



In the past, a ledger was closed by simply choosing to lock the ledger effective the last day of the ledger. This action automatically promoted encumbrances and balances to the next ledger. Not only was it a very time-consuming process, but the act of re-opening and re-closing a ledger was riddled with problems.

To combat this problem, the closing and re-opening processes have been separated into multiple phases. Some of these steps can be run independently, while others must be run sequentially.

As part of these changes, we've added the ability to set a date from which the user may no longer create POs and requisitions in the current fiscal year. New purchasing encumbrance configuration values allow the user to set options governing the blackout period.

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Ledger Closing Process

1. If needed, set the Promote Encumbrance window.
2. Designate purchasing encumbrance options.
3. Promote encumbrances.
4. Promote balances.
5. Mark the process as finalized.



Step 1: Set the Promote Encumbrance window

This step is required ONLY if you want to promote encumbrances in the current fiscal year, rather than waiting until the next fiscal year.

The encumbrance window represents the number of days PRIOR to the end of the ledger you may initiate the promotion process. Options are —

- None: You may not begin the process until after the last day of the period.
- 1 Day: Recommended option; you may begin one day prior to the last day of the FY.
- 1 Week: You may begin one week prior to the last day of the FY.
- 2 Weeks: You may begin two weeks prior to the last day of the FY.
- 1 Month: You may begin one month prior to the last day of the FY.

Set the Promote Encumbrance window

1. Select **Finance** from the **Jump to Module** pull-down list in the upper right corner.
2. Select **Global Settings** from the **Admin** menu, and that window opens displaying the App Settings tab.

| App Settings | | Ledger Settings | Default Settings | Sequences | External Links |
|--|-------|-----------------|------------------|-----------|---|
| Global Settings | | | | | |
| Application Settings | | | | |  Edit Identifier |
| Use this editor to configure application behavior | | | | | |
| System Behavior | | | | | |
| Automatically convert requisitions to purchase orders upon approval? | TRUE | | | | |
| Gradebook Attendance Window | 120 | | | | |
| Set the variance you can over receive as a percentage | 0 | | | | |
| Student PIN Number Length | 0 | | | | |
| Allow Negative Pay | FALSE | | | | |
| Restrict PO to original policy | FALSE | | | | |
| Access reimbursement forms | TRUE | | | | |
| Payable Reimbursement Window | 99999 | | | | |
| Access portal requisitions | TRUE | | | | |
| Allow Backdated PO's | FALSE | | | | |
| Enable Vendor Approval | TRUE | | | | |
| Allow Backdated Reimbursement's | TRUE | | | | |
| Allow Conflicted Signature (REQ) | TRUE | | | | |
| Reporting Http Timeout | 90 | | | | |
| Promote Encumbrance Window | 0 | | | | |
| Allow Conflicted Signature (RMB) | FALSE | | | | |

- Click  **Edit Identifier**, and this window opens.

App Settings | Ledger Settings | Default Settings | Sequences | External Links

Global Settings

Application Settings

Use this editor to configure application behavior

System Behavior

Automatically convert requisitions to purchase orders upon approval? True ▾

Gradebook Attendance Window 120

Set the variance you can over receive as a percentage 0

Student PIN Number Length 0

Allow Negative Pay False ▾

Restrict PO to original policy False ▾

Access reimbursement forms True ▾

Payable Reimbursement Window 99999

Access portal requisitions True ▾

Allow Backdated PO's False ▾

Enable Vendor Approval True ▾

Allow Backdated Reimbursement's True ▾

Allow Conflicted Signature (REQ) True ▾

Reporting Http Timeout 90

Promote Encumbrance Window None ▾

Allow Conflicted Signature (RMB) False ▾

 Save  Cancel

- Select 1 Day, 1 Week, 2 Weeks, or 1 Month from the **Promote Encumbrance Window** pull-down list.
- Click  **Save**.

Step 2: Designate purchasing encumbrance options

With regard to the fiscal year transition, these options govern the lead up to the transition and the transition itself.

- Select **Finance** from the **Jump to Module** pull-down list in the upper right corner.
- Select **Ledger Manager** from the **General Ledger** menu, and that window opens.

General Ledgers  Open New Ledger

Page Size: 10 ▾ Filter: Active/Open Ledgers ▾

| System ID | Description | Date Range | Status | Actions |
|-----------|-------------------|----------------------|-----------------|---|
| 20 | Fiscal Year 20-21 | 9/1/2020 - 8/31/2021 | OPEN (no locks) |  |
| 19 | Fiscal Year 19-20 | 9/1/2019 - 8/31/2020 | OPEN (no locks) |  |

Records: 2   Page 1 of 1 ▾  

- Click the  icon for the ledger you'll be closing, and the ledger opens to the General Information tab.

