



F100 Financial Basics (Cash Transactions, Bank Reconciliation, and Period-End and Year-End Procedures)

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Timing and Agenda

March 30, 2021 -10 AM - 11 AM PT

Day 1

Lesson 5.1: Processing Cash Entries

Lesson 5.2: Performing Funds Transfers

March 31, 2021 -10 AM - 11 AM PT

Day 2

Lesson 6.1: Closing Financial Periods

Lesson 6.2: Generating Financial Calendar for a New Financial Year

Lesson 6.3: Opening Financial Periods

Lesson 6.4: Managing Financial Periods

Lesson 5.3: Reconciling Cash Accounts

Day 1



Part 5: Cash Transactions and Bank Reconciliation

Lesson 5.1: Processing Cash Entries

Learning Objectives

In this lesson, you will learn how to **create cash entries** in Acumatica ERP.

- Cash Entries affect Cash and the balances of General Ledger accounts
- They do not affect Customers or Vendors
- Common uses: Bank Service Charges and Interest Income

System Preparation :

- **U100 Dataset** preloaded with the sample data
- Today's Lessons are independent of each other
- Accountant Login: **johnson** Password: **123**

Types of Cash Entries

Types of Cash Entries

Cash entries are used to record cash transactions, such as charges for transfers, bank service charges, or amounts earned on interest-bearing bank accounts or other investments. On the [Transactions](#) (CA304000) form, you specify the type of the cash entry, which is one of the following:

Receipt:

Increases the balance of the selected cash account. Entries of this type can include interest and dividends earned on interest-bearing bank accounts or other investments.

Disbursement:

Decreases the balance of the selected cash account. This entry type includes transfer charges and bank service charges.

Processing Cash Entries

Transaction form - View, Edit, and Release cash entries

- [Transaction form \(CA304000\)](#)
- [Cash Account Details \(CA303000\)](#)
- [Reconciliation Statements \(CA302000\)](#)

Statuses of Cash Entries

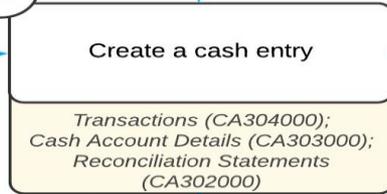
Status	Description
<i>On Hold</i>	The cash entry is being edited and cannot be released.
<i>Pending Approval</i>	The cash entry requires approval. This status is used only if the <i>Approval Workflow</i> feature is enabled and approvals have been configured for cash transactions.
<i>Balanced</i>	The cash entry is balanced and ready to be released.
<i>Released</i>	The cash entry has been released and the respective general ledger batch has been generated.

Cash entry processing

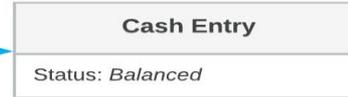
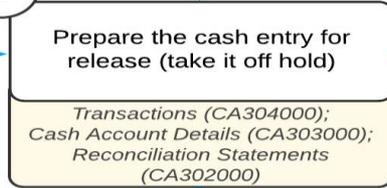
Job titles may vary across companies.



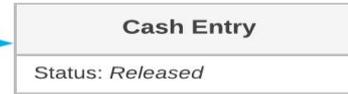
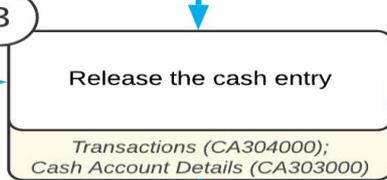
1



2



3



Lesson 5.1: To Create a Disbursement Cash Entry

Story

As a SweetLife accountant, you need to register a \$15 service fee charged by your bank for a particular checking account, *Wholesale Checking*, on January 31, 2020.

- *U100 dataset*
- *Accountant Login: johnson / 123*
- ***Business Date 2/7/2020***
- ***SweetLife Head Office and Wholesale Center***

Process Overview

Create a disbursement cash entry for the bank service fee on the **Transactions** (CA304000) form.

Release the cash entry.

Review the generated GL transactions on the **Journal Transactions** (GL301000) form.

The released Disbursement cash entry

Transactions

NOTES ACTIVITIES FILES BUSINESS EVENTS CUSTOMIZATION

SAVE & CLOSE [Icons] ACTIONS INQUIRIES 00.00.01

Tran. Type: **Cash Entry** Tran. Date: 1/31/2020 Amount: 15.00
 Reference Nbr.: 000001 Fin. Period: 01-2020 VAT Taxable T... 0.00
 Cash Account: 10200WH - Wholesale Checking Entry Type: BANKFEE - Bank Fees VAT Exempt T... 0.00
 Status: **Released** Disbursement/... **Disbursement** Tax Total: 0.00
 Hold Document Ref.: 20200131
 Owner: _____
 Description: \$15 Bank Service Fee Paid for Checking Account in January

TRANSACTION DETAILS TAX DETAILS FINANCIAL DETAILS

[Icons]

[Icons]	*Branch	Item ID	Description	Quantity	UOM	Price	Amount	*Offset Account	Account Description	*Project	Project Task	Non Billable	Tax Category
>	HEADOFFICE		Bank Fees	1.00		15.0000	15.00	61100	Bank Service Charges	X		<input type="checkbox"/>	

Lesson 5.1: To Create a Receipt Cash Entry

Story

On January 31, 2020, you earned \$25 in bank interest on the *10300WH (Cathay Bank Savings)* account. As a SweetLife accountant, on January 31, you want to create a cash entry of the *Receipt* type to account for this amount.

Process Overview

First create the *Receipt* cash entry for interest earned on the *Transactions* (CA304000) form.

Then post the created document to the general ledger

Review the generated GLtransactions on the *Journal Transactions* (GL301000) form.

The released Receipt cash entry

Transactions

NOTES ACTIVITIES FILES BUSINESS EVENTS CUSTOMIZATION

← SAVE & CLOSE ↻ + ✖ 📄 ⏪ ⏩ ACTIONS ▾ INQUIRIES ▾ 🟢 00:00:00

Tran. Type:	Cash Entry	Tran. Date:	1/31/2020	Amount:	25.00
Reference Nbr.:	000002	Fin. Period:	01-2020	VAT Taxable T...	0.00
Cash Account:	10300WH - Cathay Bank Savings	Entry Type:	INTEREST - Interest	VAT Exempt T...	0.00
Status:	Released	Disbursement/...	Receipt	Tax Total:	0.00
	<input type="checkbox"/> Hold	Document Ref.:	20200131		
		Owner:			
Description:	\$25 Interest Earned on Cathay Savings Account in January 2020				

TRANSACTION DETAILS TAX DETAILS FINANCIAL DETAILS

↻ + ✎ ✕ ⏪ ⏩ ⏴ ⏵

	🔊	📄	*Branch	Item ID	Description	Quantity	UOM	Price	Amount	*Offset Account	Account Description	*Project	Project Task	Non Billable	Tax Category
>	🔊	📄	HEADOFFICE		Interest	1.00		25.0000	25.00	40500	Interest Income	X		<input type="checkbox"/>	

GL transaction generated on release of the cash entry

Journal Transactions

NOTES ACTIVITIES FILES BUSINESS EVENTS CUSTOMIZATION TOOLS

SAVE & CLOSE [Print] [Refresh] + [Delete] [Copy] [Paste] [Left Arrow] [Right Arrow] RELEASE ACTIONS REPORTS

