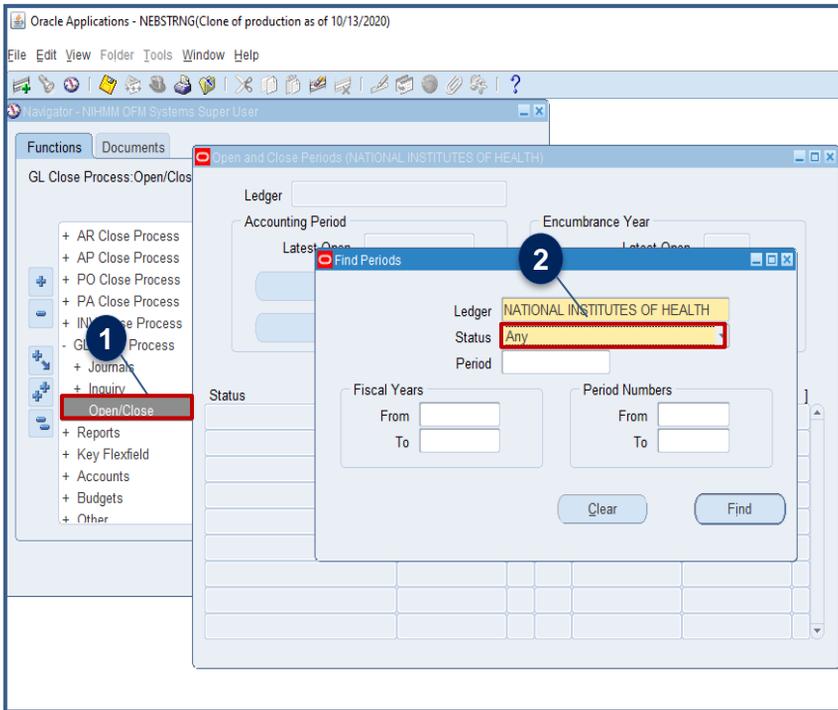


Close Periods General Ledger (GL)



From the **Java Navigator Home Page** form.

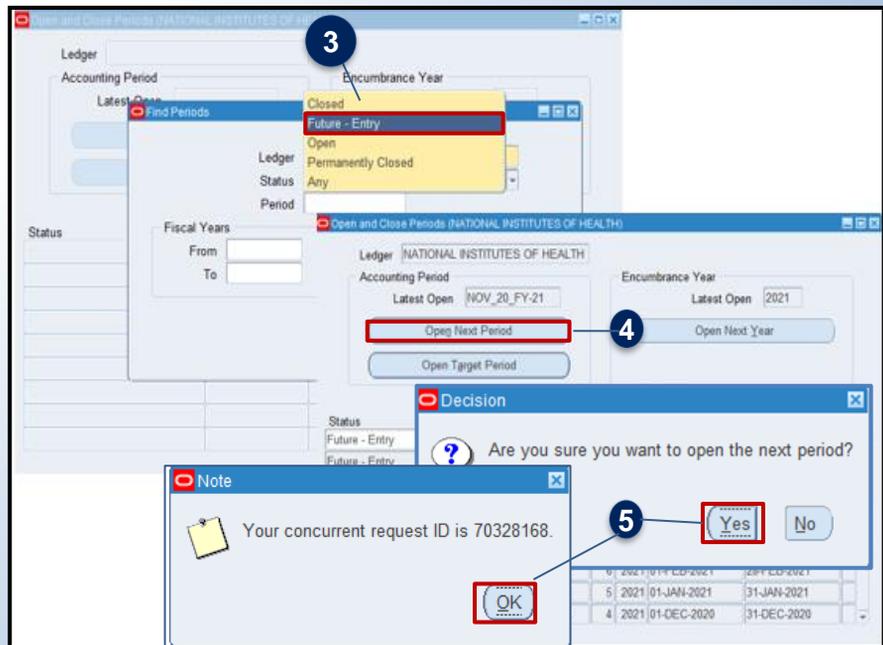
- 1 Step 1: From **GL Close Process**, click the **Open/Close** link to display the **Find Periods** window.
- 2 Step 2: Click **dropdown menu** for the **Status** field.

- 3 Step 3: Select **Future Entry** and click the **Find** button.

The **Open and Close Periods** window displays.

- 4 Step 4: Click the **Open Next Period** button.

- 5 Step 5: Click the **Yes** button to confirm and the **OK** button to confirm Concurrent Request ID.



Note: The **General Ledger** module accounting periods are closed each month using the steps above and are different from the **Periods General Ledger** accounting periods.