

Accounting Periods - FIN2100

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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
Current (Open) Accounting Period	
Next Accounting Posting Period	
Accounts Receivable Period	
Lock Current Accounting Period	

Click **Save**.

Other functions and features:

	Delete a row. Click to delete a row. The row is shaded red to indicate that it will be deleted when the record is saved.