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Resolution ID 414512

Resolution Details

TITLE :

How to close periods or perform period end processing in G/L for Sage MAS 90 and 200

DETAILS :

How to perform period end processing in General Ledger

Entry Type: Informational

Product:

Sage MAS 90 ERP

Sage MAS 200 ERP

Sage MAS 200 ERP - SQL Server Edition

Application: General Ledger

Version Reported: 3.71

Subject:

How to perform period end processing in General Ledger.

Possible Resolution:

Note: Use caution when working with Period End Processing. Always make a backup first. If necessary, seek the assistance of a qualified Sage Software business partner.

Version 4.0 and later:

1. On the **Tasks** tab, expand **Modules, General Ledger**, and **Period End**. Double-click **Period End Report Selection**.
2. When clicking in the **Report Setting** column for each report, the lookup button appears. Click the lookup button to select a different setting if needed.
3. Change the value in the **Copies** column if needed.
4. Click **Accept**.
5. In **Period End**, double-click **Period End Processing**.
6. Click **Proceed**.
7. If "Warning: Allocations have not been posted for this period. Do you wish to continue with period end processing without posting allocations?" appears, click one of the following:
 - o Yes: Continue with Period End Processing.
 - o No: Proceed to Allocation Selection and return to Period End Processing at a later time.
9. Select the check boxes for the desired reports, and click **Print**.

10. Click **Yes** when "Period ## ending ###/###/#### will be changed to : Period ## ending ###/###/####
Do you want to complete period end processing?" appears.

Note: General Ledger no longer requires a period close to update Beginning Balances in Version 4.00 and later. The Posting to Retained Earnings and Updating Beginning Balances logic has been removed; this is now handled through the data entry update routines and the Daily Transaction Register.

Version 3.71:

1. Expand **General Ledger** and **Period End**. Double-click **Period End Processing**.
2. Click **Full Period End Processing**, and then click **Proceed**.
3. If there are no period end allocations, click **No** when "Period End Allocations not selected. Do you wish to generate them?" appears.
4. Verify the closing period, and click **Proceed**.
5. Select the check boxes for the desired reports, and click **Print**.
6. Click **Yes** when "Do you wish to complete period end processing?" appears.

Related Articles:

- [How to find the Period End Processing checklists](#)
- [What is the order of closing modules](#)