Module:	CA	Branch:	HEADOFFICE - SweetLife Head Office at	Type:	Normal
Batch Number:	GL000030	Ledger:	ACTUAL - Actual Ledger	Orig. Batch Number:	
Status:	Unposted	<input type="checkbox"/> Auto Reversing	<input type="checkbox"/> Reversing Entry	Debit Total:	25.00
	<input type="checkbox"/> Hold			Credit Total:	25.00
Transaction D...:	1/31/2020				
Post Period:	01-2020				
Description:	\$25 Interest Earned on Cathay Savings Account in January 2020				

VIEW SOURCE DOCUMENT RECLASSIFICATION HISTORY

	*Branch	*Account	Description	Project/Contract	Project Task	Ref. Number	Transaction Date	Quantity	UOM	Debit Amount	Credit Amount	Transaction Description	Non Billable
>	HEADOFFICE	10300	Company Savings Account	X		000002	1/31/2020	0.00		25.00	0.00	\$25 Interest Earned on Cathay Savings Account ...	<input type="checkbox"/>
	HEADOFFICE	40500	Interest Income	X		000002	1/31/2020	1.00		0.00	25.00	Interest	<input type="checkbox"/>

Lesson 5.2: Performing Funds Transfers

Learning Objectives

In this lesson, you will learn how to record a funds transfer between cash accounts.

Processing of a Funds Transfer

To process a funds transfer, you first create it on the *Funds Transfers* (CA301000) form. At any time after creation, you can release the transfer on any of the following forms:

Funds Transfers: You release the funds transfer you are viewing by clicking **Release** on the form toolbar.

Release Cash Transactions (CA502000): You use this form to release a particular funds transfer or multiple funds transfers

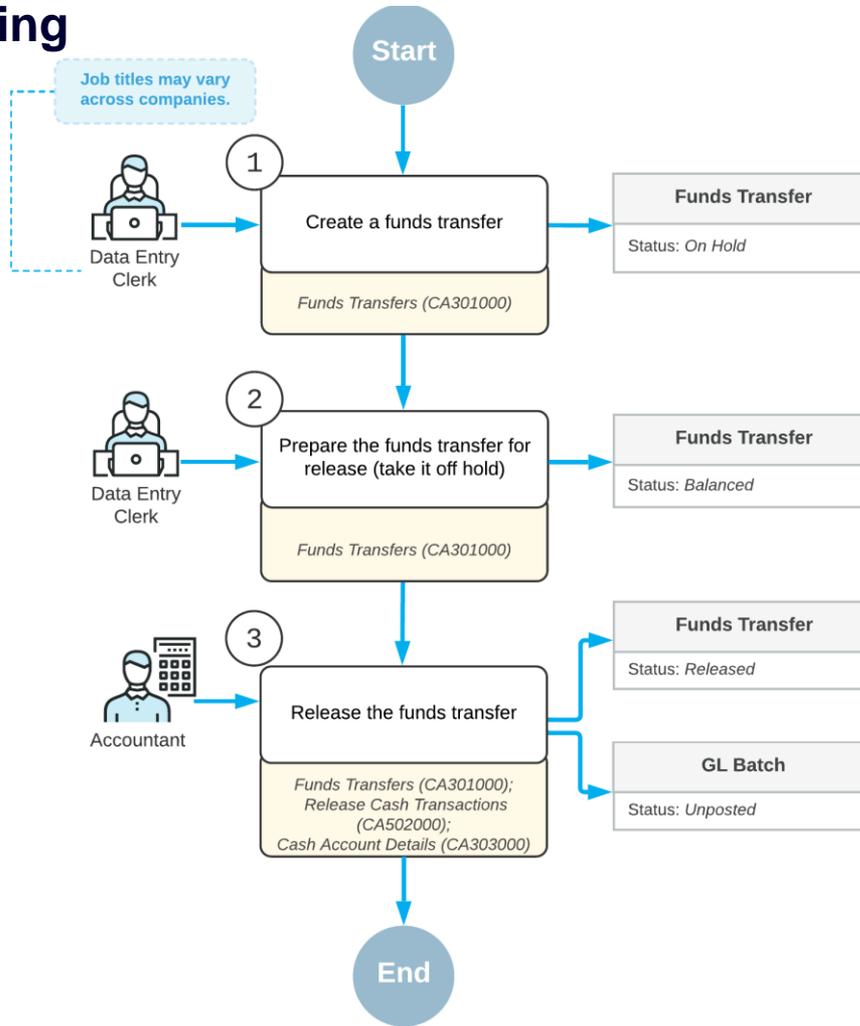
Cash Account Details (CA303000): You can use this form to release a particular funds transfer or multiple funds transfers. On this form, you start by selecting a cash account, which can be the source account or the destination account for your funds transfer. The system **displays a list of transactions that includes** the funds transfer transaction of the **Transfer Out or Transfer In type**.

To release all transactions of the funds transfer, click Release on the form toolbar, the system releases the other transactions automatically.

Statuses of Funds Transfers

Status	Description
<i>On Hold</i>	The transfer is being edited and cannot be released.
<i>Balanced</i>	The transfer is balanced and can be released.
<i>Released</i>	The transfer has been released.

Funds transfer processing



Lesson 5.2: Performing Funds Transfers

Story

In February 2020, one of SweetLife's branches, the **Service and Equipment Sales Center**, is planning on purchasing additional juicer equipment and parts. As the SweetLife accountant, you have approved the expenditures in the amount of \$70,000 for these items, which is roughly \$25,000 more than the amount available in the **10200EQ - Equipment Checking** cash account. To increase the available balance of the **10200EQ** cash account, you need to transfer **\$25,000** from the **10200WH – Wholesale Checking** account.

Process Overview

In this activity, you will first review the available balances of the **10200WH** and **10200EQ** cash accounts on the [Cash Account Summary](#) (CA633000) report form. Then on the [Funds Transfers](#) (CA301000) form, you will record a funds transfer in the amount of \$25,500 from the **10200WH** cash account to the **10200EQ** cash account. Finally, you will review the balances of both accounts on the [Cash Account Details](#) (CA303000) form to make sure the transfer is recorded correctly

The created funds transfer

← SAVE & CLOSE 📄 ↶ + 🗑️ 📄 ▾ ⏪ < > ⏩ RELEASE REVERSE

Transfer Num... <NEW> 🔍 Description: Transferring \$25,500 to SWEETEQUIP

Status: On Hold
 Hold

SOURCE ACCOUNT

* Account: 10200WH - Wholesale Checking 🔍 Batch Number: _____
 * Transfer Date: 2/1/2020 ▾ Cleared Clear Date: _____
 Document Ref.: _____ GL Balance: 182,594.17
 Amount: 25,500.00 Available Balance: 182,389.17
 Base Currency Amount: 25,500.00

DESTINATION ACCOUNT

* Account: 10200EQ - Equipment Checking 🔍 Batch Number: _____
 * Receipt Date: 2/1/2020 ▾ Cleared Clear Date: 2/1/2020
 Document Ref.: _____ GL Balance: 44,550.00
 Amount: 25,500.00 Available Balance: 44,550.00
 Base Currency Amount: 0.00

🔄 + × ⏪ 🗑️

📄	🗑️	* Cash Account	* Entry Type	Description	Amount	Currency	Currency Rate	Document Ref.	* Offset Account	* Doc. Date	* Fin. Period
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Lesson 5.3: Reconciling Cash Accounts

