

OB52 – Month-End Posting Period Closing/Opening Process

Overview:

Transaction OB52 is used by Central Accounting to close and open accounting posting periods. During the month-end closing process the current posting period is closed and the next posting period is opened. This is done in three stages. First, the next posting period is opened. Second the current period is closed for accounts payable, accounts receivable, and material management transactions. Finally, the current period is closed for fixed asset and journal entries. At this point, only next posting period is open.

Central Accounting will next lock the current posting period and unlock the next posting period for CO transactions using transaction OKP1.

Transaction:

OB52 – Maintain Posting Periods

Hints / Tips:

Transaction OB52 can be used to open a closed posting period for a special authorization group. See the separate work instruction for details of how to do this.

Procedure:

Perform the following steps in order to complete this process. For this example, Period 8 (February) will be closed and Period 9 (March) will be opened.

Step 1: Open transaction OB52.

The screenshot shows the SAP OB52 transaction interface. The title bar reads "Change View 'Posting Periods: Specify Time Intervals': Overview". Below the title bar are several icons and a search field. The main area contains a table with the following columns: Var., A From acct, To account, From per.1, Year, To period, Year, From per.2, Year, To period, Year, AuGr. The table lists several rows for account types COPI +, COPI A, COPI D, COPI K, COPI M, and COPI S. The 'From per.2' and 'To period' columns for the first row are circled in red, showing values 8 and 2012 8 respectively. The 'To period' column for the second row also shows 2012 8.

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

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)

NOTE: Steps 2 -4 occur after midnight of the last day of the current month. It should occur before end users enter transactions the first day of the next month.

Step 2: Change the **To Period** from the current period (8) to the next posting period (9) for all six Account Types.

NOTE: During the fiscal year-end closing process the Year will also be changed from the current year (e.g., 2012) to the next year (e.g., 2013)

Step 3: Change the **From Per. 2** from the current period (8) to the next posting period (9) for Account Types D (Customers), K (Vendors) and M (Material)

NOTE: Do not change the From Per. 2 field for Account Types + (Valid for all account types), A (Assets) and K (G/L accounts). This closes the current period (8) for accounts payable, accounts receivable and material management transactions.

Step 4: Click **Save**

Var.	A	From acct	To account	From per.1	Year	To period	Year	From per.2	Year	To period	Year	AuGr
COP1	+							8	2012	9	2012	
COP1	A		ZZZZZZZZZZ					8	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	9	2012	

NOTE: Steps 5 & 6 typically occur on the 8th day of next month. After this date only special authorization groups will be allowed to enter transactions in the closed posting period (8).

Step 5: Change the **From Per. 2** from the current period (8) to the next posting period (9) for Account Types + (Valid for all account types), A (Assets) and K (G/L accounts).

NOTE: Bureau journal entries should be parked and saved as complete. Bureau petty cash entries should be posted. Bureau fixed asset staff settlements should be settled.

Step 6: Click Save

