# Understanding payperiod selection

**AMANO.**

## Introduction

If the setup wizard > company option – <u>close payperiod is enabled</u>, the below will apply:

- When you need a report(or a recalc) for the **newest** payperiod, please use **last open payperiod**.
- For a previous, use previous open.
- Current is the current period that opens on the timecard by default, in this case will produce the oldest open payperiod (not previous or period with current day).

Note: If the close payperiod option is disabled, current will be the newest and previous open will be previous.

## Conclusion

Thank you for your time, and have a great day. As always, feel free to submit ideas on topics you want addressed in the Amano Knowledge Base using the comments feature.

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