

OVERVIEW

The Renown Period Locking module enables Fiscal Periods to be locked for any SL Module. When a period is locked it is not possible to release a Batch into that period for the SL Modules that are locked. It is possible to enter a batch for a locked period but it can not be released.

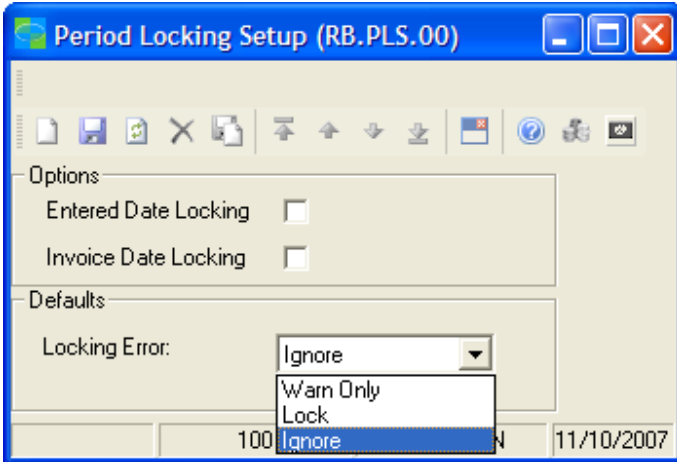
It is possible to set an Over-ride flag in the User Access Rights (95.270.00) for individual Users or Groups to over-ride the lock for any discrete processing function.

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CONFIGURATION PROCEDURES

1. Define the required Options in [Period Locking setup \(RB.PLS.00\)](#)
2. Create Period records in [Period Maintenance \(RB.PER.00\)](#)
 - 2.1. At some point prior to the beginning of each New Year all of the periods need to be created.
 - 2.2. Enter the Year number into the Year Filter. The period rows will automatically populate based on information from the previous year but all the locking checkboxes will default to checked (locked).
 - 2.3. Uncheck any periods or modules that you wish to leave open. Or use the 'ALL' column to adjust an entire period (row).
 - 2.4. To change the settings on multiple rows use windows copy/paste functionality to copy settings up or down the selected rows.
3. Lock Periods for discrete modules in [Period Maintenance \(RB.PER.00\)](#)
 - 3.1. Manually open or close periods through Period Maintenance screen.
Check (x) the Module field for the applicable Period to be locked
4. Set Access Rights (95.270.00) to allow key Users to over-ride period locks for specific screens.
5. During GL Period Close set the 'Lock' checkbox if you wish to Lock the Closing Period and Unlock the new Current Period.

PERIOD LOCKING SETUP (RB.PLS.00)



Entered Date When this checkbox is checked the 'Entered Date' on some screens will prevent entry of a date that is outside the date range for the selected Period. This control is not applied to all screens. If you require date locking in further screens please lock an Issue with Renown support@renown.com.au



The Entered Date highlighted above must remain within Start and End date for the selected Per to Post. The Start / End date range is defined in Period Maintenance.

	Period *	Period Name	Start *	End *
1	01-2007	July 2007	1/07/2006	31/07/2006
2	02-2007	August 2007	1/08/2006	31/08/2006

Invoice Date When this checkbox is checked the 'Invoice Date' on some screens will prevent entry of a date that is outside the date range for the selected Period. This control is not applied to all screens. If you require date locking in further screens please lock an Issue with Renown support@renown.com.au

Locking Error Defines the controls applied to the 'Period to Post' field in data entry screens. This option does not affect the Period Locking on the Release field. When a period is entered in the 'Period to Post' field the lock status is displayed to the right of the field. (Open or **Locked**). It is possible to apply stronger control to the Period field

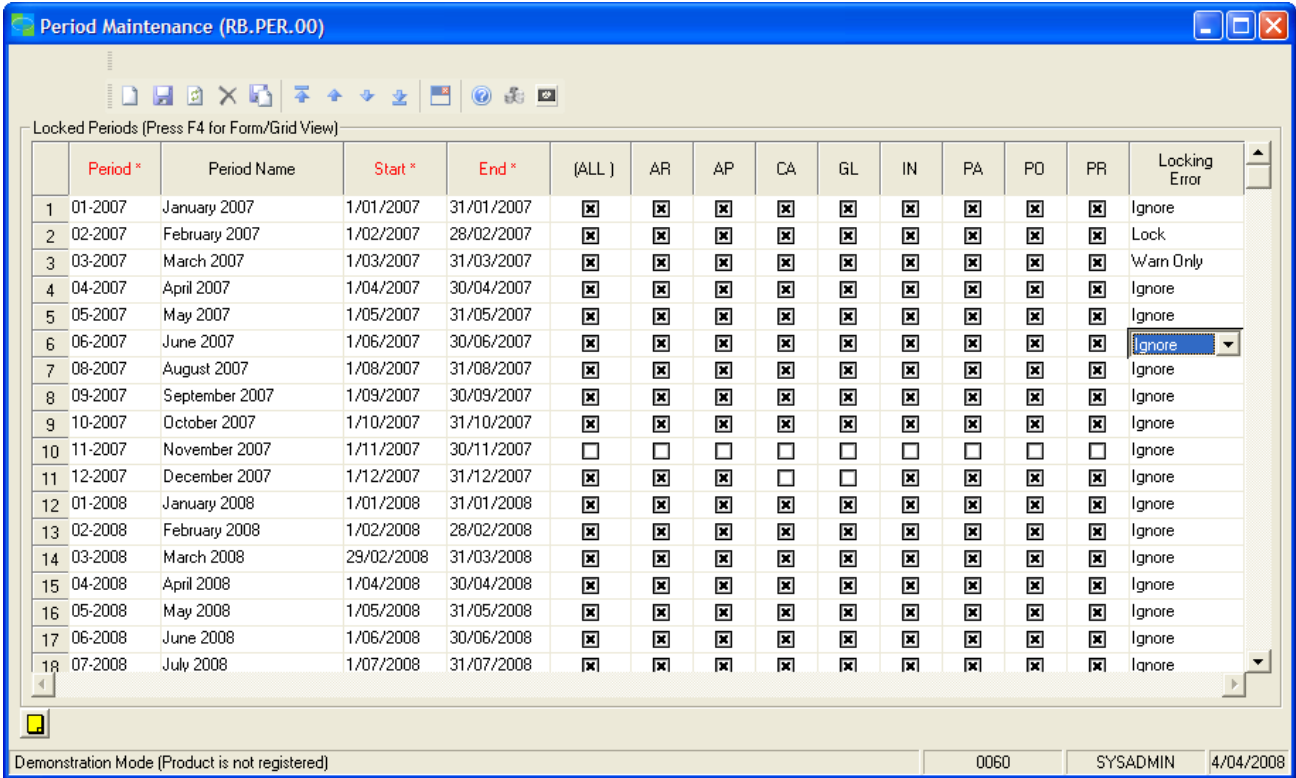
Ignore No extra controls are applied beyond the warning to the right of the field.

