



Fiscal Year-End 2017

Processing and Closing Manual

Georgia*FIRST* Financials

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## INTRODUCTION

This manual provides you with detailed information on the Year-End processing and closing for GeorgiaFIRST Financials.

The topics covered in this manual are:

- ❑ Fiscal Year-End Overview
- ❑ Year-End Payroll Processes
- ❑ Year-End Submodule Cleanup and Processing
- ❑ Year-End Close Procedures

**Note 1:** All Business Processes, Job Aids and Reference Documents referenced in this manual are located on the Documentation page on the GeorgiaFIRST Financials website at: <http://www.usg.edu/gafirst-fin/documentation>

- For Business Processes: Click on the appropriate module link under “PeopleSoft Financials Modules.” Select the module’s Business Process Index from the Business Processes Table to view a complete list of business processes. The business processes are grouped into zipped files and are located in the Business Processes Table.
- For Job Aids and other Reference Documents: Click on the appropriate module link under “PeopleSoft Financials Modules.” Select “View Job Aids and Reference Documents” for the module.

**Please note:** Screen shots have been changed only for new or critical changes for 2017. Other screen shots may show information from previous processing years.

## I. Fiscal Year-End Overview

This section concentrates on understanding how the Fiscal Year-End processes integrate with the PeopleSoft systems.

### SECTION 1: UNDERSTANDING HOW THE FISCAL YEAR-END PROCESSES INTEGRATE WITH THE PEOPLESFT SYSTEMS

In this section, you will learn how the Fiscal Year-End processes integrate with the PeopleSoft systems.

The Year-End processing and closing of GeorgiaFIRST Financials requires a coordination of effort between the PeopleSoft Purchasing, Expenses, Accounts Payable, Payroll, Asset Management, and General Ledger functions and the Banner functions to ensure that the timing of the tasks required are completed in sequence. The key element to a successful closing is to make sure that there is clear communication between personnel charged with transaction initiation, approval, and review.

PeopleSoft will allow users to run processes independently and out of sequence, so it is incumbent upon users to communicate when they have completed the processing of all new entries and the cleanup of all outstanding items in their areas. This will ensure that all appropriate transactions will be encompassed in the Year-End close.

The primary table affected in the Actuals Year-End Process is the **LEDGER** Table. Based upon the Actuals Closing Rules defined by the user, the Revenue & Expense account balances for the year ending are moved to the Net Asset account(s) designated and the Net Balance of the Balance Sheet accounts are placed in Period 0 of the new year within the **LEDGER** Table.

**Note 1:** Subsystem processing **must** be completed prior to running the Year-End Closing Process. This will ensure that the year-end Revenue & Expense balances are properly calculated and reflected in the appropriate Net Asset account(s).

**Note 2:** Period 0 is reserved by the system as the Beginning Balance period, and manual Journal Entries cannot be made to this period.

**Note 3:** As part of the Close process, Ledgers for a Unit **must** be updated to make sure that the previous fiscal year has been closed and that only the current fiscal year is open.

Once the Year-End Process is run, a review and reconciliation of the Balance Sheet should be performed to ensure that the amounts within the Asset, Liability, and Net Asset accounts are correct. Should any balances require changing through a Journal Entry reclassification, the Year-End Unclose process can be run, adjusting entries made, and the Year-End Closing Process rerun. The Year-End Unclose and Close processes can be rerun as many times as required.

The Year-End Closing process is flexible in allowing the user to define the criteria for closing. This manual attempts to define a closing rule set that should work for most institutions within the GeorgiaFIRST project. However, there may be special circumstances that require modification to the rule definition outlined. Any special requirements can be discussed and assessed on an individual basis.

## SECTION 2: REVIEWING THE FISCAL YEAR-END CLOSE OUT PROCEDURES

In this section, you will learn about the Fiscal Year-End close out procedures. This listing is a summary of the steps required to complete the June Month End and the Fiscal Year-End closing processes.

Each step refers to the Business Process, where necessary, that provides greater detail for the particular procedure being performed.

**Note:** You can also refer to the appropriate end-user documentation for more information and examples on running many of the procedures listed below.

Before starting these processes, please ensure that your accounting periods are closed through period 11. If you find unposted vouchers, etc., and complete the processing, you will force a June date for those transactions when they are journal generated.

The items in the following sections are the general processes to be run under each category. These items are also on the **Fiscal Year-End Documentation** page of the GeorgiaFIRST Financials web site at: [http://www.usg.edu/gafirst-fin/documentation/category/fiscal\\_year\\_end/](http://www.usg.edu/gafirst-fin/documentation/category/fiscal_year_end/).

### 2.1 PAYROLL INTERFACES

**Note 1:** Only the University System Office uses the Accounts Receivable (AR) module.

1. Run the **Payroll to GL** interface from the ADP system to GL. Refer to PSFIN Business Process GL.040.001.
2. Run the **Benefits Accounting** interface, which creates Benefit Accrual accounting entries from the Carrier Enrollment data-dump file. Refer to the Benefits Reconciliation User Guide for processing instructions.
3. Run the **Retiree Benefit Accounting** interface, which creates retiree and COBRA benefit and expense and receivables from the Carrier Enrollment data-dump file. Refer to the Benefits Reconciliation User Guide for processing instructions.

**Note:** Select the **Generate Encumbrance** check box based on your institution's business practices.

4. Load Leave of Absence and Disability receivables balances into Banner. Refer to the **AR Load** (ZSRINLD) process in Section 2.2, Step 3.

**Note:** If your institution uses Banner to capture leave of absence and disability receivables balances, you will need to run the Banner tasks and interfaces noted in Section 2.2.

5. Load Payroll Adjustments to the General Ledger, which creates the Benefit Accrual accounting entries from the Carrier Enrollment data-dump file. Refer to the Benefits Reconciliation User Guide for processing instructions.
6. Run the **Month End 03 - BOR\_CHK\_CASH\_ENCUMB** query.

**Note 1:** Refer to Appendix A, Period-End Integrity Checks, for more information on the Period-End Integrity Check queries.

7. Input any Leave of Absence or Disability receivables into the PeopleSoft Accounts Receivables module. Refer to PSFIN Business Process AR.040.010 and GL.040.002.
8. Run the **Receivable Update** process. Refer to PSFIN Business Process AR.030.070.
9. Run the batch processes to process all GL journals.

**Note:** Refer to Appendix B, Batch Processing, for more information on these batch processes.

10. Run the **Compensated Absences Query** as delivered in ADP eTIME.
11. Run the **Compare Job Rates** report to identify changes in ADP EV5 job definitions between June 30 and the report end date.

**Note 1:** Rate changes will have to be manually addressed in the eTIME report.

**Note 2:** This report is located at **BOR Menus > BOR Payroll > BOR Payroll Reports > Audit > ADP Compare Job Rates**.

12. Run the **Year End Payroll Accrual** process.

**Note:** This process is described in Section II, Step 1.

13. Run the **Payroll Adjustments Not Posted** query. Refer to the Benefits Reconciliation User Guide for processing instructions.
14. Zero the **Year End Personal Services Encumbrances**.

**Note:** This process is described in Section II, Step 2.

15. Run the **BOR\_JE\_PENDING** query to ensure all journals with a PAY source have been journal generated and posted to the ledger.
16. Run the **Year End 04 – BOR\_CHK\_PERSSERV\_ENCUM** query to make sure there are no outstanding personal services encumbrances.

**Note:** Refer to Appendix A, Period-End Integrity Checks for more information on the Period-End Integrity Check queries.

## 2.2 BANNER TASKS AND INTERFACES

1. Process all Banner **Receivables**.
2. Process all Banner **Cash Receipts**.
3. Run the **AR Load** (ZSRINLD) process to load ADP files (Receivables and Direct Billing) to Banner.
4. Run all invoices/billing statements.
5. Run all end of day and end of month processes.
6. Run the **last Non-Banner Finance Interface** (ZGRPSLD) for the month/year.
7. Run the batch processes for all GL Banner journals.

**Note:** Refer to Appendix B, Batch Processing for more information on these batch processes.

8. Run the **BOR\_JE\_PENDING** query to make sure any BNR journal sources have been journal generated and posted to the ledger.

9. Run the **last Banner to AP interface** for the month to interface all Banner payments into payables. Refer to PSFIN Business Process AP.040.020.
10. Run the **Banner Pay Cycle** to completion for the last set of Financial Aid checks. Refer to PSFIN Business Processes AP.020.500 through AP.020.506.
11. Run the **Payment Post** process to post the Banner payments to payables and the General Ledger. Refer to PSFIN Business Process AP.030.050.
12. Run **Journal Generate**. Refer to PSFIN Business Process GL.030.001.
13. Run the **BOR\_JE\_PENDING** query to make sure there are no outstanding AP source journals.
14. Notify appropriate institution Banner staff that the final interface has been run and reconciled so the appropriate Banner tables may be frozen for audit.
15. Run the **Account Detail** (TFRDETL) report to list open balances for COBRA and retirees in Banner.
16. Reconcile open receivables back to the ADP-provided open receivable query.
17. Run the **Scholarship Allowances** (ZORSCHA) report to provide necessary information to complete Year-End Journal Entry YE-31.

## 2.3 SUBMODULE TRANSACTIONS

All submodule processing and cleanup must be completed prior to closing the Fiscal Year. Refer to the ***Fiscal Year-End 2017 Submodule Cleanup and Processing*** document for detailed information on the topics shown below.

### 1. Process PO Transactions

Process all **Purchasing** transactions, including Requisitions and Purchase Orders.

- Identify open Requisitions and remaining PREENC balances
- Process valid Requisitions into Purchase Orders

- Determine a cut-off date for eProcurement Requisitions charged against the current year's budget
- Cancel and close Requisitions and Requisition Lines
- Establish the Purchasing cleanup groundwork
- Finalize Vouchers and liquidate Purchase Orders with remaining encumbrances after final payment
- Cancel and close outstanding Purchase Orders and Purchase Order Lines that should not remain open
- Troubleshoot Purchase Orders that will not reconcile
- Perform Requisition cleanup (Finalize, Cancel, and Close)
- Reconcile open POENC balances in Purchasing to open POENC balances in Commitment Control
- Reconcile open PRENC balances in Purchasing to open PRENC balances in Commitment Control
- Implement eProcurement Year-End cutoff procedures if needed (optional)

**Note:** Refer to the *Fiscal Year-End 2017 Submodule Cleanup and Processing* document for detailed information.

2. Process AP Transactions

Process and reconcile all **Accounts Payable** transactions.

- Process AP Vouchers
- Process AP Payments
- Complete GL Processing for AP transactions
- Reconcile AP Liabilities

3. Process EX Transactions

Process and reconcile all **Travel and Expense** transactions.

- Process and reconcile Travel Authorizations
- Process and reconcile Cash Advances
- Process and reconcile Expense Reports
- Update the traveler's Budget Reference to the new Fiscal Year

4. Interface AM Assets.

Interface all assets from PO and AP into the AM module. Refer to PSFIN Business Processes AM.020.010 through AM.020.014.

5. Process Accounts Receivable Transactions.

**Note:** Only the University System Office uses the Accounts Receivable (AR) module.

Process all **Receivables**. Refer to PSFIN Business Process AR.020.010.

6. Process all **Cash Receipts**. Refer to PSFIN Business Process AR.020.020 or AR.020.030.

## 2.4 MONTH-END JOURNAL ENTRIES

**Note:** Refer to PSFIN Business Process GL.020.001 unless otherwise noted.

**Reminder:** All journals will be subject to the Journal Work Flow process and Approval.

1. Compute and remit Georgia sales tax.
2. Create and post journal entries to record the interest earned and the fees paid on cash and investment accounts.
3. Create and post journal entries to record the receipt of automated draws of State Appropriations, if required and not already completed.
4. Create and post the journal entry to record charges to departments from Institutional Central Stores Inventory.
5. Create and post the journal entry to record the wire transfer of the Georgia Withholding Tax to the Georgia Department of Revenue, if applicable.
6. Create and post the journal entry to record any Print Shop charges to departments, if applicable.
7. Create and post the journal entry to record any Copier Usage charges to departments, if applicable.
8. Calculate and post Administrative allowances on Federal programs.
9. Post the journal entry to record all Purchasing Card (Procurement Card) charges, if applicable. Refer to PSFIN Business Process GL.040.006.

10. Create and post the Budget journal entries as required for Appropriation, Organization, Revenue Estimate, and Grant budgets. Refer to PSFIN Business Process GL.030.010.

**Note:** You must verify that the Budget journal entries for the closing fiscal year have been posted or are available to be posted.

11. Create and post encumbrance journal entries for Expense transactions (orphan encumbrances) requiring clean up as needed.
12. Create and post journal entries to re-class Expenses pre-paid and FSA transactions as needed.
13. Create and post journal entries to adjust open balances on cash advances as needed.
14. Create and post journal entries to adjust capital lease values in the Capital Ledger, as required, if your institution does this monthly.

**Note:** This step is also referenced in Section 2.11, Journal Entries for Year-End Adjustments to the CAPITAL Ledger, in this checklist, for institutions that perform this only yearly.

15. Run the following queries after all entries are processed to ensure that there is nothing outstanding:

- **BOR\_BC\_PENDING**
- **BOR\_JE\_PENDING**

16. Run Month-End reports and make any needed adjustments. Suggested reports include:

- Budget Activity Reports
- Budget Status Reports
- Surplus/Deficit Report for funds 10000, 10500, 10600, 10900, 11XXX, and 50000
- Trial Balance all Ledgers

## 2.5 EXECUTE MONTH-END INTERFACES, PROCESSES, AND ALLOCATIONS

**Note:** Only the University System Office uses the Accounts Receivable (AR) module.

1. Run the **AR Processing Aging** process for customer balances. Refer to PSFIN Business Process AR.030.040.
2. Run the **AR Processing Statements** process. Refer to PSFIN Business Process AR.070.020.
3. Run the **Plant Suspense Allocation** process. Refer to PSFIN Business Process GL030.002.
4. Analyze Plant Suspense encumbrances and write journal entries YE-1 and YE-2.

**Note:** You must then reverse these journal entries in July.

5. Verify that all projects are in the Grant Allocation tree.

**Note:** Select **Tree Manager > Tree Manager**, and then select the 07/01/2009 GRANT\_ALLOC\_TREE. You can either view this tree online, or you can click on the [Print Format](#) link on the Tree Manager page to print the tree for review.

6. Run the **Allocations-Grant Revenue** process. Refer to PSFIN Business Process GL.030.003.
7. Run the **Grant Bill** report. Refer to General Ledger Report Manual.
8. Add completed GFSIC Buildings and Equipment, using Asset Add – Donation. Refer to PSFIN Business Process AM.020.080.

**Note:** This step will credit the Gift Revenue account 485XXX.

9. Add completed Construction Work in Progress, using Asset Add – CWIP TransCode. Refer to PSFIN Business Process AM.020.040.

**Note:** This step will debit the asset and credit the Construction Work in Progress.

10. Run the **Year End 02 – BOR\_CHK\_FDM\_CAPITAL\_CF** query to verify all ChartFields are populated on assets prior to closing the month.

**Note 1:** Refer to Appendix A, Period-End Integrity Checks for more information on the Period-End Integrity Check queries.

**Note 2:** Asset transfer may be required before closing out the AM Submodule.

11. Run the **Asset Depreciation Calculation** process. Refer to PSFIN Business Process AM.100.010.
12. Run the **Asset Accounting Entry Creation** process. Refer to PSFIN Business Process GL.030.005.
13. Run the **Depreciation Close** process. Refer to PSFIN Business Process GL.100.001.

**Important:** Verify that all Asset Management transactional processing is complete before running the Depreciation Close process. Any asset additions, adjustments, or retirements that take place after this process is run can result in missing prior period depreciation.

14. Verify that there are no open transactions pending in the OPEN\_TRANS table.

**Note:** You can check the **Open Transaction Detail** page (**Asset Management > Depreciation > Open Transactions > Review**, and select **Pending Depreciation** as the **Depreciation Calc Status**).

15. Load the Depreciation Reporting Table. Refer to PSFIN Business Process AM.100.050.
16. Load the Net Book Value (NBV) Table. Refer to PSFIN Business Process AM.100.060.
17. Run the batch processes to process all CAPITAL Ledger entries.