General Information | Net Assets | Encumbrance | Log Entries | Documents

Edit: Fiscal Year 19-20 Return to list

This view allows you to change the description of the ledger for the purposes of report and to see the basic identifying characteristics of the ledger. Also, if you are properly authorized, you may close and finalize the ledger from this view.

Identifier - Active Change Ledger Status Edit Identifier

Date Range 9/1/2019 - 8/31/2020

Description* Fiscal Year 19-20

Lock Date None

- Click on the **Encumbrance** tab.

General Information | Net Assets | Encumbrance | Log Entries | Documents

Edit: Fiscal Year 19-20 Return to list

...

Encumbrance Configuration Menu

Payroll Encumbrance

Purchasing Encumbrance

Note: Currently the only configuration value for payroll encumbrances is whether or not they're enabled. Additional options will be created in the future.

- Click Purchasing Encumbrance, and this window opens.

General Information | Net Assets | Encumbrance | Log Entries | Documents

Edit: Fiscal Year 19-20 Return to list

Encumbrance Configuration Return to Menu

Update these configuration settings to configure the behavior of purchasing encumbrance and annual encumbrance roll-over.

Purchasing Encumbrance Configuration Edit Encumbrance Configuration

Rollover Model? Selected_Liquidate

Coding Error Handling? Default

Req Blackout Date? None

PO Blackout Date? None

Black-out Handling? Default

- Click Edit Encumbrance Configuration, and set the values as described below.

About the purchasing encumbrance configuration values

Values for the lead up to the fiscal year transition

The following values allow you to set up blackout periods that extend from the designated date to the end of the fiscal year: Req Blackout Date, PO Blackout Date, and Black-out Handling?

The blackout periods for requisitions and purchase orders function a bit differently from each other, as described below.

Requisition Blackout Period

When a requisition blackout date is entered, the user will be prevented from creating requisitions from that date until the end of the fiscal year.

If you attempt to create a requisition in the blackout period, you'll receive a message in the header of the form warning you are in a blackout period.

Finance > Purchasing & AP > Purchasing > Requisitions

If you complete the form anyway and click **Create**, you'll receive the error message illustrated below.

Finance > Purchasing & AP > Purchasing > Requisitions

If you still want to create the requisition, enter a **Transaction Date** after the end of the blackout period, and you'll be allowed to save the requisition.

IMPORTANT: The blackout period applies only to creating requisitions, NOT to updating existing requisitions.

Purchase Order Blackout Period

This blackout period locks down the period completely. You won't be allowed to create *or* edit requisitions *or* POs. You'll receive an error message like the one above if you attempt to create or to make any modification to a purchasing-related document with an *accounting date* in the blackout period.

What is an accounting date? It's the date the system will use to perform any and all accounting transactions. For a requisition, it is always TODAY. For a purchase order, it can be different, so the accounting date is now visible on the PO form.

Finance > Purchasing & AP > Purchasing > Purchase Orders

This date won't change once a purchase order is created UNLESS it falls inside of a locked period. If that's the case, then the first available date will be used. This rule can cause a document to "cross ledger boundaries" and is part of the way the process has worked in the past.

Black-out Handling?

You may change blackout handling from Default to Automatically_Find_Next_Date on the ledger. If you do this, the system will NOT create an error; instead it will AUTOMATICALLY pick the next available date and use it unless it is a change to an existing purchase order. In almost every possible case, the next date will be the first day of the next fiscal year.

The table below describes what happens to requisitions and POs with each combination of settings.

| Blackout / Behavior | Requisition | | | Purchase Order | |
|--|----------------------|----------------------|----------------------|----------------------|------------|
| | Create | Edit | Approve | Create | Edit |
| Req Blackout | Error | Unaffected | Unaffected | Unaffected | Unaffected |
| PO Blackout <i>Default</i> | Error | Error | Error | Assigns Next Date | Unaffected |
| PO Blackout <i>Auto Assign Date</i> | Assigns Next Date | Assigns Next Date | Assigns Next Date | Assigns Next Date | Unaffected |

Values for the FY transition process

These two values determine how encumbrance promotion is handled.

Rollover Model?

The rollover model stipulates how you will decide what to roll over and what you will NOT roll over to the next fiscal year.

- Purchase orders that are *not* rolled over are liquidated and marked as fulfilled.
- For purchase orders that *are* promoted accounting dates are moved to the next fiscal year; all existing encumbrances in the current year liquidated; and the balances re-encumbered in the next year.

