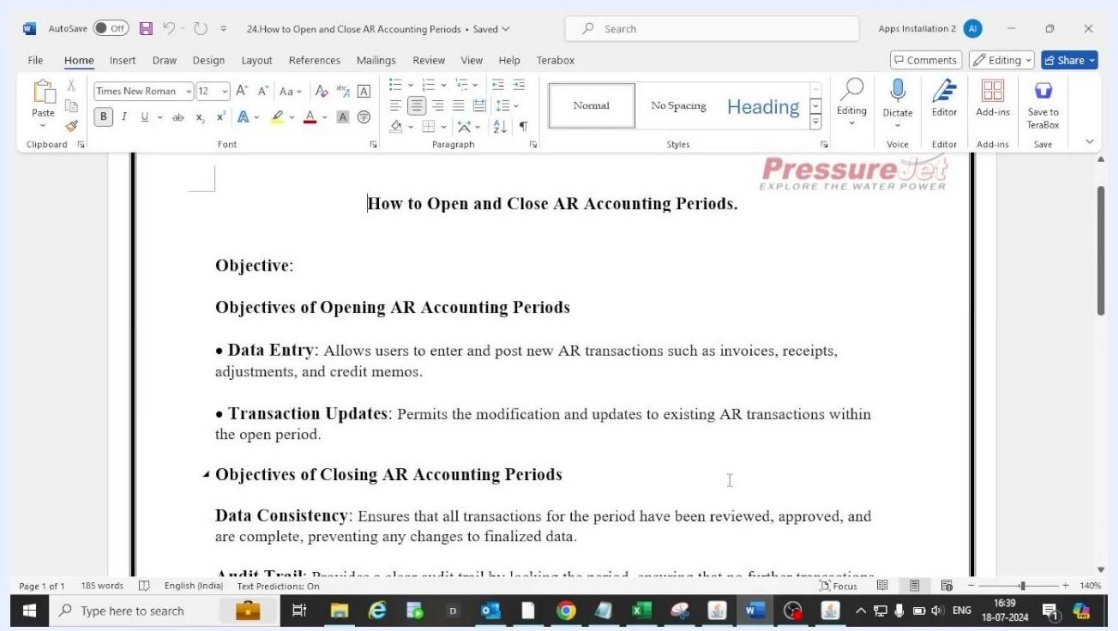
How to open a receivables period in Oracle EBS

Learn how to open a receivables period in Oracle EBS so you can enter and post new Accounts Receivable (AR) transactions. This guide also shows how to close an AR accounting period after month-end work is complete. You perform both tasks in the **Open/Close Accounting Periods** window as an AR Super User.

Why you open and close AR accounting periods

Opening an AR accounting period lets you enter and post new AR transactions, such as invoices, receipts, adjustments, and credit memos. You can also modify and update existing AR transactions within the open period. If the period is not open, you cannot process AR transactions, trade memos, debit memos, or AR receipts.

Closing an AR accounting period confirms that all transactions for the period are reviewed, approved, and complete. It also confirms that sub-ledger and ledger balances match. Closing locks the period, so finalized data cannot change and you keep a clear audit trail. You typically close a period at month-end, but you can also do it quarterly.



Document outlining the objectives of opening and closing AR periods: Data Entry, Transaction Updates, Data Consistency, and Audit Trail.

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Prerequisites

Before you start, make sure you have the following:

- Access to Oracle Applications with the AR Super User responsibility.
- All final postings completed for the previous period (for example, June 2024).
- Balances matched between sub-ledger and ledger accounts, with any required balance transfers made.

Close a period only after you confirm that all of its transactions are matched and finalized. If you leave a period open, past transactions can still be changed manually, which can compromise data integrity.

