

Lock/Unlock A Posting Period

A downloadable PDF Version can be found here: Lock Period

Summary

It is wise to close ('lock') a period in your test database first. No transactions can post to dates

within a locked period.

Step By Step Guide

- 1. Navigate to Administration > System Initialization > Posting Periods.
- 2. Find the period you're closing, drill in with the *Drill Down Arrow*.
- 3. Change the Period Status to 'Locked'.
- 4. Click Update.



		Genera	al		Postin	g Date		Due	Date		
ŧ	Period Code	Period Name	Period Stat	us	From	То	From	n	То		
12	-> 2016-06	2016-06	Closing Peri	iod	06/01/2016	06/30/20	16 01/0	1/2016	12/31/2016		
13	-> 2016-07	2016-07	Closing Peri	iod	07/01/2016	07/31/20	16 01/0	1/2016	12/31/2016		
14	-> 2016-08	2016-08	Closing Peri	iod	08/01/2016	08/31/20	16 01/0	1/2016	12/31/2016		1
15	-> 2016-09	2016-09	Closing Peri	iod	09/01/2016	09/30/20	16 01/0	1/2016	12/31/2016		
16	2016-10	2016-10	Closing Peri	iod	10/01/2016	10/31/20	16 01/0	1/2016	12/31/2016		
17	-> 2016 11	2016-11	Unlocked		11/01/2016	11/30/20	16 01/0	1/2016	12/31/2016		
18	-> 2016-12	2016-12	Unlocked		12/01/2016	12/31/20	16 01/0	1/2016	03/31/2016		
19	-> 2017-01	2017-01	Unlocked		01/01/2017	01/31/20	17 01/0	1/2017	12/31/2017		
50	-> 2017-02	2017-02	Unlocked	- THE PARTY	/ /	/ /					
51	-> 2017-03	2017-03	Unlocked	Posting	Period					-	X
52	-> 2017-04	2017-04	Unlocked		1.00						4
			1 1 1 1 1 1 1 1 1 1 1 1 1 1 1 1 1 1 1	Period Code			-11	11			
3	-> 2017-05	2017-05	Unlocked	Period Cod	-	201					-11
53 54	2017-05 2017-06	2017-05 2017-06	Unlocked Unlocked	Period Nan	ne	2016	-11				Į.
53 54	⇒ 2017-05 ⇒ 2017-06	2017-05 2017-06	Unlocked	Period Nan Sub-Period	ne Is	2016 Mor	-11 ths				1
53	 ⇒ 2017-05 ⇒ 2017-06 Automatic Chan 	2017-05 2017-06	Unlocked Unlocked	Period Nan Sub-Period No. of Peri	ne Is ods	2016 Mor 12	-11 ths				
53 54	2017-05 2017-06 <u>A</u> utomatic Chan When Automatic	2017-05 2017-06 age of Period Statu	Unlocked Unlocked is to 'Closing	Period Nan Sub-Period No. of Peri Period Ind	ne ds ods icator	2016 Mor 12 Defa	-11 ths ult				
i3 i4 late	 2017-05 2017-06 Automatic Chan When Automatic 	2017-05 2017-06 Ige of Period Statu tic Change Is App	Unlocked Unlocked is to 'Closing lied	Period Coc Period Nan Sub-Period No. of Peri Period Ind Category	ne ds ods icator	2010 Mor 12 Defa 2010	-11 ths ult				
53 54 /	 2017-05 2017-06 Automatic Chan When Automatic 	2017-05 2017-06 Ige of Period Statu tic Change Is App	Unlocked Unlocked is to 'Closing lied	Period Coo Period Nan Sub-Period No. of Peri Period Ind Category Period Stat	ne Is ods icator	2016 Mor 12 Defa 2016 Unk	-11 ths ult cked				
53 54 Pate	2017-05 2017-06 <u>A</u> utomatic Chan When Automat	2017-05 2017-06 age of Period Statu tic Change Is App Cancel	Unlocked Unlocked is to 'Closing lied	Period Nan Sub-Period No. of Peri Period Ind Category Period Stat	ne ds ods icator	2016 Mor 12 Defa 2016 Unk Unl	-11 ths ult cked ocked				
53 54 Pate	2017-05 2017-06 Automatic Chan When Automat OK	2017-05 2017-06 ige of Period Statu tic Change Is App Cancel	Unlocked Unlocked is to 'Closing lied	Period Coc Period Nan Sub-Period No. of Peri Period Ind Category Period Stat	ne Is ods icator	2010 Mor 12 Defa 2010 Unk Unk Unl	-11 ths ult cked ocked Ex	cept S	ales		
i3 i4 late	2017-05 2017-06 <u>A</u> utomatic Chan When Automat OK	2017-05 2017-06 Inge of Period Statu tic Change Is App Cancel	Unlocked Unlocked is to 'Closing lied	Period Coc Period Nan Sub-Period No. of Peri Period Ind Category Period Stat Dates Posting Da	ne ds ods icator us te From	2010 Mor 12 Defa 2010 Unk Unk Unk Clo	-11 ths ult cked ocked ocked Ex ing Perio	ccept Si	ales		
i3 i4 late	2017-05 2017-06 Automatic Chan When Automat OK	2017-05 2017-06 Ige of Period Statu tic Change Is App Cancel	Unlocked Unlocked is to 'Closing lied	Period Coc Period Nan Sub-Period No. of Peri Period Ind Category Period Stat Dates Posting Da Due Date F	te From	2010 Mor 12 Defr 2010 Unk Unk Unk Unk Unk Unk	-11 ths ult ocked ocked Ex ing Perio	cept S	ales		
53 54 Pate	2017-05 2017-06 Automatic Chan When Automat OK	2017-05 2017-06 Ige of Period Statu tic Change Is App Cancel	Unlocked Unlocked is to 'Closing lied	Period Coc Period Nan Sub-Period No. of Peri Period Ind Category Period Stat Dates Posting Da Due Date F Document	te From Date From	2010 Mor 12 Defa 2010 Unk Unk Unk Unk Unk Unk Unk Unk Unk Unk	-11 ths ult cked ocked ocked Ex ing Peric ked 1/2016	ccept S od	ales [12/31/20	16	
53 54 Pate	2017-05 2017-06 Automatic Chan When Automat OK	2017-05 2017-06 lige of Period Statu tic Change Is App Cancel	Unlocked Unlocked is to 'Closing lied	Period Nan Sub-Period No. of Peri Period Ind Category Period Stat Dates Posting Da Due Date F Document Start of Fis	te From From Date From	2010 Mor 12 Defr 2014 Unk Unk Unk Unk Unk Unk Unk 01/0 01/0	-11 ths ult cked ocked ocked Ex ing Perik ked 1/2016	ccept Si od	ales 12/31/20	16	

***You can follow the same steps to *Unlock* a *Posting Period*.

LockPostingPeriod.pdf (600 KB)