

Memorandum

TO: Deans, Directors, Department Heads, Bookkeepers

FROM: Andrew P. Mangels, Controller

DATE: September 18, 2002

SUBJECT: General Ledger Month-End Processing

The General Ledger Month-End Processing in PeopleSoft (e*mpac) is significantly different than the previous process used in the FRS System. **Beginning in Fiscal Year 2003, all transactions for a given month must be dated, processed and posted during the calendar month.** The e*mpac system will only include transactions processed with that month's dates in the month end statements.

Departments preparing upload journal vouchers, recharge entries and interfaces must submit the entries with enough lead time to ensure that chartfield or budget checking errors can be corrected during the calendar month. To ensure posting in the current month, departments should process interfaces via FTP or submit upload entries to the Controller's Office by the following deadlines:

September 2002	September 26, 2002
October 2002	October 29, 2002
November 2002	November 26, 2002
December 2002	December 27, 2002
January 2003	January 29, 2003
February 2003	February 26, 2003
March 2003	March 27, 2003
April 2003	April 28, 2003
May 2003	May 28, 2003
June 2003	TBA (fiscal year-end)

Transactions received after these deadlines will be processed in the following month. The e*mpac system will run monthly statements generally on the first full weekend following the month's calendar end date. Questions concerning month end processing should be directed to the Controller's Office at 545-0806.