



## **Verify or add Purchasing accounting period**



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## Finance &gt; Tables &gt; District Finance Options &gt; Accounting Periods

Verify or add the purchasing accounting period.

Tables > District Finance Options
Finance

Save

File ID: C

Account Period: 12

FINANCE OPTIONS
ACCOUNTING PERIODS
CLEARING FUND MAINTENANCE

Retrieve

Print

Current (Open) Accounting Period:

Next Accounting Posting Period:

**Purchasing Accounting Period:**

Accounts Receivable Period:

Travel Accounting Period:

Lock 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.

Click **Save**.