Learning Objectives

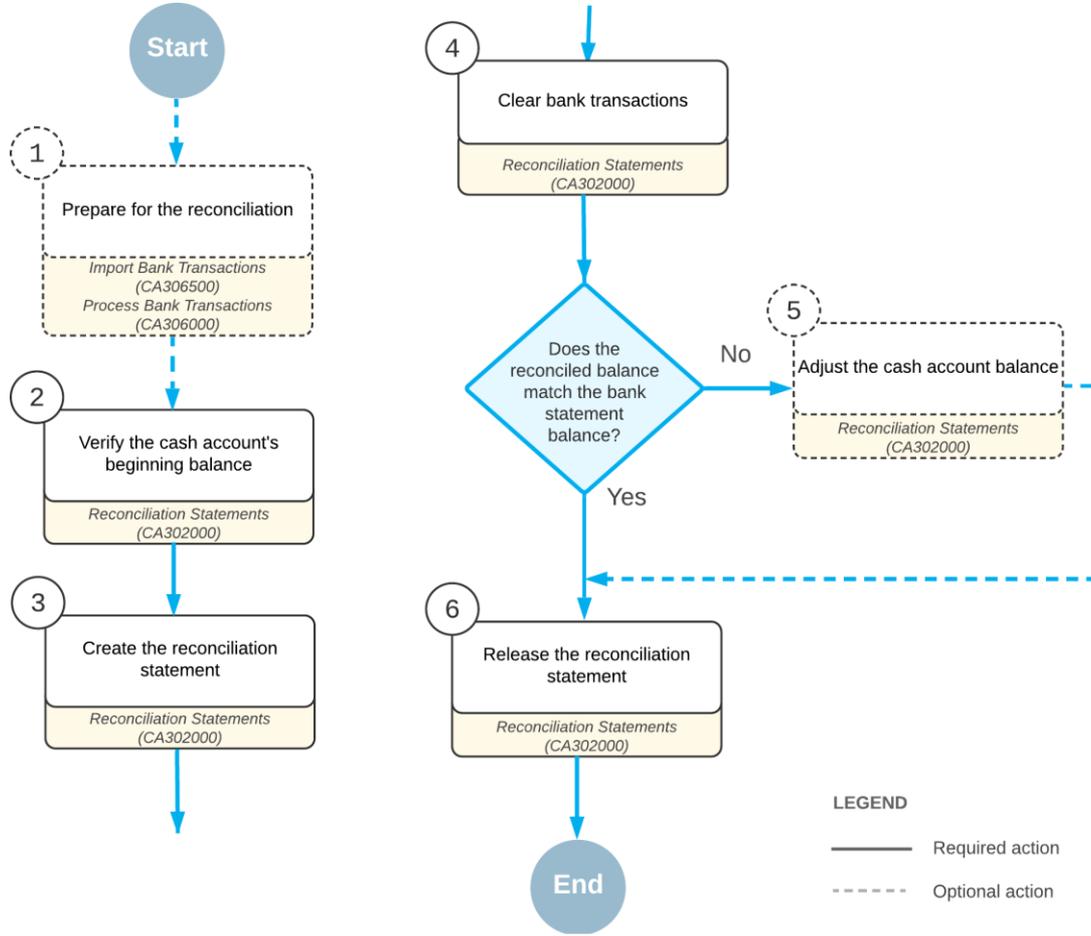
In this lesson, you will learn how to reconcile a cash account with a statement from a third-party financial institution.

Applicable Scenarios

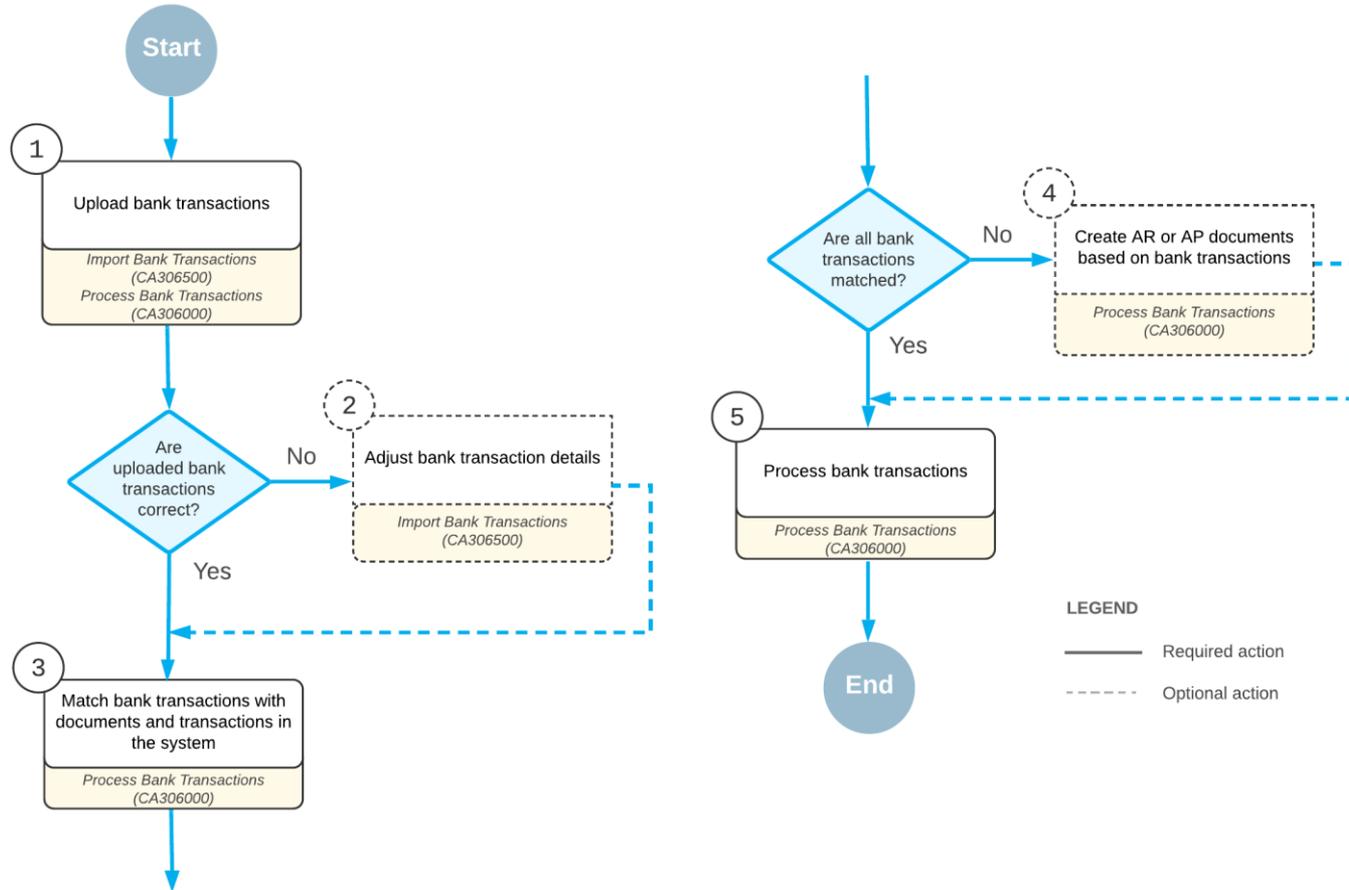
If you are reconciling an account from a financial institution, compare its statement to the transactions of the cash account, as tracked in your system. You **do not need to wait for a monthly statement**; instead **download a list of recent banking transactions in a suitable format as needed**. Regular reconciliations can reduce errors on accounts and make it easier to find overlooked transactions, such as missing sales invoices or checks lost in transit.