The four rollover methods are as follows:

- **All_Flow_Through:** Every outstanding purchase order linked to the current ledger will be PROMOTED into the next ledger.
- **None_Flow_Through:** Every outstanding purchase order linked to the current ledger will be LIQUIDATED, and no purchase orders will be promoted into the next ledger.
- **Selected_Flow_Through:** Selected purchase orders will be PROMOTED into the next ledger. All other purchase orders will be LIQUIDATED.
- **Selected_Liquidate:** Selected purchase orders will be LIQUIDATED. All other purchase orders will be PROMOTED into the next ledger.

Coding Error Handling?

When promoting POs, it's possible that some account codes don't exist in the next year. This setting determines how the system should deal with that eventuality.

- **Default:** Missing codes will NOT be generated and will cause an error. The purchase order in question is NOT promoted and all collective problems are reported and the end of the attempt.
- **Automatically_Add_Coding:** When this option is selected, the system will attempt to generate the missing coding. If it can't, it will record the problem and report it at the end of the collective attempt.

Note: Any purchase orders that can be liquidated and promoted will be saved to the database regardless of the error handling method selected.

Step 3: Promote encumbrances

Once you've set up the purchasing encumbrance configuration values, you're ready to close the ledger — a function that is only available to users with the *Open/Close Ledger* permission.

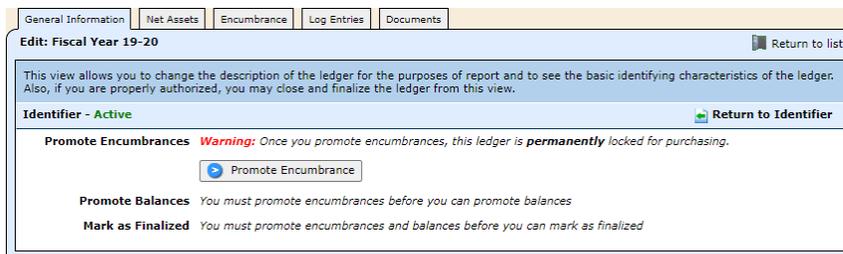
About promoting encumbrances

- You must promote encumbrances before you can promote balances.
- Encumbrance promotion will be marked as complete *only* when all POs are successfully promoted or liquidated.
- If individual POs can't be promoted or liquidated, error messages will be presented at the end of the process.
- The promotion or liquidation of individual POs will be saved to the database even if the process isn't able to successfully process all POs, so if there are errors and you have to repeat the process, the system doesn't have to review all POs.
- Once all POs are successfully promoted or liquidated, you will no longer be allowed to create POs in this ledger — the ledger is **permanently** locked for purchasing.
- While this step is reversible, once encumbrances are promoted into the next ledger, those POs will remain attached to the next FY even if you reset the promotion flags.

Promote encumbrances

If you're already in the Ledger Editor, skip to step 4.

1. Select **Finance** from the **Jump to Module** pull-down list in the upper right corner.
2. Select **Ledger Manager** from the **General Ledger** menu, and that window opens.
3. Click the  icon for the ledger on which you want to promote encumbrances, and the ledger opens to the *General Information* tab.
4. Click  **Change Ledger Status**, and this window opens.



5. Click  **Promote Encumbrance**, and a confirmation window opens. Based on your choice of [rollover model](#) in the Purchasing Encumbrance Configuration screen, the confirmation screen will explain what action will be taken and, when appropriate, present a list of POs to be selected for liquidation or promotion as in the illustration below.

General Information | Net Assets | Encumbrance | Log Entries | Documents

Edit: Fiscal Year 19-20 [Return to list](#)

This view allows you to change the description of the ledger for the purposes of report and to see the basic identifying characteristics of the ledger. Also, if you are properly authorized, you may close and finalize the ledger from this view.

Identifier - Active

Selected_Liquidate You have chosen the promote encumbrances with the roll over model setting of Selected_Liquidate. This means that every purchase order selected from the list below will be **LIQUIDATED**. Any purchase orders that are NOT selected will be **PROMOTED** into the next ledger.

Purchase Orders For Liquidation

Page Size: 10 Filter: Outstanding

| | System ID | PO No | Date | Vendor | Status | Total |
|--------------------------|-----------|-----------|-----------|-------------|----------|-------|
| <input type="checkbox"/> | 3681 | CIA-13588 | 5/20/2020 | Vendor 1008 | Approved | 40.00 |
| <input type="checkbox"/> | 3688 | CIA-13591 | 6/30/2020 | Vendor 1013 | Approved | 50.00 |
| <input type="checkbox"/> | 3698 | CIA-13596 | 5/28/2020 | Vendor 1002 | Approved | 1.00 |
| <input type="checkbox"/> | 3701 | CIA-13598 | 5/28/2020 | Vendor 1006 | Approved | 10.00 |
| <input type="checkbox"/> | 3708 | CIA-13605 | 5/29/2020 | Vendor 1000 | Approved | 3.00 |
| <input type="checkbox"/> | 3709 | CIA-13606 | 5/29/2020 | Vendor 100 | Approved | 4.00 |
| <input type="checkbox"/> | 3710 | CIA-13607 | 5/29/2020 | Vendor 1000 | Approved | 5.00 |
| <input type="checkbox"/> | 3717 | CIA-13614 | 5/29/2020 | Vendor 1000 | Approved | 6.75 |

