How to open an accounting period in Oracle EBS

This guide shows you how to open an accounting period in Oracle EBS. You first change the period status in the GL Periods for Projects window. Then you review the latest open periods in General Ledger and, if needed, open the next encumbrance year. The examples use the APR-20 period and the Progress S&L setup.

Prerequisites

Before you begin, make sure you have the following:

- A login to Oracle Applications.
- Access to a responsibility such as **Grants Accounting, Progress S&L** for opening GL periods for projects.
- Access to a responsibility such as **General Ledger Super User, Progress S&L** for the Open and Close Periods form.

Open the GL period for projects

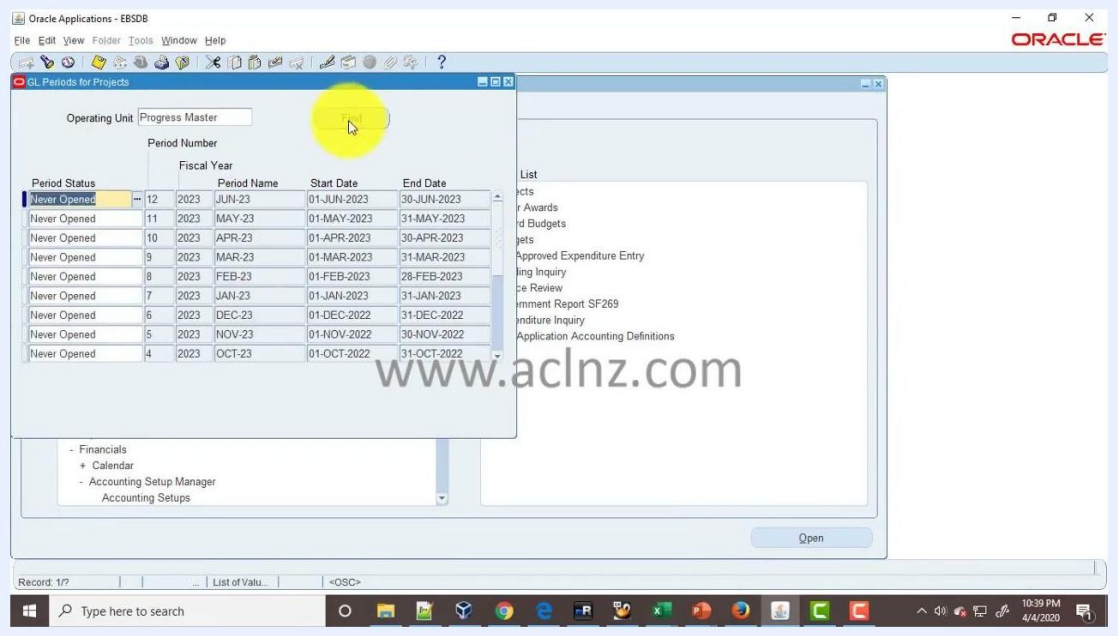
Step 1: Select the Grants Accounting responsibility

1. Log in to Oracle Applications.
2. In the main navigator, select the appropriate responsibility, such as **Grants Accounting, Progress S&L**.

