



**State of Wisconsin
Department of Administration**

**Open and Close Periods
Job Aid**

Version 1.0



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PURPOSE AND DESCRIPTION

Purpose

This document explains the key activities involved in opening, closing, and viewing periods. It provides an overview of the sub-processes involved, as well as step-by-step procedural guidance to perform the activity.

Description

The key activities involved in the Open and Close Period process are:

- Activity 1: Open and Close Periods
- Activity 2: View Period



ACTIVITY 1: OPEN AND CLOSE PERIODS

Open and Close Period(s) Procedure Steps

Scenario: Opening and closing of periods will be maintained centrally. To perform this action follow the steps explained below.

Step	Action
1.	To Open / Close periods, navigate to: Set Up Financials / Supply Chain > Business Unit Related > General Ledger > Open Periods > Open Periods Mass Update
2.	<p>Within the Open Periods Mass Update page, the following fields should be entered:</p> <ul style="list-style-type: none"> • PeopleSoft Product (Required) • Calendar (Required) • Unit (Defaults) • Ledger Group (Required) <p>Click Search after entering data into fields above.</p> <div data-bbox="373 882 1372 1176" style="border: 1px solid black; padding: 5px;"> <p>Open Period Mass Update</p> <p>Selection Criteria</p> <p>*PeopleSoft Product GL <input type="text" value="General Ledger"/> <input type="text" value=""/> <input type="text" value="37000"/> <input type="text" value=""/> <input type="button" value="Search"/></p> <p>Update Selected Rows</p> <p>From Year <input type="text" value=""/> From Period <input type="text" value=""/> To Year <input type="text" value=""/> To Period <input type="text" value=""/> Def Adj Year <input type="text" value=""/> Def Adj Period <input type="text" value=""/> <input type="button" value="Apply"/></p> <p>Migrate Selected to Subsystems <input type="checkbox"/> AP <input type="checkbox"/> EX <input type="checkbox"/> AM <input type="checkbox"/> BI <input type="checkbox"/> AR <input type="checkbox"/> PC <input type="checkbox"/> IN <input type="button" value="Migrate"/></p> <p><input checked="" type="checkbox"/> Select All <input type="checkbox"/> Clear All</p> </div>
3.	<p>From the Update Selected Rows area of the page, specify which periods will stay open (all other periods will close). Once selected, click Apply.</p> <ul style="list-style-type: none"> • From Year: enter the fiscal year of the first accounting period in the range of months that will stay open. • From Period: enter the number of first accounting period in the range of months that will stay open (for example, July = 1). • To Year: enter the fiscal year of the last month in the range of months that will stay open. • To Period: enter the number of the last month in the range of months that will stay open (for example, September= 3). If you are opening a new month, enter the number of the new month here. <p>Additionally, if a Unit is entered in the Selection Criteria, all applicable Trans Types tied to the Ledger Group of that Unit will need to be selected (The Select All box can be checked).</p>



Open Period Mass Update

Selection Criteria
 *PeopleSoft Product: GL General Ledger *Calendar: AN Unit: 50500 Ledger Group: ACTUALS Search

Update Selected Rows
 From Year: 2015 From Period: 1 To Year: 2015 To Period: 3 Def Adj Year: Def Adj Period: Apply

Migrate Selected to Subsystems AP EX AM BI AR PC IN

Select All Clear All

Open Period(s) Personalize | Find | View All | First 1-6 of 6 Last

Select	Ledger Grp	Unit	Trans Type	Edit Row	From Year	From Period	First Open	To Year	To Period	Last Open
<input checked="" type="checkbox"/>	ACTUALS	50500	DEF		2015	6	12/01/2014	2015	6	12/31/2014
<input checked="" type="checkbox"/>	ACTUALS	50500	PCA		2015	6	12/01/2014	2015	6	12/31/2014
<input checked="" type="checkbox"/>	ACTUALS	50500	POR		2015	6	12/01/2014	2015	6	12/31/2014
<input checked="" type="checkbox"/>	ACTUALS	50500	RCA		2015	6	12/01/2014	2015	6	12/31/2014
<input checked="" type="checkbox"/>	ACTUALS	50500	REQ		2015	6	12/01/2014	2015	6	12/31/2014
<input checked="" type="checkbox"/>	ACTUALS	50500	UNP		2015	6	12/01/2014	2015	6	12/31/2014

Once **Apply** is selected, the **From Year**, **From Period**, **To Year**, and **To Period** within the Open Period(s) section will reflect the updated status.

4.

