



Talking Sage 200

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Sage 200
Period End Routines



Contents

Pre-period end tasks.....	4
Close an Accounting Period	5



Pre-period end tasks

Before you run the period end process in Accounting System Manager, it is recommend that you consider the following task for each Ledger.

Module	Sales Ledger	Purchase Ledger	Cashbook	Stock	Nominal Ledger
Task	Post SOP Invoices (if required) Update Pending Transactions (if required) Allocate as much cash as possible Run the Finance Charges routine (if appropriate)	Check and clear any transactions requiring authorisation Allocate as much cash as possible Put under query any transactions that are not to be removed at the period end. Print remittance advices, if using automated payment processing, otherwise ensure all posting and allocation of payments has been carried out. Clear your suggested payments file.	Update Pending Transactions (if required) Process Standing Orders and Direct Debits (if appropriate) Reconcile bank accounts Revalue foreign bank accounts	Record all required stock movements	Update Waiting postings
Reports	Aged Debtors Vatable Transactions Trading Report	Aged Creditors Vatable Transactions List of Accounts Trading Report	Reconciled/Un-reconciled transactions	Stock Valuation	Trial Balance P & L Balance Sheet Non-trading Vatable Transactions
Other	Print Statements				
	Amend Exchange Rates				



Close an Accounting Period

You will close a period most commonly at the end of the month or current working period (e.g. quarterly periods) in order to tidy up your system and move forward into the new period.

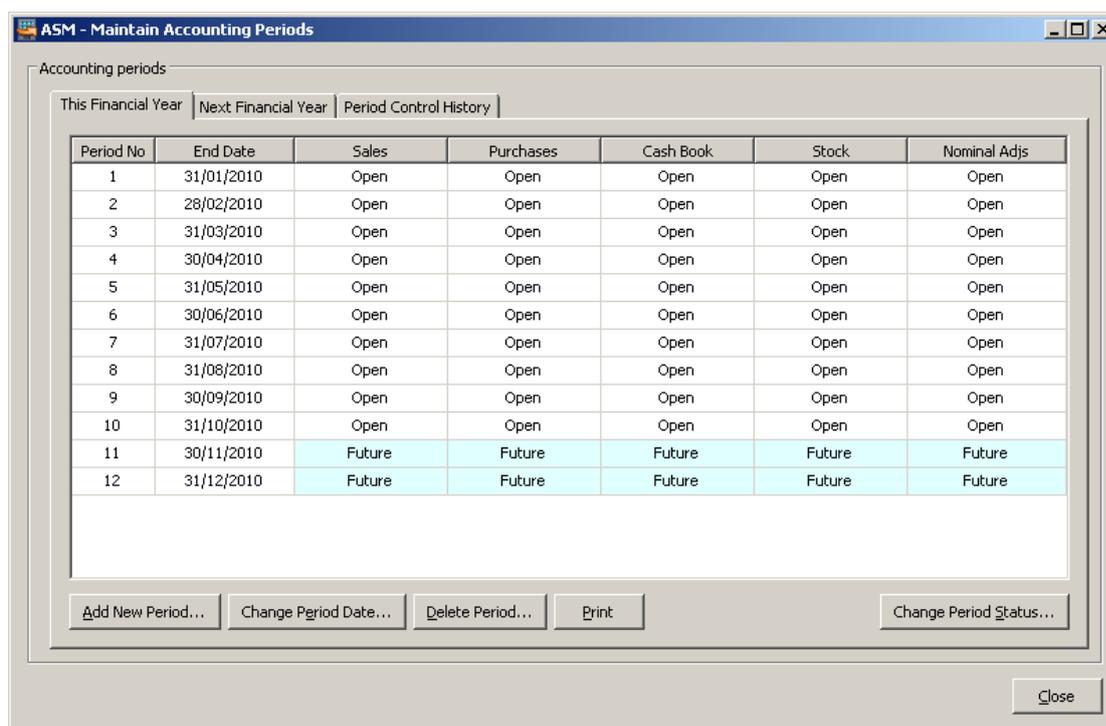
NB. Before closing a period, it is strongly advised that you back up your database. Do not carry out a close period procedure if any other user is logged on to Sage 200.

Once the period is closed, any new nominal ledger transactions for that module, dated in the closed period, are posted to the next open period.

When closing the period for the Sales Ledger or Purchase Ledger, you can choose to archive your sales and purchase ledger transactions for each type of sales or purchase account.

NB. The Nominal Adjustments must be closed last in a period; the other types can be closed in any order.

To close an accounting period go to Accounting System Manager > Accounting Periods > **Maintain Accounting Periods.**



1. For each transaction source, select the period you want to close.

NB. Only periods with a status of Open can be closed.

2. Click **Change Period Status.**

The Close Ledger window displays differently depending on the source module you have selected to close the period for. The Period number and Period end date are displayed.

ASM - Close Cash Book Period

 This routine will close the current period to Cash Book transactions and open the next period.

Please ensure that you have backed up your data before running this routine.

Period to close

Period no:

Period end date:

ASM - Close Sales Ledger Period

 This routine will close the current period to Sales Ledger transactions and open the next period.

Please ensure that you have backed up your data before running this routine.

Period to close

Period no:

Period end date:

Order summary report by:

Select account maintenance routine to run

Archive transactions for Open Item/Auto Allocation accounts
Archive up to:  Last run up to: 01/03/2009 by L

Run period maintenance for Balance Forward accounts
Run as at:  Last run up to: 31/12/2009 by 2

Run period maintenance for automatic allocation accounts
Run as at:  Last run up to: 31/12/2009 by 2

- To close a Sales or Purchase accounting period, choose how the information on the Order Summary report is displayed from the 'Order Summary report by' drop-down list.



- To close a Sales or Purchase accounting period, select the Account maintenance options, if required. These are used to archive your sales and purchase ledger transactions.

Archive transactions for Open Item /Auto Allocation accounts.	<p>Select this to archive or delete fully allocated transactions for your Open item or Auto allocation sales and purchase accounts.</p> <p>You specify how to archive your transactions in the Sales Ledger and Purchase Ledger settings.</p> <p>Enter the date the transactions should be archived up until.</p>
Run period maintenance for Brought Forward accounts.	<p>Select this to create a bought forward balance for your Bought forward sales and purchase accounts, up to the specified Run as at date.</p> <p>Enter the Run as at date.</p>
Run period maintenance for automatic allocation accounts	<p>Select this to automatically allocate all outstanding credits to outstanding debits for your automatic allocation sales and purchase accounts, up to the specified Run as at date.</p> <p>Enter the Run as at date.</p>

- Click **OK** to close the period. If the next period is Future, it will automatically be made Open.

Outcomes

When the period is closed, Sage 200 performs the following tasks:

- Prints an Order Summary report detailing the number of transactions, the turnover, credit limit and balance of each account. All values are printed in the base currency.
- If selected, archives sales and purchase transactions for the different types of sales and purchase account.
- Opens the next period if it is marked as Future. Any Deferred transactions for the new period are moved to Current waiting posting.
- Updates the turnover values for each account on the Sales and Purchase Ledgers so the next period value is moved to the current period, the current period value is moved to the previous period, and so on.
- If the period being processed is the last one in the financial year, the year to-date turnover figures are reset. Period 1 of the new financial year will reflect the turnover in the current period.