

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*:

	General Led
ᢙ Home♂ Shortcuts	Sets of Books and Assigned Companies You can view your sets of books and their assigned companies including the main and com
🗮 General Ledger	All Companies with All Active Set 🗸 Group By None 🗸
Business Configuration	View New Export Open and Close Periods 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.

≡	SAP [®] ByDesign				
ሮ	Company: 800 IE Coffee Company Set Of Books: 800 IE Coffee Set of Books Save and Close Save Close New_a				
	General Changes				
°≎ @	Open And Close Fiscal Years				
. <mark></mark>	New Fiscal Year Close Fiscal Year Reopen Fiscal Year Delete Fiscal Year				
	Fiscal Year 🔺 Fiscal Year Status				
81	2020 1 - Not Blocked				
	1 2021 1 - Not Blocked				





Step 2: Close Prior Periods and Open Next Period.

Navigate to General Ledger WoC > Open and Close Periods:

			Open and Close Periods 😣
 ☆ Home ♂ Shortcuts 	Company: * Set Of Books: * Save and Close Save Close	New	
🗮 General Ledger	Overview	Closing Cockpit	Common Tasks
business Configuration	Work	Closing-Relevant Tasks	Show Organizational Structure
💼 Tax Management	Master Data	Closing Cockpit	Edit Exchange Rates
모 <mark>네</mark> Insights	Sets of Books and Assigned Companies	Source Documents	Open and Close Periods
Business Analytics	Partner Companies	Periodic Tasks	New Journal Entry Voucher

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:

	ricebearing	renou otatao	That Allowed Step	Last Allowed Step
012	December	1 - Not Blocked	990 - Closing balance 🗸 🗸	991 - Profit and loss calculation of retained earning
011	November	3 - Blocked	010 - Operational postings	010 - Operational postings
010	October	3 - Blocked	010 - Operational postings	010 - Operational postings
009	September	3 - Blocked	010 - Operational postings	010 - Operational postings
008	August	3 - Blocked	010 - Operational postings	010 - Operational postings
007	July	3 - Blocked	010 - Operational postings	010 - Operational postings
006	June 🕛	3 - Blocked	010 - Operational postings	010 - Operational postings
005	May	3 - Blocked	010 - Operational postings	020 - Closing entries
004	April	3 - Blocked	010 - Operational postings	020 - Closing entries
003	March	3 - Blocked	010 - Operational postings	020 - Closing entries
002	February	3 - Blocked	010 - Operational postings	020 - Closing entries
001	January	3 - Blocked	001 - Opening balance	020 - Closing entries
012	December	3 - Blocked	010 - Operational postings	991 - Profit and loss calculation of retained earning
	012 011 010 009 008 007 006 005 004 003 002 001	012 December 011 November 010 October 009 September 008 August 007 July 006 June 005 May 004 April 002 February 001 January	012 December 1 - Not Blocked 011 November 3 - Blocked 010 October 3 - Blocked 009 September 3 - Blocked 008 August 3 - Blocked 007 July 3 - Blocked 006 June 3 - Blocked 005 May 3 - Blocked 003 March 3 - Blocked 001 January 3 - Blocked 001 January 3 - Blocked	012December1 - Not Blocked990 - Closing balance011November3 - Blocked010 - Operational postings2010October3 - Blocked010 - Operational postings2009September3 - Blocked010 - Operational postings2008August3 - Blocked010 - Operational postings3007July3 - Blocked010 - Operational postings3006June3 - Blocked010 - Operational postings3005May3 - Blocked010 - Operational postings3003March3 - Blocked010 - Operational postings3001January3 - Blocked010 - Operational postings3012December3 - Blocked010 - Operational postings3

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.

= \$	SAP ^{® Business} By Design				Open and (Close Periods 🔞					C
ð	Company: 800- IE Coffee C Save and Close Save	Close New,	0- IE Coffee Set of Books								
	General Changes										
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.	Company Name:			¥+		Set Of Books Descri	ption:				P+
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a. 1											
	Open Period Close Per	iod Group By Compar	ny ID 🗸								
5	Company ID 4	Company Name	Set Of Books ID A	Set Of Books Description	Fiscal Y T	Accounting Period ID T	Accounti	Period Status	First Allowed Step		Last Allowed Step
1	Company ID: 800 (24)										
9	800	IE Coffee Company	800	IE Coffee Set of Books	2021	012	December	1 - Not Blocked	010 - Operational postings	~	991 - Profit and loss calcula
5	800	IE Coffee Company	800	IE Coffee Set of Books	2021	011	November	1 - Not Blocked	010 - Operational postings	\sim	010 - Operational postings
	800	IE Coffee Company	800	IE Coffee Set of Books	2021	010	October	1 - Not Blocked	010 - Operational postings	\sim	010 - Operational postings
	800	IE Coffee Company	800	IE Coffee Set of Books	2021	009	September	1 - Not Blocked	010 - Operational postings	\sim	010 - Operational postings
	800	IE Coffee Company	800	IE Coffee Set of Books	2021	008	August	1 - Not Blocked	010 - Operational postings	\sim	010 - Operational postings
	800	IE Coffee Company	800	IE Coffee Set of Books	2021	007	July	1 - Not Blocked	010 - Operational postings	\sim	010 - Operational postings
	800	IE Coffee Company	800	IE Coffee Set of Books	2021	006	June	1 - Not Blocked	010 - Operational postings	\sim	010 - Operational postings
	000					0.05	Max	1 - Not Blocked	010 Operational postings		010 - Operational postings
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5 22]]	800	IE Coffee Company IE Coffee Company	800 800	IE Coffee Set of Books IE Coffee Set of Books	2021 2021	004	April	1 - Not Blocked	010 - Operational postings	v	010 - Operational postings
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Step 3: Roll Forward Balance Sheet.

