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## How to Work with Multiple Open Posting Periods

Countries: All

Solutions from SAP

## SAP Business One 2007 A

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English

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# How to Work with Multiple Open Posting Periods

## Introduction

SAP Business One enables you to create appropriate posting periods required for managing your company's accounting system. Posting periods can be used as selection criterion for generating most of the reports in SAP Business One. You can define various types of periods: for the entire year, by quarters, months or by a certain range of days.

Some of the activities that you can perform are:

- Making posting and data entries in an unlimited number of unlocked posting periods
- Paying invoices immediately for any posting period
- Setting one new Closing Period status where only authorized users may perform data entry or add documents with or without impact on journal entries, provided that it is not contradictory to other authorizations
- Managing authorization of Closing Period status and Unlocked Except Sales status for each user
- Locking any posting periods fully for all users



### NOTE

A new posting period does not create a new database and does not require new definitions in your company, except for the settings which are explained in detail in this document.

## Working with Posting Periods

In SAP Business One 2007 A, any authorized user can post documents, transactions, or data with any posting date to any unlocked posting period regardless of the current system date. SAP Business One automatically updates the available numbering series and G/L accounts necessary for posting and adding sales and purchasing documents based on the posting date of the document.

When you create a new posting period, the date of the next fiscal year is entered as default in all date fields. The date of the next fiscal year is determined according to the end date of the last posting period defined in SAP Business One. For example, if the last posting period defined in SAP Business One ends on 12.31.2008, the default date for the next fiscal year is automatically set to 01.01.2009.

## Creating a New Posting Period

1. In the SAP Business One *Main Menu*, choose *Administration* → *System Initialization* → *Posting Periods*.

The *Posting Periods* window opens, displaying the existing defined posting periods for the company.



### NOTE

For more information about the *Posting Periods* window, see “Posting Periods Window.”

2. In the *Posting Periods* window, choose *New Period*.

The *Posting Period* window opens.

3. Enter the required information in the *Posting Period* window fields.



### NOTE

For more information about the *Posting Period* window fields, see “Posting Period Window.”

4. Choose *Add*, then choose *OK*.




### RECOMMENDATION

It is recommended to create a new posting period **before** the end of the current posting period to avoid a situation where you open a system on a date that is not part of an existing posting period.

## Editing an Existing Posting Period

1. In the SAP Business One *Main Menu*, choose *Administration* → *System Initialization* → *Posting Periods*.

2. Choose the ButtonLink arrow  next to the posting period that you want to edit.

The *Posting Periods* window opens, displaying the details of the chosen posting period.

3. Make the required changes.



### NOTE

The *Sub-Periods*, *No. of Periods*, and *Category* fields cannot be changed.

## Posting Periods Window

The *Posting Periods* window is located in *Administration* → *System Initialization* → *Posting Periods* and lists all the posting periods and subperiods defined in the company:

**Posting Periods**





General				Posting Date		Due Date	
#	Period Code	Period Name	Period Status	From	To	From	To
24	➔ 2007-12	2007-12	Closing Period	12/01/2007	12/31/2007	01/01/2007	12/31/2007
25	➔ 2008-01	2008-01	Closing Period	01/01/2008	01/31/2008	01/01/2008	12/31/2008
26	➔ 2008-02	2008-02	Unlocked	02/01/2008	02/29/2008	01/01/2008	12/31/2008
27	➔ 2008-03	2008-03	Unlocked	03/01/2008	03/31/2008	01/01/2008	12/31/2008
28	➔ 2008-04	2008-04	Unlocked	04/01/2008	04/30/2008	01/01/2008	12/31/2008
29	➔ 2008-05	2008-05	Unlocked	05/01/2008	05/31/2008	01/01/2008	12/31/2008
30	➔ 2008-06	2008-06	Unlocked	06/01/2008	06/30/2008	01/01/2008	12/31/2008
31	➔ 2008-07	2008-07	Unlocked	07/01/2008	07/31/2008	01/01/2008	12/31/2008
32	➔ 2008-08	2008-08	Unlocked	08/01/2008	08/31/2008	01/01/2008	12/31/2008
33	➔ 2008-09	2008-09	Unlocked	09/01/2008	09/30/2008	01/01/2008	12/31/2008
34	➔ 2008-10	2008-10	Unlocked	10/01/2008	10/31/2008	01/01/2008	12/31/2008
35	➔ 2008-11	2008-11	Unlocked	11/01/2008	11/30/2008	01/01/2008	12/31/2008
36	➔ 2008-12	2008-12	Unlocked	12/01/2008	12/31/2008	01/01/2008	12/31/2008