Records: 8 [Save](#) [Cancel](#) [Page 1 of 1](#)

6. Once you've selected POs, if needed, click  **Save**. You'll be kept notified of progress, and if the process is successful, you'll be returned to the General Information tab displaying the name of the user who promoted encumbrances and the date & time it was completed.
- The Reset Promotion Flags and Promote Balances buttons are now visible.
 - Clicking the Reset Promotion Flags button will reset the flags, but it will NOT demote the previously promoted encumbrances.

General Information | Net Assets | Encumbrance | Log Entries | Documents

Edit: Fiscal Year 19-20 [Return to list](#)

This view allows you to change the description of the ledger for the purposes of report and to see the basic identifying characteristics of the ledger. Also, if you are properly authorized, you may close and finalize the ledger from this view.

Identifier - Active [Return to Identifier](#)

Promote Encumbrances Completed 6/12/2020 6:00:28 PM by mandyshak / mandyshak.harriscomputer

[Reset Promotion Flags](#)

Promote Balances Once promoted, balances are zeroed out in the current ledger and opening entries created in the next ledger

[Promote Balances](#)

Mark as Finalized You must promote balances before you can mark as finalized

Step 4: Promote balances

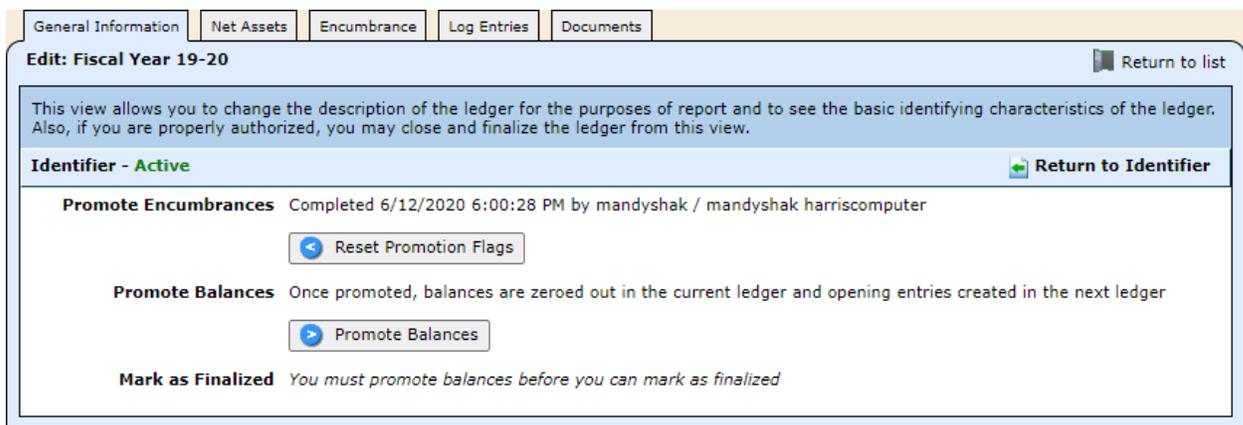
The next step — promoting balances — generates a closing entry for the current ledger and opening balances for the next ledger. If you have not LOCKED your ledger at this point, this step will also LOCK the ledger effective the last day of the ledger.

While the ledger is locked — but not yet finalized — you may create adjustment journal entries, but all other operations are restricted.

It is important to note that you *can* lock the ledger and NOT promote balances. You may simply choose to lock the ledger from the Edit Identifier screen. This action will render the ledger inoperable but without creating a closing entry and sending balances forward.

Promote balances

1. If you're already in the Ledger Editor, skip to step 4.
2. Select **Finance** from the **Jump to Module** pull-down list in the upper right corner.
3. Select **Ledger Manager** from the **General Ledger** menu, and that window opens.
4. Click the  icon for the ledger on which you want to promote balances, and the ledger opens to the *General Information* tab.
5. Click  **Change Ledger Status**, and this window opens displaying new commands.



General Information | Net Assets | Encumbrance | Log Entries | Documents

Edit: Fiscal Year 19-20 Return to list

This view allows you to change the description of the ledger for the purposes of report and to see the basic identifying characteristics of the ledger. Also, if you are properly authorized, you may close and finalize the ledger from this view.

