

Business One in Action – How to Correct Posting Periods?



Applies to:

SAP Business One, [Accounting](#), [General Finance](#)

Summary:

It frequently occurs that posting periods are defined, postings have been made and then a decision is taken to change the posting periods from, e.g. months to year. SAP Business One does not allow the change of posting periods as soon as there has been a journal transaction. This article gives 2 options to correct the posting periods. It will depend on the circumstances and the number of transactions which method is the most suitable.

Author: Kerstin Pauquet, Support Expert, GSC, SAP Business One

Company: SAP

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Author Bio:

Kerstin Pauquet joined SAP in 2003 and is currently active as Global Topic Lead and Support Expert for SAP Business One. She has worked as both technical and business consultant. She authored this article as a direct response to a partner enquiry during the Expert-on-Phone project, where she consulted on mainly financial and banking related topics.

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How to Correct Posting Periods?

It frequently occurs that posting periods are defined, postings have been made and then a decision is taken to change the posting periods from, e.g. months to year. SAP Business One does not allow the change of posting periods as soon as there has been a journal transaction. There are 2 options to correct the posting periods. It will depend on the circumstances and the number of transactions which method is the most suitable.

Option 1 (preferred solution):

Roll back to the last backup of the database before the first posting was created using the new period:

Identify all delta data that has been added to the database since the first posting has been made in the period to be corrected.

Export this data by either using the 'Export to Excel' functionality or export from a 'select' SQL query.

Reinstate the backup and create the correct posting period, backup the database.

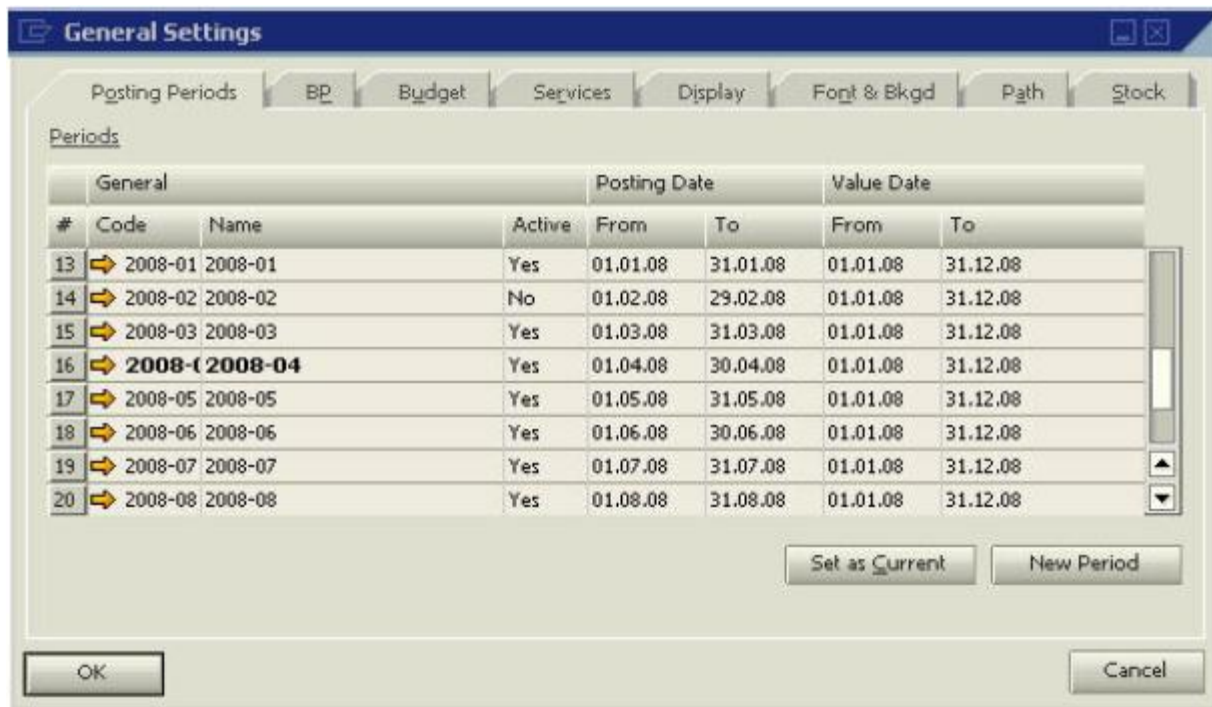
Import all delta data.

Using this method, the integrity of the database and the appropriate sequence of posting periods is retained. All reporting can be done according to the correct periods.

Option 2 (technical alternative, use only if Option 1 is not possible):

Example 1:

The Posting period is defined as 'Months' when it should have been 'Year'. There have been postings in the periods. In this example, the first 4 months have postings. The current setting is as follows:



All periods that do not have postings yet can be deleted:

Administration -> General Settings -> Posting Periods -> open the period
Rightclick in the 'Posting Period' window and select 'Remove'

Once only periods are left that have postings, perform a complete period end closing including **all** reporting. Backup the database.

Create a new posting period as follows (Caution: Check if your customer uses period indicators and adapt appropriately):

General				Posting Date		Value Date	
#	Code	Name	Active	From	To	From	To
13	2008-01	2008-01	Yes	01.01.08	31.01.08	01.01.08	31.12.08
14	2008-02	2008-02	No	01.02.08	29.02.08	01.01.08	31.12.08
15	2008-03	2008-03	Yes	01.03.08	31.03.08	01.01.08	31.12.08
16	2008-04	2008-04	Yes	01.04.08	30.04.08	01.01.08	31.12.08
17	2008-05	2008-05	Yes	01.05.08	31.05.08	01.01.08	31.12.08
18	2008-06	2008-06	Yes	01.06.08	30.06.08	01.01.08	31.12.08
19	2008-07	2008-07	Yes	01.07.08	31.07.08	01.01.08	31.12.08
20	2008-08	2008-08	Yes	01.08.08	31.08.08	01.01.08	31.12.08

Ascertain that the 'To'-posting date is correct.

The new fiscal year starts at the first day of the new period. Any subsequently defined period will start at 01.01.2009.

Example 2:

The posting periods should be set per month and have erroneously been defined as per year.

Restrict the current posting date range to the next logical date, e.g. with a current date of 21.04.2008, the last posting date for the current period should be set to 30.04.2008, such that the next period starts on 01.05.2008.

Create a new period as follows (Caution: Check whether your customer uses period indicators and act accordingly):

Period Code	2008_New-1		
Period Name	2008_New-1		
Sub Periods	Months		
No. of Periods	8		
Period Indicator	Default		
Category	2008_New		
Active	Yes		
Locked	No		
<u>Dates</u>			
Posting Date from	01.05.08	To	31.05.08
Due Date from	01.05.08	To	30.04.09
Document Date from	01.05.08	To	30.04.09
Start of Fiscal Year	01.05.08		
Fiscal Year	2008		

Update Cancel

As sub-periods choose 'Months' and then set the number of periods to '8' (May, Jun, Jul, Aug, Sep, Oct, Nov, Dec). Click on 'Update'.

SAP Business One will then automatically create the required periods. On the last day of the current period take a backup of the database.

Once all transactions have been entered into the 'old' period, perform a complete period closing, including all required reporting.

Related Contents

- [SAP Business One in Action Catalog Page](#)
- [Link to DRC](#) documentation
- For more information, visit the [Business One homepage](#).

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