

## **ME-1      PERFORM MONTH END PROCESS**

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Trigger :                      Transactions are Complete

Module:                      General Ledger (GL)

Roles:                      GL Processor  
                                    GL Reporter

The Month End Close activities in FI\$Cal are performed by departments and the FI\$Cal Service Center. This presentation focuses on the month end activities and responsibilities of departments. Refer to FI\$Cal Job Aid – FI\$Cal.009 Running the Month End Process for additional information.

The timeline to close a fiscal month is typically between the 10<sup>th</sup> and the 15<sup>th</sup> of the following month. Departments should establish tasks and responsibilities to complete the month-end close activities on a timely basis. A list of the departmental month end activities is provided below.

1. Establish the month end cutoff date and notify staff
2. Complete transactions (All modules)
3. Run Outstanding Transaction Queries (Voucher, Deposit, Item and Journal) \*
4. Verify Account Receivables transaction are posted \*
5. Review/correct Suspense Journal Entries \*
6. Run Labor
7. Verify Sub-Modules Journals are sent to General Ledger \*
8. Close Sub-Modules
9. Run Allocations
10. Check “Clearing Program” from Commitment Control to make sure balances are zero \*
11. Run Depreciation Close process
12. Close General Ledger
13. Confirm Closure of Month \*
14. Proceed with post month-end activities (PFA, reconciliation, etc.)

Note: \* The navigation and parameters for activities 3, 4, 5, 7, 10 and 13 are attached.

**Activity 3** - Run Outstanding Transaction Queries for Deposit, Items (AR), Journal and Voucher. Navigate to Reporting Tools>Query>Query Viewer. Use % (wildcard) to search for the ZZ\_Outstanding queries for Deposits, Items, Journal and Voucher shown below. Click on the HTML link to view the query parameters. See pages 4 to 7.

The screenshot shows the FISCAL Query Viewer interface. At the top, there is a breadcrumb trail: Favorites > Main Menu > Reporting Tools > Query > Query Viewer. Below this is the FISCAL logo. The main heading is "Query Viewer". A search instruction reads: "Enter any information you have and click Search. Leave fields blank for a list of all values." The search criteria are: "\*Search By" set to "Query Name", "begins with" set to "%OUTSTANDING%". There are "Search" and "Advanced Search" buttons. Below the search section is the "Search Results" section with a "Folder View" dropdown set to "-- All Folders --". The results are displayed in a table with columns: Query Name, Description, Owner, Folder, Run to HTML, Run to Excel, Run to XML, Schedule, and Add to Favorites. The table contains six rows, with the four "ZZ\_OUTSTANDING" rows highlighted by a blue border.

Query Name	Description	Owner	Folder	Run to HTML	Run to Excel	Run to XML	Schedule	Add to Favorites
APY3020_VNDR_OUTSTANDING_BAL	APY3020-Vndr Outstanding Bal	Public		HTML	Excel	XML	Schedule	Favorite
ZZ_OUTSTANDING_DEPOSIT	Outstanding Deposits	Public		HTML	Excel	XML	Schedule	Favorite
ZZ_OUTSTANDING_ITEMS	Outstanding Items	Public		HTML	Excel	XML	Schedule	Favorite
ZZ_OUTSTANDING_JOURNAL	Outstanding Journal	Public		HTML	Excel	XML	Schedule	Favorite
ZZ_OUTSTANDING_VOUCHER	Outstanding Vouchers	Public		HTML	Excel	XML	Schedule	Favorite
ZZ_YEC_OUTSTANDING_JOURNAL	Outstanding Journal	Public	ZZ_YEC_QUERIES	HTML	Excel	XML	Schedule	Favorite

Activity 3 (cont'd) – After clicking the HTML link for the ZZ\_OUTSTANDING\_DEPOSIT – Outstanding Deposits query, the query page will display. Enter the Business Unit and Date parameters for your query. Click Search to view the results.

**Tip:** It is good practice to run the Outstanding Queries **weekly** to stay on top of and resolve outstanding deposits that need to be posted to the GL.

**ZZ\_OUTSTANDING\_DEPOSIT - Outstanding Deposits**

Unit:

From Date:

To Date:

No matching values were found.