If reconciling a cash account other than a bank account (for instance, a cash register account), upload a list of amounts that are confirmed with the cash register receipts or with point-of-sale (or similar) reports.

Bank statement reconciliation workflow



Preparing for bank reconciliation



Lesson 5.3: Reconciling Cash Accounts

Story

Suppose that on January 31, 2020, the accounting department of SweetLife Fruits & Jams received a bank statement in Open Financial Exchange (OFX) format from KeyBank in the amount of \$4,525.

Acting as a SweetLife accountant, you need to perform bank statement reconciliation for January 2020 as you prepare to close the *01-2020* financial period in the general ledger. During reconciliation, you will match the records in the system (the book balance) and in the statement for the bank account (the bank balance).

Bank transactions uploaded from the OFX file

Import Bank Transactions

NOTES FILES (1) CUSTOMIZATION TOOLS ▾

← SAVE & CLOSE 📄 ↶ + 🗑️ 📄 ▾ ⏪ < > ⏩ UPLOAD FILE PROCESS TRANSACTIONS

* Cash Account: ✎ * Statement Date: ▾ * Start Balance Date: ▾ Beginning Balance:

* Reference Nbr.: 🔍 * End Balance Date: ▾ Ending Balance:

Calculated Balance:

↶ + ✕ UNHIDE TRANSACTION UNMATCH UNMATCH ALL VIEW MATCHED DOCUMENT ⏪ ☒ ⏩

		<input checked="" type="checkbox"/>	Processed	Hidden	Ext. Tran. ID	Ext. Ref. Nbr.	* Tran. Date	Tran. Desc	Receipt	Disbursement	Card Number	Invoice Nbr.
>		<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	1234	1234	1/2/2020	Funds transfer from own account	5,000.00	0.00		
		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	000000003	000000003	1/2/2020	Payment for office equipment	0.00	560.00		
		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	000000004	AP0001	1/12/2020	Payment to Wingman Printing Company	0.00	230.00		
		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	000000005	AR0011	1/15/2020	Payment from GoodFood One Restaurant	415.00	0.00		
		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	000000008	AR0002	1/25/2020	Payment from FourStar Coffee&Sweets Shop	225.00	0.00		
		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	000000009	000000009	1/31/2020	KeyBank Service fee January-2020	0.00	15.00		

Auto-matched bank transactions

Process Bank Transactions

CUSTOMIZATION TOOLS ▾

← SAVE & CLOSE 📄 ↶ AUTO-MATCH PROCESS MATCH SETTINGS UPLOAD FILE

* Cash Account: 🔍 ✎

↶ UNMATCH UNMATCH ALL HIDE TRANSACTION |≡| ▾

<input type="checkbox"/>	<input checked="" type="checkbox"/>	Ext. Ref. Nbr.	* Tran. Date	Receipt	Disbursement	Card Number	Tran. Desc
>	<input checked="" type="checkbox"/>	1234	1/2/2020	5,000.00	0.00		Funds transfer from own account
	<input checked="" type="checkbox"/>	000000003	1/2/2020	0.00	560.00		Payment for office equipment
	<input checked="" type="checkbox"/>	AP0001	1/12/2020	0.00	230.00		Payment to Wingman Printing Compa...
!	<input type="checkbox"/>	AR0011	1/15/2020	415.00	0.00		Payment from GoodFood One Resta ...
	<input checked="" type="checkbox"/>	AR0002	1/25/2020	225.00	0.00		Payment from FourStar Coffee&Swee...
!	<input type="checkbox"/>	000000009	1/31/2020	0.00	15.00		KeyBank Service fee January-2020

MATCH TO PAYMENTS MATCH TO INVOICES CREATE PAYMENT

↶ |≡|

<input type="checkbox"/>	Matched	Match Relevance, %	* Orig. Doc. Number	* Doc. Date	Document Ref.	Module	Tran. Type
>	<input checked="" type="checkbox"/>	20.000	GL000012	1/2/2020		GL	GL Entry

Reconciled bank transactions

Reconciliation Statements ☆

NOTES ACTIVITIES FILES BUSINESS EVENTS CUSTOMIZATION TOOLS

SAVE & CLOSE ↻ + 🗑️ ⏪ < > ⏩ RELEASE VOID REPORTS

* Cash Account:	<input type="text" value="10210WH - KeyBank Checking"/>	Beginning Balance:	0.00	Document Count:	
* Ref. Number:	<input type="text" value="000001"/>	Reconciled Receipts:	5,640.00		3
Status:	On Hold <input checked="" type="checkbox"/> Hold	Reconciled Disb.:	805.00		3
Last Reconciliation Date:		Reconciled Balance:	4,835.00		
* Reconciliation Date:	<input type="text" value="1/31/2020"/>	Statement Balance:	4,835.00		
Load Documents Up To:	<input type="text" value="1/31/2020"/>	Difference:	0.00		

TOGGLE RECONCILED TOGGLE CLEARED RECONCILE PROCESSED CREATE ADJUSTMENT |≡|

Reconciled	Cleared	Clear Date	Receipt	Disbursement	Document Ref.	Module	Tran. Type	*Orig. Doc. Number	Status	*Doc. Date	Business Account	Business Account Name	Description
<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	1/2/2020	5,000.00	0.00		GL	GL Entry	GL000012	Posted	1/2/2020			Transfer of cash to checking account
<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	1/2/2020	0.00	550.00		GL	GL Entry	GL000014	Posted	1/2/2020			Laptops
<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	1/12/2020	0.00	230.00	AP0001	AP	Check	000021	Posted	1/9/2020	PRINTICO	Wingman Printing Company	Consulting
<input type="checkbox"/>	<input type="checkbox"/>		75.00	0.00	AR0001	AR	Payment	000062	Posted	1/15/2020	GOODFOOD	GoodFood One Restaurant	Online training course 5 days
<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	1/15/2020	415.00	0.00	AR0011	AR	Payment	000068	Posted	1/15/2020	GOODFOOD	GoodFood One Restaurant	Payment from GoodFood One Restaurant
<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	1/25/2020	225.00	0.00	AR0002	AR	Payment	000063	Posted	1/23/2020	COFFEESHOP	FourStar Coffee&Sweets Shop	Training course 5 days
<input type="checkbox"/>	<input type="checkbox"/>		0.00	520.00	AP0002	AP	Check	000022	Posted	1/30/2020	BLUELINE	BlueLine Advertisement	Advertising services
<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	1/31/2020	0.00	15.00	000000009	CA	Cash Entry	000003	Released	1/31/2020			KeyBank Service fee January-2020

Day 2



Part 6: General Ledger—Period-End and Year-End Procedures

Lesson 6.1: Closing Financial Periods

Learning Objectives

In this lesson, you will learn how to do the following:

