


# 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:

| Field | Description |
|---|---|
| **Current (Open) Accounting Period** | |
| **Next Accounting Posting Period** | |
| **Purchasing Accounting Period** | |
| **Accounts Receivable Period** | |
| **Lock Current Accounting Period** | |

Click **Save**.

## Other functions and features:

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