

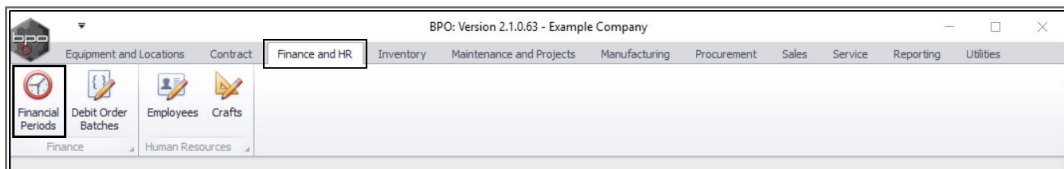
FINANCE

FINANCIAL PERIODS- SET CURRENT FINANCIAL PERIOD

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

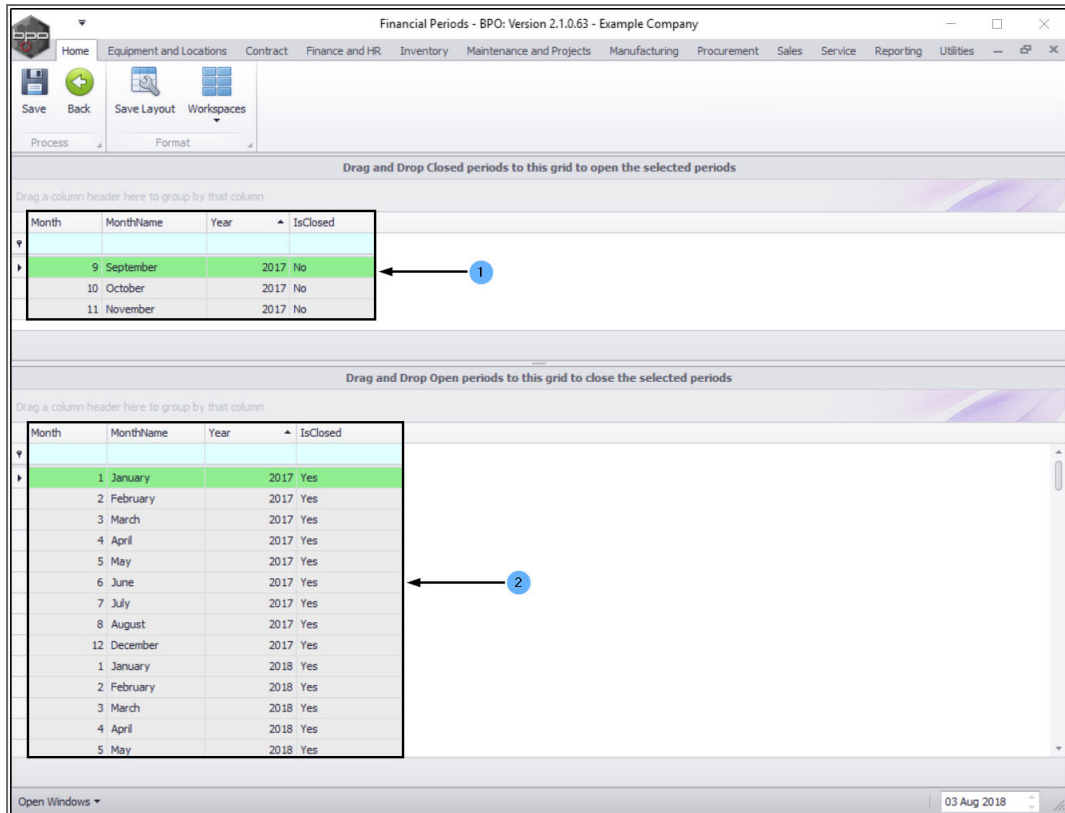
At the **end** of the last day of the month, the current financial period should be **closed**, and the new period **opened**.