Warn Only On entry of a locked Period a dialog box is displayed advising the user the Period is locked. It is possible to accept the warning and continue.

Lock It will not be possible to enter a Period number that is locked. On exit of the Period to Post field the user will be forced to enter an Open Period.

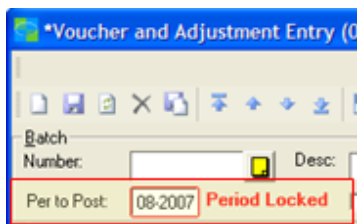
PERIOD MAINTENANCE (RB.PER.00)

The Period Maintenance (RB.PER.00) screen controls which modules are locked for which periods. All functions (screens) within a locked module will be locked.



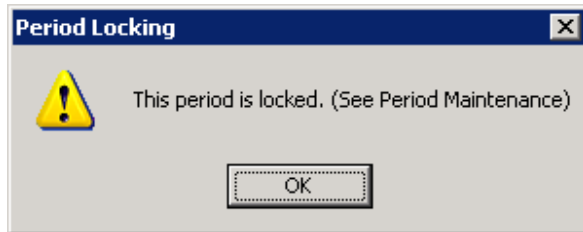
FIELD DESCRIPTIONS

- Year Filter** The Year Filter defines which years periods are displayed. The Year Filter automatically defaults to the current year but to view any other year simply enter it in the field. To view all years simply leave the field blank and all periods will be displayed.
- Start/End Dates** The Start and End columns show the beginning and end dates of each period. These dates are used in the Date locking if the Date Locking options are selected in the Period Locking Setup screen.
- Modules** The Module columns (eg. GL, AR, AP) refer to the different Solomon modules. Checkboxes are provided for each module that can have routines Locked. If a module is checked (x) the respective module will be locked for that period.
- Locking Error** Defines the control that will be applied to the Period to Post field in all Data Entry Screens. This option does not impact the Release Handling. The Release Handling will prevent Batch Release for all locked periods regardless of this setting



The Period to Post field can have extra Period Locking warnings applied based on the Locking Error Option that is defined for the Period Entered. The extra warnings that can be imposed are:

Warn Only Any period can be entered in the "Per to Post" field. On exit of the "Per to Post" field a test will be performed on the Period Maintenance (RB.PER.00) table to identify if the period is locked for the applicable module. If the Period is locked for the applicable module a warning (Dialog Box) will be displayed as shown below.



Lock When a locked period is entered on exit of the field a Dialog Box will be displayed advising the period is a locked period. This message will appear after the standard "Period is not current period" warning.