Automatic Change of Period Status to 'Closing Period'  
 Date When Automatic Change Is Applied: 1

OK Cancel New Period

The following table describes the fields and options in the *Posting Periods* window:

Field	Description
<i>Period Code</i>	<p>The code assigned to the posting period when you define it. In the <i>Period Code</i> column, choose the arrow ➔ next to the period code to open the <i>Posting Period</i> window where you can view and update the period-related data.</p> <p> <b>NOTE</b></p> <p>For more about the <i>Posting Period</i> window, see “Posting Period Window” and “Editing an Existing Posting Period.”</p>
<i>Period Name</i>	<p>The name assigned to the period when you define it. You can change the period name in the <i>Posting Period</i> window.</p>

Field	Description
<i>Period Status</i>	<p>Indicates the current status of the period:</p> <ul style="list-style-type: none"> <li>• Unlocked Any user can post data, documents, and transactions to the posting period.</li> <li>• Unlocked Except Sales Any authorized user can post any data, documents, or transactions <b>except</b> sales documents (that is, all documents listed under the Sales – A/R module).</li> <li>• Closing Period Any authorized users can post data, documents, and transactions.</li> <li>• Locked No user can add or update data of any type.</li> </ul> <p> <b>NOTE</b></p> <p>For more about authorizations, see “How To Define Authorizations” <a href="https://websmp205.sap-ag.de/smb/sbo/documentation">https://websmp205.sap-ag.de/smb/sbo/documentation</a>.</p> <p> <b>NOTE</b></p> <p>The Current Period setting has been removed as of SAP Business One 2007 A.</p>
<i>Posting Date From...To...</i>	<p>Indicates the posting date range of the period. This date does not necessarily have to be the first or last day of the month.</p> <p> <b>CAUTION</b></p> <p>A range must not overlap with a range of another period or subperiod.</p>
<i>Due Date From...To...</i>	<p>Indicates the due date range of the period.</p> <p> <b>NOTE</b></p> <p>The range may exceed the posting date range and overlap with other due date ranges.</p>
<i>Automatic Change of Period Status to 'Closing Period'</i>	<p>Select this checkbox to have SAP Business One automatically set the status of a particular posting period to Closing Period after the Posting Date To of that posting period + number of days that is set in the Date When Automatic Change Is Applied field has passed. The system compares the Posting Date To + number of days indicated in the Date When Automatic Change Is Applied field of an unlocked posting period to the current system date. If the current system date equals the Posting Date To + number of days in the Date When Automatic Change Is Applied field, the status of this period is automatically changed to Closing Period.</p>

Field	Description
	<p>The posting period status is updated only once even when changed back to the original setting. The Unlocked and Unlocked except Sales status can be changed to Closing Period.</p>
<p><i>Date When Automatic Change Is Applied</i></p>	<p>Appears only when you select the <i>Automatic Change of Period Status to Closing Period</i> checkbox. Specify the day after the end of previous Posting Period (Posting Date To) in which the automatic status change applies. The value 1 appears by default.</p> <p> <b>Example</b></p> <p>The posting date range of the 2007 posting period is set to be from 01.01.2007 until 12.31.07. In the <i>Date When Automatic Change Is Applied</i> field, the value 1 is set by default. On 01.01.2008, the first time you log on to SAP Business One, the Posting Date To of posting has passed, and the number of days defined in the <i>Date When Automatic Change Is Applied</i> field has passed the Posting Date To date. SAP Business One automatically changes the posting period status to Closing Period.</p> <p>If the value set in this field is later than the day following the Posting Date To date, the status is changed to Closing Period only when number of days defined in this field has passed, even though the <i>Posting Date To</i> date has passed. For example: If the <i>Posting Date To</i> is 12.31.07 and the value set on this field is 5, SAP Business One changes the status of the period to January 5th, even though the posting period ends on 12.31.07.</p>
<p><i>New Period</i></p>	<p>Choose this button to open the <i>Posting Period</i> window, which you can use to define new posting periods.</p>

## Posting Period Window

The *Posting Period* window enables you to create new posting periods and edit existing ones.




