



## AccountMate Year-End Preparations

**Technical Note: Period-End Closing Procedures in AccountMate 7**

**Difficulty Level:** Intermediate Level AccountMate User

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

**Module(s) Affected:** AR/SO, AP/PO, IC, BR, PR, MI, RA and GL

**Posting Date:** 12/10/2008

### DESCRIPTION

This document is provided to assist users in performing period-end closing for the subsidiary modules (i.e. non-GL modules). This discusses the recommended procedures for performing period-end closing and addresses frequently asked questions about this process. Period-end closing for the last period of the fiscal year must be completed before users can perform fiscal year-end closing in the General Ledger module.

### SOLUTION

#### PERIOD-END CLOSING CHECKLIST

1. If the SO module is activated, check for un-invoiced SO shipments<sup>1</sup> with ship dates that fall on or before the period(s) that will be closed. You can verify this by running the **Generate Invoice from Shipment** function in the Accounts Receivable module. The system will not allow you to proceed with the period-end closing process if you have un-invoiced shipments dated on or before the period(s) to be closed.
2. Verify that a valid, active GL Account ID is assigned to the **Retained Earnings Account** field in GL Module Setup's General tab.
3. If closing a fund company:
  - a. Verify that the **Enable Automatic Interfund Balancing** checkbox is marked in GL Module Setup's Fund Accounting Setup tab. This will help ensure that each fund's debits and credits are kept in balance especially if there are transactions that use GL Account IDs from multiple funds.

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<sup>1</sup> Un-invoiced shipments result from shipping a customer's sales order when the Customer Maintenance record is NOT set to Ship SO Generate Invoice.

- b. Verify that each fund ID is assigned valid, active GL Account IDs for its **Fund Balance** and its **Interfund Balance**. You can do this through the Fund Segment Default Setup tab of the Account Segment Values Maintenance function.
4. Print the **GL Transfer Report** for each module that will be closed and review the accounting entries that will be posted to the General Ledger by the period-end closing process.
5. Verify that the **Allow Transfer to GL from** checkbox in the GL Module Setup's Transfer Restrictions tab is marked for all modules that will undergo period-end closing. If this checkbox is not marked, no accounting entries will be posted to GL by the closing process.
6. If closing is done using the Batch Period-End Closing function in the GL module, verify that the **Use Auto Batch Numbering** checkbox is marked and a valid value is assigned to the **Next Batch #** field in GL Module Setup's General tab. The system uses these settings to assign batch numbers to the journal entry batches that will be posted to GL by the closing process.
7. Verify the **purge date** assigned to each type of transaction in each Module Setup function. Keep in mind that purged records cannot be retrieved without restoring from a database backup.
8. Back up the company database(s) before performing period-end closing. Furthermore, test each backup to make sure that it is in good condition and can be restored in case problems are encountered during the closing process. **THIS IS A MUST!**
9. Verify that no one else is accessing the company that is about to undergo period-end closing. Also, the person who is to close the period should not run more than one instance of AccountMate. The system does not allow period-end closing when there are multiple instances of AccountMate accessing the same company.

## WHEN TO PERFORM PERIOD-END CLOSING

There is no hard-and-fast rule as to when period-end closing **must** be performed. It remains at the company's discretion when to close a period.

In deciding about when to close the period, be sure to consider the following:

- AccountMate is date-sensitive not period-sensitive; thus, you do not need to postpone period-end closing to be able to record transactions dated in the period to be closed (e.g. vendor invoices, bank statements, etc.) which documents may not be available until well into the next period.
- Period-end closing moves completed transaction records into the history tables. The longer this is postponed, the more records are kept in the current tables which could slow down some AccountMate search functions. When period-end closing is finally performed after several periods have been left open, the process will take considerably longer than it would have if closing is performed regularly at the end of each period.

- Transfer Data to GL updates the GL account balances while keeping the period open. Run this function to obtain up-to-date financial statements during the period.
- Closing the last period of the fiscal year should only be done when the company is ready to close the GL fiscal year. Any module with a current period that is in a different fiscal year than that of GL will not allow recording of transactions until after Fiscal Year-End Closing is performed.

