

Slide notes: We will now demonstrate how we generate new Financial Periods.



Slide notes: We can generate new Financial Periods as required at any time, by selecting "Generate New Periods" from the Period wizard.



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Slide notes: We get some reminders from the system about Period Start Dates, Real Periods, etc.

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Slide notes: And we can choose to generate a single new Period, or 12 or 13. Most commonly we choose the option to generate 13 Periods for a new Financial year.

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Slide notes: The system generates the Periods and they can now be found listed on the Main Period record.





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Slide notes: The Main Period record is offered automatically, because this is where we will adapt the Descriptions for the new Periods, and if necessary, also the start dates and 'real' status.

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Slide notes: The New Periods will be found right at the end of the list of Periods on the Main record, and we can start putting our Period Descriptions here.

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Slide notes: The system will automatically put the start dates for each new Period based on a monthly cycle, but if it is not correct according to our needs in any particular case, then we will change it.

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Slide notes: All new Periods that have been generated will have a 'real' status of 'y', and if any of these new Periods will be a 13th Period then we will change that line as well.

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Slide notes: In this Company, the Financial Year end is at February, so after this Period we will make a 13th Period.

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Slide notes: And in a moment we will return to this line to change the 'real' status for this 13th Period.

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Slide notes: Now that we have completed the Period Descriptions, it is easy to change the 'real' status for the 13th Period to 'n'.

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Slide notes: Because of the 13th Period, in this case we have to perform some Start Date changes as well. The 13th Period is usually indicated with a single day, i.e. the last day of the 12th Period.

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Slide notes: Now we have the situation that the following months are all out by a month on their Starting Dates, so we just change them.

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	122	123	Ape 2011	Y	01/04/2011	30/04/2	DII LIDNed	Active	
	124	125	Jun 2011	7	01/03/2011	31/03/4	DII Closed	Active	
	125	126	Jul 2011	7	01/07/2011	31/07/2	D11 Elored	Active	
	126	127	Aug 2011	, Y	01/08/2011	31/08/2	D11 Cloved	/ Active	
	127	125	Sep 2011	Y	01/09/2011	30/09/2	D11 Cloved	/ Active	
	128	129	Det 2011	Ŷ	01/10/2011	31/10/2	Dil Cicred	/ Active	
	129	130	Mov 2011	Y	01/11/2011	30/11/2	Dil Cloved	/ Active	
	130	131	Dec 2011	ү	01/12/2011	31/12/2	Dil Cloved	/ Active	
	131	132	Jan 2012	У	01/01/2012	31/01/2	D12 Closed	/ Active	
	132	133	Feb 2012	Ŷ	01/02/2012	28/02/2	D12 Elored	/ Active	
	133	134	13th Teriod	n	29/02/2012	29/02/2	D12 Cloved	/ Active	
	134	135	Nar 2012	Y	01/03/2012	31/03/2	D12 Closed	/ Active	
	135	136	Apr 2012	У	01/04/2012	30/04/2	D12 Closed	/ Active	
	136	137	Nuy 2012	Ŷ		30/06/2	D12 Closed	/ Active	
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-	126 12	7 Aug 2011	ч	01/08/2011	31/08/2011	Elored / Active	
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Slide notes: The exercise is now completed. We have 13 new Periods, and all Descriptions, Start Dates and 'real' statuses are correct, so we save the Main Period record.