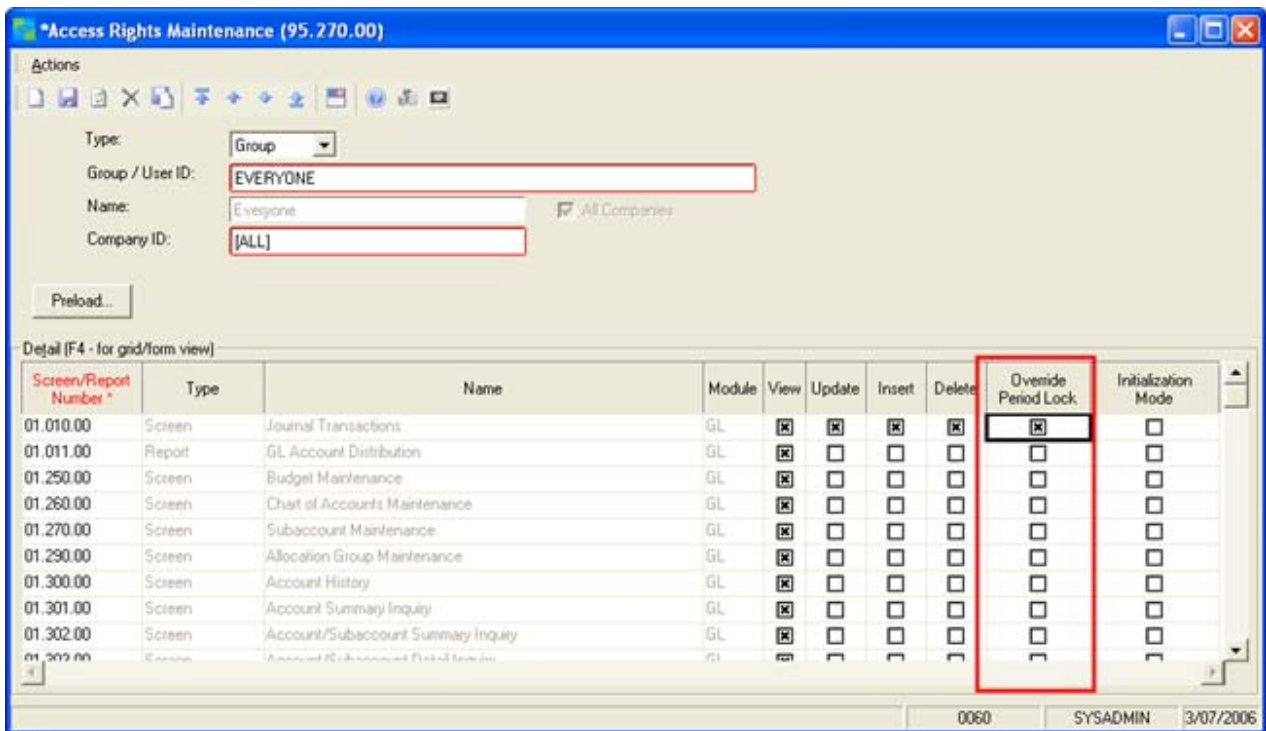
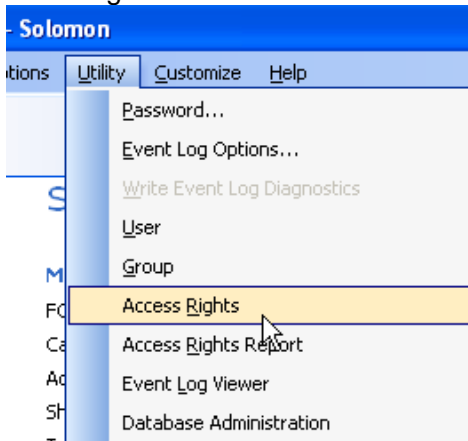
When the user clicks [OK] to accept this warning the period will be reset to the Current Period. The user will be forced to enter a valid unlocked period. If the period entered was the current period and it is currently locked then a warning will be displayed, but instead of returning to the 'Per to Post' field the cursor will tab to the next field and accept the current period even though it is locked.

Ignore No extra warnings will be provided. The red 'Period Locked' label will be displayed to the right of the 'Period to Post' field and it will not be possible to Release the Batch, but no Dialog Box will be displayed advising the period is locked.

Period Maintenance is accessed from the Share Information module.

OVERRIDE PERIOD LOCKING

Access to Locked Periods can be overridden by granting special privileges to users\groups on a screen by screen basis. This is achieved by selecting the "Override Period Lock" checkbox in the standard Access Rights screen. Once checked, this user\group will have the rights to select a closed period in the designated screen.

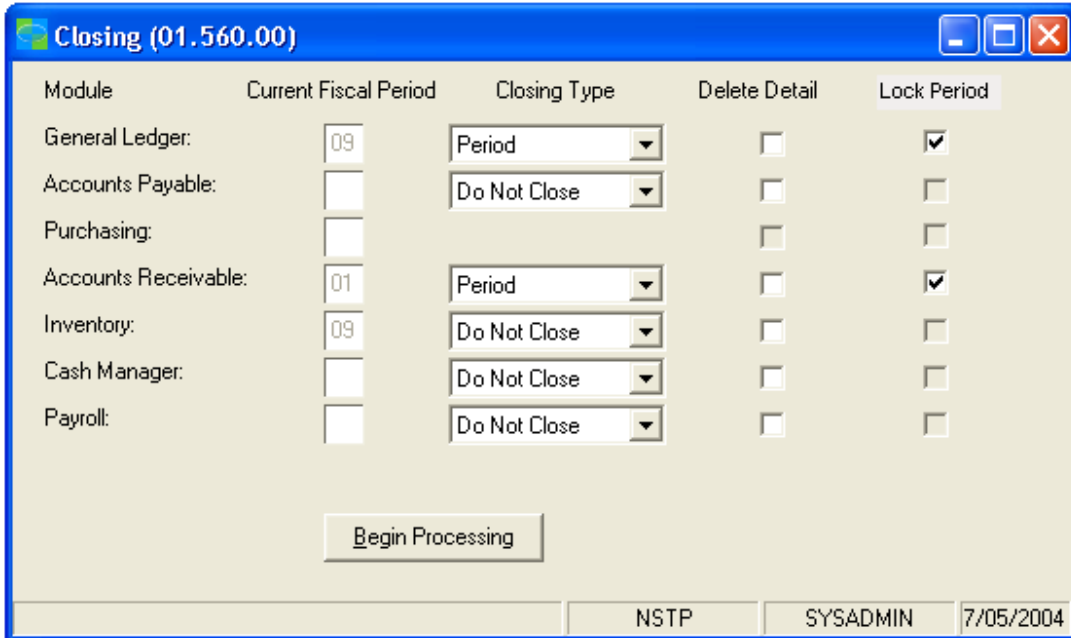


1. Open the Access Rights Maintenance Screen.
2. Enter the User (or Group) and Company ID in the designated fields at the top left of the screen.
3. Check "Override Period Lock" to grant override access to the current user or group.

