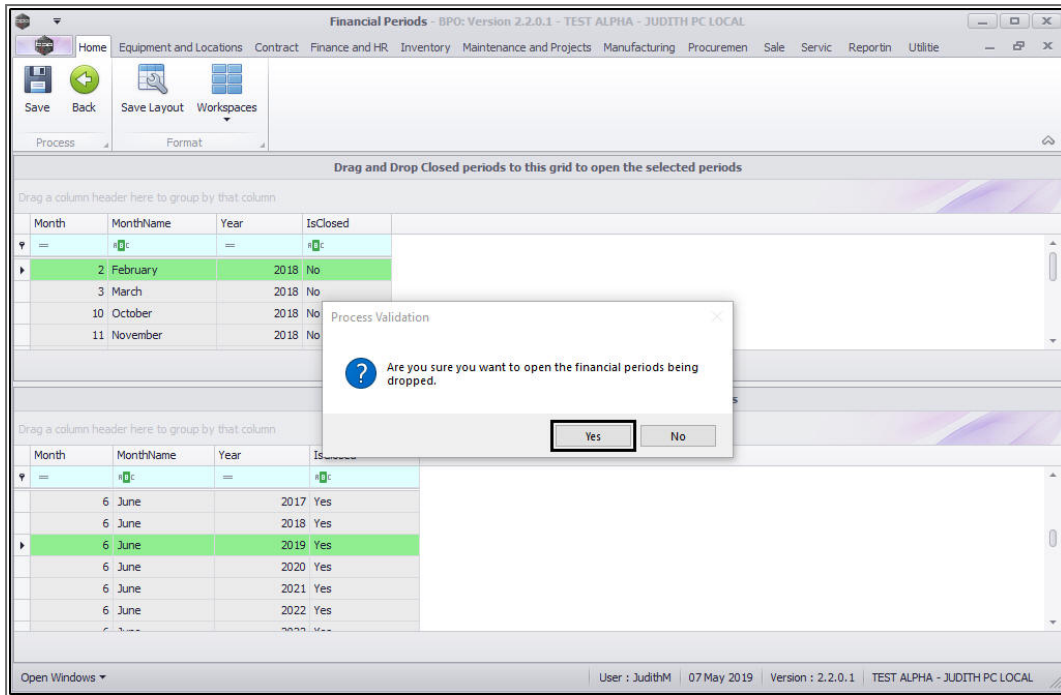
## OPEN A FINANCIAL PERIOD

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

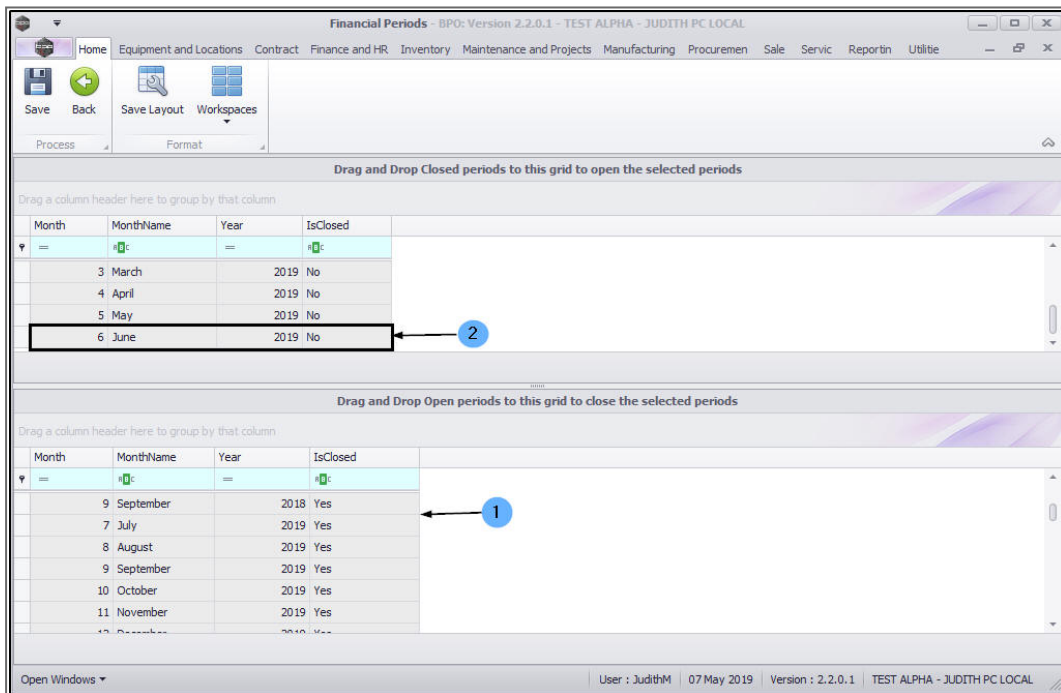




- A **Process Validation** message box will pop up with the following prompt:
  - Are you sure you want to open the financial periods being dropped?
- Click on **Yes**.



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.





MNU.138.001

