



How to Guide for Sage X3

Create and Open the New Fiscal Year and Open Fiscal Periods

Contents

<u>Overview</u>	2
<u>How to Create a New Fiscal Year</u>	2
<u>How to Open a Fiscal Year</u>	6
<u>How to Open Fiscal Periods</u>	9
<u>Period Status Explanation</u>	9
<u>Stock Status Explanation</u>	9
<u>What to do if All Periods Are Set to Open</u>	14

Overview

The purpose of this document is to detail how to create and open a new Fiscal Year in Sage X3. The following screenshots are specific to v12; while the process is generally the same, terminology and placement of options and buttons may differ version to version.

How to Create a New Fiscal Year

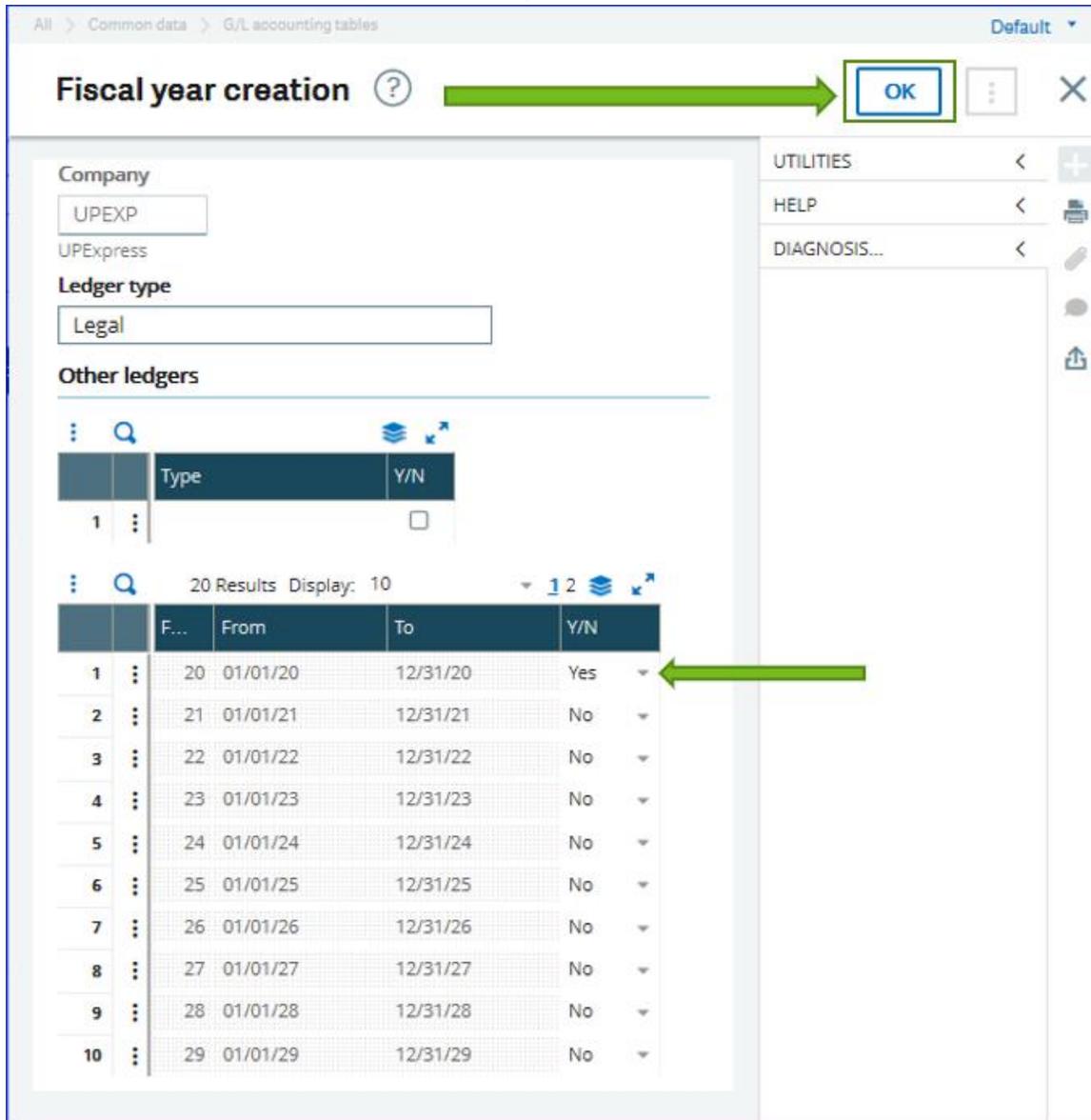
For this example, we will create Fiscal Year 20 (Calendar year is 2020).

