



SAP Business One v10 – How to Add New Posting Periods

619-241-4100

team@innormax.com



SAP[®] Business
ByDesign[™]

www.innormax.com

Table of Contents

1. Introduction
2. Adding New Posting Periods



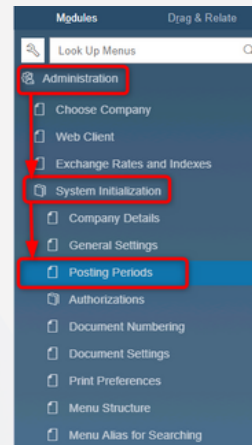
Introduction

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.

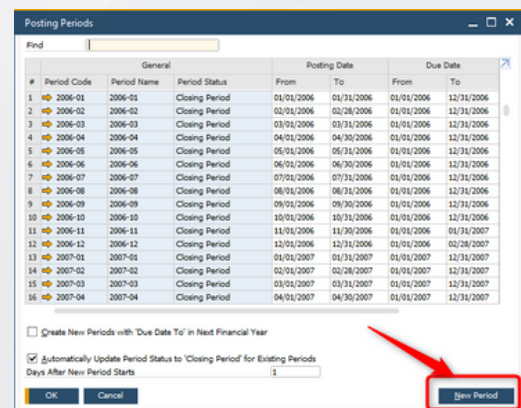
Follow the steps described below to create a new set of posting periods for a year. This process is normally a part of preparing for the beginning or end of the year.

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.

Posting Period

Period Code: 2023
Period Name: 2023
Sub-Periods: Months
No. of Periods: 12
Period Indicator: Default
Period Status: Unlocked

Dates
Posting Date From: 01/01/2023 To: 12/31/2024
Due Date From: 01/01/2023 To: 12/31/2024
Document Date From: 01/01/2023 To: 12/31/2023
Start of Fiscal Year: 01/01/2023
Fiscal Year: 2023

Add Cancel

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.

Posting Periods

General				Posting Date		Due Date	
#	Period Code	Period Name	Period Status	From	To	From	To
201	2022-09	2022-09	Closing Period	09/01/2022	09/30/2022	01/01/2022	12/31/2022
202	2022-10	2022-10	Closing Period	10/01/2022	10/31/2022	01/01/2022	12/31/2022
203	2022-11	2022-11	Closing Period	11/01/2022	11/30/2022	01/01/2022	12/31/2022
204	2022-12	2022-12	Closing Period	12/01/2022	12/31/2022	01/01/2022	12/31/2022
205	2023-01	2023-01	Unlocked	01/01/2023	01/31/2023	01/01/2023	12/31/2024
206	2023-02	2023-02	Unlocked	02/01/2023	02/28/2023	01/01/2023	12/31/2024
207	2023-03	2023-03	Unlocked	03/01/2023	03/31/2023	01/01/2023	12/31/2024
208	2023-04	2023-04	Unlocked	04/01/2023	04/30/2023	01/01/2023	12/31/2024
209	2023-05	2023-05	Unlocked	05/01/2023	05/31/2023	01/01/2023	12/31/2024
210	2023-06	2023-06	Unlocked	06/01/2023	06/30/2023	01/01/2023	12/31/2024
211	2023-07	2023-07	Unlocked	07/01/2023	07/31/2023	01/01/2023	12/31/2024
212	2023-08	2023-08	Unlocked	08/01/2023	08/31/2023	01/01/2023	12/31/2024
213	2023-09	2023-09	Unlocked	09/01/2023	09/30/2023	01/01/2023	12/31/2024
214	2023-10	2023-10	Unlocked	10/01/2023	10/31/2023	01/01/2023	12/31/2024
215	2023-11	2023-11	Unlocked	11/01/2023	11/30/2023	01/01/2023	12/31/2024
216	2023-12	2023-12	Unlocked	12/01/2023	12/31/2023	01/01/2023	12/31/2024

Create New Periods with 'Due Date To' in Next Financial Year
 Automatically Update Period Status to 'Closing Period' for Existing Periods
Days After New Period Starts: 1

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.

SAP Business One – How to Add New Posting Periods



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.



INNORMAX

www.innormax.com

619-241-4100

team@innormax.com