### RECOMMENDATION

It is recommended to create a new posting period **before** the end of the current one to avoid a situation where you open a system on a date that is not part of an existing posting period.

The following table describes the fields and options in the *Posting Period* window:

Field	Description
<i>Period Code/Category</i>	<p>Specify the code for the new posting period. The period code is unique but you can change it at any time as long as there is no additional posting period with the same code. When you define a new posting period, the field name is either <i>Period Code</i> or <i>Category</i>, depending on the subperiods defined:</p> <ul style="list-style-type: none"> <li>• If you set the subperiods to either year or days, the field name that appears is <i>Period Code</i>.</li> <li>• If you set the subperiods to either quarters or months, the field name that appears is <i>Category</i>.</li> </ul> <p> <b>NOTE</b></p> <p>When you select an entry that consists of more than one posting period, the value entered in the <i>Period Code</i> field is then used as the base code for creating the codes of the additional posting periods. For example, if 2004 is entered in the <i>Period Code</i> field and the value <i>Quarters</i> is selected in the <i>Sub-Periods</i> field, the codes of the four new posting periods would be 2004-1, 2004-2 and so on.</p>
<i>Period Name</i>	Specify a name for the posting period. You can change the posting period at any time.

Field	Description
<p><i>Sub-Periods, No. of Periods</i></p>	<p>Specify the subperiods for the posting period. The <i>No. of Periods</i> field changes accordingly. The available options are:</p> <ul style="list-style-type: none"> <li>• <i>Year</i> <p>In this case the number of periods is limited to one, even if you define the posting date range for a larger interval.</p> </li> <li>• <i>Quarters</i> <p>Choose this option to manage four posting periods during a fiscal year. When you choose <i>Quarters</i>, the number 4 is entered automatically in the <i>No. of Periods</i> field and SAP Business One creates four new posting periods accordingly. If you change the number of periods, the <i>Posting Date To</i> of the posting period updates accordingly.</p> </li> <li>• <i>Months</i> <p>Choose this option to manage 12 posting periods during a fiscal year. When you choose <i>Months</i>, the number 12 is entered automatically in the <i>No. of Periods</i> field and SAP Business One creates 12 new posting periods accordingly. If you change the number of periods, the <i>Posting Date To</i> field of the posting period is updated accordingly.</p> </li> <li>• <i>Days</i> <p>When you choose this option, the <i>No. of Periods</i> field remains empty. Enter the number of required posting periods. SAP Business One then creates the required number of periods. For example, if you need to manage one posting period per week, enter 52 in the <i>No. of Periods</i> field. SAP Business One then creates 52 periods; one for each week.</p> </li> </ul> <p>The <i>No. of Periods</i> field displays the number of posting periods according to the option selected in the <i>Sub-Periods</i> field. This field is active only when <i>Days</i> is chosen in the <i>Sub-Periods</i> field.</p>
<p><i>Period Indicator</i></p>	<p>The <i>Period Indicator</i> dropdown box displays a list of groups of numbering series. Each individual period indicator can be connected to one or more posting periods. Each new posting period (year level) must be connected to a new (different) period indicator to make sure that document numbering starts with 1 for each fiscal year.</p> <p>Choose the period indicator to connect to numbering series. You can connect the period indicator to more than one period in the same company.</p> <p>For information on defining new period indicators, see "Creating a New Period Indicator."</p>

