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.

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

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.
## Interactive 1.4 Ledger Calendar

### Fiscal Year
- **Fiscal year**: 7/1/2013
- **Start date**: 7/1/2013
- **End date**: 6/30/2014

### Period Status
- **Period status**: On hold

### Access Level
- **Ledger**: All
- **Customer**: None
- **Vendor**: All
- **Sales order**: All
- **Purchasing**: All

Select a status for the fiscal calendar period, such as open or closed.
Movie 1.6 Manage the Ledger Calendar
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*