



BCE Financial Periods Control- User Notes

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Introduction

This document explains the BCE Financial Periods Control feature that includes the following functions:

Ability to create new financial years with a changed year end

Ability to view the open and closed status of financial periods

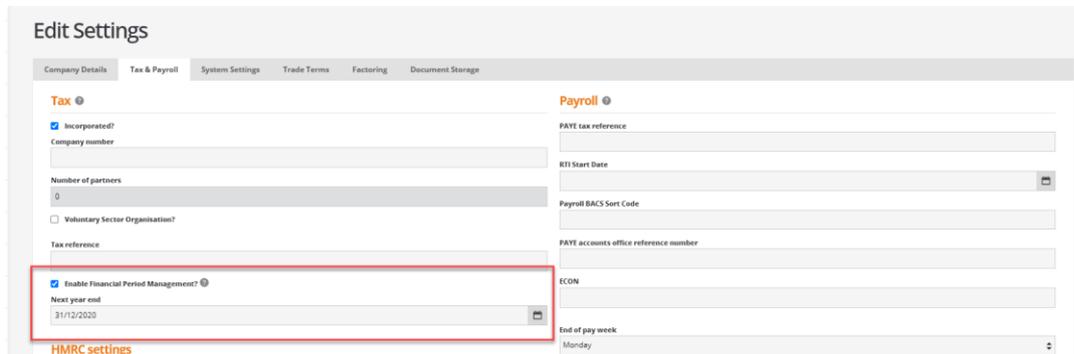
Users are now able to define financial period/year start and end dates permitting options to run either a short or extended year to align to a new financial year start date if this is required.

Financial periods can be represented by calendar months or setup and customised to accommodate specific start and end dates together with any number of financial periods within each financial year.

Using Financial Periods Control

Company Settings

In company settings, in the Tax & Payroll tab the 'Enable Financial Period Management?' option is required to be ticked:



Edit Settings

Company Details | **Tax & Payroll** | System Settings | Trade Terms | Factoring | Document Storage

Tax

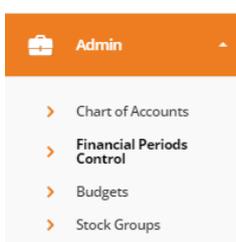
- Incorporated?
- Company number
- Number of partners: 0
- Voluntary Sector Organisation?
- Tax reference
- Enable Financial Period Management?**
- Next year end: 31/12/2020

Payroll

- PAYE tax reference
- RTI Start Date
- Payroll BACS Sort Code
- PAYE accounts office reference number
- ECON
- End of pay week: Monday

HMRC settings

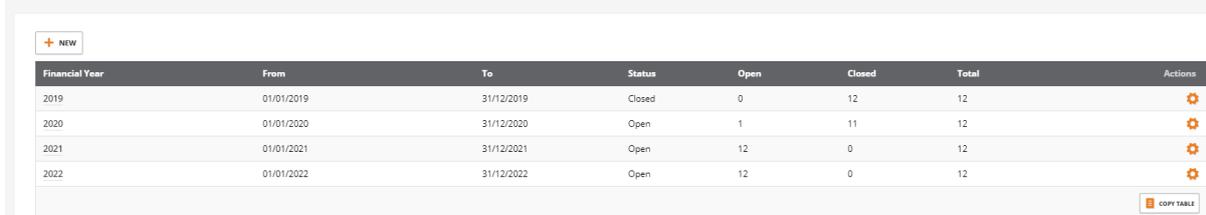
Under the Admin menu go to Financial Periods Control:



Admin

- > Chart of Accounts
- > **Financial Periods Control**
- > Budgets
- > Stock Groups

Financial Periods Control

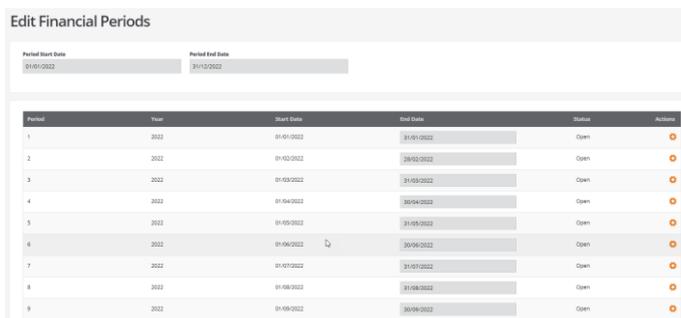


Financial Year	From	To	Status	Open	Closed	Total	Actions
2019	01/01/2019	31/12/2019	Closed	0	12	12	
2020	01/01/2020	31/12/2020	Open	1	11	12	
2021	01/01/2021	31/12/2021	Open	12	0	12	
2022	01/01/2022	31/12/2022	Open	12	0	12	

The 'Financial Periods Control' screen will show the financial year and the 'From' and 'To' dates – but also the status of the year and the number of open and closed periods in the year.

Note:

For any pre-existing years, all period dates will be populated based on the year end date defined in company settings:



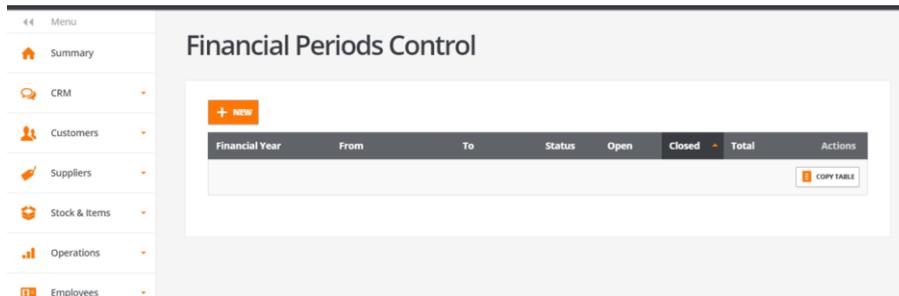
Edit Financial Periods

Period Start Date: 01/01/2022 | Period End Date: 31/12/2022

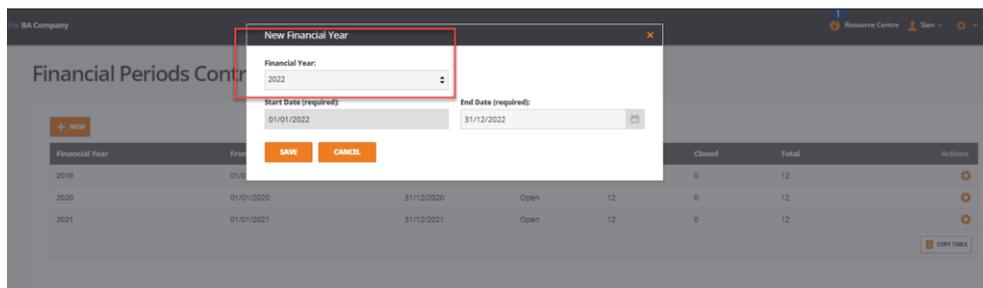
Period	Year	Start Date	End Date	Status	Actions
1	2022	01/01/2022	31/01/2022	Open	
2	2022	01/02/2022	28/02/2022	Open	
3	2022	01/03/2022	31/03/2022	Open	
4	2022	01/04/2022	30/04/2022	Open	
5	2022	01/05/2022	31/05/2022	Open	
6	2022	01/06/2022	30/06/2022	Open	
7	2022	01/07/2022	31/07/2022	Open	
8	2022	01/08/2022	31/08/2022	Open	
9	2022	01/09/2022	30/09/2022	Open	

Add a New Financial Year

A new financial year can be created from the 'New Button':



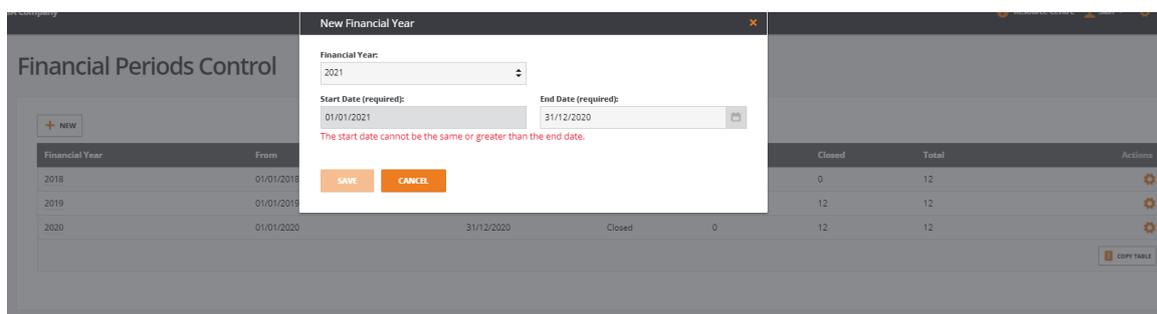
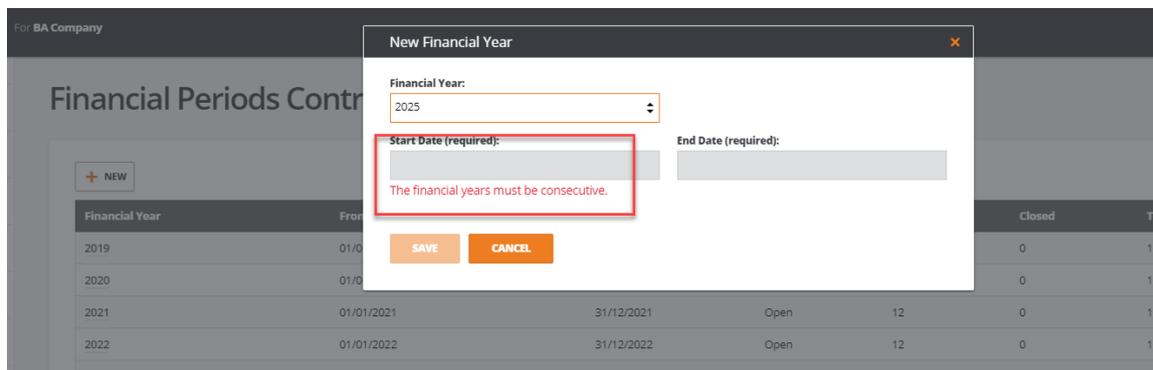
Select the Financial year from the drop down, add the start and end dates as required:



Click on 'Save' to create the new financial year.

Note:

Years must be consecutive, no year or date gaps are allowed, no dates can overlap between financial years, a minimum of 1 day for a new financial year is required, there is no maximum date limit for a financial year:



Once the year has been saved the periods will show defaulting to 12 periods, which can be changed as required for the year (see later in this document for how to create a short or long year).

Click on show periods and the dates for each period end will show and can be changed as required:

New Financial Periods

Financial Year
2021

Period Start Date
01/01/2021

Period End Date
31/12/2021

Number Of Periods
12

SHOW PERIODS

Listing Financial Periods

Period	Year	Start Date	End Date	Status
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CREATE **CANCEL**

Financial Year
2021

Period Start Date
01/01/2021

Period End Date
31/12/2021

Number Of Periods
12

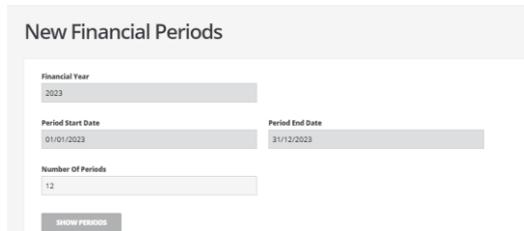
SHOW PERIODS

New Financial Periods

Period	Year	Start Date	End Date	Status
1	2021	01/01/2021	31/01/2021	Open
2	2021	01/02/2021	28/02/2021	Open
3	2021	01/03/2021	31/03/2021	Open
4	2021	01/04/2021	30/04/2021	Open
5	2021	01/05/2021	31/05/2021	Open
6	2021	01/06/2021	30/06/2021	Open
7	2021	01/07/2021	31/07/2021	Open
8	2021	01/08/2021	31/08/2021	Open
9	2021	01/09/2021	30/09/2021	Open
10	2021	01/10/2021	31/10/2021	Open
11	2021	01/11/2021	30/11/2021	Open
12	2021	01/12/2021	31/12/2021	Open

Creating short or long year to allow for a year end change

Adding a new financial year will default to 12 periods as standard:



The screenshot shows a form titled "New Financial Periods". It contains the following fields:

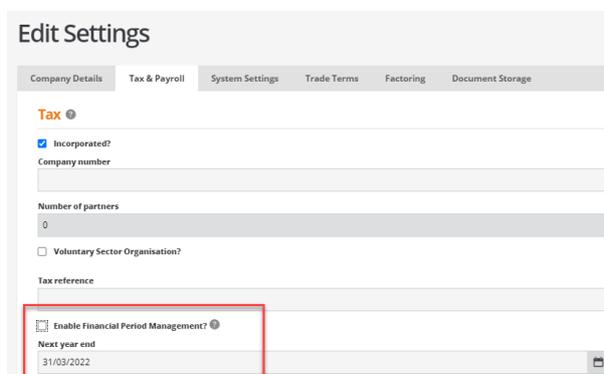
- Financial Year: 2023
- Period Start Date: 01/01/2023
- Period End Date: 31/12/2023
- Number Of Periods: 12
- A "SHOW PERIODS" button at the bottom.

To create a short or a long year in order to change the company year end the following steps should be followed:

Examples

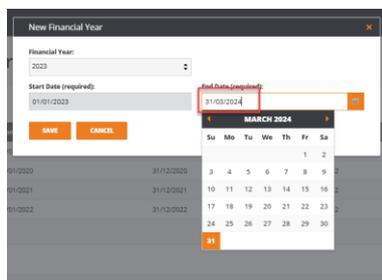
To create a 15 month year:

Before the year end date can be changed the next year end date has to have been defined in company settings:



The screenshot shows the "Edit Settings" page with the "System Settings" tab selected. Under the "Tax" section, there is a checkbox for "Enable Financial Period Management?" which is checked. Below this checkbox, the "Next year end" field is set to "31/03/2022".

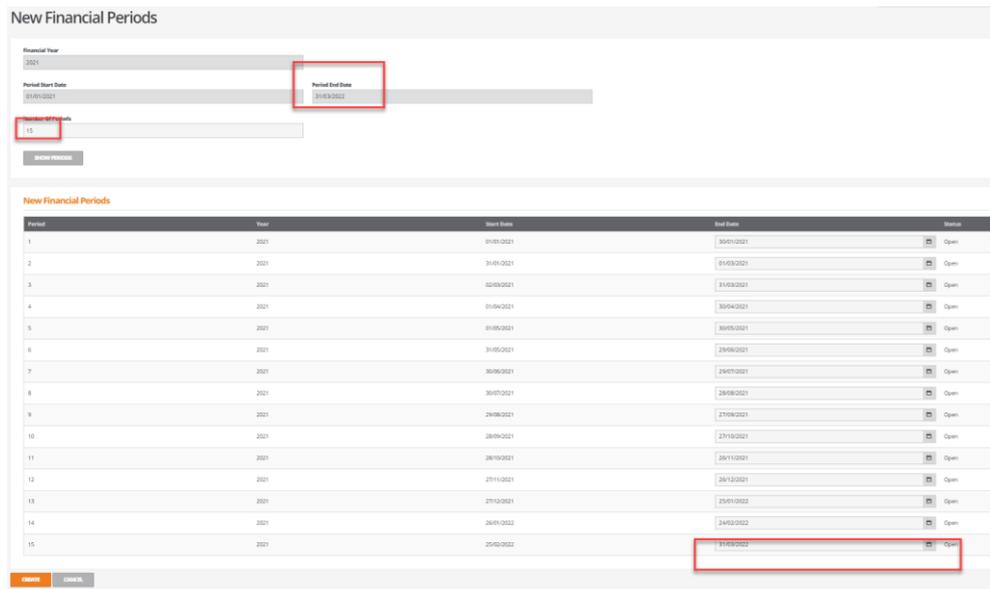
In financial period control click on 'New', change the end date to the new year end required:



The screenshot shows a "New Financial Year" dialog box. It has a "Financial Year" dropdown set to "2023". The "Start Date (required)" is "01/01/2023". The "End Date (required)" is "31/03/2024", which is highlighted with a red box. A calendar widget is open, showing "MARCH 2024" with the date "31" selected. There are "SAVE" and "CANCEL" buttons at the bottom left.

Click on 'save'.

In the financial periods screen change the periods to 15 and click on 'show periods':



New Financial Periods

Financial Year: 2021

Period Start Date: 01/01/2021

Period End Date: 31/03/2022

Number of Periods: 15

New Financial Periods

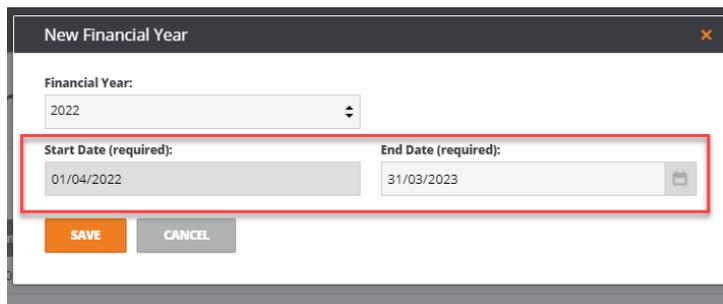
Period	Year	Start Date	End Date	Status
1	2021	01/01/2021	30/01/2021	Open
2	2021	31/01/2021	29/02/2021	Open
3	2021	01/03/2021	31/03/2021	Open
4	2021	01/04/2021	30/04/2021	Open
5	2021	01/05/2021	30/05/2021	Open
6	2021	31/05/2021	29/06/2021	Open
7	2021	30/06/2021	29/07/2021	Open
8	2021	30/07/2021	29/08/2021	Open
9	2021	29/08/2021	27/09/2021	Open
10	2021	28/09/2021	27/10/2021	Open
11	2021	28/10/2021	26/11/2021	Open
12	2021	27/11/2021	26/12/2021	Open
13	2021	27/12/2021	25/01/2022	Open
14	2021	26/01/2022	24/02/2022	Open
15	2021	25/02/2022	31/03/2022	Open

Note:

For any year created that is more than 12 months the system will calculate the period end date based on the total days divided by the number of months, the user must define the period end dates correctly based on their company requirements.

The year will then be created with 15 periods and will have a year-end date of 31/03/2022 rather than 31/12/2021.