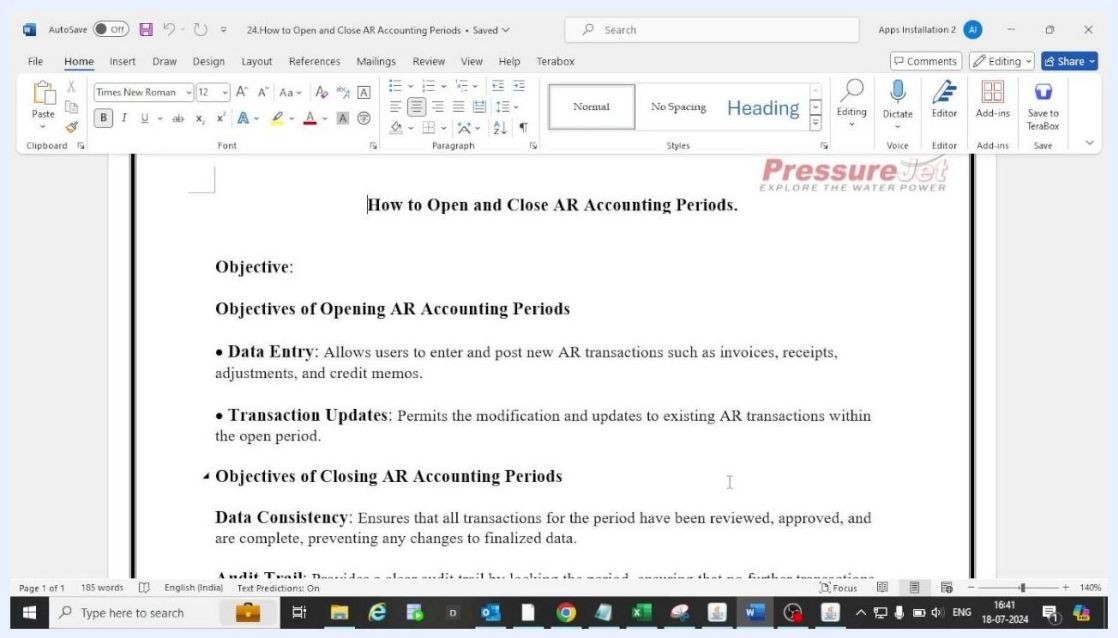
Open an AR accounting period

Step 1: Log in as an AR Super User

Open Oracle Applications and log in as an AR Super User. The main navigation window appears. Confirm you are in the correct responsibility (for example, AR, Superuser).

Step 2: Open the Open/Close Accounting Periods window

From the Top Ten List, select **Open/Close Accounting Periods**. The window opens and shows the ledger (for example, "PJSLP - LEDGER") and the latest open period (for example, "JUN-24").



Oracle Applications Navigator showing the Top Ten List with Open/Close Accounting Periods as option 4 and the Open button highlighted.

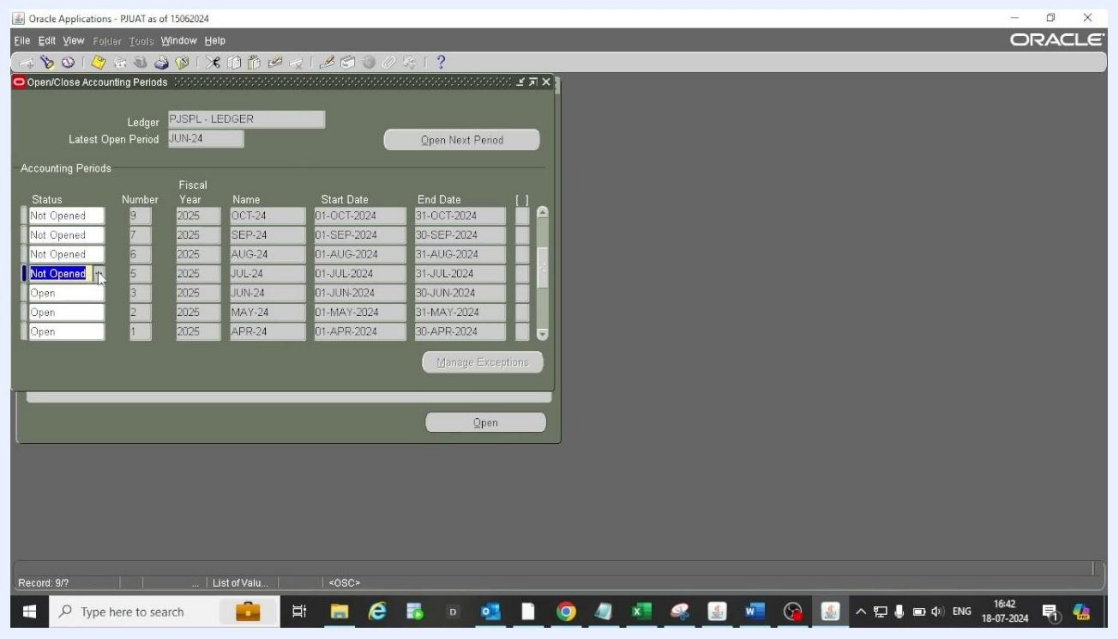
Step 3: Identify the period you want to open

