



Extend Open dates for Transactions Guide

Version 2.01

2nd December 2025



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Revision History

Date	Version	By	Details
11/12/2023	1.00	AC	Created
02/04/2025	2.00	AC	Added finPOWER Connect Cloud
02/12/2025	2.01	AC	Update format



Overview


This document covers the change of **Open Dates**; if these are not extended you will be prevented from processing new transactions.

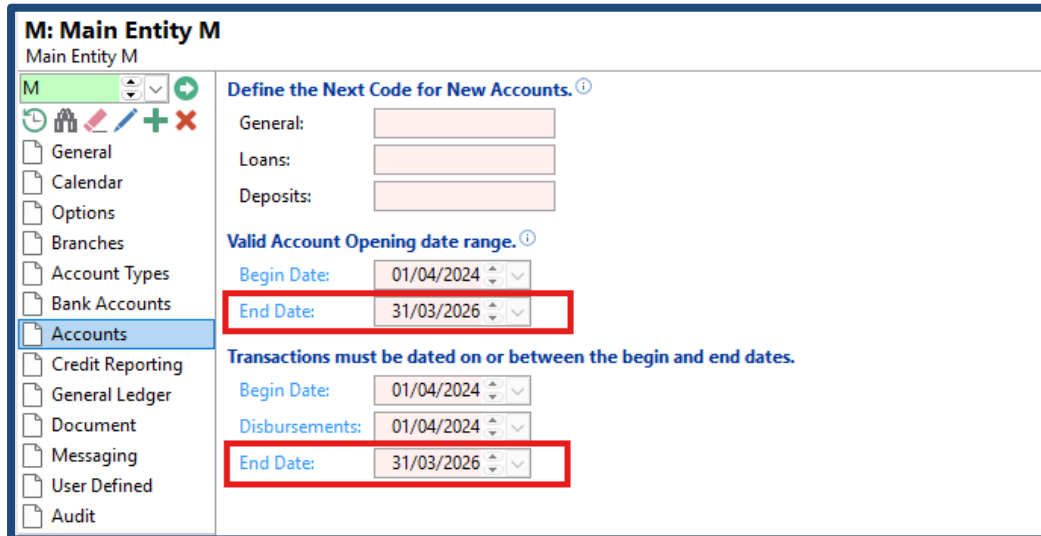
Systems covered in this document are as follows:

- finPOWER Connect
- finPOWER Connect Cloud
- finPOWER 5
- fdPOWER



finPOWER Connect - Desktop

1. Go to the menu option Admin, **Entities**.
2. Select the **Entity** from the dropdown list and go into **Edit** mode by clicking the  pencil icon.
3. In the **Valid Account Open date range** section update the **End Date**.
4. In the **Transactions must be dated between the begin and end dates** section, update the **End Date**.



M: Main Entity M
Main Entity M

M

Define the Next Code for New Accounts. ⓘ

General:

Loans:

Deposits:

Valid Account Opening date range. ⓘ

Begin Date: 01/04/2024


End Date: 31/03/2026

Transactions must be dated on or between the begin and end dates.

Begin Date: 01/04/2024


Disbursements: 01/04/2024

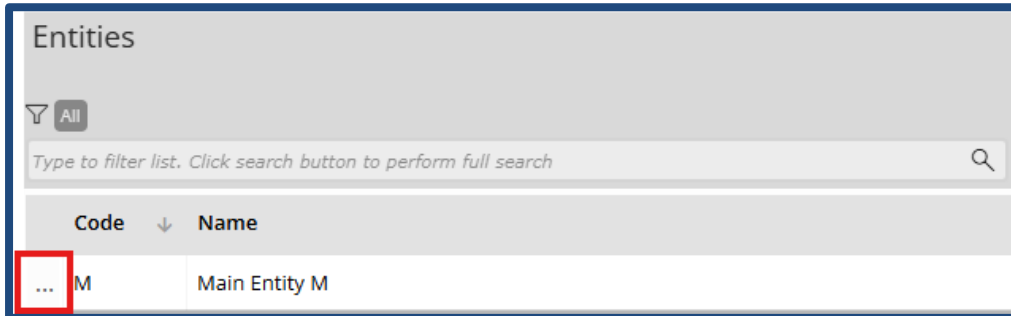
End Date: 31/03/2026

5. Click the Save  button to complete the process.
6. You may need to refresh the database before processing any further transactions.