1. From the main menu, go to Common Data > GL Accounting Tables > Fiscal Years (GESFIY)
2. Click on “Fiscal Year” in the upper right corner

The screenshot shows the 'Fiscal year management' window in Sage X3. The 'Fiscal year' button is highlighted with a green arrow. The table below shows the list of fiscal years.

F...	Description	Short desc...	Start	End	Status	Closing date
1	Fiscal Year 1 2001	2001	01/01/01	12/31/01	Closed	11/22/19
2	Fiscal Year 2 2002	2002	01/01/02	12/31/02	Closed	11/22/19
3	Fiscal Year 3 2003	2003	01/01/03	12/31/03	Closed	11/22/19
4	Fiscal Year 4 2004	2004	01/01/04	12/31/04	Closed	11/22/19
5	Fiscal Year 5 2005	2005	01/01/05	12/31/05	Closed	11/22/19
6	Fiscal Year 6 2006	2006	01/01/06	12/31/06	Closed	11/22/19
7	Fiscal Year 7 2007	2007	01/01/07	12/31/07	Closed	11/22/19
8	Fiscal Year 8 2008	2008	01/01/08	12/31/08	Closed	11/22/19
9	Fiscal Year 9 2009	2009	01/01/09	12/31/09	Closed	11/22/19
10	Fiscal Year 10 2010	2010	01/01/10	12/31/10	Closed	11/22/19
11	Fiscal Year 11 2011	2011	01/01/11	12/31/11	Closed	11/22/19
12	Fiscal Year 12 2012	2012	01/01/12	12/31/12	Closed	11/22/19
13	Fiscal Year 13 2013	2013	01/01/13	12/31/13	Closed	11/22/19
14	Fiscal Year 14 2014	2014	01/01/14	12/31/14	Closed	11/22/19
15	Fiscal Year 15 2015	2015	01/01/15	12/31/15	Closed	11/22/19
16	Fiscal Year 16 2016	2016	01/01/16	12/31/16	Closed	11/22/19
17	Fiscal Year 17 2017	2017	01/01/17	12/31/17	Closed	12/18/19
18	Fiscal Year 18 2018	2018	01/01/18	12/31/18	Closed	12/18/19
19	Fiscal Year 19 2019	2019	01/01/19	12/31/19	Open	
20						
21						

3. The Fiscal Year Creation window will appear
 - a. Note: The 'next' Fiscal Year is already predefined and the Y/N option defaults to "Yes"
 - b. Click "OK" in the upper right corner



4. You will return to the Fiscal Year Management Screen.
 - a. Note: The New Year (2020) is now at the bottom of the grid, without a Description or Short Description.

All > Common data > G/L accounting tables Default ▾

Fiscal year management Fiscal year Opening

Company * UPEXP Ledger type * Legal

UPExpress

Details

20 Results Display: 25

	F...	Description	Short desc...	Start	End	Status	Closing date	
1	:	1	Fiscal Year 1 2001	2001	01/01/01	12/31/01	Closed	11/22/19
2	:	2	Fiscal Year 2 2002	2002	01/01/02	12/31/02	Closed	11/22/19
3	:	3	Fiscal Year 3 2003	2003	01/01/03	12/31/03	Closed	11/22/19
4	:	4	Fiscal Year 4 2004	2004	01/01/04	12/31/04	Closed	11/22/19
5	:	5	Fiscal Year 5 2005	2005	01/01/05	12/31/05	Closed	11/22/19
6	:	6	Fiscal Year 6 2006	2006	01/01/06	12/31/06	Closed	11/22/19
7	:	7	Fiscal Year 7 2007	2007	01/01/07	12/31/07	Closed	11/22/19
8	:	8	Fiscal Year 8 2008	2008	01/01/08	12/31/08	Closed	11/22/19
9	:	9	Fiscal Year 9 2009	2009	01/01/09	12/31/09	Closed	11/22/19
10	:	10	Fiscal Year 10 2010	2010	01/01/10	12/31/10	Closed	11/22/19
11	:	11	Fiscal Year 11 2011	2011	01/01/11	12/31/11	Closed	11/22/19
12	:	12	Fiscal Year 12 2012	2012	01/01/12	12/31/12	Closed	11/22/19
13	:	13	Fiscal Year 13 2013	2013	01/01/13	12/31/13	Closed	11/22/19
14	:	14	Fiscal Year 14 2014	2014	01/01/14	12/31/14	Closed	11/22/19
15	:	15	Fiscal Year 15 2015	2015	01/01/15	12/31/15	Closed	11/22/19
16	:	16	Fiscal Year 16 2016	2016	01/01/16	12/31/16	Closed	11/22/19
17	:	17	Fiscal Year 17 2017	2017	01/01/17	12/31/17	Closed	12/18/19
18	:	18	Fiscal Year 18 2018	2018	01/01/18	12/31/18	Closed	12/18/19
19	:	19	Fiscal Year 19 2019	2019	01/01/19	12/31/19	Open	
20	:	20			01/01/20	12/31/20	Not open	
21	:							

