

Open or Close Period

1. Purpose

1.1. To have a standard navigational instruction to IT in the ticketing for **Open or Close Period**.

2. Scope

2.1. IT users

3. Implementing Guidelines

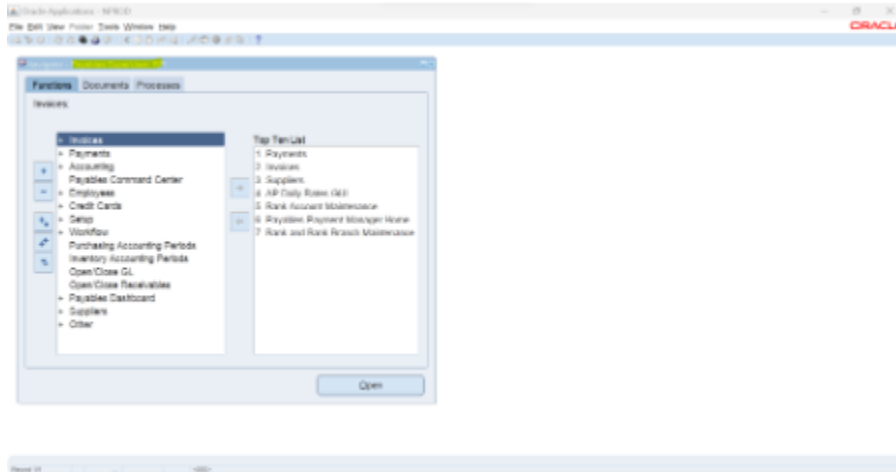
3.1. Refer manual for detailed policy.

4. Navigation Procedures

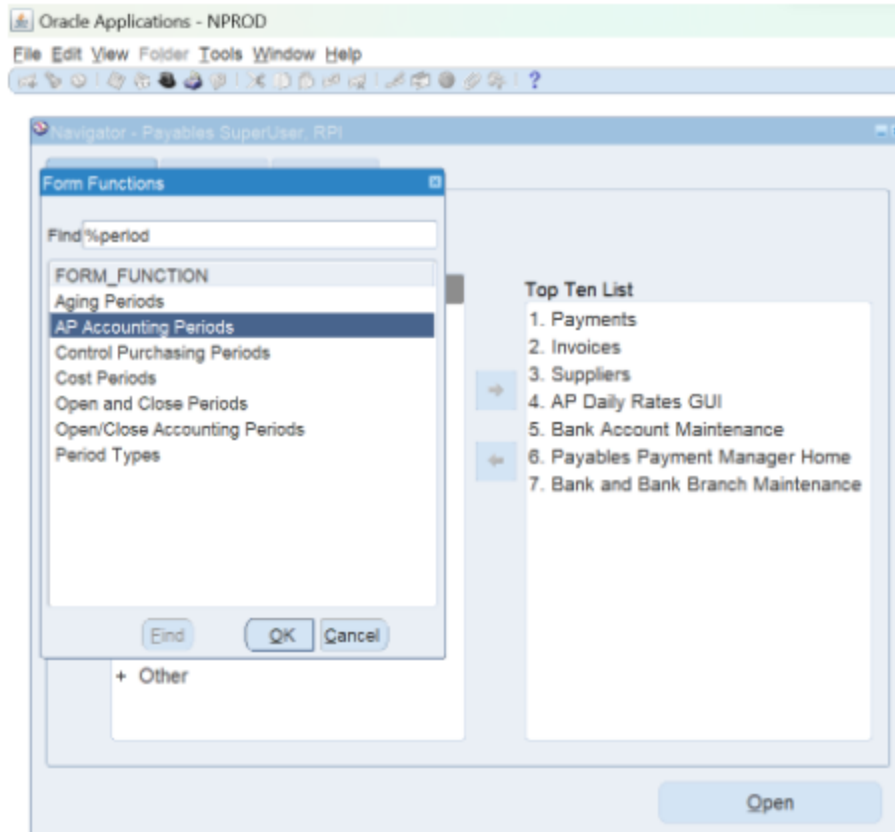
4.1. TO OPEN PERIOD

4.1.a. Payables

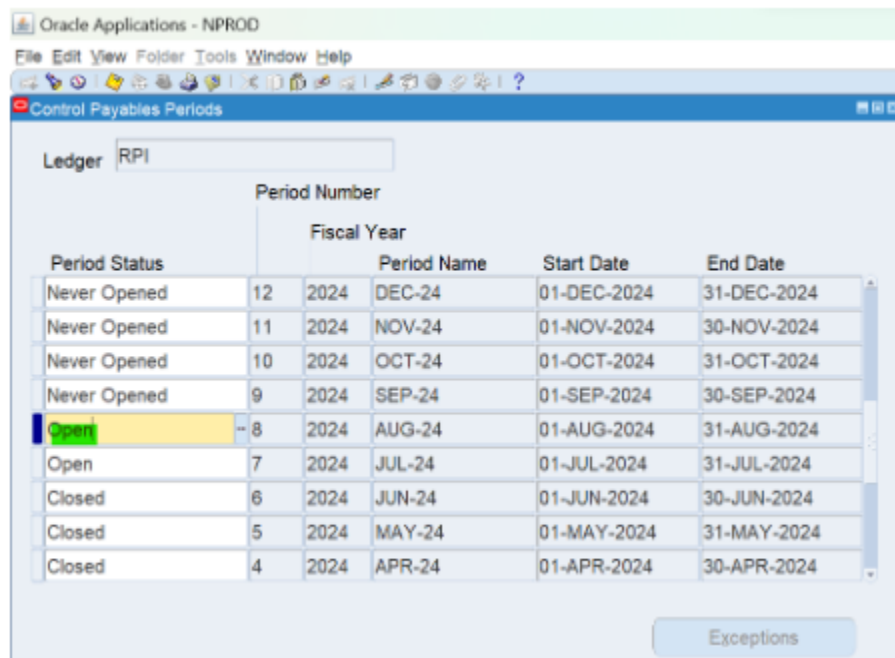
- In Oracle, go to Payables SuperUser, RPL.



- **Press Ctrl + L.**
- Input %period%
- Choose AP Accounting Periods. **Click OK.**

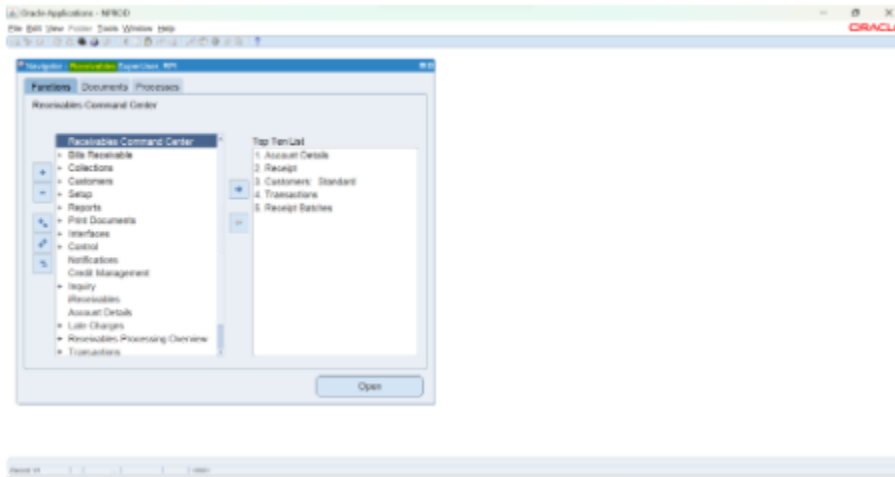


- Press Down on keyboard. Find period to be opened.
- Change from Never Opened to Open.
- **Click Save.**