Field	Description
<p><i>Category</i></p>	<p>This field appears only in existing posting periods and indicates reference to all posting periods that are created at the same time. For information on editing the details of an existing posting period, see “Editing an Existing Posting Period.”</p>
<p><i>Period Status</i></p>	<p>When creating a new posting period, the Unlocked status is assigned to it by default and cannot be changed until the posting period is added.</p> <p> <b>NOTE</b></p> <p>Changing the <i>Period Status</i> field can be performed only by those users who have Change Period Status full authorization in the General Authorizations form (<i>Administration</i> → <i>System Initialization</i> → <i>Authorizations</i> → <i>General Authorizations</i>). For more about authorizations, see “How To Define Authorizations” <a href="https://websmp205.sap-ag.de/smb/sbo/documentation">https://websmp205.sap-ag.de/smb/sbo/documentation</a>.</p> <p>You can set the Period Status of an existing posting period to one of the following:</p> <ul style="list-style-type: none"> <li>• Unlocked – Any user can post data, documents, and transactions.</li> <li>• Unlocked Except Sales – Any authorized user can post any data, documents, and transactions except for sales documents (that is, all documents listed under the Sales – A/R module).</li> <li>• Closing Period – Only fully authorized users can post data, documents, and transactions.</li> <li>• Locked – No user can add or update data of any type.</li> </ul>
<p><i>Posting Date From To</i></p>	<p>Specify the posting date range for the posting period. If you divide the posting date period into multiple subperiods, this date range refers to the entire posting period and the posting date ranges for the subperiods are then calculated accordingly.</p> <p>If you define the subperiods for the posting period as either <i>Quarters</i> or <i>Months</i>, the <i>Posting Date To</i> field cannot be changed manually and is updated automatically according to the value entered in the <i>No. of Periods</i> field.</p> <p>The posting date range defined for a posting period must not overlap the posting date range defined for other posting periods. In other words, the posting dates in your posting periods have to be defined in succession. For example, the first posting date of a new period has to be at least one day after the last posting date of the previous period.</p>

Field	Description
<i>Due Date From To</i>	Specify a due date range for the posting period. By default, the due date range is identical to the posting date range and applies for an entire calendar year if the posting period represents a year. You may change it if required. You can define a wider due date range than the posting date range that you have defined for the posting period, and it can overlap due date ranges of other posting periods; or can be smaller than the posting date range that you have defined for the posting period.
<i>Document Date From To</i>	Specify a range for document dates.
<i>Start of Fiscal Year</i>	Specify the starting date of the fiscal year to which the period relates.
<i>Fiscal Year</i>	Specify the fiscal year to which the posting period is related.

## Working with Period Indicators

Use the *Period Indicators – Setup* window to set up period indicators for posting periods in your company.

By using the *Series <Document Type> – Setup* window of the specific document type, you can link each numbering series to a specific posting period by relating the same period indicator to both the selected posting period and the selected numbering series. This way, your company can maintain different document series which start with the same numbering in each period.

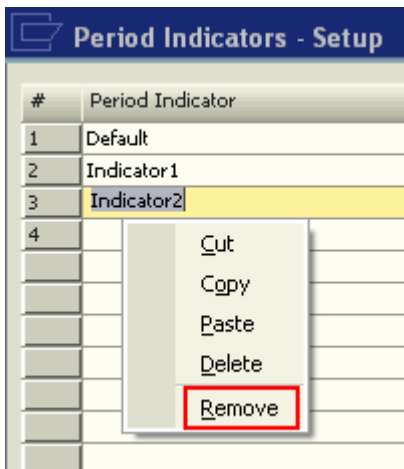
For example, a series of A/R invoices that is linked to the 2008 posting period starts with the number 1. A similar series of A/R invoices that is linked to the posting period 2009 can also start with the number 1.

First you need to define at least one numbering series for one period indicator per document type using the *Series <Document Type> – Setup* window. The *Period Indicator* field in the particular posting period window is assigned a value for each posting period individually. According to this field's setting, the system applies the correct document numbering series for the particular marketing document where the particular posting date is defined.



## Deleting a Period Indicator

1. In the *Period Indicators – Setup* window, right-click the period indicator name that you want to delete.
2. In the context menu, choose *Remove*.

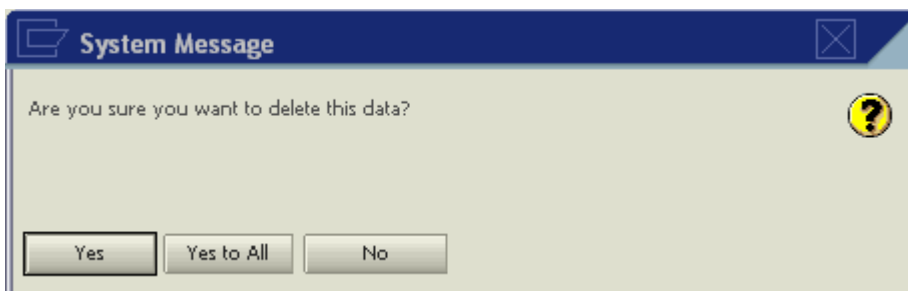


### NOTE

In the context menu, if you choose *Delete*, the text is deleted from the field but the period indicator is **not** removed. You must choose *Remove* in order to actually remove the period indicator from the system.