Step 2: Go to Setup > System > GL Periods

1. In the left navigation pane, expand **Setup**.
2. Expand the **System** submenu.
3. Select **GL Periods**.

4. Click **Open** at the bottom of the window to launch the GL Periods form.

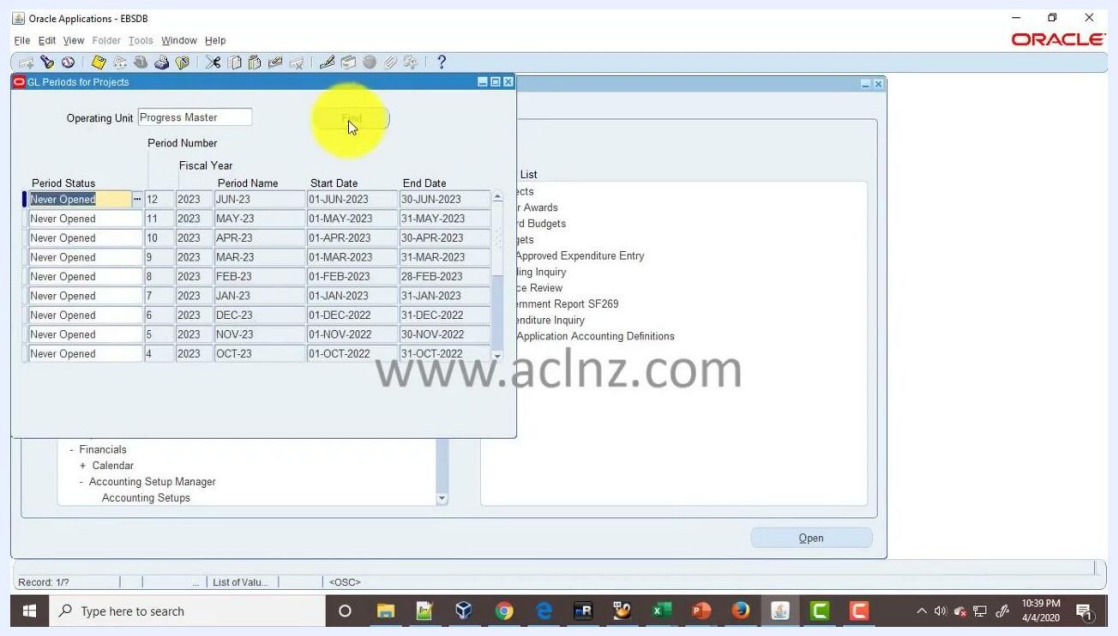


The Oracle Applications navigator with Setup > System > GL Periods selected in the left pane.

Step 3: Find the periods

1. In the "GL Periods for Projects" window, confirm that the correct Operating Unit is selected, for example "Progress Master".
2. Click **Find** to display the list of periods.

The list shows each period's status, fiscal year, period name, start date, and end date.



The GL Periods for Projects window listing periods with their statuses, fiscal years, names, and dates, with the Find button highlighted.

Step 4: Locate the period you want to open

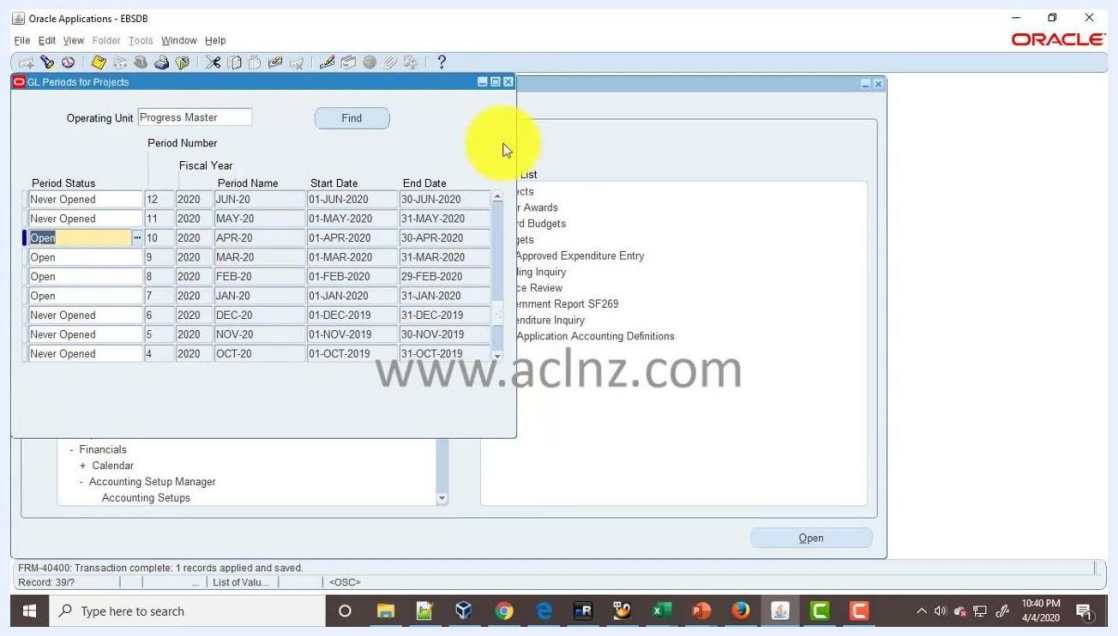
Scroll through the list to find the period you want to open. For example, to open April 2020, find the row with these values:

