

Slide notes: In this tutorial we will see how we can use the Period wizard to FIX Financial periods. The 'FIXed' state for a Period is used to lock the Period from being Opened ever again.



Slide notes: We choose 'Set Periods Fixed'.



Slide notes: Note that we can only FIX Periods immediately following in sequence on the latest FIXed Period, and that once we FIX a Period we can never ever Open it again. We choose to FIX Periods when Periods are audited and final in content.

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Slide notes: In this case, the system says that we cannot FIX any Periods, so let us have a look on the Main Period record to see why this is so.





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Slide notes: As we can see, all these Periods are already FIXed.

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	56	57 Det 2005	У	01/07/2004	31/07/2004	Fixed	
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Slide notes: Here we can see that Period number 83 is the last FIXed Period, but Period number 84, immediately following, is actually in the OPEN state, and that is why we cannot fix any Periods now. Only a Period that is CLOSED and that follows immediately after the last FIXed Period can be FIXed. Therefore, we will now CLOSE Period 84 for January 2008, and once we have done that, we should be able to fix up to and including Period number 86, because we can see that Periods 85 and 86 are already CLOSED.

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Slide notes: We select January 2008 to be CLOSED.

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Slide notes: And then we use the FIX option again.









Slide 23 Slide notes:





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Slide notes: This time, we have January to March 2008 available for FIXing, and we need only check the LAST Period to FIX, then any Periods leading up to that one will automatically also have to be FIXed.

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Slide notes: We are reminded that we cannot undo this action.









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Slide notes: If we should check the Main Period record again, we can see that January through to March 2008 is now FIXed.

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Slide notes: Since April 2008 is still Open, no further Periods can be fixed at this time.