Review the list of accounting periods. The list includes these columns:

- Status
- Number
- Fiscal Year
- Name
- Start Date
- End Date

Status values are "Not Opened," "Open," and "Closed." The fiscal year runs from April to March (for example, APR-24 to MAR-25).

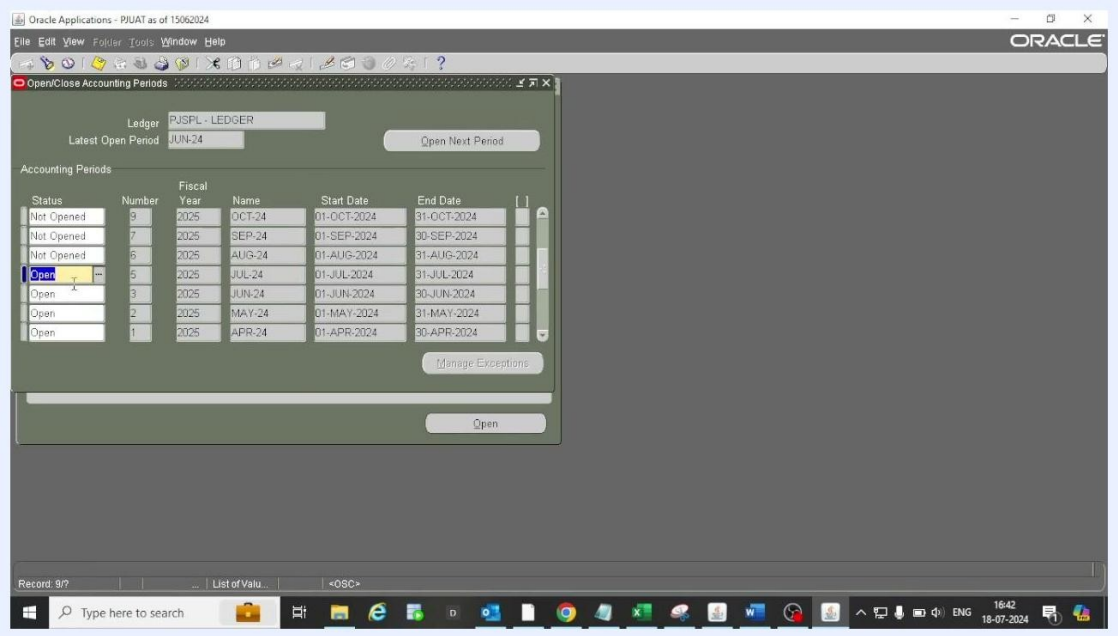
For example, if today is July 1st, select the period "JUL-24" (Start Date: 01-JUL-2024, End Date: 31-JUL-2024). Confirm that its status is "Not Opened."



Open/Close Accounting Periods window with the JUL-24 period highlighted as Not Opened and the June, May, and April 2024 periods shown as Open.

