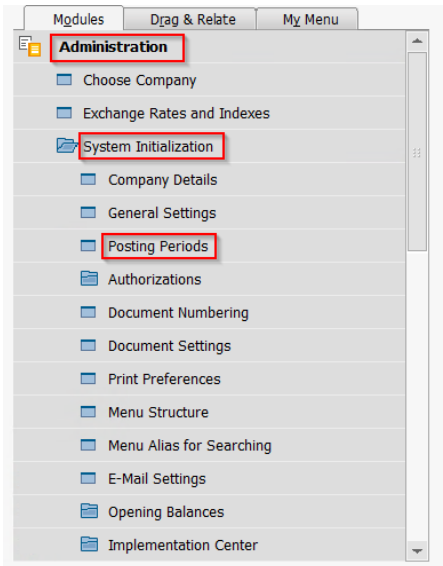


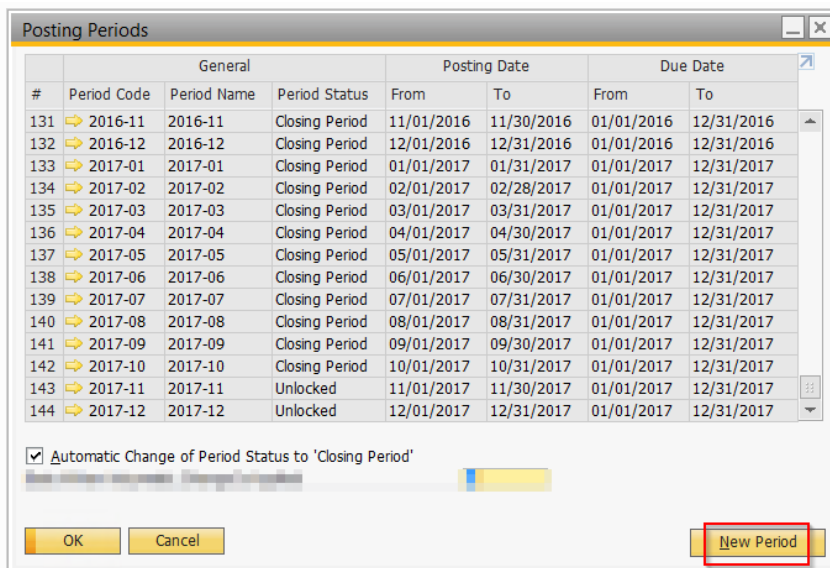
SAP Business One Adding New Posting Periods

Follow the steps described below to create a new set of posting periods for a year. This process is normally a part of preparing for the beginning of a new year at or near the end of the year.

Follow the menu path Administration > System Initialization > Posting Periods.



Click on the “New Period” button.

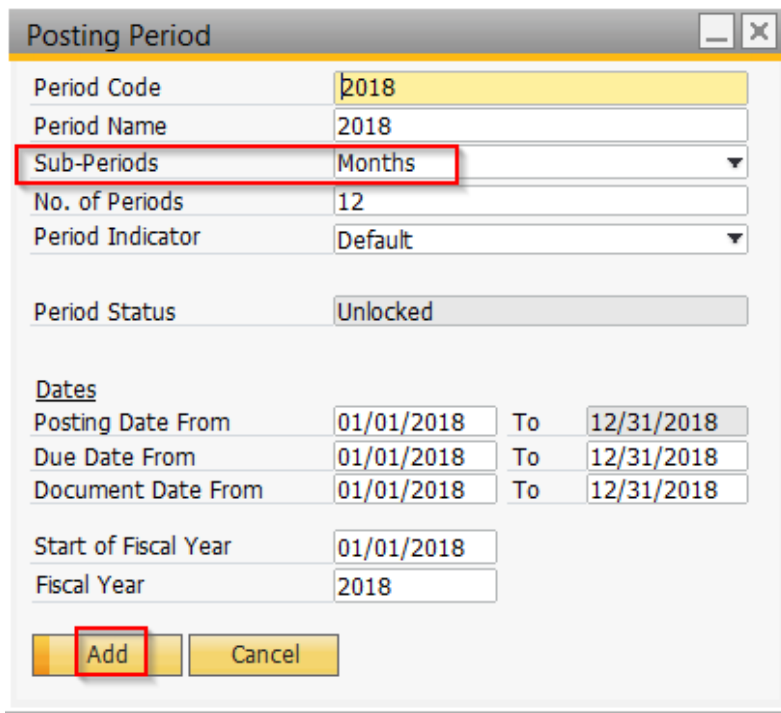


SAP Business One Adding New Posting Periods

Enter the upcoming year as the Period Code and the Period name

Select Months for the Sub-Periods

It is recommended to accept the Dates section default settings at this stage.



The screenshot shows the 'Posting Period' dialog box with the following fields and values:

Period Code	2018		
Period Name	2018		
Sub-Periods	Months		
No. of Periods	12		
Period Indicator	Default		
Period Status	Unlocked		
Dates			
Posting Date From	01/01/2018	To	12/31/2018
Due Date From	01/01/2018	To	12/31/2018
Document Date From	01/01/2018	To	12/31/2018
Start of Fiscal Year	01/01/2018		
Fiscal Year	2018		

Buttons: Add, Cancel

SAP Business One Adding New Posting Periods

The result should be the creation of 12 new posting periods for the upcoming year. These can be viewed in the previous window which should be automatically re-displayed.