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5. Fill in the appropriate Description and Short Description fields. Click the Save Button in the right panel.
 - a. Note: The Description fields are essential, and used in various reports and lookups. You may change or modify the text in the Description and Short Description fields at any time.

All > Common data > G/L accounting tables Default ▾

Fiscal year management Fiscal year Opening

Company * Ledger type *

UPExpress

Details

20 Results Display: 25

	F...	Description	Short desc...	Start	End	Status	Closing date
1	:	1 Fiscal Year 1 2001	2001	01/01/01	12/31/01	Closed	11/22/19
2	:	2 Fiscal Year 2 2002	2002	01/01/02	12/31/02	Closed	11/22/19
3	:	3 Fiscal Year 3 2003	2003	01/01/03	12/31/03	Closed	11/22/19
4	:	4 Fiscal Year 4 2004	2004	01/01/04	12/31/04	Closed	11/22/19
5	:	5 Fiscal Year 5 2005	2005	01/01/05	12/31/05	Closed	11/22/19
6	:	6 Fiscal Year 6 2006	2006	01/01/06	12/31/06	Closed	11/22/19
7	:	7 Fiscal Year 7 2007	2007	01/01/07	12/31/07	Closed	11/22/19
8	:	8 Fiscal Year 8 2008	2008	01/01/08	12/31/08	Closed	11/22/19
9	:	9 Fiscal Year 9 2009	2009	01/01/09	12/31/09	Closed	11/22/19
10	:	10 Fiscal Year 10 2010	2010	01/01/10	12/31/10	Closed	11/22/19
11	:	11 Fiscal Year 11 2011	2011	01/01/11	12/31/11	Closed	11/22/19
12	:	12 Fiscal Year 12 2012	2012	01/01/12	12/31/12	Closed	11/22/19
13	:	13 Fiscal Year 13 2013	2013	01/01/13	12/31/13	Closed	11/22/19
14	:	14 Fiscal Year 14 2014	2014	01/01/14	12/31/14	Closed	11/22/19
15	:	15 Fiscal Year 15 2015	2015	01/01/15	12/31/15	Closed	11/22/19
16	:	16 Fiscal Year 16 2016	2016	01/01/16	12/31/16	Closed	11/22/19
17	:	17 Fiscal Year 17 2017	2017	01/01/17	12/31/17	Closed	12/18/19
18	:	18 Fiscal Year 18 2018	2018	01/01/18	12/31/18	Closed	12/18/19
19	:	19 Fiscal Year 19 2019	2019	01/01/19	12/31/19	Open	
20	:	20 Fiscal Year 20 2020	2020	01/01/20	12/31/20	Not open	
21	:						

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How to Open a Fiscal Year

For this example, we will open Fiscal Year 20 (Calendar year is 2020).

Please Note: You are required to open the Fiscal Year before opening any associated Periods.

