

Article # 1274

Technical Note: Scheduling and Processing Batch Period-End Closing and Transfer to GL

Difficulty Level: Beginner Level AccountMate User

Version(s) Affected: AccountMate 7 for SQL, Express and LAN

Module(s) Affected: GL, SM

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DESCRIPTION

Month-end and year-end closing periods are the busiest time of the year for the finance or accounting department. Timely and accurate financial statements must be generated for management, auditor, and government agency purposes; therefore, ease in generating these reports is important to users. The Batch Period-End Closing and Batch Transfer to GL features in AccountMate can help to expedite the period or year-end closing process; thus, enabling the finance or accounting personnel to devote more time on verifying and reviewing the Financial information accuracy.

The purpose of this Technical Note is to discuss the procedures necessary to set up batch period-end closing and batch transfer data to GL processes. This document also enumerates the conditions that must be met and validations that are performed when scheduling and processing batch period-end closing and batch transfer data to GL.

SOLUTION

Setting up Batch Period-End Closing or Batch Transfer Data to GL

1. Provide user access rights

Only users who are members of a group to which access to these functions has been granted can perform Batch Period-End Closing or Batch Transfer Data to GL. To grant a Group access rights to these functions, mark the Batch Period-End Closing or Batch Transfer Data to GL checkboxes in the Group/User Setup function of the AccountMate Administrator program.

2. Set up GL Module

The Batch Period-End Closing or Batch Transfer Data to GL function is inaccessible if the GL module is not yet set up. You must first access the GL Module Setup function from the Housekeeping menu. Set up the GL module parameters; then, save the changes. Once the GL module is set up, you can proceed to schedule or process batch period-end closing or batch transfer data to GL.

3. Select the module(s)

A module is available for batch period-end closing or batch transfer data to GL if the module is already set up and the user setting up the batch period-end closing or batch transfer data to GL has access rights to close the module. Verify the user access rights using the Group/User Setup function of the AccountMate Administrator program.

4. Specify the period or range of periods (*Batch Period-End Closing only*)

The value in the **From** field is read-only and it is the current period in each module. You can select the value in the **To** field, but you cannot specify a period that falls beyond the current fiscal year or a Year-End Adjustment period. The values specified in these fields are the periods to be scheduled or processed for Batch Period-End Closing or Batch Transfer Data to GL.

5. Choose the process options in case of failure

If one of the modules in a batch fails during the batch period-end closing or batch transfer data to GL, you have the options to **Proceed to next module in case of failure** or **Stop Batch Period-End Closing in case of failure**. You can also e-mail the associated error log by marking the **E-mail error log in case of failure** checkbox and specifying in the adjacent field the e-mail addresses to whom you want to send the error log. The **E-mail error log in case of failure** field is accessible only if the Activate Message feature is activated. To enable the Activate Message feature, access the Workstation Setup function from the Utilities menu of the AccountMate program; then, mark the Activate Message checkbox.

6. Specify Purge Dates

You can also set up the Batch Period-End Closing function to purge some of the transactions in the affected modules. You can automatically assign the same purge date to all transaction types or specify various purge dates to each transaction type.

To automatically assign the same purge date to all transaction types, access the Purge Dates tab in the Batch Period-End Closing function; then, specify a value in the Update Purge Date field. Click on the Apply All button to automatically assign the same purge date to all the Purge (Transaction Type) With Dates Before fields (e.g. Purge PQ With Dates Before, where purchase quote (PQ) is the transaction type). You can also specify various purge dates by specifying a date in each Purge (Transaction Type) With Dates Before field.

Scheduling Batch Period-End Closing or Batch Transfer Data to GL

Once you had set up the batch period-end closing or batch transfer data to GL parameters, you may proceed to schedule the batch period-end closing or batch transfer data to GL in the applicable modules. In order for you to successfully set the schedule, the following conditions must be met:

1. The GL module is set to Use Auto Batch Numbering and there is a value specified in the Next Batch # field; otherwise, you will encounter the message below when you run the Scheduler:



***Note:** This is only applicable to Batch Period-End Closing process.*

2. There must be a valid GL Account ID specified in the Retained Earnings field in the GL module Setup function; otherwise, you will encounter the message below when you run the Scheduler:

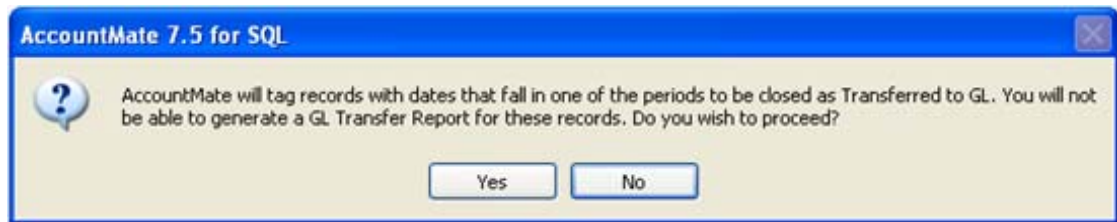


3. There must be no other existing schedule for a Batch Period-End Closing or Batch Transfer Data to GL in the same AccountMate session.
4. You must not log off from the AccountMate session, transfer to another company, close or cancel the Batch Period-End Closing Scheduler or Batch Transfer Data to GL Scheduler.