General				Posting Date		Due Date	
#	Period Code	Period Name	Period Status	From	To	From	To
143	2017-11	2017-11	Unlocked	11/01/2017	11/30/2017	01/01/2017	12/31/2017
144	2017-12	2017-12	Unlocked	12/01/2017	12/31/2017	01/01/2017	12/31/2017
145	2018-01	2018-01	Unlocked	01/01/2018	01/31/2018	01/01/2018	12/31/2018
146	2018-02	2018-02	Unlocked	02/01/2018	02/28/2018	01/01/2018	12/31/2018
147	2018-03	2018-03	Unlocked	03/01/2018	03/31/2018	01/01/2018	12/31/2018
148	2018-04	2018-04	Unlocked	04/01/2018	04/30/2018	01/01/2018	12/31/2018
149	2018-05	2018-05	Unlocked	05/01/2018	05/31/2018	01/01/2018	12/31/2018
150	2018-06	2018-06	Unlocked	06/01/2018	06/30/2018	01/01/2018	12/31/2018
151	2018-07	2018-07	Unlocked	07/01/2018	07/31/2018	01/01/2018	12/31/2018
152	2018-08	2018-08	Unlocked	08/01/2018	08/31/2018	01/01/2018	12/31/2018
153	2018-09	2018-09	Unlocked	09/01/2018	09/30/2018	01/01/2018	12/31/2018
154	2018-10	2018-10	Unlocked	10/01/2018	10/31/2018	01/01/2018	12/31/2018
155	2018-11	2018-11	Unlocked	11/01/2018	11/30/2018	01/01/2018	12/31/2018
156	2018-12	2018-12	Unlocked	12/01/2018	12/31/2018	01/01/2018	12/31/2018

Automatic Change of Period Status to 'Closing Period'

OK Cancel New Period

These newly built values for the posting periods can be viewed and adjusted as desired by clicking on the drill into arrow just to the left of the posting period code.

We strongly recommend you immediately change the final period of the new year to Locked status. This will ensure that you do not inadvertently record yearend entries to NEXT year's final month.

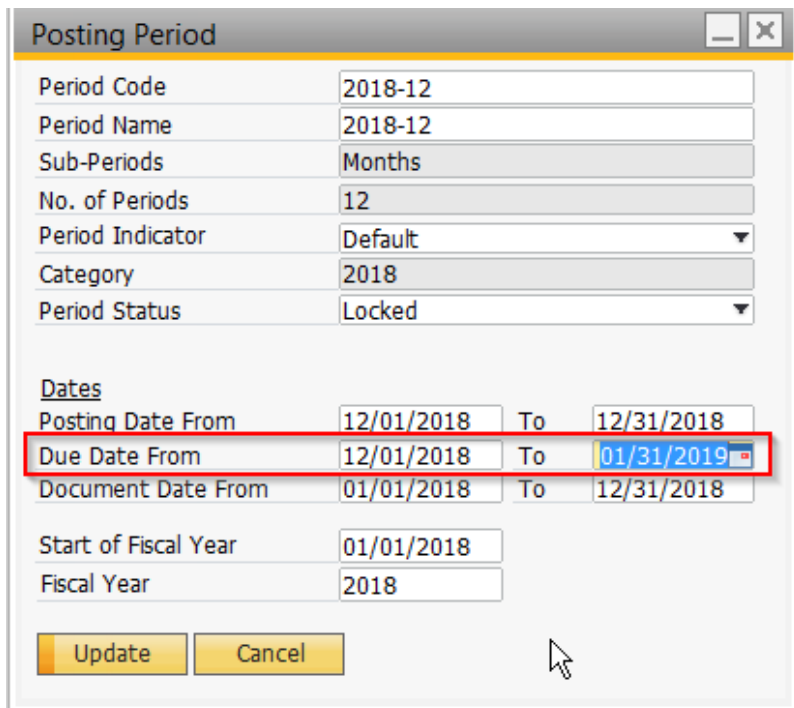
Period Code	2018-12		
Period Name	2018-12		
Sub-Periods	Months		
No. of Periods	12		
Period Indicator	Default		
Category	2018		
Period Status	Locked		
	Unlocked		
	Unlocked Except Sales		
	Closing Period		
	Locked		
Dates			
Posting Date From			
Due Date From			
Document Date From	01/01/2018	To	12/31/2018
Start of Fiscal Year	01/01/2018		
Fiscal Year	2018		

Update Cancel

SAP Business One Adding New Posting Periods

SAP assigns all Posting Period Due Date and Document Date fields as M1/01/YY to M12/31/YY. We also suggest you change the **Due Date From & To** fields for all Posting Periods to reflect more realistic parameters.

****NEVER CHANGE THE POSTING DATE FIELDS****



Posting Period			
Period Code	2018-12		
Period Name	2018-12		
Sub-Periods	Months		
No. of Periods	12		
Period Indicator	Default		
Category	2018		
Period Status	Locked		
<u>Dates</u>			
Posting Date From	12/01/2018	To	12/31/2018
Due Date From	12/01/2018	To	01/31/2019
Document Date From	01/01/2018	To	12/31/2018
Start of Fiscal Year	01/01/2018		
Fiscal Year	2018		
Update Cancel			