Training Document
How to Post a transaction When Period Not Permitted for Posting Error Received

In this lesson you will learn about using the Accredo system.

After completing this lesson you will be able to:

- Check Period Settings – Module and User - to allow transaction Posting

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How to Check Module Period Settings

Period Settings

Open Period

The period model used by Accredo allows you to:

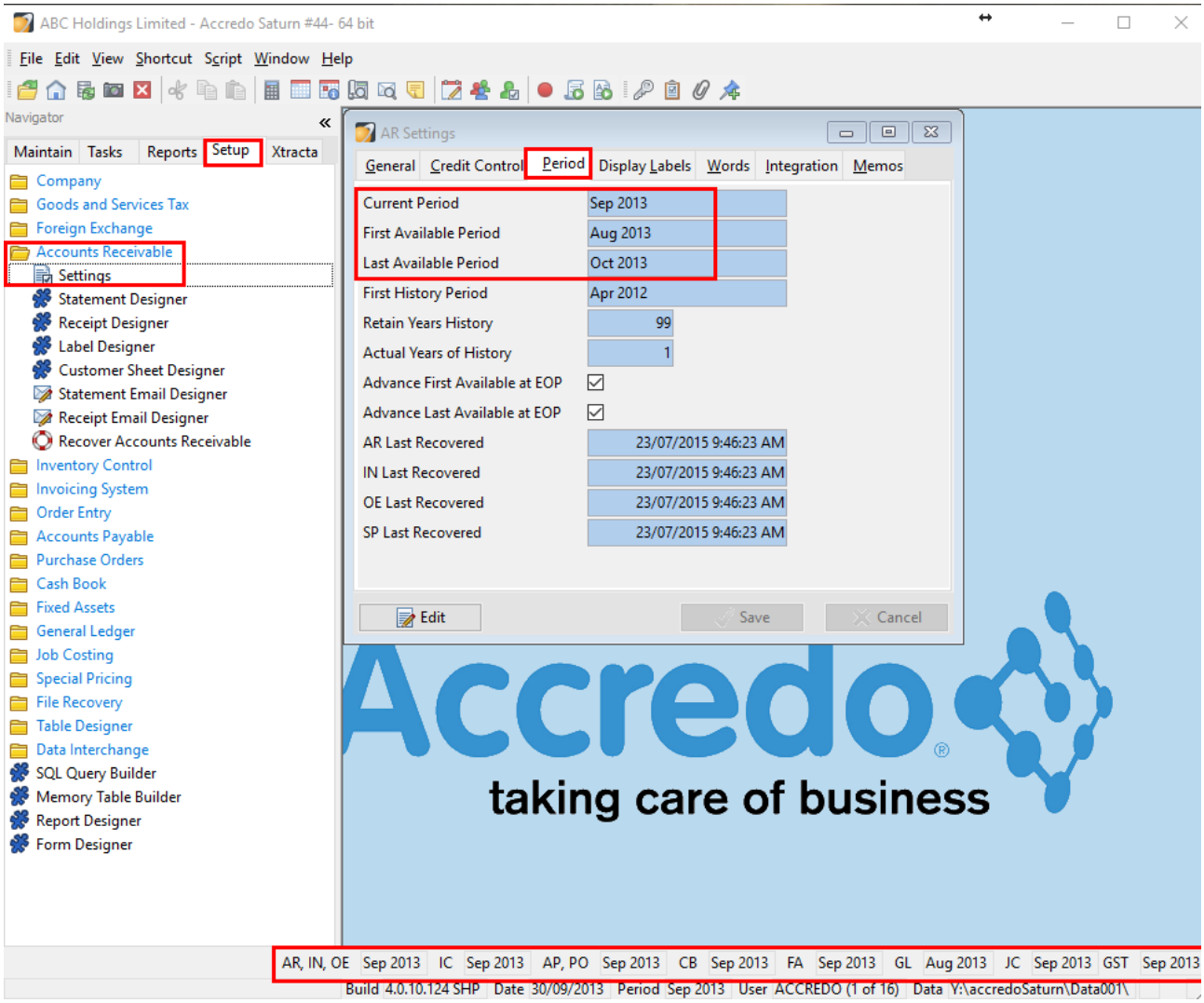
- Have many accounting periods open for activity simultaneously.
- Set up and control access to periods at Company, Module, and User levels
- Transfer information to the General Ledger for any open period at any time

Different default periods for each module are also permissible as follows:

- The default period is the period in which all Users will work by default unless they select another period (if available for their user settings)
- The available periods are a range of periods in which activity is permitted.
- The period settings can be changed as follows:

The period settings for each module should first be amended as follows (Note: only able to be edited by users with the appropriate permissions to do so)