## HOW TO PERFORM PERIOD-END CLOSING

Period-end closing can be performed in two ways:

1. Using the **Batch Period-End Closing** function in GL
2. Using the **Period-End Closing** function in the non-GL modules

The first option is recommended for those who have activated the GL module and have multiple non-GL modules. This provides a convenient way for users to close multiple modules and/or multiple open periods at one time from inside the GL module. This feature is currently available only in AccountMate 7 for SQL and Express but is not yet available in AccountMate 7 for LAN.

The second option is the traditional approach to period-end closing and is performed in the module that is to be closed. This feature is available in AccountMate 7 for SQL, Express and LAN.

Regardless of the method used, the system performs the following data updates during period-end closing:

- Makes the final and permanent posting into GL of accounting entries for the subsidiary module's transactions that have post dates that fall on or before the period(s) being closed.
- Makes a temporary transfer into GL of accounting entries for the subsidiary module's transactions that have post dates that fall after the period(s) being closed (i.e. future dated transactions).
- Moves completed transactions to the history tables. The system uses different criteria for determining whether a transaction has been completed based on its type or nature. For example, a sales order is deemed complete when it is either fully shipped or cancelled.
- Purges completed transaction data with complete dates that fall on or before the purge date specified in the General (1) tab of the Module Setup function.
- Advances the module's current period to the next period or to the next fiscal year, when closing the last period of the current fiscal year.

## BATCH PERIOD-END CLOSING PROCESS

To close the period using this function, perform the following steps:

1. Access the **Batch Period-End Closing** function from the Housekeeping menu in the General Ledger module.

The screenshot shows the 'Batch Period-End Closing' dialog box with the 'General' tab selected. The 'Current Year' is set to 2008. A table lists modules with checkboxes for activation, 'From' dates, and 'To' dates. The 'To' dates are dropdown menus. Below the table are two radio buttons for failure handling and one checkbox for email logging. At the bottom are 'Schedule', 'Process', and 'Cancel' buttons.

Module	From	To
<input checked="" type="checkbox"/> PO/AP	Feb 08	Feb 08
<input checked="" type="checkbox"/> SO/AR	Feb 08	Feb 08
<input checked="" type="checkbox"/> BR	Feb 08	Feb 08
<input checked="" type="checkbox"/> IC	Feb 08	Feb 08
<input checked="" type="checkbox"/> MI	Feb 08	Feb 08
<input checked="" type="checkbox"/> PR	Feb 08	Feb 08
<input checked="" type="checkbox"/> RA	Feb 08	Feb 08

Figure 1-1. Batch Period-End Closing\General tab

2. Mark the checkbox for each activated module that is to undergo period-end closing.
3. Verify the values in the **From** and **To** fields. By default, these will show the current period in the selected module. You can change the value in the To field but not the From field.
4. Select the option that represents the action that the system should take in case the period-end closing process fails for any of the selected modules.
5. Specify whether the system should e-mail an error log in case of failure and enter the e-mail address to which the error log should be sent.
6. Confirm the dates in the **Purge Dates** tab for the selected modules.