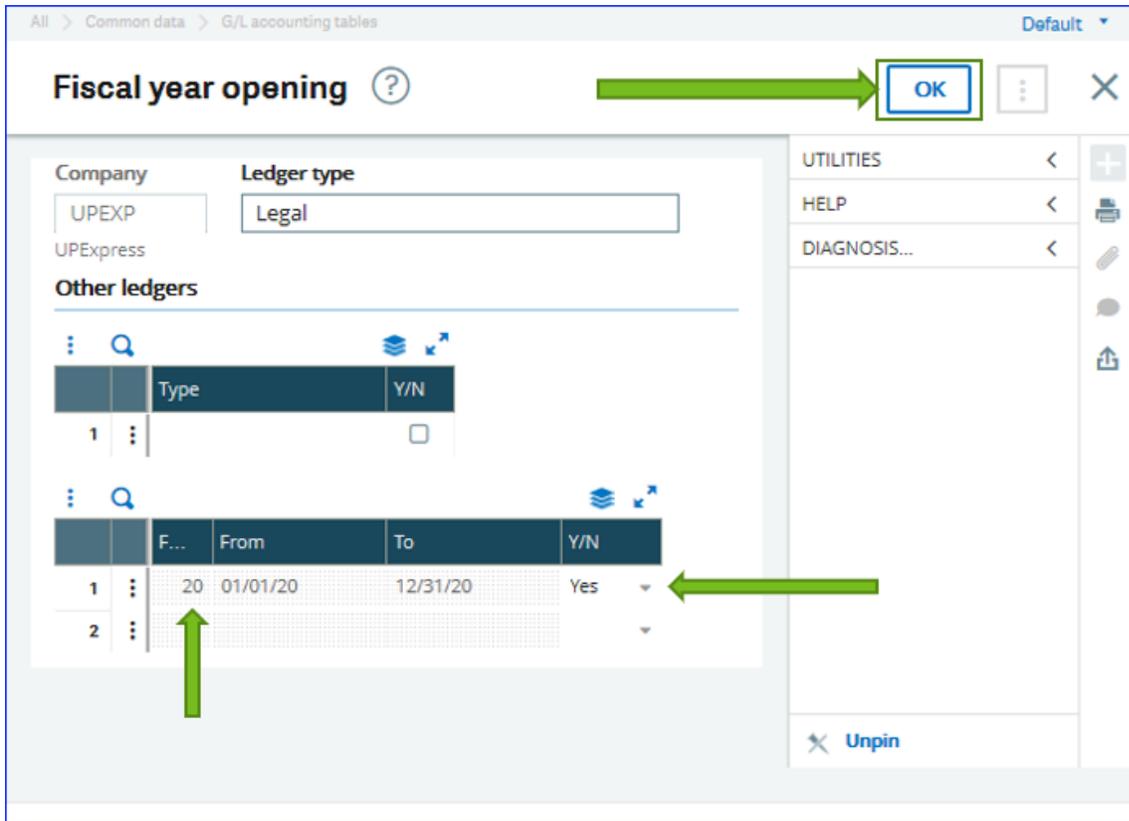
To change the Fiscal Year from “Not Open” to “Open,” follow these steps.

1. From the main menu, go to Common Data > GL Accounting Tables > Fiscal Years (GESFIY)
2. Click on “Opening” in the upper right corner.

The screenshot displays the 'Fiscal year management' window. At the top, there are navigation options: 'All > Common data > G/L accounting tables'. The window title is 'Fiscal year management'. Below the title, there are fields for 'Company' (UPEXP) and 'Ledger type' (Legal). The main area contains a table with 20 rows, each representing a fiscal year. The columns are: F..., Description, Short desc..., Start, End, Status, and Closing date. The status for Fiscal Year 20 (2020) is 'Not open'. A green arrow points to the 'Opening' button in the top right corner of the table area.

