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HCSS Accounting

User Manual

*Period End*

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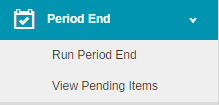
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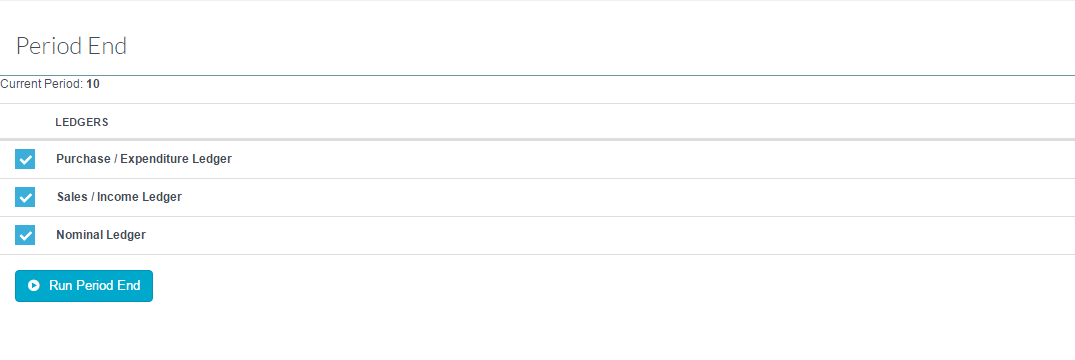
# Period End

## Run Period End

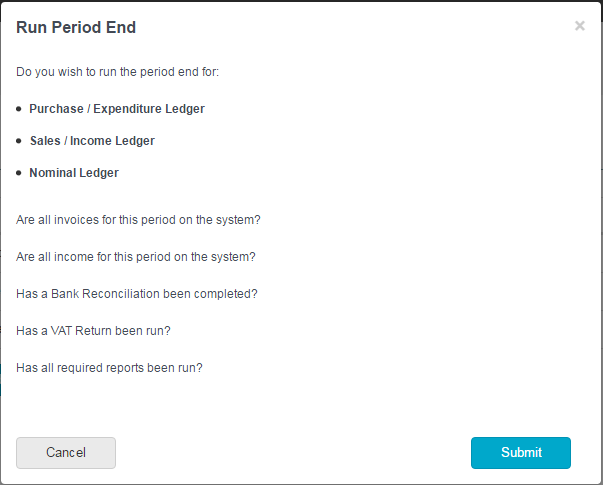
To Run the Period End, go to the **Menu** and **Period End**, **Run Period End**



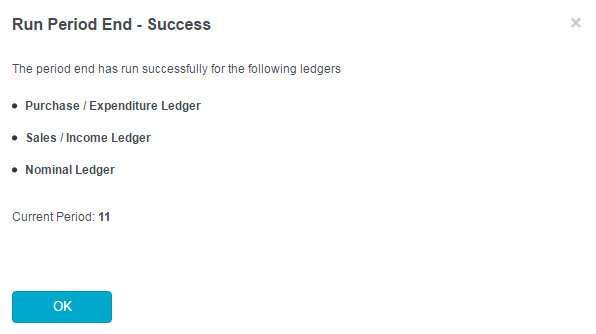
The following screen will appear:



To run the Period End click on . A message appears with a reminder of actions that should be taken prior to a Period End.

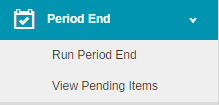


Click on  this will move the period forward to the next period

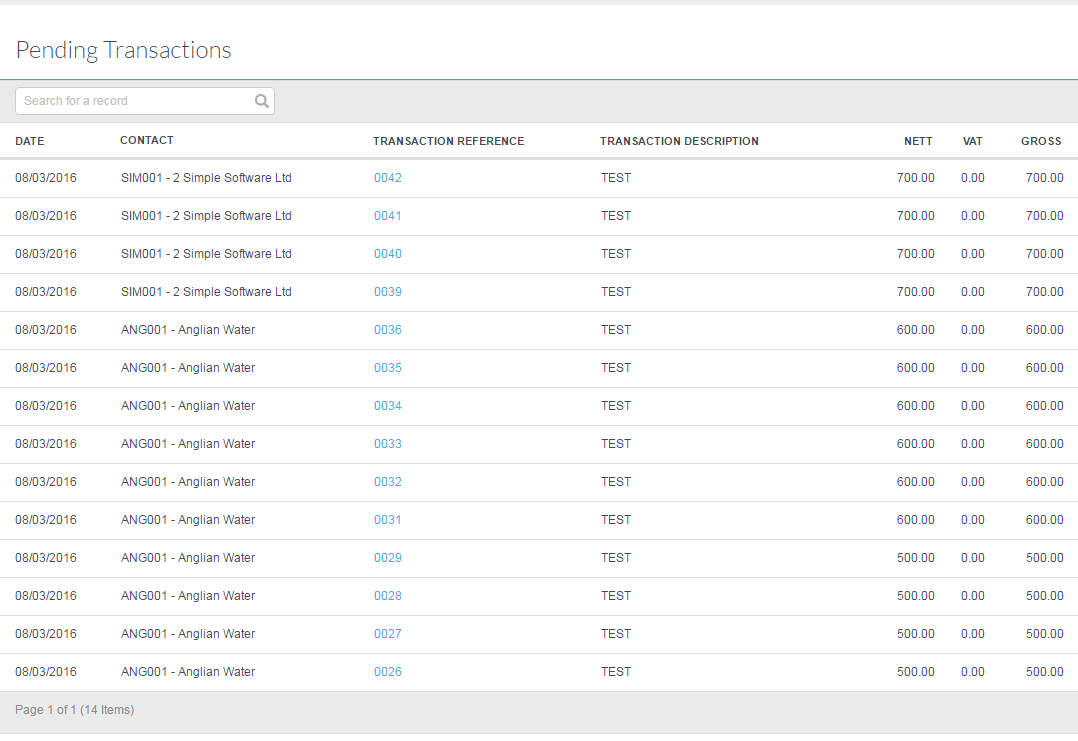


## View Pending Items

To view Pending Items, go to the **Menu** and **Period End**, **View Pending Items**

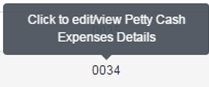


The following screen will appear:



This shows transactions that have been **saved** but not **posted.**

To view the item click on the hyper-link under Transaction Reference



The transaction can be edited and posted. If the transaction is not posted it will nlt appear in the period that is in the process of closedown.