

## GL & PO Date Errors: GL Date Error & Purchasing Period Closed Error

### Overview

The purpose of this document is to show you how to handle a GL Date error and a Purchase Order Period Closed error. The information presented below was created especially for the purpose of demonstration and cannot be replicated.

If a Purchase Order is created and later submitted for Approval, after the GL period it was created in has been closed, then, you will receive a GL Date Error. You can correct the problem by entering a current date in the GL Date field on the SIU Distributions window.

In rare cases, when the corrected date is entered, you may receive a Purchasing Period Closed error. If this happens, you should contact the Purchasing Department.

### Scenario for GL Date Error

For this demonstration, the following scenario is presented.

You create a Purchase Order, save it and record the PO number; but, do not forward it for Approval, because you need to verify some information. You go on vacation and several weeks have passed since the Purchase Order was entered. Upon return, you verify the information and you're ready to submit the Purchase Order for Approval. You locate the PO, make the necessary changes to the document and click the Approve button. Instead of the Approval window opening, the Approval Errors window opens.

### Approval Errors and Warnings

- Because the PO was created in the previous month and you are trying to approve it in the current month, you receive the **Errors** dialogue box, stating:

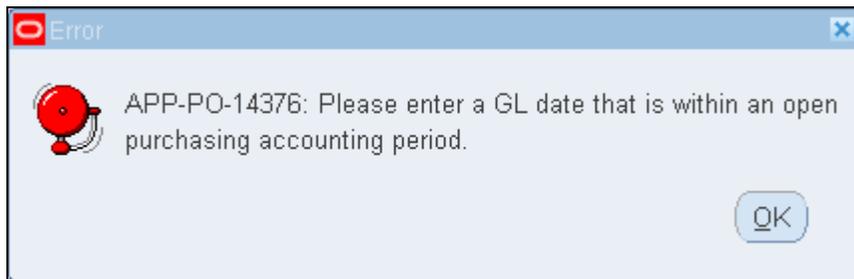


Figure 1: GL Date Error Dialogue Box

- What the error means is that the accounting date, when the PO was created, is NOT in an open encumbrance period. Encumbrance periods are closed at the end of each month and the Encumbrance period for the new month is opened.
- The error occurs when a Purchase Order is submitted for approval in the month following it's creation. (e.g., you create a Purchase Order in March and don't submit it for approval until April).
- Click **OK** to close the Approval Errors window.
- The **Purchase Order Summary to Purchase Order** window appears.
- Click **Shipments**; the SIU Shipments - Personalized window appears.
- Click **Distributions**; the SIU Distributions - Personalized window appears.
- Use the Horizontal Scroll Bar to scroll to the right and view the GL Date; it will be from a previous month.
- Click in this field to activate the LOV.

### Calendar

- The **Calendar** window displays showing the invalid GL date.
- Use the arrows on the calendar to advance to the current month.
- Select the current date.
- Click **OK**; the Distributions window returns with the new date in the GL Date field.

### Save Your Work

- Save your work using the method you prefer.
- Close the Distributions window and then the Shipments window.
- You will return to the Purchase Order Summary to Purchase Orders window.
- Use the steps provided in the previous learning cycle to submit the Purchase Order for Approval.

### Purchasing Period Closed Error

The PO used in the tutorial was intentionally created in late February with an Approval date in April, in order to generate the Purchasing Period Closed error. This would be a very rare occurrence, but it is possible. If you should receive the error with the action to take "...use the Control Purchasing Periods window to open the period corresponding to the date you entered...", contact your Purchasing Department. They are the only ones that can open the Purchasing Periods.