F...	Description	Short desc...	Start	End	Status	Closing date
1	Fiscal Year 1 2001	2001	01/01/01	12/31/01	Closed	11/22/19
2	Fiscal Year 2 2002	2002	01/01/02	12/31/02	Closed	11/22/19
3	Fiscal Year 3 2003	2003	01/01/03	12/31/03	Closed	11/22/19
4	Fiscal Year 4 2004	2004	01/01/04	12/31/04	Closed	11/22/19
5	Fiscal Year 5 2005	2005	01/01/05	12/31/05	Closed	11/22/19
6	Fiscal Year 6 2006	2006	01/01/06	12/31/06	Closed	11/22/19
7	Fiscal Year 7 2007	2007	01/01/07	12/31/07	Closed	11/22/19
8	Fiscal Year 8 2008	2008	01/01/08	12/31/08	Closed	11/22/19
9	Fiscal Year 9 2009	2009	01/01/09	12/31/09	Closed	11/22/19
10	Fiscal Year 10 2010	2010	01/01/10	12/31/10	Closed	11/22/19
11	Fiscal Year 11 2011	2011	01/01/11	12/31/11	Closed	11/22/19
12	Fiscal Year 12 2012	2012	01/01/12	12/31/12	Closed	11/22/19
13	Fiscal Year 13 2013	2013	01/01/13	12/31/13	Closed	11/22/19
14	Fiscal Year 14 2014	2014	01/01/14	12/31/14	Closed	11/22/19
15	Fiscal Year 15 2015	2015	01/01/15	12/31/15	Closed	11/22/19
16	Fiscal Year 16 2016	2016	01/01/16	12/31/16	Closed	11/22/19
17	Fiscal Year 17 2017	2017	01/01/17	12/31/17	Closed	12/18/19
18	Fiscal Year 18 2018	2018	01/01/18	12/31/18	Closed	12/18/19
19	Fiscal Year 19 2019	2019	01/01/19	12/31/19	Open	
20	Fiscal Year 20 2020	2020	01/01/20	12/31/20	Not open	
21						

3. The Fiscal Year Opening window will appear
 - a. Notice the Fiscal Year in the grid is "20" and the Y/N flag defaults to "Yes"
 - b. Click "Ok" in the upper right corner



4. The Fiscal Year Status is now "Open"

The screenshot shows the SAP Fiscal Year Management interface. At the top, there are navigation buttons for 'Fiscal year' and 'Opening'. Below these, the 'Company' is set to 'UPEXP' and the 'Ledger type' is 'Legal'. The main area displays a table of fiscal years with columns for Fiscal Year, Description, Short description, Start, End, Status, and Closing date. The 2020 fiscal year is highlighted with a green box and has a status of 'Open'. The table also shows that fiscal years from 2001 to 2019 are 'Closed'.

Fiscal Year	Description	Short desc...	Start	End	Status	Closing date
1	Fiscal Year 1 2001	2001	01/01/01	12/31/01	Closed	11/22/19
2	Fiscal Year 2 2002	2002	01/01/02	12/31/02	Closed	11/22/19
3	Fiscal Year 3 2003	2003	01/01/03	12/31/03	Closed	11/22/19
4	Fiscal Year 4 2004	2004	01/01/04	12/31/04	Closed	11/22/19
5	Fiscal Year 5 2005	2005	01/01/05	12/31/05	Closed	11/22/19
6	Fiscal Year 6 2006	2006	01/01/06	12/31/06	Closed	11/22/19
7	Fiscal Year 7 2007	2007	01/01/07	12/31/07	Closed	11/22/19
8	Fiscal Year 8 2008	2008	01/01/08	12/31/08	Closed	11/22/19
9	Fiscal Year 9 2009	2009	01/01/09	12/31/09	Closed	11/22/19
10	Fiscal Year 10 2010	2010	01/01/10	12/31/10	Closed	11/22/19
11	Fiscal Year 11 2011	2011	01/01/11	12/31/11	Closed	11/22/19
12	Fiscal Year 12 2012	2012	01/01/12	12/31/12	Closed	11/22/19
13	Fiscal Year 13 2013	2013	01/01/13	12/31/13	Closed	11/22/19
14	Fiscal Year 14 2014	2014	01/01/14	12/31/14	Closed	11/22/19
15	Fiscal Year 15 2015	2015	01/01/15	12/31/15	Closed	11/22/19
16	Fiscal Year 16 2016	2016	01/01/16	12/31/16	Closed	11/22/19
17	Fiscal Year 17 2017	2017	01/01/17	12/31/17	Closed	12/18/19
18	Fiscal Year 18 2018	2018	01/01/18	12/31/18	Closed	12/18/19
19	Fiscal Year 19 2019	2019	01/01/19	12/31/19	Open	
20	Fiscal Year 20 2020	2020	01/01/20	12/31/20	Open	
21						

How to Open Fiscal Periods

Once a new Fiscal Year is created, X3 will automatically create the corresponding Fiscal Periods based on the previous year's period Start and End Dates. X3 will also automatically account for Leap Years.

In the case where there is no previous Fiscal Period (i.e. this is the first Fiscal Year), X3 will create the Fiscal Periods based on a Calendar year January 1 through December 31 (01/01/xxxx through 12/31/xxxx). The Period Start and Period End Dates may be modified after creation of the first Fiscal Year, if needed.

