

How to reopen a prior period or prior year in G/L for Sage MAS90 and MAS200

Product: Sage MAS 90 and 200 ERP

Application: General Ledger

Possible Resolution: Transactions cannot be posted directly to a closed accounting period. If an adjustment must be made to a closed period, perform one of the following procedures:

Note: This information applies only to General Ledger. No other module can be reopened after the period or year is closed.

Posting to a prior period:

1. Expand **Modules, General Ledger, Setup**, and click **General Ledger Options**.
2. Note the setting for **Current Period**.
3. Choose the desired prior period from the **Current Period** list.
4. Expand **Modules, General Ledger, Main**, and click **General Journal Entry**.
5. Create and post the journal entry for that period.
6. Reprint all reports for the affected period for a proper audit trail.
7. Expand **Modules, General Ledger, Setup**, and click **General Ledger Options**.
8. Change the **Current Period** back to the setting in Step 2.

Posting to a prior year:

Fiscal years should not be closed until all adjustments have been made and final financial statements produced. Because transactions can be posted to the next fiscal year, keeping the prior year open does not prevent normal processing.

A prior year can only be reopened if detail history was retained for the desired year in General Ledger Options. If the Years to Retain General Ledger History field is set to 01, history is kept only for the current year. If set to 02, history is also kept for the previous year, and so on, up to 99 years of history.

Also, if budgets are used, set the Auto Budget Option field accordingly. The Auto Budget Option determines how and if next year's budget is created during year-end close.

1. Expand **Modules, General Ledger, Setup**, and click **General Ledger Options**.
2. Note the settings for **Current Fiscal Year** and **Current Period**.
3. Choose the desired prior year from the **Current Fiscal Year** list, and choose the desired prior period from the **Current Period** list. Be sure to retain history for that prior year or beginning balances will be incorrect for the current year.
4. Expand **Modules, General Ledger, Main**, and click **General Journal Entry**.
5. Create and post the journal entry for that year.
6. Reprint all reports for the affected year for a proper audit trail.
7. For versions 3.71 and earlier, expand **Modules, General Ledger, Period End**, and click **Period End Processing**, and close the year again.
8. For versions 4.00 and later, expand **Modules, General Ledger, Setup**, click **General Ledger Options**, and change the **Current Fiscal Year** and **Current Period** back to the settings in Step 2.