

Financial Periods - Close Period

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Financial Periods - Close

Screen Location - Main Menu > Accounting > Financial Periods

1. Double Click the menu item to open the Financial Periods window.

The screenshot shows the 'Financial Periods' window. At the top, there is a 'Select Fiscal Year' dropdown menu currently set to '2016'. Below this is a table with the following columns: Sequence, Period Name, Start, End Date, and Status. The table lists the twelve months of the year 2016, all with a status of 'OPEN'. Each row has a red 'X' icon in the Sequence column and a blue plus icon in the Status column. At the bottom of the window, there are three buttons: 'New Periods' (blue text), 'Close Period...' (red text), and 'Done' (black text).

Sequence	Period Name	Start	End Date	Status
1	January	01/01/16	01/31/16	OPEN
2	February	02/01/16	02/29/16	OPEN
3	March	03/01/16	03/31/16	OPEN
4	April	04/01/16	04/30/16	OPEN
5	May	05/01/16	05/31/16	OPEN
6	June	06/01/16	06/30/16	OPEN
7	July	07/01/16	07/31/16	OPEN
8	August	08/01/16	08/31/16	OPEN
9	September	09/01/16	09/30/16	OPEN
10	October	10/01/16	10/31/16	OPEN
11	November	11/01/16	11/30/16	OPEN
12	December	12/01/16	12/31/16	OPEN