**Note:** Refer to Appendix B, Batch Processing for more information on these batch processes.

18. Reconcile the CAPITAL and ACTUALS ledgers for capital purchases and Footnote 6 analysis.

**Note:** You can use the following queries to assist you with this reconciliation:

- Run the **BOR\_AM\_CAP\_DTL\_BQ** query.
  - Run the **BOR\_AM\_CAP\_ACT\_DTL\_BQ** query.
  - Run the **BOR\_AM\_DEPR\_DET\_BY\_PERIOD\_BQ** query
  - Run the **BOR\_AM\_DEPR\_DIST\_LN\_BQ** query.
  - Run the **BOR\_AM\_DEPR\_CAP\_LED\_TTL\_BQ** query.
  - Run the **BOR\_AM\_ACTUALS\_CAP\_DTL\_BQ** query.
  - Run the **BOR\_AM\_VCHR\_ACCTG\_LN\_BQ** query.
  - Run the **BOR\_AM\_NBV\_COMPARE** query or the **AM Asset NBV/Dist Line Compare** report (BOR Menu → BOR Asset Management → BOR AM Reports). Both the query and report compares accumulated depreciation by asset ID using the ASSET\_NBV\_TBL and DIST\_LN tables to identify if assets are out of balance within the AM Module.
  - Run the **BOR\_AM\_LTD\_DETAIL** query. This query provides various detailed account information for assets by Asset ID and Accounting Period using the DIST\_LN table.
  - Run the **BOR\_AM\_LTD\_SUMM** query. This query provides the Asset information by Transaction Type using the DIST\_LN table.
  - Run the **BOR\_AM\_DIST\_JRNL\_RECON** query or the **AM Asset Dist/Journal Compare** report (BOR Menu > BOR Asset Management > BOR AM Reports). Both the query and report compare the DIST\_LN and JRNL\_LN tables by Account and Asset ID to identify discrepancies between the Journal and Dist\_Ln
  - Run the **BOR\_AM\_CY\_RECON** query or the **Account Reconciliation Report** (BOR Menu > BOR Asset Management > BOR AM Reports). Both the query and the report compare the information in the DIST\_LN, JRNL\_LN, and LEDGER by account and journal id.
  - Run the **BOR\_AM\_CAP\_ACT\_RECON** query. This query compares the information in the JRNL\_LN and LEDGER tables for asset-related transactions recorded in the CAPITAL and ACTUALS ledgers only. The **Account Reconciliation Report** (BOR Menu > BOR Asset Management > BOR AM Reports) can also be used for this purpose as well.
19. Verify that all journals in GL and submodules are posted by running BOR\_JE\_PENDING query. If results are returned, post those entries.

## 2.6 ANALYZE CLEARING ACCOUNTS – RECONCILE ALL ACCOUNTS

Analyze all Clearing Accounts to insure that all transactions that should have cleared have been posted. After analysis, you must take the appropriate actions to correct any discrepancies. Examples of these clearing accounts are as follows.

**Note 1:** Only the University System Office uses the Accounts Receivable (AR) module.

1. Banner Cash Clearing. This account number is institution-specific. Reconcile to the **Accounts Receivable Reconciliation** (TGRRCON) report.
2. AR Clearing – LOA Employee. Account Number 128001. Reconcile to the **Accounts Receivable Reconciliation** (TGRRCON) report.
3. AR Clearing – COBRA. Account Number 128002. Reconcile to the **Accounts Receivable Reconciliation** (TGRRCON) report.
4. AR Clearing – Banner. Account Number 128003. Reconcile to the **Accounts Receivable Reconciliation** (TGRRCON) report.
5. Reconcile 1292XX accounts to the **Open Coupon** report. Refer to HR Integration Business Processes **Retiree\_Benefit\_Accounting\_Interface\_Process** (Step 9) and **Retiree\_Benefits\_Supplemental\_PDR\_Interface\_process** (Step 6).

**Note:** The 1292XX accounts were introduced during the ADP Reconciliation Initiative. These new accounts should contain the open receivables balances as recorded by Benefits Direct. Known/valid variances could be retiree and COBRA pre-payments, as well as any Carrier Enrollment adjustments not processed by ADP.

6. Confirm 1290XX accounts (TGRRCON) have no open balance.

**Note:** The 1290XX accounts were retired during the ADP Reconciliation Initiative. These accounts should have been cleared out during the transition to the new accounting process. Effective 07/01/2011, these accounts will no longer be active.

7. Confirm the 129220 account (TGRRCON) reconciles to the **Closing Trial Balance** report. Refer to PSFIN Business Process GL.070.005 and Section 5, Step 3 for more information on running the **Closing Trial Balance** Report.

**Note:** This account represents receivables due from employees on disability or leave of absence. Benefits Direct does not capture payments from employees on disability or leave of absence.

8. Prepaid Salaries - Account Number 1322xx
9. Cash Advance Repayment Account – from Banner or AR. Account Number 133100
10. Control Account – Expense Error. Account Number 799990
11. Pay Ded – Miscellaneous. Account Number 228999
12. Control Account – Cash – Interfund Transfers Account. Account Number 118200. Run the **Trial Balance – Fund (GLS7012)** report to verify account sums to zero across all funds. Refer to General Ledger Report Manual.
13. Other Reserves (Unrestricted). Account Number 329100. Run the **Trial Balance – Fund (GLS7012)** report to verify account sums to zero across all funds. Refer to General Ledger Report Manual.
14. Travel Advance – Employee Clearing Account. Account Number 132300 (Expenses)
15. Travel Advance – Student Clearing Account. Account Number 132410 (Accounts Payable)
16. Travel Pre-pays – Employee Account. Account Number 132160
17. Travel Pre-pays - Non-employee Account. Account Number 132170
18. Flexible Spending Accounts – Medical and Dependent Care. Account Numbers 2131XX and 2132XX
19. Other Advances Clearing. Account Number 1329xx
20. Procurement Card Clearing Account. Account Number 1391xx
21. Other Clearing Accounts. These account numbers are institution-specific.

## 2.7 OTHER RECONCILIATIONS

1. Reconcile PeopleSoft to the **AR Reconciliation** report from Banner (TGRRCON).
2. Reconcile Grants and Grant Receivables.
3. Reconcile ACTUALS ledger expenditures with CAPITAL ledger asset acquisitions using Contra Expense Accounts 8XXXXX.
4. Reconcile CAPITAL ledger asset acquisitions to Asset Management detail.

**Note:** You can use the following queries to assist you in Steps 3 and 4:

- Run the **BOR\_AM\_CAP\_DTL\_BQ** query.
- Run the **BOR\_AM\_CAP\_ACT\_DTL\_BQ** query.
- Run the **BOR\_AM\_DEPR\_DET\_BY\_PERIOD\_BQ** query.
- Run the **BOR\_AM\_DEPR\_DIST\_LN\_BQ** query.
- Run the **BOR\_AM\_DEPR\_CAP\_LED\_TTL\_BQ** query.
- Run the **BOR\_AM\_ACTUALS\_CAP\_DTL\_BQ** query.
- Run the **BOR\_AM\_VCHR\_ACCTG\_LN\_BQ** query.
- Run the **Account Reconciliation Report** (BOR Menu > BOR Asset Management > BOR AM Reports) for the Actuals ledger expenditure account and the Capital ledger Contra Expense Account to verify that they match.

### Reconcile DOAA/TIGA Reporting

This is the Department of Audits and Accounts (DOAA) required reporting to comply with the Transparency in Government Act (TIGA).

**Note 1:** This was formerly referred to as Continuous Audit.

5. Process Salary Data. Refer to the *Salary Data for TIGA Reporting User's Guide* located at [http://www.usg.edu/gafirst-fin/documentation/category/doaa\\_reporting](http://www.usg.edu/gafirst-fin/documentation/category/doaa_reporting). This step should typically be completed by the HR/Payroll staff at your institution.

6. Process TIGA Salary & Travel Reporting. Refer to the *TIGA Reporting User's Guide* located at [http://www.usg.edu/gafirst-fin/documentation/category/doaa\\_reporting](http://www.usg.edu/gafirst-fin/documentation/category/doaa_reporting). This step should typically be completed by your PeopleSoft Financials staff.

**Note 2:** We recommend that you run and reconcile this report on a monthly basis, although you are not required to do so. DOAA mandates that reconciliation be performed at the end of each Quarter. File submission is mandatory at the end of each Fiscal Year.

**Note 3:** If journal entries are required due to reconciling the TIGA reports, then careful analysis is required to determine what other processes and reports will need to be run again.

## Reconcile Bank Statements

7. Reconcile the Bank Statement for the Payroll Account (1185XX).

**Note:** Per individual institutional business process, a register of outstanding Off-Cycle payroll checks as of June 30<sup>th</sup> may be required for account reconciliation.

8. Reconcile the Bank Statement for the General Operations Account. Refer to PSFIN Business Processes BK.020.011 through BK.070.100 as needed.

**Note:** If any journal entries are required due to reconciling the Bank Statements, then you must carefully analyze to determine what other processes and reports will need to be run again.

## Reconcile Commitment Control

9. Run the **BOR\_BC\_PENDING** query to verify that there are no outstanding transactions.
10. Reconcile Commitment Control by running the following Period-End Integrity Check queries:
  - **Integrity 01: BOR\_CHK\_PROJ\_ENC\_LEG**
  - **Integrity 02: BOR\_CHK\_PROJ\_EXP\_LEG**
  - **Integrity 03: BOR\_CHK\_PROJ\_REV\_LEG**
  - **Integrity 04: BOR\_CHK\_UNREST\_LEDGER**
  - **Integrity 05: BOR\_CHK\_KKLEDG\_ACTV**
  - **Integrity 06: BOR\_CHK\_KKLEDG\_BUD**
  - **Integrity 07: BOR\_CHK\_DETL\_ACTLS**

- **Integrity 09: BOR\_CHK\_REV\_LEDGER**
- **Integrity 10: BOR\_CHK\_REVAPPROP\_BUD**
- **Integrity 11: BOR\_CHK\_DTL\_ENC**
- **Month End 03: BOR\_CHK\_CASH\_ENCUMB\***
- **Month End 05: BOR\_CHK\_ERROR\_ENCUMB\***
- **Month End 06: BOR\_CHK\_NEG\_ENCUMB\***

**Note 1:** Refer to Appendix A, Period-End Integrity Checks for more information on the Period-End Integrity Check queries.

**Note 2:** You can run the queries marked with an \* as part of this process if you have not run them previously as part of your Month End reconciliation process.

### Review Security

11. Run the **BOR\_SEC\_TERMINATED\_USERS** query to list all User IDs that are still active in the system, but the employee has been terminated. For additional IT Audit information, refer to the *User's Guide for Security Administrators* located at <http://www.usg.edu/gafirst-fin/documentation/category/security>.

## 2.8 ANNUAL REPORT TRANSMISSION

**Note 1:** Refer to Section 20.0, Required Reports, in the USG Business Procedures Manual for a complete listing of required reports:  
[http://www.usg.edu/business\\_procedures\\_manual/](http://www.usg.edu/business_procedures_manual/).

**Note 2:** TIGA reporting deadlines are provided by DOAA.

1. Send the **TIGA Combined Salary and Travel** file and the corresponding Totals file to the DOAA. Refer to the *TIGA Reporting User's Guide* located at [http://www.usg.edu/gafirst-fin/documentation/category/doaa\\_reporting](http://www.usg.edu/gafirst-fin/documentation/category/doaa_reporting).
2. Send the **TIGA Obligations** and **Payment** files and the corresponding Totals file to the DOAA. Refer to the *TIGA Reporting User's Guide* located at [http://www.usg.edu/gafirst-fin/documentation/category/doaa\\_reporting](http://www.usg.edu/gafirst-fin/documentation/category/doaa_reporting).

## 2.9 JOURNAL ENTRIES FOR YEAR-END ADJUSTMENTS TO ACTUALS LEDGER

**Note:** Refer to PSFIN Business Process GL.020.001 unless otherwise noted.

**Reminder 1:** All journals will be subject to the Journal Work Flow process and Approval.

**Reminder 2:** Year-End closing journal entries should be made using Journal Source **CLO**.

1. Enter Year-End Adjustments to the ACTUALS ledger as detailed in section IV. Step 1.

## 2.10 JOURNAL ENTRIES FOR YEAR-END ADJUSTMENTS TO CAPITAL LEDGER

**Note 1:** Refer to PSFIN Business Process GL.020.001 unless otherwise noted.

**Note 2:** When making journal entries in the CAPITAL ledger, please use the following masks to indicate the type of transaction that the journal represents:

- **ADD:** Asset Additions
- **ADJ:** Adjustments
- **DEPR:** Depreciation
- **RECAT:** Recategorization
- **PDP:** Prior Period Depreciation (only recorded at conversion)
- **RAD:** Reverse Accumulated Depreciation
- **RET:** Retirement

For example, a journal entry to correct an addition may be ADDCRTXXXX, where XXXX represents the numeric value in the original journal. A journal entry to record Prior Period Depreciation that was not captured at conversion may be written PDPXXXXXXX.

1. Enter Year-End Adjustments to the CAPITAL ledger as detailed in Section IV, Step 6.

## 2.11 REPORTS AND ANALYSIS

1. Run the **Surplus/Deficit** (BORRG024) report. Refer to General Ledger Report Manual.

**Note:** After running this report, you must analyze any surplus amounts in Funds 10000, 10500, and 10600, 10900, Fund 11xxx, and Fund 50000. The **PO Surplus Analysis Report (BORRP012)** is available for assistance. This report lists all purchase order activity against the selected budget period where either:

- The purchase order had an open amount at year-end; or,
  - The purchase order had activity in a Fiscal year not equal to the Budget year specified on the purchase order.
2. Run the **Balance Sheet by Fund** (BORRG018) report. Refer to General Ledger Report Manual.
  3. Review the key audit checkpoints and verify the following conditions are true:
    - Actual Revenue is less than or equal to Budgeted Revenue.
    - Actual Expense is less than or equal to Budgeted Expense.
    - Budgeted Revenue is equal to or greater than Budgeted Expense.
    - Actual Expense is less than or equal to Actual Revenue.
  4. Run the **Appropriation Budget Status** GLS8020 reports.
  5. Run the **Organization Budget Status** GLS8020 reports.
  6. Run the **Revenue Estimate Budget Status** GLS8020 reports.
  7. Run the **Project Grant Budget Status** GLS8020 reports.
  8. Run the **Budget Activity** reports.
    - **Summary** (BORRG045)
    - **Basic Detail** (BORRG045)
    - **Full Detail 2** (BORRG045)
  9. Run the **Profit and Loss Statement** (BORRG017) report.

10. Run the **Indirect Revenue Summary** (BORRG025) report.
11. Run the **Grant Reconciliation** (BORRG016) report.

## 2.12 JOURNAL ENTRIES FOR YEAR-END ADJUSTMENTS TO GAAP LEDGER

**Note:** Refer to PSFIN Business Process GL.020.001 unless otherwise noted.

1. Enter Year-End Adjustments to the GAAP ledger as detailed in Section IV, Step 7.

## 2.13 PEOPLESOFT LEDGER CLOSING AND FINANCIALS DATA MART (FDM) SUBMISSION

1. Check your configuration and Year-End Base Table data.

**Note:** Reviewing your configuration and Year-End Base Table data is covered in Appendix D, Reviewing User Preferences.

2. Close the previous fiscal year and establish the open ACTUALS ledger for the new fiscal year period.

**Note:** Closing the previous fiscal year and establishing the open ACTUALS ledger for the new fiscal year period is covered in Section IV, Step 2.

3. Enter all **ACTUALS** journal entries, as noted in Step 2.10.

**Note:** Capital Ledger Journal Entry YE-21 must be posted prior to running the query and posting Actuals Ledger Journal Entry YE-8.

4. Close the **ACTUALS** ledger.

**Note:** Closing the ACTUALS ledger is covered in Section IV, Step 5.

5. Enter all **CAPITAL** ledger journal entries, as noted in Step 2.11.

6. Close the **CAPITAL** ledger.

**Note:** Closing the CAPITAL ledger in Section IV, Step 6.

7. Enter all **GAAP** ledger journal entries, as noted in Step 2.13.
8. Close the **GAAP** ledger.

**Note:** Closing the GAAP ledger is covered in Section IV, Step 7.

9. Close the **ENCUMB** ledger.

**Note:** Closing the ENCUMB ledger is covered in Section IV, Step 8.

10. Extract **Period 12** to FDM.

**Note 1:** This includes period 999.

**Note 2:** Do **not** submit until the final extraction has been completed.

11. Complete your Annual Financial Report (AFR) as noted in Section 2.14, Annual Financial Reports (AFR), in this checklist.
12. If any corrections were made to the General Ledger, re-extract to FDM.
13. Submit to FDM and have Period 12 accepted once your AFR is completed.
14. Verify that all applicable accounting periods for the ACTUALS, CAPITAL, and GAAP ledgers are closed by checking the **Ledgers for a Unit Definition** page.

## 2.14 ANNUAL FINANCIAL REPORTS (AFR)

**Note 1:** Refer to Section 20.0, Required Reports, in the USG Business Procedures Manual for a complete listing of required reports:

[http://www.usg.edu/business\\_procedures\\_manual/](http://www.usg.edu/business_procedures_manual/).