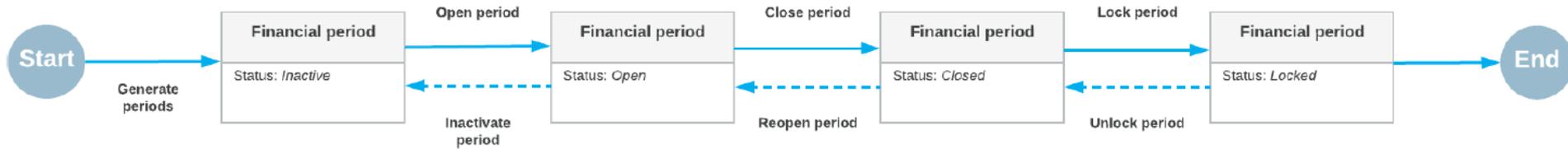
- Close a financial period in a subledger
[Accounts Payable, Accounts Receivable, Cash Management, Inventory and Fixed Assets]
- Close a financial period in all the subledgers and in the general ledger at the same time

Closing Financial Periods: General Information

Close the financial period in the system after all needed transactions are posted to a financial period & all figures are verified. The following are the capabilities and restrictions for closing the financial periods:

- Close multiple periods at the same time (for instance, all periods of a financial year).
- Financial periods are closed starting the first period of the first financial year. A financial period can't be closed if the previous one has not been closed yet-unless they are closing together at the same time.
- Periods are closed to prevent posting transactions to the closed period - but a **closed period can be reopened**. Also, **users can be allowed** to enter documents and post transactions to a closed period.

Financial period statuses in the system



Status	Description of a Period with This Status	Actions Allowed
Inactive	An inactive period has been generated in the system but has not been opened . Transactions cannot be posted to the period.	Open
Open	An open period can be selected in documents, and transactions can be posted to it.	Close, Deactivate
Closed	If the Restrict Access to Closed Periods check box is selected on the <i>General Ledger Preferences</i> (GL102000) form, only users assigned to the <i>Financial Supervisor</i> role can be post transactions to a closed period. If this check box is cleared, any user can post to closed periods.	Lock, Reopen
locked	A locked period cannot be used for data entry, or for posting in any subledgers. You lock a period to prevent changes to period-specific data that has been verified and disclosed in reports.	Unlock

Closing a Period in a Subledger

Closing Subledgers

(Accounts Payable, Accounts Receivable, Cash Management, Inventory, and Fixed Assets)

Close periods in subledgers and in the general ledger at the same time, or

Close periods in subledgers separately

- Use the **Close Financial Periods** form within each subledger.
- When you close a given financial period in a subledger using these forms, all preceding open periods will be closed in the Subledger as well.

Closing a Period in a General Ledger

Closing the General Ledger:

A period is assigned the Closed status only after it has been closed in the general ledger on the *Manage Financial Periods* (GL503000) form.

Prior to Closing Periods:

- Confirm there are **no unposted documents** for periods to close.
- Open the *Manage Financial Periods* form and click Unposted Documents on the form toolbar.
- In the opened *Unposted Documents* report, review the list of documents that have not been posted to the selected periods.

Note: Closing a general ledger period will initiate the **auto-reversing batches** process, if the following General Ledger Preference setting is on and these batches have been prepared on the *Journal Transactions* (GL301000) form.

The setting is the **Generate Auto-Reversing Entries on Period Closing** check box on the *General Ledger Preferences* (GL102000) form.

NOTE: If auto-reversing entries generate when the applicable period is closed, **do not close the last open financial period. Always open at least one financial period before you close the most recent period.**

Closing a Period in a General Ledger

Closed Periods:

View closed periods for a particular year on the *Master Financial Calendar* (GL201000) form if the *Centralized Period Management* feature is enabled on the *Enable/Disable Features* (CS100000) form or on the *Company Financial Calendar* (GL201100) form if the *Centralized Period Management* feature is disabled. For the closed periods, the **Status** column contains *Closed* and the check boxes are selected in the **Closed in AP**, **Closed in AR**, **Closed in IN**, **Closed in CA**, and **Closed in FA** columns.

If a period was closed by mistake, you can reopen it on the *Manage Financial Periods* form.

Closing a Period in a General Ledger

Posting Transactions to Closed Periods

In some cases, you may find additional transactions to be processed in a period that was closed. To accommodate such situations, you can allow posting transactions to closed periods by assigning appropriate users to the *Financial Supervisor* role on the *User Roles* (SM201005) form. Only users assigned to this role can post to closed periods, regardless of whether the **Restrict Access to Closed Periods** check box is selected on the *General Ledger Preferences* (GL102000) form.

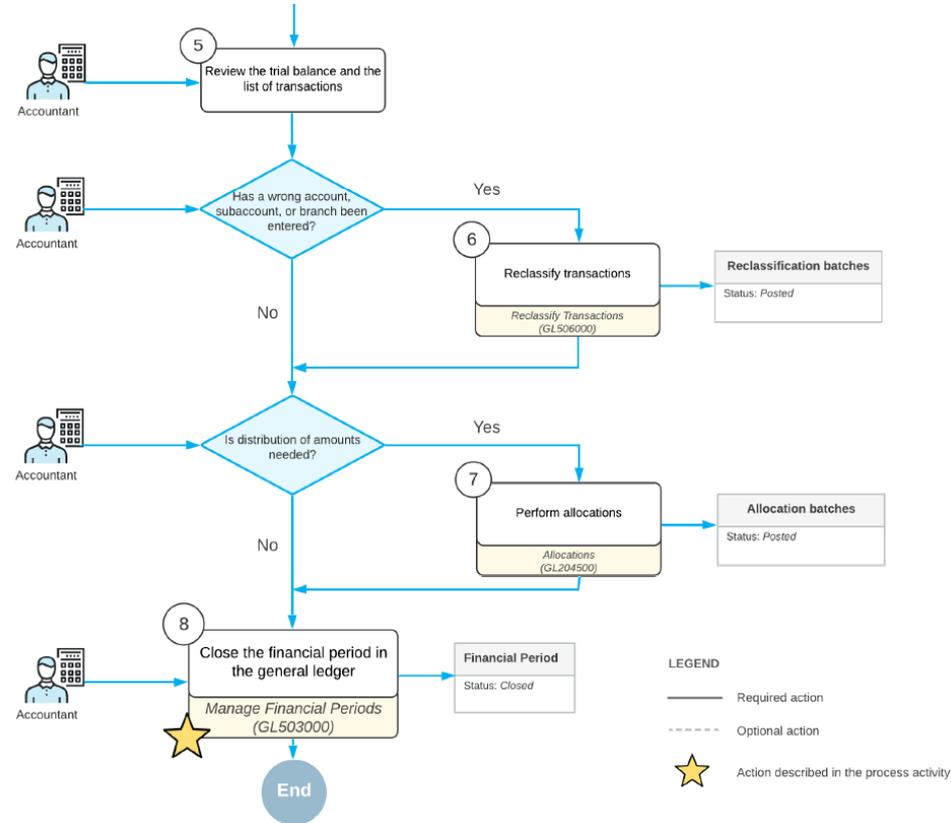
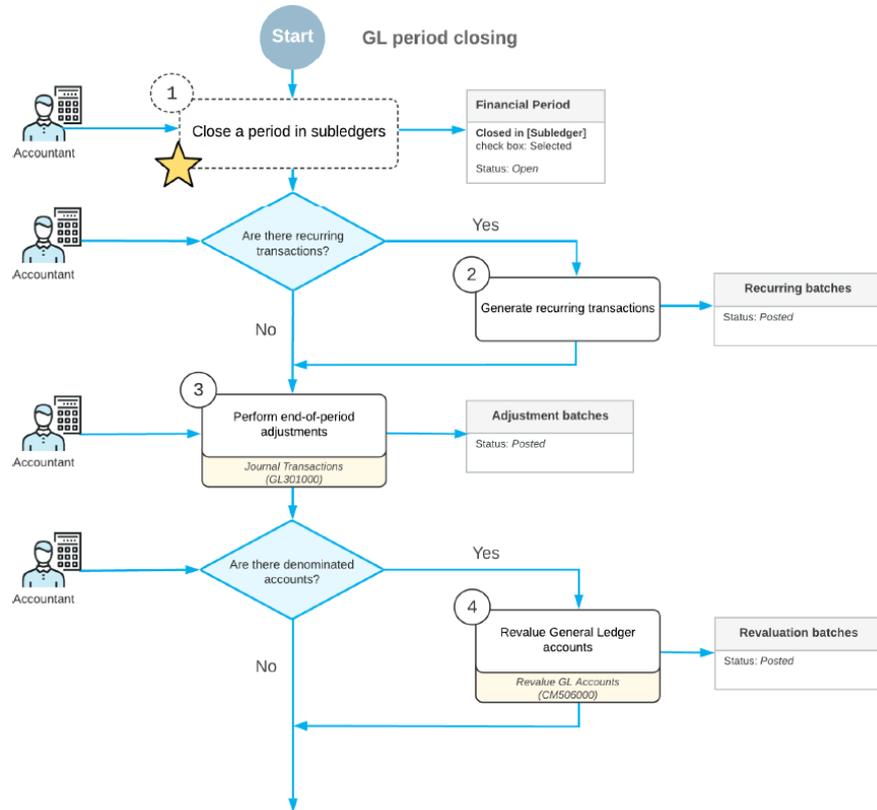
If you want to prevent all users from posting to closed periods, you lock periods (that is, you assign the periods the *locked* status) on the *Manage Financial Periods* (GL503000) form. For instructions, see *Financial Periods: To Lock a Period*.

