

## MYOB Advanced – Opening New Financial Periods

Go to Master Financial Calendar.

Click Generate Calendar.

Master Financial Calendar

\* Financial Year:  
 User-Defined Periods

Start Date: 1/07/2022  
 Number of Periods: 12

Financial Period ID	Start Date	End Date	Description	Status	Closed in AP	Closed in AR	Closed in IN	Closed in CA	Closed in FA
> 01-2023	1/07/2022	31/07/2022	July	en Open	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
02-2023	1/08/2022	31/08/2022	August	en Open	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
03-2023	1/09/2022	30/09/2022	September	en Open	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
04-2023	1/10/2022	31/10/2022	October	en Open	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
05-2023	1/11/2022	30/11/2022	November	en Open	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
06-2023	1/12/2022	31/12/2022	December	en Open	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
07-2023	1/01/2023	31/01/2023	January	en Open	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
08-2023	1/02/2023	28/02/2023	February	en Open	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
09-2023	1/03/2023	31/03/2023	March	en Open	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
10-2023	1/04/2023	30/04/2023	April	en Open	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
11-2023	1/05/2023	31/05/2023	May	en Open	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
12-2023	1/06/2023	30/06/2023	June	en Open	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

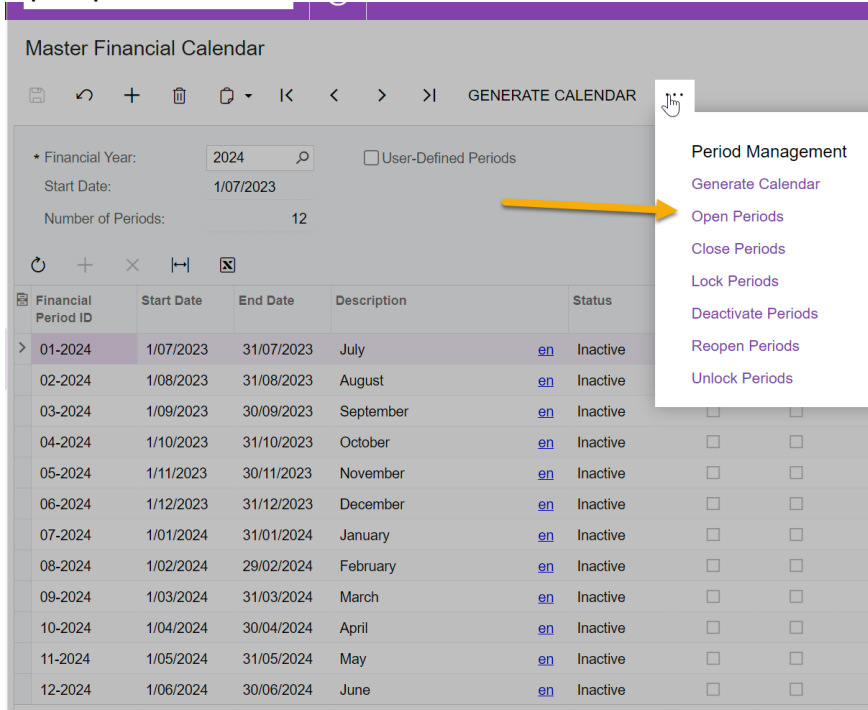
Select the Year or Years you wish to generate

Generate GL Calendar

First Year: 
 \* From Year:

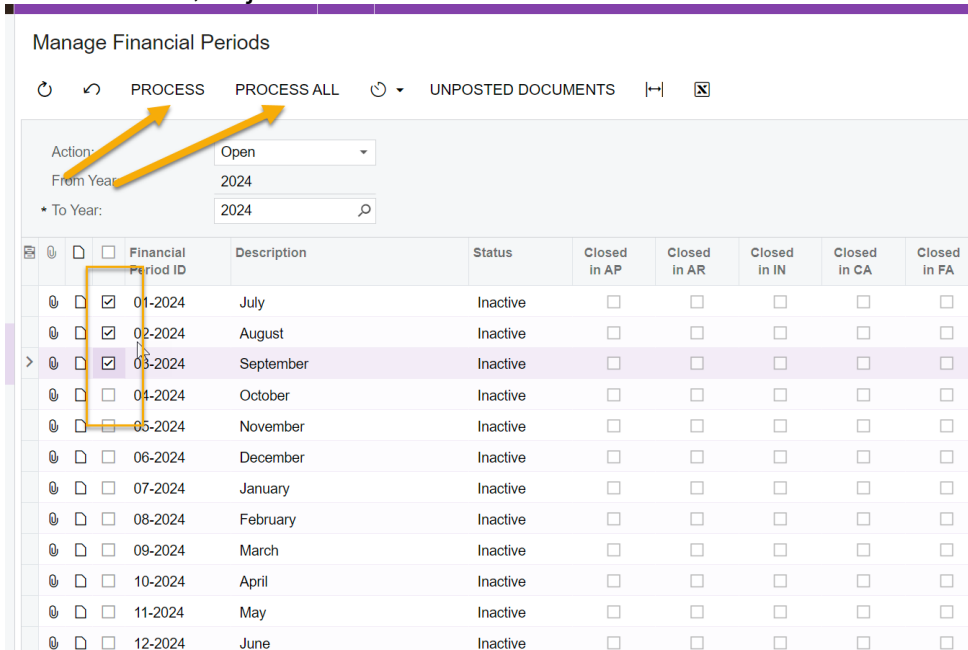
Last Year: 
 \* To Year:

Once generated, from the Master financial Calendar screen Select from the Action menu (...) Open periods.



The screenshot shows the 'Master Financial Calendar' interface. At the top, there are navigation icons and a 'GENERATE CALENDAR' button. Below this, there are input fields for 'Financial Year' (set to 2024), 'Start Date' (1/07/2023), and 'Number of Periods' (12). A 'User-Defined Periods' checkbox is also present. A table below lists the financial periods from 01-2024 to 12-2024, with columns for 'Financial Period ID', 'Start Date', 'End Date', 'Description', and 'Status'. An action menu is open over the table, showing options: 'Period Management', 'Generate Calendar', 'Open Periods', 'Close Periods', 'Lock Periods', 'Deactivate Periods', 'Reopen Periods', and 'Unlock Periods'. An orange arrow points from the 'Open Periods' option in the menu to the 'Number of Periods' field.

Depending on the number of periods you wish to open in advance, click the periods and the click Process, or just Process All.



The screenshot shows the 'Manage Financial Periods' interface. At the top, there are navigation icons and buttons for 'PROCESS' and 'PROCESS ALL'. Below this, there are input fields for 'Action' (set to 'Open'), 'From Year' (2024), and 'To Year' (2024). A table below lists the financial periods from 01-2024 to 12-2024, with columns for 'Financial Period ID', 'Description', 'Status', and five 'Closed in' columns (AP, AR, IN, CA, FA). Three checkboxes in the 'Financial Period ID' column are checked, corresponding to periods 01-2024, 02-2024, and 03-2024. An orange box highlights these three rows, and two orange arrows point from the 'PROCESS' and 'PROCESS ALL' buttons to the checked rows.



The information contained in this document is intended to be a guide for using your software. It is not accounting, bookkeeping or payroll advice. You should seek advice or clarification from your professional advisor in respect of these matters.