Navigate to General Ledger and select Balance Carryforward:

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ᢙ Home♂ Shortcuts	Company: * Set Of Books: * Save and Close Save Close	New_	
📃 General Ledger	Overview	Closing Cockpit	
business Configuration	Work	Closing-Relevant Tasks	
🟦 Tax Management	Master Data	Closing Cockpit	
막 <mark>바</mark> Insights	Sets of Books and Assigned Companies	Source Documents	
- Business Analytics	Partner Companies	Periodic Tasks	
Application and User Management	Companies	Balance Carryforward	

Select >New >Carryforward run:







The following pop-up screen will appear:

≡	SAP [®] ByDesign			New Carryforward Run
合	Start Now ⑦ Schedule ⑦	Display Log Close		
₹	Run Parameters			
	Run Description:	YE 2020 roll forward		
• <mark>•</mark> ••	Test Run: 🕜			
8/	Data Selection			
8 ^{fl}	Company: *	800 - IE Coffee Company	C	
°o	Set of Books:	800 - IE Coffee Set of Books	C	
2	Balance Carryforward Step: *	1 - Carry forward accounts	\sim	
R	Year To Be Carried Forward: *	2020		

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 Run 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:

≡	SAP ^{*Business} ByDesign			New Carryforward Run
ක	Start Now ② Schedule ③	Display Log Close		
₹	Run Parameters			
≣	Run Description:	YE 2020 roll forward		
2 <mark>0</mark>	Test Run: 🕐			
•0				
81	Data Selection			
2 ⁸	Company: *	800 - IE Coffee Company	G	
8	Set of Books:	800 - IE Coffee Set of Books	c	
Å	Balance Carryforward Step: *	1 - Carry forward accounts	~	
R	Year To Be Carried Forward: *	2020		





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

俞	Start Now 🕐 Schedule 🕐	Display Log Close
₹	Run Parameters	
	Run Description:	RF 2020
	Test Run: 🕜	
∎∎ &ø	Data Selection	
۵ ⁶	Company: *	800 - IE Coffee Company
°o	Set of Books:	800 - IE Coffee Set of Books
2	Balance Carryforward Step: *	1 - Carry forward accounts
R	Year To Be Carried Forward: *	2020
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	E Run 2021-01-00000003 finis	shed without errors

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

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	Close New,		note, optime non, 2			
	General Data Selection	Messages Postings				
(Closing Balance Sheet Accounts	Opening Balance Sheet Accounts	Profit&Loss Accounts	nal Entries		
L	ine Items					
	Journal Entry ID	Line	Account	(Debit Cred	It Profit Center Name
	2000000001	1	450230 - Material Consu		102.972,80 US	D IE Coffee Sales
	2000000001	2	999500 - Income Summar	102.972,80	USD	IE Coffee Sales
	2000000002	1	400000 - Domestic Sales	50.803,20	USD	IE Coffee Sales
	2000000002	2	900500 - Income Summar		50.803,20 USI	D IE Coffee Sales
	2000000003	1	519100 - Gain/Loss from	45.684,80	USD	IE Coffee Company
	2000000003	2	900500 - Income Summar		45.684,80 USI	D IE Coffee Company
d l	2000000004	1	519250 - Gain/Loss from	7.028.912,40	USD	IE Coffee Company

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:

≡	SAP ^{*Business} ByDesign			New Carryforward Run
合	Start Now (2) Schedule (2)	Display Log Close		
₹	Run Parameters			
	Run Description:	YE 2020 roll forward		
e <mark>n</mark> ii	Test Run: 🕜			
•0				
2/	Data Selection			
ഷീ	Company: *	800 - IE Coffee Company	C	
°o	Set of Books:	800 - IE Coffee Set of Books	C	
	Balance Carryforward Step: *	1 - Carry forward accounts	\sim	
R	Year To Be Carried Forward: *	2020		

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

≡	SAP ^{®Business} ByDesign	
俞	Start Now ⑦ Schedule ⑦	Display Log Close
₹	Run Parameters	
	Run Description:	YE IS RF 2020
e <mark>uli</mark> O	Test Run: 🕜	
•0 8ø	Data Selection	
~ وا	Company: *	800 - IE Coffee Company
°o	Set of Books:	800 - IE Coffee Set of Books
2	Balance Carryforward Step: *	2 - Calculate and carry forward profit/loss
R	Year To Be Carried Forward: *	2020

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 I New_a 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	Del	it Credit	Profit Center Name								
2000000011	1	900500 - Income Summar	8.271.490,40 US	D	IE Coffee Company								
2000000011	3	900500 - Income Summar	1.410.088,00 US	D	IE Coffee Sales								
2000000011	2	303000 - Retained Earnin		8.271.490,40 USD	IE Coffee Company								
2000000011	4	303000 - Retained Earnin		1.410.088,00 USD	IE Coffee Sales								
2000000012	1	303000 - Retained Earnin	8.271.490,40 US	D	IE Coffee Company								
2000000012	2	303000 - Retained Earnin	1.410.088,00 US	D	IE Coffee Sales								
2000000012	3	900000 - Balance Sheet C		9.681.578,40 USD									
200000006	1	303000 - Retained Earnin		8.271.490,40 USD	IE Coffee Company								
200000006	2	303000 - Retained Earnin		1.410.088,00 USD	IE Coffee Sales								
200000006	3	900100 - Balance Sheet O	9.681.578,40 US	D									





- 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 Clowe Period Groupsary 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 \sim	991 - Profit and loss calculation		
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).



