

# 1. Close Accounting Period (Finance)

Finance > General Ledger > Accounting Periods > Click on “Close Period” > Select Month End Closing or Year End Closing > Submit

The screenshot displays a software interface with a top navigation bar containing 'Property', 'Tenant/Owner', 'Finance', 'Maintenance', 'Portal', and 'Control Panel'. The 'Finance' tab is highlighted with a red box and a yellow circle labeled '1'. On the left sidebar, 'Accounting Periods' is highlighted with a red box and a yellow circle labeled '2'. The main content area shows a table with columns: SN, Period Start, Period End, Period, Status, User ID, and Time Stamp. Below the table, it says 'No Record Found'. At the bottom right, the 'Close Period...' button is highlighted with a red box and a yellow circle labeled '3'. Other buttons at the bottom include 'Reopen Last Period' and 'Close'. The status bar at the bottom left shows 'Record Found: 0'.

SN	Period Start	Period End	Period	Status	User ID	Time Stamp
No Record Found						

### Close Accounting Period

Please select Month End Closing or Year End Closing

Month End Closing

From  To

Year End Closing

From  To



*Batch Posting disabled*



Submit

Close