Where the Override checkbox is left unchecked then locking functionality will be applied to that function for the applicable User or User Group.

CLOSING PERIODS IN THE GENERAL LEDGER

The GL closing process (General Ledger > Closing) has been modified so that the specific modules can be locked at the same time as the standard Closing process is run.



The screenshot shows a window titled "Closing (01.560.00)" with a table of modules and their closing settings. The table has five columns: Module, Current Fiscal Period, Closing Type, Delete Detail, and Lock Period. The rows are: General Ledger (09, Period, unchecked, checked), Accounts Payable (empty, Do Not Close, unchecked, unchecked), Purchasing (empty, Do Not Close, unchecked, unchecked), Accounts Receivable (01, Period, unchecked, checked), Inventory (09, Do Not Close, unchecked, unchecked), Cash Manager (empty, Do Not Close, unchecked, unchecked), and Payroll (empty, Do Not Close, unchecked, unchecked). A "Begin Processing" button is located below the table. At the bottom of the window, there are fields for "NSTP", "SYSADMIN", and "7/05/2004".

Module	Current Fiscal Period	Closing Type	Delete Detail	Lock Period
General Ledger:	09	Period	<input type="checkbox"/>	<input checked="" type="checkbox"/>
Accounts Payable:		Do Not Close	<input type="checkbox"/>	<input type="checkbox"/>
Purchasing:		Do Not Close	<input type="checkbox"/>	<input type="checkbox"/>
Accounts Receivable:	01	Period	<input type="checkbox"/>	<input checked="" type="checkbox"/>
Inventory:	09	Do Not Close	<input type="checkbox"/>	<input type="checkbox"/>
Cash Manager:		Do Not Close	<input type="checkbox"/>	<input type="checkbox"/>
Payroll:		Do Not Close	<input type="checkbox"/>	<input type="checkbox"/>

Begin Processing

NSTP SYSADMIN 7/05/2004

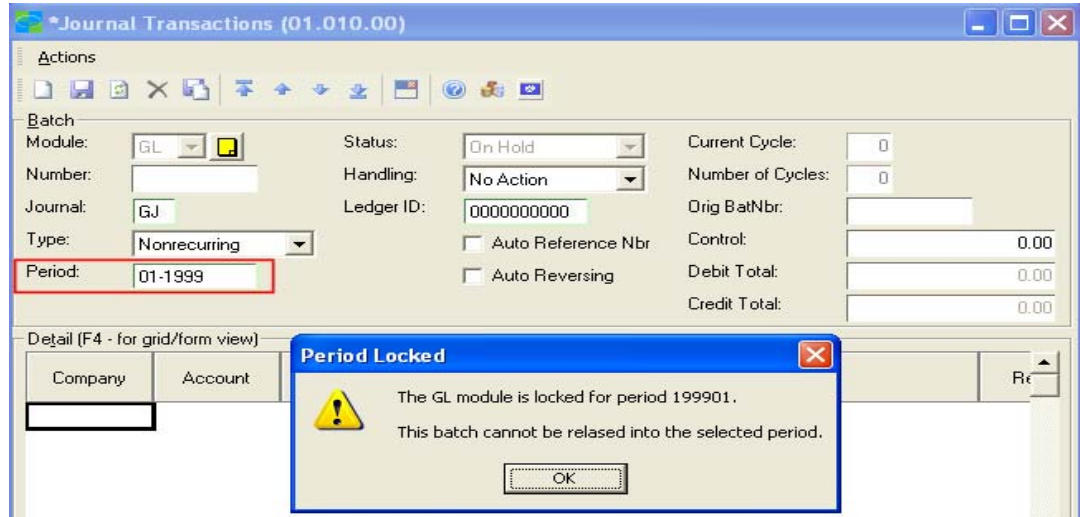
1. Select the modules that require closing.
2. Adjust the 'Closing Type'.
Note: The 'Lock Period' checkbox will not be editable if the 'Closing Type' is set to 'Do not close.'
3. Select the 'Lock Period' field for the desired modules you wish to Lock in the Close.
4. Select the 'Begin Processing' button and the function will close all selected periods, it will also lock those with the 'Lock Period' field checked.

DATA PROCESSING CONTROLS

There are two levels of control that can be applied to a data processing screen.

Handling

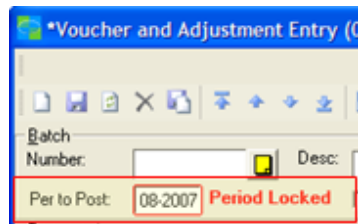
The primary control is applied to the 'Handling' field. When the Handling is set to 'Release Now' if the Period is locked on exit of the field a warning will be displayed and it will not be possible to release the Batch.