3. Choose *Update*.

A system message appears.



4. To permanently delete the period indicator, choose *Yes*.



### CAUTION

Removing a period indicator cannot be undone. If you choose *Yes* to remove a period indicator, SAP Business One permanently deletes it and you can no longer use it. SAP Business One prevents the removal of any period indicators that are linked to at least one document.

5. Choose *OK*.

## Document Numbering

In the daily course of business, SAP Business One assigns a number to each document. This number is used as reference and can be used as a selection criterion in various reports. Each company has its own numbering method and rules. The Document Numbering function enables defining a numbering series for each document type, and determines the default numbering series for each document, and for each user (if required). As a result, when manually or automatically creating a new document, the default series defined for the different documents and different users is used, unless the user changes the series in the document itself.

SAP Business One provides two different numbering methods:

- Separate numbering series for each document type

According to this method, there is at least one numbering series for each specific document type. This method is the default for all localizations **except Belgium** when a new database or company is created. Unless a document is entered, an authorized user can change the setting to a model allowing numbering series used for more than one document type.

- One numbering series used for more than one document type

According to this method, a specific numbering series can be assigned to more than one document type. This method is the default for the Belgian localization when a new database or company is created. Unless a document is entered, an authorized user can change the setting to a model requiring a separate numbering series for each document type.



### NOTE

To create a new series, see “Creating a New Series.”

To edit an existing series, see “Editing an Existing Series.”



### NOTE

By default in Belgium, a document numbering series can contain more than one document type. All these different documents can be part of the same numbering series range. In the Belgian localization, in the *Company Details* window, on the *Basic Initialization* tab, the *Permit More Than One Document Type per Series* option is selected by default. To view this window, choose *Administration* → *System Initialization* → *Company Details*.

The option for a series to contain more than one document type is also possible to define for series in localizations other than Belgium. This must be done **before** you enter the first document.



### CAUTION

This numbering setup is irreversible; in other words, you cannot change it after entering the first document.

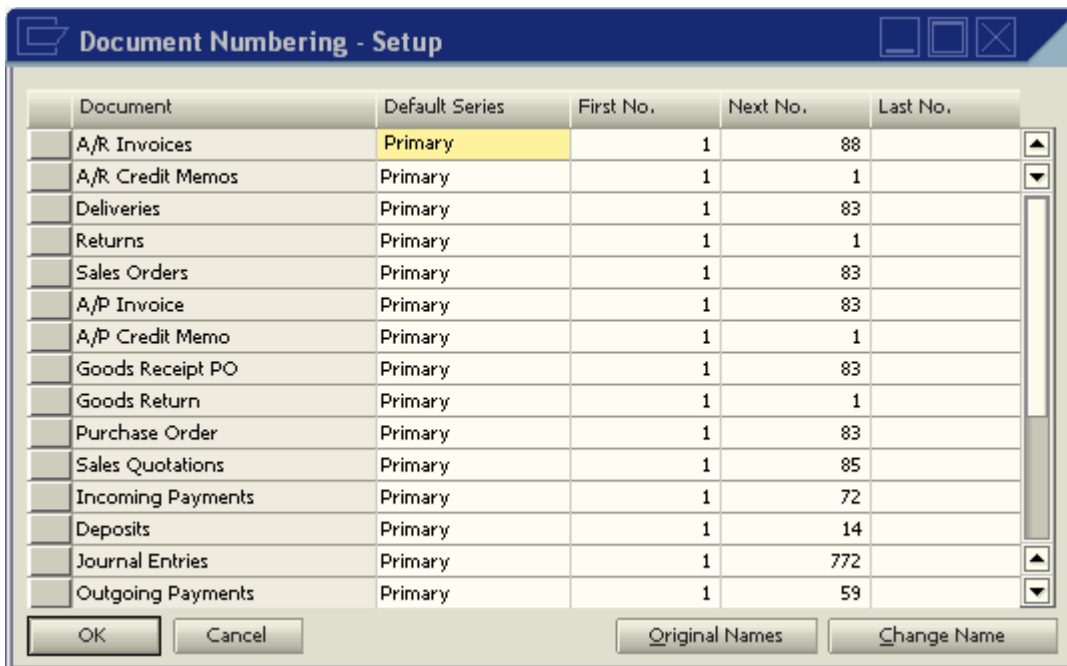
## Working with Series and Posting Periods

In this window you can create a new series, add a series numbering range, and define strings, if required. In addition, you can link a series to a period or user group, or make it unavailable.