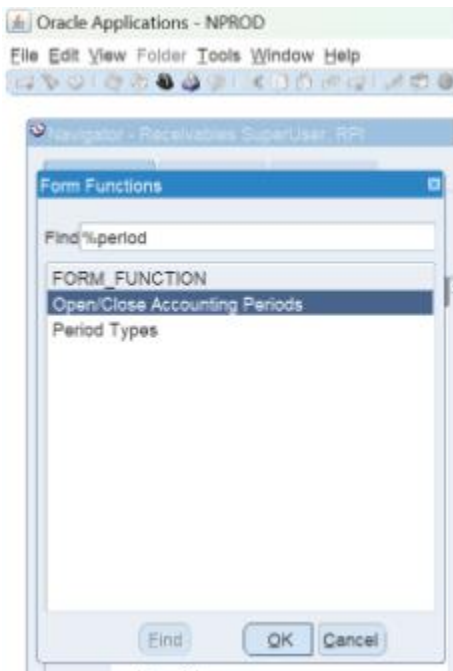


4.1.b. Receivables

- In Oracle, go to Receivables SuperUser, RPI.



- **Press Ctrl + L.**
- Input %period%
- Choose Open/Close Accounting Periods. **Click OK.**



- **Press Down on keyboard.** Find period to be opened.
- Change from Not Opened to Open or click Open Next Period.
- **Click Save.**

Oracle Applications - NPROD

File Edit View Folder Tools Window Help

Open/Close Accounting Periods

Ledger: RPI

Latest Open Period: JUL-24

Open Next Period

Accounting Periods

Status	Number	Fiscal Year	Name	Start Date	End Date
Not Opened	11	2024	NOV-24	01-NOV-2024	30-NOV-2024
Not Opened	10	2024	OCT-24	01-OCT-2024	31-OCT-2024
Not Opened	9	2024	SEP-24	01-SEP-2024	30-SEP-2024
Open	8	2024	AUG-24	01-AUG-2024	31-AUG-2024
Open	7	2024	JUL-24	01-JUL-2024	31-JUL-2024
Closed	6	2024	JUN-24	01-JUN-2024	30-JUN-2024
Closed	5	2024	MAY-24	01-MAY-2024	31-MAY-2024

Manage Exceptions

4.1.c. General Ledger

- In Oracle, go to General Ledger Super User, RPI.

Oracle Applications - NPROD

File Edit View Folder Tools Window Help

General Ledger Super User, RPI

Functions Documents Processes

Enter Journals

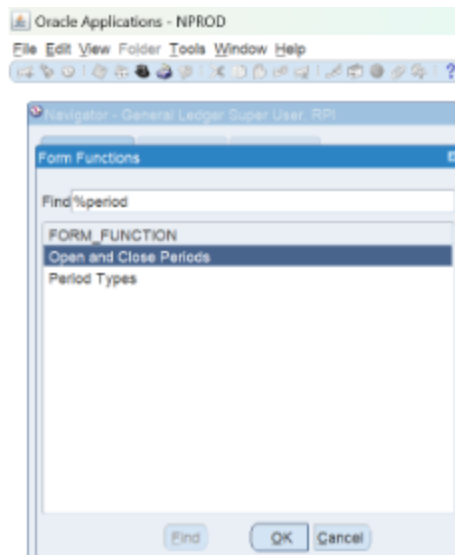
- Journals
- Budgets
- Inquiry
- Commit
- Consolidation
- Reports
- Setup
- Other

Top Ten List

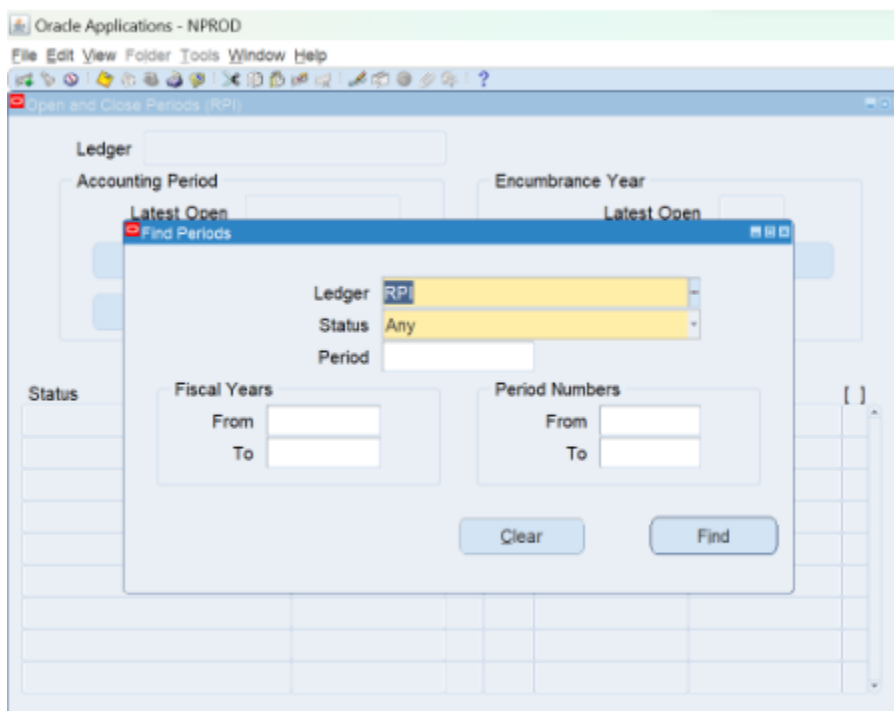
- Account Inquiry
- GL Accounts
- Enter Journals
- Run Financial Reports
- Run Financial Vendors
- Open and Close Periods

Open

- **Press Ctrl + L.**
- Input %period%
- Choose Open and Close Periods. **Click OK.**



- Either input the period to be opened e.g. AUG-24 or click Find to view all periods.



Oracle Applications - NPROD

File Edit View Folder Tools Window Help

Open and Close Periods (RPI)

Ledger RPI

Accounting Period

Latest Open JUL-24

Open Next Period

Open Target Period

Encumbrance Year

Latest Open 2019

Open Next Year

Status	Period	Number	Fiscal Year	From Date	To Date
Future - Entry	NOV-24	11	2024	01-NOV-2024	30-NOV-2024
Future - Entry	OCT-24	10	2024	01-OCT-2024	31-OCT-2024
Future - Entry	SEP-24	9	2024	01-SEP-2024	30-SEP-2024
Future - Entry	AUG-24	8	2024	01-AUG-2024	31-AUG-2024
Open	JUL-24	7	2024	01-JUL-2024	31-JUL-2024
Closed	JUN-24	6	2024	01-JUN-2024	30-JUN-2024
Closed	MAY-24	5	2024	01-MAY-2024	31-MAY-2024
Closed	APR-24	4	2024	01-APR-2024	30-APR-2024
Closed	MAR-24	3	2024	01-MAR-2024	31-MAR-2024

- Place cursor on period to be opened. Click Open Next Period or Open Target Period.
- **Click Save.**

4.1.d. Purchasing

- In Oracle, go to Purchasing Super User, RPI.

