

Accounting Periods - FIN2100

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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	Type the current accounting period. The field is a two-digit number from 01-12.
Next Accounting Posting Period	Type the next accounting period. The field is a two-digit number from 01-12. The period must be the same as or one month greater than the current accounting period.
Purchasing Accounting Period	Type the Purchasing accounting period. The field is a two-digit number from 01-12. The period can be the same as the current accounting period or the next accounting posting period.
Accounts Receivable Period	Type the Accounts Receivable accounting period. The field is a two-digit number from 01-12. The period can be the same as the current accounting period or the next accounting posting 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.