

## Before You Start

Before you start completing the course activities, perform the instructions described below.

Some of the course activities might require the business date to be set to the current date or might not have a particular business date specified in the **System Preparation** section.

To avoid possible issues during the course completion, you need to make sure the financial period corresponding to the month and year in which you are taking the course is open for each company in the *U100* dataset.

## Reviewing the Status of the Financial Period

To verify that the financial period exists and is open for a company, do the following:

1. Launch the Acumatica ERP website with the *U100* dataset. Sign in as a system administrator by using the following credentials:
  - **Username:** *gibbs*
  - **Password:** *123*
2. Open the [Company Financial Calendar](#) (GL201100) form.
3. In the Selection area, specify the following settings:
  - **Company:** The company for which you need to check the status of a financial period
  - **Financial Year:** The year of the financial period
4. Do either of the following:
  - If the selected financial year exists and the financial period is *Inactive* (see the **Status** column of the table), perform the instructions in the *Opening the Financial Period* section below.
  - If the financial year does not exist, perform the instructions in the *Generating the New Financial Year* section first and then move on to the instructions in the *Opening the Financial Period* section.

## Generating the New Financial Year

To generate the new financial year in the tenant, while you are still signed in to Acumatica ERP as *gibbs*, do the following:

1. Open the [Master Financial Calendar](#) (GL201000) form.
2. On the form toolbar, click **Generate Calendar**.
3. In the **Generate GL Calendar** dialog box, which opens, verify that the needed year is displayed in the **From Year** and **To Year** boxes, and click **OK**.

## Opening the Financial Period

To open the financial period for a company, while you are still signed in to Acumatica ERP as *gibbs*, do the following:

1. Open the [Manage Financial Periods](#) (GL503000) form.
2. In the Selection area of the form, specify the following settings:
  - **Company:** The company for which you need to open the financial period
  - **Action:** *Open*
  - **To Year:** The year of the needed financial period
3. In the table, select the Included check box for the financial period that corresponds to the month in which you are taking the course. The previous periods will be selected automatically by the system.
4. On the form toolbar, click **Process**.
5. In the **Processing** dialog box, which opens, review the results of the processing, and click **Close** to close the dialog box.