Oracle Applications - NPROD

File Edit View Folder Tools Window Help

Purchasing Super User, RPI

Functions Documents Processes

Purchasing Command Center

Purchasing Command Center

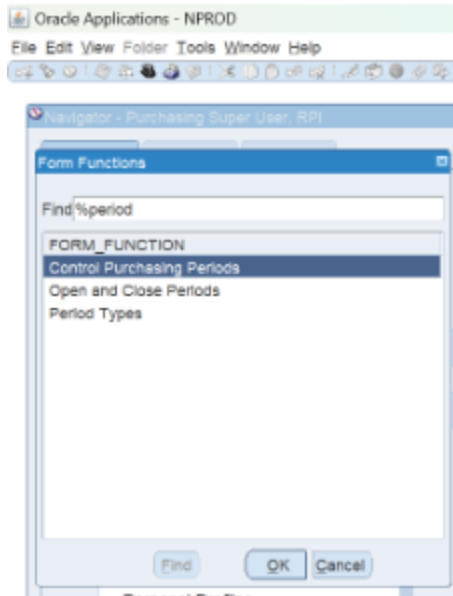
- Supplier Work Center
- Supplier Item Catalog
- Item Search
- Requisitions
- Purchase Orders
- AutoCreate
- Receiving
- RFQs and Quotations
- Supply Base Management
- Items
- Accounting
- Notifications Summary
- Personal Profiles
- Reports
- Clearing Organization

Top Ten List

1. Requisition Summary
2. Requisitions
3. Define Location
4. Purchase Order Summary

OK

- **Press Ctrl + L.**
- Input %period%
- Choose Open and Close Periods. **Click OK.**



- Go to browser. Input Period Name. **Click Go.**
- In Period Status, change from Never Opened to Open.
- **Click Save.**



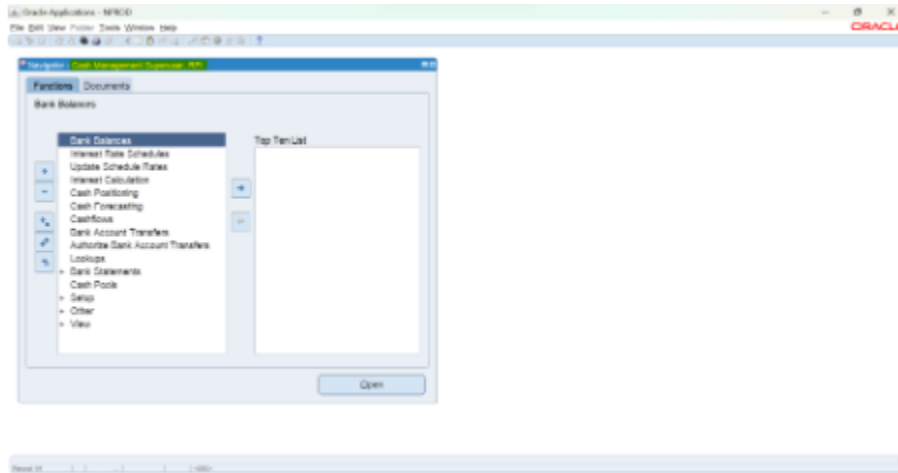
- In Period Name, input previous period. **Click Go.**
- In Period Status, change from Open to Closed.
- **Click Save.**



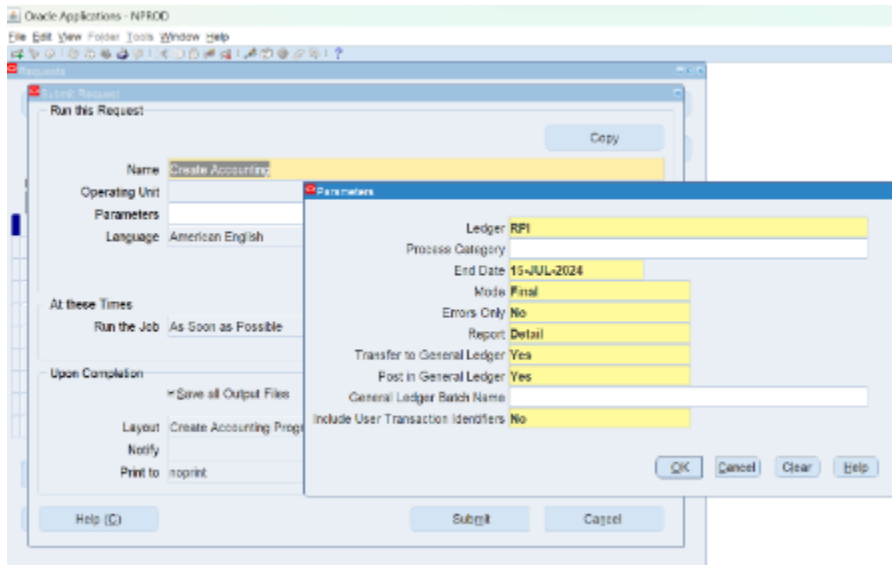
4.2. TO CLOSE PERIOD

4.2.a. Cash Management

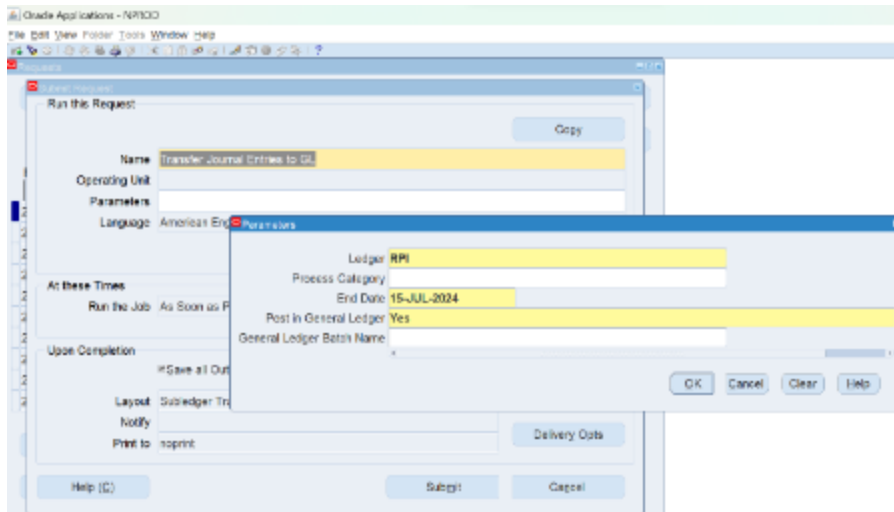
- In Oracle, go to Cash Management Superuser, RPI.