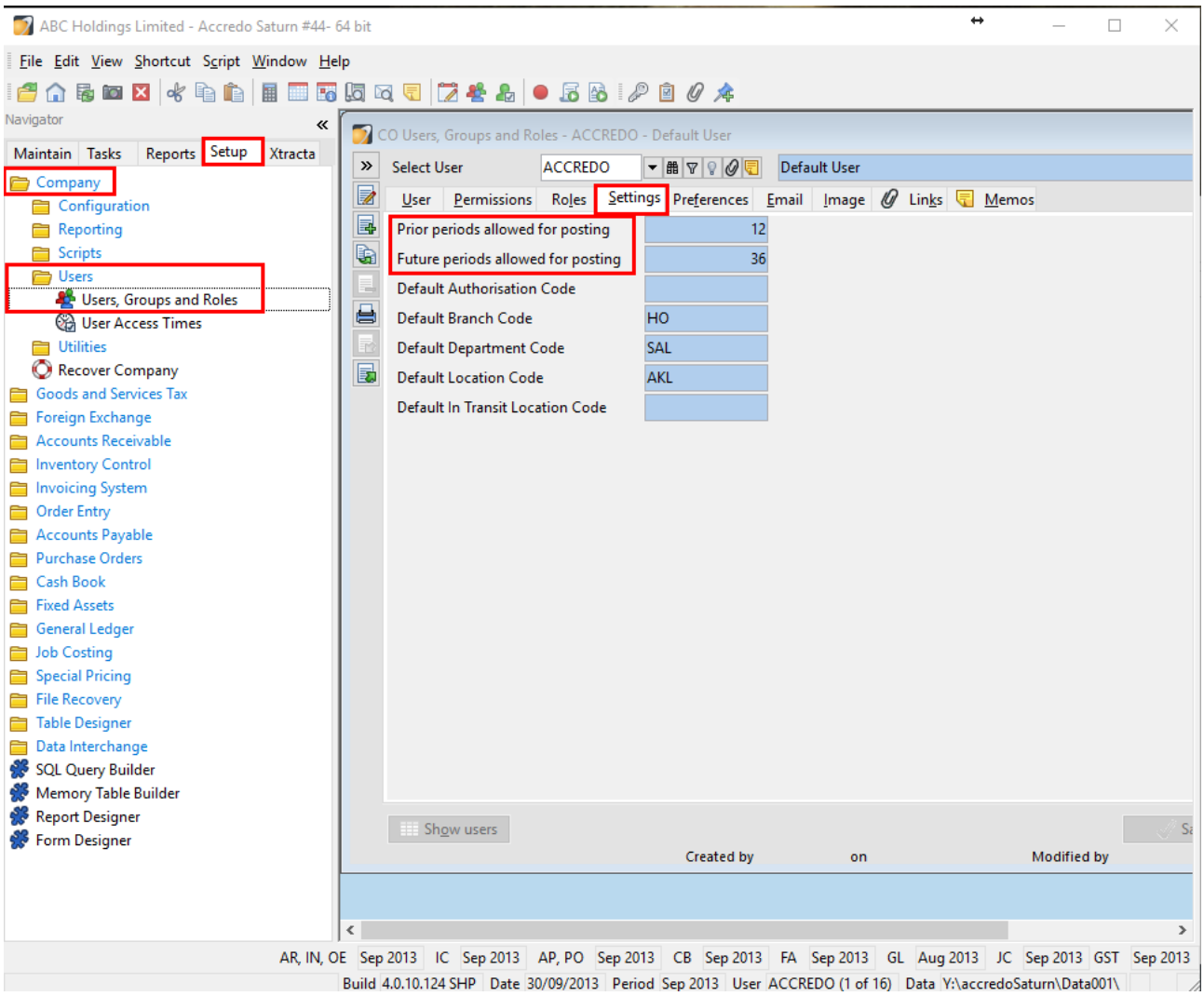
- In the setup tab click on the appropriate module (AR, IC, AP, CB, JC, GL)
    - Click on the period tab
    - Amend the 'First Available Period' and 'Last Available Period' to the appropriate settings
        - **Note**: First Available Period represents the first period that you are permitted to use and the Last Available Period the latest period that you are able to use. The purpose of these settings is to prevent posting to an incorrect period



User Settings

The periods that a user is able to post to may be restricted.

- Click on the setup tab
  - Click on the Company option
  - Click on the Users folder
  - Click User, Groups and Roles - Settings
    - **Prior Periods allowed for Posting**: The number of periods prior to the current period which the user may post transactions
    - **Future Periods allowed for Posting**: The number of periods after the current period which the user may post transactions to


ABC Holdings Limited - Accredo Saturn #44- 64 bit
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Invoicing System
Order Entry
Accounts Payable
Purchase Orders
Cash Book
Fixed Assets
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Prior periods allowed for posting 12
Future periods allowed for posting 36
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AR, IN, OE Sep 2013 IC Sep 2013 AP, PO Sep 2013 CB Sep 2013 FA Sep 2013 GL Aug 2013 JC Sep 2013 GST Sep 2013
Build 4.0.10.124 SHP Date 30/09/2013 Period Sep 2013 User ACCREDO (1 of 16) Data Y:\accredoSaturn\Data001\

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