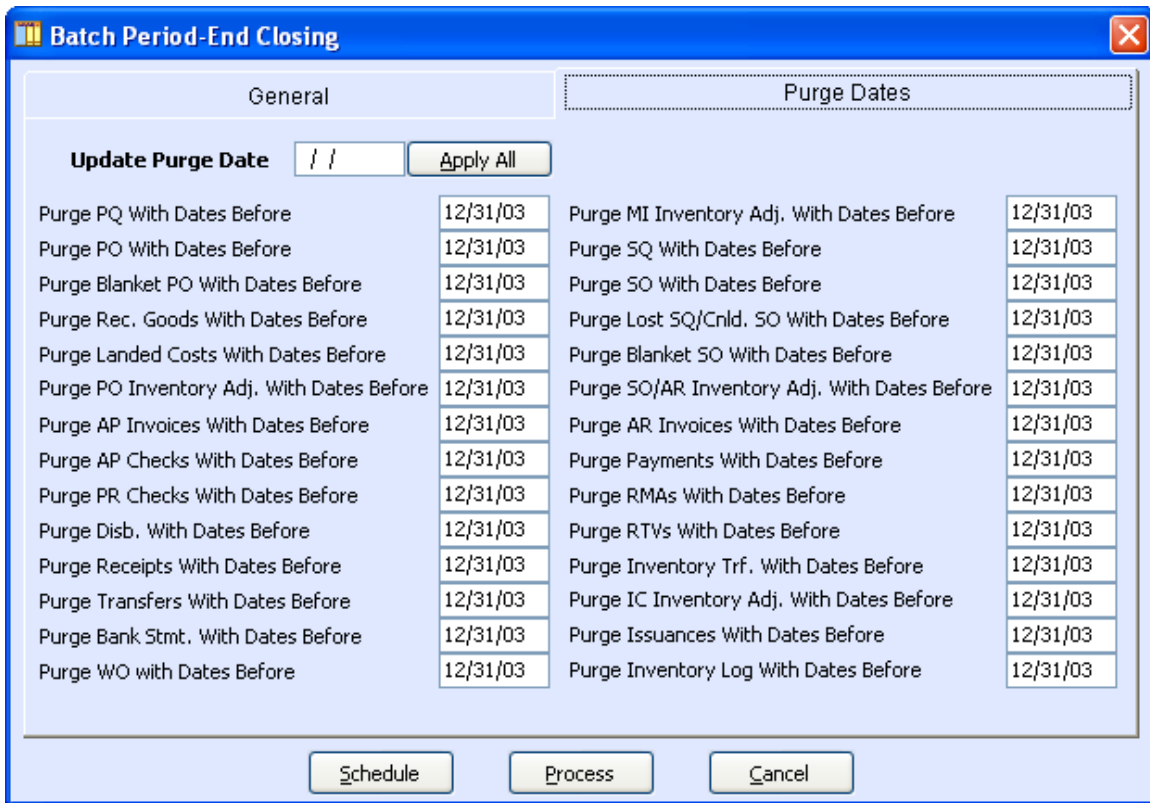


Figure 1-2. Batch Period-End Closing\Purge Dates tab

7. Click the **Process** button to run the closing immediately or click the **Schedule** button to run it at a later time.

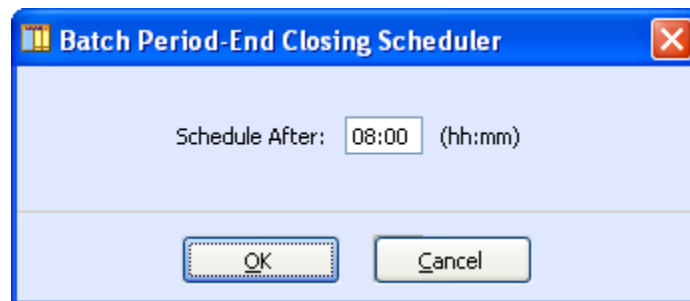


Figure 1-3. Batch Period-End Closing Scheduler window

When the Schedule button is clicked, the system will display the **Batch Period-End Closing Scheduler** window. Enter the number of hours and minutes that must pass before the closing process will be initiated. For example, *Figure 1-3* above shows a system set up to run the Batch Period-End Closing after 8 hours has passed.

**Note:** Closing the Batch Period-End Closing Scheduler window cancels the scheduled Batch Period-End Closing process.

## PERIOD-END CLOSING PROCESS

To close the period using this function, perform the following steps:

1. Access the **Period-End Closing** function from the Housekeeping menu.

Closing Feb 08 (02/01/08 to 02/29/08)	
Purge SQ With Dates Before	/  /
Purge SO With Dates Before	/  /
Purge Blanket SO With Dates Before	/  /
Purge Lost SQ / Cancelled SO With Dates Before	12/31/03
Purge Invoices With Dates Before	/  /
Purge Payments With Dates Before	/  /
Purge Inventory Adjustment With Dates Before	/  /

GL Batch # 1089

OK Cancel

Figure 1-4. Period-End Closing window

The first Period-End Closing window allows users to define which records to purge. The default values come from the General (1) tab of the Module Setup. These default **purge dates** can be changed, if necessary. Any completed transactions dated prior to the dates entered in the Purge fields will be deleted from the system.

2. The **GL Batch #** field displays the batch number that will be assigned to the accounting entries that will be posted to GL by the closing process. If the **Use Auto-Batch Numbering** checkbox in GL Module Setup is not marked, users can enter the batch # that will be assigned to these transactions; otherwise, this field displays for reference the batch number that will be automatically assigned by the system.
3. Click **OK** to proceed. The system will display a dialog window reminding users about what will happen when period-end closing is performed. It includes a reminder to verify that there are no other users accessing the company in the system.