Ribbon Access: *Finance and HR > Financial Periods*



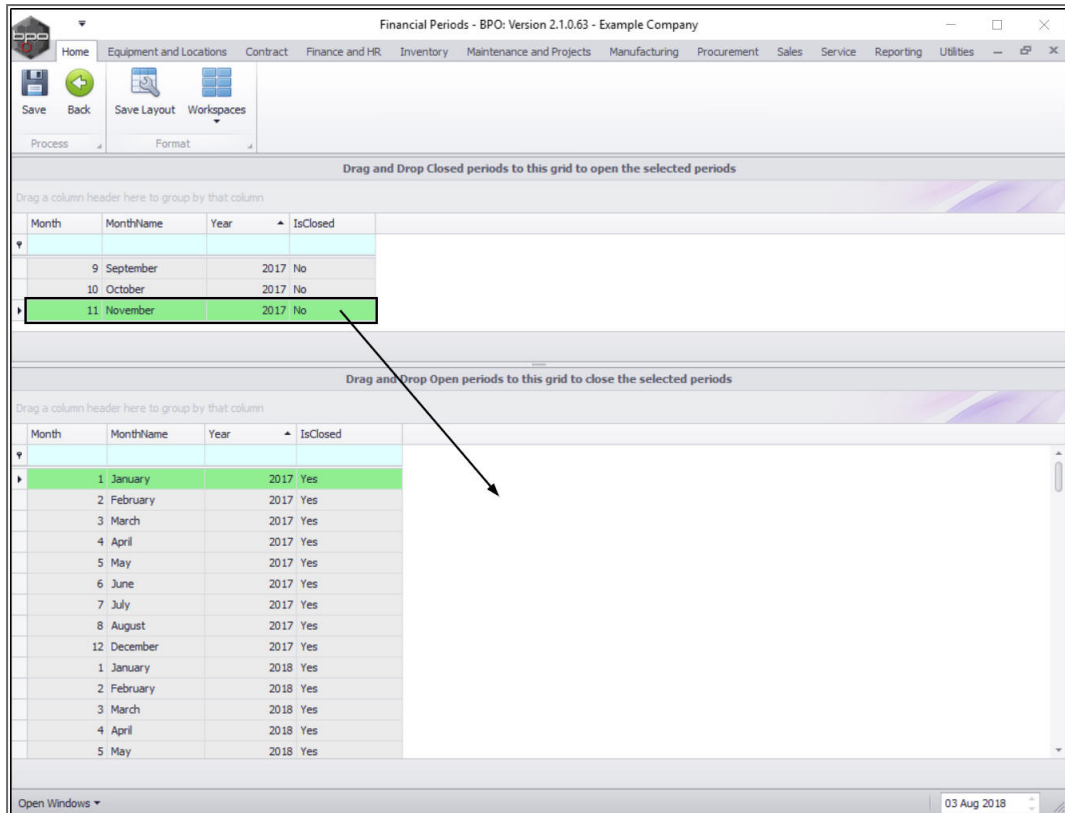
The **Financial Periods** screen will be displayed.

1. This frame lists **Open Periods** (Is Closed column = **No**).
2. This Frame lists **Closed Periods** (Is Closed column = **Yes**).