Open Period Mass Update

Selection Criteria
 *PeopleSoft Product: GL General Ledger *Calendar: AN Unit: 50500 Ledger Group: ACTUALS Search

Update Selected Rows
 From Year: From Period: To Year: To Period: Def Adj Year: Def Adj Period: Apply

Migrate Selected to Subsystems AP EX AM BI AR PC IN

Select All Clear All

Open Period(s) Personalize | Find | View All | First 1-6 of 6 Last

Select	Ledger Grp	Unit	Trans Type	Edit Row	From Year	From Period	First Open	To Year	To Period	Last Open
<input checked="" type="checkbox"/>	ACTUALS	50500	DEF		2015		07/01/2014	2015	3	09/30/2014
<input checked="" type="checkbox"/>	ACTUALS	50500	PCA		2015		07/01/2014	2015	3	09/30/2014
<input checked="" type="checkbox"/>	ACTUALS	50500	POR		2015		07/01/2014	2015	3	09/30/2014
<input checked="" type="checkbox"/>	ACTUALS	50500	RCA		2015		07/01/2014	2015	3	09/30/2014
<input checked="" type="checkbox"/>	ACTUALS	50500	REQ		2015		07/01/2014	2015	3	09/30/2014
<input checked="" type="checkbox"/>	ACTUALS	50500	UNP		2015		07/01/2014	2015	3	09/30/2014



ACTIVITY 2: VIEW PERIODS

View Periods Procedure Steps

Scenario: Users may want to view the current status of periods for various modules. Follow the steps explained below.

Step	Action																																																					
1.	<p>To view the current status of periods, navigate to: Set Up Financials / Supply Chain > Business Unit Related > General Ledger > Open Periods > Open Periods Display. The following fields should be entered:</p> <ul style="list-style-type: none"> • PeopleSoft Product • Business Unit • Ledger Group <div data-bbox="321 695 1421 1058" style="border: 1px solid black; padding: 5px;"> <p>Open Period Display</p> <p>Enter any information you have and click Search. Leave fields blank for a list of all values.</p> <p><input type="button" value="Find an Existing Value"/></p> <p>▼ Search Criteria</p> <p>PeopleSoft Product: begins with GL</p> <p>Business Unit: = 50500</p> <p>Ledger Group: = ACTUALS</p> <p><input type="button" value="Search"/> <input type="button" value="Clear"/> Basic Search <input type="button" value="Save Search Criteria"/></p> </div>																																																					
2.	<p>After Search is selected, the following information will be displayed for the criteria entered in Step 1</p> <ul style="list-style-type: none"> • Open Periods <ul style="list-style-type: none"> ○ From Year ○ From Period ○ First Open ○ To Year ○ To Period ○ Last Open <div data-bbox="402 1356 1339 1843" style="border: 1px solid black; padding: 5px;"> <p>Open Period Display</p> <p>PeopleSoft Product GL Business Unit 50500 Ledger Group ACTUALS</p> <p><input type="checkbox"/> Show all transaction types</p> <table border="1"> <thead> <tr> <th colspan="2">Open Period(s)</th> <th colspan="5">Personalize Find 1 of 1 Last</th> </tr> <tr> <th>Trans Type</th> <th>Description</th> <th>From Year</th> <th>From Period</th> <th>First Open</th> <th>To Year</th> <th>To Period</th> <th>Last Open</th> </tr> </thead> <tbody> <tr> <td>DEF</td> <td>Default</td> <td>2015</td> <td></td> <td>1 07/01/2014</td> <td>2015</td> <td></td> <td>3 09/30/2014</td> </tr> </tbody> </table> <table border="1"> <thead> <tr> <th colspan="2">Include Adjustment Periods</th> <th colspan="3">Personalize 1-4 of 4</th> </tr> <tr> <th>*Adjustment Period</th> <th>*Adjustment Year</th> <th>Is Open</th> <th colspan="2">Default</th> </tr> </thead> <tbody> <tr> <td>995</td> <td>2014</td> <td><input type="checkbox"/></td> <td colspan="2"><input type="checkbox"/></td> </tr> <tr> <td>996</td> <td>2014</td> <td><input type="checkbox"/></td> <td colspan="2"><input type="checkbox"/></td> </tr> <tr> <td>997</td> <td>2014</td> <td><input type="checkbox"/></td> <td colspan="2"><input type="checkbox"/></td> </tr> <tr> <td>998</td> <td>2014</td> <td><input type="checkbox"/></td> <td colspan="2"><input checked="" type="checkbox"/></td> </tr> </tbody> </table> <p><input type="button" value="Return to Search"/> <input type="button" value="Notify"/></p> </div>	Open Period(s)		Personalize Find 1 of 1 Last					Trans Type	Description	From Year	From Period	First Open	To Year	To Period	Last Open	DEF	Default	2015		1 07/01/2014	2015		3 09/30/2014	Include Adjustment Periods		Personalize 1-4 of 4			*Adjustment Period	*Adjustment Year	Is Open	Default		995	2014	<input type="checkbox"/>	<input type="checkbox"/>		996	2014	<input type="checkbox"/>	<input type="checkbox"/>		997	2014	<input type="checkbox"/>	<input type="checkbox"/>		998	2014	<input type="checkbox"/>	<input checked="" type="checkbox"/>	
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