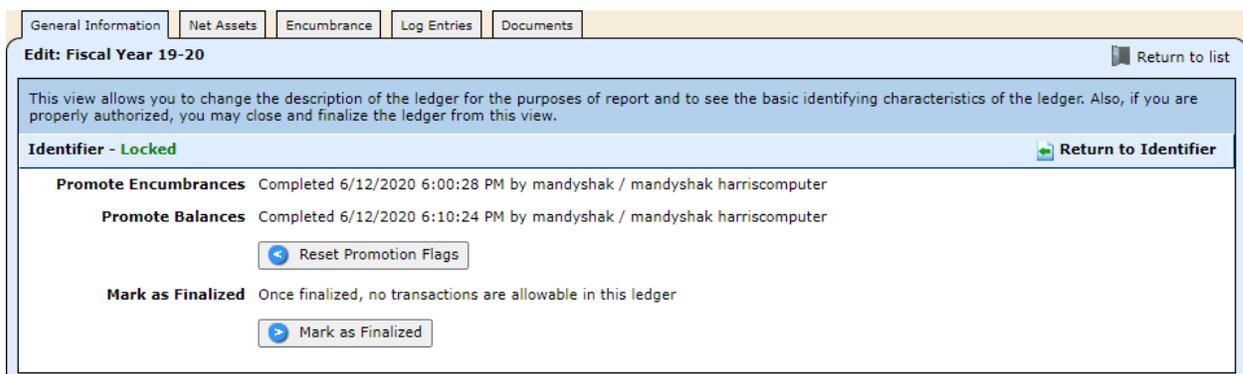
Identifier - Active Return to Identifier

Promote Encumbrances Completed 6/12/2020 6:00:28 PM by mandyshak / mandyshak harriscomputer

Promote Balances Once promoted, balances are zeroed out in the current ledger and opening entries created in the next ledger

Mark as Finalized You must promote balances before you can mark as finalized

6. Click  **Promote Balances**, and you're asked to confirm the action.
7. Click **OK**. You'll be kept notified of progress, and if the process is successful, you'll be returned to the General Information tab displaying new commands and the Locked status.



General Information | Net Assets | Encumbrance | Log Entries | Documents

Edit: Fiscal Year 19-20 Return to list

This view allows you to change the description of the ledger for the purposes of report and to see the basic identifying characteristics of the ledger. Also, if you are properly authorized, you may close and finalize the ledger from this view.

Identifier - Locked Return to Identifier

Promote Encumbrances Completed 6/12/2020 6:00:28 PM by mandyshak / mandyshak harriscomputer

Promote Balances Completed 6/12/2020 6:10:24 PM by mandyshak / mandyshak harriscomputer

Mark as Finalized Once finalized, no transactions are allowable in this ledger

Step 5: Mark as finalized

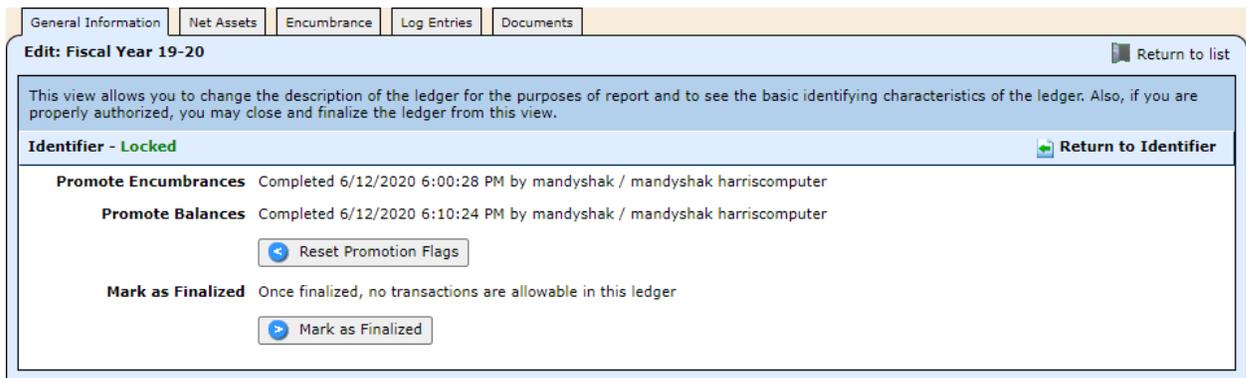
While the ledger is locked, but not yet finalized, you may create adjustment journal entries, but all other operations are restricted.

Once you finalize a ledger, no further transactions are permitted and closing/opening balances are reset and resubmitted.

Mark ledger as finalized

If you're already in the Ledger Editor, skip to step 4.

1. Select **Finance** from the **Jump to Module** pull-down list in the upper right corner.
2. Select **Ledger Manager** from the **General Ledger** menu, and that window opens.
3. Click the  icon for the ledger you want to finalize, and the ledger opens to the *General Information* tab.
4. Click  **Change Ledger Status**, and this window opens displaying new commands.