This enables the user to enter batches for future periods that may be locked. The batch can be entered against the locked period and set to 'No Action' or 'Release Later'. When the Period is Unlocked it will be possible to release the batch via the 'Release ## Batches' function. It is not possible release the batch via 'Release ## Batches' whilst the batch period is locked.

Period

When a Period is entered in the 'Period to Post' field a test is performed against the 'Period Maintenance' table to identify the Lock status. The lock status is displayed to the right of the 'Period to Post' field.



Period Locking Setup can be configured to apply further controls where required.

The 'Locking Error' option defines the extra controls that can be applied to the 'Period to Post' field in data entry screens. This option does not affect the Period Locking on the Release Handling.

Ignore No extra controls are applied beyond the warning to the right of the field.

Warn Only On entry of a locked Period a dialog box is displayed advising the user the Period is locked. It is possible to accept the warning and continue.

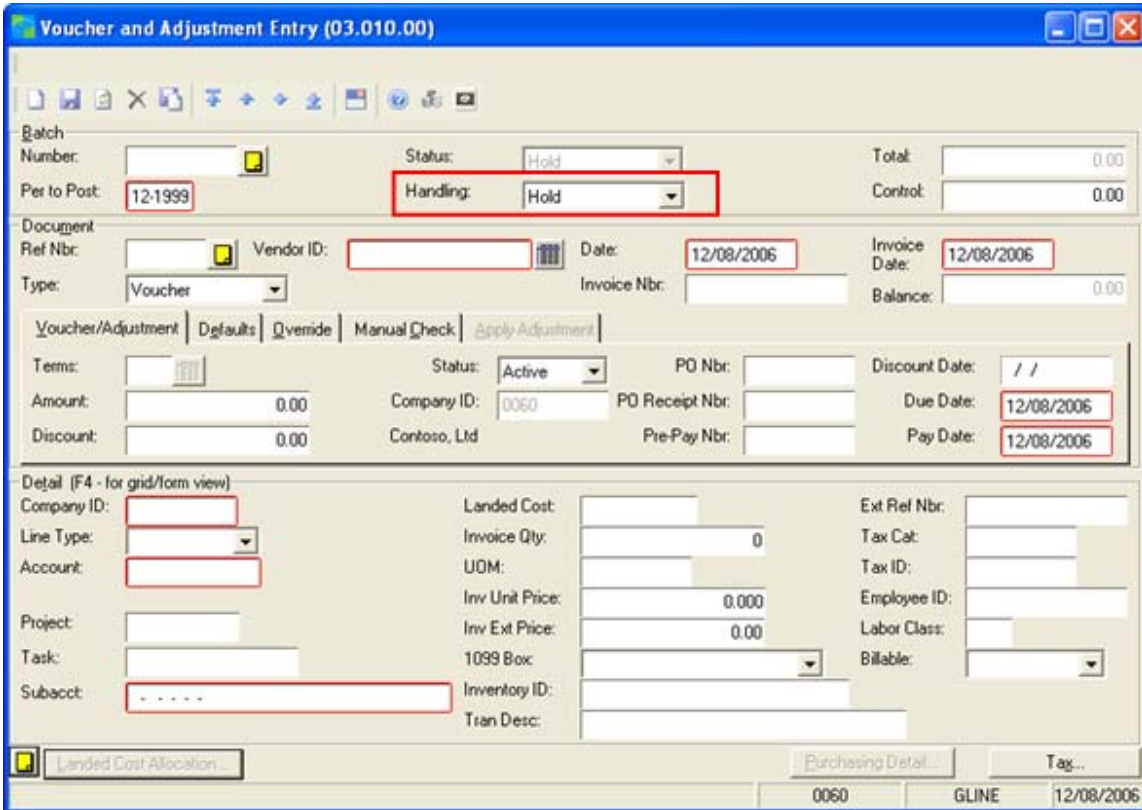
Lock It will not be possible to enter a Period number that is locked. On exit of the Period to Post field the user will be forced to enter an Open Period.

Dates

Period Locking Setup can be configured to apply controls to the [Entered] and [Invoice] date fields. This prevents the entry of a date that is not between the Start and End date defined against the Period in Period Maintenance (RB.PER.00).

PROCESSING SCREENS – HANDLING FIELD CONTROLS

Changes will be made to processing screens that have a Handling function.



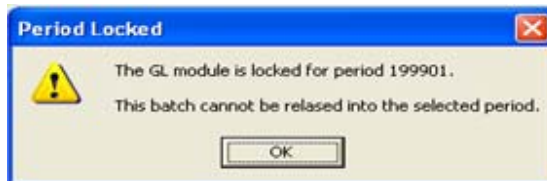
Screen fields to be customised for period locking

Per to Post When the “Per to Post” is entered a test will be performed on the Period Maintenance (RB.PER.00) table to identify if the period is locked for the applicable module and entered period. If the Period is locked for the applicable module and entered period a warning will be displayed as shown below.



Options can be configured in Period Maintenance will add extra warnings:

Warn Only Any period can be entered in the “Per to Post” field. On exit of the “Per to Post” field a test will be performed on the Period Maintenance (RB.PER.00) table to identify if the period is locked for the applicable module. If the Period is locked for the applicable module a warning (Dialog Box) will be displayed as shown below.



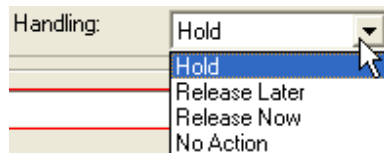
Lock When a locked period is entered on exit of the field a Dialog Box will be displayed advising the period is a locked period. This

message will appear after the standard “Period is not current period” warning.

