

Month End Close – Finance Facts Update

As part of the Month-end process in each local council, we ask that the council indicate their close by using this process.

This is not an automatic process.

When you are at the point of “Closing the Period” for a month, you should navigate to the page below:

The screenshot shows a web application interface for 'BSA GL Period Balances'. At the top, a breadcrumb trail is visible: 'Favorites > Main Menu > BSA > Local Council Updates > LC Month-end GL Transmittal'. Below this, the title 'BSA GL Period Balances' is displayed. There are two tabs: 'Find an Existing Value' and 'Add a New Value', with the latter being selected. A text input field labeled 'Run Control ID:' contains the value 'BSA-GL-Period-Balances'. Below the input field is an 'Add' button. At the bottom of the page, there are two links: 'Find an Existing Value' and 'Add a New Value'. Three numbered callouts are present: '1' points to the 'Add a New Value' tab, '2' points to the 'Run Control ID' input field, and '3' points to the 'Add' button.

- 1- First time in – click on “Add a New Value” tab
- 2- Create a Run Control like “BSA-GL-Period-Balances”
- 3- Click “Add” (Subsequent months you can use the saved Run Control you create here.)

The screenshot shows a web application interface for 'BSA Month Submit'. At the top, there are links for 'Report Manager' and 'Process Monitor', and a 'Run' button. Below this, the 'Run Control ID' is 'BSA_MONTH_SUBMIT' and the 'Language' is set to 'English'. A section titled 'Report Request Parameters' contains three input fields: 'Business Unit' with the value 'L500', 'Fiscal Year' with the value '2012', and 'Period' with the value '10'. At the bottom left, there is a 'Save' button. At the bottom right, there are 'Add' and 'Cancel' buttons. Five numbered callouts are present: '1' points to the 'Business Unit' field, '2' points to the 'Fiscal Year' field, '3' points to the 'Period' field, '4' points to the 'Save' button, and '5' points to the 'Run' button.

- 1- Enter your Business Unit
- 2- Fiscal Year – Year in which you are submitting balances
- 3- Period – Enter the period you wish to transmit.
- 4- Save – values will be these when you return
- 5- Run

Process Scheduler Request

User ID Run Control ID BSA_GL_Period_Balances

Server Name Run Date 03/06/2023

Recurrence Run Time 6:57:57AM

Time Zone

Process List						
Select	Description	Process Name	Process Type	*Type	*Format	Distribution
<input checked="" type="checkbox"/>	GL Period Balances	BSA_LC_GL007	Application Engine	Web	TXT	Distribution

Click OK

On the next screen"

- 1- Select a Server
- 2- Choose the GL Period Balances box
- 3- Click "OK" - you can see the progress on the "Process Monitor" link.