Period-End Closing Overview

The process of closing a period consists of the following steps:

1. Optional: Close the period in the subledgers - or - Close the period in subledgers with the general ledger after performing period-end activities
2. Generate and post any recurring transactions.
3. Perform period-end adjustments - post adjustment transactions (some will be reversed at start of the next period).
4. Revalue general ledger accounts so balances of the accounts in foreign currencies are revalued using the period-end exchange rate.
5. Review the trial balance and the list of transactions.
6. Reclassify transactions if errors are found.
7. Run allocations if the distribution of amounts between branches, accounts, and subaccounts is required.
8. Close the period in the general ledger.

Closing GL periods



Lesson 6.1: Closing Financial Periods: To Close a Period in a Subledger

Story – Close Accounts Receivable subledger for 03-2019

Suppose that as an accountant of the **SweetLife Fruits & Jams company**, you have to **close the 03-2019 financial period and the preceding periods** in the **accounts receivable subledger** for the **SweetLife Head Office and Wholesale Center company** to prevent users from posting to these periods.

Process Overview

In this activity, close financial periods in the accounts receivable subledger on the **Close Financial Periods (AR509000) form**.

In a production environment, first make sure the following conditions are met before closing:

- No batches with a status of *On Hold*, *Balanced*, or *Unposted* in the period or periods.
- If using auto-reversing entries:

At least one financial period will remain open after you close the period or periods.

Periods selected for closing in the AR subledger

Close Financial Periods ☆

🔄 ↶ PROCESS PROCESS ALL ↷ UNRELEASED DOCUMENTS

* Company: SWEETLIFE - Sweet
Action: Close
From Year: 2018
* To Year: 2019

<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Financial Period ID	Description
<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	01-2018	January
<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	02-2018	February
<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	03-2018	March
<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	04-2018	April
<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	05-2018	May
<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	06-2018	June
<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	07-2018	July
<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	08-2018	August
<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	09-2018	September
<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	10-2018	October
<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	11-2018	November
<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	12-2018	December
<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	13-2018	Adjustment Period
<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	01-2019	January
<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	02-2019	February
<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	03-2019	March
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	04-2019	April

Lesson 6.1: To Close a Period in Subledgers and GL

Story

Suppose that as an accountant of the SweetLife Fruits & Jams company, you have to **close the 04-2019 financial period (and all previous periods that are not already closed) in all the subledgers and in the general ledger at the same time.** The periods should be **closed for the SweetLife Head Office and Wholesale Center company** to prevent users from posting to these periods.

Process Overview

In this activity, you will **review the statuses of financial periods on the *Company Financial Calendar*** (GL20110)  **arm and close the financial periods on the *Manage Financial Periods*** (GL503000) form.

On the Company and Branch Selection menu, and top pane of the Acumatica ERP screen, make sure that the *Sweetlife Head Office and Wholesale Center* branch is selected.

Periods selected for closing in subledgers and general ledger

Manage Financial Periods ☆

🔄 ↶ PROCESS PROCESS ALL ↷ UNPOSTED DOCUMENTS |≡ ☒

✕ Company:		SWEETLIFE - Sweet							
Action:		Close							
From Year:		2018							
✕ To Year:		2019							
<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Financial Period ID	Description	Status	Closed in AP	Closed in AR	Closed in IN	Closed in CA
<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	01-2018	January	Open	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	02-2018	February	Open	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	03-2018	March	Open	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	04-2018	April	Open	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	05-2018	May	Open	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	06-2018	June	Open	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	07-2018	July	Open	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	08-2018	August	Open	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	09-2018	September	Open	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	10-2018	October	Open	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	11-2018	November	Open	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	12-2018	December	Open	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	13-2018	Adjustment Period	Open	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	01-2019	January	Open	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	02-2019	February	Open	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	03-2019	March	Open	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	04-2019	April	Open	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	05-2019	May	Open	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

Closing Financial Periods: Related Reports and Inquiries

The reports, inquiries, and forms to use and review for resolving discrepancies in subledgers which should be corrected before closing financial periods.

Reviewing the Trial Balance

Before closing financial periods, review the company's trial balance to ensure the total value of all debit entries equals the total value of the credit entries, and that the data is accurate.

Review the Trial Balance with one of these: [Account Summary](#) (GL401000) Inquiry form, [Trial Balance Summary](#) (GL632000) report, and [Trial Balance Detailed](#) (GL632500) report.

Reviewing Balance Discrepancies

Use the [Discrepancy by Account](#) (AP409010) and [Discrepancy by Account](#) (AR409010) forms to find discrepancies between the balances of AP accounts and AR accounts in the GL and in a subledger (AP or AR) with the accounts listed for particular a specified range of financial periods.

If a discrepancy is found in either of the forms, click the links in the **Discrepancy** column to open the [Discrepancy by Vendor](#) (AP409020) or [Discrepancy by Customer](#) (AR409020) form.

Then View the discrepancies listed by vendor or customer.

From either of these forms, you can click the links in the **Discrepancy** column to open the [Discrepancy by Document](#) (AP409030) or [Discrepancy by Document](#) (AR409030) form to view the specific documents causing the discrepancies.

Lesson 6.2: Generating Financial Calendar for a New Financial Year

Learning Objectives

In this lesson you will learn how to generate financial periods for a new financial year in the system and review the period statuses.