- Period Name: APR-20
- Start Date: 01-APR-2020
- End Date: 30-APR-2020
- Period Status: Never Opened

Step 5: Open the accounting period and save

1. Change **Period Status** for the period from "Never Opened" to "Open", for example for APR-20.
2. Click the **Save** icon, or use the save function, to apply the change.
3. Confirm that the status now shows "Open".

4. Check the bottom of the window for a message such as "Transaction complete: 1 records applied and saved."



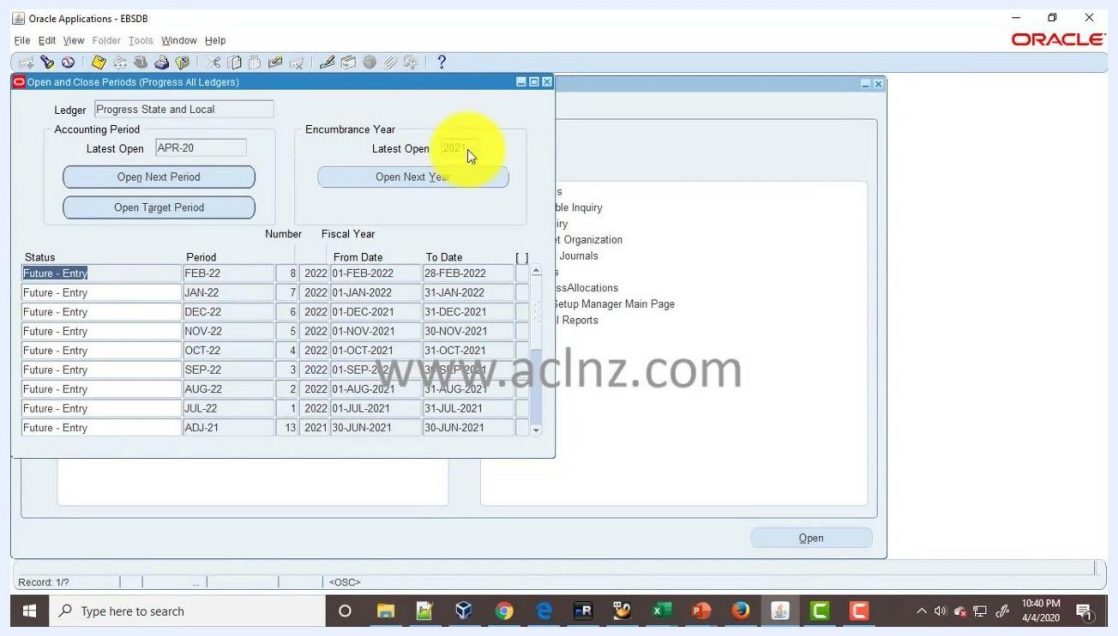
The GL Periods for Projects window with the APR-20 period set to Open and a confirmation message that 1 record was applied and saved.

Review open periods and the encumbrance year

Step 6: Go to the Open and Close Periods form

1. Switch to the appropriate responsibility, such as **General Ledger Super User, Progress S&L**.
2. In the main navigator, expand **Setup**, then **Financials**, and select **Open/Close**.