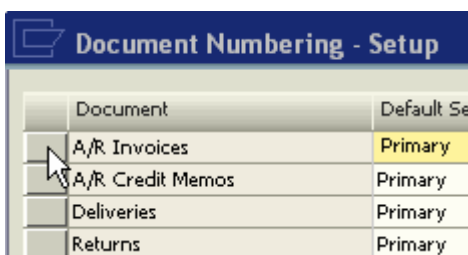
### Creating a New Series

1. In the SAP Business One *Main Menu*, choose *Administration* → *System Initialization* → *Document Numbering*.

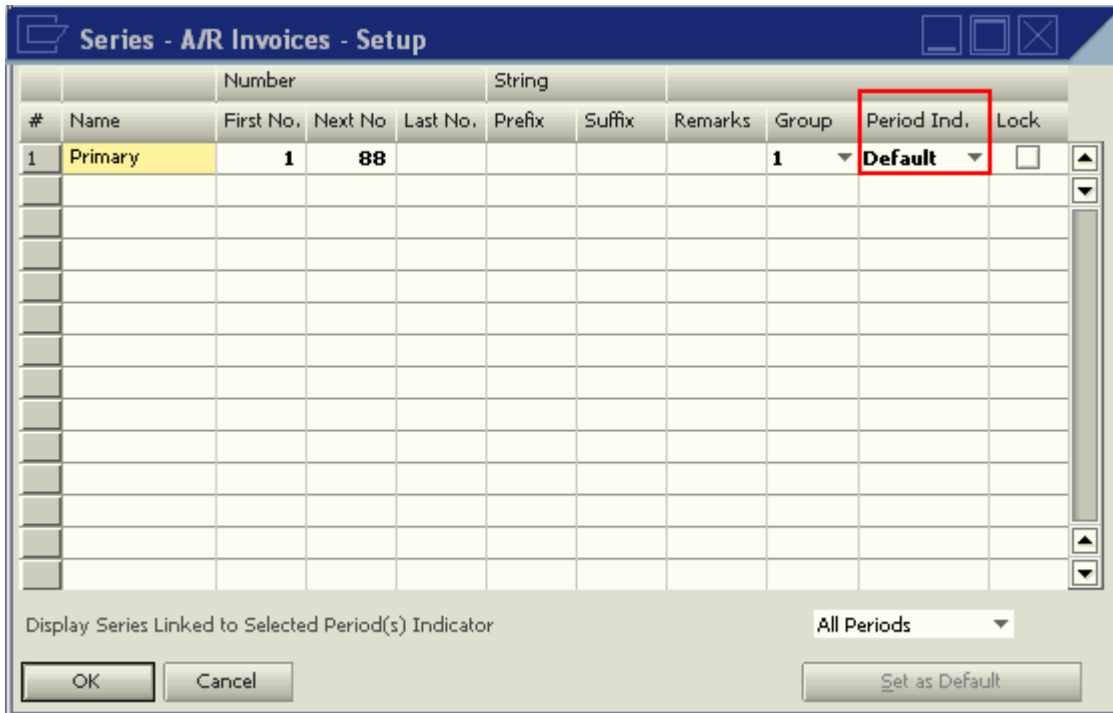
The *Document Numbering – Setup* window opens.



2. In the *Document Numbering – Setup* window, double-click the box next to the *Document* field whose series you want to edit.




The *Series <Document Type> – Setup* window opens. The setup window for A/R invoices is shown below as an example.




3. Choose *Data* → *Add Row* or press *Ctrl + I*.

A new row appears.