**Note 2:** For steps 1-14 below, refer to General Ledger Report Manual.

1. Create the **Statement of Net Position** (SNP) from PeopleSoft nVision. Verify that the SNP balances (i.e. Assets + Deferred Outflows = Liabilities + Deferred Inflows + Net Position). Compare to last year's AFR.

2. Create the **Statement of Revenues, Expenses, and Changes to Net Position** (SRECNP) from PeopleSoft nVision. Verify that the beginning net position agrees with fiscal year 2016 audited ending net position. Verify that the ending net position agrees with the SNP. Compare to last year's AFR.
3. Create the following **Notes** to your Financial Statements by running footnotes from PeopleSoft Financials for entry into the following USG AFR Notes. Verify that these balances agree with the SNP. Compare to last year's AFR.
  - **Footnote 6 – Capital Asset** (PeopleSoft nVision)
  - **Footnote 3 – Accts Receivable** (PeopleSoft nVision)
  - **Footnote 4 – Inventories** (PeopleSoft nVision)
  - **Footnote 7 – Advances** (PeopleSoft nVision)
  - **Footnote 8 – LT Liabilities** (PeopleSoft nVision)
  - **Footnote 10 – Net Position** (PeopleSoft nVision)
4. Create the **Note 13 – Lease Obligations Footnote** from PeopleSoft nVision. Compare to last year's AFR.
5. Create the **Note 15 –Natural vs. Functional Classifications** from PeopleSoft nVision. Verify balances to the SRECNP. Compare to last year's AFR.
6. Create the **Statement of Cash Flows** (SCF) from PeopleSoft nVision. Verify that the "Cash – End of Year" reported on the SCF agrees with cash and cash equivalents (current and noncurrent) reported on the SNP. Verify that Net operating loss reported on the SRECNP reconciles to net cash provided (used) by operating activities reported on the SCF (i.e. reconciliation on bottom of cash flow). Compare to last year's AFR.
7. Create the **Auxiliary Statement of Net Position** from PeopleSoft nVision. Compare to last year's AFR.
8. Create the **Auxiliary SRECNP** from PeopleSoft nVision. Compare to last year's AFR.
9. Create the **Auxiliary Capital Assets** from PeopleSoft nVision. Compare to last year's AFR.
10. Create the **Student Activities Statement of Net Position** from PeopleSoft nVision. Compare to last year's AFR.
11. Create the **Student Activities SRECNP** from PeopleSoft nVision. Compare to last year's AFR.

12. Create the **Student Activities Capital Assets** from PeopleSoft nVision. Compare to last year's AFR.
13. Prepare the **Schedule of Federal Financial Assistance** per your institutions documented process and reconcile it to SRECNP federal revenues.
14. Create any Supplemental Information, such as:
  - **Schedule of OPR Agency Funds (BORRG027).**
  - **Schedule of Operations of Student Activities Report (BORRG030).**
  - **Statement of Operation of Intercollegiate Athletics Report (BORRG032).**

**Note:** The information for Student Activities and Intercollegiate Athletics is needed for the State Auditors.

15. Complete the fiscal year 2017 AFR Checklist located on Movelt (common/Year-End Supplemental Information/).
16. Run the **PO Open Enc as of Acctg Period (BORRP014) (as of accounting period 12)** report to create a list of Outstanding Encumbrances for the State Auditors. **Note:** Be sure to retain this report for the auditors. Without this report, it is very difficult to give them your open Purchase Orders as of June 30<sup>th</sup>.

## II. Year-End Payroll Processes

This section focuses on the Year-End payroll processes.

The following Security Role can perform the Year-End payroll processes:

- **BOR\_GL\_CUSTOM\_INTFC**

### STEP 1: RUNNING THE YEAR-END PAYROLL ACCRUAL PROCESS

In this step, you will run the Year-End Payroll Accrual process for a bi-weekly payroll that crosses fiscal years. This process creates payroll expenses (Accounts 5xxxxx) to be posted into the old fiscal year and a reversal of those expenses to be posted into the new fiscal year. Data in the Financials PERS\_SERV\_BOR table are used to create the journal entries for the old and new fiscal years.

**Note:** The Year-End Payroll Accrual may be run by choosing **any** bi-weekly Pay Run ID.

If your institution chooses to run the Year-End Payroll Accrual process with the last third bi-weekly payroll of the current fiscal year and this third bi-weekly payroll is not combined with any monthly pay groups, the process will function as it has in previous years.

**Note:** The last third bi-weekly payroll for FY17 is for the pay end date of April 23, 2017, with the check date of April 30, 2017. The Pay Run ID is 337.

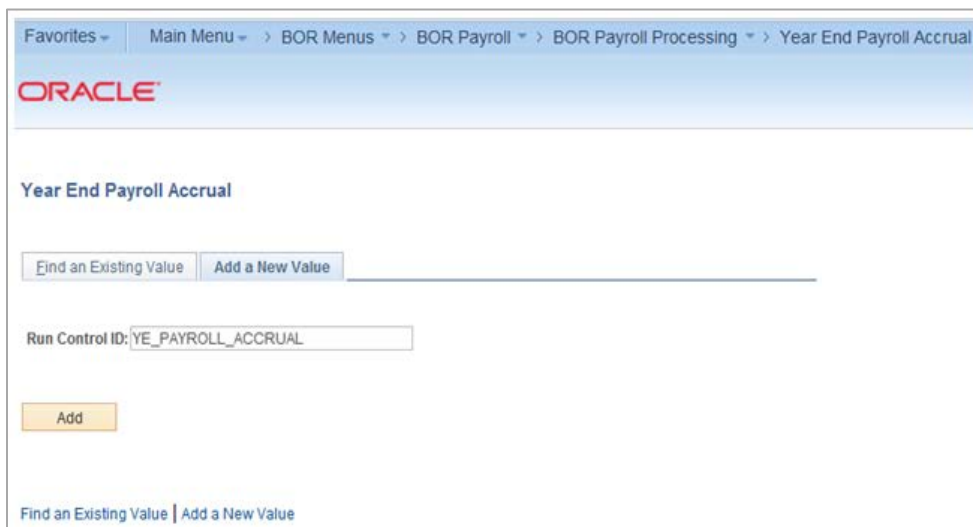
If your institution chooses to select a more recent bi-weekly Pay Run ID, the Year-End Payroll Accrual process will produce an entry based on a more current bi-weekly pay period. Because FICA and Medicare taxes are calculated after subtracting health and dental insurance from gross pay, the accrual expense for FICA and Medicare will be less if a pay period other than the third bi-weekly is used to run this process.

## Process

1. Select **BOR Menu** > **BOR Payroll** > **Payroll Processing** > **Year End Payroll Accrual**. The **Year End Payroll Accrual – Find an Existing Value** page displays.

**Note:** If you have previously run this process, then click on Search and select the appropriate Run Control ID. If this is the first time you have run this process at your institution, you would select **Add a New Value**, and enter YE\_PAYROLL\_ACCRUAL or another appropriate name for this Run Control ID, as shown below.

2. Click on the **Add a New Value** tab. The **Year End Payroll Accrual – Add a New Value** page displays.



3. Enter **YE\_PAYROLL\_ACCRUAL** or another appropriate ID in the **Run Control ID** field.
4. Click **Add**. The **Year End Payroll Accrual** page displays.

Favorites ▾ Main Menu ▾ > BOR Menus ▾ > BOR Payroll ▾ > BOR Payroll Processing ▾ > Year End Payroll Accrual

---

ORACLE® All ▾ Search >>

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**Year End Payroll Accrual**

Run Control ID YE\_ACCRUAL Report Manager Process Monitor **Run**

Business Unit: 98000

Payrun ID: 436 Payroll Accrual Offset Account: 212100 Percentage: 90.00

Exclusion Accounts: 522110 522800 523100 524100 525100

Exclude Grants: ☐

Old Year	New Year
Acct Date: 06/30/2016	Acct Date: 07/01/2016
Budget Date: 06/30/2016	Budget Date: 07/01/2016

**Note:** See Step 8 to determine the percentage amount to use for the **percentage to be applied to the old Fiscal Year** in the **Percentage** field for the current fiscal year.

- Verify your **business unit number** appears in the **Business Unit** field. Enter or select it if it does not.
- Enter or select **the appropriate Pay Run ID of the closing Fiscal Year** in the **Payrun ID** field.

**Note:** The Year-End Payroll Accrual process may be run by choosing **any** bi-weekly Pay Run ID.

- Enter or select **the Payroll Accrual Offset Account** in the **Payroll Accrual Offset Account** field.

**Note:** The Payroll Accrual Offset Account must be between 212000 and 212999.

- Enter the **percentage to be applied to the old Fiscal Year** in the **Percentage** field.

**Note:** For FY2017:

- **To accrue for the first July biweekly payroll only: Use 100% for June dates 06-17-2017 through 06-30-2017.**

9. Enter or select the appropriate **Exclusion Account(s)** in the **Exclusion Account** field(s).

**Note 1:** You can enter or select up to six Exclusion Account numbers that you need to exclude from these journals. These accounts should only be salary accounts that take all fringes associated with this salary per employee out of the journal.

**Note 2:** If an employee is split-funded and the first salary account for this employee is not an exclusion account for the Year-End Payroll Accrual process, then the second salary account will not be excluded either, even if the second account is an exclusion account for the process.

- **Example:** If account 522100 is not used as an exclusion account and account 522110 is, then the data for that employee will not be excluded because 522100 precedes 522110.

**Note 3:** This step is optional.

10. Click the **Exclude Grants** check box ON if grants need to be excluded from the accrual process.

**Note:** This step is optional.

11. Enter or select **06/30/YYYY for the closing Fiscal Year** in the **Acct Date** field in the **Old Year** group box.

**Note:** This field is automatically populated with the System Date.

12. Verify the date in the **Budget Date** field defaults from the **Acct Date** field.

**Note:** This field is automatically populated with the System Date.

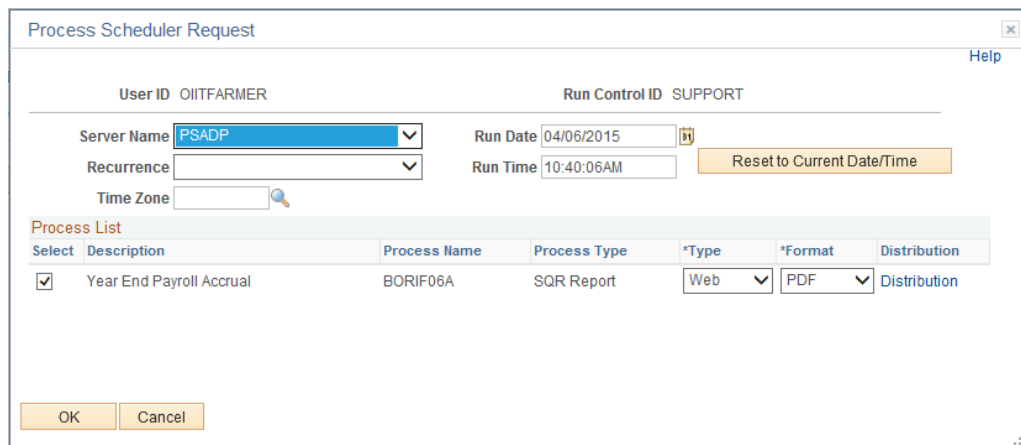
13. Enter or select **07/01/YYYY for the new Fiscal Year** in the **Acct Date** field in the **New Year** group box.

**Note:** This field is automatically populated with the System Date.

14. Verify the date in the **Budget Date** field defaults from the **Acct Date** field.

**Note:** This field is automatically populated with the System Date.

15. Click on Run. The **Process Scheduler Request** page displays.

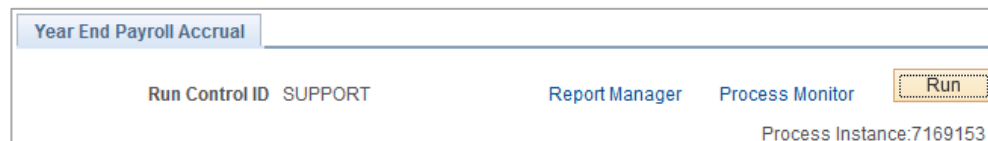


The dialog box titled "Process Scheduler Request" contains the following fields and controls:

- User ID: OITFARMER
- Run Control ID: SUPPORT
- Server Name: PSADP (dropdown)
- Run Date: 04/06/2015 (calendar icon)
- Recurrence: (dropdown)
- Run Time: 10:40:06AM
- Time Zone: (dropdown)
- Reset to Current Date/Time (button)
- Process List table:
 

Select	Description	Process Name	Process Type	*Type	*Format	Distribution
<input checked="" type="checkbox"/>	Year End Payroll Accrual	BORIF06A	SQR Report	Web	PDF	Distribution
- OK (button)
- Cancel (button)

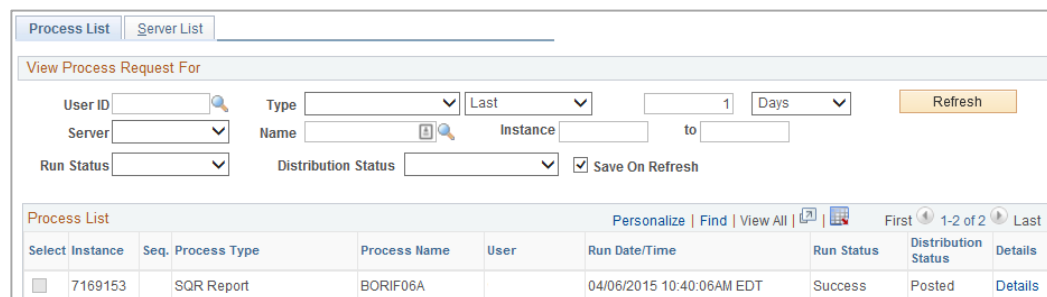
16. Verify the **Process Scheduler Request** information.
17. Click OK. The BORIF06A process runs, and the **Year End Payroll Accrual** page displays.



The page titled "Year End Payroll Accrual" displays the following information:

- Run Control ID: SUPPORT
- Report Manager (link)
- Process Monitor (link)
- Run (button)
- Process Instance: 7169153

18. Click on the [Process Monitor](#) link. The **Process List** page displays.



The "Process List" page contains the following elements:

- Process List (tab) | Server List (tab)
- View Process Request For (section header)
- Search filters:
  - User ID: (text field)
  - Type: (dropdown)
  - Last: (dropdown)
  - 1 Days (text field)
  - Refresh (button)
  - Server: (dropdown)
  - Name: (text field)
  - Instance: (text field)
  - to: (text field)
  - Run Status: (dropdown)
  - Distribution Status: (dropdown)
  - Save On Refresh (checkbox)
- Process List table:
 

Select	Instance	Seq.	Process Type	Process Name	User	Run Date/Time	Run Status	Distribution Status	Details
<input type="checkbox"/>	7169153		SQR Report	BORIF06A		04/06/2015 10:40:06AM EDT	Success	Posted	Details

19. Verify the **Run Status** is **Success**.

**Note:** You can click on Refresh to update the **Run Status** until Success displays.

A **Trace File** and the **Year End Payroll Accrual Expense Journal Load** report will be produced by the **BORIF06A** interface process. You may view the file and report by navigating to the **View Log/Trace** page.

20. Click on the [Details](#) link. The **Process Detail** page displays.
21. Click on the [View Log/Trace](#) link. The **View Log/Trace** page displays.

View Log/Trace

Help

Report

Report ID: 6444869

Process Instance: 7169153

[Message Log](#)

Name: BORIF06A

Process Type: SQR Report

Run Status: Success

Year End Payroll Accrual

Distribution Details

Distribution Node: DNODE

Expiration Date: 04/13/2015

File List

Name	File Size (bytes)	Datetime Created
<a href="#">SQR_BORIF06A_7169153.log</a>	1,781	04/06/2015 10:45:07.551782AM EDT
<a href="#">borif06a_7169153.PDF</a>	27,003	04/06/2015 10:45:07.551782AM EDT
<a href="#">borif06a_7169153.out</a>	928	04/06/2015 10:45:07.551782AM EDT

Distribute To

Distribution ID Type

\*Distribution ID

User

Return

22. Click on the [.out File](#) link in the File List to see the detail of the run parameters.
23. Click on the [borif06a\\_XXXXX.PDF](#) link, where XXXXX is the process instance number. A new window opens to display the PDF file.

