Periods in Unit4

Periods are in a six digit format, the year followed by the month.

The financial year starts on 1st April, so on the system period one would be April and period twelve would be the following March – for example, the period for June 2023 would be 202303.

There are sixteen periods in the financial year. Periods 01-12 are the calendar months, and the other periods are as follows:

00 – For the systems department only, used for opening balances.

13 – For permitted sections only, used mainly for adjustments and accrual transactions.

14 – For accountancy only, used mainly for audit transactions

15 – For accountancy only, used mainly for central recharges transactions

A new period starts on the 1st of every month.

Reporting
When reporting for an entire year, users should run their reports from period 00 to period 15 to ensure that all transactions for the year are captured, including balances brought forward and adjustments.

Journal and Virement Deadlines
To ensure journals and virements are uploaded to the system in the correct period, they must be received by the Systems department 12pm the day before the last day of the month.

2024/25 Deadlines

Period	Date
202401	29/04/2024
202402	30/05/2024
202403	27/06/2024
202404	30/07/2024
202405	29/08/2024
202406	27/09/2024
202407	30/10/2024
202408	28/11/2024
202409	30/12/2024
202410	30/01/2025
202411	27/02/2025
202412	28/03/2025