When the user clicks [OK] to accept this warning the period will be reset to the Current Period. The user will be forced to enter a valid unlocked period. If the period entered was the current period and it is currently locked then a warning will be displayed, but instead of returning to the ‘Per to Post’ field the cursor will tab to the next field and accept the current period even though it is locked.

Ignore No extra warnings will be provided. The red ‘Period Locked’ label will be displayed to the right of the ‘Period to Post’ field and it will not be possible to Release the Batch, but no Dialog Box will be displayed advising the period is locked.

Handling The handling field will test to it to ensure the period in the “Per to Post” field is not locked. As standard the Handling can be set to (Hold, Release Later, Release Now or No Action).



When the Handling field is set to “Release Now” tests will be run to see if the batch can be released. The tests that will be performed are;



- A. Test to see if the user has Override Period Lock rights
If the user has access rights to override period locks for the applicable processing screen then the “Release Now” status will be accepted.
- B. Test to see if the select Period to Post is locked for the module the process relates to
The “[Period Maintenance \(RB.PER.00\)](#) table will be checked to see if the “Per to Post” for the batch is set to unlocked for the module the applicable release process is associated with.

C. Test to ensure the Entered and Invoice Dates are valid.
The Entered and/or Invoice Date will be restricted to a date within the date range for the fiscal period entered in the Period to Post field. The dates are controlled where the “Date Locking” checkboxes are checked on in Period Maintenance (RB.PER.00). The date is controlled by the Start and End dates defined for the period in Period Maintenance (RB.PER.00).

The date tests will only be performed on the following screens.

- 03.010.00 AP Voucher & Adjustment Entry
- 03.020.00 AP Quick Voucher & Prepayment Entry
- 01.010.00 GL Journal Entry

For more details refer to [Processing screens – date field controls](#).

Finish Button If the user clicks the [Finish] icon , presses the equivalent control keys [CTRL][F] or closes the screen by clicking the  or pressing [CTRL][F or pressing [CTRL][F4], and the “Handling” option is set to “Release Now”, then the Period Lock test, defined in “Handling” above, will be re-performed.

This is a catch all to ensure there is no way a batch entered and saved in an unlocked period can be re-selected and released at a later time when Locks have been applied. It also ensures that the lock test will always be performed even if the Handling is set to "Release Now" and the user clicks [Finish].

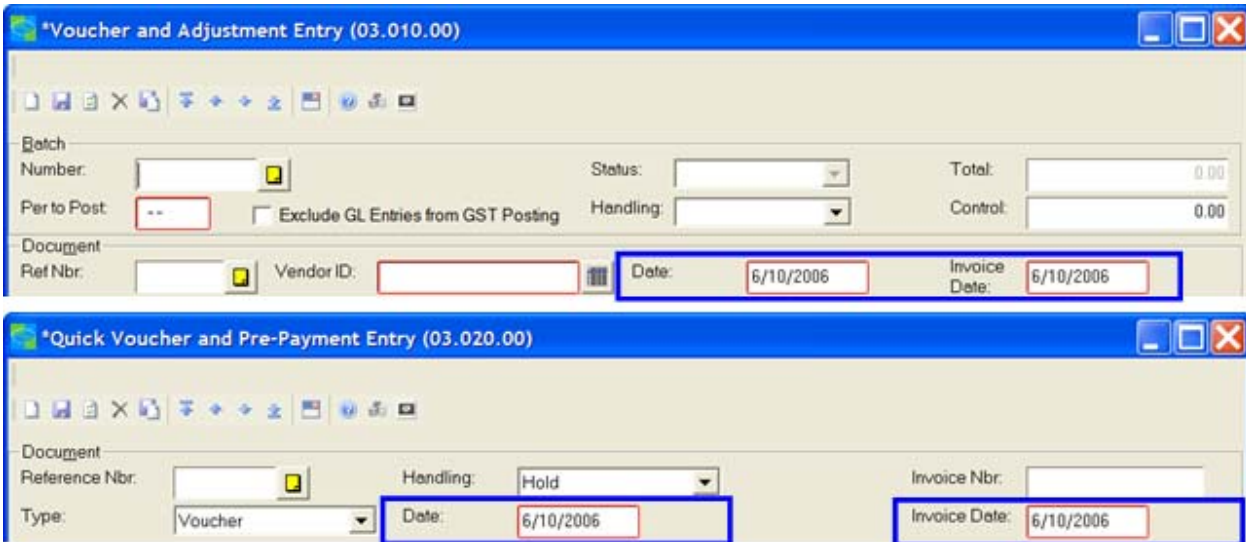
PROCESSING SCREENS – DATE FIELD CONTROLS

The Date Locking functionality will only be built into the following listed screens;

- 03.010.00 AP Voucher & Adjustment Entry (Document Level)
- 03.020.00 AP Quick Voucher & Prepayment Entry (Document Level)
- 01.010.00 GL Journal Entry

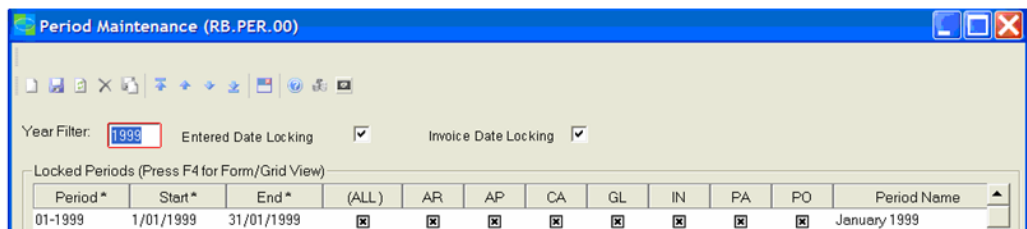
Date Locking may be built into further process in future releases.

