



There are dozens of little tips and tricks for using your Microsoft Dynamics GP system that can make your life ever so much easier. We'll be bringing you a new tip every month in the hope that you find them useful.

The resident Altico wizard presents your November 2007 tip:

Posting to a Closed Year or Period

Transactions can only be posted to current open year or the most recent historical year. This allows a year to be closed even before final audit adjustments have been received. Posting to the most recent historical year will update the beginning balances of the current year.

To post transactions to a closed year or a closed period in the current year:

1. Using the Fiscal Periods Setup window (Tools -> Setup -> Company -> Fiscal Periods) open the fiscal periods to be used in the transactions.
2. On the General Ledger Setup window (Tools -> Setup -> Financial -> General Ledger) mark Allow Posting to History. If the new transactions should NOT roll forward and adjust the beginning balances of the current year, Un-check the Accounts and Transactions checkboxes under Maintain History on this screen (Note all original settings before making any changes.)
3. Enter and post the needed transactions through the General Ledger Transaction Entry screen (Transactions -> Financial -> General) and post them.
4. Re-close the fiscal periods; restore the settings on the General Ledger Setup window.

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I'm NOT the resident wizard, but be that as it may, you're welcome to channel your questions through me.

Yours,

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