



DISCLAIMER FOR UNLOCKING A LOCKED PERIOD

The Datafaction system has the capability of locking a closed accounting period, so that it may not be reopened. Locking the period prevents transactions from being entered prior to that locked date. If access were allowed, this could affect the balances in general ledger accounts. In addition, when data is archived (removed from the computer and stored on tape), a lock is placed on the period date of the archive to protect general ledger balances. During an archive all transactional details are removed from the computer. Subsequently, if ledgers were then allowed to be opened, the balances could not be regenerated.

Other possible reasons against unlocking a locked period involve the inability to produce the same balances for already issued reports, such as audited financial statements or income tax returns. In addition, if a particular journal was damaged or lost through an unknown system error, the same balances could not be recomputed during re-posting. A client may determine that a particular period needs to be unlocked. This procedure is never appropriate if transactions have been archived. However, if the transactions have been restored (read from tape and saved on the computer disk), unlocking the period is possible.

The process of reopening a locked period is generally not recommended, as adjusting journal entries in the current financial period can effectively adjust ending balances, thus producing the same "bottom line". Therefore, unlocking a locked financial period should only be considered for certain circumstances after careful evaluation. Due to the interactive capabilities of the Datafaction system, a transaction in one file can affect many different files. There is the possibility that data could be corrupted. Should you, the client, wish Datafaction to remove the lock from a locked period, Datafaction can do so only under the following conditions:

1. After reviewing the particular circumstances, Datafaction determines the request to be reasonable.
2. An authorized person from your firm provides us with this signed authorization to unlock a locked period.
3. The firm making the request assumes all responsibility and liability for any and all resulting occurrences in relation to unlocking the period, and Datafaction assumes no responsibility.
4. Any and all time for performing this process, as well as resolving any problems that may occur as a result of having performed said process, will be billable to you, the client.

If you wish to have this function performed, please provide the following information:

Logon Name: _____ **Lock removal date:** _____

Client Name: _____ **Client Code:** _____

Reason for lock to be removed

Name: _____ **Position:** _____

Company Name: _____

Authorized Signature: _____ **Date:** _____