

# Ledger Calendar

*General Ledger > Setup > Ledger*

**Summary** Managing the Ledger calendar is an important part of the month end closing process. The Ledger calendar restricts posting from different modules for an accounting period.

**Steps**

1. Manage the Ledger calendar
2. Create a Fiscal year

**Tips**

- To prevent posting errors, manage the Ledger calendar as part of the month end closing process

# Manage the Ledger calendar

- Click the **Ledger calendar button**.

- Change the **Period status** to On hold to prevent any Ledger entries for the period.

- To prevent entries for a specific module, **Module access level** can be set to None or User group.

Ledger calendar (1) - Ledger name: ceu, Contoso Entertainment Systems (West), Ledger: ceu

File

Ledger:ceu - Calendar:Financial, Financial

Financial--Financial

- 7/1/2014
- 7/1/2013
- 7/1/2012
- 7/1/2011
- 7/1/2010
- 7/1/2009
- 7/1/2008
- 7/1/2007
- 7/1/2006
- 7/1/2005

**Calendar**

Calendar: Financial

Description: Financial

**Year**

Fiscal year: 7/1/2013

Start date: 7/1/2013

End date: 6/30/2014

Status: Open

**Periods**

Period name	Type	Short name	Period start	End date	Month	Quarter	Com...	Period status
Period 0	Opening		7/1/2013	7/1/2013	1	Quarter 1		Closed
Period 1	Operating		7/1/2013	7/31/2013	1	Quarter 1		On hold
Period 2	Operating		8/1/2013	8/31/2013	2	Quarter 1		Open
Period 3	Operating		9/1/2013	9/30/2013	3	Quarter 1		Open

**Module access level**

Name	Access level	User group
Ledger	All	
Customer	None	
Vendor	All	
Sales order	All	
Purchasing	All	

Select a status for the fiscal calendar period, such as open or closed

Close

# Interactive 1.4 Ledger Calendar

Ledger calendar (1) - Ledger name: ceu, Contoso Entertainment Systems (West), Ledger: ceu

File

Ledger:ceu – Calendar:Financial, Financial

Financial--Financial

- 7/1/2014
- 7/1/2013
- 7/1/2012
- 7/1/2011
- 7/1/2010
- 7/1/2009
- 7/1/2008
- 7/1/2007
- 7/1/2006
- 7/1/2005

**Calendar**

Calendar: Financial

Description: Financial

**Year**

Fiscal year: 7/1/2013

Start date: 7/1/2013

End date: 6/30/2014

Status: Open

**Periods**

Period name	Type	Short name	Period start	End date	Month	Quarter	Com...	Period status
Period 0	Opening		7/1/2013	7/1/2013	1	Quarter 1		Closed
Period 1	Operating		7/1/2013	7/31/2013	1	Quarter 1		On hold
Period 2	Operating		8/1/2013	8/31/2013	2	Quarter 1		Open
Period 3	Operating		9/30/2013		3	Quarter 1		Open

**Module access level**

Name	Access level	User group
Ledger	All	
Customer	None	
Vendor	All	
Sales order	All	
Purchasing	All	

Select a status for the fiscal calendar period, such as open or closed

Close



1

2

3



## Movie 1.6 Manage the Ledger Calendar

CEU > General ledger > Area page

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Ledger calendar (1) - Ledger name: ceu, Contoso Entertainment Systems (West), Ledger: ceu

File

Ledger:ceu - Calendar:Financial, Financial

Financial--Financial

- 7/1/2014
- 7/1/2013
- 7/1/2012
- 7/1/2011
- 7/1/2010
- 7/1/2009
- 7/1/2008
- 7/1/2007
- 7/1/2006
- 7/1/2005

**Calendar**

Calendar: Financial

Description: Financial

**Year**

Fiscal year: 7/1/2013

Start date: 7/1/2013

End date: 6/30/2014

Status: Open

**Periods** Period 2 | 8/1/2013 | 8/31/2013

Period name	Type	Short name	Period start	End date	Month	Quarter	Com...	Period status
Period 0	Opening		7/1/2013	7/1/2013	1	Quarter 1		Closed
Period 1	Operating		7/1/2013	7/31/2013	1	Quarter 1		On hold
Period 2	Operating		8/1/2013	8/31/2013	2	Quarter 1		Open
Period 3	Operating		9/1/2013	9/30/2013	3	Quarter 1		On hold

....

