



# Definindo o Período Ativo

Se no menu Utilitários>Configurações do Sistema

nd or type unknown

you will be configured to use automatic definition of companies,

nd or type unknown

When accessing the System, automatically, the screen will be opened for you to define the active period

nd or type unknown

Or, if during the processes that are being performed there is a need to change the active period in which you will work, click with the right mouse button in the center of the screen and the system will open the same screen for you to change the Active Period

nd or type unknown

You will only be able to register and edit documents whose dates are within the defined period.

The definition of the period will be requested every time you go to define a company and will be able to be changed at any moment through the quick access menu, clicking with the right mouse button:

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