- **Go to View > Requests > Submit a New Request > Create Accounting**



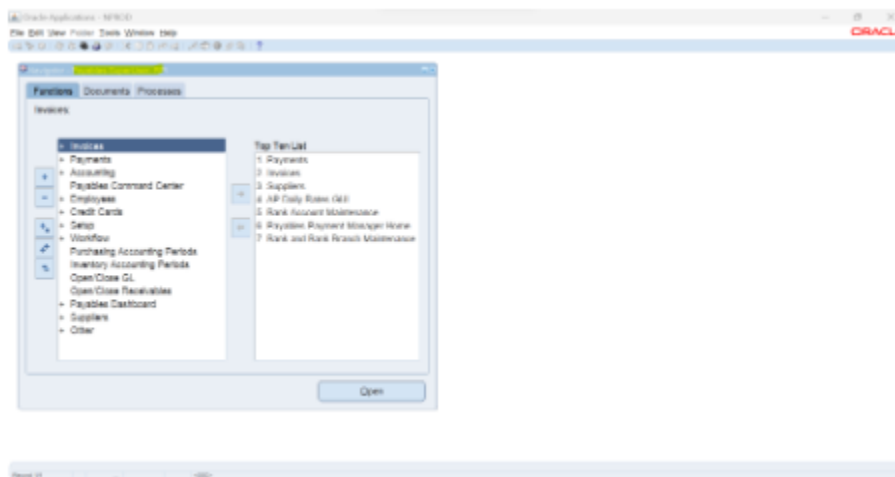
- **Go to View > Requests > Submit a New Request > Transfer Journal Entries to GL**



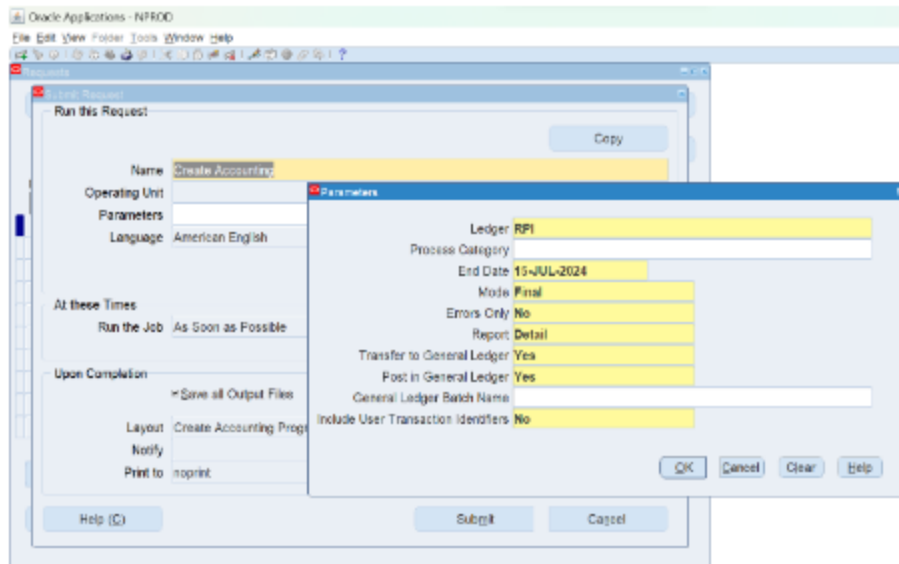
*refer [ORA-OT 008 CREATE ACCOUNTING.aspx](#) on how to run Create Accounting and Transfer Journal Entries to GL program

4.2.b. Payables

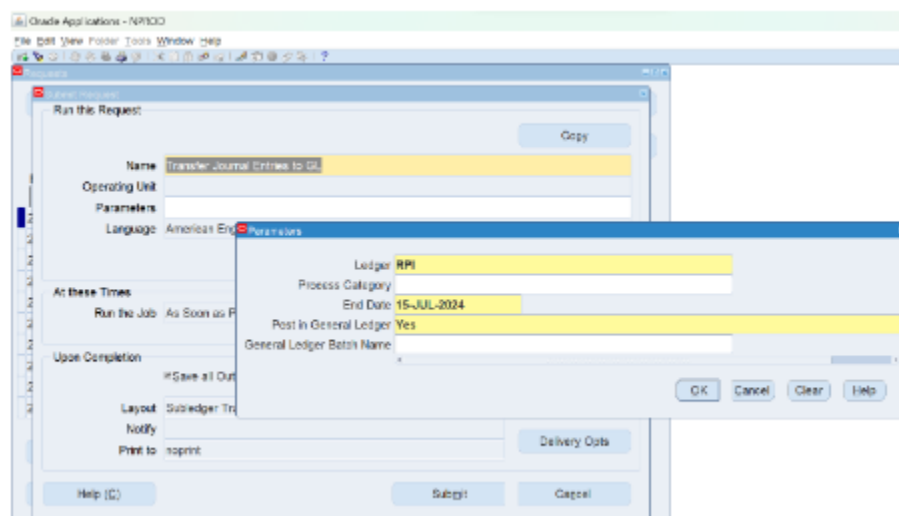
- In Oracle, go to Payables SuperUser, RPI.



- **Go to View > Requests > Submit a New Request > Create Accounting**

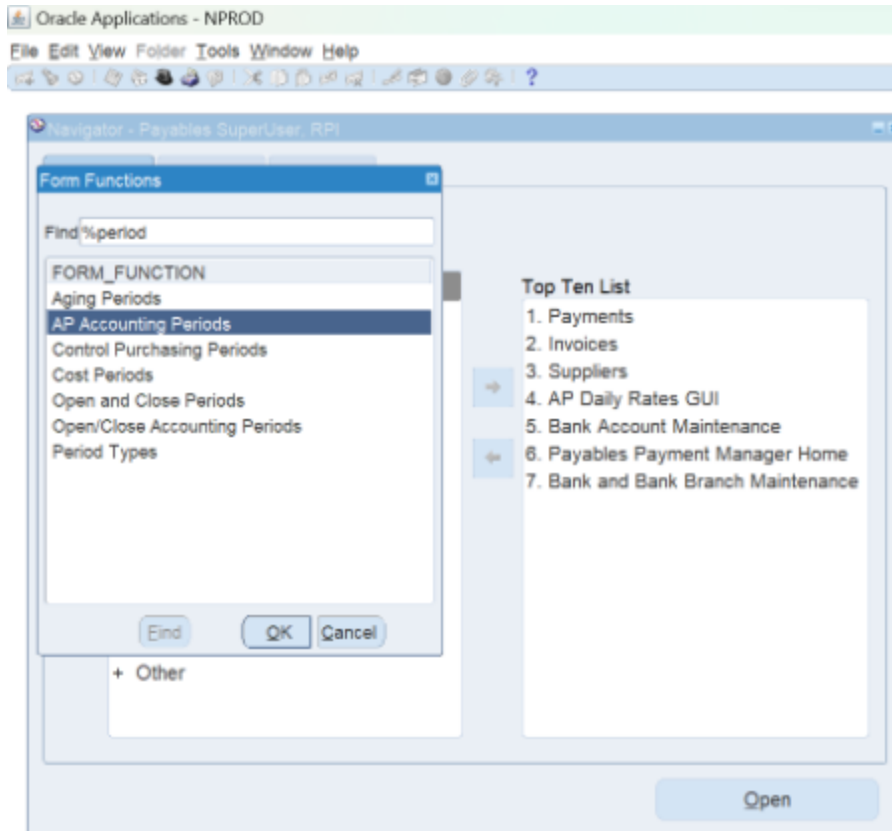


- **Go to View > Requests > Submit a New Request > Transfer Journal Entries to GL**