3. Click **Open** at the bottom of the navigator to launch the "Open and Close Periods" form.



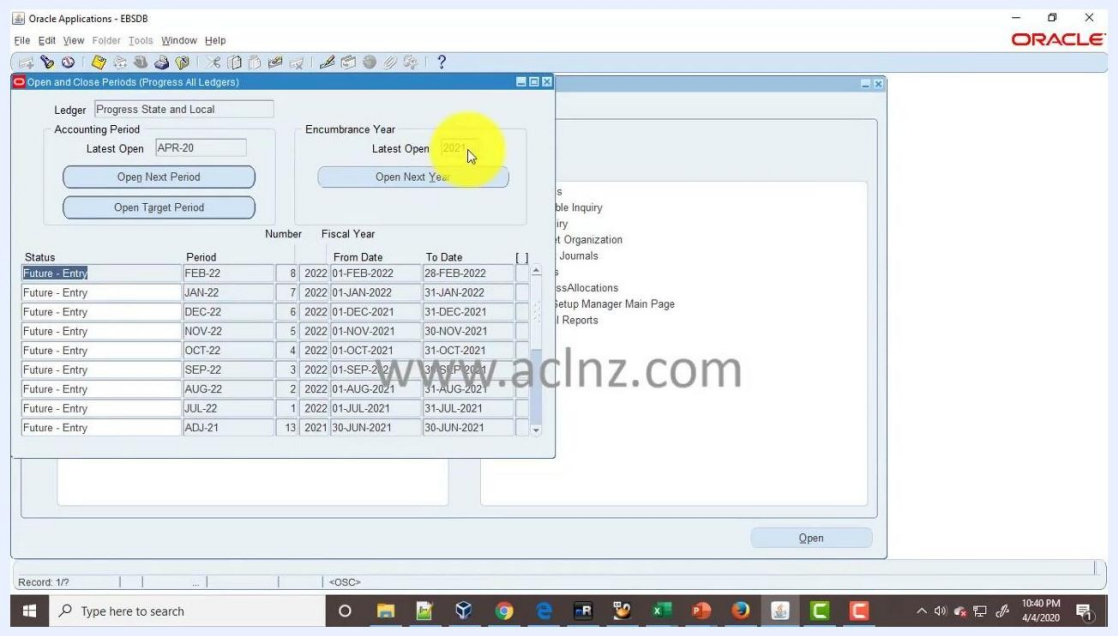
The Oracle Applications navigator with Setup > Financials > Open/Close selected in the left pane.

Step 7: Review the latest open periods

In the "Open and Close Periods" window, check the following:

- **Ledger:** Make sure the correct ledger is selected, for example "Progress State and Local".
- **Accounting Period:** Check the "Latest Open" period, for example APR-20.
- **Encumbrance Year:** Check the "Latest Open" year, for example 2021.

The list below shows all periods with their statuses (for example "Future - Entry" or "Open"), period names, fiscal years, and date ranges.



The Open and Close Periods window showing APR-20 as the latest open period, 2021 as the latest open encumbrance year, and the Open Next Year button.

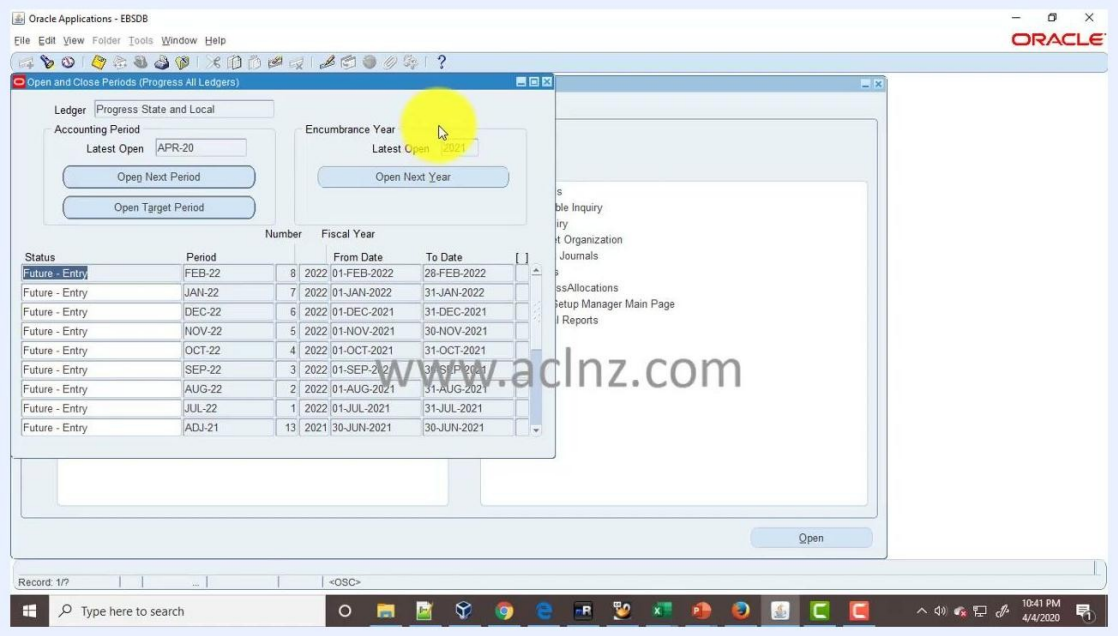
Step 8: Open the next encumbrance year if needed

