



# Accounting Periods - FIN2100



# Table of Contents

|   |          |
|---|----------|
| <b>Accounting Periods - FIN2100</b> ..... | <b>i</b> |
| <b>Accounting Periods</b> .....           | <b>1</b> |



# 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:

| Field                                   | Description |
|---|-------------|
| <b>Current (Open) Accounting Period</b> |             |
| <b>Next Accounting Posting Period</b>   |             |
| <b>Accounts Receivable Period</b>       |             |
| <b>Lock Current Accounting Period</b>   |             |

Click **Save**.

### 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. |
|---|--|