Year End Payroll Accrual Expense Journal Load								
GEORGIA SOUTHERN UNIVERSITY								
Business Unit:	39000							
Payrun ID:	535							
Account	Fund	Department	Program	Class	BdgtDc	Project	Description	Expense
516150	10000	0110101	14600	11000			Extra Pay - Faculty	10500.00
516150	10000	0120121	14600	11000			Extra Pay - Faculty	1050.00
516150	10000	0120201	11100	11000			Extra Pay - Faculty	2625.00
516150	10000	0120901	11100	11000			Extra Pay - Faculty	3591.00
516150	10000	0140401	11100	11000			Extra Pay - Faculty	13300.00
516150	10000	0140501	11100	11000			Extra Pay - Faculty	2450.00
516150	10000	0150121	14600	11000			Extra Pay - Faculty	3325.00
516150	10000	0151301	11100	11000			Extra Pay - Faculty	1050.00
516150	10500	0110211	14800	11000			Extra Pay - Faculty	15750.00
516150	10500	0120501	11100	11000			Extra Pay - Faculty	3407.25
516150	10500	0120631	11100	11000			Extra Pay - Faculty	2268.00
516150	10500	0120641	11100	11000			Extra Pay - Faculty	1400.00
516150	10500	0121201	11100	11000			Extra Pay - Faculty	350.00
516150	10500	0140601	11100	11000			Extra Pay - Faculty	11198.60
516150	10500	0151001	11100	11000			Extra Pay - Faculty	4200.00
516150	10500	0151101	11100	11000			Extra Pay - Faculty	1750.00
516150	10500	0160710	11100	11000			Extra Pay - Faculty	1400.00
516150	10500	0981402	12100	11000			Extra Pay - Faculty	5512.50
516150	14000	0110201	14600	41100			Extra Pay - Faculty	2100.00
516150	14000	0240201	11300	40000			Extra Pay - Faculty	3724.00
516150	20000	0140401	11100	61000		39G3109	Extra Pay - Faculty	3615.50
516200	10000	0110101	14600	11000			Supp Pay-Ret Eligible-Faculty	2627.94
516200	10000	0120201	11100	11000			Supp Pay-Ret Eligible-Faculty	700.00
516200	10000	0121401	11100	11000			Supp Pay-Ret Eligible-Faculty	700.00
516200	10000	0121431	11100	11000			Supp Pay-Ret Eligible-Faculty	700.00
516200	10000	0140501	11100	11000			Supp Pay-Ret Eligible-Faculty	700.00
516200	10000	0151201	11100	11000			Supp Pay-Ret Eligible-Faculty	454.86
516200	10000	0151301	11100	11000			Supp Pay-Ret Eligible-Faculty	700.00
516200	10000	0160501	11100	11000			Supp Pay-Ret Eligible-Faculty	1050.00
516200	10000	0210801	11100	11000			Supp Pay-Ret Eligible-Faculty	490.00
516200	10000	0211301	11100	11000			Supp Pay-Ret Eligible-Faculty	490.00
516200	10500	0121201	11100	11000			Supp Pay-Ret Eligible-Faculty	700.00
516200	10500	0121501	11100	11000			Supp Pay-Ret Eligible-Faculty	700.00
516200	10500	0150141	11100	11000			Supp Pay-Ret Eligible-Faculty	2362.50
521100	10500	0130121	14600	11000			Salaries- Professional/Admin	622.22
521100	14000	0130171	14600	41100			Salaries- Professional/Admin	622.22
551100	10000	0100511	11100	11000			FICA-Employer	4036.20
551100	10000	0110101	14600	11000			FICA-Employer	1016.27
551100	10000	0120101	12100	11000			FICA-Employer	539.78
551100	10000	0120121	14600	11000			FICA-Employer	65.10
551100	10000	0120201	11100	11000			FICA-Employer	4940.30
551100	10000	0120901	11100	11000			FICA-Employer	6297.39
551100	10000	0121401	11100	11000			FICA-Employer	2248.37
551100	10000	0121411	11100	11000			FICA-Employer	885.69
551100	10000	0121431	11100	11000			FICA-Employer	2473.12

Report ID: BORIF06A Date: 04/06/2015 @ 10:43:25 DB=PPRC1

Version#: 4.00

Page: 1

24. Close this window after reviewing the **Year End Payroll Accrual Expense Journal Load** report.

25. Click OK. This brings you back to the **Process Monitor** page.

The **BORIF06A** interface process populates the HR\_ACCTG\_LINE staging table. This data needs to be journal generated and the resulting journals processed (Edit, Budget Check, and Post).

26. Run the **Journal Generate** process, using the parameters shown on the two **Generate Journals Request** pages shown below. Refer to PSFIN Business Process GL.030.001.

**Note:** This process will generate two journals: one dated **06/30/20YY**, where YY are the last two digits of the closing fiscal year, and the other dated **07/01/20YY**, where YY are the last two digits of the new fiscal year. It is recommended to generate each journal separately. Choosing to generate these two journals together where Accounting Period 1 for the new fiscal year is not open will result in the July 1, 20YY journal having a journal date equal to the end date of the first available open period. Opening Accounting Period 1 early (prior to July 1) may result in a mismatch of the Budget Reference and Budget Period.

**Generate Journals Request**

Run Control ID: SUPPORT      Report Manager      Process Monitor      **Run**

---

**Journal Processing Options**

☐ Edit      ☐ Budget Check      ☐ Post

---

**Process Request Parameters**      Find | View All      First 1 of 1 Last

**Process Frequency**  
☐ Once  
☒ Always  
☐ Don't Run

Request Number 1  
 \*SetID 39000  
 \*Accounting Definition Name PYRLEXPDEF

Application Business Unit 39000  
 Ledger Group ACTUALS  
 Template PAYROLL\_EX

\*From Date Option Specify Date      From Date 06/30/2015  
 \*To Date Option Specify Date      To Date 06/30/2015

**Note:** The journal dated 06/30/20YY should be journal generated with Accounting Period 12 open for the closing Fiscal Year.

**Generate Journals Request**

Run Control ID: SUPPORT      Report Manager      Process Monitor      **Run**

---

**Journal Processing Options**

☐ Edit      ☐ Budget Check      ☐ Post

---

**Process Request Parameters**      Find | View All      First 1 of 1 Last

**Process Frequency**  
☐ Once  
☒ Always  
☐ Don't Run

Request Number 1  
 \*SetID 39000  
 \*Accounting Definition Name PYRLEXPDEF

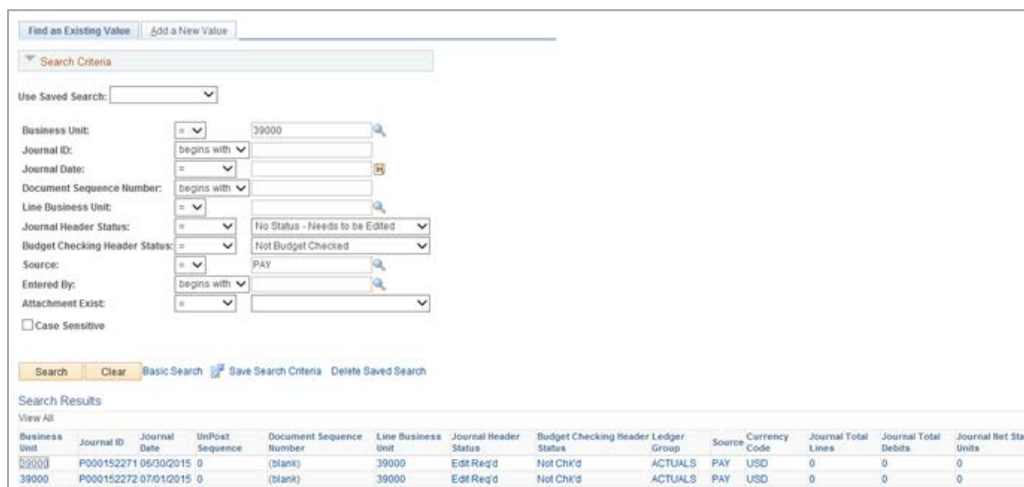
Application Business Unit 39000  
 Ledger Group ACTUALS  
 Template PAYROLL\_EX

\*From Date Option Specify Date      From Date 07/01/2015  
 \*To Date Option Specify Date      To Date 07/01/2015

**Note:** The journal dated 07/01/20YY should be journal generated with Accounting Period 1 open for the new Fiscal Year.

Once you have journal generated the data, you will review the two journals that were created by this process.

27. Select **General Ledger > Journals > Journal Entry > Create/Update Journal Entries**. The **Create/Update Journal Entries – Add a New Value** page displays.
28. Click on the **Find an Existing Value** tab. The **Create/Update Journal Entries – Find an Existing Value** page displays.



Business Unit	Journal ID	Journal Date	UnPost Sequence	Document Sequence Number	Line Business Unit	Journal Header Status	Budget Checking Header Status	Ledger Group	Source	Currency Code	Journal Total Lines	Journal Total Debits	Journal Ret Stat Units
39000	P000152271	06/30/2015	0	(blank)	39000	Edit Req'd	Not Chk'd	ACTUALS	PAY	USD	0	0	0
39000	P000152272	07/01/2015	0	(blank)	39000	Edit Req'd	Not Chk'd	ACTUALS	PAY	USD	0	0	0

29. Verify that **your institution's Business Unit number** appears in the **Business Unit** field.
30. Verify that **No Status – Needs to be Edited** appears in the **Journal Header Status** field.
31. Select **Not Budget Checked** in the **Budget Checking Header Status** field.
32. Enter or select **PAY – Payroll Processing** in the **Source** field.
33. Click on Search. A **Search Results** list displays showing the two journals that were created.
34. Click on the [06/30/20YY](#) journal link, where YY are the last two digits of the closing fiscal year. The **Header** page displays.



Header | Lines | Totals | Errors | Approval

Unit 39000 Journal ID P000152271 Date 06/30/2015

Long Description 535 - YE Payroll Accrual

\*Ledger Group ACTUALS Adjusting Entry Non-Adjusting Entry

Ledger

\*Source PAY

Reference Number

Journal Class

Transaction Code DEFAULT

SJE Type

Currency Defaults: USD / 1

Attachments (0)

Reversal: Do Not Generate Reversal

Commitment Control

Entered By OIITFARMER D.Farmer OIIT

Entered On 04/06/2015 5:25:47PM

Last Updated On 04/06/2015 5:25:47PM

Save Return to Search Previous in List Next in List Notify Refresh Add Update/Display

Header | Lines | Totals | Errors | Approval

35. Verify the following information:
- **Long Description:** May be edited
  - **Fiscal Year:** Closing fiscal year
  - **Period:** Appropriate period for the closing fiscal year
36. Click on the **Lines** tab. The **Lines** page displays.

Header | **Lines** | Totals | Errors | Approval

Unit 39000 Journal ID P000152271 Date 06/30/2015 ☐ Errors Only

Template List Search Criteria Change Values

InterIntraUnit \*Process Edit Journal Process Line 10

Select	Line	Account	Fund	Dept	Program	Class	Bud Ref	Project	Currency	Amount
<input type="checkbox"/>	1	212100	10000				2015		USD	-193,813.85
<input type="checkbox"/>	2	212100	10500				2015		USD	-270,515.60
<input type="checkbox"/>	3	212100	10600				2015		USD	-2,514.39
<input type="checkbox"/>	4	212100	13000				2015		USD	-4.06
<input type="checkbox"/>	5	212100	14000				2015		USD	-6,516.89
<input type="checkbox"/>	6	212100	20000				2015	0000000000	USD	-8,185.83
<input type="checkbox"/>	7	516150	10000	0110101	14600	11000	2015		USD	10,500.00
<input type="checkbox"/>	8	516150	14000	0110201	14600	41100	2015		USD	2,100.00
<input type="checkbox"/>	9	516150	10500	0110211	14800	11000	2015		USD	15,750.00
<input type="checkbox"/>	10	516150	10000	0120121	14600	11000	2015		USD	1,050.00

Lines to add: 1

Unit	Total Lines	Total Debits	Total Credits	Journal Status	Budget Status
39000	287	482,172.84	482,172.84	N	N

37. Verify the following information:

- The **Exclusion Accounts**, if you selected any, are not present.
  - **Note:** Note any exceptions in Step 9.
- The **Amount** fields contain positive amounts.
- The Amounts should be the percentage that you entered in the **Percentage** field on the **Year End Payroll Accrual** page.

38. Review the journal lines created for the bi-weekly payroll selected for the closing fiscal year for a selected ChartField string. Multiply the amount of this journal line by the percentage that you entered in the **Percentage** field. This amount should equal the **Accrual** journal line, +/- rounding by a penny.

Now that you have reviewed the journal entries for the old fiscal year, you will review the **Lines** information for the new fiscal year.

39. Click on **Next in List**. The **Lines** page for the **07/01/20YY** journal displays, where YY are the last two digits of the new fiscal year.

Header | Lines | Totals | Errors | Approval

Unit 39000 Journal ID P000152272 Date 07/01/2015 ☐ Errors Only

Template List Search Criteria Change Values

InterIntraUnit \*Process Edit Journal Process Line 10

Select	Line	Account	Fund	Dept	Program	Class	Bud Ref	Project	Currency	Amount
<input type="checkbox"/>	1	212100	10000				2016		USD	193,813.85
<input type="checkbox"/>	2	212100	10500				2016		USD	270,515.60
<input type="checkbox"/>	3	212100	10600				2016		USD	2,514.39
<input type="checkbox"/>	4	212100	13000				2016		USD	4.06
<input type="checkbox"/>	5	212100	14000				2016		USD	6,516.89
<input type="checkbox"/>	6	212100	20000				2016	0000000000	USD	8,185.83
<input type="checkbox"/>	7	516150	10000	0110101	14600	11000	2016		USD	-10,500.00
<input type="checkbox"/>	8	516150	14000	0110201	14600	41100	2016		USD	-2,100.00
<input type="checkbox"/>	9	516150	10500	0110211	14800	11000	2016		USD	-15,750.00
<input type="checkbox"/>	10	516150	10000	0120121	14600	11000	2016		USD	-1,050.00

Lines to add 1

Unit	Total Lines	Total Debits	Total Credits	Journal Status	Budget Status
39000	287	482,172.84	482,172.84	N	N

40. Verify the following information:

- The **Exclusion Accounts**, if you selected any, are not present.
  - **Note:** Note any exceptions in Step 9.
- The **Amount** fields contain positive amounts.
- The Amounts should be the percentage that you entered in the **Percentage** field on the **Year End Payroll Accrual** page.

This journal should be an exact reversal for the old fiscal year journal.

41. Complete the processing of these journals:

- **Edit**
- **Budget Check**
- **Mark for Posting**
- **Post**

**Note 1:** You **must** complete the processing of the journal for the old fiscal year **before** running the Zero Personal Services Encumbrances process in Step 4 of this section.

**Note 2:** You can process the journal for the new fiscal year once the new fiscal year has been opened, and the budgets have been established. If

budgets have not been established for the new fiscal year, the journal will fail budget checking.

**Note 3:** If the journals have errors, such as an incorrect date, you can delete these journals **without posting them**, and start the process over.

- First, delete the journals **without posting them**.
- Run the **3<sup>rd</sup> Party Purge** process through 07/01/20YY, where YY are the last two digits of the new fiscal year. This will clear the HR\_ACCTG\_LINE staging table. Refer to PSFIN Business Process GL.040.011.
- Finally, run the Year-End Payroll Accrual process again.

## STEP 2: ZEROING THE PERSONAL SERVICES ENCUMBRANCES

In this step, you will zero the encumbrance amounts for personal services accounts.

**Note 1:** All payroll expense and encumbrance journals from the closing Fiscal Year **must** be processed before zeroing the personal services encumbrances.

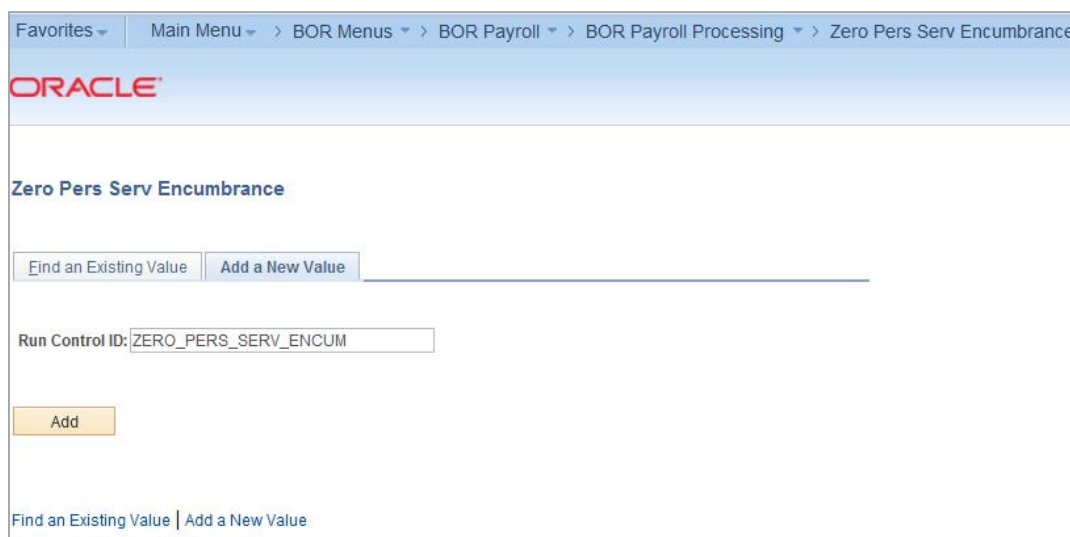
**Note 2:** This process will zero the encumbrances for ALL Personal Service Account numbers beginning with 5XXXXX. If the Zero Personal Services Encumbrances process is run at times other than Fiscal Year-End, the journal may need to be modified by deleting lines that may affect Unemployment Insurance and Workers Compensation, etc. The premature zeroing of these accounts may require manual entries for correction.