Step 4: Click Open to change the period status

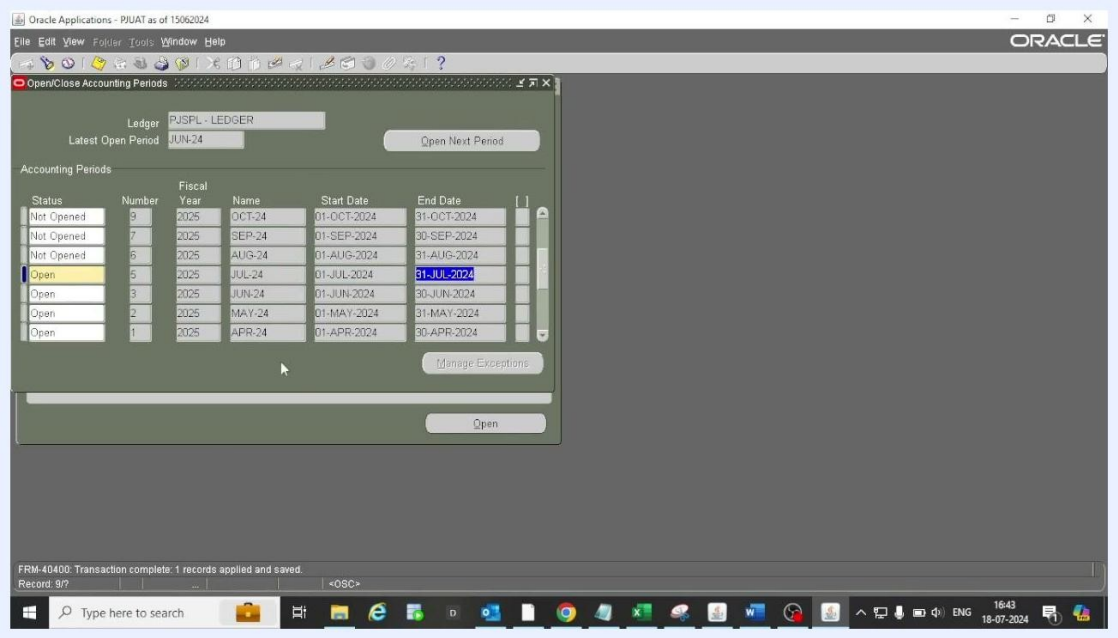
With the period selected, click **Open** at the bottom of the window. The status for "JUL-24" changes to "Open." You can now enter and post AR transactions for July 2024.



Open/Close Accounting Periods window showing the JUL-24 period now marked as Open, with its start and end dates highlighted.

Step 5: Save your changes

Save your changes. A confirmation message appears at the bottom of the screen: "FRM-40400: Transaction complete: 1 records applied and saved." This confirms that the period opened successfully.



Open/Close Accounting Periods window with JUL-24 open and the FRM-40400 confirmation message at the bottom.

