BULLETIN 12-01-2016

November Month End Closing

We performed the November month-end close for the following modules.

Module		Open Periods
AP	Accounts Payable	Period 6 (Dec) – Period 7 (Jan)
AR	Accounts Receivable	Period 5 (Nov) – Period 7 (Jan)
BI	Billing	Period 5 (Nov) – Period 7 (Jan)
EX	Expenses	Period 6 (Dec) – Period 7 (Jan)
IN	Inventory	Period 6 (Dec) – Period 7 (Jan)

As part of this process, a mass update process was run to update the accounting date and budget date fields to 12/01/2016 for any open AP vouchers with an accounting date prior to 12/01/2016 that were not <u>fully</u> processed. Any vouchers that were in Recycled or Denied status were not updated and therefore the accounting date will still need to be updated before processing can continue.

If an expense report was submitted in November but was not approved, you will need to update the accounting date to today's date before applying approvals.

The General Ledger and Project Costing modules will be closed on December 5th. Below are the listing of the STAR modules and their open periods.

Module		Open Periods
GL	General Ledger	Period 6 (Dec) – Period 7 (Jan)
PC	Project Costing	Period 6 (Dec) – Period 7 (Jan)

Agencies should consider that all journal entries (interfaced, journal spreadsheet upload or online entry) with a November date will need to have been successfully edited, budget checked, approved and posted before we close the general ledger. Otherwise, the journal will need to be copied into the new month (December). Users will be <u>unable</u> to change the date on the journal. Agencies can run the below queries to monitor the journal entries requiring posting.

> WI_GL_JOURNAL_ACT_NOT_POSTED – Journals that have not been posted showing line detail including Project chartfields.

> WI_GL_JRNL_NOT_POSTED – This will be useful for agencies to monitor what is required to be posted.