BULLETIN 01-05-2016

December Month End Closing

We performed the December month-end close on December 31st for the following modules.

Module		Open Periods
AM	Asset Management	Period 7 (Jan) – Period 8 (Feb)
AP	Accounts Payable	Period 7 (Jan) – Period 8 (Feb)
AR	Accounts Receivable	Period 6 (Dec) – Period 8 (Feb)
BI	Billing	Period 6 (Dec) – Period 8 (Feb)
EX	Expenses	Period 4 (Oct) – Period 8 (Feb)
IN	Inventory	Period 7 (Jan) – Period 8 (Feb)

As part of this process, a mass update process was run to update the accounting date field to 01/01/2016 for any open AP vouchers with an accounting date prior to 01/01/2016 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.

The General Ledger and Project Costing will be closed the 3rd business day of the month (January 6th). After the nightly batch cycle on January 6th, below is the listing of the STAR modules and their open periods.

Module		Open Periods
GL	General Ledger	Period 7 (Jan) – Period 8 (Feb)
PC	Project Costing	Period 7 (Jan) – Period 8 (Feb)

Agencies should consider that all journal entries (interfaced, journal spreadsheet upload or online entry) with a December date will need to be successfully edited, budget checked, approved and posted before we close the general ledger on January 6th. Otherwise, the journal will need to be copied into the new month (January). 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.