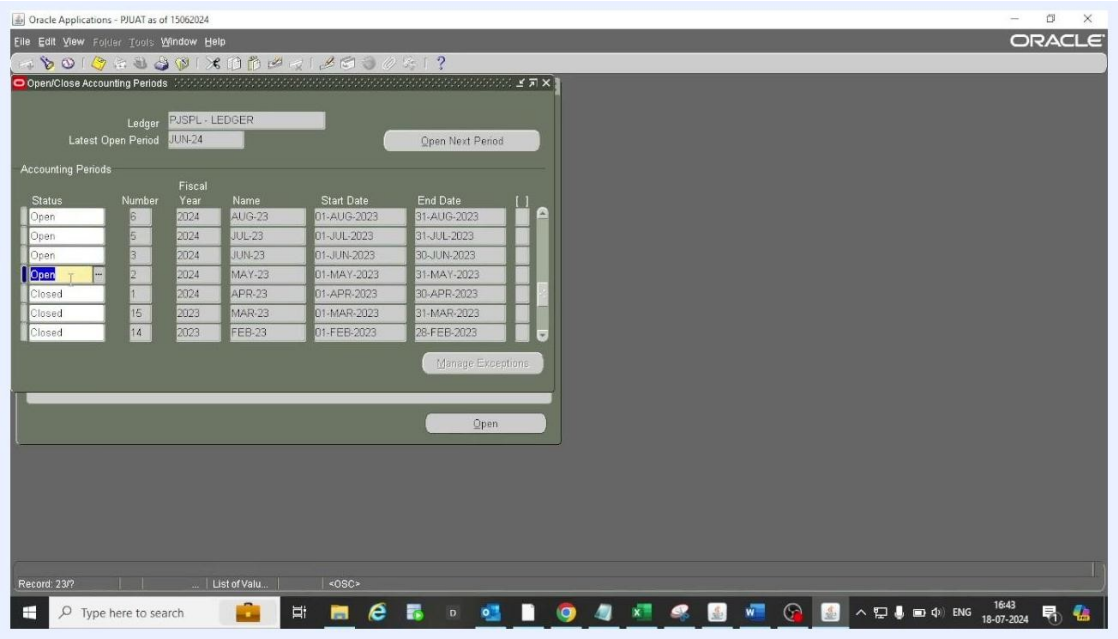
Close an AR accounting period

Step 6: Confirm all transactions are posted

Verify that all transactions for the period you want to close are posted. For example, check that all balances are knocked off and no pending items remain for MAY-23.

Step 7: Select the period to close

In the list, click the row of the period you want to close (for example, MAY-23). Its status should currently be "Open." The period details are visible: Fiscal Year 2024, Name MAY-23, Start Date 01-MAY-2023, and End Date 31-MAY-2023.



Open/Close Accounting Periods window with the MAY-23 period selected and its status showing Open.

Step 8: Set the status to Closed

Click the status field for the selected period and choose "Closed" from the available options.

Step 9: Save the change

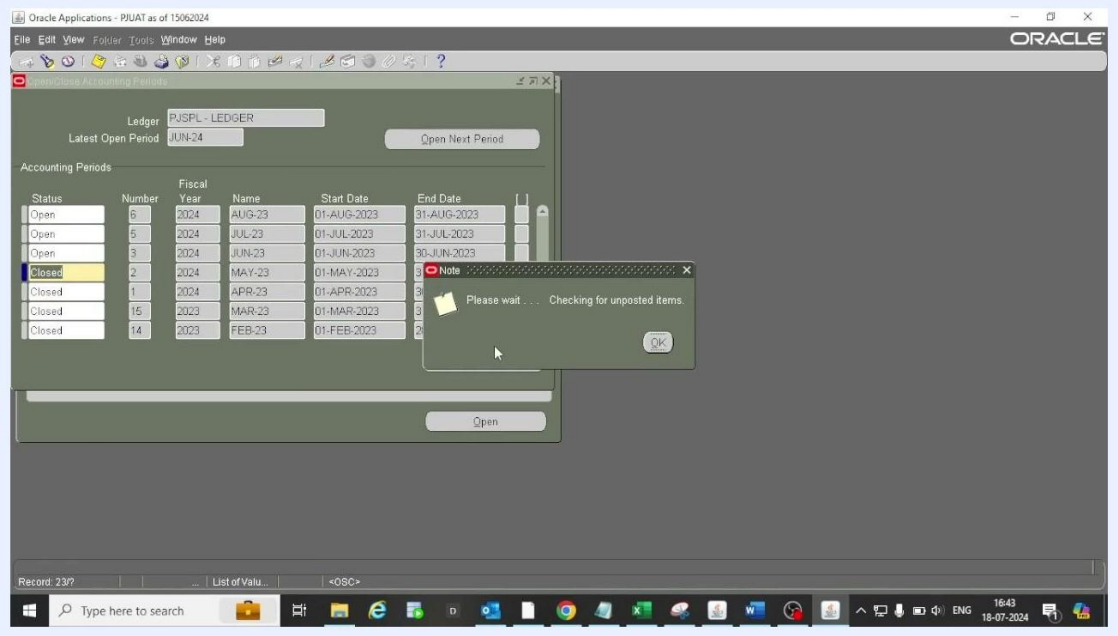
Click the **Save** icon, or use the save function, to apply the change.