AP Screens – Voucher and Quick Voucher



Entered Date The Entered Date will be restricted to a date within the date range for the fiscal period entered in the Period to Post field. The entered date is controlled where the "Entered Date Locking" checkbox is checked on in Period Maintenance (RB.PER.00).

The date is controlled by the Start and End dates defined for the period in Period Maintenance (RB.PER.00).



Invoice Date The Entered Date will be restricted to a date within the date range for the fiscal period entered in the Period to Post field. The invoice date is controlled where the "Invoice Date Locking" checkbox is checked on in Period Maintenance (RB.PER.00).

The date is controlled by the Start and End dates defined for the period in Period Maintenance (RB.PER.00).

ALLOCATION PROCESSOR (PA.PRO.00)

The Posting Period field will be customised to prevent selection of a Period that is locked in the PA Module.

*Allocation Processor (PA.PRO.00)

Preliminary/Final: Preliminary

Recalculation: No

GL Subaccount: - - - -

Alloc Method: [] []

Project: - [] []

Transaction Cutoff Date: [] []

Selection/Posting Period: 03-2000

Transaction Date: [] []

Batch Selection:

- Fiscal Period: []
- System Code: []
- Batch Number: []

Date Range for Recalculation:

- Start Date: [] []
- Through Date: [] []

Allocate Company 0060

0060 SYSADMIN 6/10/2006

Fiscal Period On exit of the "Selection/Posting Period" the field will be tested to ensure that the period selected is not Locked in Period Maintenance for the PA module. This test will be ignored if the user has over-ride access rights for the screen (PA.PRO.00).

This will only prevent postings when the Allocations are run manually. If "Project Controller Setup (PA.SET.00) has been configured to automatically generate allocations the automatic allocations will be processed to the applicable PA period regardless of any Period Locking settings. It is not possible to develop a customisation to intercept an automatically generated allocation process.

Allocation Options

- Recap GL Postings
- Selection by Batch
- Auto-started Allocations

BATCH RELEASE SCREENS (ALL MODULES)

The Batch Release screens have been customised to prevent the release of batches to Locked Periods.

Select Company:
 Specific Company ID: 0060
 All Contoso, Ltd Per Post

Detail (F4 - for grid/form view)

	Selected	Period Locked	Batch Nbr	Company ID	Screen Nbr	Status	Journal Type	Batch Control	Currency ID	Per Post
1	<input type="checkbox"/>	<input type="checkbox"/>	000121	0060	03010	Balanced	AP	269460.40	BAS	12-1999
2	<input type="checkbox"/>	<input type="checkbox"/>								12-1999
3	<input type="checkbox"/>	<input type="checkbox"/>								12-1999
4	<input type="checkbox"/>	<input type="checkbox"/>								12-1999
5	<input type="checkbox"/>	<input type="checkbox"/>								12-1999
6	<input type="checkbox"/>	<input type="checkbox"/>								12-1999
7	<input type="checkbox"/>	<input type="checkbox"/>								12-1999

Select All Clear Selections Begin Processing

0060 SYSADMIN 4/04/2008

Field Changes

- Selected** When the Selected checkbox is checked (selected) on exit of the field a test will be performed to see if the batch's 'Period to Post' is set to a Locked Period. If the Post Period is locked it will not be possible to select the batch for release. When the 'Selected' checkbox is checked (selected) if the Period is locked on exit of the field it will be cleared. The field is display only and cannot be changed.
- Period Locked** A checkbox will be added to the grid to display whether the Period to Post for the Batch is Locked or not. If the Period is Locked the field will be checked (selected).
- Per Post** The Batches 'Period to Post' value will be added to the grid for display only.

Buttons

- Select All** The standard 'Select All' button will be hidden and replaced with a custom button. The Custom Button check all batches as long as the Period to Post is not locked. It will not check the Selected checkbox for batches posting to Periods that are locked.
- Begin Proc'g** The standard 'Begin Processing' button has been hidden and replaced with a custom button. The custom button will check all batches to see if they are posting to a 'Locked Period'. Where the batch has a Period to Post that is Locked the 'Selected' tab will be set to unchecked and the batch will not be released.

PROCESSING SCREENS INCLUDED FOR PERIOD LOCKING

03.400.00	Release AP Batches	AP Batch Release controlled
08.400.00	Release AR Batches	AR Batch Release controlled
20.400.00	Release CA Batches	AR Batch Release controlled
01.400.00	Release GL Batches	GL Batch Release controlled

INPUT SCREENS – RELEASE HANDLING CONTROLLED

The following Input screens are customised to include locking of 'Period to Post' and Handling fields.