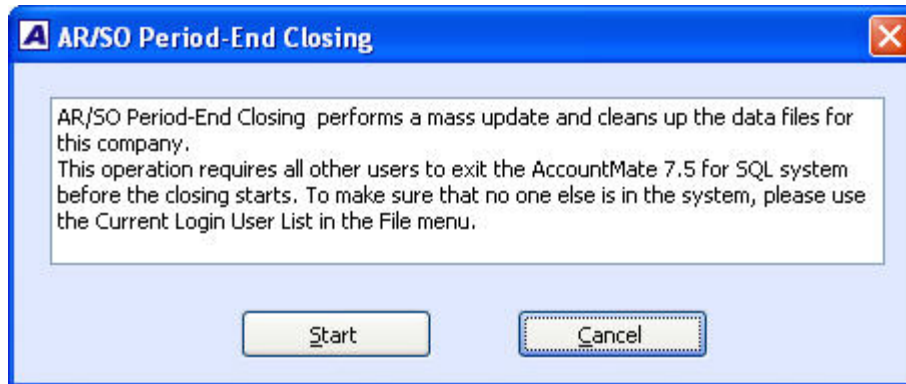


Figure 1-5. Period-End Closing Dialog Window

4. Click **Start** to initiate the closing process. The system will display the Period-End Closing window showing the processes it performs and its status.

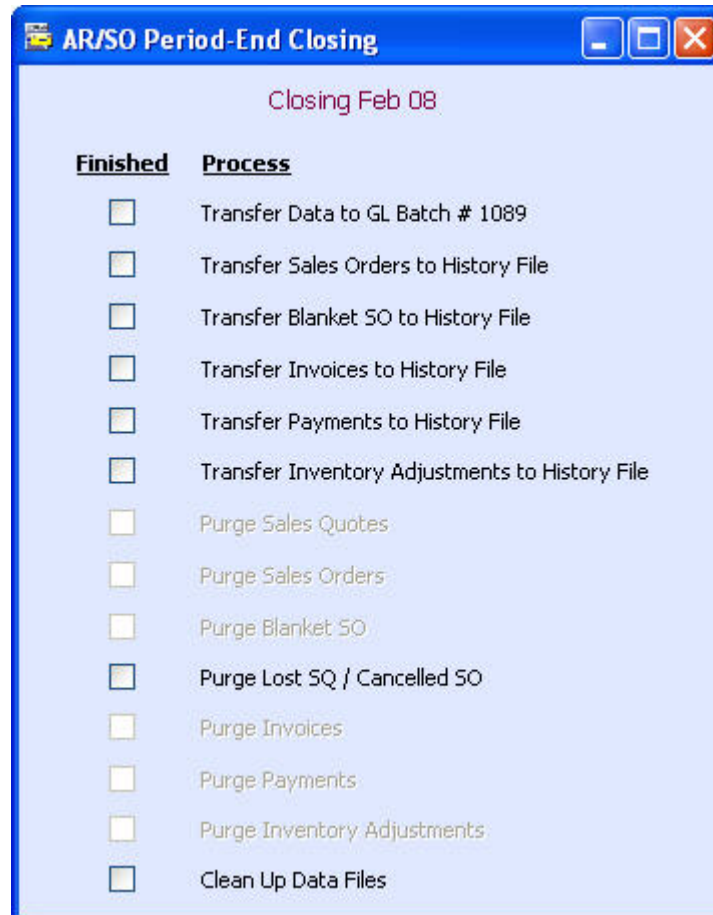


Figure 1-6. Period-End Closing Processes

5. If the closing is successful, the system will display a message indicating that the period has been closed.

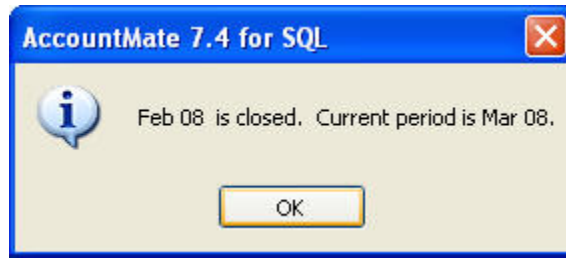


Figure 1-7. Period-End Closing message

### STEPS TO PERFORM AFTER PERIOD-END CLOSING

During period-end closing, the system creates a posted journal entry batch in the GL module for the transferred transactions.