Applicable Scenarios

Generate financial periods at the end of a year for the upcoming year to open periods and post transactions in the upcoming year.

Generating the Master Calendar

In Acumatica ERP, you can post transactions to periods that are open or to both open and closed periods (depending on the settings on the [General Ledger Preferences](#) (GL102000) form).

Generate financial periods on the [Master Financial Calendar](#) (GL201000) form.

When periods have been generated, you can modify them before any transactions have been performed. Do so by selecting the **User-Defined Periods** check box.

After the Master Calendar is generated, open any number of periods for posting on the [Manage Financial Periods](#) (GL503000) form. (On this form, process periods with the selected action to change their statuses.)

Generating Financial Calendar for a New Financial Year

Opening Periods

Open the periods to which users will post transactions and documents, otherwise the periods do not appear for selection on the forms.

To Open Periods, on the *Master Financial Calendar* (GL201000) form:

Make sure the necessary year is selected in the **Financial Year** box, and then click

Actions > Open Periods on the form toolbar.

NOTE: If the Centralized Period Management feature is disabled on the Enable/Disable Features (CS100000) form, Open financial periods **separately in each company on the Company Financial Calendar** (GL201100) form.

After you have opened periods, they can be used for posting documents and transactions in Acumatica ERP. At any time, you can have multiple open periods. Opening one period does not require you to close the previous one.

Lesson 6.2: Generating Financial Calendar for a New Financial Year

Story

Suppose that at the end of 2020, acting as the accountant of the SweetLife Fruits & Jams company, you must generate a financial calendar for the 2021 year in the system.

Process Overview

Generate periods for a new year on the **Master Financial Calendar** (GL201000) form. Then review and **change the period statuses for this year** on the **Company Financial Calendar** (GL201100) form.

System Preparation

Make sure that the **Sweetlife Head Office and Wholesale Center branch** is selected on the company and branch selection menu, and the top pane of the Acumatica ERP screen. If it is not selected, click the selection menu to view the list of branches that you have access to, and then click Sweetlife Head Office and Wholesale Center.

Financial periods generated for the new financial year

Company Financial Calendar ☆

↶ 🗑️ ⏪ < > ⏩ ACTIONS ▾

* Company: SWEETLIFE - Sweet 🔍
* Financial Year: 2021 🔍
Start Date: 1/1/2021
Number of Periods: 13

🔄 | 📅 | 🗑️

📅	Financial Period ID	Start Date	End Date	Description	Status	Closed in AP	Closed in AR	Closed in IN	Closed in CA
>	01-2021	1/1/2021	1/31/2021	January	Inactive	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	02-2021	2/1/2021	2/28/2021	February	Inactive	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	03-2021	3/1/2021	3/31/2021	March	Inactive	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	04-2021	4/1/2021	4/30/2021	April	Inactive	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	05-2021	5/1/2021	5/31/2021	May	Inactive	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	06-2021	6/1/2021	6/30/2021	June	Inactive	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	07-2021	7/1/2021	7/31/2021	July	Inactive	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	08-2021	8/1/2021	8/31/2021	August	Inactive	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	09-2021	9/1/2021	9/30/2021	September	Inactive	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	10-2021	10/1/2021	10/31/2021	October	Inactive	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	11-2021	11/1/2021	11/30/2021	November	Inactive	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	12-2021	12/1/2021	12/31/2021	December	Inactive	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	13-2021	12/31/2021	12/31/2021	Adjustment Period	Inactive	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

Lesson 6.3: Opening Financial Periods

Learning Objectives

In this lesson you will learn how to open a period in the subledgers and in the general ledger.

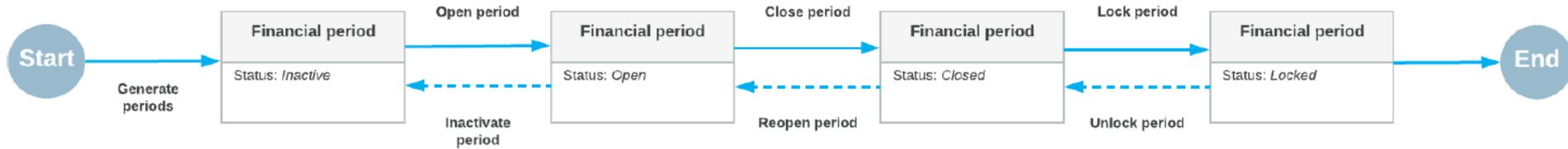
Opening Financial Periods: General Information

Financial periods must be opened for users to post transactions and documents.

If you need to review the statuses of periods before opening periods:

- Open the *Master Financial Calendar* (GL201000) form if the *Centralized Period Management* feature is enabled on the *Enable/Disable Features* (CS100000) form, or
- Open the *Company Financial Calendar* (GL201100) form if this feature is disabled. On either form, click **Actions > Open Periods** on the form toolbar to navigate to the *Manage Financial Periods* (GL503000) form. You can also navigate to this form directly if you do not need to review the statuses of periods.

Financial period statuses in the system



Status	Description of a Period with This Status	Actions that Can Be Performed
<i>Inactive</i>	An inactive period has been generated in the system but has not yet been opened. Transactions cannot be posted to the period.	Open
<i>Open</i>	An open period can be selected in documents, and transactions can be posted to it.	Close, Deactivate
<i>Closed</i>	If the Restrict Access to Closed Periods check box is selected on the <i>General Ledger Preferences</i> (GL102000) form, transactions can be posted to a closed period by only users assigned to the <i>Financial Supervisor</i> role. If this check box is cleared, any user can post to closed periods.	Lock, Reopen
<i>Locked</i>	A locked period cannot be used for data entry, or for posting in any subledgers. You lock a period to prevent changes to period-specific data that has been verified and disclosed in reports.	Unlock

Lesson 6.3: Opening Financial Periods

Story

Suppose that at the end of October 2020, acting as an accountant of the SweetLife Fruits & Jams company, you need to open the next financial period—*11-2020*—to enable users to post transaction to it.

Process Overview

In this activity, you will review the statuses of periods on the Company Financial Calendar (GL201100) form and open a new financial period on the Manage Financial Periods (GL503000) form.

System Preparation

On the Company and Branch Selection menu, also on the top pane of the Acumatica ERP screen, make sure that the Sweetlife Head Office and Wholesale Center branch is selected. If it is not selected, click the selection menu button to view the list of branches that you have access to, and then click Sweetlife Head Office and Wholesale Center

The period selected for opening

Manage Financial Periods ☆

🔄 ↶ **PROCESS** PROCESS ALL 🕒 UNPOSTED DOCUMENTS |🔍

* Company: SWEETLIFE - Sweet 🔍
Action: Open ▾
From Year: 2020
* To Year: 2020 🔍

			<input type="checkbox"/>	Financial Period ID	Description	Status	Closed in AP	Closed in AR	Closed in IN	Closed in CA
>			<input checked="" type="checkbox"/>	11-2020	November	Inactive	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
			<input type="checkbox"/>	12-2020	December	Inactive	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
			<input type="checkbox"/>	13-2020	Adjustment Period	Inactive	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