4. Add information in the relevant columns:

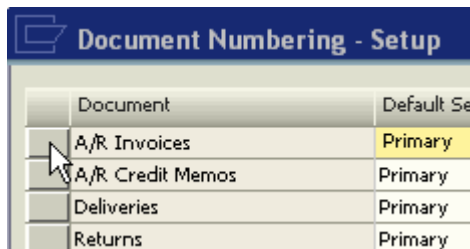
Column	Description
<i>Name</i>	This name appears in the <i>Number Range</i> field of the corresponding document.
<i>First No.</i>	Enter the first number of the number range.
<i>Next No.</i>	SAP Business One updates and fills in the <i>Next No.</i> column automatically as soon as documents of this type are entered.
<i>Last No.</i>	If you want to define an additional series for the document, enter a number in the <i>Last No.</i> column to restrict the current series.  <div style="text-align: center;">  <p><b>NOTE</b></p> <p>This optional step is only required if more than one number range is defined for a document type. If an attempt is made to define overlapping number ranges, the system displays an error message, and it is not possible to save these entries.</p> </div>
<i>Prefix, Suffix</i>	Enter an alphanumeric string. This string is attached before (Prefix) or after (Suffix) the document number. Enter either letters or digits for these strings, up to a maximum of eight characters. The values in these columns are relevant for printing only.

Column	Description
<i>Remarks</i>	Enter a comment for a series in the <i>Remarks</i> column. To include the remarks during printing, add the field in the document template.
<i>Group</i>	Assign the series to a group. Use the group of a series to restrict the access authorization.
<i>Period Ind.</i>	<p>Click the column and from the dropdown box, select a period indicator:</p> <ul style="list-style-type: none"> <li>• <i>Default</i></li> <li>• <i>Other existing period indicator</i></li> <li>• <i>Define New</i></li> </ul> <p>When you choose <i>Define New</i>, the <i>Period Indicators - Setup</i> window opens. For information about this window, see "Working with Period Indicators."</p> <p> <b>NOTE</b></p> <p>A particular numbering series can only be linked to posting periods with the same period indicators.</p>
<i>Lock</i>	To lock a series, select the <i>Lock</i> column for that row. No further documents can be created with the numbers in that number range. Ensure that a different number range is set as the default. To unlock the series, deselect the <i>Lock</i> checkbox.

5. To copy the information from the row above, choose *Data* → *Copy from Cell Above*.
6. To delete the new row, choose *Data* → *Delete Row* or *click Ctrl + K*.
7. Choose *Update*.
8. Choose *OK*.

## Editing an Existing Series

1. In the SAP Business One *Main Menu*, choose *Administration* → *System Initialization* → *Document Numbering*.
2. In the *Document Numbering – Setup* window, double-click the box next to the *Document* field whose series you want to edit.

