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## PeopleSoft IR-#5

### LSUSH - Month of November General Ledger Closed

#### Scope:

This PeopleSoft Information Release (IR) applies to the LSUSH Financial Community responsible for management of their departmental accounts.

#### Purpose:

The purpose is to inform all managers that the financial information for the month of November is now closed in General Ledger. In addition, FY 2003 Encumbrance and Pre-Encumbrance cleanup is almost complete within the Purchasing module.

#### Module:

The IR affects the General Ledger Module in Financials Production and Financials Reporting.

#### Source:

The source of this IR is a result of a General Ledger processing.

#### Procedures

**Information** – Everyone is highly encouraged to utilize the various reporting tools at this time to review and analyze all your department chartstrings. Year to date information is now current in the reports database.

#### Questions/Comments:

Refer all questions or comments via e-mail with supporting documentation of any discrepancies/concerns to **Accounting Services**.