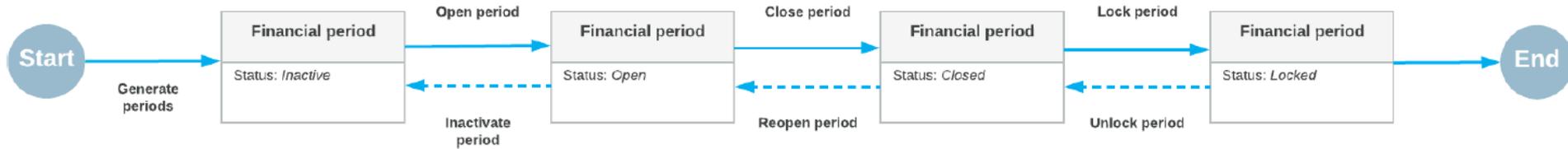
Lesson 6.4: Managing Financial Periods

Learning Objectives

In this lesson you will learn how to do the following:

- Lock a financial period in a subledger
- Unlock a locked financial period in a subledger
- Reopen a financial period in the subledgers and the general ledger at the same time
- Deactivate a financial period in the subledgers and the general ledger

Financial period statuses in the system



Status	Description of a Period with This Status	Actions that Can Be Performed
<i>Inactive</i>	An inactive period has been generated in the system but has not yet been opened. Transactions cannot be posted to the period.	Open
<i>Open</i>	An open period can be selected in documents, and transactions can be posted to it.	Close, Deactivate
<i>Closed</i>	If the Restrict Access to Closed Periods check box is selected on the <i>General Ledger Preferences</i> (GL102000) form, transactions can be posted to a closed period by only users assigned to the <i>Financial Supervisor</i> role. If this check box is cleared, any user can post to closed periods.	Lock, Reopen
<i>Locked</i>	A locked period cannot be used for data entry, or for posting in any subledgers. You lock a period to prevent changes to period-specific data that has been verified and disclosed in reports.	Unlock

Lesson 6.4: To Lock a Period

Story

Suppose that now that the accounting department of the SweetLife Fruits & Jams company has finished verifying all the figures disclosed in reports, users should be prevented from posting transactions to the appropriate periods.

Acting as SweetLife's chief accountant, you have to lock these periods in the system.

Process Overview

In this activity, you will review period statuses on the *Company Financial Calendar* (GL201100) form, and then lock a particular financial period on the *Manage Financial Periods* (GL503000) form.

System Preparation

To prepare the system, do the following:

On the Company and Branch Selection menu, also on the top pane of the Acumatica ERP screen, make sure that the ***Sweetlife Head Office and Wholesale Center*** branch is selected. If it is not selected, click the selection menu button to view the list of branches that you have access to, and then click *Sweetlife Head Office and Wholesale Center*.

The periods selected for locking

Manage Financial Periods ☆

🔄 ↶ **PROCESS** PROCESS ALL ↷ UNPOSTED DOCUMENTS 🏠 🗒

* Company: SWEETLIFE - Sweet 🔍

Action: Lock ▾

From Year: 2018

* To Year: 2019 🔍

<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Financial Period ID	Description	Status	Closed in AP	Closed in AR	Closed in IN	Closed in CA
<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	11-2018	November	Closed	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	12-2018	December	Closed	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	13-2018	Adjustment Period	Closed	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	01-2019	January	Closed	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	02-2019	February	Closed	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	03-2019	March	Closed	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	04-2019	April	Closed	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>

Lesson 6.4: To Unlock a Period

Story

Suppose that at the end of January 2019, **the 01-2019** financial period was locked for the SweetLife Fruits & Jams company. Acting SweetLife's chief accountant, you have realized that it should not have been locked yet, because a transaction hasn't been entered in the system (a purchase of office supplies on January 31, 2019, in the amount of \$300).

You need to **unlock the 01-2019** period and **post this transaction** to it.

Process Overview

In this activity, you will review period statuses on the *Company Financial Calendar* (GL201100) form, and unlock a particular financial period on the *Manage Financial Periods* (GL503000) form. You will then create and post a GL batch for this period on the *Journal Transactions* (GL301000) form.

The periods selected for unlocking

Manage Financial Periods ☆

🔄 ↶ **PROCESS** PROCESS ALL ↷ UNPOSTED DOCUMENTS |⇄| ☒

* Company: SWEETLIFE - Sweet 🔍

Action: Unlock ▼

* From Year: 2019 🔍

To Year: 2019

			<input type="checkbox"/>	Financial Period ID	Description	Status	Closed in AP	Closed in AR	Closed in IN	Closed in CA
>			<input checked="" type="checkbox"/>	01-2019	January	Locked	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
			<input checked="" type="checkbox"/>	02-2019	February	Locked	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>

Lesson 6.4: To Reopen a Period

Story

Suppose that acting as the chief accountant of the SweetLife Fruits & Jams company, you need to reopen a previously closed financial period (02-2019), so that users can post transactions to it without having to type the period manually (as they need to do when posting to closed periods).

Process Overview

You will review period statuses on the *Company Financial Calendar* (GL201100) form, and then you will reopen a particular financial period on the *Manage Financial Periods* (GL503000) form.

The periods selected for reopening in all subledgers and the general ledger

Manage Financial Periods ☆

🔄 ↶ **PROCESS** PROCESS ALL ↷ UNPOSTED DOCUMENTS |🔍

* Company: SWEETLIFE - Sweet 🔍 Reopen Financial Periods in All Modules

Action: Reopen ▾

* From Year: 2019 🔍

To Year: 2019

	<input type="checkbox"/>	<input type="checkbox"/>	Financial Period ID	Description	Status	Closed in AP	Closed in AR	Closed in IN	Closed in CA
	<input type="checkbox"/>	<input type="checkbox"/>	01-2019	January	Closed	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	02-2019	February	Closed	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
	<input checked="" type="checkbox"/>	<input type="checkbox"/>	03-2019	March	Closed	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
	<input checked="" type="checkbox"/>	<input type="checkbox"/>	04-2019	April	Closed	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>

Lesson 6.4: To Deactivate a Period

Story

Suppose that as an accountant of the SweetLife Fruits & Jams company, you have to deactivate the open *04-2019* financial period to prevent data entry clerks from posting transactions to it.

Process Overview

You will review the financial period status on the *Company Financial Calendar* (GL201100) form and deactivate the period on the *Manage Financial Periods* (GL503000) form.

The periods selected for deactivation

Manage Financial Periods ☆

🔄 ↶ **PROCESS** PROCESS ALL ⏸ UNPOSTED DOCUMENTS ⇌ ☒

* Company: SWEETLIFE - Sweet 🔍
Action: Deactivate ▾
* From Year: 2019 🔍
To Year: 2020

			<input type="checkbox"/>	Financial Period ID	Description	Status	Closed in AP	Closed in AR	Closed in IN	Closed in CA
			<input type="checkbox"/>	02-2019	February	Open	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
			<input type="checkbox"/>	03-2019	March	Open	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
>			<input checked="" type="checkbox"/>	04-2019	April	Open	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
			<input checked="" type="checkbox"/>	05-2019	May	Open	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
			<input checked="" type="checkbox"/>	06-2019	June	Open	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
			<input checked="" type="checkbox"/>	07-2019	July	Open	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
			<input checked="" type="checkbox"/>	08-2019	August	Open	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
			<input checked="" type="checkbox"/>	09-2019	September	Open	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
			<input checked="" type="checkbox"/>	10-2019	October	Open	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
			<input checked="" type="checkbox"/>	11-2019	November	Open	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>



Thank you

Jim Bartow

ERP Implementation Consultant Services