Batch #	Description	Entered By	Create Date	Status	Src	JE	Curr.	Batch Total
1089	AR Period-End Transfer	Supervisor	02/29/08	Posted	AR	1	USD	58,556.35
1088	PR Period-End Transfer	Supervisor	06/05/07	Posted	PR	1		0.00
1087	Payment of Expenses	Supervisor	02/03/08	Posted	GL	3	USD	33,131.92
1086	Expenses	Supervisor	01/31/08	Posted	GL	4	USD	34,131.92
1085	RA Period-End Transfer	Supervisor	01/31/08	Posted	RA	1	USD	5,823.27
1084	MI Period-End Transfer	Supervisor	01/31/08	Posted	MI	1	USD	21,125.00
1083	IC Period-End Transfer	Supervisor	01/31/08	Posted	IC	1	USD	21,317.18
1082	BR Period-End Transfer	Supervisor	01/31/08	Posted	BR	1	USD	1,065,413.25
1081	AR Period-End Transfer	Supervisor	01/31/08	Posted	AR	1	USD	26,213.84
1080	AP Period-End Transfer	Supervisor	01/31/08	Posted	AP	1	USD	98,558.38
1079	Insurance and other Misc. Prep Exp.	Supervisor	02/06/08	Unposted	GL	1	USD	14,658.00
1078	Leashold Improvements	Supervisor	02/05/08	Unposted	GL	1	USD	15,000.00
1077	Purchase of Real Property	Supervisor	01/31/08	Unposted	GL	1	USD	40,000.00
1073	AR Period-End Transfer	Supervisor	12/27/07	Posted	AR	1	USD	18,200.07
1072	Depreciation and Amortization	Supervisor	12/12/07	Posted	GL	2	USD	5,720.00
1052	AR Period-End Transfer	Supervisor	10/05/07	Posted	AR	1	USD	1,171.23
1046	AR Period-End Transfer	Supervisor	09/02/07	Posted	AR	1	USD	1,171.21
1040	AR Period-End Transfer	Supervisor	08/05/07	Posted	AR	1	USD	1,171.21
1034	AR Period-End Transfer	Supervisor	07/05/07	Posted	AR	1	USD	17,008.44

Figure 1-8. Posted batch for the transferred transactions

To prevent posting of transactions to closed fiscal periods, set up the posting period restrictions in the GL module. This helps protect the integrity of the General Ledger data for the closed periods.

Access the **Posting Period Restrictions** function from the GL Housekeeping menu and mark the checkboxes of the periods and modules that will be restricted from

posting. For example, **Figure 1-9** below shows a system set up to prevent the recording of transactions in the GL, SO/AR, PO/AP, PR, BR, MI, IC and RA modules that have post dates in January or February 2008.

**Posting Period Restrictions**

Fiscal Year: 2008 (Current Year) # of Fiscal Periods: 12  
 Date Range: 01/01/08 to 12/31/08

Year	Pd	Period Name	Begin	End	GL	AR	AP	PR	BR	MI	IC	RA
2008	1	Jan 08	01/01/08	01/31/08	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
2008	2	Feb 08	02/01/08	02/29/08	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
2008	3	Mar 08	03/01/08	03/31/08	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
2008	4	Apr 08	04/01/08	04/30/08	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
2008	5	May 08	05/01/08	05/31/08	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
2008	6	Jun 08	06/01/08	06/30/08	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
2008	7	Jul 08	07/01/08	07/31/08	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
2008	8	Aug 08	08/01/08	08/31/08	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
2008	9	Sep 08	09/01/08	09/30/08	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
2008	10	Oct 08	10/01/08	10/31/08	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
2008	11	Nov 08	11/01/08	11/30/08	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
2008	12	Dec 08	12/01/08	12/31/08	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
2008	13	Year-End Adj. 08	12/31/08	12/31/08	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

Note: Check the appropriate box to restrict posting.

OK Cancel

**Figure 1-9. Posting Period Restrictions**

Starting with AccountMate 7.5 for SQL and Express the Posting Period Restriction function is enhanced to allow users to quickly set or lift restrictions on all periods for each module using a checkbox that appears beside each module name at the top of the grid. When this checkbox is marked, all periods of that module shall be restricted from posting. When this checkbox is unmarked, all periods of that module shall be available for posting. For example, **Figure 1-10** below shows a company that is set up to prevent recording of transactions for all periods in the GL and AR modules. This was quickly configured by simply marking the checkbox next to the GL and AR module captions, which in turn marked the checkboxes for all periods listed for the two modules.