Please note: During setup, the Start and End Dates of the Fiscal Year must be properly defined. This should already be complete before you perform your first Year End Close.

Period Status Explanation

The Period Status column contains three options:

- a. Not Open – This is the original status assigned to the period by X3 when it is created. This is a system generated status and cannot be selected after the initial status has been changed and saved.
- b. Open – The period is open and may accept transactions.
- c. Closed – The period is not available to accept transactions.

Stock Status Explanation

The Stock Status column ONLY refers to the stock type of transactions such as Shipments, Miscellaneous Issues/Receipts, Supplier Receipts, Physical Counts, etc.

Important Note: if a PERIOD status is set to "Not Open" or "Closed," transactions will NOT be able to post against the Period.

These are the following options and descriptions:

- a. Open – Open indicates any stock transaction may be posted for this period.
- b. Balance Adjustment – Balance Adjustment indicates that only 'stock adjustment' type postings are allowed.
 - a. For example, if you have a Purchase Invoice where the cost <> PO/Receipt cost, once the Purchase Invoice is posted X3 will create a subsequent 'stock' type adjustment to make the necessary adjustments to inventory.
- c. Closed – No stock or adjustment types of transactions are allowed.

Perform these steps to open periods

1. From the main menu, go to Common Data > GL Accounting Tables > Fiscal Periods (GESPER)
 - a. Notice the Period Status and Stock Status columns – these are explained on page 8.
2. Click “Opening” in the upper right corner to determine which Fiscal Periods to open.

The screenshot shows the 'Periods' window with the following details:

- Company:** UPEXP
- Ledger type:** Legal
- Fiscal year:** 19
- Fiscal year start:** 01/01/19
- Fiscal year end:** 12/31/19
- Fiscal year status:** Open

Period start	Period end	Period status	Stock status	Closing date
01/01/2019	01/31/2019	Open	Open	
02/01/2019	02/28/2019	Open	Open	
03/01/2019	03/31/2019	Open	Open	
04/01/2019	04/30/2019	Open	Open	
05/01/2019	05/31/2019	Open	Open	
06/01/2019	06/30/2019	Open	Open	
07/01/2019	07/31/2019	Open	Open	
08/01/2019	08/31/2019	Open	Open	
09/01/2019	09/30/2019	Open	Open	
10/01/2019	10/31/2019	Open	Open	
11/01/2019	11/30/2019	Open	Open	
12/01/2019	12/31/2019	Open	Open	

3. The Period Opening window will appear
 - a. By default, all Fiscal Periods will be set to “Yes” for the given year.

The screenshot shows the 'Period opening' window for company 'UPEXP' and ledger type 'Legal'. The window displays a table of fiscal periods. A green arrow points to the 'Y/N' column, which is set to 'Yes' for all periods from 1 to 12. The table has columns for Fiscal year status, P..., Start, End, Y/N, and Period status.

	F...	Fiscal year status	P...	Start	End	Y/N	Period status
1	20	Open	1	01/01/20	01/31/20	Yes	Not open
2	20	Open	2	02/01/20	02/29/20	Yes	Not open
3	20	Open	3	03/01/20	03/31/20	Yes	Not open
4	20	Open	4	04/01/20	04/30/20	Yes	Not open
5	20	Open	5	05/01/20	05/31/20	Yes	Not open
6	20	Open	6	06/01/20	06/30/20	Yes	Not open
7	20	Open	7	07/01/20	07/31/20	Yes	Not open
8	20	Open	8	08/01/20	08/31/20	Yes	Not open
9	20	Open	9	09/01/20	09/30/20	Yes	Not open
10	20	Open	10	10/01/20	10/31/20	Yes	Not open
11	20	Open	11	11/01/20	11/30/20	Yes	Not open
12	20	Open	12	12/01/20	12/31/20	Yes	Not open
13	0	Not open	0			No	Not open
14	0	Not open	0			No	Not open
15	0	Not open	0			No	Not open

4. To control which Fiscal Periods are Open, use the dropdown menu in the Y/N Column to select Yes or No. To close a period, select “No”
 - a. Note: Keep the first period of the new Fiscal Year set to “Open”

The screenshot shows the 'Period opening' window with the following data:

	F...	Fiscal year status	P...	Start	End	Y/N	Period status
1	20	Open	1	01/01/20	01/31/20	Yes	Not open
2	20	Open	2	02/01/20	02/29/20	Yes	Not open
3	20	Open	3	03/01/20	03/31/20	No	Not open
4	20	Open	4	04/01/20	04/30/20	Yes	Not open
5	20	Open	5	05/01/20	05/31/20	Yes	Not open
6	20	Open	6	06/01/20	06/30/20	Yes	Not open
7	20	Open	7	07/01/20	07/31/20	Yes	Not open
8	20	Open	8	08/01/20	08/31/20	Yes	Not open
9	20	Open	9	09/01/20	09/30/20	Yes	Not open
10	20	Open	10	10/01/20	10/31/20	Yes	Not open
11	20	Open	11	11/01/20	11/30/20	Yes	Not open
12	20	Open	12	12/01/20	12/31/20	Yes	Not open
13	0	Not open	0			No	Not open
14	0	Not open	0			No	Not open
15	0	Not open	0			No	Not open

- Click the next period, and X3 will automatically change the remaining Periods to “No”. Click “OK” to save changes.

The screenshot shows the 'Period opening' dialog box. The 'Company' field is set to 'UPEXP' and the 'Ledger type' is 'Legal'. Below this, there is a table of fiscal periods. The table has columns for 'Fiscal year status', 'P...', 'Start', 'End', 'Y/N', and 'Period status'. Period 1 is 'Open', and periods 2 through 15 are 'Not open'. The 'Y/N' column for periods 2-15 is highlighted in green. An 'OK' button is highlighted with a green box and a green arrow pointing to it from the left.

	F...	Fiscal year status	P...	Start	End	Y/N	Period status
1	20	Open	1	01/01/20	01/31/20	Yes	Not open
2	20	Open	2	02/01/20	02/29/20	No	Not open
3	20	Open	3	03/01/20	03/31/20	No	Not open
4	20	Open	4	04/01/20	04/30/20	No	Not open
5	20	Open	5	05/01/20	05/31/20	No	Not open
6	20	Open	6	06/01/20	06/30/20	No	Not open
7	20	Open	7	07/01/20	07/31/20	No	Not open
8	20	Open	8	08/01/20	08/31/20	No	Not open
9	20	Open	9	09/01/20	09/30/20	No	Not open
10	20	Open	10	10/01/20	10/31/20	No	Not open
11	20	Open	11	11/01/20	11/30/20	No	Not open
12	20	Open	12	12/01/20	12/31/20	No	Not open
13	0	Not open	0			No	Not open
14	0	Not open	0			No	Not open
15	0	Not open	0			No	Not open

This completes the process of creating and opening a New Fiscal Year and opening new Fiscal Periods.

What to do if All Periods Are Set to Open

If you leave all periods set to “Open” and accidentally save the Period Opening screen, X3 will not allow you to go back and change the status to “Closed.” All periods will be able to accept accounting transactions.

If this happens, please contact X3 Support to reset the Period Statuses.

The screenshot shows the 'Periods' configuration screen in X3 software. The top navigation bar indicates the path: All > Common data > G/L accounting tables. The main header includes 'Periods' and buttons for 'Opening', 'Closing', and a search icon. Below the header, there are search filters for 'Company *' (UPEXP), 'Ledger type *' (Legal), and 'Fiscal year *' (19). The 'Fiscal year' field is set to 'Fiscal Year 19 2019'. Below these filters, the 'Fiscal year status' is set to 'Open'. The 'Details' section shows a table with 12 results, all of which are set to 'Open' status. The table columns are: Period start, Period end, Period status, Stock status, and Closing date.

Period	Period start	Period end	Period status	Stock status	Closing date
1	01/01/2019	01/31/2019	Open	Open	
2	02/01/2019	02/28/2019	Open	Open	
3	03/01/2019	03/31/2019	Open	Open	
4	04/01/2019	04/30/2019	Open	Open	
5	05/01/2019	05/31/2019	Open	Open	
6	06/01/2019	06/30/2019	Open	Open	
7	07/01/2019	07/31/2019	Open	Open	
8	08/01/2019	08/31/2019	Open	Open	
9	09/01/2019	09/30/2019	Open	Open	
10	10/01/2019	10/31/2019	Open	Open	
11	11/01/2019	11/30/2019	Open	Open	
12	12/01/2019	12/31/2019	Open	Open	
13					