

Article # 1274

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

Difficulty Level: Beginner Level AccountMate User

Version(s) Affected: AccountMate 12 for SQL and Express
AccountMate 11 for SQL and Express
AccountMate 10 for SQL and Express

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, auditors, and government agencies; therefore, ease in generating these reports is important to users. AccountMate's Batch Period-End Closing and Batch Transfer to GL features can help to expedite the period-end closing or year-end closing process, thereby enabling the finance or accounting personnel to devote more time on verifying and reviewing the financial information accuracy.

This Technical Note discusses the procedures necessary for setting 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

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

Follow these procedures to set up the batch period-end closing and batch transfer data to GL processes:

1. Grant 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** and **Batch Transfer Data to GL**. To grant a group access rights to these functions, launch the AccountMate Administrator program and access **Security > Group/User Setup**; then, mark the **Access** checkbox that corresponds to the **GL Batch Period-End Closing** and **GL Batch Transfer Data to GL** functions.

2. Set up the GL module.

The **Batch Period-End Closing** or **Batch Transfer Data to GL** function is inaccessible if the GL module has yet to be 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 in the AccountMate Administrator program.

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

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 **Through** 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.

5. Choose the process option 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 option either to **Proceed to the next module in case of failure** or **Stop Batch Period-End Closing in case of failure/Stop Batch Transfer Data to GL 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 address(es) to whom you want to send the error log.

The **E-mail error log in case of failure** field is accessible only when the Activate Message feature is activated. To enable the Activate Message feature, access the **Workstation Setup** function from the Utilities menu; then, mark the **Activate Message** checkbox.

6. Specify the purge dates (applicable only to Batch Period-End Closing).

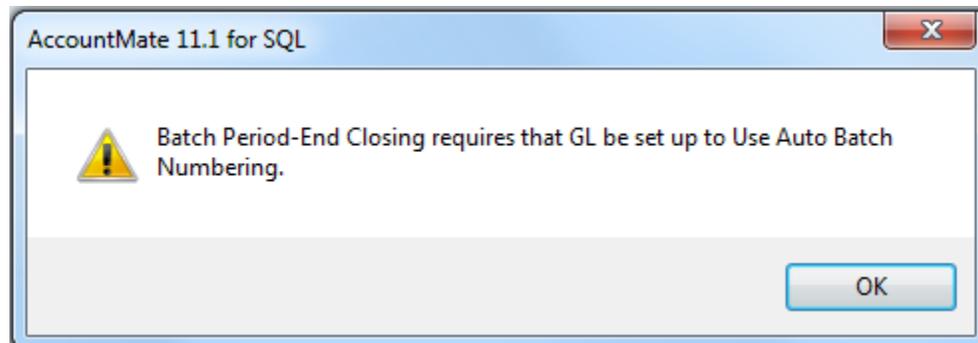
You can also set up the Batch Period-End Closing function to purge some of the transactions in the affected modules. You can automatically assign the same purge date to all transaction types or specify various purge dates to each transaction type.

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 and click on the **Apply All** button. AccountMate will then 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 or 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.

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

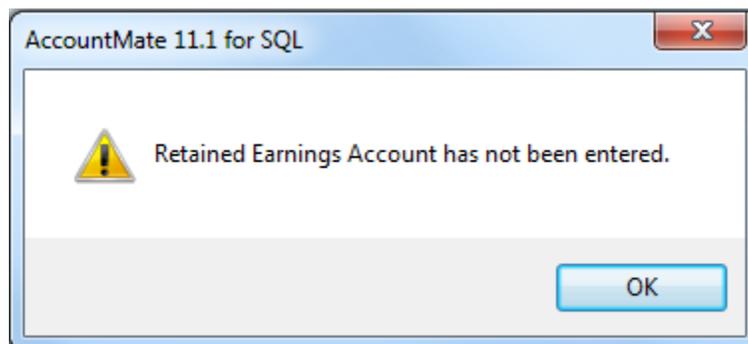
After setting up the batch period-end closing or batch transfer data to GL parameters, you may proceed to schedule the batch period-end closing or batch transfer data to GL in the applicable modules. To successfully set the schedule, the following conditions must be met:

- 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 this message when you run the Scheduler:



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

- There must be a valid GL Account ID specified in the **GL Module Setup > Retained Earnings** field; otherwise, you will encounter this message when you run the Scheduler:



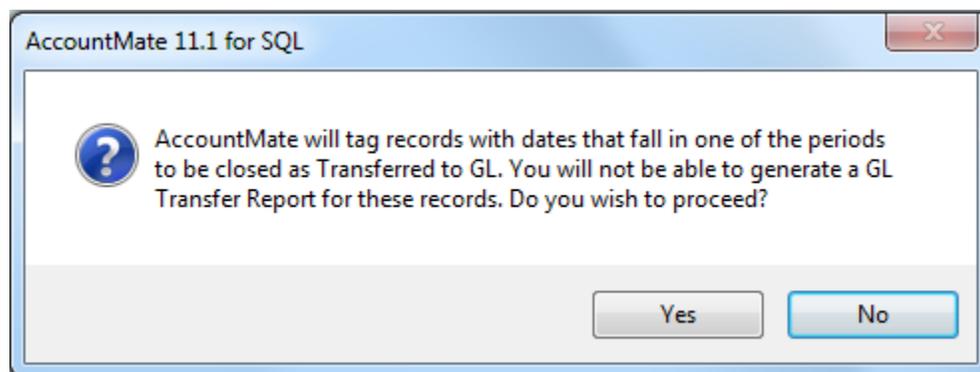
- There must be no other existing schedule for a Batch Period-End Closing in the same AccountMate session.
- If the databases are housed in *SQL Server*, you can set up multiple SQL jobs to run Batch Transfer Data to GL on a daily, weekly, or monthly schedule. If the databases are housed in *SQL Express*, there must be no other existing schedule for a Batch Transfer Data to GL in the same AccountMate session.
- You must not log off from the AccountMate session, transfer to another company, close or cancel the Batch Period-End Closing Scheduler.

If the databases are housed in *SQL Server*, you can set up SQL jobs to run the batch transfer on a scheduled date/time without the need to keep the Batch Transfer Data to GL countdown time window open until the batch transfer is complete. Note also that the schedule batch transfer of data to GL, which is run by SQL jobs, does not require users to log out of AccountMate.

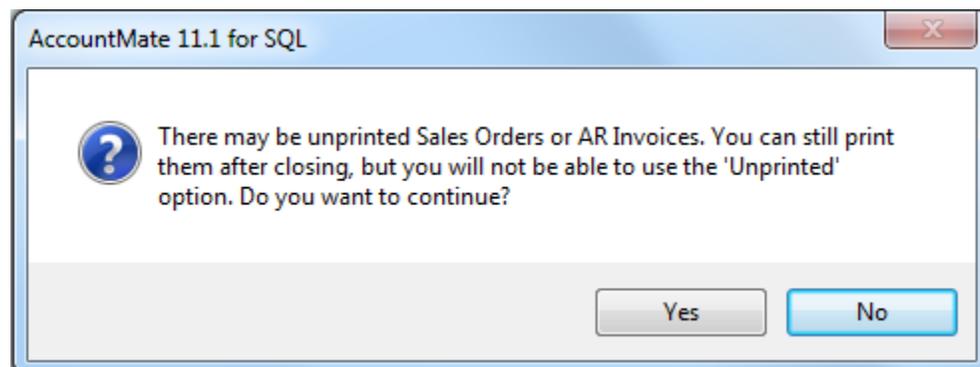
If the databases are housed in *SQL Express*, you must not log off from the AccountMate session, transfer to another company, close or cancel the Transfer Data to GL Scheduler.

The following procedures are required to set the schedule:

1. In the **Batch Period-End Closing** function click on the **Schedule** button to display the **Batch Period-End Closing Scheduler** window.
2. Specify in the **Schedule After** field the number of hours and minutes that must lapse before the batch period-end closing will be performed.
3. Click on the **OK** button.
4. Click on the **Yes** button in the dialogue window shown below; otherwise, click on the **No** button to return to **the Batch Period-End Closing Scheduler** window.



