

Closing Fiscal Year in MIP Fund Accounting



Article: 776343 from Sage NPS Knowledge base

This article applies to: Sage MIP Fund Accounting – all versions

Q: How do I prepare to close the fiscal year in Sage MIP Fund Accounting?

A: First, make sure that all closing assignments have been made. You can verify that all closing assignments are present by reviewing the report found on the *Reports > Lists > Closing Assignments* form. You create the closing assignments using the *Accounting>Maintain > Closing Assignments* form. Use the Closing Account Wizard to quickly make any missing assignments. If you want to change the existing assignments, you must delete the existing assignments first, and then use the Closing Account Wizard.

You may also want to set the acceptable date ranges for each type of Accounting module transaction source using the Entry Dates tab found in Administration under the *Organization > Organization Preferences* menu. Setting the entry preferences can prevent accidental postings into the wrong fiscal year.

Q: Am I required to close before starting the new fiscal year?

A: No. You may continue to enter transactions to any fiscal year. The Application uses the effective date to determine when transactions are posted to your general ledger. You are also not restricted to running reports only within the organization's current fiscal year. You may produce reports for any range of dates.

Q: What happens to my accounting data?

A: Your accounting data is retained. Closing a fiscal year creates new fiscal year or system opening (SO) entries and does not remove any data or transactions. As long as the effective date is in the correct fiscal year, you can continue entering transactions.

Closing Fiscal Year in MIP Fund Accounting Cont'd

Q: I'm ready to close. Now what?


A: Follow the steps below.

1. Sage advises that you complete (post) all transactions for the fiscal year to be closed, but it is not required. They can be entered in the future *if you are careful*. Refer to other knowledge base articles regarding entries to a closed fiscal year.
2. Print year-end reports. A trial balance might be a helpful tool to verify the ending balance for the year you are closing and the opening balances for the subsequent fiscal year.
3. Make sure that you have a backup of your organization database. The Application's back-up tool is found in Administration under *File > Backup*.
4. Make sure all users are out of the Application. The fiscal year close process requires exclusive use of the organization.
5. Close the fiscal year by selecting the menu item in *Accounting > Activities > Close Fiscal year*.
6. Print a comparative trial balance report with a column for Begin Year Balances for comparison to the year-end reports that you ran before the close.

Q: Oops! I forgot a transaction for the closed fiscal year. Can I still enter it?

A: Yes, you can still enter it. If you do create an entry with an effective date in the closed fiscal year you are responsible for also creating an entry to adjust the beginning balances (AO type entry) for the subsequent fiscal year(s).

If you have not yet posted the entry, you can cause the system to automatically create the AO type entry to adjust the subsequent beginning balances. While you can still see the transaction on the screen, click on the Adjust Current Year

button . The Adjust Current Year button is available on most transaction entry forms. The application will automatically create the Adjust Opening (AO) entries needed to correct the system opening balances. If you have already posted the entry without causing the system to create the necessary AO entry then you must create a new entry to create the AO entry. Refer to articles [76228](#) and [74820](#) for more information regarding AO entries.