The Balance Carryforward view in SAP ByDesign gives users the ability to carry forward the balances of your G/L accounts in the new fiscal year.

In this document we will cover how to create new fiscal years and close existing ones. Below are instructions to help you understand the Balance Carryforward process and gain a deeper understanding of how to perform year-end aspects of the closing process within SAP ByDesign.

Step 1: Ensure Next Fiscal Year is Open.

Navigate to *General ledger* WoC > *Sets of Books and Assigned Companies:*
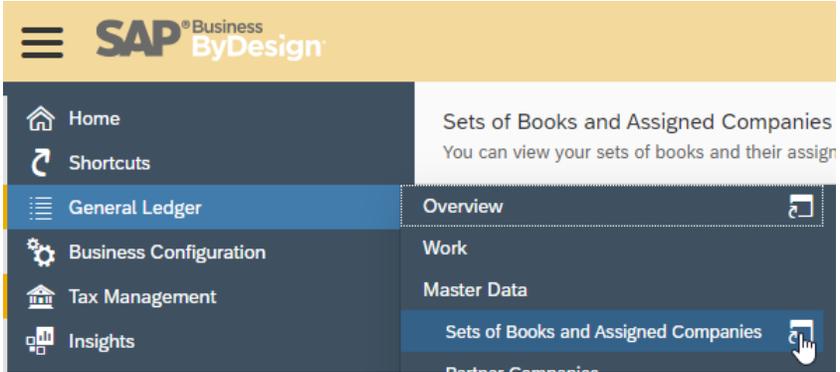
Select company, if more than one, > Select *Edit Fiscal Years*:
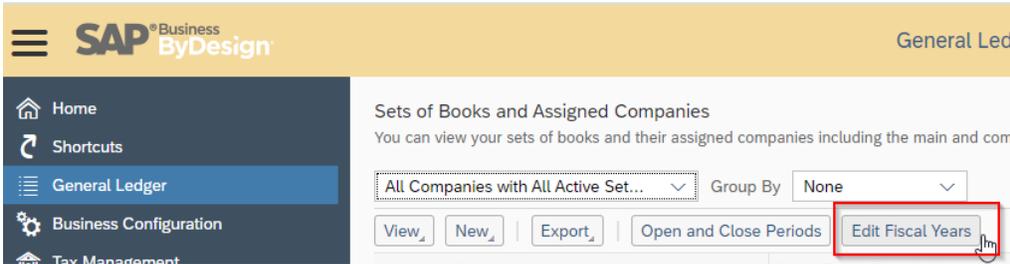
Ensure next fiscal year has been opened with Fiscal Year Status of 1 – Not Blocked. If not, select *New Fiscal Year* to create. It should default to Not Blocked.
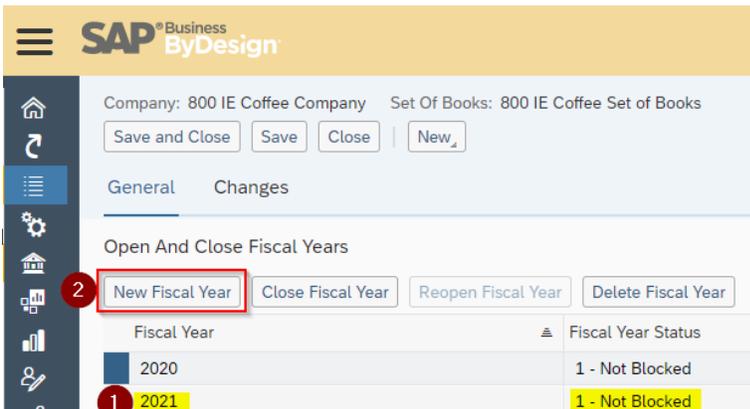
Step 2: Close Prior Periods and Open Next Period.

