



# Lock/Unlock A Posting Period

A downloadable PDF Version can be found here: **Lock Period**

## Summary

It is wise to close ('lock') a period in your test database first. No transactions can post to dates within a locked period.

## Step By Step Guide

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*.



Posting Periods

#	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  
Posting Date From: Unlocked Except Sales  
Due Date From: Closing Period  
Document Date From: 01/01/2016 To: 12/31/2016  
Start of Fiscal Year: 01/01/2016  
Fiscal Year: 2016

OK Cancel

\*\*\*You can follow the same steps to *Unlock a Posting Period*.

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