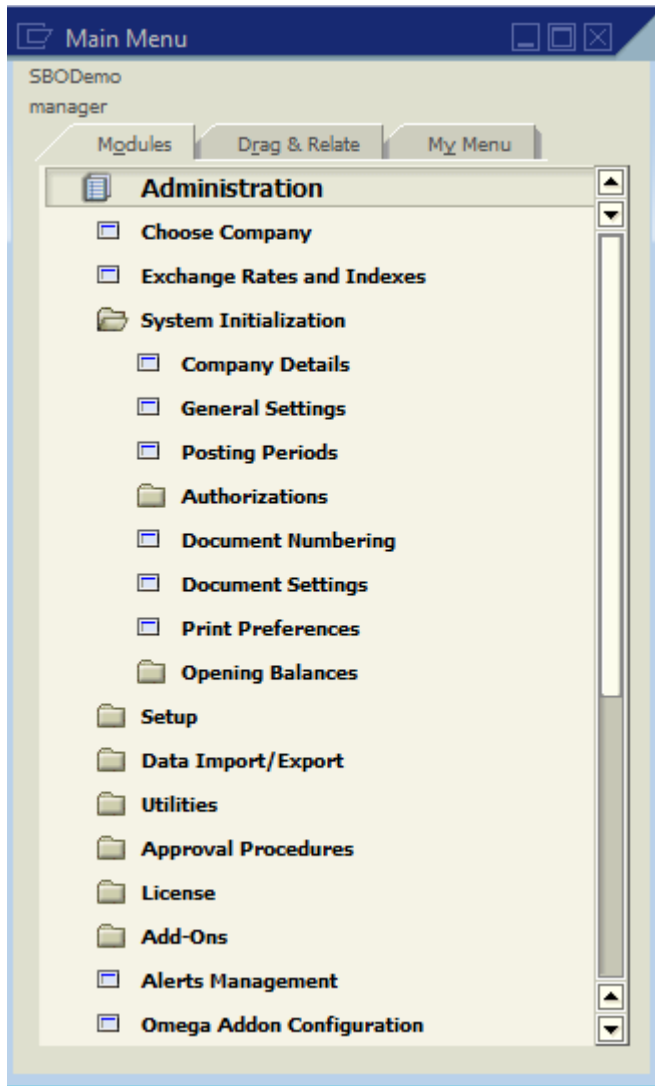


## TIPS AND TRICKS

### SAP Business One - How To Create New Financial Periods

Typically, in the month of November or December (or perhaps just prior to the end of your last "Fiscal Year" based financial period) new periods will need to be created for SAP Business One. This procedure is demonstrated below.

#### **Step #1 – Navigate To Administration >System Initialization>Posting Periods**



This will display the posting periods Screen

## TIPS AND TRICKS

The screenshot shows the 'Posting Periods' dialog box with a table of periods. The table has columns for '#', 'Period Code', 'Period Name', 'Period Status', 'Posting Date' (From and To), and 'Due Date' (From and To). The periods listed are for the year 2008 (25-36) and 2009 (37). Period 37 is marked as 'Unlocked'.

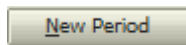
General				Posting Date		Due Date	
#	Period Code	Period Name	Period Status	From	To	From	To
25	2007-12	2007-12	Closing Period	12/01/07	12/31/07	01/01/07	12/31/07
26	2008-01	2008-01	Closing Period	01/01/08	01/31/08	01/01/08	12/31/08
27	2008-02	2008-02	Closing Period	02/01/08	02/29/08	01/01/08	12/31/08
28	2008-03	2008-03	Closing Period	03/01/08	03/31/08	01/01/08	12/31/08
29	2008-04	2008-04	Closing Period	04/01/08	04/30/08	01/01/08	12/31/08
30	2008-05	2008-05	Closing Period	05/01/08	05/31/08	01/01/08	12/31/08
31	2008-06	2008-06	Closing Period	06/01/08	06/30/08	01/01/08	12/31/08
32	2008-07	2008-07	Closing Period	07/01/08	07/31/08	01/01/08	12/31/08
33	2008-08	2008-08	Closing Period	08/01/08	08/31/08	01/01/08	12/31/08
34	2008-09	2008-09	Closing Period	09/01/08	09/30/08	01/01/08	12/31/08
35	2008-10	2008-10	Closing Period	10/01/08	10/31/08	01/01/08	12/31/08
36	2008-11	2008-11	Closing Period	11/01/08	11/30/08	01/01/08	12/31/08
37	2008-12	2008-12	Unlocked	12/01/08	12/31/08	01/01/08	12/31/08

