### The Multi-View CYMA/F9 User Guide



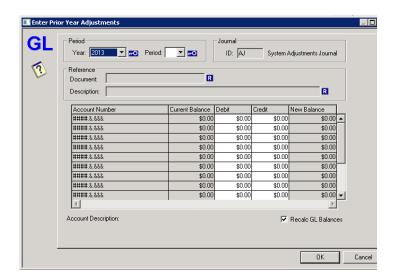
## **General Ledger**

# **Prior Year Adjustments**

http://www.multiviewinc.com/cyma-gl-prior-year-adjustments

#### **PURPOSE**

Prior Year Adjustments allow users to make entries, usually audit adjustments into closed years.



Click OK and yes to allow CYMA to recalculate balances. It might take a while.

Once the recalc is finished, click OK. CYMA has made your adjustments and reclosed the year. You are finished. It's wise to run at new trial balance to confirm that your adjustments totaled as you intended.

Another note, the journal ID for prior year adjustments is AJ. You can run reports in GL filtering by AJ entries.

### PRIOR YEAR ADJUSTMENTS

Prior Year Adjustments involve recalculation of you general ledger balances. "Recalcs" are critical to keeping your CYMA balances precise, but interruptions to recalcs can cause your CYMA data base irreparable damage—unless you do a simple backup first. Here are the important caveats:

- Schedule lots of time for the process
- Back up your CYMA company folder (see the Real-View named SM\_Copy\_Company\_Folder)
- Make certain everyone else is out of CYMA and any F9 enabled spreadsheets for the duration
- Let your IT department know not to get into or run a back-up on the CYMA server until you finish
- If you perform this process at your server level it will go MUCH faster

Start in the General Ledger module and go to ENTER, PRIOR YEAR ADJUSTMENTS. Use the drop down menus to select the year. You can make prior year adjustments for multiple years in the past. Choose the period—this is almost always period 12. Tab or click out and spaces for reference documentation appear. You might enter something like Auditor ADJ 2013 to indicate the docs and ADJ-01 to indicate individual adjustments.

Then enter the debits and credits supplied by your auditor or accounting team. You will see totals accumulate at the bottom of both the debit and credit columns. When you are through, they must equal.