	Unit	Deposit ID	Seq	Line
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Activity 3 (cont'd) – After clicking the HTML link for the ZZ\_OUTSTANDING\_ITEMS – Outstanding Items query, the query page will display. Enter the Business Unit and Date parameters for your query. Click Search to view the results.

**Tip:** It is good practice to run the Outstanding Queries **weekly** to stay on top of and resolve outstanding Items that need to be posted to the GL.

**ZZ\_OUTSTANDING\_ITEMS - Outstanding Items**

GL Business Unit:

From Date:

To Date:

No matching values were found.

	Unit	Customer	Item ID	Line	Sequence
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Activity 3 (cont'd) – After clicking the HTML link for the ZZ\_OUTSTANDING\_JOURNALS – Outstanding Journals query, the query page will display. Enter the Business Unit and Date parameters for your query. Click Search to view the results.

**Tip:** It is good practice to run the Outstanding Queries **weekly** to stay on top of and resolve outstanding Items that need to be posted to the GL.

**ZZ\_OUTSTANDING\_JOURNAL - Outstanding Journal**

Business Unit:

Begin Date:

End Date:

No matching values were found.

Unit	Journal ID	Date	Seq	Year	Period	Ledger Grp	Ledger
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Activity 3 (cont'd) – After clicking the HTML link for the ZZ\_OUTSTANDING\_VOUCHERS – Outstanding Vouchers query, the query page will display. Enter the Business Unit and Date parameters for your query. Click Search to view the results.

**Tip:** It is good practice to run the Outstanding Queries **weekly** to stay on top of and resolve outstanding Vouchers that need to be posted to the GL.

**ZZ\_OUTSTANDING\_VOUCHER - Outstanding Vouchers**

GL Business Unit:

Begin Date:

End Date:

[View Results](#)

Download results in : [Excel SpreadSheet](#) [CSV Text File](#) [XML File](#) (2 kb)

[View All](#)

	Unit	Voucher	Vendor	Close Status	Status	Acctg Date	Status
1	8860	00003447	0000009545	O	P	03/23/2016	U
2	8860	00003443	0000009547	O	P	03/23/2016	U

Activity 4 - Verify Accounts Receivable transactions are posted. For **AR Pending Items**, run the Group Not Set To Post, click search.

**Tip:** It is good practice to verify pending item **weekly** to stay on top of and resolve issues.

Business Unit:   \*Posting Status:

User:   \*Balance Status:

\*Group Amount Switch:

Item Dtl	Group ID	Type	Origin ID	Accounting Date	Post Status	Assigned	To Be Posted	Currency
	1284	B	OBILL	03/16/2016	Not Posted	10001409	38,332.19	USD
	1285	B	OBILL	03/15/2016	Not Posted	10001409	4,263.00	USD

Activity 4 (cont'd) - Verify Accounts Receivable transactions are posted. For **AR Payments**, run Incomplete Payments, click search

**Tip:** It is good practice to verify pending item **weekly** to stay on top of and resolve issues.

The screenshot shows the FISCAL web application interface for searching incomplete payments. At the top, there is a breadcrumb trail: Favorites > Main Menu > Accounts Receivable > Payments > Review Payments > Incomplete Payments. The FISCAL logo is on the left. The main heading is "Incomplete Payments". Below this are several search filters: Unit (8860), Deposit ID (empty), \*Date Operand (<=), Payment Type (Regular Payments Only), User (empty), \*Applied Post Status (All Applied Payments), and Accounting Date (empty). There is an "Additional Search Criteria" section with \*Status (Payment Status) and \*Amt Switch (Payment). A "Search" button is highlighted. Below the filters is a section titled "Incomplete Payment Information" with a table. The table has columns: Value, Deposit ID, Payment ID, Pmt Type, Acctg Date, Assigned, DJ, PP, Amount, and Currency. The Amount column shows "0.000". Navigation links "Find | View All | First | 1 of 1 | Last" are visible above the table.