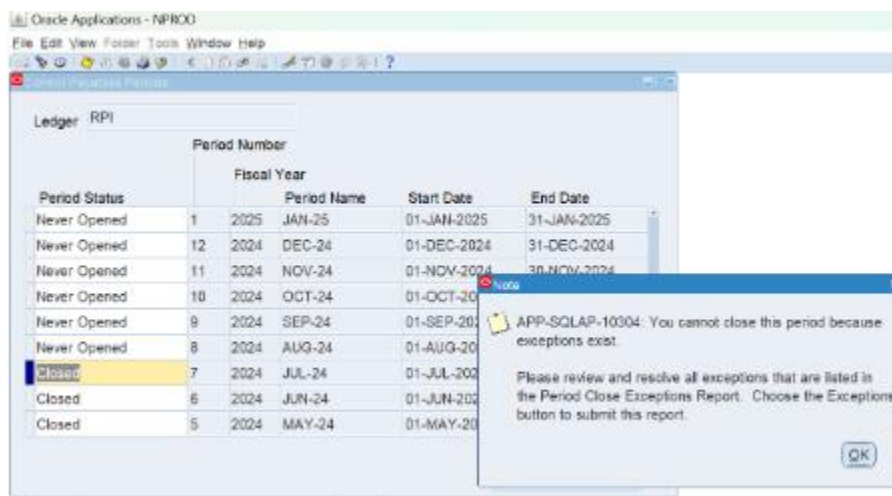


*refer [ORA-OT 008 CREATE ACCOUNTING.aspx](#) on how to run Create Accounting and Transfer Journal Entries to GL program

- Press Ctrl + L.
- Input %period%
- Choose AP Accounting Periods. Click OK.



- Press Down on keyboard. Find period to be closed.
- Change from Open to Closed. If the Note "You cannot close this period because exceptions exist", **click OK**.



- Click Exceptions to generate report on unaccounted invoices.

Oracle Applications - NPROD

File Edit View Folder Tools Window Help

Control Payables Periods

Ledger: RPI

Period Number

Fiscal Year

Period Status	Period Number	Fiscal Year	Period Name	Start Date	End Date
Never Opened	1	2025	JAN-25	01-JAN-2025	31-JAN-2025
Never Opened	12	2024	DEC-24	01-DEC-2024	31-DEC-2024
Never Opened	11	2024	NOV-24	01-NOV-2024	30-NOV-2024
Never Opened	10	2024	OCT-24	01-OCT-2024	31-OCT-2024
Never Opened	9	2024	SEP-24	01-SEP-2024	30-SEP-2024
Never Opened	8	2024	AUG-24	01-AUG-2024	31-AUG-2024
Open	7	2024	JUL-24	01-JUL-2024	31-JUL-2024
Closed	6	2024	JUN-24	01-JUN-2024	30-JUN-2024
Closed	5	2024	MAY-24	01-MAY-2024	31-MAY-2024

Exceptions

- Choose Review. Click OK.

Oracle Applications - NPROD

File Edit View Folder Tools Window Help

Control Payables Periods

Ledger: RPI

Period Number

Fiscal Year

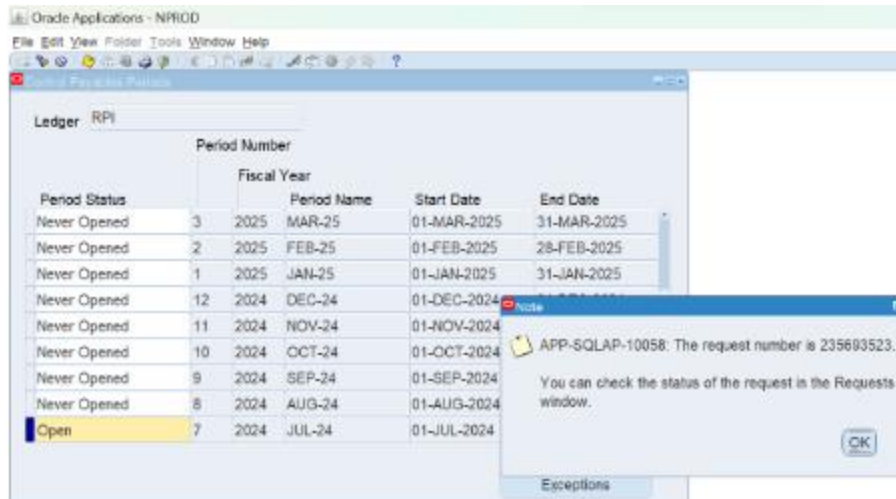
Period Status	Period Number	Fiscal Year	Period Name	Start Date	End Date
Never Opened	1	2025	JAN-25	01-JAN-2025	31-JAN-2025
Never Opened	12	2024	DEC-24	01-DEC-2024	31-DEC-2024
Never Opened	11	2024	NOV-24	01-NOV-2024	30-NOV-2024
Never Opened	10	2024	OCT-24	01-OCT-2024	31-OCT-2024
Never Opened	9	2024	SEP-24	01-SEP-2024	30-SEP-2024
Never Opened	8	2024	AUG-24	01-AUG-2024	31-AUG-2024
Open	7	2024	JUL-24	01-JUL-2024	31-JUL-2024
Closed	6	2024	JUN-24	01-JUN-2024	30-JUN-2024
Closed	5	2024	MAY-24	01-MAY-2024	31-MAY-2024

Decision

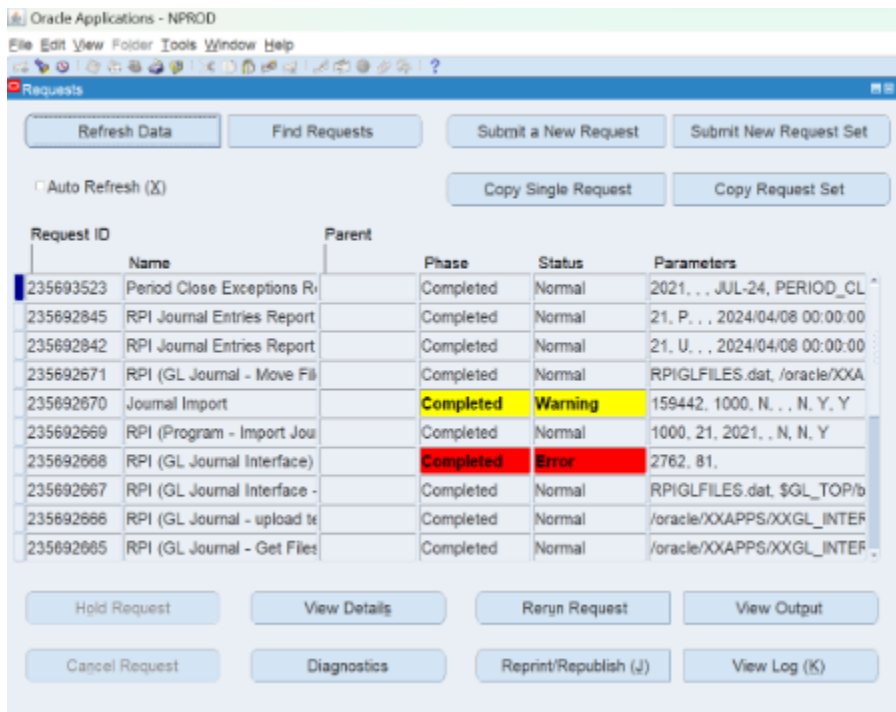
Choose the Review button to submit the Period Close Exceptions Report to review unaccounted transactions and other exceptions that prevent the close of this period.

Choose the Sweep button to submit the Unaccounted Transactions Sweep program, which updates the accounting date of unaccounted transactions to the next open period.

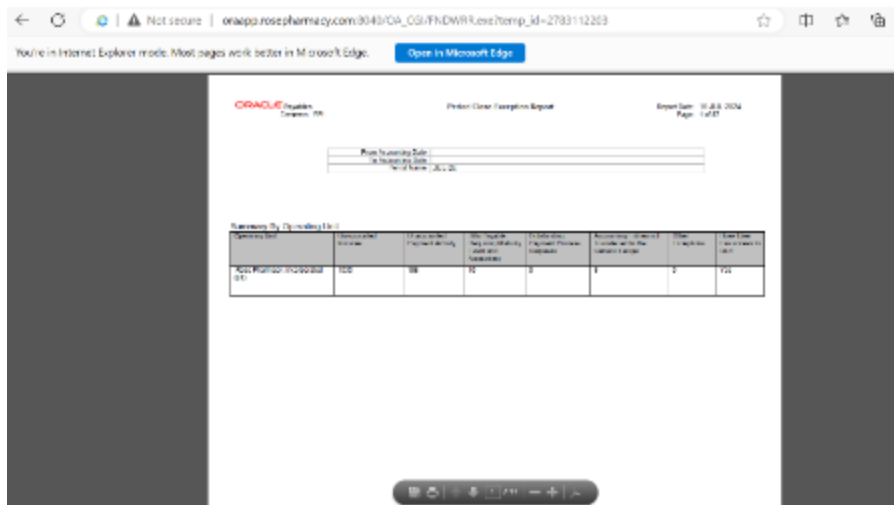
Cancel Review Sweep



- Go to View > Requests > Find > Click View Output



- Go to browser. Download report.



- Email exceptions to AP team cc GL team, Finance Head.

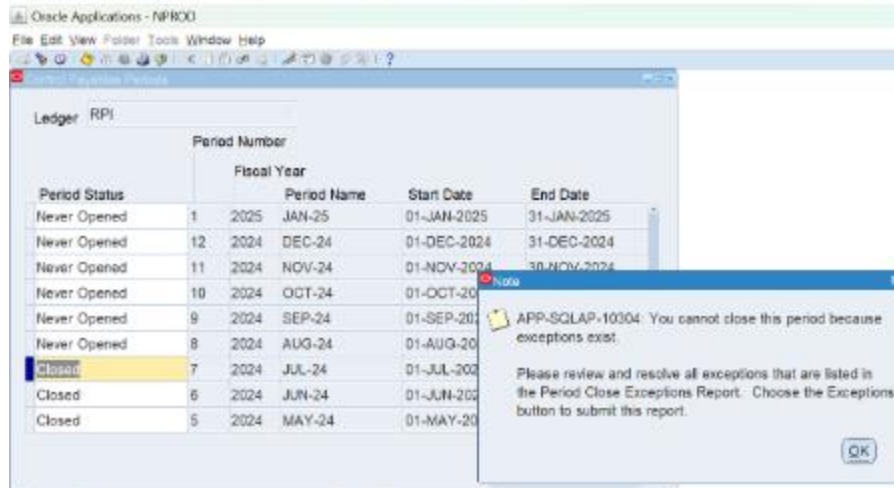


Hi everyone,

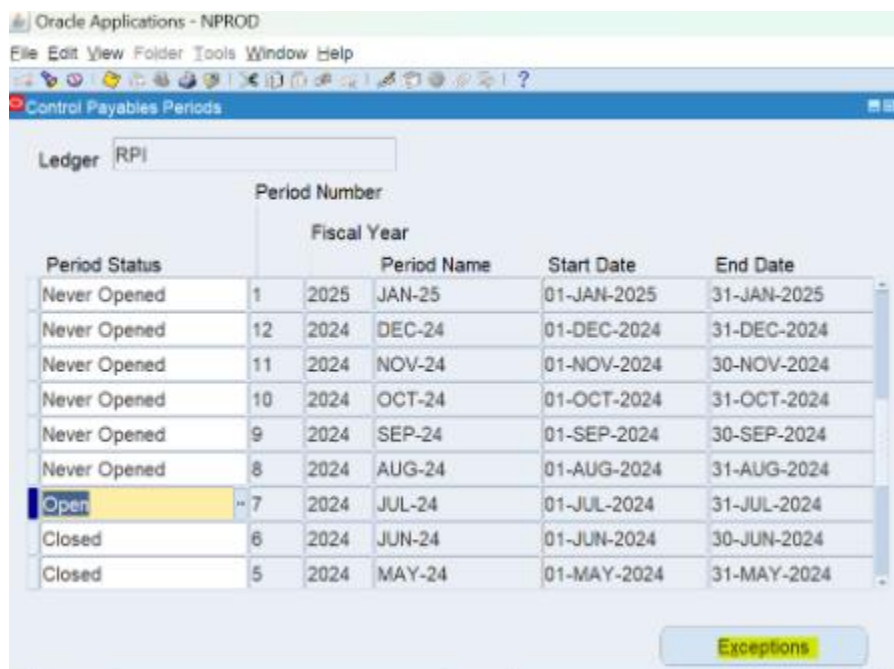
Please refer attached for the initial AP unaccounted invoices (2nd run) for period Jun-24.
Please review.

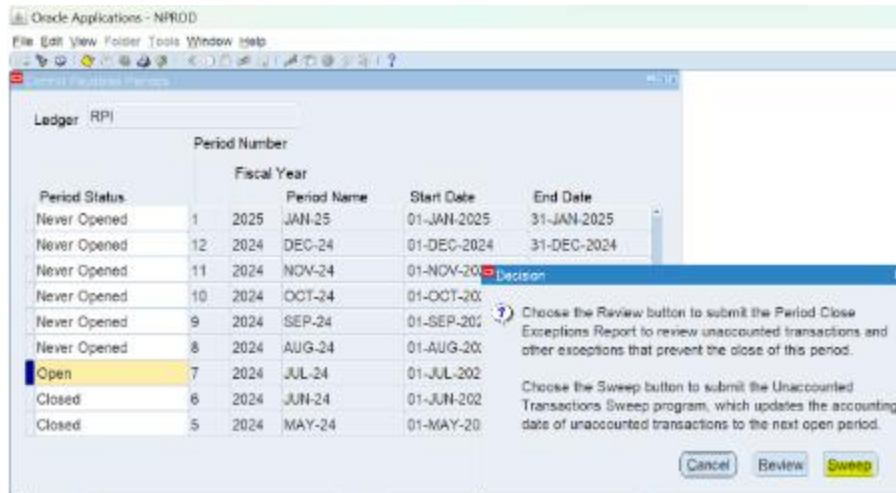
Thanks,
Laarni

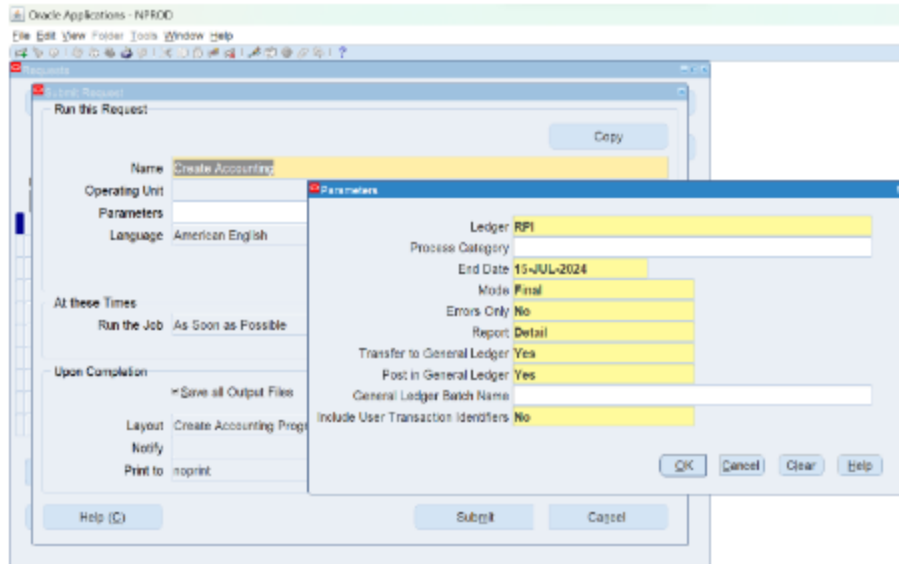
- Wait for advice from AP team that they are done cleaning up the unaccounted invoices before closing AP period.
- To close, go to AP accounting periods. Change from Open to Closed.



