Slide 1

Slide notes: We will now show how we can set the Current Active Period, using the Period wizard.

Slide 2
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Slide 3

Slide notes: The Current Active Period is always an OPEN Period, falls within the START and END Periods of the MAIN Period, i.e. the Year, and it is the default Posting Period for Transactions. When we select a new Current Active Period, we can only select from OPEN Periods in the Current Financial Year.

Slide 4

Slide notes: So, in this case, there are no Open Periods to select from, except the Period that is currently the Active Period.

Slide 5

Slide notes: When we look at the Main Period control record, we can see that our Financial Year is from January to December 2010.

Slide 6
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Slide notes: And when we look at the 2010 Periods, we can see clearly that the only open Period is June, which is the Current Active Period at the moment. That is why we cannot select a new Current Active Period.

Slide 8
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Slide notes: Therefore, before we wish to change the Current Active Period, we must always ensure that there will be at least 1 option to choose from.

Slide 10
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Slide notes: We have now opened some Periods, and we will try again to select a new Current Active Period.

Slide 12
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Slide 13

Slide notes: Now we have 11 options to choose from, because all Periods for 2010 are currently open, and the only one we cannot choose from this list is June 2010 which is the Current Active Period at the moment.

Slide 14
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Slide 16

Slide notes: July 2010 has now been activated as the Current Active Period.

Slide 17
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Slide 19

Slide notes: So we do it again, just to show the effect, and as we can see, July is not on the list now because it is the Current Active Period, but June is now back on the list of options.

Slide 20
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Slide 22

Slide notes: So, that is how we select the Current Active Period, and most often we do this when we reach the end of a Month and move to a new Month in our Transaction processing.

Slide 23

Slide notes: