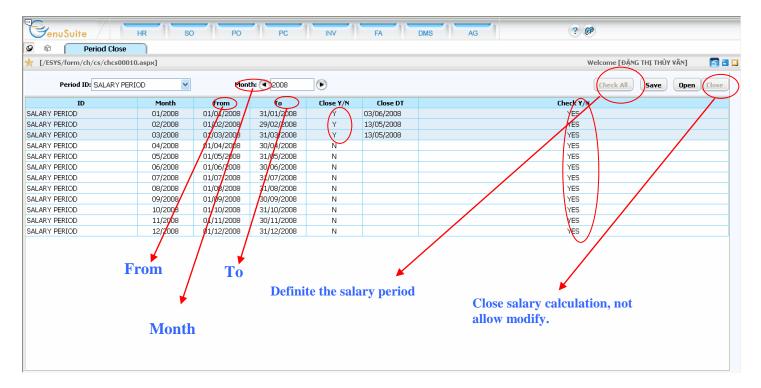
PERIOD CLOSE

1. Path:

AG/Payroll Admin/ Period Close.

2. Image



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 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 : use to save information. When user choose date in From or To and click into save information. When user choose date in From or To
- 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.
То	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.