### Process

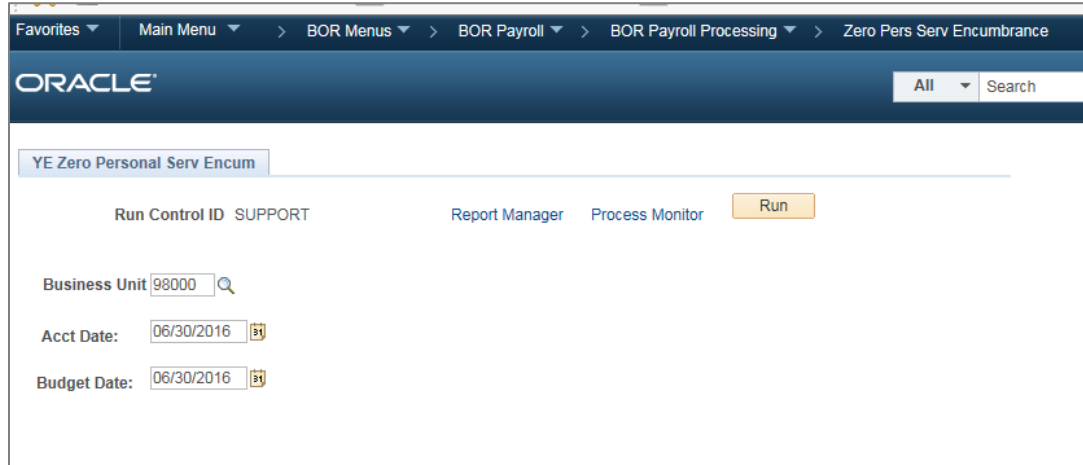
1. Select **BOR Menus > BOR Payroll > BOR Payroll Processing > Zero Pers Serv Encumbrance**. The **Zero Pers Serv Encumbrance – Find an Existing Value** page displays.

**Note:** If you have previously run this process, then click on Search and select the appropriate Run Control ID. If this is the first time you have run this process at your institution, you would select **Add a New Value**, and enter YE\_PERS\_SERV\_ENCUM or another appropriate name for this Run Control ID.

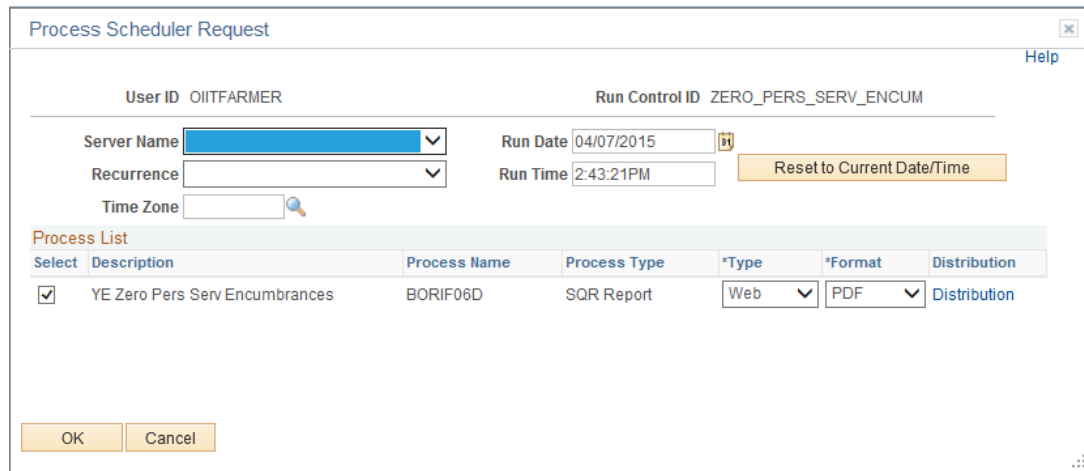
2. Click on the **Add a New Value** tab. The **Zero Pers Serv Encumbrance – Add a New Value** page displays.



3. Enter **ZERO\_PERS\_SERV\_ENCUM**.
4. Click on Add. The **YE Zero Personal Serv Encum** page displays.



5. Verify your **business unit number** appears in the **Business Unit** field. Enter or select it if it does not.
6. Enter or select **an appropriate date from the new Fiscal Year (MM/DD/YYYY)** in the **Acct Date** field.  
  
**Note:** This field is automatically populated with the System Date.
7. Verify the date in the **Budget Date** field defaults from the **Acct Date** field.  
  
**Note:** This field is automatically populated with the System Date.
8. Click on Run. The **Process Scheduler Request** page displays.

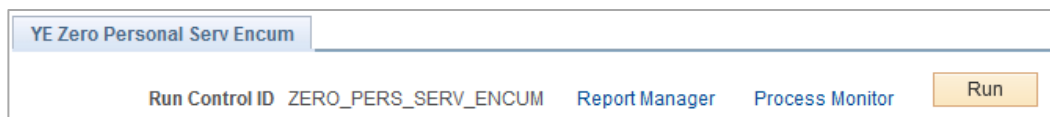


The dialog box is titled "Process Scheduler Request". It contains the following fields and controls:

- User ID:** OIITFARMER
- Run Control ID:** ZERO\_PERS\_SERV\_ENCUM
- Server Name:** A dropdown menu.
- Run Date:** 04/07/2015, with a calendar icon.
- Recurrence:** A dropdown menu.
- Run Time:** 2:43:21PM, with a "Reset to Current Date/Time" button.
- Time Zone:** A dropdown menu with a search icon.
- Process List:** A table with columns: Select, Description, Process Name, Process Type, \*Type, \*Format, and Distribution.
 

Select	Description	Process Name	Process Type	*Type	*Format	Distribution
<input checked="" type="checkbox"/>	YE Zero Pers Serv Encumbrances	BORIF06D	SQR Report	Web	PDF	Distribution
- Buttons:** OK, Cancel, and a Help link in the top right corner.

9. Verify the **Process Scheduler Request** information.
10. Click on OK. The BORIF06D process runs, and the **YE Zero Personal Serv Encum** page displays.



The page is titled "YE Zero Personal Serv Encum". It contains the following elements:

- Run Control ID:** ZERO\_PERS\_SERV\_ENCUM
- Report Manager** and **Process Monitor** links.
- Run** button.

11. Click on the [Process Monitor](#) link. The **Process List** page displays.
12. Verify the **Run Status** is **Success**.

**Note:** You can click on Refresh to update the **Run Status** until Success displays.

A **Trace File** and the **Year End Personal Service Encumbrance Journal Load** report will be produced by the BORIF06D interface process. You may view the file and report by navigating to the **View Log/Trace** page.

13. Click on the [Details](#) link. The **Process Detail** page displays.
14. Click on the [View Log/Trace](#) link. The **View Log/Trace** page displays.
15. Click on the [.out File](#) link to view details of the run parameters.
16. Click on the [borif06d\\_XXXXX.PDF](#) link, where XXXXX is the process instance number. A new window opens to display the PDF file.

Business Unit:  Year End Zeroing of Personal Services Encumbrances Journal Load

Account	Fund	Department	Program	Class	BdgtYr	Project	Description	Encumbrance
511100	10000	0110101	14600	11000	30-JUN-2015		Salaries- Regular Faculty	29119.40-
511100	10000	0120201	11100	11000	30-JUN-2015		Salaries- Regular Faculty	193183.80-
511100	10000	0120901	11100	11000	30-JUN-2015		Salaries- Regular Faculty	322892.30-
511100	10000	0121401	11100	11000	30-JUN-2015		Salaries- Regular Faculty	109034.50-
511100	10000	0121411	11100	11000	30-JUN-2015		Salaries- Regular Faculty	32513.80-
511100	10000	0121431	11100	11000	30-JUN-2015		Salaries- Regular Faculty	120058.92-
511100	10000	0140103	11100	11000	30-JUN-2015		Salaries- Regular Faculty	5394.82-
511100	10000	0140401	11100	11000	30-JUN-2015		Salaries- Regular Faculty	386888.25-
511100	10000	0140401	12100	11000	30-JUN-2015		Salaries- Regular Faculty	36929.08-
511100	10000	0140501	11100	11000	30-JUN-2015		Salaries- Regular Faculty	282247.66-
511100	10000	0151201	11100	11000	30-JUN-2015		Salaries- Regular Faculty	191004.78-
511100	10000	0151201	12110	11000	30-JUN-2015	39M3241	Salaries- Regular Faculty	660.46-
511100	10000	0151201	12110	11000	30-JUN-2015	39M5192	Salaries- Regular Faculty	2656.07-
511100	10000	0151301	11100	11000	30-JUN-2015		Salaries- Regular Faculty	551400.05-
511100	10000	0160401	11100	11000	30-JUN-2015		Salaries- Regular Faculty	337808.08-
511100	10000	0160401	12100	11000	30-JUN-2015		Salaries- Regular Faculty	5500.00-
511100	10000	0160451	12100	11000	30-JUN-2015		Salaries- Regular Faculty	3484.93-
511100	10000	0160501	11100	11000	30-JUN-2015		Salaries- Regular Faculty	449867.17-
511100	10000	0160501	12100	11000	30-JUN-2015		Salaries- Regular Faculty	40485.00-
511100	10000	0170101	14100	11000	30-JUN-2015		Salaries- Regular Faculty	202353.67-
511100	10000	0210201	11100	11000	30-JUN-2015		Salaries- Regular Faculty	101106.81-
511100	10000	0210801	11100	11000	30-JUN-2015		Salaries- Regular Faculty	94092.18-
511100	10000	0210801	12100	11000	30-JUN-2015		Salaries- Regular Faculty	25931.76-
511100	10000	0210901	11100	11000	30-JUN-2015		Salaries- Regular Faculty	117171.40-
511100	10000	0211001	11100	11000	30-JUN-2015		Salaries- Regular Faculty	84537.91-
511100	10000	0211001	12110	11000	30-JUN-2015	39M4354	Salaries- Regular Faculty	13725.07-
511100	10000	0211301	11100	11000	30-JUN-2015		Salaries- Regular Faculty	66481.60-
511100	10500	0100901	11100	11000	30-JUN-2015		Salaries- Regular Faculty	46502.92-
511100	10500	0110201	14700	11000	30-JUN-2015		Salaries- Regular Faculty	15000.00-
511100	10500	0120501	11100	11000	30-JUN-2015		Salaries- Regular Faculty	263053.52-
511100	10500	0120631	11100	11000	30-JUN-2015		Salaries- Regular Faculty	438504.30-
511100	10500	0120641	11100	11000	30-JUN-2015		Salaries- Regular Faculty	294391.12-
511100	10500	0120701	11100	11000	30-JUN-2015		Salaries- Regular Faculty	264943.52-
511100	10500	0120911	11100	11000	30-JUN-2015		Salaries- Regular Faculty	13855.32-
511100	10500	0121201	11100	11000	30-JUN-2015		Salaries- Regular Faculty	278431.18-
511100	10500	0121501	11100	11000	30-JUN-2015		Salaries- Regular Faculty	182974.42-
511100	10500	0121601	11100	11000	30-JUN-2015		Salaries- Regular Faculty	197617.60-
511100	10500	0130201	11100	11000	30-JUN-2015		Salaries- Regular Faculty	389507.00-
511100	10500	0130310	11100	11000	30-JUN-2015		Salaries- Regular Faculty	255077.40-
511100	10500	0130410	11100	11000	30-JUN-2015		Salaries- Regular Faculty	476471.89-
511100	10500	0130510	11100	11000	30-JUN-2015		Salaries- Regular Faculty	296098.49-
511100	10500	0130630	11100	11000	30-JUN-2015		Salaries- Regular Faculty	317189.16-
511100	10500	0130910	11100	11000	30-JUN-2015		Salaries- Regular Faculty	249930.20-
511100	10500	0140161	11100	11000	30-JUN-2015		Salaries- Regular Faculty	80076.89-
511100	10500	0140181	11100	11000	30-JUN-2015		Salaries- Regular Faculty	34702.72-

Report ID: BORIF06D Date: 04/07/2015 @ 14:46:11 DB:PPRC1 Version#: 4.00

17. Close the window after reviewing the **Year End Personal Service Encumbrance Journal Load** report.
18. Click on the [Go back to Zero Pers Serv Encumbrance](#) link. This brings you back to the **YE Zero Personal Serv Encum** page.

The **BORIF06D** interface process populates the HR\_ACCTG\_LINE staging table. This data needs to be journal generated and the resulting journals processed (Edit, Budget Check, and Post).

19. Run the **Journal Generate** process, using the parameters similar to those shown on the **Generate Journals Request** page shown below. Refer to PSFIN Business Process GL.030.001.

### Generate Journals Request

Run Control ID ZERO\_PERS\_SERV\_ENCUM
 [Report Manager](#)
[Process Monitor](#)
[Run](#)

#### Journal Processing Options

☐ Edit
 ☐ Budget Check
 ☐ Post

#### Process Request Parameters

Process Frequency
 

☐ Once
 ☒ Always
 ☐ Don't Run

Application Business Unit

Ledger Group

Template

\*From Date Option

\*To Date Option

Request Number

\*SetID

\*Accounting Definition Name

From Date

To Date

Leave a field blank to select all its values.

Once you have journal generated the data, you will review the journal that was created by this process.

20. Select **General Ledger > Journals > Journal Entry > Create/Update Journal Entries**. The **Create/Update Journal Entries – Add a New Value** page displays.
21. Click on the **Find an Existing Value** tab. The **Create/Update Journal Entries – Find an Existing Value** page displays.



Favorites ▾ Main Menu ▾ > General Ledger ▾ > Journals ▾ > Journal Entry ▾ > Create/Update Journal Entries

---

**ORACLE**

**Create/Update Journal Entries**

Enter any information you have and click Search. Leave fields blank for a list of all values.

[Find an Existing Value](#) [Add a New Value](#)

▼ Search Criteria

Use Saved Search: ▾

Business Unit:	= ▾	39000	?
Journal ID:	begins with ▾	P	
Journal Date:	= ▾	06302015	?
Document Sequence Number:	begins with ▾		
Line Business Unit:	= ▾		?
Journal Header Status:	= ▾	No Status - Needs to be Edited	▾
Budget Checking Header Status:	= ▾	Not Budget Checked	▾
Source:	= ▾	PAY	?
Entered By:	begins with ▾		?
Attachment Exist:	= ▾		▾

☐ Case Sensitive

[Search](#) [Clear](#) [Basic Search](#) [Save Search Criteria](#) [Delete Saved Search](#)

[Find an Existing Value](#) | [Add a New Value](#)

22. Verify that **your institution's Business Unit number** appears in the **Business Unit** field.
23. Verify that **No Status – Needs to be Edited** appears in the **Journal Header Status** field.
24. Select **Not Budget Checked** in the **Budget Checking Header Status** field.
25. Enter or select **PAY – Payroll Processing** in the **Source** field.
26. Click Search. The **Header** page displays.



