Using the "Accounting Period" Field in your Documents

What does the error message "Account Period Closed" mean? This is actually a very common error.

Do you wonder how you are supposed to address the account period in your document during the dual fiscal year period? Let's take a look...

Each fiscal year is made up of fiscal months, which begin in July, with fiscal month 01. The accounting period is made up of a two-digit fiscal month and a two-digit fiscal year.

 After June 30, documents for the prior fiscal year use 13/XX (XX is the prior fiscal year) in the accounting period field.

MONTHLY CLOSING DATES - 2018

A fiscal year begins in July. Accounting period 01 begins July 1st.

Month	Statewide	NDOT	Accounting Period
January	February 15th	February 14th	07
February	March 29th	March 28th	08
March	April 26th	April 25th	09
April	May 24th	May 23rd	10
May	June 21st	June 20th	11
June	July 26th	July 25th	12
July	August 30th	August 29th	01
August	September 27th	September 26th	02
September	October 25th	October 24th	03
October	November 29th	November 28th	04
November	December 30th	December 19th	05
December	January 3rd, 2019	January 2nd, 2019	06

NOTE: Accounting Period 13 should be used to post transactions occurring after June 30th that belong only in the prior fiscal year.

Many users see the "Account Period Closed" error message on documents that have been left in "Document Listing (SUSF)" table for an extended period of time when the date of record of a document occurs after that fiscal month has closed.

So what do I do to fix my document?

First, remember that you cannot make any changes to a document with any levels of approval applied to them? So you must first remove any approvals already applied to the document.

I can fix my document in one of two ways. Most users will follow the steps below as it is the easiest way to handle this issue. **This is also the most common way:**

- Remove any and all approvals to the document.

- Change the "Date of Record" to the current date.
- Re-edit the document and then re-approve the document.

There is a second way to address this error and is probably the best way as it keeps your original "Date of Record" intact.

- Remove any and all approvals from the document.
- Keep the original "Date of Record" however by entering the current "open" fiscal month and fiscal year into the accounting period field.
- Re-edit the document and then re-approve the document.

For example: Today's date is May 28th and you had a payment voucher in the "Document Listing (SUSF)" table which had not been processed yet. The "Date of Record" on the document was April 16, 2018. The user can keep or retain the original date of April 16, 2018 but must include the current accounting period, Fiscal month 11 and fiscal year 18. Otherwise the document will not process for them.
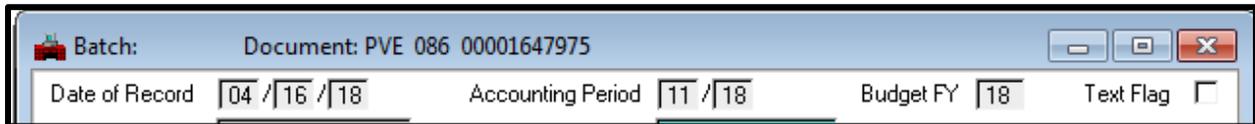
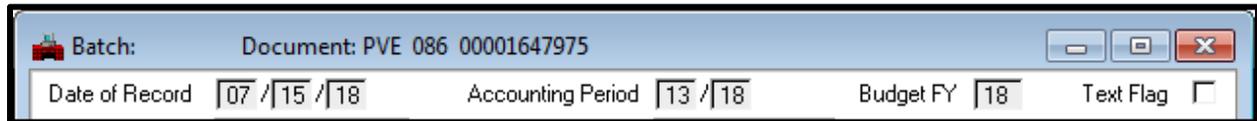# Processing a Journal Voucher for the Prior Fiscal Year

When keying a payment voucher, enter the current date as the Date of Record and Fiscal Year in which the payment belongs. The system infers the Accounting Period from the Date of Record.

From July 1st through August 31st, ADVANTAGE has two fiscal years open. After July 1st, enter an accounting period of 13-XX, where XX is the prior fiscal year or the document will not process. Transactions entered after the fiscal year is closed cannot be posted to the prior fiscal year. The State Controller's Office issues a "Fiscal Year Closing" memo each year notifying agencies of exact closing dates.

To record a payment voucher for the prior fiscal year when two years are open:

Date of Record	Enter today's date
Accounting Period	Enter 13/xx
Budget Fiscal Year	Enter the prior budget fiscal year

For example: Let's say today is July 15, 2018 and I want to process a payment voucher for fiscal year 2018, or my previous fiscal year. I will enter the first line of my header as show below:

Batch:	Document: PVE 086 00001647975			
Date of Record 07 / 15 / 18	Accounting Period 13 / 18	Budget FY 18	Text Flag ☐	

To obtain a current listing of the "Monthly Closing Dates", navigate to the State Controller's intranet site or contact the Financial Help Desk. This list is updated at the end of each calendar year.