



Slide 1

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



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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.



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

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## Financial Period Management

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**Financial Period Controls**

Fin Period: **Financial Year**  
 Description: 2010  
 Current Active: Jan 2010 (p 119)

Main Period From: Jan 2010 (p 108)  
 Main Period Ends: Dec 2010 (p 119)  
 Intercept PSL: n

Period #	Descr	Real?	Starts	Ends	Status
1	2 Apr 2000	y	01/04/2000	30/04/2000	Fixed
2	3 May 2000	y	01/05/2000	31/05/2000	Fixed
3	4 Jun 2000	y	01/06/2000	30/06/2000	Fixed
4	5 Jul 2000	y	01/07/2000	31/07/2000	Fixed
5	6 Aug 2000	y	01/08/2000	31/08/2000	Fixed
6	7 Sep 2000	y	01/09/2000	30/09/2000	Fixed
7	8 Oct 2000	y	01/10/2000	31/10/2000	Fixed
8	9 Nov 2000	y	01/11/2000	30/11/2000	Fixed
9	10 Dec 2000	y	01/12/2000	31/12/2000	Fixed
10	11 Jan 2001	y	01/01/2001	31/01/2001	Fixed
11	12 Feb 2001	y	01/02/2001	28/02/2001	Fixed
12	13 13th Period	n	01/03/2001	28/02/2001	Fixed
13	14 Mar 2001	y	01/03/2001	31/03/2001	Fixed
14	15 Apr 2001	y	01/04/2001	30/04/2001	Fixed
15	16 May 2001	y	01/05/2001	31/05/2001	Fixed
16	17 Jun 2001	y	01/06/2001	30/06/2001	Fixed
17	18 Jul 2001	y	01/07/2001	31/07/2001	Fixed
18	19 Aug 2001	y	01/08/2001	31/08/2001	Fixed
19	20 Sep 2001	y	01/09/2001	30/09/2001	Fixed
20	21 Oct 2001	y	01/10/2001	31/10/2001	Fixed
21	22 Nov 2001	y	01/11/2001	30/11/2001	Fixed

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

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**Financial Period Controls**

Fin Period: **Financial Year**  
Description: 2010  
Current Active: Jan 2010 (p 119)

Main Period From: Jan 2010 (p 108)  
Main Period Ends: Dec 2010 (p 119)  
Interpret PSL: n

Period #	Descr	Real?	Starts	Ends	Status
1	2 Apr 2000	y	01/04/2000	30/04/2000	Fixed
2	3 May 2000	y	01/05/2000	31/05/2000	Fixed
3	4 Jun 2000	y	01/06/2000	30/06/2000	Fixed
4	5 Jul 2000	y	01/07/2000	31/07/2000	Fixed
5	6 Aug 2000	y	01/08/2000	31/08/2000	Fixed
6	7 Sep 2000	y	01/09/2000	30/09/2000	Fixed
7	8 Oct 2000	y	01/10/2000	31/10/2000	Fixed
8	9 Nov 2000	y	01/11/2000	30/11/2000	Fixed
9	10 Dec 2000	y	01/12/2000	31/12/2000	Fixed
10	11 Jan 2001	y	01/01/2001	31/01/2001	Fixed
11	12 Feb 2001	y	01/02/2001	28/02/2001	Fixed
12	13 13th Period	n	01/03/2001	28/02/2001	Fixed
13	14 Mar 2001	y	01/03/2001	31/03/2001	Fixed
14	15 Apr 2001	y	01/04/2001	30/04/2001	Fixed
15	16 May 2001	y	01/05/2001	31/05/2001	Fixed
16	17 Jun 2001	y	01/06/2001	30/06/2001	Fixed
17	18 Jul 2001	y	01/07/2001	31/07/2001	Fixed
18	19 Aug 2001	y	01/08/2001	31/08/2001	Fixed
19	20 Sep 2001	y	01/09/2001	30/09/2001	Fixed
20	21 Oct 2001	y	01/10/2001	31/10/2001	Fixed
21	22 Nov 2001	y	01/11/2001	30/11/2001	Fixed

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## Financial Period Management

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**Financial Period Controls**