Activity 5 - Review /Correct Suspense Journal Entries, click search

Favorites ▾ Main Menu ▾ > General Ledger ▾ > Journals ▾ > Suspense Correction ▾ > Correct Suspense Entries



### Correct Suspense Entries

Enter any information you have and click Search. Leave fields blank for a list of all values.

Find an Existing Value

▽ Search Criteria

Business Unit: = ▾ 8860 🔍

Journal ID: begins with ▾

Journal Date: = ▾ 📅

Source: = ▾ 🔍

User ID: begins with ▾ 🔍

Case Sensitive

**6** Search Clear Basic Search 📄 Save Search Criteria

Activity 5 cont'd - Review the information in the Journal Suspense Correction and Errors tabs. Refer to FI\$Cal.033 to correct suspense journal entries. Note: For Accounts 5 and 48 series, need to open a ticket with FSC.

The screenshot shows the 'Correct Suspense Entries' page in the FI\$Cal system. The breadcrumb trail is: Favorites > Main Menu > General Ledger > Journals > Suspense Correction > Correct Suspense Entries. The page features the FI\$Cal logo with a red '5' next to it. Below the logo are two tabs: 'Journal Suspense Correction' (selected) and 'Errors'. The 'Suspense Journal' section displays: Unit: 8860, Source: ARM, Journal ID: AR00002561, Date: 08/14/2014, and a link 'Go to Jmnl Entry [Suspense]'. The 'Correction Journal' section has fields for '\*Journal ID:' (NEXT), '\*Date:' (08/14/2014), and 'Description:' (Correction of Suspense Journal AR00002561). Below this are options for 'Template List', 'Change CharField Values', 'Reversal: Do Not Generate Reversal', 'Save Journal Incomplete Status', and 'Bypass Budget Checking'. At the bottom is a table titled 'Correction Journal Lines' with columns: Ref Ln #, Error, Ledger, Event, Approp Ref, Fund, ENY, Account, Alt Acct, and Program. The table contains two rows of data.

Ref Ln #	Error	Ledger	Event	Approp Ref	Fund	ENY	Account	Alt Acct	Program
1	Errors	MODACCRL		<input type="text"/>	<input type="text"/>	<input type="text"/>	1200000	0000000	9999
2	Errors	MODACCRL		<input type="text"/>	<input type="text"/>	<input type="text"/>	1200100	0000000	9999

Activity 7 - Verify Journal Generation of sub-module transactions (steps 1.11 of job aid FI\$Cal.009)  
 Use % (wildcards) to run query of transactions not sent to GL  
 Click on the HTML link to run the queries

[Favorites](#) > [Main Menu](#) > [Reporting Tools](#) > [Query](#) > [Query Viewer](#)

### Query Viewer

Enter any information you have and click Search. Leave fields blank for a list of all values.

\*Search By  begins with  **7**

[Advanced Search](#)

### Search Results

\*Folder View

Query				Personalize	Find	View All	First	1-6 of 6	Last
Query Name	Description	Owner	Folder	Run to HTML	Run to Excel	Run to XML	Schedule		
ZZ_AP_ACCTENTRIES_NOTSENTTO_GL	Recon-APEntries_Not_Sent_To_GL	Public		HTML	Excel	XML	Schedule		
ZZ_AP_ACCT_ENTRIES_NOTSENTTOGL	AP_Acct_Entries_Not_Sent_To_GL	Public		HTML	Excel	XML	Schedule		
ZZ_ARITEM_ENTRIES_NOTSENTTO_GL	Recon-AREntries_Not_Sent_To_GL	Public		HTML	Excel	XML	Schedule		
ZZ_ARMISC_ENTRIES_NOTSENTTO_GL	Recon-ARMisc Entries not Sent	Public		HTML	Excel	XML	Schedule		
ZZ_BI_ENTRIES_NOTSENTTO_GL	Recon-BI Entries NotSent to GL	Public		HTML	Excel	XML	Schedule		
ZZ_CM_ENTRIES_NOTSENTTO_GL	Recon-CM Entries NotSent to GL	Public		HTML	Excel	XML	Schedule		

Activity 10 – Perform Budget Overview inquiry in Commitment Control to verify Program 9999 - Clearing Account expenditure balances are zero. Click search. See results on next page

