

# The Ledger

FMS Newsletter



**SOUTHERN SOFTWARE, INC.**  
an employee-owned company

June Issue



## Fiscal Year End Alert

Get prepared for the new fiscal period today!



## Important Information

For many customers the end of this month will mark the end of the fiscal period. That being said there are a number of items to complete prior to the first day of the fiscal period. In the Knowledge Base section **below** there are articles that should help you. If you need us, please call or email.

**Please do NOT edit/extend existing Fiscal Periods and do NOT add Special Project Funds to standard fiscal periods!**

We are adding a way to prevent users from doing these things, but it will be in version 150, which is still in development.



## Knowledge Base

[FMS Fiscal Year End Processing](#)

[Fiscal Year Closing and Transition Best Practices \(Document\)](#)

[Fiscal Year Closing and Transition Best Practices \(Video\)](#)

Southern Software has a Knowledge Base available for FMS. Click [HERE](#) or by going to our website at <https://portal.southernsoftware.com/> then click the **Sign Up** option to sign up for the site. Fill out the information on the next form and it will generate an automated email to us to create and approve your account. Let us know if there are topics you would like to see covered, either by a written document or video.



## FMS Email Services

As of May 30th a feature that has been used to email Utility Bills or Payroll check vouchers from FMS has been disabled by Gmail. If you are currently using Gmail email settings within FMS to email Payroll check vouchers or Utility Bills then you will want to make a change to another email service ASAP. We HIGHLY recommend going with our FMS Email Services, which is very affordable on an annual basis. We know it works and the troubleshooting is done on our side. If you choose to use another service we cannot guarantee it will work for you. If you are interested in our email services please email Marci Lewandowski at:

[mlewandowski@southernsoftware.com](mailto:mlewandowski@southernsoftware.com)

## Current FMS Version 21.4.149.1



You can view your software version by clicking 'Help' then 'About'. The current version of FMS is **21.4.149.1**. It is being slowly rolled out. If you need to be updated, please send an email to Tony Marks on our Updates Team at [tmarks@southernsoftware.com](mailto:tmarks@southernsoftware.com)

