



SAO Financial Systems

DATE: July 14, 2009

AREA: Financials - All Areas

TOPIC: June Month End Trial Balance Reports

EFFECTIVE: Immediately

The PeopleSoft Financials month end batch process has completed, including all versions of the Trial Balance reports for all Agencies for the period closed (Period 12). **Please do not request these reports online** as it currently impacting system performance. The Trial Balance reports are available for you to retrieve from **Document Direct**.

Note: All other online report requests can be submitted.

ACTION:

Please use **Document Direct** to retrieve the Trial Balance reports for the closed period. Again, do not submit **online** requests for the Trial Balance reports.

QUESTIONS: Financials Systems Help Desk
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888-896-7771
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