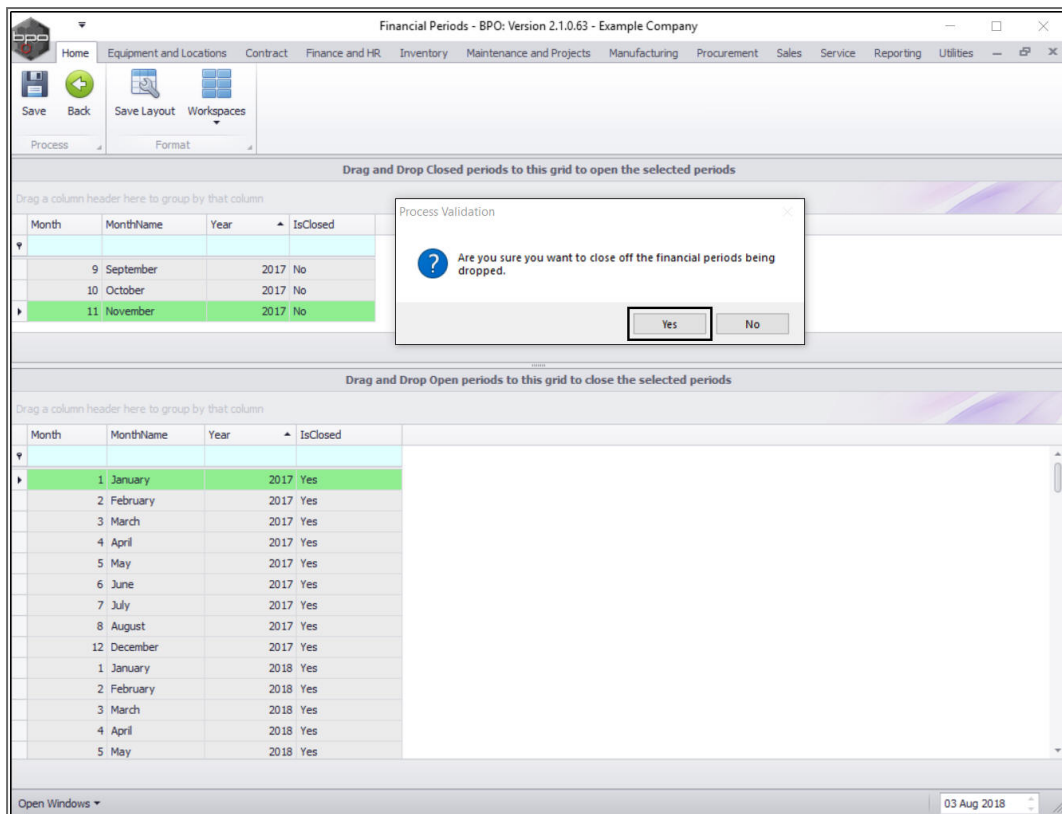


CLOSE A FINANCIAL PERIOD

- 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

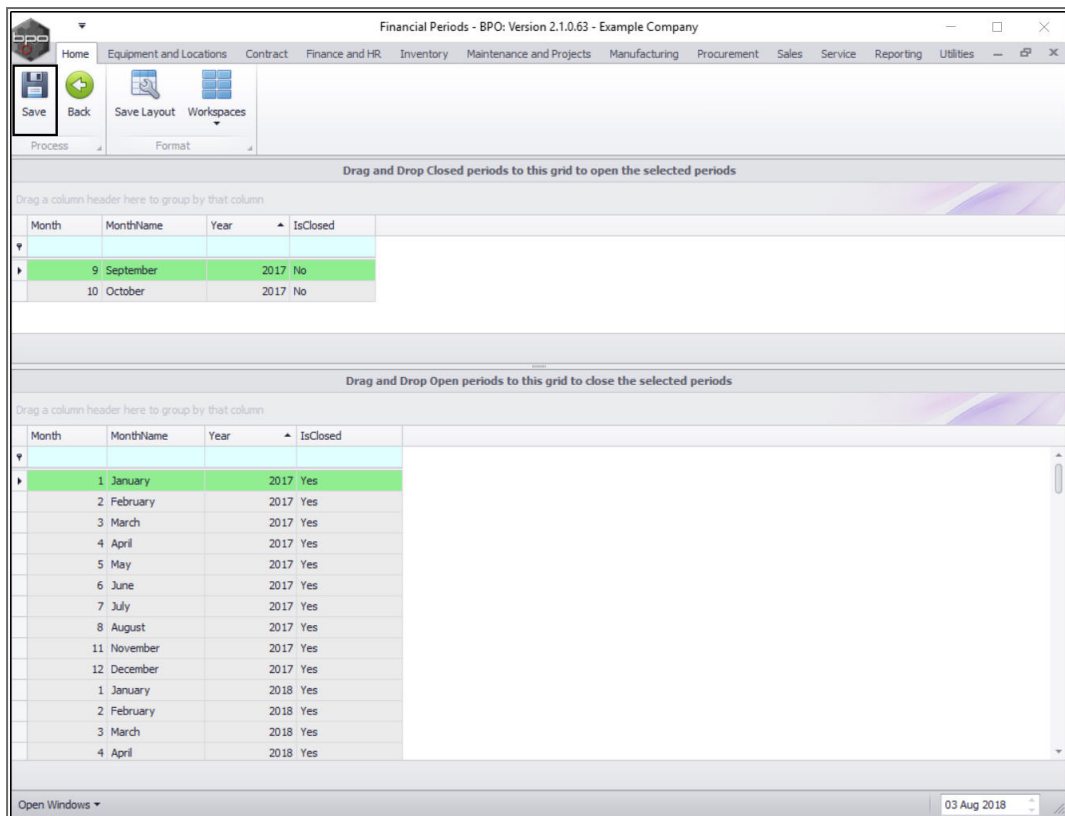
Drag and Drop Open periods to this grid to close the selected periods

