

User Guide

Description:

Script ID	
Script Name	Open Payables Period
Information System	Financial Management Information System
Functional Domain	Financial Management Module
Purpose	To open/close a Payables period
Data Requirement	Ledger Status Period
Dependencies	Ledger Status Period
Scenario	A GL period needs to be open/close in the system.
Author	

Revision History:

Version Number	Date	Author	Description of Change

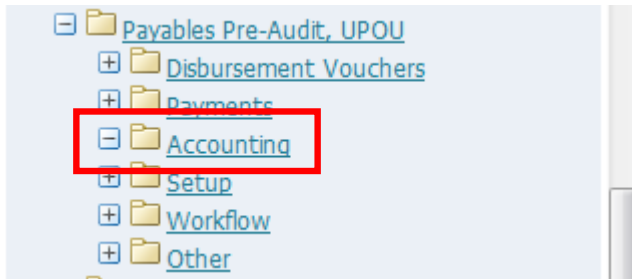


Review and Acknowledgement:

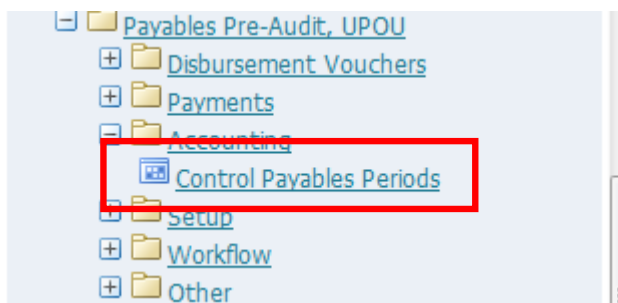
Date	Name	Position	Comments



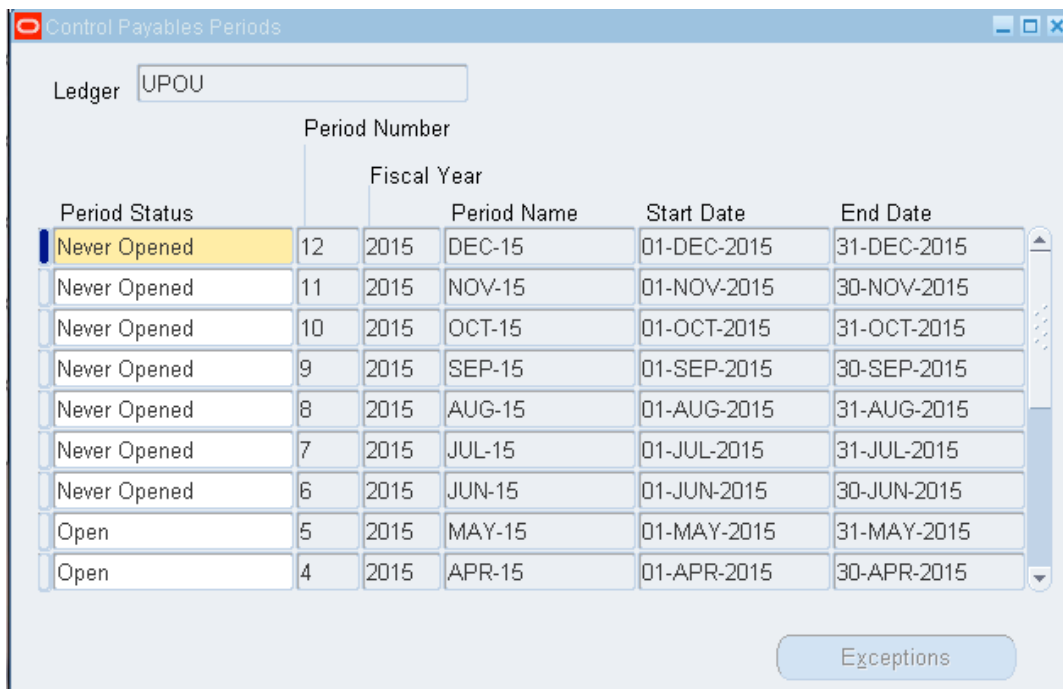
STEP 1 From the *Payables Pre-Audit* responsibility, select *Accounting*.



STEP 2 Select *Control Payables Period*.



The *Control Payables Period* window will open.



STEP 3 Select the period that will be opened and change the period status.

Period Status	Period Number	Fiscal Year	Period Name	Start Date	End Date
Never Opened	12	2015	DEC-15	01-DEC-2015	31-DEC-2015
Never Opened	11	2015	NOV-15	01-NOV-2015	30-NOV-2015
Never Opened	10	2015	OCT-15	01-OCT-2015	31-OCT-2015
Never Opened	9	2015	SEP-15	01-SEP-2015	30-SEP-2015
Never Opened	8	2015	AUG-15	01-AUG-2015	31-AUG-2015
Never Opened	7	2015	JUL-15	01-JUL-2015	31-JUL-2015
Never Opened	6	2015	JUN-15	01-JUN-2015	30-JUN-2015
Open	5	2015	MAY-15	01-MAY-2015	31-MAY-2015
Open	4	2015	APR-15	01-APR-2015	30-APR-2015

Find %
Period Status
Future
Never Opened
Open

STEP 4 Click the Save button to commit the changes.





Result Information:

Expected Results

- The Payables Period selected is opened/closed
- A confirmation of the save process at the lower left of the application



FMIS – Open GL Period

No.

DISCLAIMER: The screenshots in this document are for illustration purposes only and may not be the same as the final user interface.