BULLETIN 12-10-2015

November Month End Closing Update

We will be performing the November month-end close **today after the batch cycle at 7 PM**. As part of this process, the following will occur:

1. A mass update process was run to update the accounting date field to 12/01/2015 for any open AP vouchers with an accounting date prior to 12/01/2015 that were not <u>fully</u> processed at 2:00 PM today. 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.

2. After the close process for November tonight, below is the listing of the STAR modules and their open periods.

Module		**Open Periods**
AM	Asset Management	Period 6 (Dec) – Period 7 (Jan)
AP	Accounts Payable	Period 6 (Dec) – Period 7 (Jan)
AR	Accounts Receivable	Period 6 (Dec) – Period 7 (Jan)
BI	Billing	Period 6 (Dec) – Period 7 (Jan)
EX	Expenses	Period 4 (Oct) – Period 7 (Jan)
IN	Inventory	Period 6 (Dec) – Period 7 (Jan)
GL	General Ledger	Period 6 (Dec) – Period 7 (Jan)
PC	Project Costing	Period 6 (Dec) – Period 7 (Jan)

3. As communicated previously, agencies should consider that all journal entries (interfaced, journal spreadsheet upload or online entry) with a November date will need to be successfully edited, budget checked, approved and posted before we close the general ledger on December 10th. 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.