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



Batch Transfer Data to GL

Perform the following procedures if the databases are housed in *SQL Server*:

1. In the **Batch Transfer Data to GL** function click on the **Schedule** button to display the **Create Recurring Schedule – Batch Transfer Data to GL** window.
2. Create a SQL job for the transfer data to GL schedule.
3. Specify the frequency, start time, start date, end date and recurring schedule for the SQL job. Refer to the Online Help or Electronic Manual for detailed information about each field.
4. Click on the **Save** button to save the schedule.

Perform the following procedures if the databases are housed in *SQL Express*:

1. In the **Batch Transfer Data to GL** function click on the **Schedule** button to display the **Batch Transfer Data to GL Scheduler** window.
2. Specify in the **Schedule After** field the number of hours and minutes that must lapse before the batch transfer data to GL will be performed.
3. Click on the **OK** button.
4. Click on the **OK** button in the message window "**Validation is complete.**" to start the timer.

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

The conditions for a successful *batch period-end closing* are as follows:

- The first two conditions discussed in the "Schedule Batch Period-End Closing or Batch Transfer Data to GL" section are met.
- There is no other user currently accessing AccountMate or its functions.
- There is no AccountMate function that is currently open by the user who is performing the Batch Period-End Closing.

The conditions for a successful *batch transfer data to GL* are as follows if the databases are housed in *SQL Server*:

- The first two conditions discussed in the "Schedule Batch Period-End Closing or Batch Transfer Data to GL" section are met.
- You do not need to log in to AccountMate for the process to run. You just need to be sure that both SQL Server and SQL Server Agent to which AccountMate is connected are running during the scheduled batch transfer.

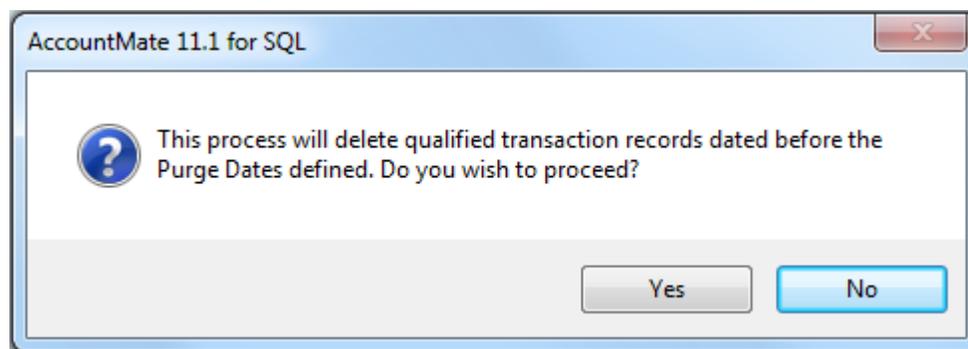
The conditions for a successful *batch period-end closing* or *batch transfer data to GL* are as follows if the databases are housed in *SQL Express*:

- The first two conditions discussed in the "Schedule Batch Period-End Closing or Batch Transfer Data to GL" section are met.
- There is no other user currently accessing AccountMate or its functions.
- There is no Accountmate function that is currently open by the user who is performing the 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 "Schedule Batch Period-End Closing or Batch Transfer Data to GL" section.

If you want to process the batch period-end closing or batch transfer data to GL immediately after you set up the parameters, click on the **Process** button in the **Batch Period-End Closing** or **Run Now** button in the **Batch Transfer Data to GL** function; then, perform step 4 and the rest of the steps in the "Schedule 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 shown 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** window.

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

The **Batch Period-End Closing** or **Batch Transfer Data to GL** updates data the same way as the **Period-End Closing** or **Transfer Data to GL** in each module. The **From** field for each module in the **Batch Period-End Closing** function and the **Current Period** field for each module in the **Batch Transfer Data to GL** function are also updated with the current period. The **Batch Transfer Data to GL** function > **Last Transfer Date** field provides information on the last time a transfer data to GL was performed.

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

This document serves as a guide on what must be set up in order to have a successful and smooth batch period-end closing and batch transfer data to GL. Understanding how to schedule a batch period-end closing or batch transfer data to GL helps you fully utilize and maximize this feature's capabilities.

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