

# Closing the Accounting Period

Closing the '**Accounting Period**' refers to **locking down your financial figures** up to a **given date** (usually the end of the month) so that they **cannot be changed**.

We **do not** recommend closing the accounting period for the last month, on the first day of the current month. Rather, give yourself seven to ten days to get your figures to a point where you are happy. That is, after all rejections and adjustments are made.

In other words, it ensures that the figures seen on your revenue report run out of FYDO match the figures seen on your bank account, to the cent. And that those figures then cannot be amended in FYDO.

So let's see where the accounting period is closed.

Start off by going over to settings.

Then, click **Close Accounting Period**.

SETTINGS

General

- > Accommodation Categories
- > Appointment Types
- > Area Codes
- > Band Mappings
- > Booking Codes
- > Cancelled Reasons (Appointments)
- > Cancelled Reasons (Theatre Rosters)
- > Certificates
- > Chart Location
- > Coding Hold Reasons
- > Checkers - Letters
- > Departments
- > Deposit Types
- > Doctors
- > Doctor Specialities
- > Document Types
- > ECLIPSE Mapping (Items)
- > ECLIPSE Mapping (Other Services)
- > Health Funds
- > Health Fund Participants
- > Hospitals
- > Invoice / IFC Messages
- > Items
- > Item Types
- > Locations
- > Logs
- > Nurse List
- > Pathology Providers
- > Practices
- > Printer and Scanner Configuration
- > Program Numbers
- > Recall Reasons
- > Referral Types
- > Referring Doctors
- > Security
- > SMS Automation
- > SMS History
- > SMS - Order Credits
- > Staff Roles
- > Survey
- > System Configuration
- > Templates
  - Clinical Note Template
  - SMS Templates
  - Templates
- > Theatre Hold Reasons
- > Third Parties
- > Theatre Reason for Delayed Finish
- > Theatre Reason for Delayed Start
- > User Groups
- > Users
- > Webhooks
  - Webhooks
  - View Failed Logs
  - View Logs

Hospital

- > Adjustments
- > Clinical Indicators
- > Close Accounting Period **2**
- > Fees Management
  - Fees Setup
  - Minimum Benefits
  - Other Services
- > Invoice Hold Reasons
- > Procedures
- > Theatre Management
  - Theatre Data
  - Theatre Rosters
- > Ward Management
  - Bed Tracker

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Enter the date you wish to **lock your figures** to and click **Save**.

### Close Accounting Period ✕

By locking the account period, transactions with an accounting period on or prior to the date below, will not be able to be modified nor deleted.

Location Alinas Private Hospital

Accounting Period Locked to 01/01/2000 3 4

Cancel
Save

This action is recorded in FYDO's audit log, so you can see who closed the accounting period and when.

To view the audit log, go to **Settings**, then click on **Logs**.

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You will see the log showing when the accounting period was closed.

Username	Message	Date Created	Action
Alina (Altura) (Backend)	Accounting period closed for Alinas Private Hospital [ID - 1] - changed from 01/01/2000 to 01/01/2025	17/04/2026 2:45:27 PM	