Main Menu > Commitment Control > Review Budget Activities > Budgets Overview

Budget Inquiry Criteria

### Budget Overview

Inquiry: BUDGETS O Description:

Amount Criteria

Budget Type

\*Business Unit: 8860 Ledger Group/Set: Ledger Group Ledger Group: CC\_APPROP  
 View Stat Code Budgets Appropriation Ledger  
 Display Chart

TimeSpan

\*Type of Calendar: Detail Accounting Period

Budget Criteria Personalize | Find | View All | First 1 of 1 Last

Select	Ledger Group	Detail Calendar	From Year	From Period	To Year	To Period	Include Adjustment Period(s)	Include Closing Adjustments
<input checked="" type="checkbox"/>	CC_APPROP	SM	1901	1	2015	9	<input checked="" type="checkbox"/>	<input type="checkbox"/>

ChartField Criteria

ChartField	ChartField From Value	ChartField To	Info	ChartField Value Set	Update/Add
Account	%	%	i		Update/Add
ENY	2015	2015	i		Update/Add
Fund	0001	0001	i		Update/Add
Program	9999	9999	i		Update/Add
Approp Ref	001	001	i		Update/Add

Budget Status

- Open
- Closed
- Hold

Activity 10 (cont'd) – Review Budget Overview Results at the bottom of the page. Expenses by Fiscal Year and Period will display. Click on the Expense amount to obtain Activity Log. See next page.

Main Menu > Commitment Control > Review Budget Activities > Budgets Overview

**Business Unit:** 8860  
**Ledger Group:** CC\_APPROP Appropriation Budget  
**Type of Calendar:** Detail Accounting Period  
**Amounts in Base Currency:** USD  
**Revenue Associated:**

[Return to Criteria](#) **Max Rows:**

**Ledger Totals (9 Rows)**

**Net Transfers:**

**Budget:** 0.00  
**Expense:** 1,172.50  
**Encumbrance:** 0.00  
**Pre-Encumbrance:** 3,100.00  
**Budget Balance:** -1,172.50  
**Associate Revenue:** 0.00  
**Available Budget:** -1,172.50

**Budget Overview Results**

		Ledger Group	Approp Ref	Fund	ENY	Account	Program	Fiscal Year	Period	Budget	Expense	Encumbrance
1		CC_APPROP	001	0001	2015	50	9999	2015	1	0.000	0.000	0.000
2		CC_APPROP	001	0001	2015	50	9999	2015	2	0.000	1,172.500	0.000

Activity 10 (cont'd) – The Activity Log will display the Voucher ID and voucher information to assist you in researching Program 9999 Clearing Account Expenditures.

Main Menu > Commitment Control > Review Budget Activities > Budgets Overview

**Activity Log**

Ledger: CC\_APR\_EXP

		Tran Line	Document Label	Document ID	Ref Bdgt?	Approp Ref	Fund	ENY	Account	Program	PC Bus Unit
		1	Voucher ID:	00002071	N	001	0001	2015	50	9999	
		1	Voucher ID:	00002074	N	001	0001	2015	50	9999	

Activity 13 – Confirm Closure of Month by reviewing Open Period Display page.

Main Menu > Set Up Financials/Supply Chain > Business Unit Related > General Ledger > Open Periods > Open Period Display

### Open Period Display

Enter any information you have and click Search. Leave fields blank for a list of all values.

**Find an Existing Value**

▼ Search Criteria

PeopleSoft Product: begins with [ ] [ ]

Business Unit: = [ ] 8860 [ ]

Ledger Group: = [ ] MODACCRL [ ]

Search Clear Basic Search Save Search Criteria

#### Search Results

View All First 1-5 of 5 Last

PeopleSoft Product	Business Unit	Ledger Group	First Open Day	Last Open Day
AP	8860	MODACCRL	02/01/2016	04/30/2016
AR	8860	MODACCRL	02/01/2016	04/30/2016
BI	8860	MODACCRL	02/01/2016	04/30/2016
GL	8860	MODACCRL	02/01/2016	04/30/2016
PC	8860	MODACCRL	02/01/2016	04/30/2016