

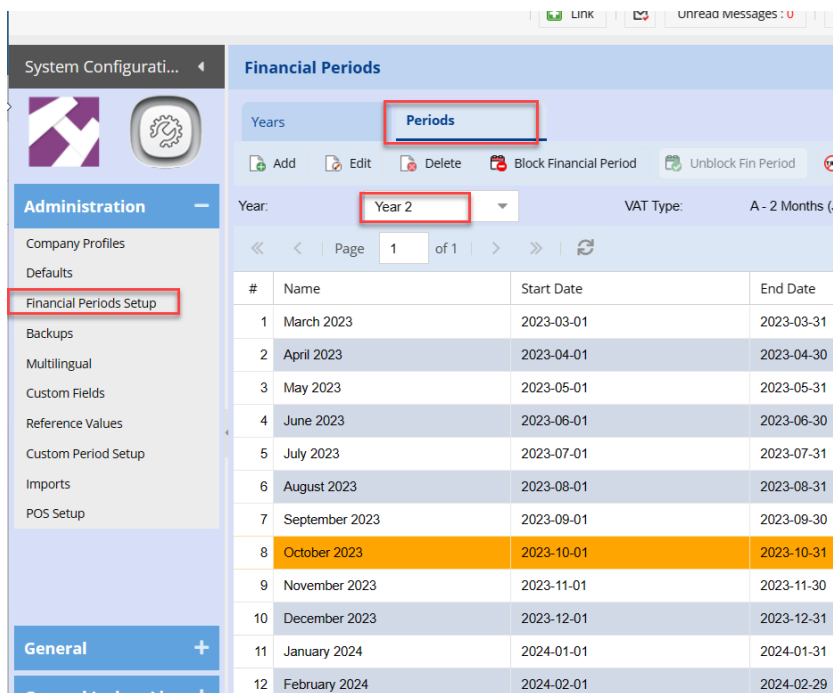
Financial Periods Block

Blocking Financial periods will prevent users from processing in closed off periods.

To block financial periods go to:

Systems Configuration > Administration> Financial Periods Setup

Click On Periods Tab



The screenshot shows the 'Financial Periods' setup screen. On the left is a sidebar with 'Administration' expanded, and 'Financial Periods Setup' highlighted. The main area has a 'Periods' tab selected. Below the tabs, there's a toolbar with 'Add', 'Edit', 'Delete', 'Block Financial Period', and 'Unblock Fin Period'. The 'Year' dropdown is set to 'Year 2'. The table below shows 12 periods for 2023, with 'October 2023' highlighted in orange.

#	Name	Start Date	End Date
1	March 2023	2023-03-01	2023-03-31
2	April 2023	2023-04-01	2023-04-30
3	May 2023	2023-05-01	2023-05-31
4	June 2023	2023-06-01	2023-06-30
5	July 2023	2023-07-01	2023-07-31
6	August 2023	2023-08-01	2023-08-31
7	September 2023	2023-09-01	2023-09-30
8	October 2023	2023-10-01	2023-10-31
9	November 2023	2023-11-01	2023-11-30
10	December 2023	2023-12-01	2023-12-31
11	January 2024	2024-01-01	2024-01-31
12	February 2024	2024-02-01	2024-02-29

Select the required Financial Year

This will display the 12 periods within the financial year selected.

Click once on the Period you wish to Block.

Click the Block Financial Period Button.

LinkUnread Messages : 0

System Configurati...Financial Periods

Administration

Company Profiles

Defaults

Financial Periods Setup

Backups

Multilingual

Custom Fields

Reference Values

Custom Period Setup

Imports

POS Setup

General

Years

Periods

Add

Edit

Delete

Block Financial Period

Unblock Fin Period

Year:Year 2VAT Type:A - 2 Months (

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