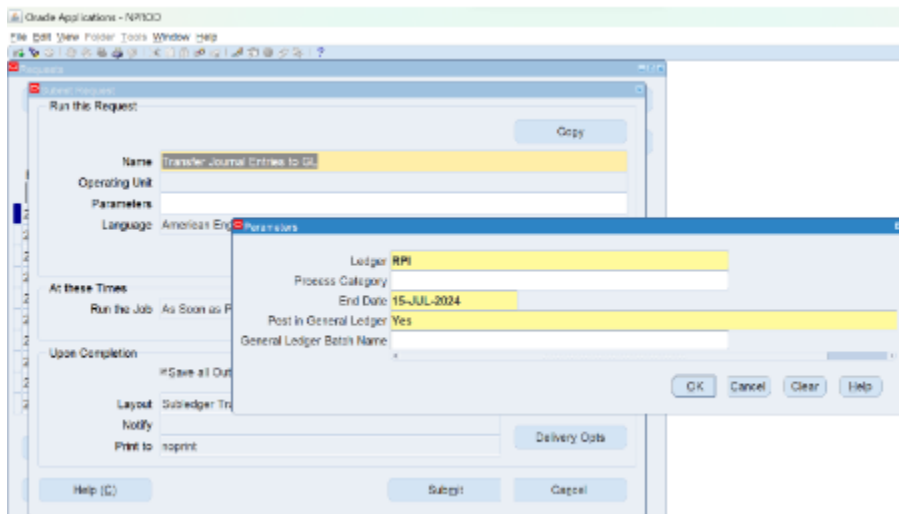
- If exceptions still exist, **click OK. Click Exceptions button. Click Sweep.**





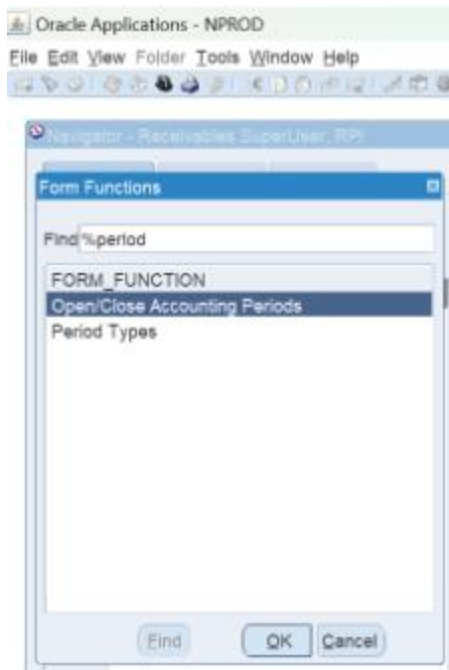


- **Go to View > Requests > Submit a New Request > Transfer Journal Entries to GL**

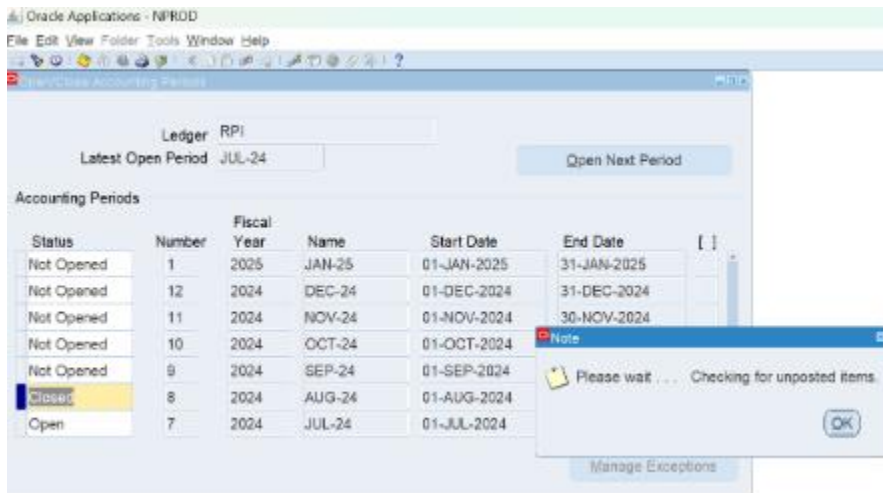


*refer [ORA-OT 008 CREATE ACCOUNTING.aspx](#) on how to run Create Accounting and Transfer Journal Entries to GL program

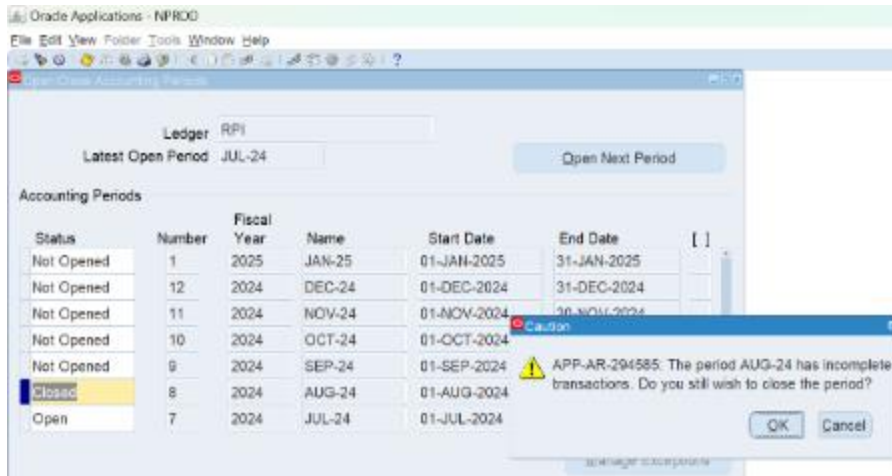
- **Press Ctrl + L.**
- Input %period%
- Choose Open/Close Accounting Periods. **Click OK.**



- Press Down on keyboard. Find period to be opened.
- Change from Open to Closed. Click OK on Note (checking for unposted items).