The next financial year will start from 01/04/2021:



New Financial Year

Financial Year: 2022

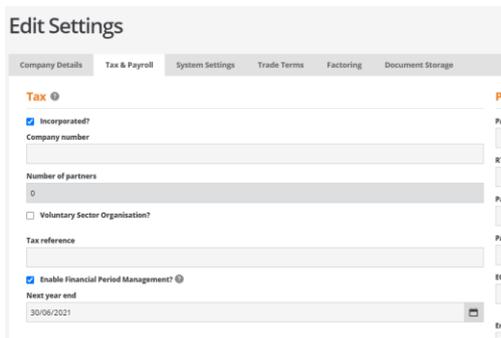
Start Date (required): 01/04/2022

End Date (required): 31/03/2023

SAVE CANCEL

To create a 6 month year:

As above change the year end date first in company settings:



Edit Settings

Company Details | Tax & Payroll | System Settings | Trade Terms | Factoring | Document Storage

Tax

Incorporated? PA

Company number: [input] RT

Number of partners: 0 PA

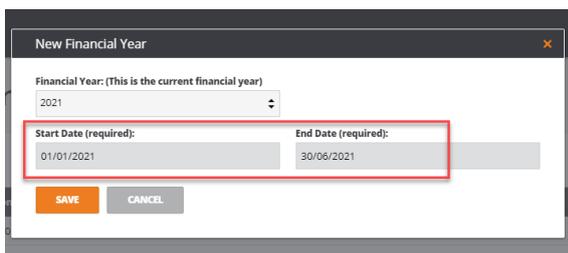
Voluntary Sector Organisation? PA

Tax reference: [input] PA

Enable Financial Period Management? EC

Next year end: 30/06/2021 EN

In financial period control click on 'New', the end date for the new year will show:



New Financial Year

Financial Year: (This is the current financial year)
2021

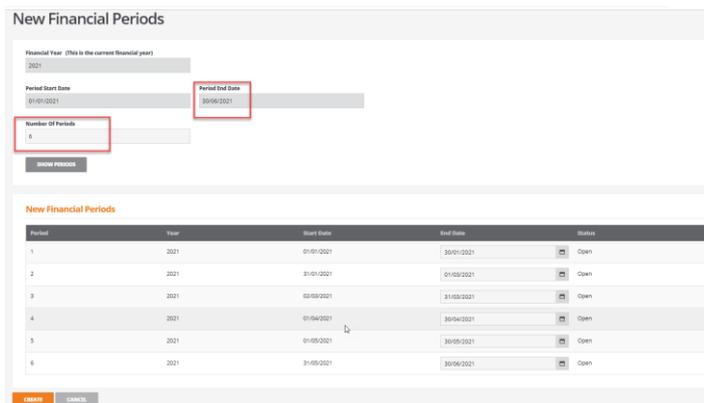
Start Date (required): 01/01/2021

End Date (required): 30/06/2021

SAVE CANCEL

Click on 'save'.

In the new financial periods screen change the periods to 6 and click on 'show periods':



New Financial Periods

Financial Year: (This is the current financial year)
2021

Period Start Date: 01/01/2021

Period End Date: 30/06/2021

Number of Periods: 6

SHOW PERIODS

Period	Year	Start Date	End Date	Status
1	2021	01/01/2021	30/11/2021	Open
2	2021	31/01/2021	01/03/2021	Open
3	2021	02/03/2021	31/03/2021	Open
4	2021	01/04/2021	30/04/2021	Open
5	2021	01/05/2021	30/05/2021	Open
6	2021	31/05/2021	30/06/2021	Open

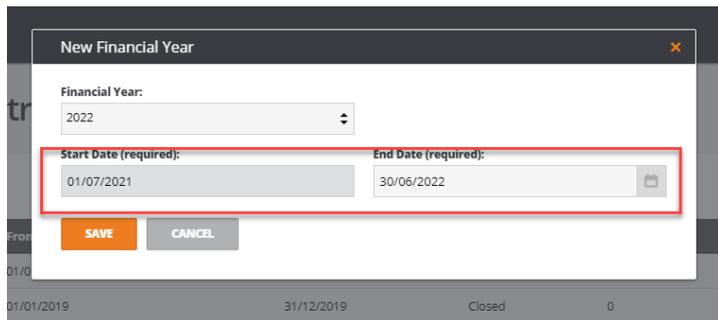
CREATE CANCEL

The year will then be created with 6 periods and will have a year-end date of 30/06/2021 rather than 31/12/2021.

Note:

For any year created that is less than 12 months the system will calculate the period end date based on the total days divided by the number of months, the user must define the period end dates correctly based on their company requirements.

The next financial year will start from 01/07/2021:

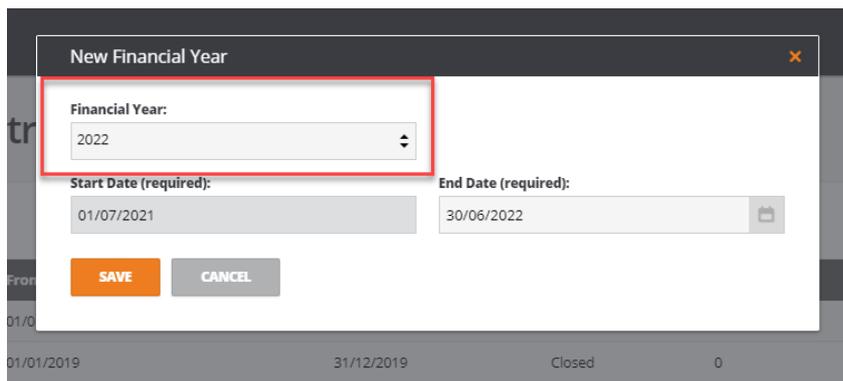


A screenshot of a 'New Financial Year' dialog box. The 'Financial Year' dropdown is set to '2022'. The 'Start Date (required)' field contains '01/07/2021' and the 'End Date (required)' field contains '30/06/2022'. A red box highlights the date fields. Below the fields are 'SAVE' and 'CANCEL' buttons. The background shows a financial year summary table with columns for 'From', 'To', 'Status', and 'Balance'.

From	To	Status	Balance
01/01/2019	31/12/2019	Closed	0

Note:

The new financial year will have a financial year end date of 2022:



A screenshot of a 'New Financial Year' dialog box. The 'Financial Year' dropdown is set to '2022'. The 'Start Date (required)' field contains '01/07/2021' and the 'End Date (required)' field contains '30/06/2022'. A red box highlights the 'Financial Year' dropdown. Below the fields are 'SAVE' and 'CANCEL' buttons. The background shows a financial year summary table with columns for 'From', 'To', 'Status', and 'Balance'.

From	To	Status	Balance
01/01/2019	31/12/2019	Closed	0

Delete a Year

To delete a year

Select the year to be deleted:

Financial Periods Control

Financial Year	From	To	Status	Open	Closed	Total	Actions
2019	01/01/2019	31/12/2019	Open	12	0	12	
2020	01/01/2020	31/12/2020	Open	12	0	12	
2021	01/01/2021	31/12/2021	Open	12	0	12	
2022	01/01/2022	31/12/2022	Open	12	0	12	

Set Audit Year
Periods
Delete

Clicking on 'Delete' opens the following question:

Delete Financial Periods for Year - 2022 ✕

Financial Periods defined for this year will be deleted. Are you sure you want to delete Financial Periods?

DELETE
CANCEL

Notes:

The years must be deleted one at a time from the latest year backwards:

Financial Periods Control

Financial Year	From	To	Status	Open	Closed	Total	Actions
2019	01/01/2019	31/12/2019	Closed	0	12	12	
2020	01/01/2020	31/12/2020	Open	1	11	12	
2021	01/01/2021	31/12/2021	Open	12	0	12	

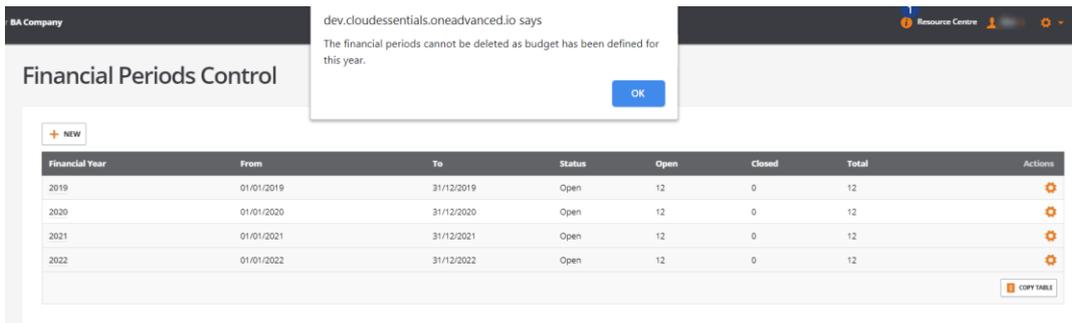
Set Audit Year
Periods
Delete

Financial Periods Control

Financial Year	From	To	Status	Open	Closed	Total	Actions
2019	01/01/2019	31/12/2019	Closed	0	12	12	
2020	01/01/2020	31/12/2020	Open	1	11	12	
2021	01/01/2021	31/12/2021	Open	12	0	12	

Set Audit Year
Periods
Delete

If a budget has been defined for the financial year then the year will not be able to be deleted until the budget is deleted:



dev.cloudessentials.oneadvanced.io says
The financial periods cannot be deleted as budget has been defined for this year.