Navigate to *General Ledger* WoC > *Open and Close Periods*:
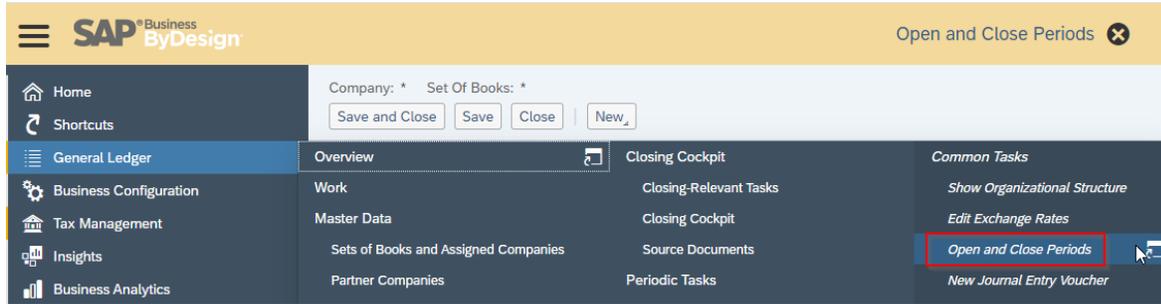
Ensure prior periods during the fiscal year are closed and set the last month of fiscal year *First Allowed Step* to 990 and *Last Allowed Step* to 991:

Fiscal Year	Accounting Period ID	Accounting ...	Period Status	First Allowed Step	Last Allowed Step
2020	012	December	1 - Not Blocked	990 - Closing balance	991 - Profit and loss calculation of retained earning
2020	011	November	3 - Blocked	010 - Operational postings	010 - Operational postings
2020	010	October	3 - Blocked	010 - Operational postings	010 - Operational postings
2020	009	September	3 - Blocked	010 - Operational postings	010 - Operational postings
2020	008	August	3 - Blocked	010 - Operational postings	010 - Operational postings
2020	007	July	3 - Blocked	010 - Operational postings	010 - Operational postings
2020	006	June	3 - Blocked	010 - Operational postings	010 - Operational postings
2020	005	May	3 - Blocked	010 - Operational postings	020 - Closing entries
2020	004	April	3 - Blocked	010 - Operational postings	020 - Closing entries
2020	003	March	3 - Blocked	010 - Operational postings	020 - Closing entries
2020	002	February	3 - Blocked	010 - Operational postings	020 - Closing entries
2020	001	January	3 - Blocked	001 - Opening balance	020 - Closing entries
2020	012	December	3 - Blocked	010 - Operational postings	991 - Profit and loss calculation of retained earning

Best Practice: Close period at end of each month to prevent unintentional postings.

Set the first period of the new fiscal year's first allowed step to 001 – Opening balance.

Step 3: Roll Forward Balance Sheet.

Navigate to *General Ledger* and select *Balance Carryforward*:
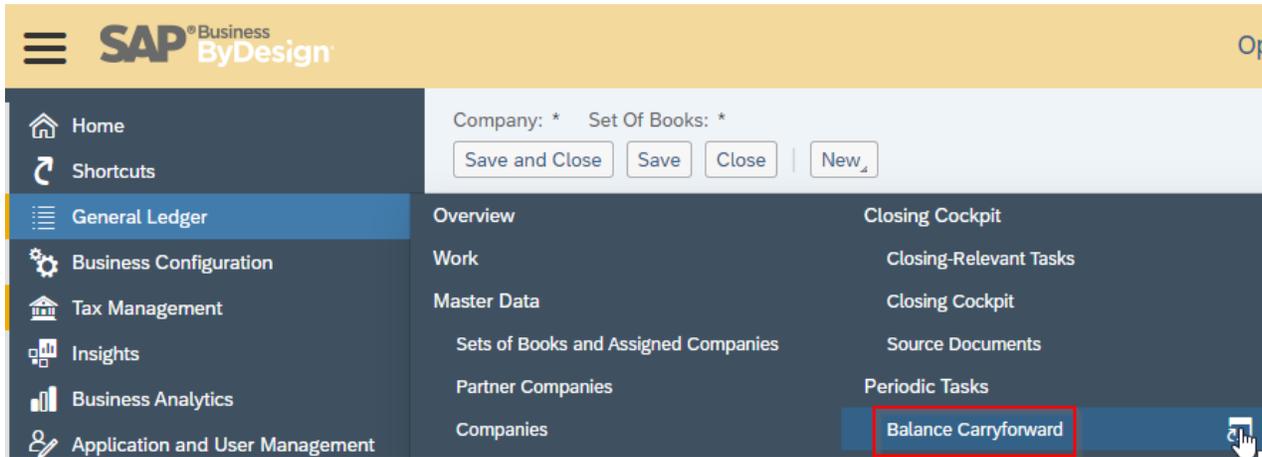
Select >New >Carryforward run:
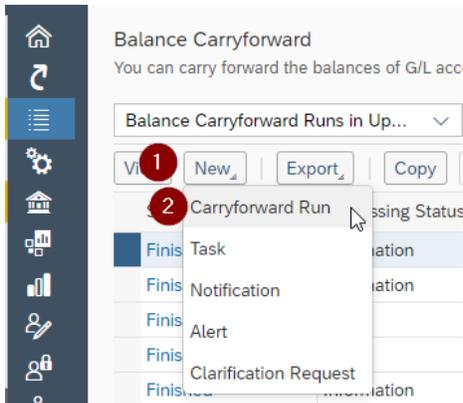
The following pop-up screen will appear:

Note: If only 1 set of books, it will auto-populate. If have more than one set of books, leave blank (so system will carry forward all sets of books).

Enter a R*un Description* and select the company to be rolled forward.
Choose *Balance Carryforward Step* from the drop-down menu: 1 – Carry forward accounts.
Enter the *Year To Be Carried Forward*.
It is not necessary to select *Test Run* as rollforward will not post if there are any errors.

Select *Start Now*:

Wait for system to process and ensure run finished without errors:

Choose *Display Log > Postings >Journal Entries* to see the journal posted.

For additional details you may select Closing Balance Sheet Accounts, Opening Balance Sheet Accounts and Profit/Loss Accounts.

Navigate to General Ledger >> Balance Carryforward >> New >> Carryforward run:

Complete the same as step 4 above, except choose Balance Carryforward Step 2 and start now:

Wait for system to process and ensure completed without errors. Then select display log >>postings >>journal entries to see entries posted by system.

Company: 800 IE Coffee Company		Set of Books: 800 IE Coffee Set of Books	Mode: Update	Run: 2021-01-00000004 YE IS RF 2020		Period/Year: 2020	

Close   New

General   Data Selection   Messages   **Postings**

Closing Balance Sheet Accounts   Opening Balance Sheet Accounts   Profit&Loss Accounts   **Journal Entries**

Line Items

Journal Entry ID	Line	Account	Debit		Credit		Profit Center Name
20000000011	1	900500 - Income Summar...	8.271.490,40	USD			IE Coffee Company
20000000011	3	900500 - Income Summar...	1.410.088,00	USD			IE Coffee Sales
20000000011	2	303000 - Retained Earnin...			8.271.490,40	USD	IE Coffee Company
20000000011	4	303000 - Retained Earnin...			1.410.088,00	USD	IE Coffee Sales
20000000012	1	303000 - Retained Earnin...	8.271.490,40	USD			IE Coffee Company
20000000012	2	303000 - Retained Earnin...	1.410.088,00	USD			IE Coffee Sales
20000000012	3	900000 - Balance Sheet C...			9.681.578,40	USD	
20000000006	1	303000 - Retained Earnin...			8.271.490,40	USD	IE Coffee Company
20000000006	2	303000 - Retained Earnin...			1.410.088,00	USD	IE Coffee Sales
20000000006	3	900100 - Balance Sheet O...	9.681.578,40	USD			

1. This will zero out the balances in all income statement type accounts to retained earnings. Ending balances from prior fiscal year will become the beginning balances for current fiscal year.

2. Close last period of prior fiscal year.

Open Period	Close Period	Group By	Company ID ⌄							
Company ID ▲	Company Name	Set Of Books ID ▲	Set Of Books Description	Fiscal Y... ⯆	Accounting Period ID ⯆	Accounti...	Period Status	First Allowed Step	Last Allowed Step	
800	IE Coffee Company	800	IE Coffee Set of Books	2020	012	December	1 - Not Blocked	990 - Closing balance ⌄	991 - Profit and loss calculatic	
800	IE Coffee Company	800	IE Coffee Set of Books	2020	011	November	3 - Blocked	010 - Operational postings	010 - Operational postings	

1. Repeat the above steps for any additional company(s).