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

Buttons: OK, Cancel, New Period

Notice that in this example monthly periods have been created for the year 2008 but not for the year 2009.

### Step#2 – Left Click on the New Period button.



This will display the Posting period Screen

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

- Period Code: [Empty]
- Period Name: [Empty]
- Sub-Periods: Year
- No. of Periods: 1
- Period Indicator: Default
- Period Status: Unlocked
- Dates:
  - Posting Date From: 01/01/09 To: 12/31/09
  - Due Date From: 01/01/09 To: 12/31/09
  - Document Date From: 01/01/09 To: 12/31/09
- Start of Fiscal Year: 01/01/09
- Fiscal Year: 2009

Buttons: Add, Cancel

### Step # 3 – Create New Periods as follows:

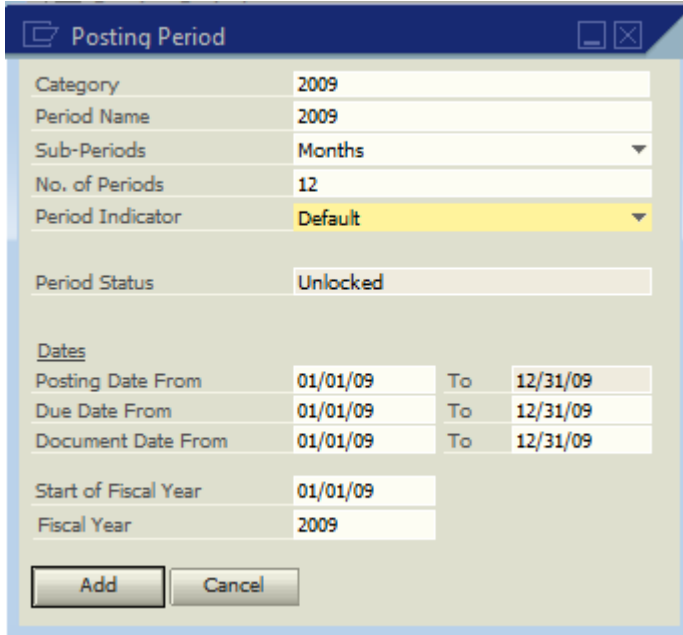
## TIPS AND TRICKS

In the Period Code Field enter 2009

In the Period Name Field enter 2009

In the Sub-Periods field select Months from the drop down list

*Notice that all other fields will default to "typical standards" or will default based on initialized setting chosen during your initial setup of the system – such as "Start of Fiscal Year."*

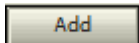


The screenshot shows a dialog box titled "Posting Period" with the following fields and values:

Category	2009		
Period Name	2009		
Sub-Periods	Months		
No. of Periods	12		
Period Indicator	Default		
Period Status	Unlocked		
<u>Dates</u>			
Posting Date From	01/01/09	To	12/31/09
Due Date From	01/01/09	To	12/31/09
Document Date From	01/01/09	To	12/31/09
Start of Fiscal Year	01/01/09		
Fiscal Year	2009		

At the bottom of the dialog box are two buttons: "Add" and "Cancel".