Step 10: Wait for the unposted items check

The system checks for unposted items. A pop-up note appears: "Please wait... Checking for unposted items."

- If unposted items exist, an error message appears and the period does not close until all items are posted. Review and resolve the pending transactions, then try closing the period again.

- If no unposted items exist, the process continues.

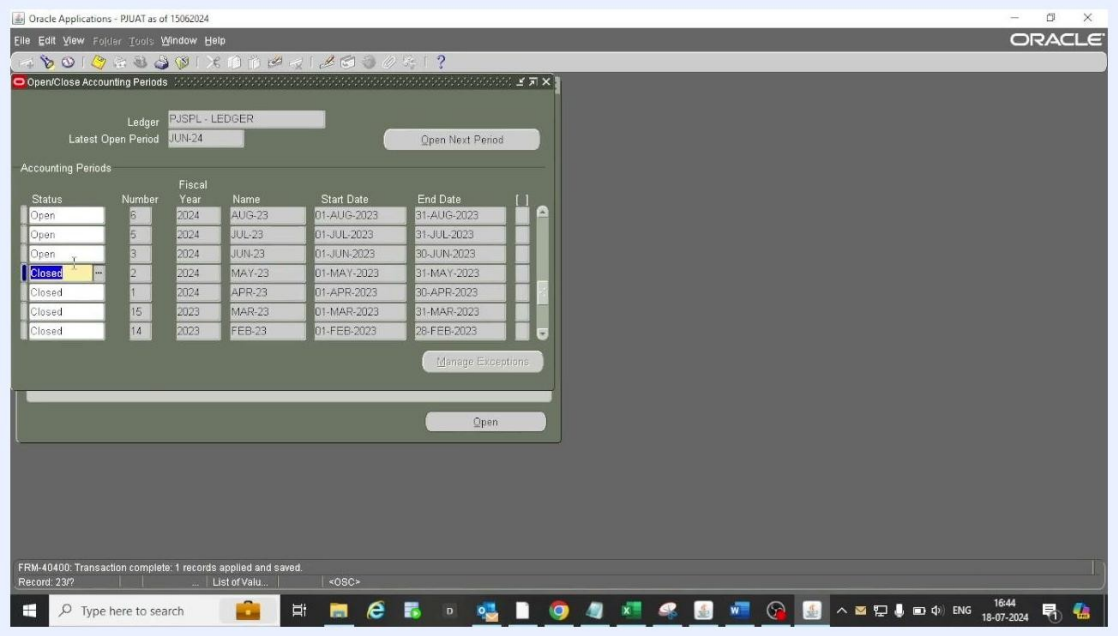


Open/Close Accounting Periods window with the pop-up note "Please wait... Checking for unposted items" while MAY-23 is being closed.

Step 11: Verify that the period is closed

When no items are pending, the period closes successfully. The status for the period (for example, MAY-23) changes to "Closed." The same confirmation message appears at the bottom: "FRM-40400: Transaction complete: 1 records applied and saved."

The previous period (APR-23) remains "Closed," and later periods (JUN-23, JUL-23, and so on) remain "Open" or as previously set.



Open/Close Accounting Periods window showing MAY-23 marked as Closed with the FRM-40400 confirmation message at the bottom.

Summary

To open a receivables period in Oracle EBS, log in as an AR Super User and open **Open/Close Accounting Periods**. Select the period with the status "Not Opened," click **Open**, and save. The FRM-40400 message confirms the change.

To close a period, confirm that all transactions are posted. Then set its status to "Closed," save, and wait for the unposted items check to finish.

What's next

- Enter and post AR transactions in the newly opened period.
- Resolve any unposted items reported during the close check, then close the period again.