GEORGIA*FIRST*
FINANCIAL, INFORMATION & REPORTING SYSTEMS FOR TOMORROW
A Project of the University System of Georgia

Announcement

SUBJECT: Reminder: Soft Close Process Must Be Completed Before Submitting Current Period's Data to the Financials Data Mart

POSTED: October 11, 2012

ANNOUNCEMENT

As part of the PeopleSoft Release 2.50 applied on September 15, 2012, the Hard Close Process was modified to no longer place a soft close on the periods being hard closed for the ACTUALS, GAAP, and CAPITAL ledgers. The institutions must complete the soft close process when submitting the current period's data to the Financials Data Mart. If a soft close is not present on the respective ledger and period, the system office receives an error message when doing a hard close that the institution did not complete the soft close process.

Institutions should use the mass update functionality in PeopleSoft to run a soft close for the current accounting period once that period's data is submitted to the Financials Data Mart. For details on using the mass update functionality, please see the Supporting Documentation section below.

SUPPORTING DOCUMENTATION

Instructions on how to run the soft close process via the mass period update functionality in PeopleSoft is available in the Business Process **GL_100_003-Mass Updating Open_Close Accounting Periods** located in the General Ledger (GL) – Period End Processes folder on the General Ledger Documentation webpage at http://www.usg.edu/gafirst-fin/documentation/category/general_ledger

Details on the modification of the hard close process included in Release 2.50 are available in the release notes on the GeorgiaFIRST Release webpage at http://www.usg.edu/gafirst-fin/releases

MORE INFORMATION AND SUPPORT

For business impact emergency issues, contact the ITS Helpdesk immediately at 706-583-2001 or 1-888-875-3697 (toll free within Georgia). For non-urgent issues, contact the ITS Helpdesk via the self-service support website at http://www.usg.edu/customer_services. (This service requires a user ID and password. E-mail helpdesk@usg.edu to obtain self-service login credentials.)

ADDITIONAL RESOURCES

For information about ITS maintenance schedules or Service Level Guidelines, please visit http://www.usg.edu/customer_services/service_level_guidelines. For USG services status, please visit http://status.usg.edu.

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