Open a new encumbrance year if either of these applies:

- The "Latest Open" encumbrance year is not the current or required year, for example not 2020 or 2021.
- You want to open the encumbrance year for the current year or a future year.

If your accounting setup uses encumbrance accounting, keep the encumbrance year open to avoid accounting errors.

Click **Open Next Year** under the "Encumbrance Year" section. This opens the next encumbrance year and updates the "Latest Open" field.

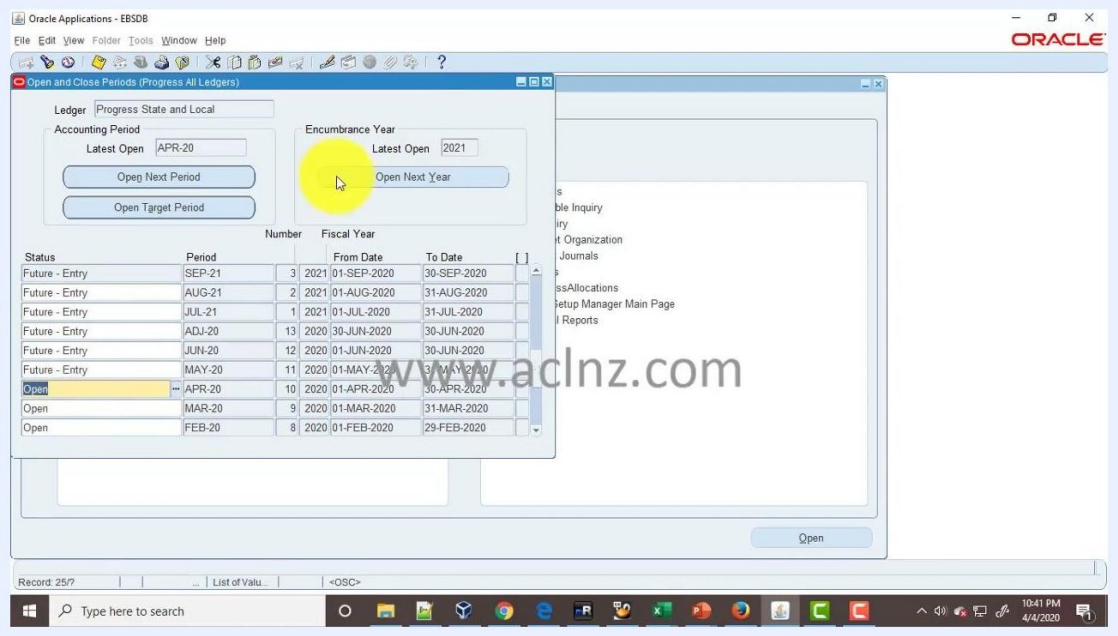


The Open and Close Periods window with the Open Next Year button highlighted under Encumbrance Year.

Step 9: Verify the encumbrance year is open

1. Confirm that the "Latest Open" field under Encumbrance Year shows the newly opened year.

2. Make sure the period list updates to include periods for the new encumbrance year.



The Open and Close Periods window with the updated period list and the new Latest Open encumbrance year.

Summary

You now know how to open an accounting period in Oracle EBS. You changed the period status from "Never Opened" to "Open" in the GL Periods for Projects window and saved the change. Then you reviewed the latest open periods in the Open and Close Periods form and opened the next encumbrance year when needed.