**Posting Period Restrictions**

Fiscal Year: 2008 Current Year # of Fiscal Periods: 12

Date Range: 01/01/08 to 12/31/08

Year	Pd	Period Name	Begin	End	GL	AR	AP	PR	BR	MI	IC	RA
2008	1	Jan 08	01/01/08	01/31/08	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
2008	2	Feb 08	02/01/08	02/29/08	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
2008	3	Mar 08	03/01/08	03/31/08	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
2008	4	Apr 08	04/01/08	04/30/08	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
2008	5	May 08	05/01/08	05/31/08	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
2008	6	Jun 08	06/01/08	06/30/08	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
2008	7	Jul 08	07/01/08	07/31/08	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
2008	8	Aug 08	08/01/08	08/31/08	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
2008	9	Sep 08	09/01/08	09/30/08	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
2008	10	Oct 08	10/01/08	10/31/08	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
2008	11	Nov 08	11/01/08	11/30/08	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
2008	12	Dec 08	12/01/08	12/31/08	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
2008	13	Year-End Adj. 08	12/31/08	12/31/08	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

Note: Check the appropriate box to restrict posting.

OK Cancel

**Figure 1-10. AM7.5 Posting Period Restrictions**

Accounting entries will still be generated for existing transactions dated in a restricted period if these transactions were recorded before the period was restricted.

**Note:** When the subsidiary module's current period is in the new fiscal year, make sure that all other activated modules including the GL module are also in the new fiscal year. If the GL module is activated but the current GL fiscal year has not been closed, users cannot access functions in the subsidiary module that will generate accounting entries for posting to GL.

### TECH TIPS

- *Can you post transactions to a closed period in the subsidiary modules?*

Yes, the system allows you to post transactions to a closed period as long as the period is not restricted for posting from the subsidiary module.

- *Does the General Ledger module have a period-end closing function?*

No, the General Ledger module only has the Fiscal Year-End Closing function. It does not have a monthly or periodic closing.

- *What transactions will be posted to Period 13 (Year-End Adjustments)?*

GL Journal Entry Transactions recorded using the journal entry type "Prior Year-End Adjustment" will be posted to Period 13.

- *Do I need to run the Transfer Data to GL function before I run period-end closing?*

No, you do not need to transfer data to GL before performing period-end closing. The period-end closing will perform the final data transfer to GL.

- *How do I run period-end closing without transferring data to GL?*

Access the GL Module Setup function; then, in the Transfer Restrictions tab unmark the "Allow Transfer to GL from" checkbox for the specific module before performing period-end closing for that module.

No journal entry batch will be posted to GL by the closing process so use this feature only if journal entries have been posted directly in GL for transactions in the subsidiary module that are dated before or on the period to be closed. Be sure to mark the checkboxes after closing the period so that future period-end closing will transfer data to GL.

- *After an interrupted or failed period-end closing, possibly caused by an out of balance situation, I encountered a "Period-end closing is in progress" message when I attempted to access any function. How do I resolve this issue?*

In the Utilities menu, access the Data Manager function. Mark the "Release Period-End Closing Lock" checkbox for the system to release the period-end closing lock and allow access to the functions in the system. Be sure to restore backup before resuming period-end closing or entering transactions.

- *What reports should be generated to verify that data from the subsidiary modules were properly posted into GL during period-end closing?*

Before performing period-end closing in the subsidiary module, generate the GL Transfer Report to view the complete list of transaction accounting entries that will be posted to the General Ledger module by the period-end closing process. Run this report to display transactions dated through the period(s) that will be closed.

After period-end closing, generate the Transfer Data Report or the Transaction Search Report in the GL module. Verify that the data in the subsidiary module's GL Transfer Report is properly posted by comparing it to the General Ledger's Transfer Data Report or Transaction Search Report.

The foregoing discussion guides you on how to effectively perform period-end closing in AccountMate 7 for SQL and Express using the two options available. It addresses frequently asked questions related to the closing process. It also directs users about the pre- and post-closing activities to help ensure a smooth and successful transition into the next fiscal period.

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