General Information | Net Assets | Encumbrance | Log Entries | Documents

Edit: Fiscal Year 19-20 Return to list

This view allows you to change the description of the ledger for the purposes of report and to see the basic identifying characteristics of the ledger. Also, if you are properly authorized, you may close and finalize the ledger from this view.

Identifier - **Locked** Return to Identifier

Promote Encumbrances Completed 6/12/2020 6:00:28 PM by mandyshak / mandyshak harriscomputer

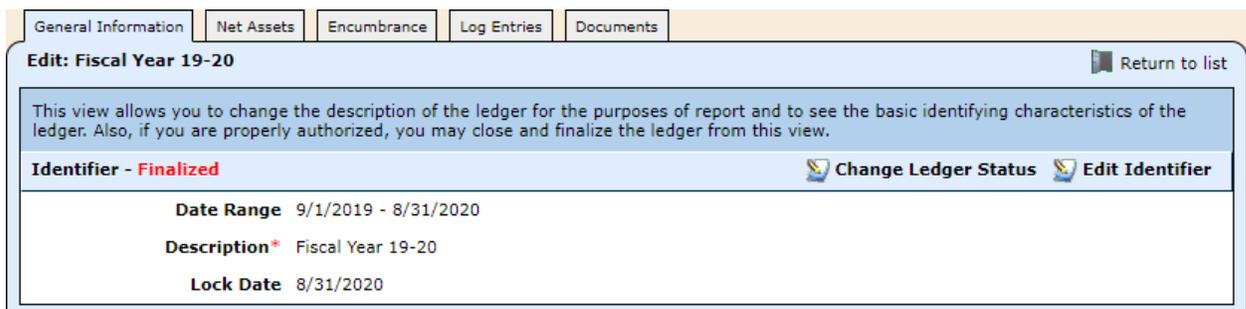
Promote Balances Completed 6/12/2020 6:10:24 PM by mandyshak / mandyshak harriscomputer

 Reset Promotion Flags

Mark as Finalized Once finalized, no transactions are allowable in this ledger

 Mark as Finalized

5. Click  **Mark as Finalized**, and you're asked to confirm the action.
6. Click **OK**. You'll be kept notified of progress, and if the process is successful, you'll be returned to the General Information tab. **Note:** The ledger will now be marked as finalized.



General Information | Net Assets | Encumbrance | Log Entries | Documents

Edit: Fiscal Year 19-20 Return to list

This view allows you to change the description of the ledger for the purposes of report and to see the basic identifying characteristics of the ledger. Also, if you are properly authorized, you may close and finalize the ledger from this view.

Identifier - **Finalized** Change Ledger Status Edit Identifier

Date Range 9/1/2019 - 8/31/2020

Description* Fiscal Year 19-20

Lock Date 8/31/2020

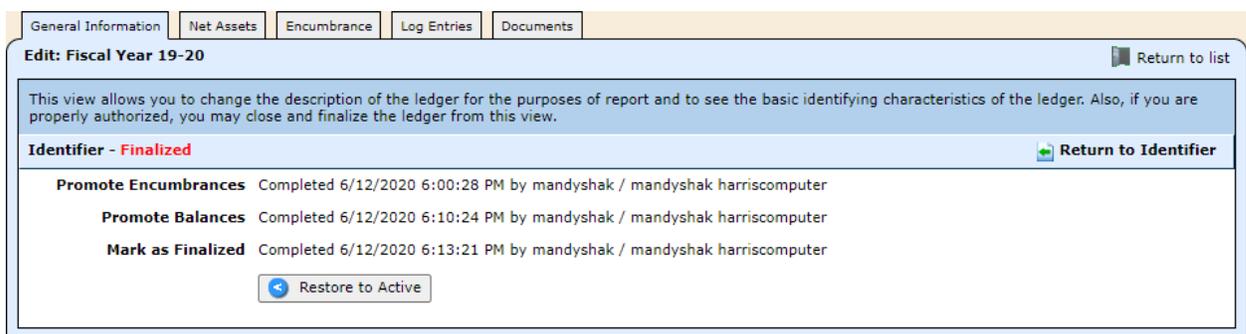
Re-activate a ledger

Restoring a ledger to the Active state allows you to create adjustment journal entries.

If you want to further re-open the ledger, you have to release the lock. See instructions [below](#).

Re-activate the ledger

1. Select **Finance** from the **Jump to Module** pull-down list in the upper right corner.
2. Select **Ledger Manager** from the **General Ledger** menu, and that window opens.
3. Click the  icon for the ledger you want to re-activate, and the ledger opens to the *General Information* tab.
4. Click  **Change Ledger Status**, and this window opens.



