

Changing Posting Dates at Month End

At the end of each accounting period (month) you need to adjust the *Allow Posting From/Allow Posting To* settings in the system. There are two settings that affect a user's ability to post to certain dates. One is system wide, one is user specific. If a user specific setting exists, it will override the system wide setting.

On or about the last day of the month, set the *Allow Posting To* date for the end of the next month. This is necessary so Parts and Service can post the documents the morning of the first.

On the first day of the month, set the *Allow Posting From* date to the first day of the current period. This prevents posting to the prior period. At this time, also set any user specific overrides that are required.

After you have closed the prior accounting period, change the user specific overrides as required.

The System Wide settings are in *General Ledger->Setup->General Ledger Setup*. User specific settings are in *General Ledger->Setup->Users->User Setup*.