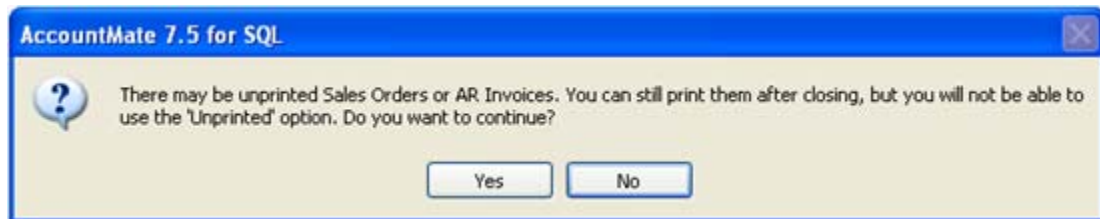
The procedures required to set the schedule are as follows:

1. In the Batch Period-End Closing or Batch Transfer Data to GL function, click on the **Schedule** button to display the Batch Period-End Closing Scheduler or Batch Transfer Data to GL Scheduler.
2. Specify in the **Schedule After** field the number of hours and minutes that must lapse before the batch period-end closing or batch transfer data to GL will be performed.
3. Click on the **OK** button.
4. If you are setting a schedule for Batch Period-End Closing, perform steps 5 and 6. If you are setting a schedule for Batch Transfer Data to GL, proceed to step 7.

5. Click on the **Yes** button in the dialogue window below; otherwise, click on the **No** button to return to the Batch Period-End Closing Scheduler window.



6. If there are unprinted Sales Orders or Accounts Receivable invoices i, click on the **Yes** button in the dialogue window below; otherwise, click on the **No** button to return to the Batch Period-End Closing Scheduler window.



7. Click on the **OK** button in the message window, "**Validation is complete.**" to start the timer.

Batch Period-End Closing or Transfer Data to GL Processes

The conditions for a successful batch period-end closing or batch transfer data to GL are as follows:

1. Conditions 1 and 2 of the Scheduling Batch Period-End Closing or Batch Transfer Data to GL section are met.
2. There is no other user currently accessing AccountMate or its functions.
3. There is no function in AccountMate that is currently open by the user who is performing the Batch Period-End Closing or Batch Transfer Data to GL.

Batch Period-End Closing or Batch Transfer Data to GL can be performed at a specified time or immediately after you set the parameters. If you choose to perform the batch period-end closing or batch transfer data to GL at a scheduled time, perform the steps discussed in the Scheduling Batch Period-End Closing or Batch Transfer Data to GL section.

If you want to immediately process the batch period-end closing or batch transfer data to GL after setting up the parameters, click on the **Process** button in the Batch Period-End Closing or Batch Transfer Data to GL function; then, perform step 2 and the rest of the steps in the Scheduling Batch Period-End Closing or Batch Transfer Data to GL section. If you are performing a Batch Period-End Closing and purge dates are specified, you will encounter the dialogue window below.



Click on the **Yes** button to proceed with the process; otherwise, click on the **No** button to return to the Batch Period-End Closing or Batch Transfer Data to GL window.

Effects of the Batch Period-End Closing or Transfer Data to GL

The Batch Period-End Closing or Batch Transfer Data to GL updates data the same way as does the Period-End Closing or Transfer Data to GL in each module. The **From** field of each module in the Batch Period-End Closing function and the **Current Period** field of each module in the Batch Transfer Data to GL function are also updated with the current period. The Batch Transfer Data to GL function allows you to determine the last time a transfer data to GL is performed through the Last Transfer Date field.

Note: *The **From** field in the Batch Period-End Closing function and the **Current Period** and **Last Transfer Date** fields in the Batch Transfer Data to GL function do not only reflect when the last batch period-end closing or batch transfer data to GL is performed. They are also updated when a Period-End Closing or Transfer Data to GL is performed in each module.*

The discussion above provides users a guide on what must be set up in order to have a successful and smooth batch period-end closing or batch transfer data to GL. Understanding how to schedule a batch period-end closing or batch transfer data to GL helps users to fully utilize and maximize the capability of this feature.

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