BULLETIN 05-05-2016

April Month End Closing

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

Module		Open Periods
AM	Asset Management	Period 11 (May) – Period 12 (Jun)
AP	Accounts Payable	Period 11 (May) – Period 12 (Jun)
AR	Accounts Receivable	Period 10 (Apr) – Period 12 (Jun)
BI	Billing	Period 10 (Apr) – Period 12 (Jun)
EX	Expenses	Period 4 (Oct) – Period 12 (Jun)
IN	Inventory	Period 11 (May) – Period 12 (Jun)

As part of this process, a mass update process was run to update the accounting date field to 05/01/2016 for any open AP vouchers with an accounting date prior to 05/01/2016 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 May 4th. Below are the listing of the STAR modules and their open periods.

Module		Open Periods
GL	General Ledger	Period 11 (May) – Period 12 (Jun)
PC	Project Costing	Period 11 (May) – Period 12 (Jun)

Agencies should consider that all journal entries (interfaced, journal spreadsheet upload or online entry) with an April 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 (May). 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.