Accounting Period

Module Guide: Accounting Period

Module Location

Settings > Accounting Settings > Accounting Period

Module Purpose

The **Accounting Period** module serves as the system's master data and fiscal calendar. It displays a list of all accounting periods (usually monthly) that have been defined for each financial year. This is a reference module that records the exact date range for each period, which becomes the basis for all transactional and reporting modules to ensure data is entered and reported in the correct period.?

1. Main View (List of Accounting Periods)

The main page displays a history of all accounting periods that have been created by the system, typically when the "Close Year & Start New Year" process is run.

View Explanation

- **Search Filter**: Allows users to filter the list of periods by **Year**
  .
- **Accounting Period Table**:
  - **No**: Sequential number.

- **Start Date**: The first date in the accounting period.
- **To Date**: The last date in the accounting period.
- **Current/Active Period**: The name of the month for that period.
- **Year**: The fiscal year of the period.
- **Stage**: Displays the status of the period. "Close" indicates that this period has been locked via the **Close Period** module.

2. Integrated Workflow & Business Process

- **Reference Module**: This module is essentially **read-only** or for informational purposes only. It is not used to perform actions but rather to view the period structure that the system has created.
- **Basis of the Fiscal Calendar**: The period definitions here (e.g., October is Oct 1 - Oct 31) are used by the entire system. When you create an invoice dated October 15, the system knows to include it in the financial reports for the October period based on the definition here.?
- **Integration with Closing Modules**: The **Stage: Close** status seen here is the result of an action performed in the **Close Period** module. This module simply displays that status as a log or history.

3. Tips & Important Notes

- Accounting periods are typically created **automatically** by the system when the **Close Year & Start New Fiscal Year** function is executed. It is rare for these periods to need manual creation.?

- The integrity and consistency of financial reports are highly dependent on the correct period definitions in this module.

- Users can use this module to quickly check the exact date range for any accounting period that exists in the system.

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