Period Closing

Last Modified on 11/20/2023 10:40 am EST

Pathway: *Accounting > Period Closing*

The Period Closing screen provides a list of divisions for which the AR (Accounts Receivable) period can be closed. Once closed, the system restricts any further AR activity within that period. It's important to note that AR period closing is separate from Commission Closing. However, closing the AR period will prompt the display of the Close Commission button on the screen.

Permissions

Permission ID	Permission Name
83	Period Closing
84	Close An Accounting Period
85	Reopen An Accounting Period

Period Closing Fields and Descriptions

Field	Description
Button Displays	
Close Period	Closes the AR period and triggers the display of the Close Commission button.
Reopen Prior Period	Reopens a previously closed AR period.
Close Commission	Displays after the period has been closed and closes sales commission earnings for the period.
Columns	
Division	Displays the division period closing applies to.
Period	Displays the month and year of the period.
Period Closing	Displays the 'Close Period' and 'Reopen Prior Period' button options.
Closed By	Displays the user who closed the period.
Commission Closing	Displays after the period has been closed and closes sales commission earnings for the period.

Commission Closed By	Displays the user who closed the commissions for that period.