Financial Periods Control

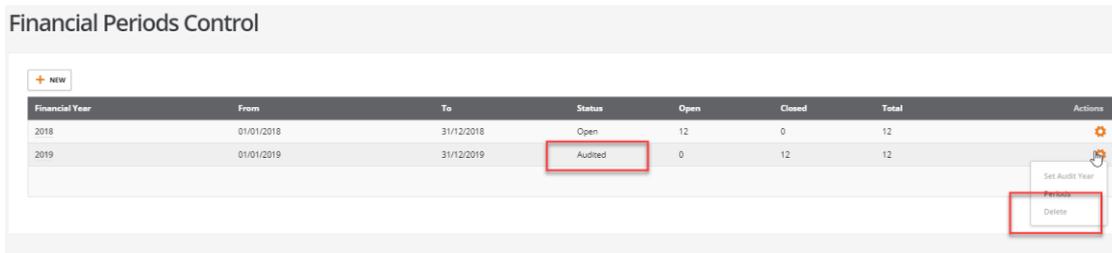
+ NEW

Financial Year	From	To	Status	Open	Closed	Total	Actions
2019	01/01/2019	31/12/2019	Open	12	0	12	
2020	01/01/2020	31/12/2020	Open	12	0	12	
2021	01/01/2021	31/12/2021	Open	12	0	12	
2022	01/01/2022	31/12/2022	Open	12	0	12	

COPY TABLE

A year that has been set as an audit year cannot be deleted.

The 'Delete' option will be greyed out:



Financial Periods Control

+ NEW

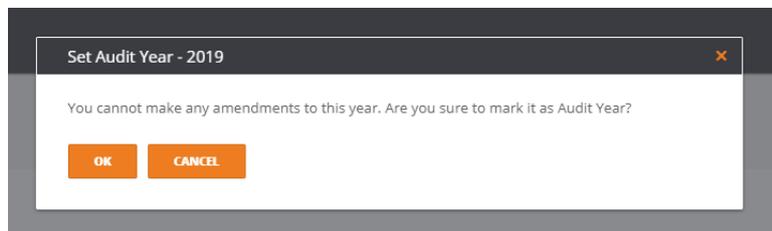
Financial Year	From	To	Status	Open	Closed	Total	Actions
2018	01/01/2018	31/12/2018	Open	12	0	12	
2019	01/01/2019	31/12/2019	Audited	0	12	12	<ul style="list-style-type: none"> Set Audit Year Periods Delete

Set Audit Year

A financial year can be set to be an 'Audit Year' once there are no more adjustments required and all the periods have been closed:

Edit Financial Periods

Period	Year	Start Date	End Date	Status
1	2019	01/01/2019	31/01/2019	Closed
2	2019	01/02/2019	28/02/2019	Closed
3	2019	01/03/2019	31/03/2019	Closed
4	2019	01/04/2019	30/04/2019	Closed
5	2019	01/05/2019	31/05/2019	Closed
6	2019	01/06/2019	30/06/2019	Closed
7	2019	01/07/2019	31/07/2019	Closed
8	2019	01/08/2019	31/08/2019	Closed
9	2019	01/09/2019	30/09/2019	Closed
10	2019	01/10/2019	31/10/2019	Closed
11	2019	01/11/2019	30/11/2019	Closed
12	2019	01/12/2019	31/12/2019	Closed



The year can only be marked as an audit year when all the periods have been closed.

Note:

An audited year cannot be deleted or changed:

Financial Periods Control

Financial Year	From	To	Status	Open	Closed	Total	Actions
2018	01/01/2018	31/12/2018	Open	12	0	12	
2019	01/01/2019	31/12/2019	Audited	0	12	12	<ul style="list-style-type: none"> Set Audit Year Periods Delete

Edit Financial Periods

Period	Year	Start Date	End Date	Status
1	2019	01/01/2019	31/01/2019	Closed
2	2019	01/02/2019	28/02/2019	Closed
3	2019	01/03/2019	31/03/2019	Closed

Edit Financial Periods

For any year that has not been set to an Audit Year it is possible to edit the period dates or close/reopen the period.

To edit period end dates:

Financial Periods Control

Financial Year	From	To	Status	Open	Closed	Total	Actions
2018	01/01/2018	31/12/2018	Open	12	0	12	
2019	01/01/2019	31/12/2019	Closed	0	12	12	
2020	01/01/2020	31/12/2020	Closed	0	12	12	
2021	01/01/2021	30/06/2021	Open	6	0	6	<ul style="list-style-type: none"> Set Audit Year Periods Delete

Click on 'Periods' next to the year that needs to be amended.

The screen will open to show the periods for the year, select the date that requires changing:

Edit Financial Periods

Period Start Date: 01/01/2021 Period End Date: 30/06/2021

Period	Year	Start Date	End Date	Status	Actions
1	2021	01/01/2021	30/01/2021	Open	
2	2021	31/01/2021	28/02/2021	Open	
3	2021	01/03/2021		Open	
4	2021	01/04/2021		Open	
5	2021	01/05/2021		Open	
6	2021	31/05/2021		Open	

UPDATE CANCEL

Click on 'UPDATE' to save the changes.