01.010.00	Journal Transaction Entry	Processing screens – Handling field controls
03.010.00	Voucher & Adjustment Entry	Processing screens – Handling field controls
03.020.00	Quick Voucher & Prepayment	Processing screens – Handling field controls
03.025.00	Voucher – Distributed Liability	Processing screens – Handling field controls
03.030.00	Manual Check Entry	Processing screens – Handling field controls
03.040.00	Void Check Entry	Processing screens – Handling field controls
03.050.00	Edit/Select Documents for Payment	<i>(control yet to be determined)</i>
03.070.00	Pre-payment Application	Processing screens – Handling field controls
03.500.00	Payment Selection	Processing screens – Handling field controls
03.510.00	Generate Recurring Vouchers	Processing screens – Handling field controls
03.620.00	AP Check (Cheque) Update	Processing screens – Handling field controls
08.010.00	Invoice and Memo Entry	Processing screens – Handling field controls
08.030.00	Payment Application	Processing screens – Handling field controls
08.010.00	Payment Entry	Processing screens – Handling field controls
08.450.00	Small Balance/Credit Write-off	Processing screens – Handling field controls
08.500.00	Generate Recurring Invoice	Processing screens – Handling field controls
20.010.00	Cash Account Transactions	Processing screens – Handling field controls
PA.PRO.00	Allocation Processor	Allocation Processor (PA.PRO.00)
10.010.00	Receipts	Processing screens – Handling field controls
10.010.00	Inventory Adjustments	Processing screens – Handling field controls
10.040.00	Inventory Transfers	Processing screens – Handling field controls
10.050.00	Inventory Kit Assembly	Processing screens – Handling field controls
10.010.00	Receipts	Processing screens – Handling field controls

INPUT SCREENS – DATE LOCKING PROVIDED

The following Input screens are customised to include locking of Date Entered and Invoiced to ensure the entered date is in the date ranged defined for the entered fiscal period to post.

01.010.00	Journal Transaction Entry	Processing screens – Date field controls
03.010.00	Voucher & Adjustment Entry	Processing screens – Date field controls
03.020.00	Quick Voucher & Prepayment	Processing screens – Date field controls

Screens being considered for date locking, but do not yet include date control

03.620.00	AP Check (Cheque) Update
08.010.00	Payment Entry
03.500.00	Payment Selection

PROCESSING SCREENS EXCLUDED FOR PERIOD LOCKING

Only the screens specifically listed in will have customisations added that will control the release function and prevent batches being released to a locked period for the respective module. No other screens will be warranted to lock batches and prevent release to a locked period.

In Dynamics SL there are some functions where it is not possible for us to prevent the automatic release of batches to a locked period. As an example where a batch is release in Accounts Payable in an unlocked period for AP and that batch updates projects in a period in which the Project module is looked we will not prevent the release of the Project Batch to the Project module. To do so would cause data integrity issues between the two reconcilable modules.

The following list of Processing Screens will be specifically excluded from any to provide "Period Locking" *Full List to be provided*

01.520.00 Post Transactions	The GL Post Transactions function will not be controlled. If batches are released from sub-modules to a period locked in the GL these batches will be able to be posted in the GL to the locked period. This is required to ensure data integrity between the GL and its subsidiary ledgers.
01.580.00 Generate Allocations	Not yet included in the Period Locking development
01.500.00 Generate Consolidations	Not yet included in the Period Locking development
01.510.00 Read Consolidations	Not yet included in the Period Locking development
01.530.00 Generate Recurring Journals	Where the "Release and Post" checkbox is checked it will not be possible to prevent the recurring batch from releasing and posting into a prior period.
61.620.00 Process AP Landed Cost Batches	No control is added to this process. If the AP Batch has been released the IN/GL batches need to be processed. <i>Process needs to be tested and reviewed.</i>
08.240.00 Application Inquiry/Reversal	The Application Inquiry/Reversal enables the user to Void cash receipts. The cash void is performed in the current AR Period. No controls have been added to prevent this posting from releasing even though the AR Module may be locked for the current period.
08.270.00 Recurring Invoice Maintenance	No controls have been added to the AR Recurring Invoice screen to control dates or periods.
08.520.00 Apply Finance Charges	Finance charges are applied to the current period for the AR Module. No controls will be added to prevent these charges being posted where the current period is locked.
08.990.00 AR Integrity Check	The Integrity check function can adjust account balances to prior periods. No locking has been added to this screen to prevent prior period balances being adjusted.
20.270.00 Recurring Item Maintenance CA	No customisations have been added to this screen to control period or date processing.

Bank Reconciliation Module	No screens in this module have been customised to control period or date processing.
Financial Statement Translation Module	No screens in this module have been customised to control period or date processing.
Inventory Module	No screens in this module have been customised to control period or date processing.
Bill of Materials Module	No screens in this module have been customised to control period or date processing.
Order Management Module	No screens in this module have been customised to control period or date processing.
Web Order Module	No screens in this module have been customised to control period or date processing.
Requisitions Module	No screens in this module have been customised to control period or date processing.
Inventory Replenishment Module	No screens in this module have been customised to control period or date processing.
eCommerce Gateway Module	No screens in this module have been customised to control period or date processing.
Advanced Shipment Management Module	No screens in this module have been customised to control period or date processing.
Shared Information Module	No screens in this module have been customised to control period or date processing. There are no applicable processing screens to lock.
Multi-company Module	No screens in this module have been customised to control period or date processing. There are no applicable processing screens to lock.
Application Server Module	No screens in this module have been customised to control period or date processing. There are no applicable processing screens to lock.