Fin Period	Financial Year	Main Period From	Jan 2010 (p 108)
Description	2010	Main Period Ends	Dec 2010 (p 119)
Current Active	Jun 2010 (p 113)	Interpret PSL	n

Period #	Descr	Real?	Starts	Ends	Status
101	102 Jul 2009	y	01/07/2009	31/07/2009	Open
102	103 Aug 2009	y	01/08/2009	31/08/2009	Open
103	104 Sep 2009	y	01/09/2009	30/09/2009	Open
104	105 Oct 2009	y	01/10/2009	31/10/2009	Open
105	106 Nov 2009	y	01/11/2009	30/11/2009	Open
106	107 Dec 2009	y	01/12/2009	31/12/2009	Open
107	108 Jan 2010	y	01/01/2010	31/01/2010	Closed / Active
108	109 Feb 2010	y	01/02/2010	28/02/2010	Closed / Active
109	110 Mar 2010	y	01/03/2010	31/03/2010	Closed / Active
110	111 Apr 2010	y	01/04/2010	30/04/2010	Closed / Active
111	112 May 2010	y	01/05/2010	31/05/2010	Closed / Active
112	113 Jun 2010	y	01/06/2010	30/06/2010	Open
113	114 Jul 2010	y	01/07/2010	31/07/2010	Closed / Active
114	115 Aug 2010	y	01/08/2010	31/08/2010	Closed / Active
115	116 Sep 2010	y	01/09/2010	30/09/2010	Closed / Active
116	117 Oct 2010	y	01/10/2010	31/10/2010	Closed / Active
117	118 Nov 2010	y	01/11/2010	30/11/2010	Closed / Active
118	119 Dec 2010	y	01/12/2010	31/12/2010	Closed / Active
119	120 Jan 2011	y	01/01/2011	31/01/2011	Closed / Active
120	121 Feb 2011	y	01/02/2011	28/02/2011	Closed / Active
121	122 Mar 2011	y	01/03/2011	31/03/2011	Closed / Active

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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.

Financial Period Management

Financial Period Controls

Fin Period: 2010  
Description: 2010  
Current Active: Jan 2010 (p 119)

Main Period From: Jan 2010 (p 108)  
Main Period Ends: Dec 2010 (p 119)  
Interpret PSL: n

Period #	Descr	Real?	Starts	Ends	Status
101	102 Jul 2009	y	01/07/2009	31/07/2009	Open
102	103 Aug 2009	y	01/08/2009	31/08/2009	Open
103	104 Sep 2009	y	01/09/2009	30/09/2009	Open
104	105 Oct 2009	y	01/10/2009	31/10/2009	Open
105	106 Nov 2009	y	01/11/2009	30/11/2009	Open
106	107 Dec 2009	y	01/12/2009	31/12/2009	Open
107	108 Jan 2010	y	01/01/2010	31/01/2010	Closed / Active
108	109 Feb 2010	y	01/02/2010	28/02/2010	Closed / Active
109	110 Mar 2010	y	01/03/2010	31/03/2010	Closed / Active
110	111 Apr 2010	y	01/04/2010	30/04/2010	Closed / Active
111	112 May 2010	y	01/05/2010	31/05/2010	Closed / Active
112	113 Jun 2010	y	01/06/2010	30/06/2010	Open
113	114 Jul 2010	y	01/07/2010	31/07/2010	Closed / Active
114	115 Aug 2010	y	01/08/2010	31/08/2010	Closed / Active
115	116 Sep 2010	y	01/09/2010	30/09/2010	Closed / Active
116	117 Oct 2010	y	01/10/2010	31/10/2010	Closed / Active
117	118 Nov 2010	y	01/11/2010	30/11/2010	Closed / Active
118	119 Dec 2010	y	01/12/2010	31/12/2010	Closed / Active
119	120 Jan 2011	y	01/01/2011	31/01/2011	Closed / Active
120	121 Feb 2011	y	01/02/2011	28/02/2011	Closed / Active
121	122 Mar 2011	y	01/03/2011	31/03/2011	Closed / Active

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## Financial Period Management

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**Financial Period Controls**

