

## SAP Business One status for iDocuments purchasing postings

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### Introduction

This section provides guidance information on the posting of transactions to SAP Business One. Further information regarding your organization's specific implementation may be obtained through your SAP partner.

### SAP Business One statuses

Unlocked - Posting Period Status	
The status is the normal status for a posting period which is active and current. All users may post to this period all types of transactions and documents. It is the default posting period and will be assigned automatically to any new posting periods that you create.	iDocuments will post all transactions in to this unlocked period.
Unlocked Except Sales - Period Status	
You should give your posting periods the unlocked except sales status when the period has ended by date, but still may have purchasing documents and other similar transactions. This status will prevent sales from occurring i.e. backdated that fall into this posting period.	iDocuments transactions will be posted except for sales. Transactions generated from sales will not be posted, and an error message will be returned indicating that the SAP period is locked for this type of transaction.
Period Closing - Period Status	
This status is for when the posting period has ended and all late documents have been posted to the period. You may still post to the period while in this status but the authorization "Period - End Closing" must be given to the users who will be performing the postings. For all purposes, this period is closed all but the financial team who will be tying up the loose ends of the periods transactions.	iDocuments transactions will not post in to SAP and an error message will be returned indicating that the SAP period is closed. Transactions will be posted in to the next available unlocked period, with a posting date of the 1 <sup>st</sup> of the current unlocked month.

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Locked - Period Status	
<p>When a period is marked as "<i>locked</i>" it is completely closed to postings. New documents or transactions cannot be posted to this period anymore. The status signifies that this period is ready for year-end closing. Make sure you perform all adjustments needed before setting this status.</p>	<p>iDocuments transactions will not be posted and will return an error message indicating that the SAP period is locked. Transactions will be posted in to the next available unlocked period, with a posting date of the 1<sup>st</sup> of the current unlocked month.</p>