General Information | Net Assets | Encumbrance | Log Entries | Documents

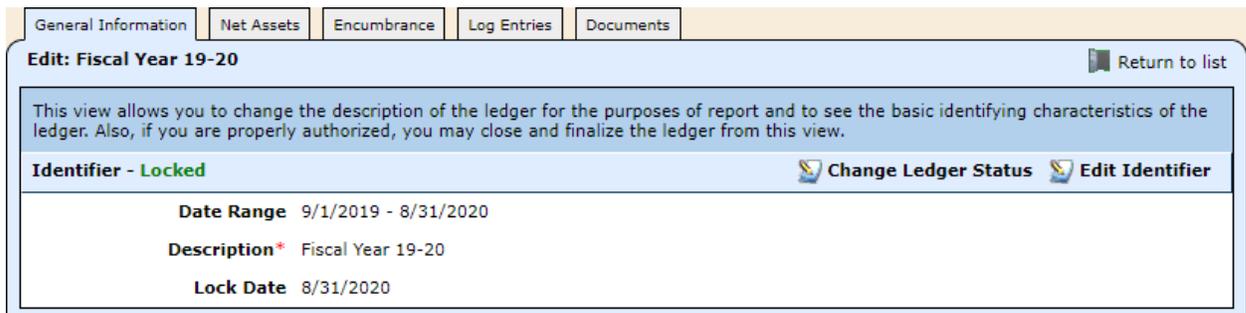
Edit: Fiscal Year 19-20 Return to list

This view allows you to change the description of the ledger for the purposes of report and to see the basic identifying characteristics of the ledger. Also, if you are properly authorized, you may close and finalize the ledger from this view.

Identifier - Finalized Return to Identifier

| | |
|-----------------------------|--|
| Promote Encumbrances | Completed 6/12/2020 6:00:28 PM by mandyshak / mandyshak harriscomputer |
| Promote Balances | Completed 6/12/2020 6:10:24 PM by mandyshak / mandyshak harriscomputer |
| Mark as Finalized | Completed 6/12/2020 6:13:21 PM by mandyshak / mandyshak harriscomputer |

5. Click  **Restore to Active**, and you're asked to confirm the action.
6. Click **OK**. You'll be kept notified of progress, and if the process is successful, you'll be returned to the General Information tab with the ledger now in the *Locked* status.



General Information | Net Assets | Encumbrance | Log Entries | Documents

Edit: Fiscal Year 19-20 Return to list

This view allows you to change the description of the ledger for the purposes of report and to see the basic identifying characteristics of the ledger. Also, if you are properly authorized, you may close and finalize the ledger from this view.

Identifier - Locked Change Ledger Status | Edit Identifier

| | |
|---------------------|----------------------|
| Date Range | 9/1/2019 - 8/31/2020 |
| Description* | Fiscal Year 19-20 |
| Lock Date | 8/31/2020 |

Unlock a ledger

Only *active* ledgers can be unlocked.

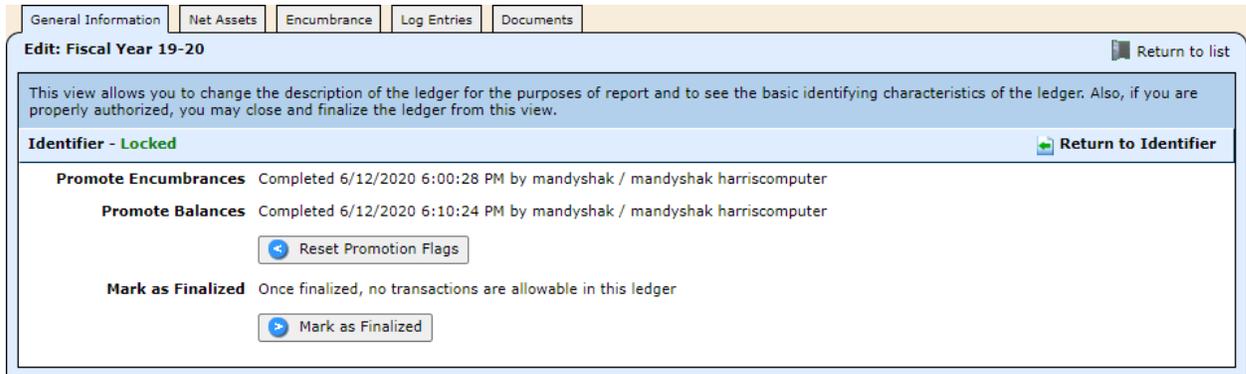
Unlocking a previously closed ledger deletes the closing entry while leaving the opening balance in the next ledger.

You would need to unlock the ledger if you've found that you need to create a payable in the current year against a PO that you've already promoted. If so, you must first re-activate the ledger as described above, then follow the steps below to unlock the ledger. You'd then find the PO, recalculate encumbrances, receive the PO, and create the payable.

