

# TS-1037: How Do I Close Out The Current Period?

Comm One LLC - Technical Support Documentation

[Support Documentation Index](#)

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*The information in this article applies to:*

LITE, JR and PRO

## ANSWER

New call records are only added to the current period file in Comm One. That file name is plm\_ca.dbf. You can however archive your call records and clear out the current period file. Then if you need to report on the closed period, you can open the closed period and run reports. When you start the Call Accounting the current period file is automatically selected.

## TO CLOSE A PERIOD

To close a period select CLOSE PERIOD from the FILE menu. You will be prompted for a file name and the current call records will be saved to that file. Closed periods are automatically saved in the c:\ca2010\archive subdirectory.

## See Also:

[TS-1036: How can I select a prior period for reporting?](#)

[TS-1038: After a period is closed can I add new call records to the closed period?](#)

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