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

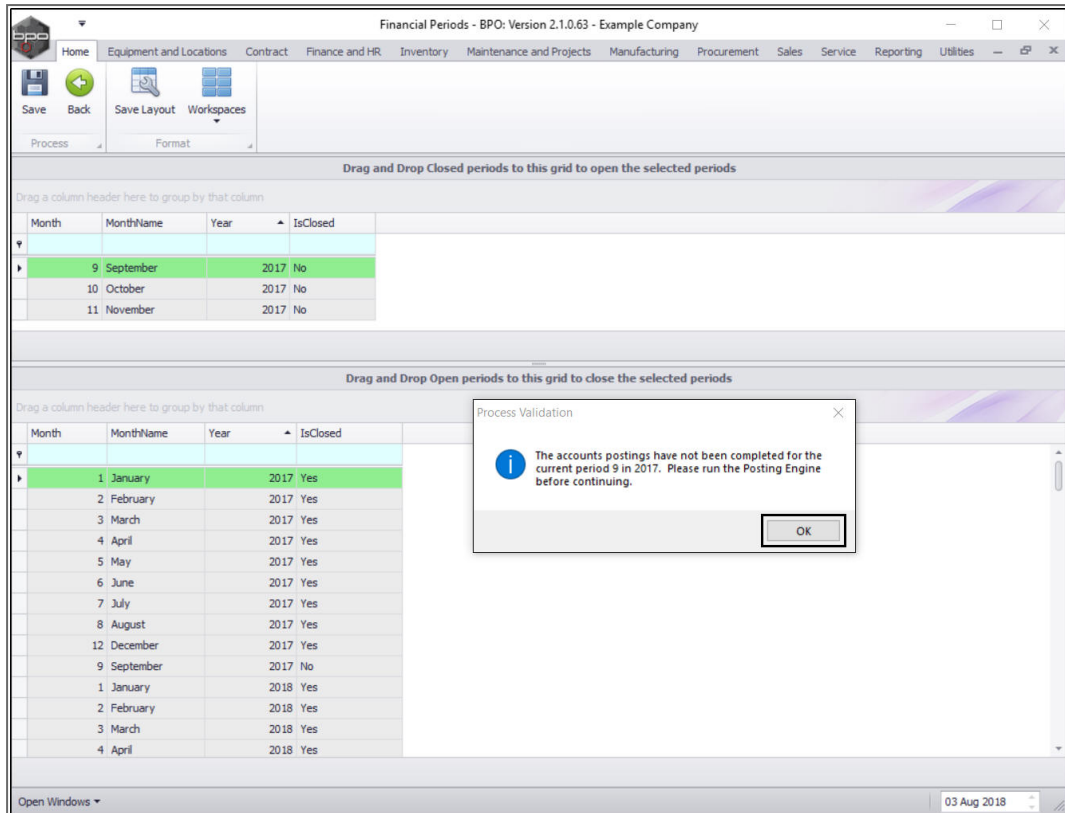
Open Windows | 03 Aug 2018

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

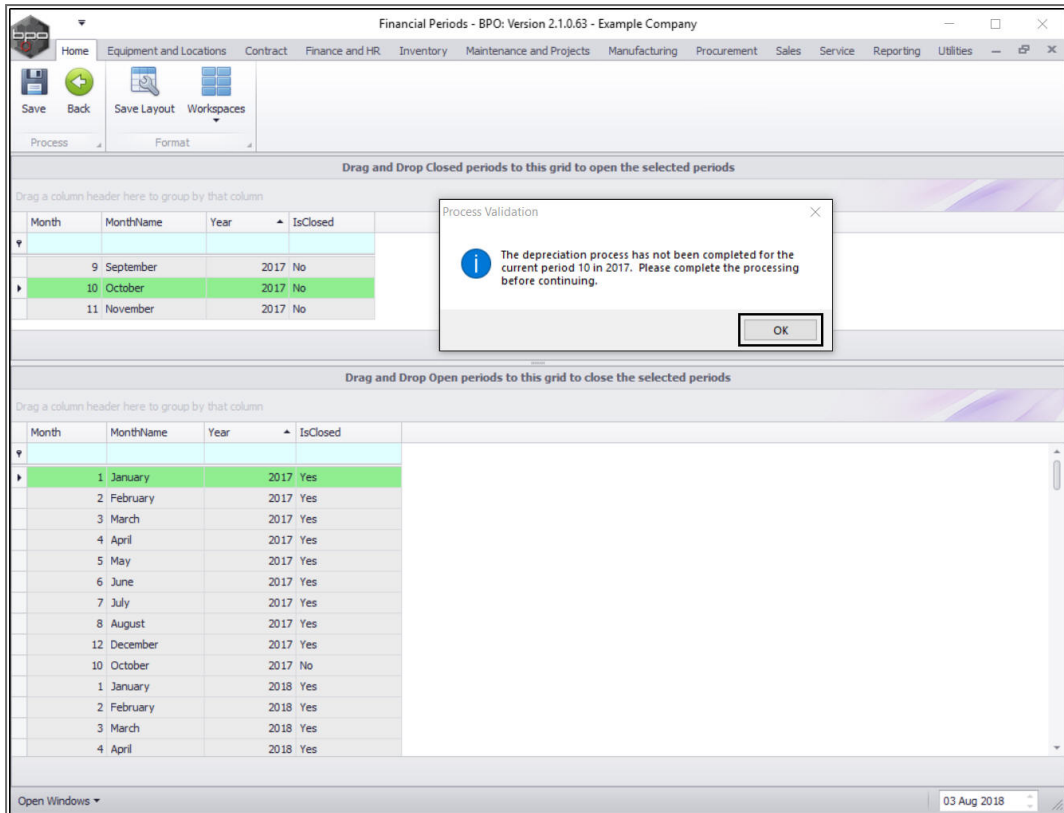


Note: The system may challenge the attempt to close off this financial period, if there are processes that need to be completed first.

- 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.

