

## Business One in Action - What to do when a document/journal must be posted into an already closed period?



### Applies to:

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

### Summary:

It is a common occurrence that transactions need to be added to an already closed off financial period. This article explains with an example how to do this in SAP Business One.

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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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## What to do when a document/journal must be posted into an already closed period?

There are instances where a company accountant has already closed off a period and is then advised that another transaction needs to be posted into this particular period.

To do that, the period in question must be re-opened, the transaction posted and the period again be closed. Should the transaction affect already submitted VAT, Profit and Loss, Cash Flow or Balance Sheet reports, the company accountant must decide how to report the delta values.

Example:

Period 37 (January 2009) has been closed; the accountant used 'PEC 2009' (Period End Closing 2009) as reference. The *Period End Closing* functionality automatically created the 2 standard period-closing journal entries:

The image displays two screenshots of the SAP Journal Entry window. The top screenshot shows a journal entry for series 397, dated 31.01.09, with a reference to 'PEC 2009'. The bottom screenshot shows a journal entry for series 398, dated 01.02.09, with a reference to 'PEC 2009'. Both screenshots show a table of journal entries with columns for G/L Acct/BP, G/L Acct/BP Name, Debit, Credit, Due Date, and Balance Due (LC).

**Journal Entry 397 (Top Screenshot):**

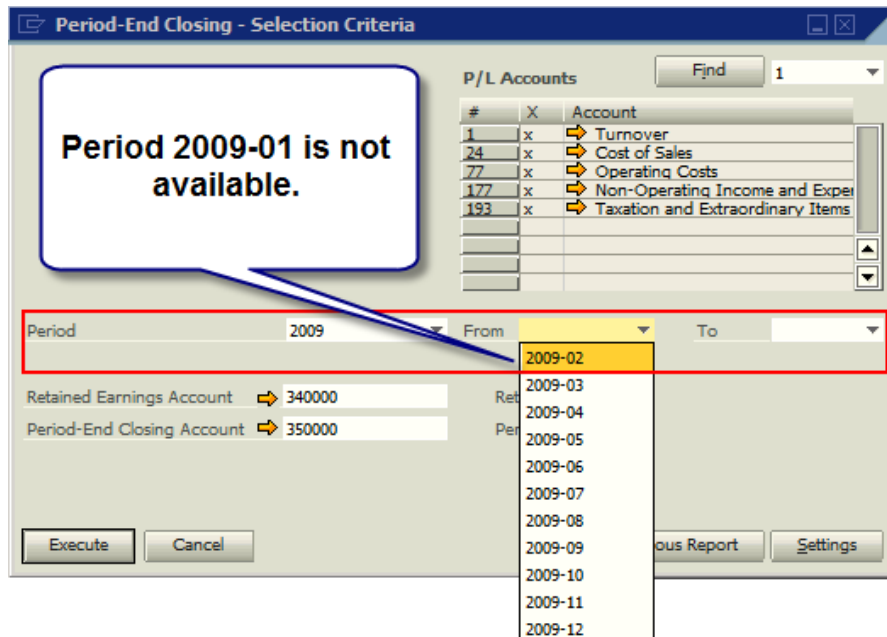
#	G/L Acct/BP ...	G/L Acct/BP Name	Debit	Credit	Due Date	Balance Due (LC)
1	400000	Sales Revenue (Domes)	GBP 18.95		31.01.09	GBP 18.95
2	350000	Period End Closing		GBP 18.95	31.01.09	

**Journal Entry 398 (Bottom Screenshot):**

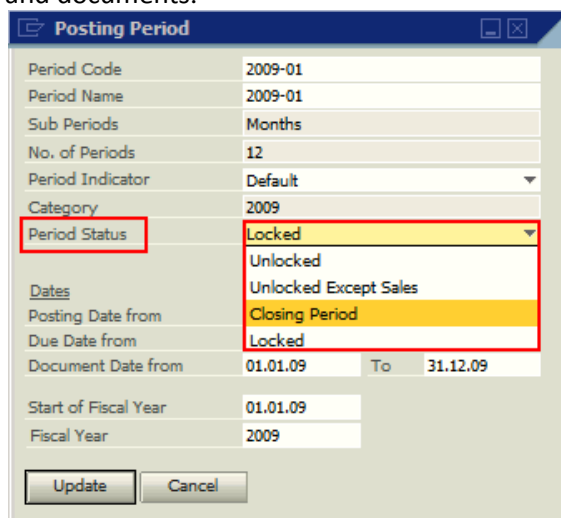
#	G/L Acct/BP ...	G/L Acct/BP Name	Debit	Credit	Due Date	Balance Due (LC)
1	350000	Period End Closing	GBP 18.95		31.01.09	
2	340000	Retained Earnings		GBP 18.95	31.01.09	GBP (18.95)
			GBP 18.95	GBP 18.95		

The period was locked after performing the period end closing.

Once a period has set to status *Locked*, it will no longer be available for selection in the *Period End Closing* window (SAP Note [740169](#)).



In order to post an additional journal into this period, the *Period Status* must be changed, preferably to *Closing Period*. This enables only users who have appropriate authorization to post all types of transactions and documents.



The transaction to be added to the period may now be posted. In this example, it is an *AR invoice*, where the journal entry clearly shows that postings to Profit and Loss (P&L) accounts took place:

The screenshot shows two SAP windows. The top window is 'AR Invoice' for customer 'Fruits R Us' with invoice number 1000. The bottom window is 'Journal Entry' for series 419, posting date 20.01.09. A callout box labeled 'Profit & Loss Accounts' points to rows 3 and 4 in the journal entry table.

#	G/L Acct/BP ...	G/L Acct/BP Name	Control Acct	Debit	Credit	Posting Date	Balance Due (LC)
1	1000	Fruits R Us	140000	GBP 115.00		20.01.09	GBP 115.00
2	207000	VAT Payable (output)	207000		GBP 15.00	20.01.09	GBP (15.00)
3	400000	Sales Revenue (Domes)	400000		GBP 100.00	20.01.09	GBP (100.00)
4	500005	Raw Materials - Cost of	500005	GBP 21.83		20.01.09	GBP 21.83
5	130000	Raw Materials	130000		GBP 21.83	20.01.09	GBP (21.83)
				GBP 136.83	GBP 136.83		

Since the period is not in status *Locked*, it is again available for selection in the *Period End Closing* window.

The screenshot shows the 'Period-End Closing - Selection Criteria' window. It displays a list of P/L Accounts and allows selection of the period and accounts for closing. The 'Period' is set to 2009, and the date range is 2009-01 to 2009-01. A dropdown menu for the 'From' date is open, showing months from 2009-01 to 2009-12.

#	X	Account
1	x	Turnover
24	x	Cost of Sales
77	x	Operating Costs
177	x	Non-Operating Income and Expenses
193	x	Taxation and Extraordinary Items

Period: 2009 From: 2009-01 To: 2009-01

Retained Earnings Account: 340000  
Period-End Closing Account: 350000



## Related Contents

- [SAP Business One in Action Catalog Page](#)
- [Link to DRC](#) documentation
- Note [1227722](#)
- For more information, visit the [Business One homepage](#).

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