

Actions Required due to Accounting Date and Closed Period Messages

Below we have highlighted the key business processes in which you may receive closed period warnings and identified what actions will need to be taken.

FIELD USERS (As applicable to your normal processes):

FUNCTIONAL AREA - PROCURE TO PAY:

- **Regular Voucher entry/change**

Message or Error Displayed:

The Transaction Date, xxxxx, is not open. The open period for MDJUD is from xxxx to xxxx. Open Period can be maintained in Open Period Update page. OK

What to do:

Please click OK. The Accounting Date will need to be changed on the voucher Invoice Information tab to a date within the open period.

- **eProcurement Requisition entry /change**

Message or Warning Displayed:

The Transaction Date xxxxx is not open. The open period for MDJUD is from xxxx to xxxx. OK or Cancel.

What to do:

Generally, this warning should not occur when entering a new transaction, as the Accounting/Budget Date will default from the current date. If the Budget Date on the transaction line is correct, please click OK. You might receive the warning again if there are multiple lines on the transaction. Similarly, if you encounter a warning for a Due Date which is in the past, please click OK. The transaction will be saved. Note however that if there is no budget available for the period, the transaction will fail Budget Check.

- **Express Purchase Order entry/change**

Message or Warning Displayed:

The Transaction Date xxxxx is not open. The open period for MDJUD is from xxxx to xxxx. OK or Cancel.

What to do:

Generally, this warning should not occur when entering a new transaction, as the Accounting/Budget Date will default from the current date. If the Budget Date on the transaction line is correct, please click OK. You might receive the warning again if there are multiple lines on the transaction. Similarly, if you encounter a warning for a Due Date which is in the past, please click OK. The transaction will be saved. Note however that if there is no budget available for the period, the transaction will fail Budget Check.

- **Receipt Entry – No Impact to the process**
- **Quick Entry – No Impact to the process**

**** If further assistance is needed, please contact AOC Department staff or the JIS ServiceDesk ****

FUNCTIONAL AREA - ORDER TO CASH:

- **Bill entry – when changing the Status to ‘RDY’ – Ready to Invoice**

Message or Error Displayed:

The Accounting Date xxxx-xx-xx is not open. You may not save this bill as Ready.

What to do:

Please click OK. The Invoice Date and Accounting date will need to be changed on the Header – Info 1 tab on the Standard Billing page to a date within the open period.

- **Change Status of Bills process**

Message or Error Displayed:

When reviewing the PDF report, the number of Bills changed from New to RDY will be 0.

What to do:

Go to the Standard Bill page, Header – Info 1 tab, change the invoice date and accounting date to a date within the open period.

- **Revenue Refund Voucher-Regular entry and Single Payment Voucher**

Message or Error Displayed:

The Transaction Date, xxxxx, is not open. The open period for MDJUD is from xxxx to xxxx. Open Period can be maintained in Open Period Update page. OK

What to do:

Please click OK. The Accounting Date will need to be changed on the voucher Invoice Information tab to a date within the open period.

FUNCTIONAL AREA – GENERAL LEDGER:

- **Create Journal Entries**

Warning Message Displayed when entering the journal details:

Journal Date XXXX-XX-XX is not within the open period: fiscal year XXXX period XX to fiscal year XXXX period XX.

The fiscal Year and accounting period for this journal fall outside the range of open periods for the Business Unit / Ledger Group combination. The journal can be saved but cannot be posted unless the period is opened. OK

What to do:

If the journal was not intentionally dated in the future, leave the window and do not save the journal. Start over, entering the journal with an Accounting Date within the open period.

- **Update Journal Entries**

Message or Error Displayed:

No message or error is displayed when the journal is saved. Upon running the Edit Journal process, the Journal will run to a status of Error. The Message Text of the Header Error is “The journal date is not in an open period for this ledger” for Field Name “JOURNAL_DATE”.