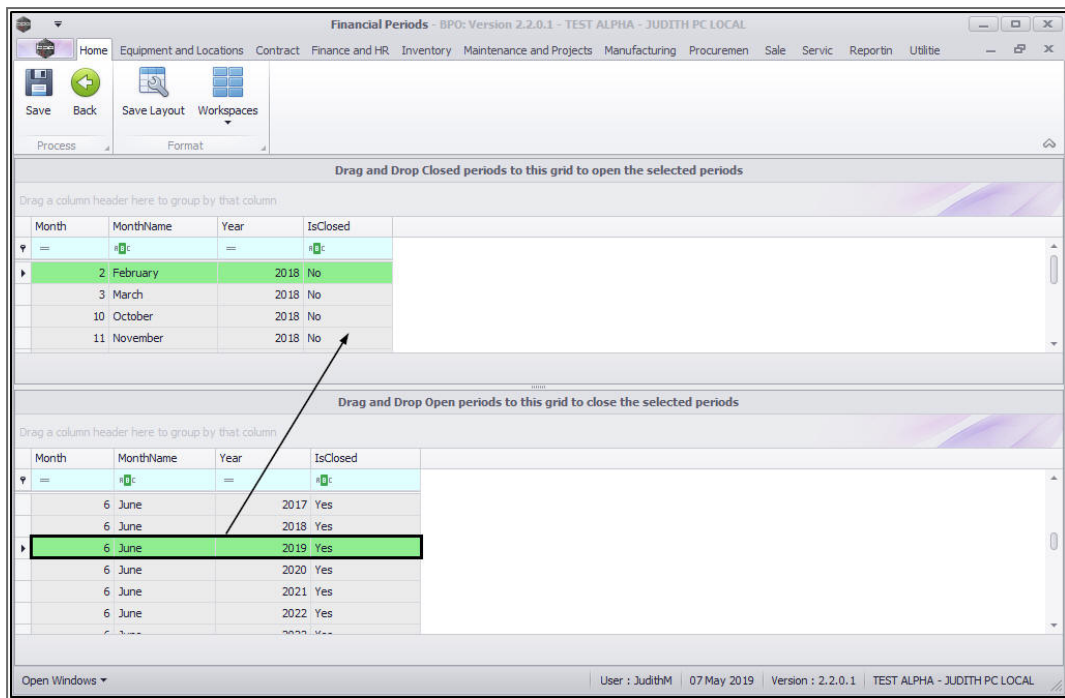


- A different type of **Process Validation** message box may pop up with the following prompt:
 - *The depreciation process has not been completed for the current period []. Please complete the processing before continuing.*
- Click on **OK**, apply the message instructions then repeat the drag and drop process to **close** the financial period.