Next – Left Click the Add Button



*Continued on next page...*

This will display the Posting Periods Screen – which will now contain your monthly periods for the year 2009

## TIPS AND TRICKS

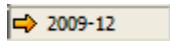
General				Posting Date		Due Date	
#	Period Code	Period Name	Period Status	From	To	From	To
37	2008-12	2008-12	Unlocked	12/01/08	12/31/08	01/01/08	12/31/08
38	2009-01	2009-01	Unlocked	01/01/09	01/31/09	01/01/09	12/31/09
39	2009-02	2009-02	Unlocked	02/01/09	02/28/09	01/01/09	12/31/09
40	2009-03	2009-03	Unlocked	03/01/09	03/31/09	01/01/09	12/31/09
41	2009-04	2009-04	Unlocked	04/01/09	04/30/09	01/01/09	12/31/09
42	2009-05	2009-05	Unlocked	05/01/09	05/31/09	01/01/09	12/31/09
43	2009-06	2009-06	Unlocked	06/01/09	06/30/09	01/01/09	12/31/09
44	2009-07	2009-07	Unlocked	07/01/09	07/31/09	01/01/09	12/31/09
45	2009-08	2009-08	Unlocked	08/01/09	08/31/09	01/01/09	12/31/09
46	2009-09	2009-09	Unlocked	09/01/09	09/30/09	01/01/09	12/31/09
47	2009-10	2009-10	Unlocked	10/01/09	10/31/09	01/01/09	12/31/09
48	2009-11	2009-11	Unlocked	11/01/09	11/30/09	01/01/09	12/31/09
49	2009-12	2009-12	Unlocked	12/01/09	12/31/09	01/01/09	12/31/09

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

Buttons: OK, Cancel, New Period

### Step # 4 (OPTIONAL) – Edit the Period

Left Click the Gold Arrow to Open Any Specific Period



This will return the Posting Period Screen for the Specific Monthly Period selected (In the example below, the month of December on the year 2009).

Period Code	2009-12		
Period Name	2009-12		
Sub-Periods	Months		
No. of Periods	12		
Period Indicator	Default		
Category	2009		
Period Status	Unlocked		

**Dates**

Posting Date From	12/01/09	To	12/31/09
Due Date From	01/01/09	To	12/31/09
Document Date From	01/01/09	To	12/31/09
Start of Fiscal Year	01/01/09		
Fiscal Year	2009		

Buttons: OK, Cancel

From This Screen you may edit:

## TIPS AND TRICKS

1. The Period Name – for example you may want the Period name to be December 2009 instead of 2009-12
2. The Period Indicator, which is used only for reporting purposes – these are setup in Administration> Setup> Financials> Period Indicators
3. Period Status - which has the choices of Unlocked, Unlocked Except Sales, Closing Period, and Locked. For information on the use of each of these setting see the SAP Business One help files
  - Unlocked – all types of transactions and documents.
  - Unlocked Except Sales – all types of transactions and documents, except for the documents under the Sales – A/R module.
  - Period Closing – users who have period closing authorization can post all types of transactions and documents.
  - Locked – neither transactions nor documents can be posted.
4. Posting Date Range – It is recommended that this date range is equal to the first day of the month to the last day of the month (or period)
5. Due Date Range It is recommended that this date range begin on the first day of the month and end on a date equal to the last day of the month + the longest payment terms in the system. So, if you have 45 day terms the Due date range for the month of December’s period would be 12/01/2009 – 02/15/2010
6. Document Date Range – It is recommended that this date range match the date range of the Posting Periods Date Range.

Posting Period			
Period Code	2009-12		
Period Name	2009-12		
Sub-Periods	Months		
No. of Periods	12		
Period Indicator	Default		
Category	2009		
Period Status	Unlocked		
<u>Dates</u>			
Posting Date From	12/01/09	To	12/31/09
Due Date From	01/01/09	To	02/15/10
Document Date From	12/01/09	To	12/31/09
Start of Fiscal Year	01/01/09		
Fiscal Year	2009		

Update Cancel

- *It May appear that you can change the fields “Start of Fiscal Year” or “Fiscal Year” – but the system will prohibit these setting from being changed.*
- *Typically, when you establish new periods for the next year you may want to extend the “Due Date Range” of your last two periods in the current year.*