



Close of Period Processes

Script Description

All journals, analysis, and reports have been finalized for the current accounting period. You now need to close the period.

Process Assumptions

None

Understanding The Process

Actuals

For Actuals ledgers, you can keep a range of accounting periods, or even several fiscal years, open at one time, so that you can post journals to any period you require. It's also simple to close accounting periods, so you maintain thereby maintaining both flexibility and control over journal posting.

The Calendar actually determines the beginning and ending dates of each accounting period. You define it for Actuals ledgers on the Detail Calendar panel. On this the "Ledgers for a Unit" panel, you specify the fiscal year and the periods that are currently open for a particular calendar. You can open multiple fiscal years, but the year(s) that you enter must be defined in the calendar used by the Actuals ledgers.

Budget

The budget checking process determines which transaction types are valid during which range of dates. Business Unit and Fiscal Year define this on the Budget Transaction Control panel. By establishing Budget Transaction Controls, you not only restrict or enable transactions for budget checking, but you effectively restrict or enable these transactions from further processing since they won't pass budget checking.

The Budget Transaction Control dates that you define can span multiple fiscal years; they let you enter and budget check the corresponding transaction type at any time within the posting date limits. The time period defined by the date limits is based on the system date; however, the transactions you post within the date limits apply to the fiscal year you specify regardless of the system date on which the posting occurs.

The start and end dates must be the actual system dates (not the fiscal year dates) that you want the Budget Checking Module (BCM) to accept for a particular transaction type. For example, assume that your institution is in its fiscal year 2000, which runs from

07/01/1999 to 06/30/2000. Also, assume that today is 09/01/99. If you want to permit the posting of Accounts Receivable items for the next fiscal year (fiscal year 2001), then you need to add a row on the Budget Transaction Control Panel for the fiscal year 2001 and transaction type "Account Receivable Item." The start date could be 07/01/1999 and the end date could be 06/30/2001. This would effectively say that you could enter Accounts Receivable items that fall in the fiscal year 2001 during the system date range of 07/01/1999 through 06/30/2001.

Conversely, if you do not want to permit the posting of items dated in the fiscal year 2001 during the 2000 fiscal year, you should enter a row on the 2000 fiscal year parameters with a system start date of 07/01/1999 and 06/30/2000. If you try to post a transaction for fiscal year 2001 on any date during fiscal year 2000, the BCM will fail the transaction with the message "Transaction not allowed for FY." You can define time limits for the following transaction types:

<u>Transaction Type</u>	<u>Description</u>
AR	Accounts Receivable Item
BI	Billing
CC	Procurement Card Transaction
EN	GL Encumbrance
EX	AP Voucher
FA	F & A Accounting Entry
IN	IN Accounting Entry
JU	GL Journal Unpost
JV	GL Journal Entry
MC	Accounts Receivable Match Cash
PM	AR Payment (Reference Item)
PN	AR Direct Jrnl
PO	Purchase Order
PR	GL Pre Encumbrance
PU	AR Payment Unpost
RF	Accounts Receivable Refund
RQ	Requisition

Actuals Ledgers - Close of an Accounting Period Process

1. Close the current accounting period.
2. Access the Ledgers for a Unit Panels as follows:

GO	Define Business Rules
	Establish Business Units
USE A-M	Ledgers for a Unit
	Definition

Click the button

The farthestmost right hand scroll bar allows you to scroll to other Ledgers.

- a. Enter the *Open From Year/Period* - the first period in a range you want open.
- b. Enter the *Through Year/Period* - the last period in the range you want open.

In the above example, if I only wanted to close period 01 in the Fiscal year 2000, I would enter the data as shown below

I. *Open From Year/Period* - 2000 02

II. *Through Year/Period* - 2000 12

Thus only periods 02 through and including period 12 in the Fiscal Year 2000 would be open.

If I only wanted period 06 in the Fiscal year 2000 open, I would enter the data as shown below

III. *Open From Year/Period* - 2000 06

IV. *Through Year/Period* - 2000 06

Thus only period 06 in the Fiscal Year 2000 would be open.

If I wanted no periods open, I would enter the data as shown below

V. *Open From Year/Period* - Blank year and Blank period

VI. *Through Year/Period* - Blank year and Blank period

Blank out the fiscal year and period range fields to close all the periods in the detail ledger. If there are no values in these fields, no periods are open for this ledger and the system doesn't allow journal entry posting.

Budget Month End Close Process Flow Steps

In contrast to Actual ledgers, you manage accounting periods and control transactions using the Budget Transaction Control panel.

GO	Define Business Rules
	Administer Budgetary Control
USE	Budget Transaction Control
	Add

Click on the button

The following Panel will display:

Select the Transaction Type from the drop-down list. With the Start Date and End Date fields, you define the system dates within which you can post the transaction type you choose. Press F7 to add a line and define posting limits for a different transaction type. You can define one set of date limits for each transaction type.

The Current Status field indicates that this transaction would be either Accepted or Rejected if you were to run budget checking today.

To update or display an existing Budget Transaction Control,

GO	Define Business Rules
	Administer Budgetary Control
USE	Budget Transaction Control

	Update/Display
--	----------------

Click the button

Select the Fiscal Year you want and hit the Search push button.

The Start Date and End Date fields define the system dates within which you can post each of the transaction types shown. Each transaction type can have one set of date limits defined for it.

The Current Status field indicates that this transaction would be either Accepted or Rejected if you were to run budget checking today.

In the example above, a transaction from the subsystem for PeopleSoft Accounts Payable Vouchers having an accounting date in the fiscal year 2000 can only be entered if that date is in the system date range specified (07/01/1999 to 06/30/2000). There are no other fiscal years defined. Therefore, no entries can be made for anything in the fiscal year 2001.