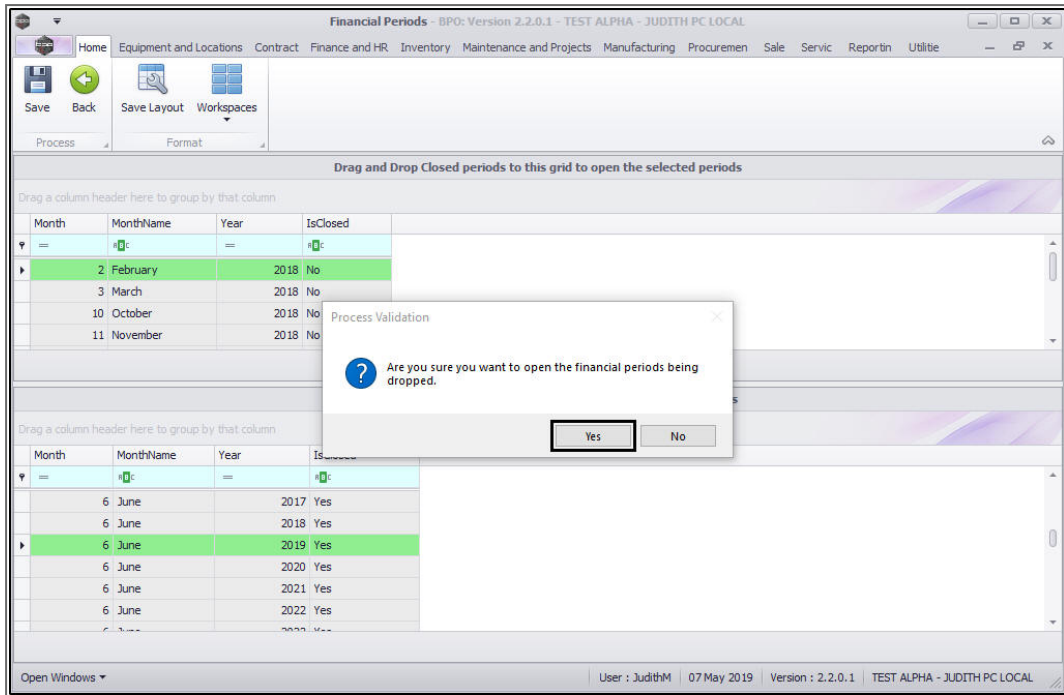


OPEN A FINANCIAL PERIOD

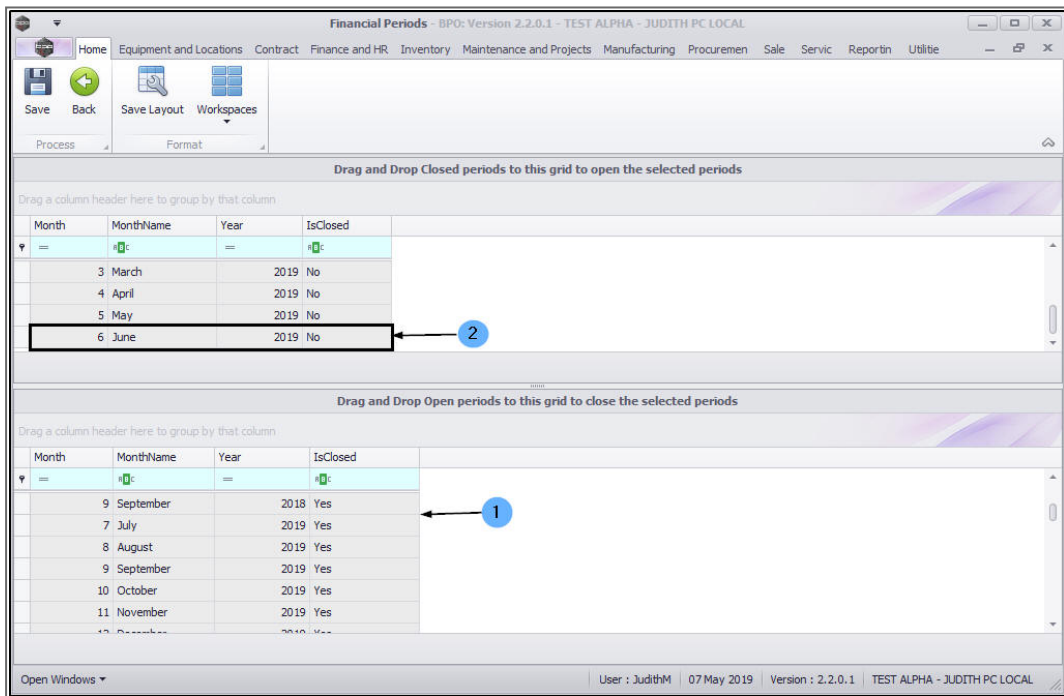
- Click in the **row** of a **closed period** that you wish to **open**.
- **Drag** and **drop** this row in the **Open Periods** data grid.



- 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

