BULLETIN 03-08-2016

February Month End Closing

We performed the February month-end close on February 29th for the following modules.

Module		Open Periods
AM	Asset Management	Period 9 (Mar) – Period 10 (Apr)
AP	Accounts Payable	Period 9 (Mar) – Period 10 (Apr)
AR	Accounts Receivable	Period 8 (Feb) – Period 10 (Apr)
BI	Billing	Period 8 (Feb) – Period 10 (Apr)
EX	Expenses	Period 4 (Oct) – Period 10 (Apr)
IN	Inventory	Period 9 (Mar) – Period 10 (Apr)

As part of this process, a mass update process was run to update the accounting date field to 03/01/2016 for any open AP vouchers with an accounting date prior to 03/01/2016 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 modules were closed on March 7th. We were able to process pay period 04 GL entries in February before the close. Below are the listing of the STAR modules and their open periods.

Module		Open Periods
GL	General Ledger	Period 9 (Mar) – Period 10 (Apr)
PC	Project Costing	Period 9 (Mar) – Period 10 (Apr)

Agencies should consider that all journal entries (interfaced, journal spreadsheet upload or online entry) with a February date will need to have been successfully edited, budget checked, approved and posted before we closed the general ledger. Otherwise, the journal will need to be copied into the new month (March). 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.