

## How to Guide: Generate Accounting Periods

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## How to generate accounting periods

1. Click on 'System Utilities'.



2. Click on 'Settings/ System Settings/ Accounting Periods'.

👸 GENESIS : Syste	m Uti	ilities 🕂			
🕍 Utilities	<u>4</u>	Settings		Exit	t
<b>C</b>		Companies		1	
Company	49	Branches			BIG SAVE TSHWANE MARKET
		Stock Contro	bl	ЪĒ	
	9	Point of Sale			
	50%	Creditors		•	
	+ <b>a</b> +	Debtors		•	
	43	Purchasing		•	
	$\mathcal{R}$	Repairs			
	23	VIP Loyalty			
	í,	General Ledg	jer	×	
	G	Global Module	es		
	٢	System Setti	ngs	•	5 Accounting Periods
	0 <sup>70</sup> 1 <sub>0</sub> 2	Internal Cont	rols		Parameters
	_			ę	ະອີ Numbering
					Budget Periods
					% VAT Rates
					Postal Codes
					Geo-Location Definitions
				d	System Messages
				[	System Images
				6	🛃 Peripheral Setup
				d	EMail/SMS Setup

## 3. Click on 'Auto-Generate'

🕻 Accounting Periods 📃 🗉 💌									
Period	From Date	To Date	Active	Open	GL. Year				
201903	2019/03/01	2019/03/31	<ul> <li>Image: A set of the set of the</li></ul>		2020	📲 Options 🛠			
201904	2019/04/01	2019/04/30	<ul> <li>Image: A set of the set of the</li></ul>		2020				
201905	2019/05/01	2019/05/31	<ul> <li>Image: A set of the set of the</li></ul>		2020	Ins Add			
201906	2019/06/01	2019/06/30	<ul> <li>Image: A start of the start of</li></ul>		2020	Update			
201907	2019/07/01	2019/07/31	✓		2020	Del Delete			
201908	2019/08/01	2019/08/31	✓		2020	Esc. Exit			
201909	2019/09/01	2019/09/30	✓		2020				
201910	2019/10/01	2019/10/31			2020				
201911	2019/11/01	2019/11/30			2020	Functions *			
201912	2019/12/01	2019/12/31			2020				
202001	2020/01/01	2020/01/31	✓		2020	5 Auto-Generate			
202002	2020/02/01	2020/02/29			2020				
202003	2020/03/01	2020/03/31		✓	2021				
202004	2020/04/01	2020/04/30		✓	2021				
202005	2020/05/01	2020/05/31	✓	✓	2021				
202006	2020/06/01	2020/06/30	✓	✓	2021				
202007	2020/07/01	2020/07/31	✓	✓	2021				
202008	2020/08/01	2020/08/31	✓	✓	2021				
202009	2020/09/01	2020/09/30		<ul> <li>Image: A start of the start of</li></ul>	2021				
202010	2020/10/01	2020/10/31		✓	2021				
202011	2020/11/01	2020/11/30		<ul> <li>Image: A start of the start of</li></ul>	2021				
202012	2020/12/01	2020/12/31	✓	✓	2021				
202101	2021/01/01	2021/01/31		✓	2021				
202102	2021/02/01	2021/02/28	<ul> <li>Image: A start of the start of</li></ul>	×	2021				
202103	2021/03/01	2021/03/31	✓	✓	2022				
202104	2021/04/01	2021/04/30			2022				
UTL011	Accounting	Period Mainter	nance			.::			

4. Enter the Last Accounting period and tick the box where it says 'End on the Last Day of Each Month' and 'Num of periods to Generate' enter 12, then click on 'Generate'.

🖏 Auto-Genera	_		×	
Last Period on F Last Period on F Last Period on F End on the Last Num o	Options       \$         Image: Construction of the second seco			
Module Code	Module Name			
CRD	CREDITORS			
CRD	CREDITORS			
DEB	DEBTORS			
GLG	GENERAL LEDGER			
STK	STOCK CONTROL			

This concludes the User Guide.