



## **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
<b>Current (Open) Accounting Period</b>	Type the current accounting period. The field is a two-digit number from 01-12.
<b>Next Accounting Posting Period</b>	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.
<b>Purchasing Accounting Period</b>	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.
<b>Accounts Receivable Period</b>	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.
<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.
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