Header | Lines | Totals | Errors | Approval

Unit 39000 Journal ID P000152274 Date 06/30/2015

Long Description Zero Pers Serv Encumbrances

\*Ledger Group ACTUALS Adjusting Entry Non-Adjusting Entry

Ledger

\*Source PAY

Reference Number

Journal Class

Transaction Code

SJE Type

Currency Defaults: USD // 1

Attachments (0)

Reversal: Do Not Generate Reversal

Commitment Control

Entered By D.Farmer OIIT

Entered On 04/07/2015 3:02:45PM

Last Updated On 04/07/2015 3:02:45PM

Save Return to Search Notify Refresh Add Update/Display

27. Verify the following information:

- **Long Description:** May be edited
- **Fiscal Year:** Closing fiscal year
- **Period:** Appropriate period for the closing fiscal year

28. Click on the [Commitment Control](#) link. The following **Commitment Control** page displays.

Commitment Control

Help

Commitment Control Amount Type

☐ Actuals and Recognized

☒ Encumbrance

☐ Pre-Encumbrance

☐ Collected Revenue

☐ Actuals, Recognize and Collect

☐ Planned

☐ Bypass Budget Checking

☐ Override

Override User ID

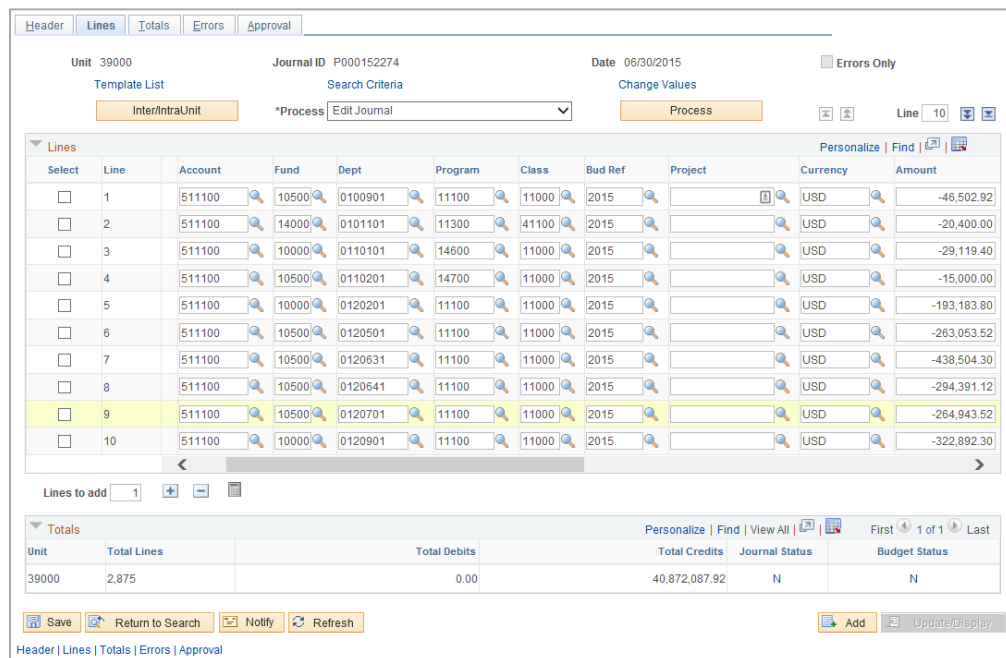
Override Date

OK Cancel Refresh

29. Verify that the **Encumbrance** radio button is selected in the **Commitment Control Amount Type** group box.

**Note:** This radio button is the default option selected when the journal is generated.

30. Click OK. This brings you back to the **Header** page.
31. Click on the **Lines** tab. The **Lines** page displays.



Select	Line	Account	Fund	Dept	Program	Class	Bud Ref	Project	Currency	Amount
<input type="checkbox"/>	1	511100	10500	0100901	11100	11000	2015		USD	-46,502.92
<input type="checkbox"/>	2	511100	14000	0101101	11300	41100	2015		USD	-20,400.00
<input type="checkbox"/>	3	511100	10000	0110101	14600	11000	2015		USD	-29,119.40
<input type="checkbox"/>	4	511100	10500	0110201	14700	11000	2015		USD	-15,000.00
<input type="checkbox"/>	5	511100	10000	0120201	11100	11000	2015		USD	-193,183.80
<input type="checkbox"/>	6	511100	10500	0120501	11100	11000	2015		USD	-263,053.52
<input type="checkbox"/>	7	511100	10500	0120631	11100	11000	2015		USD	-438,504.30
<input type="checkbox"/>	8	511100	10500	0120641	11100	11000	2015		USD	-294,391.12
<input type="checkbox"/>	9	511100	10500	0120701	11100	11000	2015		USD	-264,943.52
<input type="checkbox"/>	10	511100	10000	0120901	11100	11000	2015		USD	-322,892.30

Unit	Total Lines	Total Debits	Total Credits	Journal Status	Budget Status
39000	2,875	0.00	40,872,087.92	N	N

32. Complete the processing of this journal:

- **Edit**
- **Budget Check**
- **Mark for Posting**
- **Post**

33. Verify that this journal zeros the encumbrance by running the **Year End 04: BOR\_CHK\_PERSERV\_ENCUMB** query. No results should be returned from this query.

**Note:** Refer to Appendix A, Period-End Integrity Checks, for more information on the Period-End Integrity Check queries.

At this point, all payrolls and the Year-End processes for payroll should be edited, budget checked, and posted to the Actuals ledger. If you want to review these journal entries, you can run the **General Ledger Activity Report (GLS7002)** as a verification tool. This report lists the beginning and ending ledger balances by ChartField combination and account, and the detailed journal line activity posted against a ledger for the accounting period specified. You can run this report by selecting **General Ledger > General Reports > Ledger Activity**.

Now that you have processed your Year-End payrolls, you will confirm that all Year-End Submodule Cleanup and Processing has been completed.

### III. Year-End Submodule Cleanup and Processing

This section focuses on submodule cleanup and processing that must be completed prior to Fiscal Year-End closing for GeorgiaFIRST Financials.

Submodule cleanup and processing is an activity that should begin well in advance of fiscal year-end and should be monitored and reviewed on a regular basis until all transactional entry and processing has been completed.

The submodules that are included in this section are:

- eProcurement and Purchasing
- Accounts Payable
- Travel & Expenses

Detailed information on the related steps for this activity are available in a separate document titled ***Fiscal Year-End 2017 Submodule Cleanup and Processing*** and is available on the GeorgiaFIRST Financials website.

For FY2017, the following Known Issues exist for the eProcurement/Purchasing Module and could affect Fiscal Year-End Cleanup. Please visit the Known Issues section of the GeorgiaFIRST Financials website for details.

- KI9.2-49\_PO – Process Option Changes for Maintain Purchase Order and Express Purchase Order pages
- KI9.2-54\_PO – Monitor Approvals: Workflow Not Updated When Reqs & POs reassigned
- KI9.2-59\_PO – Purchase Orders Closed with a Budget Error or Not Chk'd Status
- KI9.2-61\_PO – Pre-encumbrances Not Liquidated for Requisitions Closed in Requester's Workbench

Once you have done a final review and verified that all submodule transactional processing has been completed and all exceptions resolved, you will begin the Year-End close process.

## IV. Year-End Close Processes

This section concentrates on the Year-End close processes.

The Year-End processing and closing requires a coordination of effort between the Purchasing, Expenses, Accounts Payable, Payroll, Asset Management and General Ledger functions to ensure that the timing of the tasks required are completed in sequence.

**Note:** PeopleSoft will allow users to run processes independently and out of sequence, so it is incumbent upon the users to communicate when they have completed the processing of all new entries and the cleanup of all outstanding items in their areas. This will ensure that all appropriate transactions will be encompassed in the Year-End close.

The **BOR\_GL\_PERIOD\_END** Security role can perform Year-End close processes. Additionally, the **BOR\_GL\_YE\_REPORTS** role will be necessary to view reports related to Year-End.

### STEP 1: PROCESSING YEAR-END ADJUSTMENTS TO THE ACTUALS LEDGER

In this step, you will process the year-end adjustments to the ACTUALS ledger. The following adjustments are required before continuing with the Year-End processes for this ledger.

**Note:** Refer to PSFIN Business Process GL.020.001 unless otherwise noted.

1. Reclassify sponsored Non-Operating Revenue to sponsored Operating Revenue, if grants or contracts were classified improperly. Refer to Correcting Journal Entry C-1.
2. Identify reserves for capital projects and move from 3421xx to 371xxx. Refer to Correcting Journal Entry C-8.
3. Move balances in 342100 (current year) to 341100 (prior year). This is necessary for all funds that close to 342100, and should be posted to period 1 of the new year for both the ACTUALS and the GAAP Ledgers. Refer to Standard Journal Entry S-1.

**Note:** Journal S-1 must be posted after the current Fiscal Year Actuals Ledger is closed and **immediately** after the next Fiscal Year Actuals Ledger is opened.

4. Create and post a journal entry to reimburse Other General Funds for the payback of GSFIC bonds for Auxiliary capital projects, *if required*. Refer to Standard Journal Entry S-4.
5. Set up State Appropriations as a receivable. Refer to Standard Journal Entry S-7.
6. Separate lease purchase interest expense from lease purchase expense, if required. Refer to Standard Journal Entry S-8.
7. Recognize insurance claim on capital assets. Refer to Standard Journal Entry S-10.
8. Recognize insurance claim on non-capital assets. Refer to Standard Journal Entry S-11.
9. Analyze Plant Suspense Encumbrances. Refer to Year-End Journal Entry YE-1 & 2 (these two entries were combined effective FY2014).

**Note:** Be sure to reverse this entry in July.

10. Adjust Student Receivables and Deferred Revenue balances for Banner feed of Student tuition for subsequent fiscal year in cases where nothing has been received or earned. Refer to Year-End Journal Entry YE-3.

**Note:** Be sure to reverse this entry in July.

11. Adjust Book Inventories to the Central Stores physical inventory count. Refer to Year-End Journal Entry YE-4.
12. Adjust inventory reserves in all funds except Auxiliary Funds (12xxx). Refer to Year-End Journal Entry YE-4a.
13. Adjust Book Inventories to the Book Stores physical inventory count. Refer to Year-End Journal Entry YE-5.
14. Book Grant Deferred Revenue, as evidenced by credit balances in Restricted fund accounts receivable detail. Refer to Year-End Journal Entry YE-6a.

**Note:** Be sure to reverse this entry in July.

15. Reclassify Accounts Receivable credit balances to Accounts Payable using the Banner TGRAGES report. Refer to Year-End Journal Entry YE-6b.

**Note:** Be sure to reverse this entry in July.

16. Show credit memos as receivables instead of a reduction of payables by fund. Refer to Year-End Journal Entry YE-6c.

**Note 1:** Be sure to reverse this entry in July.

**Note 2:** This journal was previously GAAP ledger journal entry number YE-37 in prior years. It was changed to an Actuals ledger entry to accomplish both Budgetary and GAAP reporting objectives.

17. Record grant funds received in current fiscal year in advance of meeting time requirements. Refer to Year-End Journal Entry YE-6d Grant Rec-d in Advance.
18. Recognize prior year grant funds received in advance of meeting time requirements as current year revenue. Refer to Year-End Journal Entry YE-6e Record Grant Rev-CY.
19. Write off uncollectible accounts for revenue transactions \$3,000 and under. Refer to Year-End Journal Entry YE-7a.
20. Post current year allowance for doubtful accounts for non-revenue generating receivable balances over 180 days old. Refer to Year-End Journal Entry YE-7b.
21. Book current year reserve for uncollectible accounts over 180 days old. Refer to Year-End Journal YE-7c.
22. Book current year net assets allocated for Renewal and Replacement. Refer to Year-End Journal Entry YE-8.

**Note:** Year-End Journal Entry YE-21 (in Capital Ledger) must be posted prior to running query used for this journal entry.

23. Move the current year expenses allocated to Renewal and Replacement from Unallocated Net Assets to Reserve for Renewal and Replacement. Refer to Year-End Journal Entry YE-8a.

24. Move additional current year expenses for non-capitalized renovation improvements made to capital assets that should be allocated to Reserve for Renewal and Replacement from Unallocated Net Assets. Refer to Year-End Journal Entry YE-8b.
25. Book cash expendable restricted gifts for Auxiliary Services, if applicable. Refer to Year-End Journal Entry YE-9.
26. Move fringe benefits to Non Personal Services accrual account. Refer to Year-End Journal Entry YE-10.
27. Accrue Gift revenue associated with GSFIC/MRR encumbered amounts at year-end. Refer to Year-End Journal Entry YE-11a.
28. Record prepaid items for GHEFA/GSFIC managed projects where bonds have been sold and institution is prefunding activity. Refer to Year-End Journal Entry YE-11b.
29. Reverse cumulative revenue and expense balances in Funds 60000, 61000 and 62000, offsetting agency liability accounts. These entries are also required if revenue and/or expense balances exist in the Capital or GAAP ledgers for these funds. Refer to Year-End Journal Entries YE-12 and YE-13.
30. Post entries to ACTUALS to record service concession agreements, if necessary. See Year-End Journal Entry YE-32c Svc. Concession-Restated.
31. Record June interest expense for PPV capital leases obligations, if needed. (Interest Expense may alternatively need to be recorded in GAAP ledger). Refer to Year-End Journal Entry YE-53 Interest Accrual.

Now that you have processed the year-end adjustments to the ACTUALS ledger, you will establish the open ACTUALS Ledger for the new Fiscal Year period.

## STEP 2: ESTABLISHING THE OPEN ACTUALS LEDGER FOR THE NEW FISCAL PERIOD

In this step, you will establish the open ACTUALS Ledger for the new Fiscal Year period. Refer to PSFIN Business Process GL.100.003.

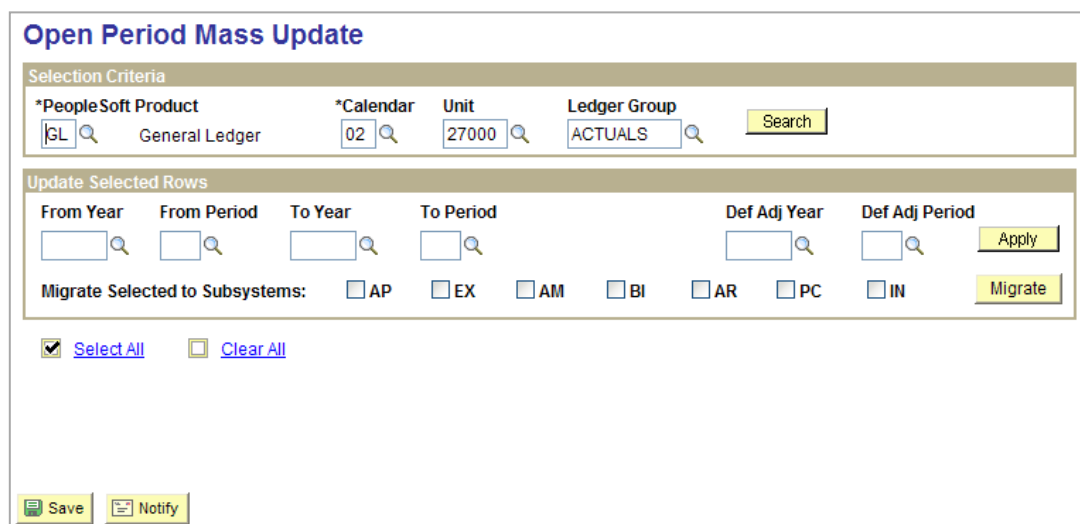
You have the option to either close Period 12 or leave Period 12 open, depending on where you are in your Fiscal Year-End close process.

### OPTION 1 – PERIOD 12 CLOSED

In Option 1, you will close the previous fiscal year and establish the open ACTUALS Ledger for the new Fiscal Year period if your institution has completed all processing in Period 12 of the previous fiscal year.

### Process

1. Select **Setup Financials/Supply Chain > Business Unit Related > General Ledger > Open Periods > Open Periods Mass Update**. The **Open Period Mass Update** page displays.



2. Verify **GL General Ledger** appears in the **PeopleSoft Product** fields in the **Selection Criteria** group box.
3. Verify that **02 (Fiscal Year)** appears in the **Calendar** field.

4. Verify your **Business Unit** number appears in the **Unit** field.
5. Verify **ACTUALS** displays in the **Ledger Group** field.

You can update individual ledger groups or all ledger groups in this process. In this case, you will update just the ACTUALS ledger groups.

6. Click on Search. A complete list of all GL transaction types for the ACTUALS ledger group appears on the page.

**Open Period Mass Update**

**Selection Criteria**

\*PeopleSoft Product:  General Ledger      \*Calendar:       Unit:       Ledger Group:      

**Update Selected Rows**

From Year:       From Period:       To Year:       To Period:       Def Adj Year:       Def Adj Period:      

Migrate Selected to Subsystems: ☐ AP    ☐ EX    ☐ AM    ☐ BI    ☐ AR    ☐ PC    ☐ IN   

☒ [Select All](#)    ☐ [Clear All](#)

Open Period(s)									
Customize   Find   View All   First 1-6 of 6 Last									
Select	Ledger Grp	Unit	Trans Type	From Year	From Period	First Open	To Year	To Period	Last Open
<input checked="" type="checkbox"/>	ACTUALS	27000	DEF	2009		10 04/01/2009	2009	12 06/30/2009	
<input checked="" type="checkbox"/>	ACTUALS	27000	PCA	2009		10 04/01/2009	2009	12 06/30/2009	
<input checked="" type="checkbox"/>	ACTUALS	27000	POR	2009		10 04/01/2009	2009	12 06/30/2009	
<input checked="" type="checkbox"/>	ACTUALS	27000	RCA	2009		10 04/01/2009	2009	12 06/30/2009	
<input checked="" type="checkbox"/>	ACTUALS	27000	REQ	2009		10 04/01/2009	2009	12 06/30/2009	
<input checked="" type="checkbox"/>	ACTUALS	27000	UNP	2009		10 04/01/2009	2009	12 06/30/2009	

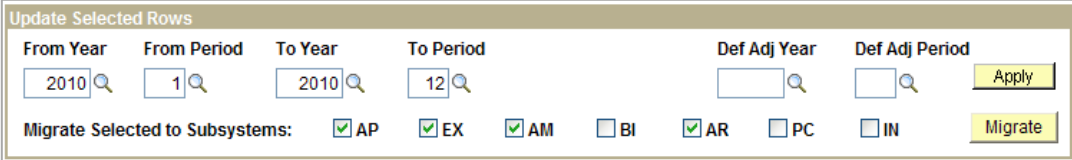
  

7. Enter the **new Fiscal Year** in the **From Year** field in the **Update Selected Rows** group box.
8. Enter the **first period of the new Fiscal Year** in the **From Period** field.
9. Enter the **new Fiscal Year** in the **To Year** field.
10. Enter the **last period of the new Fiscal Year** in the **To Period** field.
11. Enter the **new Fiscal Year** in the **Def Adj Year** field.
12. Click on the [Select All](#) link. The **Select** check boxes for all ledger groups and GL transaction types are clicked ON.