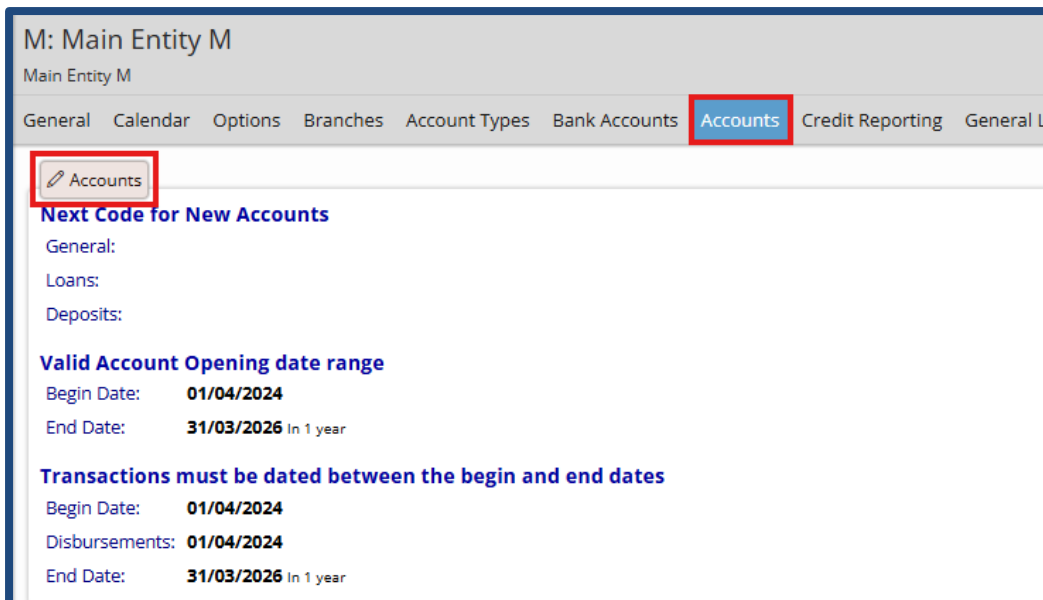


finPOWER Connect - Cloud

1. Click on the three  lines in the top left-hand corner, click Administration and then **Entities**.
2. Select the **Entity** from the list by clicking the dots next to the Entity Code.



3. Click on the Accounts tab, go into Edit mode by clicking on the **Accounts** button.



4. In the **Valid Account Opening date range** section, update the dates as required.

Accounts

Define the Next Code for New Accounts ⓘ

General:

Loans:

Deposits:

Valid Account Opening date range ⓘ

Begin Date: 01/04/2024 ▾

End Date: 31/03/2026 ▾

Transactions must be dated between the begin and end dates ⓘ

Begin Date: 01/04/2024 ▾

Disbursements: 01/04/2024 ▾

End Date: 31/03/2026 ▾

Cancel Save

5. In the **Transactions must be dated between the begin and end dates** section, update these dates too.
6. Click the **Save** button to complete the process.
7. You may need to refresh the database before processing any further transactions.



finPOWER 5

1. Go to menu option Tools, **Global Options**.
2. Select the **Calendar** tab.
3. In the **You may close off Transactions Entry** section update the **Open To** date.

Global Options

General | **Calendar** | Client | Loan | Loan | Deposit | Security | Audit

When does your Company's Financial Year start?

Year Start: April

Tax Year Start: April

You may close off Transaction Entry prior to or after set dates.

Closed To: 01/04/2024

Open To: 31/03/2026

Options.

Allow Automatic Transactions to be processed into the future?

Define Business days.

	Business Day	End of Day
Sunday	<input type="checkbox"/>	
Monday	<input checked="" type="checkbox"/>	5:00 pm
Tuesday	<input checked="" type="checkbox"/>	5:00 pm
Wednesday	<input checked="" type="checkbox"/>	5:00 pm
Thursday	<input checked="" type="checkbox"/>	5:00 pm
Friday	<input checked="" type="checkbox"/>	5:00 pm
Saturday	<input type="checkbox"/>	

Calendar: April 2025

S	M	T	W	T	F	S
30	31	1	2	3	4	5
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30	1	2	3
4	5	6	7	8	9	10

Clear Today Add

Wizard OK Cancel Apply

4. Click **OK** and close the screen.
5. You may need to refresh the database before processing any further transactions.



1. Go to the menu option Tools, **Options**.
2. Select the **Calendar** tab.
3. Adjust the dates in the **When does your Company's Financial Year start** section if necessary.

The screenshot shows the 'Options' dialog box with the 'Calendar' tab selected. The 'When does your Company's Financial Year start?' section contains the following fields:

- Year Start: 01/01/2025
- Tax Year Start: 01/04/2025
- Closed To: 31/03/2025
- Open To: 01/04/2026** (highlighted with a red box)

Below this section is the 'Select the first day of the week' section with 'First Day' set to 'Sunday'. At the bottom, there are 'OK', 'Cancel', and 'Apply' buttons.

4. Adjust the dates in the **You may close off Transaction Entry prior to or after set dates** section, if necessary, specifically the **Open to date**.
5. Click **OK** to update and close the screen.
6. You may need to refresh the database before processing any further transactions.