**Module access level**

Name	Access level	User group
Ledger	All	
Customer	All	
Vendor	All	
Sales order	All	
Purchasing	All	

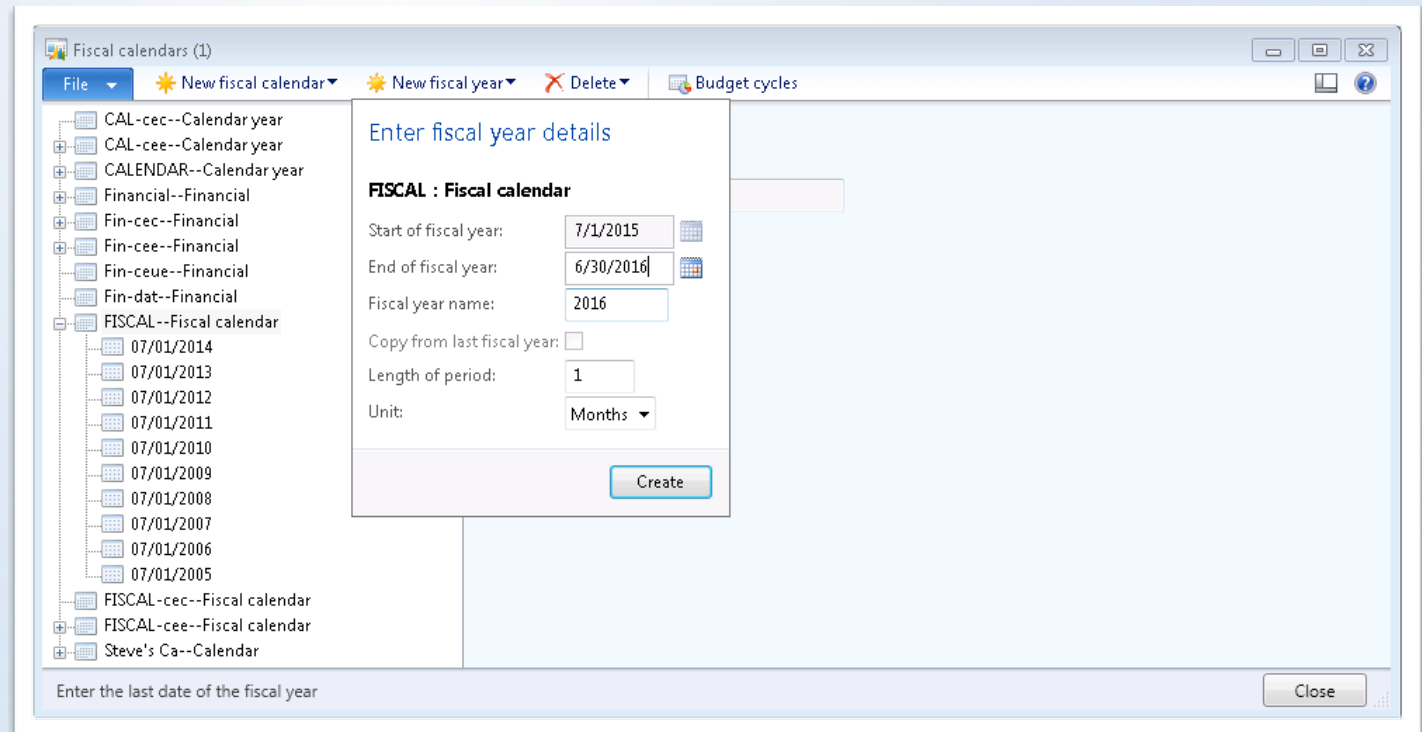
Select a status for the fiscal calendar period, such as open or closed

Close

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## Create a Fiscal year

- Click the **New fiscal year button**.
- **End of fiscal year** and **Fiscal year name** will default.
- Set **Length of period** to 1.
- Set **Unit** to Months.
- **Create** the Fiscal year.



*General Ledger > Setup > Fiscal calendars*