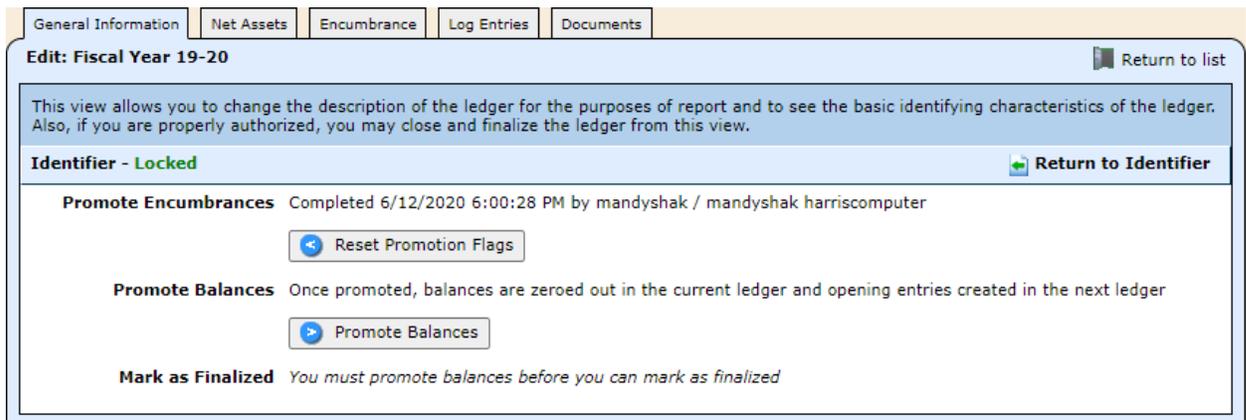
Unlock the ledger

1. Select **Finance** from the **Jump to Module** pull-down list in the upper right corner.

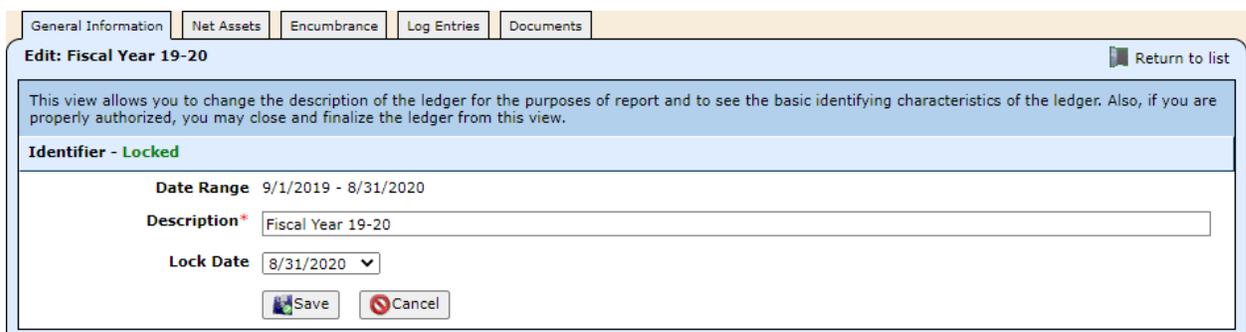
2. Select **Ledger Manager** from the **General Ledger** menu, and that window opens.
3. Click the  icon for the ledger you want to re-activate, and the ledger opens to the *General Information* tab.
4. Click  **Change Ledger Status**, and this window opens.



5. Click  **Reset Promotion Flags**, and you're asked to confirm the action.
6. Click **OK**. You'll be kept notified of progress, and when the process is complete, you'll be returned to the General Information tab.
7. Click  **Change Ledger Status**, and this window opens.



8. Click  **Reset Promotion Flags**, and you're asked to confirm the action.
9. Click **OK**. You'll be kept notified of progress, and when the process is complete, you'll be returned to the General Information tab.
10. Click  **Edit Identifier**, and this window opens.



11. Set the **Lock Date** to **None**, and click  **Save**. You're returned to the General Information tab, and the status has been changed from Locked to Active.

| General Information | Net Assets | Encumbrance | Log Entries | Documents |
|---|----------------------|--|-------------|-----------|
| Edit: Fiscal Year 19-20 Return to list | | | | |
| This view allows you to change the description of the ledger for the purposes of report and to see the basic identifying characteristics of the ledger. Also, if you are properly authorized, you may close and finalize the ledger from this view. | | | | |
| Identifier - Active | |  Change Ledger Status  Edit Identifier | | |
| Date Range | 9/1/2019 - 8/31/2020 | | | |
| Description* | Fiscal Year 19-20 | | | |
| Lock Date | None | | | |