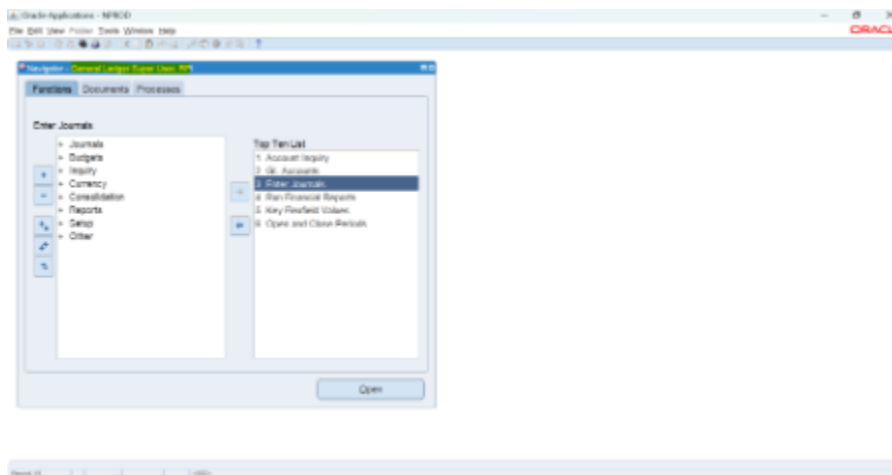
- If there are incomplete transactions, click Cancel. Inform AR team so they could validate.



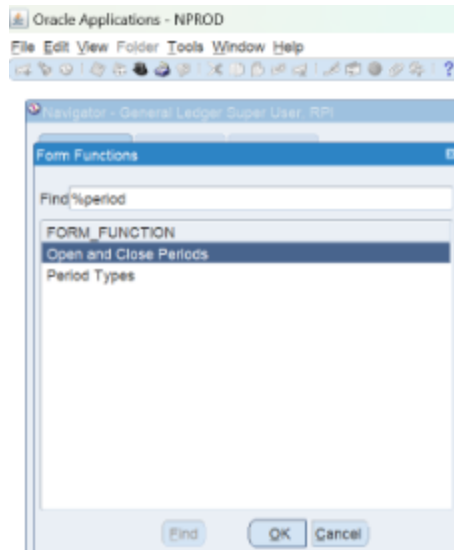
- Once AR team confirms that they are done and IT can close the period, change Open to Closed
- Click Save.

4.2.d. General Ledger

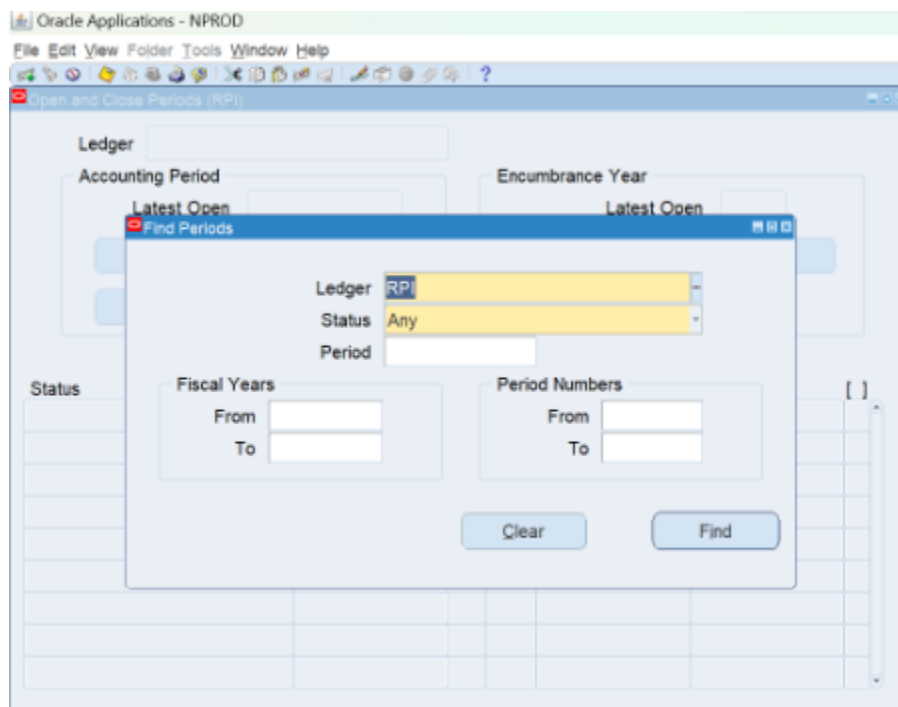
- In Oracle, go to General Ledger Super User, RPI.



- **Press Ctrl + L.**
- Input %period%
- Choose Open and Close Periods. **Click OK.**



- Either input the period to be opened e.g. JUL-24 or click Find to view all periods.



Oracle Applications - NPROD

File Edit View Folder Tools Window Help

Open and Close Periods (RPI)

Ledger: RPI

Accounting Period: Latest Open: JUL-24

Encumbrance Year: Latest Open: 2019

Open Next Period

Open Target Period

Open Next Year

Status	Period	Number	Fiscal Year	From Date	To Date
Future - Entry	NOV-24	11	2024	01-NOV-2024	30-NOV-2024
Future - Entry	OCT-24	10	2024	01-OCT-2024	31-OCT-2024
Future - Entry	SEP-24	9	2024	01-SEP-2024	30-SEP-2024
Future - Entry	AUG-24	8	2024	01-AUG-2024	31-AUG-2024
Open	JUL-24	7	2024	01-JUL-2024	31-JUL-2024
Closed	JUN-24	6	2024	01-JUN-2024	30-JUN-2024
Closed	MAY-24	5	2024	01-MAY-2024	31-MAY-2024
Closed	APR-24	4	2024	01-APR-2024	30-APR-2024
Closed	MAR-24	3	2024	01-MAR-2024	31-MAR-2024

- Place cursor on period to be closed. **Click Closed.** **Click OK.**
- **Click Save.**

Oracle Applications - NPROD

File Edit View Folder Tools Window Help

Open and Close Periods (RPI)

Ledger: RPI

Accounting Period: Latest Open: JUL-24

Encumbrance Year: Latest Open: 2019

Open Next Period

Open Target Period

Open Next Year

Status	Period	Number	Fiscal Year	From Date	To Date
Open	JUL-24	7	2024	01-JUL-2024	31-JUL-2024

Open

Statuses

Find's

Status

Closed

Open

Permanently Closed

End OK Cancel

4.3. Notify Finance team that period has been opened/closed via email.

JUL-24 PERIOD IS NOW OPEN



Shiela Bolotaulo

To: All ROSE Oracle Users

Cc: All ROSE IT Team Leads; Laarni Lincaro; Rama Paolo Velasco



Mon 7/1/2024 7:29 AM

Dear Oracle Users,

The period for JUL-24 is now open across all Oracle modules, enabling access to data input, report generation, and essential tasks for July.

For assistance or inquiries, reach out to our support team at ithelpdesk@rosepharmacy.com.ph.

Thank you for your cooperation and commitment to maintaining accurate records and leveraging Oracle effectively.

Best regards,
Shiela

5. Access Permissions

5.1. Oracle credentials (user and password) are provided by IT - Oracle Applications team via email.

5.2. User must have access to the Payables SuperUser, RPI responsibility and other modules to be able to open/close periods. This is assigned by IT - Oracle Applications team.

6. File Structure

6.1. N/A

Y = required field

7. Schedule

7.1. Opening the periods is performed **every 1st day of the month.**

7.2. Closing the periods is performed **per schedule during month end.**

8. Troubleshooting

8.1. For technical issues, contact IOM for support by submitting a ticket to iOM Help in <https://support.iomphilippines.com/help/135183837> and sending an email to Oracle EBS Support <ebs.support@iomphilippines.com>

