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## MAS90/MAS200

### General Ledger

#### Year-End Period End Processing

MAS90, in versions 3.71 and prior, allows for only two open years at a time in General Ledger. With a new fiscal year just around the corner, here is a checklist for the many users who are now preparing to close FY 2003 before beginning to process data for FY 2005.



#### Year-End Period End Processing Checklist

- Verify a good backup
- Print and confirm the current General Ledger Trial Balance Report matches your accountant's final Trial Balance Report
- Run and review the following reports for reasonableness just prior to the close:

*NOTE: If you have previously printed the reports, preview these reports and verify that no changes have been made from the time they were last printed, till the date of the actual General Ledger Period End Processing.*

- General Ledger Detail Report: All accounts for the entire year to be closed
- General Ledger Trial Balance: Dated year-end for the year being closed
- Standard Financial Statements (if used): Dated year-end for the year being closed
- Custom Report Printing (if used): Dated year-end for the year being closed
- General Ledger Analysis (if used): Dated year-end for the year being closed
- Verify your previously printed Accounts Payable Trial Balance Report (during month end processing) matches the current General Ledger Detail Report for the year being closed
- Verify your previously printed Accounts Receivable Trial Balance Report (during month end processing) matches the current General Ledger Detail Report for the year being closed

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## Year-End Period End Processing Checklist – Continued:

- ❑ Verify the current period in General Ledger > Setup > General Ledger Options > Current Period is currently set to Period 12.
  - If the Current Period is not already set to Period 12 >> **AND IN THE G/L MODULE ONLY** << it is okay to manually change the current period to 12. In all other modules DO NOT manually change the Current Period in Setup > Options.
  
- ❑ IN 3.71 or PRIOR: Go to General Ledger > Period End > Period End Processing:
  - Select Full Period End Processing, confirm period to be closed is correct, and click PROCEED.
  - Unless you are currently using Period End Allocations – Select NO to “Period end allocations not selected. Do you wish to generate them?”
  - Confirm period to be closed is correct and click PROCEED
  - De-select all reports (should already be printed & reviewed)
  - Click PRINT
  - Select YES at “Do you want to complete Period End Processing?”
  
- ❑ In 4.0 or GREATER: Go to General Ledger > Period End > Period End Processing
  - Confirm the period to be closed is correct, de-select Print Period End Reports, and click PROCEED
  - Unless you are currently using Period End Allocations – Select YES to “Allocations have not been posted for this period. Do you wish to continue with period end processing without posting allocations?”
  - Confirm the period being closed is correct
  - Select YES to “Do you want to complete Period End Processing”

*4.0 NOTE:* As of MAS90/MAS200 version 4.0 Period End Processing is no longer required for calculating beginning balances. Period End Processing is still available, and can be used to prevent posting to completed periods.

**If you have any questions regarding the above information, consult your MAS90 manual or call Marlatt Consulting for assistance.**