PERIOD CLOSE

1. **Path:**
   AG/Payroll Admin/ Period Close.
2. **Image**

From

To

Month

Definite the salary period

Close salary calculation, not allow modify.

3. **Definition:**

- The "**Period Close**" Form is where user can define salary calculation period and close each month, not allow modifying any information related to salary calculation on that month.

- **Summary:**
- Button: *Check All, Save, Open, Close.*

4. How to use:

- Firstly, user choose year and month to create salary calculation period by choosing in the button previous ◀ or button next ▶ or in textbox **Month** to automatically load date, then, choosing salary calculation period for the month in the below grid. choosing starting date to calculate salary in column **From** and ending date in column **To** in the grid. Then, click into **Check All** to choose the time to be period to calculate salary and choose **YES** in check Y/N. When user click into Check All to hide button and not allow using again.

- Button **Save** : use to save information. When user choose date in **From** or **To** and click into **Save**, the system will automatically save the modified information.

- Button **Close** : When user choose month and click into the button, the system will automatically close the salary calculation period and not allow modifying the information related to salary calculation on that month. When user click Close, the flag **Close Y/N** will show the letter **Y.**

- Button **Open** : User choose month and click into the button Open, the flag **Close Y/N** will show the letter **N** and allow modifying information related to salary calculation period. The system will know who open the salary calculation and modify information related to salary.

5. Field Description:

Field Name	Description
Period ID	Period code
Month	Choose year to view and definite salary calculation period.
From	Choose starting date of salary calculation period.
To	Choose ending date of salary calculation period.
Close Y/N	Flag to know **Y** : close the period, **N** : open the period.
Close DT	Close date: Date of closing salary calculation period
Check Y/N	**NO:** still not choose salary calculation period yet, **YES**: choose salary calculation period calculation from date to date.