

## GL.100.003 - MASS UPDATING OPEN/CLOSE ACCOUNTING PERIODS

<b>Purpose</b>	<ul style="list-style-type: none"> <li>To identify what mass changes can be made to open periods.</li> <li>To describe how to migrate General Ledger open period changes to subsystem applications.</li> <li>To make mass changes to open accounting periods.</li> </ul>
<b>Description</b>	<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 &amp; 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><i><b>Note:</b> 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.</i></p>
<b>Security Role</b>	BOR_GL_PERIOD_END
<b>Dependencies/ Constraints</b>	None
<b>Additional Information</b>	None

## Procedure

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

Step	Action
1.	Click the <b>NavBar</b> icon.
2.	Click the <b>Menu</b> icon.
3.	Click the <b>Set Up Financials/Supply Chain</b> link.
4.	Click the <b>Business Unit Related</b> link.
5.	Click the <b>General Ledger</b> link.
6.	Click the <b>Open Periods</b> link.
7.	Click the <b>Open Periods Mass Update</b> 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 <b>[Delete]</b> . Delete the Ledger Group value to use the wildcard value for all ledger groups.
10.	Enter a '%' value in the <b>Ledger Group</b> field to retrieve all ledger groups.
11.	Click the <b>Search</b> 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 <b>From Year</b> field.
14.	Enter a Period number in the <b>From Period</b> field.
15.	Enter a Year in the <b>To Year</b> field.
16.	Enter a Period number in the <b>To Period</b> field.
17.	Click the <b>Select All</b> 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 <b>Apply</b> 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 page by clicking the vertical scrollbar.
20.	Click the <b>Save</b> button.
21.	Once the ledger groups are closed, the open period settings need to be migrated to the submodules. Navigate back to the top of the page by clicking the vertical scrollbar.

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Step	Action
22.	Click the <b>AP</b> checkbox. To mass update all other applicable subsystem modules users can select the individual module check box.
23.	Click the <b>EX</b> checkbox.
24.	Click the <b>AM</b> checkbox.
25.	Click the <b>AR</b> checkbox.
26.	Click the <b>Migrate</b> button. This action migrates the mass update to the selected subsystem modules.
27.	Once the migration occurs, the component must be saved again. Navigate to the bottom of the page by clicking the vertical scrollbar.
28.	Click the <b>Save</b> button.