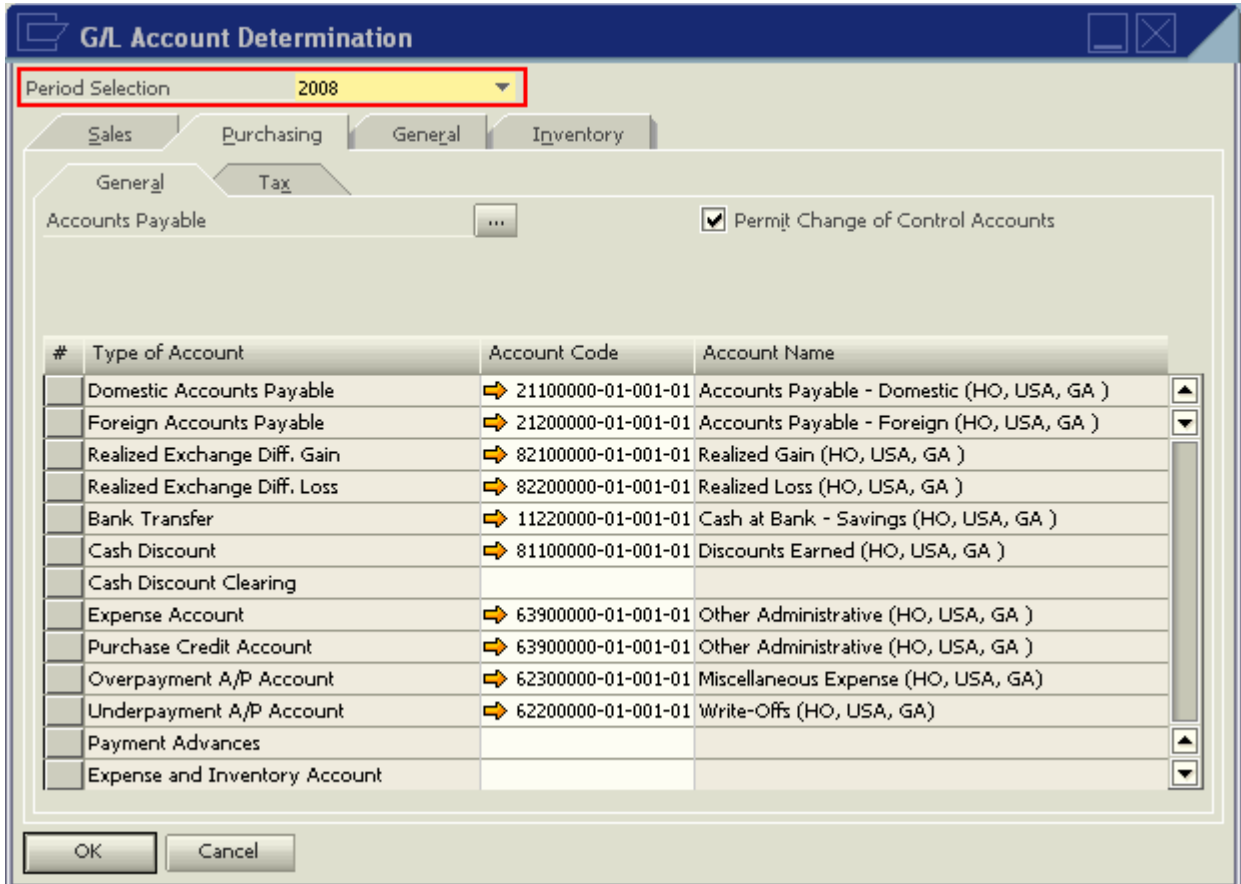




## Determining the Posting Period of a G/L Account

1. In the SAP Business One *Main Menu*, choose *Administration* → *Setup* → *Financials* → *G/L Account Determination*.

The *G/L Account Determination* window opens.

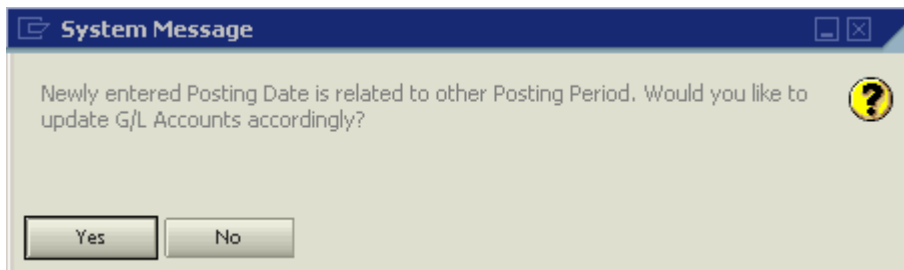


#	Type of Account	Account Code	Account Name
	Domestic Accounts Payable	21100000-01-001-01	Accounts Payable - Domestic (HO, USA, GA )
	Foreign Accounts Payable	21200000-01-001-01	Accounts Payable - Foreign (HO, USA, GA )
	Realized Exchange Diff. Gain	82100000-01-001-01	Realized Gain (HO, USA, GA )
	Realized Exchange Diff. Loss	82200000-01-001-01	Realized Loss (HO, USA, GA )
	Bank Transfer	11220000-01-001-01	Cash at Bank - Savings (HO, USA, GA )
	Cash Discount	81100000-01-001-01	Discounts Earned (HO, USA, GA )
	Cash Discount Clearing		
	Expense Account	63900000-01-001-01	Other Administrative (HO, USA, GA )
	Purchase Credit Account	63900000-01-001-01	Other Administrative (HO, USA, GA )
	Overpayment A/P Account	62300000-01-001-01	Miscellaneous Expense (HO, USA, GA )
	Underpayment A/P Account	62200000-01-001-01	Write-Offs (HO, USA, GA )
	Payment Advances		
	Expense and Inventory Account		

2. In the *Period Selection* dropdown box, choose a period whose default accounts you want to view or update.

The default values from the *G/L Account Determination* window are applied to the journal entry related to the document according to the entered or changed posting date on the system document.

If you manually change the date of an invoice or other sales or purchasing document, a system message appears as shown below.



If you choose *Yes*; the relevant G/L accounts (*Credit Card Deposit Fee*, *Checks Received*, *Cash on Hand* or *Bank Transfer*) or default customer are updated. If you choose *No*, the relevant existing G/L accounts already entered are saved without making the changes.

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