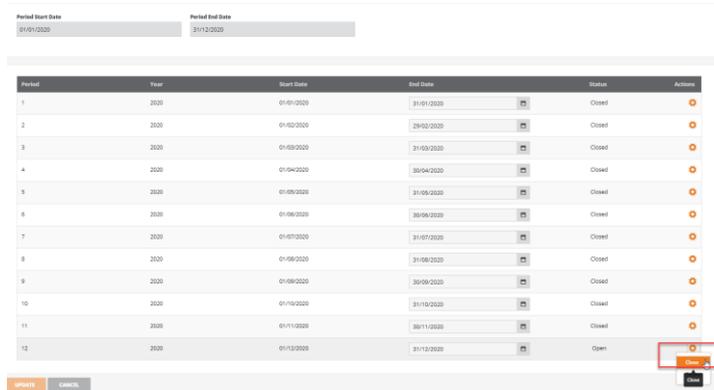
Note:

The number of periods in the year cannot be amended in this screen, the year would need to be deleted and re added to change the number of periods for the year.

To close a period:

Click on 'Periods' next to the year that needs a month closing.

The screen will open to show the periods for the year, select the period that requires closing:



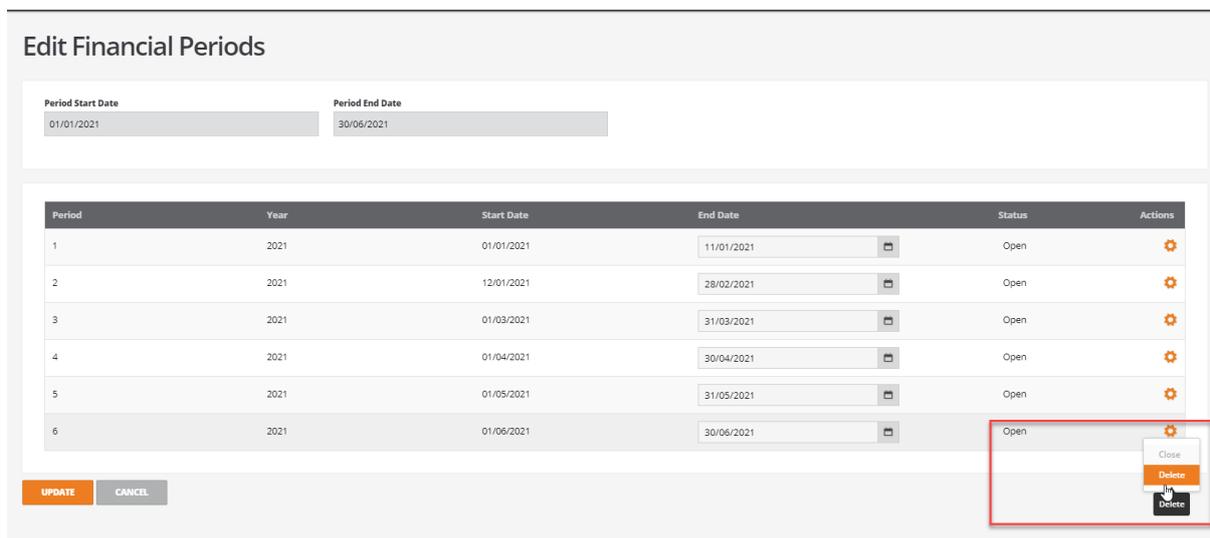
Period	Year	Start Date	End Date	Status	Actions
1	2020	01/01/2020	31/01/2020	Closed	
2	2020	01/02/2020	29/02/2020	Closed	
3	2020	01/03/2020	31/03/2020	Closed	
4	2020	01/04/2020	30/04/2020	Closed	
5	2020	01/05/2020	31/05/2020	Closed	
6	2020	01/06/2020	30/06/2020	Closed	
7	2020	01/07/2020	31/07/2020	Closed	
8	2020	01/08/2020	31/08/2020	Closed	
9	2020	01/09/2020	30/09/2020	Closed	
10	2020	01/10/2020	31/10/2020	Closed	
11	2020	01/11/2020	30/11/2020	Closed	
12	2020	01/12/2020	31/12/2020	Open	Close

Select close and the period will be closed to any new postings.

To delete a financial period:

Click on 'Periods' next to the year that needs a month closing.

The screen will open to show the periods for the year, select the period that requires deleting:



Period	Year	Start Date	End Date	Status	Actions
1	2021	01/01/2021	11/01/2021	Open	
2	2021	12/01/2021	28/02/2021	Open	
3	2021	01/03/2021	31/03/2021	Open	
4	2021	01/04/2021	30/04/2021	Open	
5	2021	01/05/2021	31/05/2021	Open	
6	2021	01/06/2021	30/06/2021	Open	Delete

Select delete and the period will be deleted.

Note:

Periods can only be deleted in reverse order.

Financial Reports

Profit & Loss report

Note:

If a financial year has been shortened or lengthened to allow for a change of year end, the Profit & Loss report comparisons may not correctly align for the following data selections:

YTD Comparison

Current Quarter and Comparison

Specific Quarter and Comparison

This may require manually reporting adjustments for the first financial year after the change of the year end date.