



## **Accounting Periods - FIN2100**



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# Accounting Periods

## Finance > Tables > District Finance Options > Accounting Periods

The following accounting periods are displayed: current (open), next, Purchasing, and Accounts Receivable.

- The **Current (Open) Accounting Period** field is the period not yet closed. After running end-of-month processing, the current period is incremented by one. This feature prevents anyone from posting back to the closed period.
- When you log on to the Finance application, the value in the **Current (Open) Accounting Period** field is used as the default accounting period for posting.
- You cannot switch accounting periods (i.e., current or next) unless you have security access to do so. If the period is set to blank, no one can post any transactions.

## Modify a record:

### Select a student

The following receiving options selected on the Options > Purchasing Options page in District Administration determine how information is displayed as well as if certain requisition items can be received on this page.

- If **Use Blind Receiving** is selected, order quantities are not shown on this page.
- If **Allow Partial Receiving** is not selected, only complete requisition items can be received.
- If **Allow Receiving Overage** is not selected, only the original item quantity ordered or less can be received.


/\*Inline folded include\*/

Field	Description
Campus ID	
Pass/Fail	

Click **Save**.

**\*\*NOTE:**

## Other functions and features:

 <a href="#">Delete a row.</a>
Click to delete a row. The row is shaded red to indicate that it will be deleted when the record is saved.