

OB52 – How to Open a Closed Period for a Special Authorization Group

Overview:

Transaction OB52 is used by Central Accounting to close and open accounting posting periods. Occasionally, certain central staff members need to enter authorized transactions in a closed posting period. A closed posting period can be opened just for users assigned a special authorization group role. Special authorization groups include AUTHS, CASS, CTRL, TECH, GRNT, and PYRL.

Transaction:

OB52 – Maintain Posting Periods

Hints / Tips:

Transaction OB52 is used to close and open posting period during the month end closing process. See the separate work instruction for details of how to do this.

Only one special authorization group can be entered in OB52 at a time.

Before authorization transactions, Central Accounting should evaluate the affect any transaction posted in a prior period would have on settlements, interest allocations, payroll, and budgets.

Procedure:

Perform the following steps in order to complete this process. For this example, Period 8 (February) 2012 will be opened for users assigned the Special Authorization Group TECH role.

Step 1: Open transaction OB52

Change View "Posting Periods: Specify Time Intervals": Overview

Var.	A	From acct	To account	From per.1	Year	To period	Year	From per.2	Year	To period	Year	AuGr
COP1	+							9	2012	9	2012	
COP1	A		ZZZZZZZZZZ					9	2012	9	2012	
COP1	D		ZZZZZZZZZZ					9	2012	9	2012	
COP1	K		ZZZZZZZZZZ					9	2012	9	2012	
COP1	M		ZZZZZZZZZZ					9	2012	9	2012	
COP1	S		ZZZZZZZZZZ					9	2012	9	2012	

Position... Entry 1 of 6

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NOTE: The current posting period should be listed in the From period 2 and To period fields for each Accounting Type (+ - Valid for all account types, A – Assets, D – Customers, K – Vendors, M – Materials, and S – G/L accounts)

Step 2: Enter “12” in the **From per.1** field and **To period** field for **Account Types + and S**

NOTE: A range of closed periods could also be entered. Account Type S is used for G/L account transactions (journal entries)

Step 3: Enter “2012” in the **Year** fields for **From per. 1** and **To period** for **Account Types + and S**

Step 4: Enter “TECH” in the **AuGr** (Authorization Group) field for **Account Types + and S**

Change View "Posting Periods: Specify Time Intervals": Overview

New Entries

Var.	A	From acct	To account	From per.1	Year	To period	Year	From per.2	Year	To period	Year	AuGr
COP1	+			8	2012	8	2012	9	2012	9	2012	TECH
COP1	A		ZZZZZZZZZZ					9	2012	9	2012	
COP1	D		ZZZZZZZZZZ					9	2012	9	2012	
COP1	K		ZZZZZZZZZZ					9	2012	9	2012	
COP1	M		ZZZZZZZZZZ					9	2012	9	2012	
COP1	S		ZZZZZZZZZZ	8	2012	8	2012	9	2012	9	2012	TECH

Step 5: Click **Save**

NOTE: When the authorized transactions are complete, close the posting period for all users including the special authorization group by reversing steps 2 -5. Remove “TECH”, “2012” and “12”.