

MAS 90 / MAS 200 PERIOD END PROCESSING - WHY IT'S IMPORTANT...

Most modules of MAS 90 hold data in only two "buckets", CURRENT PERIOD and FUTURE. By closing the Current Period on a regular, timely basis, you will be able to print meaningful Period to Date reports and prevent posting to prior periods. In the modules that have been updated to the "4.x" standards, this bucket concept is being removed. In version 4.1, the AR and Sales Order modules have been updated to have "buckets" for all months which eliminates some of the prior reporting issues caused by not closing in a timely manner. In version 4.2, the AP module will also stop using the "two bucket" concept. However, it is still really important to close the modules in a timely manner even if the "two bucket" concept is eliminated in all modules.

In the following example, our Current Period is May, with a fiscal year ending December 31st.

CURRENT	FUTURE
5	6
5/1 5/6 5/15	6/1 6/12 6/20
5/1 CLOSED 5/6 5/31	6/1 6/12 6/20
6	7
6/1 6/12 6/20	

Close Period 5

When Period 5 is closed, all Period 6 transactions move to the current "bucket" and Period 7 is open to post as future.

MAS 90 will let you post as far into the future as you would like, however, all future postings will be in the FUTURE "bucket" in Accounts Payable. Therefore, it is important to close the Current Period before the end of the next period. Your General Ledger reports will be fine, but your Accounts Payable Period to Date reports be incorrect as illustrated below:

6	7
6/1 6/12 CLOSED 6/20 6/27	7/1 7/10 7/15 7/30
7	8
7/1 7/10 7/15 7/30	8/1 8/5 8/6 8/12 8/20 8/31

Various transactions are entered for the months of June, July and August.

Close Period 6

Transactions entered for the month of August before the 6th Period was closed will be included on AP Period to Date reports for the Month of July and will not be included in Period to Date reports for the month of August.

MAS90 ORDER OF CLOSING

The following provides an outline of the processing order for MAS90 applications during Period End. The order logic assures that an application that writes to another application is processed first.

1. Payroll (Quarterly)
2. Purchase Order
3. Sales Order
4. Inventory (close SO & PO with IM is a good idea)
5. Material Requirements Planning (Yearly)
6. Accounts Receivable
7. Accounts Payable
8. Job Cost
9. General Ledger

Modules that do not have a Period End process:

- RMA
- Bank Reconciliation
- Bill of Materials
- Work Order Processing
- Time Card

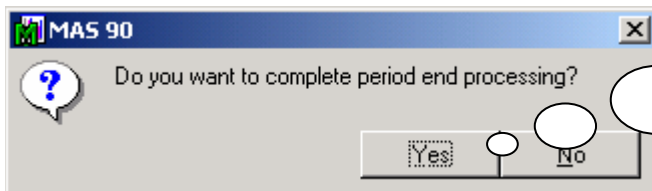
The first step to take is to be sure that you have a good back up of your company data.

Second, assign a team leader to oversee the progress and completion of the whole process.

Be sure all reports have been printed and analyzed for accuracy.

When ready to do the actual Period End process:

- Make sure all transactions have been updated.
- Get everyone is out of MAS90.
- Change the module date to the last day of the period.
- Proceed with Period End Processing.



This is the last prompt you will get, answer **YES**. The actual processing will go very quickly. Period to Date information will shift to Year to Date and the Current Period in Setup Options will be advanced to the next Period.