13. Click on **Apply** to update the selected rows.

14. Click on **Save**.

Now the open period settings for the ACTUALS ledger group must be migrated to the submodules.

15. 

The screenshot shows the 'Update Selected Rows' dialog box. It contains fields for 'From Year' (2010), 'From Period' (1), 'To Year' (2010), and 'To Period' (12). There are also fields for 'Def Adj Year' and 'Def Adj Period'. Below these fields are checkboxes for 'Migrate Selected to Subsystems' with options: ☒ AP, ☒ EX, ☒ AM, ☐ BI, ☒ AR, ☐ PC, and ☐ IN. There are 'Apply' and 'Migrate' buttons.

Click the **Migrate Selected to Subsystems** check boxes ON in the **Update Selected Rows** group box for the following:

- AP
- EX
- AM
- AR

16. Click on **Migrate** to migrate the mass update to the selected submodules.

17. Click on **Save**.

**Note:** If your institution is still working on Period 12 of the previous fiscal year, you will need to define the Open Periods differently, as shown in Option 2 of this step.

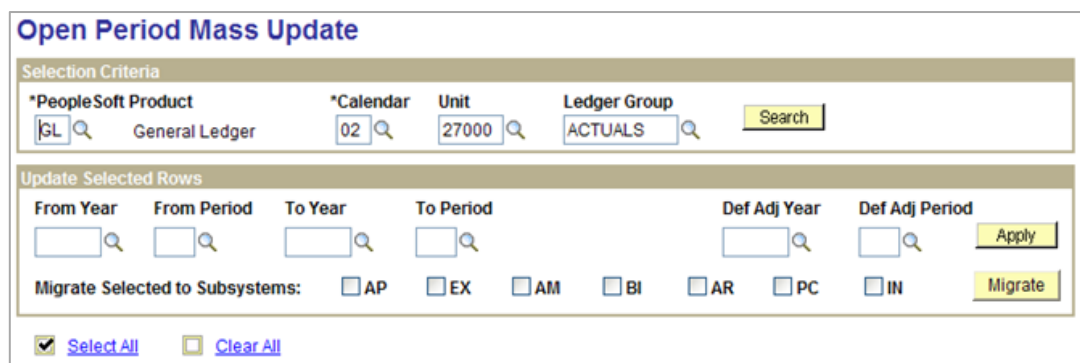
## OPTION 2 – PERIOD 12 OPEN

In Option 2, you will establish the open ACTUALS Ledger for the new Fiscal Year period, and leave Period 12 of the previous fiscal year open if your institution is still working on Period 12.

**Warning:** If period 12 of the previous fiscal year is still open at your institution in the first period of the new fiscal year, you run the risk that transactions may be posted in the previous fiscal year.

### Process

1. Select **Setup Financials/Supply Chain > Business Unit Related > General Ledger > Open Periods > Open Periods Mass Update**. The **Open Period Mass Update** page displays.



2. Verify **GL General Ledger** appears in the **PeopleSoft Product** fields in the **Selection Criteria** group box.
3. Verify that **02 (Fiscal Year)** appears in the **Calendar** field.
4. Verify your **Business Unit** number appears in the **Unit** field.
5. Verify **ACTUALS** displays in the **Ledger Group** field.

You can update individual ledger groups or all ledger groups in this process. In this case, you will update just the ACTUALS ledger groups.

6. Click on **Search**. A complete list of all GL transaction types for the ACTUALS ledger group appears on the page.

### Open Period Mass Update

**Selection Criteria**  
 \*PeopleSoft Product:  General Ledger  
 \*Calendar:   
 Unit:   
 Ledger Group:

**Update Selected Rows**  
 From Year:  From Period:  To Year:  To Period:   
 Def Adj Year:  Def Adj Period:   
  
 Migrate Selected to Subsystems: ☐ AP ☐ EX ☐ AM ☐ BI ☐ AR ☐ PC ☐ IN

☒ [Select All](#) ☐ [Clear All](#)

Open Period(s)									
Customize   Find   View All   First 1-6 of 6 Last									
Select	Ledger Grp	Unit	Trans Type	From Year	From Period	First Open	To Year	To Period	Last Open
<input checked="" type="checkbox"/>	ACTUALS	27000	DEF	2009		10 04/01/2009	2009	12 06/30/2009	
<input checked="" type="checkbox"/>	ACTUALS	27000	PCA	2009		10 04/01/2009	2009	12 06/30/2009	
<input checked="" type="checkbox"/>	ACTUALS	27000	POR	2009		10 04/01/2009	2009	12 06/30/2009	
<input checked="" type="checkbox"/>	ACTUALS	27000	RCA	2009		10 04/01/2009	2009	12 06/30/2009	
<input checked="" type="checkbox"/>	ACTUALS	27000	REQ	2009		10 04/01/2009	2009	12 06/30/2009	
<input checked="" type="checkbox"/>	ACTUALS	27000	UNP	2009		10 04/01/2009	2009	12 06/30/2009	

7. Enter the **old Fiscal Year** in the **From Year** field in the **Update Selected Rows** group box.
8. Enter the **last period of the old Fiscal Year** in the **From Period** field.
9. Enter the **new Fiscal Year** in the **To Year** field.
10. Enter the **last period of the new Fiscal Year** in the **To Period** field.
11. Enter the **new Fiscal Year** in the **Def Adj Year** field.
12. Click on the [Select All](#) link. The **Select** check boxes for all ledger groups and GL transaction types are clicked ON.
13. Click on **Apply** to update the selected rows.
14. Click on **Save**.

Now the open period settings for the ACTUALS ledger group must be migrated to the submodules.

15.

Update Selected Rows					
From Year	From Period	To Year	To Period	Def Adj Year	Def Adj Period
2009	12	2010	12		
Migrate Selected to Subsystems: <input checked="" type="checkbox"/> AP <input checked="" type="checkbox"/> EX <input checked="" type="checkbox"/> AM <input type="checkbox"/> BI <input checked="" type="checkbox"/> AR <input type="checkbox"/> PC <input type="checkbox"/> IN					
					<input type="button" value="Apply"/> <input type="button" value="Migrate"/>

Click the **Migrate Selected to Subsystems** check boxes ON in the **Update Selected Rows** group box for the following:

- AP
- EX
- AM
- AR

16. Click on **Migrate** to migrate the mass update to the selected submodules.

17. Click on **Save**.

Once you have completed the final close of all ledgers for Period 12 of the ending fiscal year, you will have to redefine your open periods for the new fiscal year following the procedure shown in Option 1 of this step.

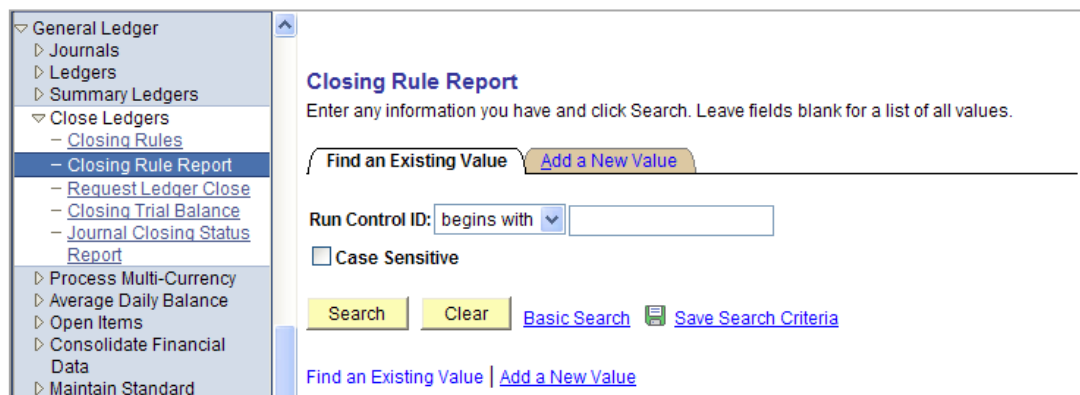
Now that you have established the open ACTUALS ledger for the new fiscal year period, you will run the Closing Rules report.

### STEP 3: RUNNING THE CLOSING RULE REPORT

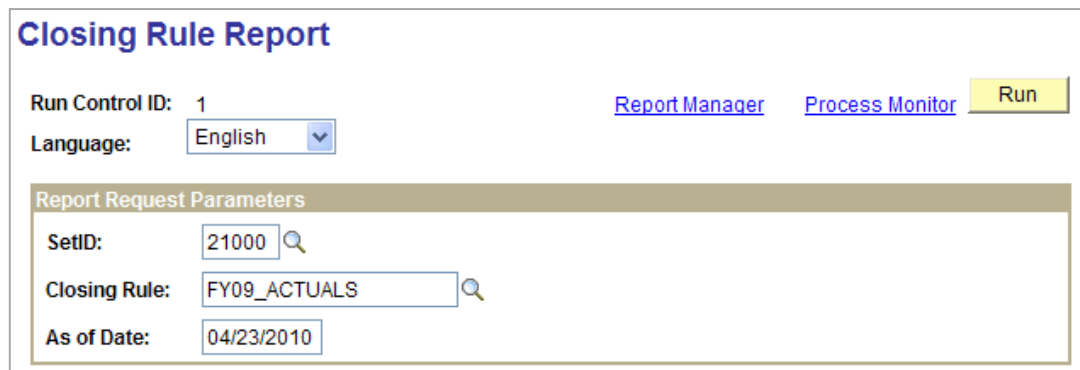
In this step, you will run the Closing Rule report. For the current Fiscal Year, the closing rules will be CLOSE\_ACTUALS, CLOSE\_GAAP, and CLOSE\_CAPTIAL. These closing rules must be used going forward.

#### Process

1. Select **General Ledger > Close Ledgers > Closing Rule Report**. The **Closing Rule Report – Find an Existing Value** page displays.



2. Select an existing or add a new **Run Control ID**.
3. Click on **Search**. The **Closing Rule Report** page displays.



4. Verify that **your institution's Business Unit** number appears the **Unit** field. Enter or select it if it does not appear.
5. Select the appropriate **Closing Rule**.



6. Enter a new or verify the displayed **As of Date**.
7. Click on **Run**. The **Process Scheduler Request** page displays.
8. Click on **OK**. This brings you back to the **Closing Rule Report** page.
9. Click on the [Process Monitor](#) link. The **Process List** page displays.
10. Verify the **Run Status** is **Success**.
11. Click on the [Details](#) link. The **Process Detail** page displays.
12. Click on the [View Log/Trace](#) link. The **View Log/Trace** page displays.
13. Click on the [gls1002 XXXXX.PDF](#) link, where XXXXX is the process instance number. A new window opens with the PDF report displayed.

Report ID: GLS1002	PeopleSoft GL	Page No. 1
Set ID: 21000--Albany State University	CLOSING RULES	Run Date 04/23/2010
Close Set: FUND ACTUALS		Run Time 14:05:10
As Of Date: 04/23/2010		
Description:	ACTUALS Ledger Closing Rules	
Ledger Template:	STANDARD	
Account Fieldname:	ACCOUNT	
Store P/L Reversal Entries:	Year End Closing	
Close Open Periods after Closing:	Yes	
Initialize DR/CR with Net Bal:		
Create Journal Entry:	No	
Close to Multiple Retained Earnings:	Yes	
Line		
1	From Pal Chartfield Value Set	
	CLOSE_OF_ACTUALS_321	
	To Retained Earnings	Chartfield
		ACCOUNT
		211100
		Retain Ledger Field Value
		SUGGEST_NEP
		Retain Ledger Field Value
		CLASS_FLD
		Retain Ledger Field Value
		DEPTID
		Retain Ledger Field Value
		FUND_CODE
		Retain Ledger Field Value
		PROGRAM_CODE
		Retain Ledger Field Value
		PROJECT_ID
		Retain Ledger Field Value
2	From Pal Chartfield Value Set	
	CLOSE_OF_ACTUALS_27	
	To Retained Earnings	Chartfield
		ACCOUNT
		271100
		Retain Ledger Field Value
		SUGGEST_NEP
		Retain Ledger Field Value
		CLASS_FLD
		Retain Ledger Field Value
		DEPTID
		Retain Ledger Field Value
		FUND_CODE
		Retain Ledger Field Value
		PROGRAM_CODE
		Retain Ledger Field Value
		PROJECT_ID
		Retain Ledger Field Value
3	From Pal Chartfield Value Set	
	CLOSE_OF_ACTUALS_31	
	To Retained Earnings	Chartfield
		ACCOUNT
		311100
		Retain Ledger Field Value
		SUGGEST_NEP
		Retain Ledger Field Value
		CLASS_FLD
		Retain Ledger Field Value
		DEPTID
		Retain Ledger Field Value
		FUND_CODE
		Retain Ledger Field Value
		PROGRAM_CODE
		Retain Ledger Field Value
		PROJECT_ID
		Retain Ledger Field Value
Default Retained Earnings:	Chartfield	Value
	ACCOUNT	342100
	SUGGEST_NEP	Retain Ledger Field Value
	CLASS_FLD	Retain Ledger Field Value
	DEPTID	Retain Ledger Field Value
	FUND_CODE	Retain Ledger Field Value
	PROGRAM_CODE	Retain Ledger Field Value
	PROJECT_ID	Retain Ledger Field Value
Roll Forward Pal Options:	Do Not Roll Forward	

14. Review and print the Closing Rule report as needed.

15. Close the PDF window.
16. Click on **Return**. This brings you back to the **Process Detail** page.
17. Click on **Ok**. This brings you back to the **Process List** page.
18. Click on the [Go back to Closing Rule Report](#) link. This brings you back to the **Closing Rule Report** page.
19. Repeat Steps 4 through 18 to run the Closing Rule Report for your other Closing Rules.

Now that you have printed and reviewed the Closing Rule report, you will run the ACTUALS Closing Trial Balance report.

This completes Step 3, Running the Closing Rules Report.

## STEP 4: RUNNING THE ACTUALS CLOSING TRIAL BALANCE REPORT

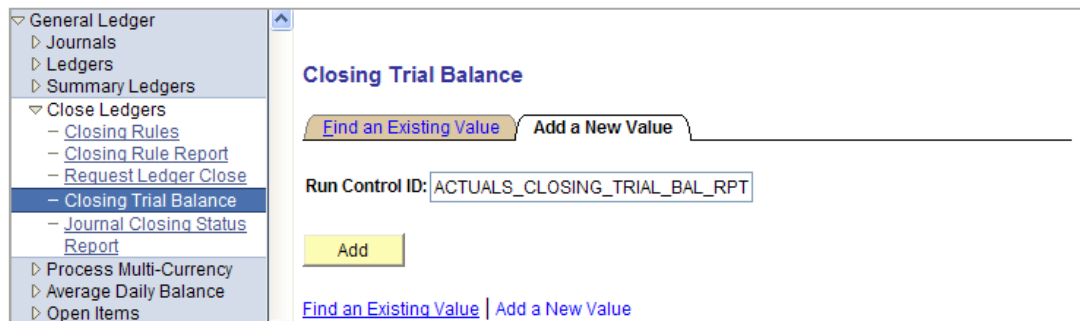
In this step, you will run the Closing Trial Balance Report for the ACTUALS Ledger. Refer to General Ledger Report Manual.

### Process

1. Select **General Ledger > Close Ledgers > Closing Trial Balance**. The **Closing Trial Balance – Find an Existing Value** page displays.

**Note:** If you have previously run this process, then click on **Search** and select the appropriate Run Control ID. If this is the first time you have run this report at your institution, you would select **Add a New Value** and enter ACTUALS\_CLOSING\_TRIAL\_BAL\_RPT or another appropriate name for this Run Control ID.

