

GL.100.003 - MASS UPDATING OPEN/CLOSE ACCOUNTING PERIODS

Purpose	<ul style="list-style-type: none"> To identify what mass changes can be made to open periods. To describe how to migrate General Ledger open period changes to subsystem applications. To make mass changes to open accounting periods
Description	<p>This topic demonstrates how to make mass changes to open accounting periods for business units. Users can change open periods for General Ledger business units and ledger groups, or an application's business units, and migrate General Ledger open period changes to specified applications such as Accounts Payable, Travel & Expenses, Asset Management and Accounts Receivable. Users can also change open periods for a single business unit and ledger group, or business unit and transaction group.</p> <p>Note: After updating open periods for the General Ledger and all related submodules, users need to select the Accounts Payable product separately for the Banner business unit and update open periods so that the "B" Business Unit is consistent with the standard Business Unit.</p>
Security Role	BOR_GL_PERIOD_END
Assumptions	None
Dependencies/Constraints	None
Additional Information	None

Procedure

Below are step by step instructions are how to mass update open and close accounting periods.

Step	Action
1.	Click the NavBar icon.
2.	Click the Navigator icon.
3.	Click the Set Up Financials/Supply Chain link.
4.	Click the Business Unit Related link.
5.	Click the General Ledger link.
6.	Click the Open Periods link.
7.	Click the Open Periods Mass Update link.
8.	The General Ledger PeopleSoft Product defaults into the Selection Criteria box. Users can select to update individual ledger groups or all ledger groups.
9.	Click in the ledger group field and press [Delete] . Delete the Ledger Group value to use the wildcard value for all ledger groups.
10.	Enter a '%' value in the Ledger Group field to retrieve all ledger groups.
11.	Click the Search button.
12.	Click the vertical scrollbar. A complete list of all ledger groups and General Ledger transaction types appear on the page.
13.	Enter a Year in the From Year field.
14.	Enter a Period number in the From Period field.
15.	Enter a Year in the To Year field.
16.	Enter a Period number in the To Period field.
17.	Click the Select All link. In this example, users select all ledger groups to update for all General Ledger transaction types. Users can use the Clear All check box to clear all selections or can select the ledger group and General Ledger transaction type individually.
18.	Click the Apply button to update the selected rows using the mass update processes.
19.	Once the changes are made on the screen, the component must be saved. Navigate to the bottom of the component.
20.	Click the vertical scrollbar.
21.	Click the Save button.

Step	Action
22.	Once the ledger groups are closed, the open period settings need to be migrated to the submodules. Navigate back to the top of the screen. Click the vertical scrollbar.
23.	Click the AP checkbox. To mass update all other applicable subsystem modules users can select the individual module check box.
24.	Click the EX checkbox.
25.	Click the AM checkbox.
26.	Click the AR checkbox.
27.	Click the Migrate button. This action migrates the mass update to the selected subsystem modules.
28.	Once the migration occurs, the component must be saved again. Navigate to the bottom of the page.
29.	Click the vertical scrollbar.
30.	Click the Save button.
31.	Click the magnifying glass icon.
32.	Click an entry in the AP PeopleSoft Product column.
33.	Press the left mouse button on the Look up Unit (Alt+5) object.
34.	Click an entry in the Business Unit column. To update the Banner Business Unit for the institution, users must select the BU that ends in a "B."
35.	Click the Update Selected Rows button.
36.	Click the Save button.