

Period ID User Guide



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Check period descriptors to ensure data is accurate, i.e. indicate when your financial year begins and ends, e.g. January through to December, July through to June etc. When initially setting up the system the year descriptor can be changed to reflect the current year by clicking into those fields and overtyping or by using **Cut and Paste**.

Period ID

Period ID holds the individual period identifiers for all financial modules;

- General Ledger
- Debtors
- Creditors
- Payroll.

The system spans 12 periods within a financial year and is shipped with financial identifiers set to a standard of;

- Calendar month 1 = January as first month in a financial year for General Ledger, Debtors and Creditors
- Calendar month 7 = July for first month in financial year for the Payroll module.

Standards can be edited to suit the schools requirements.

In Utilities/System File Maintenance/Calendar Mth Pd 1 you can identify the first calendar month in a financial year. PCSchool is shipped with the Calender Month Period of 1. If your schools finances are different to this the Calendar Mth Pd 1 must be changed to reflect it, 2 would equal February and 7 July.

All financial identifiers can be edited to reflect a particular school's financial year;

- If editing, all financial module period identifiers must reflect an EOY, this is the last period within the financial calendar year.
- This is indicated by ticking the EOY field. This indicator is detected by the system to enable end of year rollover into a new financial year.

General Ledger

If a school's financial year runs from February in a current year through to January of the following year, the ledger, debtor and creditor modules need to be edited to reflect this in both *Period ID* and *System File Maintenance*. The first period in System File Maintenance would be 2 to indicate February and the last period in the financial year would be 1 to indicate January.

Entity >>	Period >>	Month	Period Desc	Year Range	Ledger Pd	Final Period	Prev year desc
COLLEGE	1	1	January	2009	1	<input type="checkbox"/>	2008
COLLEGE	2	2	February	2009	2	<input type="checkbox"/>	2008
COLLEGE	3	3	March	2009	3	<input type="checkbox"/>	2008
COLLEGE	4	4	April	2009	4	<input type="checkbox"/>	2008
COLLEGE	5	5	May	2009	5	<input type="checkbox"/>	2008
COLLEGE	6	6	June	2009	6	<input type="checkbox"/>	2008
COLLEGE	7	7	July	2009	7	<input type="checkbox"/>	2008
COLLEGE	8	8	August	2009	8	<input type="checkbox"/>	2008
COLLEGE	9	9	September	2009	9	<input type="checkbox"/>	2008
COLLEGE	10	10	October	2009	10	<input type="checkbox"/>	2008
COLLEGE	11	11	November	2009	11	<input type="checkbox"/>	2008
COLLEGE	12	12	December	2009	12	<input checked="" type="checkbox"/>	2008

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Debtors

[Link to Debtors](#)

Creditors

Creditors are not rolled and have no Period End, the only reason to update the Period ID's is to keep the data up to date when finalising batches.

Entity >>	Period >>	Month	Period Desc	Year Range	Ledger Pd	Final Period	Prev year desc
COLLEGE	1	1	January	2009	1	<input type="checkbox"/>	2008
COLLEGE	2	2	February	2009	2	<input type="checkbox"/>	2008
COLLEGE	3	3	March	2009	3	<input type="checkbox"/>	2008
COLLEGE	4	4	April	2009	4	<input type="checkbox"/>	2008
COLLEGE	5	5	May	2009	5	<input type="checkbox"/>	2008
COLLEGE	6	6	June	2009	6	<input type="checkbox"/>	2008
COLLEGE	7	7	July	2009	7	<input type="checkbox"/>	2008
COLLEGE	8	8	August	2009	8	<input type="checkbox"/>	2008
COLLEGE	9	9	September	2009	9	<input type="checkbox"/>	2008
COLLEGE	10	10	October	2009	10	<input type="checkbox"/>	2008
COLLEGE	11	11	November	2009	11	<input type="checkbox"/>	2008
COLLEGE	12	12	December	2009	12	<input checked="" type="checkbox"/>	2008

Select Financial Area
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Payroll

The Year Range for Payroll is the two calendar years the payroll financial year crosses.

A tick in the Final Period 12 will alert you, when rolling, that this is the last period in this financial year and will roll to Pd 1 of the next year. The date is entered when rolling will update the Year Range and Previous year description.

For Australian sites the payroll financial year begins in Period 7, i.e. July as the 1st Period through to June as the 12th Period

Entity >>	Period >>	Month	Period Desc	Year Range	Ledger Pd	Final Period	Prev year desc
	1	7 July		2009-2010	0	<input type="checkbox"/>	2008-2009
	2	8 August		2009-2010	0	<input type="checkbox"/>	2008-2009
	3	9 September		2009-2010	0	<input type="checkbox"/>	2008-2009
	4	10 October		2009-2010	0	<input type="checkbox"/>	2008-2009
	5	11 November		2009-2010	0	<input type="checkbox"/>	2008-2009
	6	12 December		2009-2010	0	<input type="checkbox"/>	2008-2009
	7	1 January		2009-2010	0	<input type="checkbox"/>	2008-2009
	8	2 February		2009-2010	0	<input type="checkbox"/>	2008-2009
	9	3 March		2009-2010	0	<input type="checkbox"/>	2008-2009
	10	4 April		2009-2010	0	<input type="checkbox"/>	2008-2009
	11	5 May		2009-2010	0	<input type="checkbox"/>	2008-2009
	12	6 June		2009-2010	0	<input checked="" type="checkbox"/>	2008-2009

Select Financial Area
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New Zealand sites financial year begins with Period 4, i.e. April as the 1st Period through to March as the 12th Period

Entity >>	Period >>	Month	Period Desc	Year Range	Ledger Pd	Final Period	Prev year desc
	1	4 April		2009-2010	0	<input type="checkbox"/>	2008-2009
	2	5 May		2009-2010	0	<input type="checkbox"/>	2008-2009
	3	6 June		2009-2010	0	<input type="checkbox"/>	2008-2009
	4	7 July		2009-2010	0	<input type="checkbox"/>	2008-2009
	5	8 August		2009-2010	0	<input type="checkbox"/>	2008-2009
	6	9 September		2009-2010	0	<input type="checkbox"/>	2008-2009
	7	10 October		2009-2010	0	<input type="checkbox"/>	2008-2009
	8	11 November		2009-2010	0	<input type="checkbox"/>	2008-2009
	9	12 December		2009-2010	0	<input type="checkbox"/>	2008-2009
	10	1 January		2009-2010	0	<input type="checkbox"/>	2008-2009
	11	2 February		2009-2010	0	<input type="checkbox"/>	2008-2009
	12	3 March		2009-2010	0	<input checked="" type="checkbox"/>	2008-2009

Select Financial Area
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