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**

![Screen shot of Administration > System Initialization > Posting Periods]

This will display the Posting Periods screen.
Notice that in this example monthly periods have been created for the year 2016 but not for the year 2017.

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

![Posting Period Screen](image)

This will display the Posting Period screen.

![Posting Period Details](image)
**Step # 3 – Create New Periods as follows:**

In the Period Code Field enter 2017

In the Period Name Field enter 2017

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.”

Next – Left Click the Add Button

This will display the Posting Periods screen – which will now contain your monthly periods for the year 2017.
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 2017).
From this screen you may edit:

1. The Period Name – for example you may want the Period name to be January 2017 instead of 2017-01.

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 January’s period would be 12/01/2017 – 02/15/2018.

6. Document Date Range – It is recommended that this date range match the date range of the Posting Periods Date Range.
• It may appear that you can change the fields “Start of Fiscal Year” or “Fiscal Year” – but the system will prohibit these settings 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.