



Month End Close: Lock Period

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Lock a Posting Period

It is wise to close('lock') a period in your test data base first. No transactions can be posted to dates within a locked period.

1. Navigate to Administration > System Initialization > Posting Periods.
2. Find the period you're closing, drill in with the drill down arrow.
3. Change the Period Status to 'Locked'.
4. Click *Update*.

The screenshot shows the 'Posting Periods' window with a table of periods. A red arrow points from the 'Posting Period' dialog box to the 'Posting Period' column of the table. The dialog box is open for period 2016-11, and the 'Period Status' dropdown is set to 'Unlocked'. The 'Dates' section shows 'Posting Date From' as 'Unlocked Except Sales', 'Due Date From' as 'Closing Period', and 'Document Date From' as 'Locked'.

#	General			Posting Date		Due Date	
	Period Code	Period Name	Period Status	From	To	From	To
42	2016-06	2016-06	Closing Period	06/01/2016	06/30/2016	01/01/2016	12/31/2016
43	2016-07	2016-07	Closing Period	07/01/2016	07/31/2016	01/01/2016	12/31/2016
44	2016-08	2016-08	Closing Period	08/01/2016	08/31/2016	01/01/2016	12/31/2016
45	2016-09	2016-09	Closing Period	09/01/2016	09/30/2016	01/01/2016	12/31/2016
46	2016-10	2016-10	Closing Period	10/01/2016	10/31/2016	01/01/2016	12/31/2016
47	2016-11	2016-11	Unlocked	11/01/2016	11/30/2016	01/01/2016	12/31/2016
48	2016-12	2016-12	Unlocked	12/01/2016	12/31/2016	01/01/2016	03/31/2016
49	2017-01	2017-01	Unlocked	01/01/2017	01/31/2017	01/01/2017	12/31/2017
50	2017-02	2017-02	Unlocked				
51	2017-03	2017-03	Unlocked				
52	2017-04	2017-04	Unlocked				
53	2017-05	2017-05	Unlocked				
54	2017-06	2017-06	Unlocked				

Automatic Change of Period Status to 'Closing Date When Automatic Change Is Applied

OK Cancel

Posting Period

Period Code: 2016-11
Period Name: 2016-11
Sub-Periods: Months
No. of Periods: 12
Period Indicator: Default
Category: 2016
Period Status: Unlocked
Dates: Unlocked Except Sales
Posting Date From: Closing Period
Due Date From: Locked
Document Date From: 01/01/2016 To: 12/31/2016
Start of Fiscal Year: 01/01/2016
Fiscal Year: 2016

OK Cancel