INNORMAX

SAP Business One v10 – How to Add New Posting Periods

SAP Business One

SAP® Business ByDesign®

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Introduction

Posting periods define the fiscal calendar; the allowed posting period defines which posting periods are open for posting data. You can define your fiscal calendars so that the system identifies data by a unique posting period.
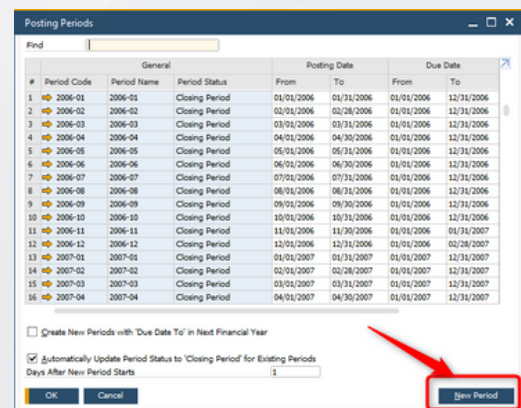
Follow the steps described below to create a new set of posting periods for a year. This process is normally a part of preparing for the beginning or end of the year.

Adding New Posting Periods

1. Follow the menu path

   Administration →

   System Initialization →

   Posting Periods.
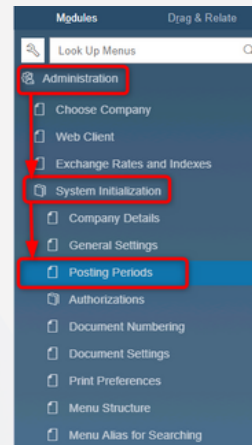
2. Once the *Posting Periods* Window opens, click on the *New Period* button.

3. Fill in the information:

3.1 Enter the upcoming year as the Period Code and the Period name.
3.2 Select Months for the Sub-Periods.
(It is recommended to accept the Dates section default settings at this stage.)

Click **Add**.

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.

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.

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Innormax can help guide you through the analysis and implementation of the most suitable solution for your company. Our consultants have a long track record of helping businesses of all shapes and sizes succeed in many different industries in the area of traceability.

Using our resources and supporting technology like SAP Business One Lot Tracking & Batch Traceability, we are the trusted advisors you need to help your business succeed.

Contact Innormax today to get started with your customized solution.

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