



## Verify or add Purchasing accounting period



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Finance > Tables > District Finance Options > Accounting Periods

Verify or add the purchasing accounting period.

The screenshot shows a web interface for 'District Finance Options' with a green header. Below the header is a 'Save' button and a status bar showing 'File ID: C' and 'Account Period: 12'. The main content area has three tabs: 'FINANCE OPTIONS', 'ACCOUNTING PERIODS' (which is selected and underlined), and 'CLEARING FUND MAINTENANCE'. Under the 'ACCOUNTING PERIODS' tab, there are 'Retrieve' and 'Print' buttons. Below these are several input fields: 'Current (Open) Accounting Period: 12', 'Next Accounting Posting Period: 01', 'Purchasing Accounting Period: 01' (circled in red), 'Accounts Receivable Period: 01', and 'Travel Accounting Period: 01'. There is also a 'Lock Current Accounting Period' checkbox which is unchecked.

<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.
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Click **Save**.