Fin Period	Financial Year	Main Period From	Jan 2010 (p 108)
Description	2010	Main Period Ends	Dec 2010 (p 119)
Current Active	Jan 2010 (p 119)	Interpret PSL	n

Period #	Descr	Real?	Starts	Ends	Status
101	102 Jul 2009	y	01/07/2009	31/07/2009	Open
102	103 Aug 2009	y	01/08/2009	31/08/2009	Open
103	104 Sep 2009	y	01/09/2009	30/09/2009	Open
104	105 Oct 2009	y	01/10/2009	31/10/2009	Open
105	106 Nov 2009	y	01/11/2009	30/11/2009	Open
106	107 Dec 2009	y	01/12/2009	31/12/2009	Open
107	108 Jan 2010	y	01/01/2010	31/01/2010	Closed / Active
108	109 Feb 2010	y	01/02/2010	28/02/2010	Closed / Active
109	110 Mar 2010	y	01/03/2010	31/03/2010	Closed / Active
110	111 Apr 2010	y	01/04/2010	30/04/2010	Closed / Active
111	112 May 2010	y	01/05/2010	31/05/2010	Closed / Active
112	113 Jun 2010	y	01/06/2010	30/06/2010	Open
113	114 Jul 2010	y	01/07/2010	31/07/2010	Closed / Active
114	115 Aug 2010	y	01/08/2010	31/08/2010	Closed / Active
115	116 Sep 2010	y	01/09/2010	30/09/2010	Closed / Active
116	117 Oct 2010	y	01/10/2010	31/10/2010	Closed / Active
117	118 Nov 2010	y	01/11/2010	30/11/2010	Closed / Active
118	119 Dec 2010	y	01/12/2010	31/12/2010	Closed / Active
119	120 Jan 2011	y	01/01/2011	31/01/2011	Closed / Active
120	121 Feb 2011	y	01/02/2011	28/02/2011	Closed / Active
121	122 Mar 2011	y	01/03/2011	31/03/2011	Closed / Active

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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.

Financial Period Management

Financial Period Controls

Fin Period: 2010  
Description: 2010  
Current Active: Jan 2010 (p 119)

Main Period From: Jan 2010 (p 108)  
Main Period Ends: Dec 2010 (p 119)  
Interpret PSL: n

Period #	Descr	Real?	Starts	Ends	Status
101	102 Jul 2009	y	01/07/2009	31/07/2009	Open
102	103 Aug 2009	y	01/08/2009	31/08/2009	Open
103	104 Sep 2009	y	01/09/2009	30/09/2009	Open
104	105 Oct 2009	y	01/10/2009	31/10/2009	Open
105	106 Nov 2009	y	01/11/2009	30/11/2009	Open
106	107 Dec 2009	y	01/12/2009	31/12/2009	Open
107	108 Jan 2010	y	01/01/2010	31/01/2010	Closed / Active
108	109 Feb 2010	y	01/02/2010	28/02/2010	Closed / Active
109	110 Mar 2010	y	01/03/2010	31/03/2010	Closed / Active
110	111 Apr 2010	y	01/04/2010	30/04/2010	Closed / Active
111	112 May 2010	y	01/05/2010	31/05/2010	Closed / Active
112	113 Jun 2010	y	01/06/2010	30/06/2010	Open
113	114 Jul 2010	y	01/07/2010	31/07/2010	Closed / Active
114	115 Aug 2010	y	01/08/2010	31/08/2010	Closed / Active
115	116 Sep 2010	y	01/09/2010	30/09/2010	Closed / Active
116	117 Oct 2010	y	01/10/2010	31/10/2010	Closed / Active
117	118 Nov 2010	y	01/11/2010	30/11/2010	Closed / Active
118	119 Dec 2010	y	01/12/2010	31/12/2010	Closed / Active
119	120 Jan 2011	y	01/01/2011	31/01/2011	Closed / Active
120	121 Feb 2011	y	01/02/2011	28/02/2011	Closed / Active
121	122 Mar 2011	y	01/03/2011	31/03/2011	Closed / Active

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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

Slide notes:



### 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.



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Slide 16

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





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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.



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Slide 21  
Slide notes:



## 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.



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Slide notes: