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Slide notes: We will now see how we use the Period wizard to CLOSE Financial Periods. Before we do that, we note on the Main Period record that March and April 2010 are currently OPEN.

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Slide notes: We also note that June 2010 is the Current Active Period.

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Slide notes: We choose 'Set Periods Closed'.



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Slide notes: Only Periods that are currently Open may be closed, and the Current Active Period cannot be closed.

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Slide notes: We select the Periods to CLOSE, and we may note that June 2010 is not available on the list - even though it is Open, it is also the Current Active Period and therefore cannot be selected to be Closed at the moment.





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Slide notes: After we have done this, the selected Periods are closed. Here, we can see on the Main Period record that March and April 2010 are now Closed.

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