**** If further assistance is needed, please contact AOC Department staff or the JIS ServiceDesk ****

What to do:

If the journal was not intentionally dated in the future, it will need to be deleted and recreated (since the journal date cannot be changed on a saved journal). Local users cannot delete journal entries. Please contact staff within the Department of Budget and Finance for assistance.

DISTRICT COURT HEADQUARTERS USERS:

FUNCTIONAL AREA - PROCURE TO PAY:

- **Quick Invoice Build**

Message or Error Displayed:

After the build process is run, if any vouchers are in error, in the message log of the process instance in the process monitor, you will see one of the message texts, "Vouchers processed with entry status recycle: X".

When in the Voucher Regular Entry page, click on the error triangle within the Related Documents or Invoice Information tab. You will see the message "Accounting Date is not in Open Period." for the Field Name: Accounting Date. Click OK or Cancel.

What to do:

Please click OK. The Accounting Date will need to be changed on the voucher Invoice Information tab to a date within the open period.

DEPARTMENT OF PROCUREMENT CONTRACT AND GRANT ADMINISTRATION USERS:

FUNCTIONAL AREA - PROCURE TO PAY:

- **Purchasing Requisition entry/change**

Message or Error Displayed:

The Transaction Date xxxxx is not open. The open period for MDJUD is from xxxx to xxxx. OK or Cancel.

What to do:

Generally, this warning should not occur when entering a new transaction, as the Accounting/Budget Date will default from the current date. If the Budget Date on the transaction line is correct, please click OK. You might receive the warning again if there are multiple lines on the transaction. The transaction will be saved. Note however that if there is no budget available for the period, the transaction will fail Budget Check.

- **Corporate Purchase Order entry/change**

Message or Error Displayed:

The Transaction Date xxxxx is not open. The open period for MDJUD is from xxxx to xxxx. OK or Cancel.

What to do:

Generally, this warning should not occur when entering a new transaction, as the Accounting/Budget Date will default from the current date. If the Budget Date on the transaction line is correct, please click OK. You might receive the warning again if there are multiple lines on the transaction. The transaction will be saved. Note however that if there is no budget available for the period, the transaction will fail Budget Check.

**** If further assistance is needed, please contact AOC Department staff or the JIS ServiceDesk ****

DEPARTMENT OF BUDGET AND FINANCE USERS:

FUNCTIONAL AREA - PROCURE TO PAY:

- **Non-Est Voucher Build**

Message or Error Displayed:

After the build process is run, if any vouchers are in error, in the message log of the process instance in the process monitor, you will see one of the message texts, "Vouchers processed with entry status recycle: X".

When in the Voucher Regular Entry page, click on the error triangle within the Related Documents or Invoice Information tab. You will see the message "Accounting Date is not in Open Period." for the Field Name: Accounting Date. Click OK or Cancel.

What to do:

Please click OK. The Accounting Date will need to be changed on the voucher Invoice Information tab to a date within the open period.

- **Traffic Voucher Build**

Message or Error Displayed:

After the build process is run, if any vouchers are in error, in the message log of the process instance in the process monitor, you will see one of the message texts, "Vouchers processed with entry status recycle: X".

When in the Voucher Regular Entry page, click on the error triangle within the Related Documents or Invoice Information tab. You will see the message "Accounting Date is not in Open Period." for the Field Name: Accounting Date. Click OK or Cancel.

What to do:

Please click OK. The Accounting Date will need to be changed on the voucher Invoice Information tab to a date within the open period.

- **Interpreter Voucher Build**

The user does not enter an Accounting Date on the interpreter entry screen and when the voucher is built, the Accounting Date defaults to the current date, therefore, no errors should occur.

FUNCTIONAL AREA - ORDER TO CASH:

- **Enter a Regular Payment/Deposit**

Message or Error Displayed:

The Transaction Date xxxxx is not open. The open period for JUDxx is from xxxx to xxxx. Open period can be maintained in Open Period Update page.

What to do:

The Accounting date on the Totals and Payments tab will need to be changed to a date within the open period.