2. Click on the **Add an Existing Value** tab. The **Closing Trial Balance – Add a New Value** page displays.



3. Enter **ACTUALS\_CLOSING\_TRIAL\_BAL\_RPT** in the **Run Control ID** field.
4. Click on **Add**. The **Closing Trial Balance** page displays.

### Closing Trial Balance

Run Control ID: ACTUALS\_CLOSING\_TRIAL\_BAL\_RPT    [Report Manager](#)    [Process Monitor](#)   

Language:

Report Request Parameters

Unit:

Ledger:

Fiscal Year:

☐ Display Full Numeric Field

5. Verify that **your institution's Business Unit** number appears the **Unit** field. Enter or select it if it does not appear.
6. Verify that **ACTUALS** appears in the **Ledger** field. Enter or select it if it does not.
7. Enter **the closing Fiscal Year** in the **Fiscal Year** field.
8. Click on **Run**. The **Process Scheduler Request** page displays.
9. Click on **Ok**. This brings you back to the **Closing Trial Balance** page.
10. Click on the [Process Monitor](#) link. The **Process List** page displays.
11. Verify the **Run Status** is **Success**.
12. Click on the [Details](#) link. The **Process Detail** page displays.
13. Click on the [View Log/Trace](#) link. The **View Log/Trace** page displays.
14. Click on the [gls1003 XXXXX.PDF](#) link, where XXXXX is the process instance number. A new window opens with the PDF report displayed.



Report ID: GLS1003		PeopleSoft GL		Page No. 1	
Bus. Unit: 27000--Augusta State University		CLOSING TRIAL BALANCE		Run Date 03/11/2009	
Ledger: ACTUALS -- Actuals Ledger				Run Time 14:03:13	
Year: 2009					
<u>Account Type</u>	<u>Beginning Balance</u>	<u>Period Total</u>	<u>Adjustments</u>	<u>Closing Entry</u>	<u>2010 Period 0</u>
Assets	14,533,106.73	16,658,874.11	0.00	0.00	0.00
Liability	< 4,843,830.65 >	3,874,114.88	0.00	0.00	0.00
Equity	< 9,689,276.08 >	60,637.49	0.00	0.00	0.00
Revenue	0.00 <	67,140,656.50 >	0.00	0.00	0.00
Expense	0.00	46,547,030.02	0.00	0.00	0.00
Total:	0.00	0.00	0.00	0.00	0.00
Currency: USD					

15. Review and print the Closing Trial Balance report as needed.
16. Close the PDF window.

Now that you have printed and reviewed the ACTUALS Closing Trial Balance report, you will close the ACTUALS Ledger.

This completes Step 4, Running the ACTUALS Closing Trial Balance Report.

## STEP 5: RUNNING THE ACTUALS LEDGER CLOSE PROCESS

In this step, you will close the ACTUALS Ledger. Refer to PSFIN Business Process GL.020.024.

The primary table affected in the Actuals Year-End Close Process is the **LEDGER** Table. Based upon the Actuals Closing Rules defined, the P&L account balances for the year ending are moved to the Net Asset account(s) designated, and the Net Balance of the Balance Sheet accounts are placed in Period 0 of the new year within the **LEDGER** Table.

**Note:** Period 0 is reserved by the system as the Beginning Balance period, and manual Journal Entries cannot be made to this period.

Once the Close process is run, a review and reconciliation of the Balance Sheet should be performed to ensure that the amounts within the Asset, Liability, and Net Asset accounts are correct. Should any balances require changing through a Journal Entry, adjusting entries can be made, and the Closing process rerun. The Close process can be rerun as many times as required.

**Note:** The Undo process is not required prior to rerunning the Close process. However, you may wish to Undo if you wish to remove all 999 entries.

## PART 1: RUNNING THE ACTUALS CLOSING REQUEST PROCESS

In Part 1 of this step, you will run the ACTUALS Closing Request process.

### Process

1. Select **General Ledger > Close Ledgers > Request Ledger Close**. The **Request Ledger Close – Find an Existing Value** page displays.



**Menu**

- General Ledger
  - Journals
  - Ledgers
  - Summary Ledgers
- Close Ledgers
  - Closing Rules
  - Closing Rule Report
  - Request Ledger Close**
  - Closing Trial Balance
  - Journal Closing Status Report
- Process Multi-Currency
- Average Daily Balance
- Open Items
- Consolidate Financial Data
- Maintain Standard

**Request Ledger Close**

Enter any information you have and click Search. Leave fields blank for a list of all values.

**Find an Existing Value** | **Add a New Value**

Run Control ID: begins with

☐ Case Sensitive

**Search** **Clear** [Basic Search](#) [Save Search Criteria](#)

[Find an Existing Value](#) | [Add a New Value](#)

**Note:** If you have previously run this process, then click on **Search** and select the appropriate Run Control ID. If this is the first time you have run this process at your institution, you would select **Add a New Value** and enter ACTUALS\_CLOSING\_REQUEST or another appropriate name for this Run Control ID.

2. Click on the **Add an Existing Value** tab. The **Request Ledger Close – Add a New Value** page displays.

**Request Ledger Close**

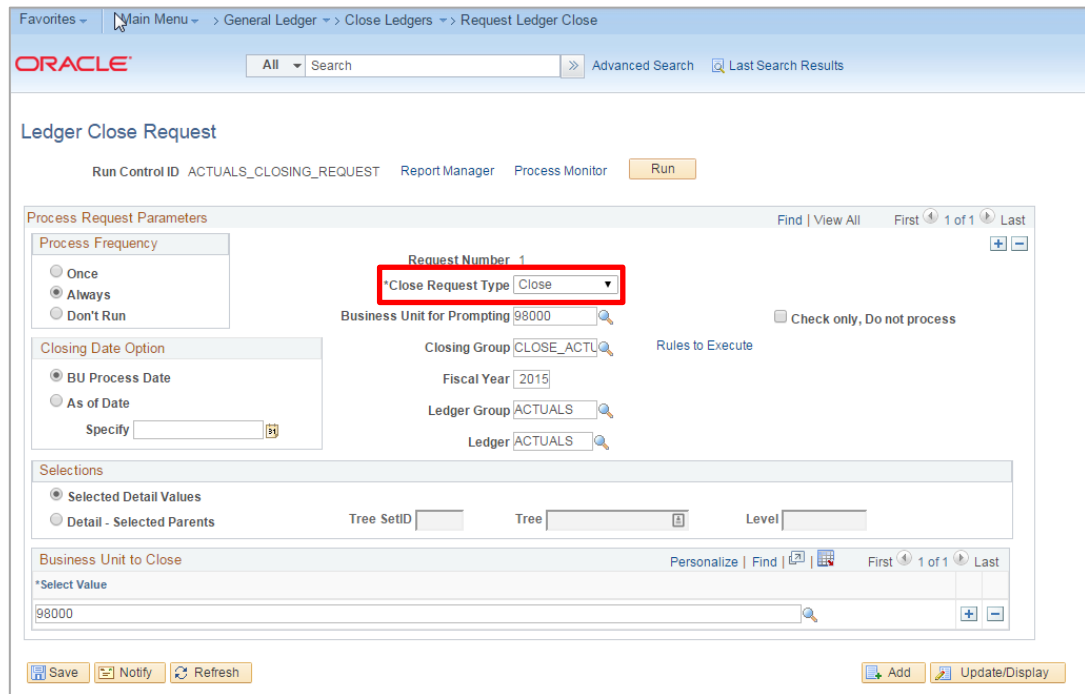
**Find an Existing Value** | **Add a New Value**

Run Control ID: ACTUALS\_CLOSING\_REQUEST

**Add**

[Find an Existing Value](#) | [Add a New Value](#)

3. Enter **ACTUALS\_CLOSING\_REQUEST** in the **Run Control ID** field.
4. Click on **Add**. The **Ledger Close Request** page displays.



5. Select the **Always** radio button in the **Process Frequency** group box.
6. Verify **1** appears in the **Request Number** field.
7. Verify that **Close** appears in the **Close Request Type** field.

**Note:** You can run the ACTUALS Close process as often as necessary before the accounting period is closed.

8. Verify that **your institution's Business Unit number** appears in the **Business Unit for Prompting** field.
9. Click on the magnifying glass next to the **Closing Group** field and select the **Close\_Actuals**.
10. Enter the closing **Fiscal Year** in the **Fiscal Year** field.
11. Enter or select **ACTUALS** in the **Ledger Group** field.
12. Enter or select **ACTUALS** in the **Ledger** field.
13. Select the **As Of Date** radio button in the **Closing Date Option** group box.
14. Enter or select the **last day of the closing Fiscal Year** in the **Specify** field.

15. Verify that the **Selected Detail Values** radio button is selected in the **Selections** group box.
16. Enter or select **your institution's Business Unit number** in the **Select Value** field in the **Business Unit to Close** group box.
17. Click on **Save**.
18. Click on **Run**. The **Process Scheduler Request** page displays.
19. Click on **Ok**. This brings you back to the **Ledger Close Request** page.
20. Click on the [Process Monitor](#) link. The **Process List** page displays.
21. Verify the **Run Status** is **Success**.

Now that you have run the Closing Request process for the ACTUALS ledger, you will review the Net Asset accounts.

This completes Step 5, Part 1, Running the ACTUALS Ledger Close Process.

## PART 2: REVIEWING THE NET ASSET ACCOUNTS

In Part 2 of this step, you will run the **BOR\_NET\_ASSET\_ACCOUNT** query to review the Net Asset accounts after the ACTUALS Ledger Close process. The **BOR\_NET\_ASSET\_ACCOUNT** query is included in the Period-End Integrity Check queries. Refer to Appendix A, Period-End Integrity Checks, for more information on the Period-End Integrity Check queries.

**Note:** Refer to Appendix G, Net Assets Accounts for Closing Rules, for a complete list of Net Asset Accounts.

### Process

1. Select **BOR Menus > BOR General Ledger > BOR GL Reports > Year End Reports > Period End Integrity Check**. The **Period End Integrity Checks** page displays.



[New Window](#) | [Help](#) | [Customize Page](#) |

**Period End Integrity Checks**

Description:  [Display Report](#)

Recon Description:

Recon Correction:

**BOR Menu**

- ▷ BOR Accounts Payable
- ▷ BOR Accounts Receivable
- ▷ BOR Asset Management
- ▷ BOR Budget Prep
- ▷ BOR Expenses
- ▷ BOR General Ledger
  - ▷ BOR GL Reports
  - ▷ BOR GL Interfaces
  - ▷ BOR GL Processing
  - ▷ BOR Year End
    - ▷ Interface
    - ▷ Year End Processing
- ▷ Year End Reports
  - Build Encumbrance Reports
  - Encumbrance
  - Recon Reports
  - Agency Funds
  - Intercollegiate Athletics
  - Restricted Funds
  - Student Activity
  - Capital Assets FN - Auxiliary
  - Footnote 3 - Accts Receivable
  - Footnote 7 - Deferred Revenue
  - Footnote 8 - LT Liabilities
  - Period End Integrity Setup
  - Period End Integrity Check

2. Click on the dropdown arrow in the **Description** field to display a list of available queries.
3. Select the **Year End 05: BOR\_NET\_ASSET\_ACCOUNT** query.

**Period End Integrity Checks**

Description:  [Display Report](#)

Recon Description:

Recon Correction:

4. Click on the [Display Report](#) link. A new window opens to run the query and display the results.

Unit:

Year:

Account:

[View Results](#)

Unit	Ledger	Account	Fund	Year	Period	Sum Total Amt	Sum Amount
------	--------	---------	------	------	--------	---------------	------------

5. Enter or select **your business unit number** in the **Unit** field.


6. Enter the **new fiscal year** in the **Fiscal Year** field.

**Note:** 2010 is shown as the new fiscal year in this example.

7. Enter **342100** in the **Account** field.

**Note:** This is the Unalloc Net Asset – Current Yr (Unrestricted) account.

8. Click on **View Results**.



Unit:  

Year:

Account:

**View Results**

Download results in : [Excel Spreadsheet](#) [CSV Text File](#) (6 kb)

View All First  1-30 of 30  Last

	Unit	Ledger	Account	Fund	Year	Period	Sum Total Amt	Sum Amount
1	21000	CAPITAL	342100	52000	2010	0	0.000	0.000
2	21000	ACTUALS	342100	50000	2010	0	2254546.560	2254546.560
3	21000	ENCUMB	342100	50000	2010	0	251575.260	251575.260
4	21000	GAAP	342100	50000	2010	0	3942.000	3942.000
5	21000	ACTUALS	342100	13000	2010	0	0.000	0.000
6	21000	CAPITAL	342100	13000	2010	0	0.000	0.000
7	21000	ENCUMB	342100	13000	2010	0	-1592.790	-1592.790
8	21000	ENCUMB	342100	12280	2010	0	411.520	411.520
9	21000	ACTUALS	342100	12270	2010	0	4197.430	4197.430
10	21000	ENCUMB	342100	12270	2010	0	-4197.430	-4197.430

9. Verify that **342100** appears in the **Account** column.

10. Verify that the **new fiscal year** appears in the **Year** column.

11. Verify that **0** appears in the **Period** column.

12. Verify that amounts appear in the **Sum Total Amt** and **Sum Amount** columns.

13. Repeat Steps 2 through 12 for the following accounts:

- **321100** – Net Assets – Alloc Reserves (Unrestricted)
- **371100** – Net Assets – Alloc Other (Restricted Expendable)

- **360100** – Net Assets – Permanent Endowment (Restricted Nonexpendable)
- **311100** – Investment in Plant

**Note:** Once the Close process is run for the ACTUALS Ledger, a review and reconciliation of the Balance Sheet should be performed to ensure that the amounts within the Asset, Liability and Net Asset accounts are correct. Should any balances require changing through a Journal Entry reclassification, adjusting entries can be made and the Closing process rerun. The Close process can be rerun as many times as required prior to the Accounting Calendar being closed out for the previous year.

This completes Step 5, Part 2, Reviewing the Net Asset Accounts.

Now that you have processed and closed the ACTUALS ledger, you will process Year-End entries and close the CAPITAL ledger.

## STEP 6: PROCESSING YEAR-END ENTRIES AND CLOSING THE CAPITAL LEDGER

In this step, you will process and close the CAPITAL Ledger.

### PART 1: PROCESSING THE YEAR-END ADJUSTMENTS

In Part 1 of this step, you will process the Year-End adjustments.

**Note 1:** Refer to PSFIN Business Process GL.020.001 unless otherwise noted.

**Note 2:** When making journal entries in the CAPITAL ledger, please use the following masks to indicate the type of transaction that the journal represents:

- **ADD:** Asset Additions
- **ADJ:** Adjustments
- **DEPR:** Depreciation
- **RECAT:** Recategorization
- **PDP:** Prior Period Depreciation (only recorded at conversion)
- **RAD:** Reverse Accumulated Depreciation
- **RET:** Retirement

For example, a journal entry to correct an addition may be ADDCRTXXXX, where XXXX represents the numeric value in the original journal. A journal entry to record Prior Period Depreciation that was not captured at conversion may be written PDPXXXXXXX.

### Process

1. Create and post journal entries to adjust Capital Lease values as required in the CAPITAL ledger.
2. Book Capital Leases. Refer to PSFIN Business Process AM.020.060.
3. Complete Impairment Questionnaire (see Journal Entry YE-22) and record any impairment loss meeting the GASB 42 criteria using PSFIN Business Process AM.020.160.
4. Correct Asset Management entries when a Capital Asset has been retired and then re-added. Refer to Correcting Journal Entry C-2.

5. Create and post a journal entry to adjust prior year accumulated depreciation for residual value of assets (10%). Refer to Correcting Journal Entry C-5.

**Note:** This journal should only be necessary if Year-End Journal Entry YE-21 has not been posted in prior years.

6. Create and post a journal entry to capitalize GSFIC Payback funded Auxiliary Building(s) [year of completion], *if required*. Refer to Standard Journal Entry S-3.
7. Create and post a journal entry to post GSFIC bond payment against the long-term liability account and the interest expense account. Refer to Standard Journal Entry S-5.
8. Record project activity in CIP where bonds were not sold at 6/30/xx and institution is to pre-fund project. Refer to Year-End Journal Entry YE-11c Bonds-No Commitment.
9. Create and post a journal entry to post acquisition of new library books. Refer to Year-End Journal Entry YE-15.
10. Create and post a journal entry to post disposal of library books. Refer to Year-End Journal Entry YE-16.
11. Create and post a journal entry to post current year depreciation on library books. Refer to Year-End Journal Entry YE-17.
12. Create and post a journal entry to reclassify principal payments on Lease Purchase obligations from expense to the capital lease liability. Refer to Year-End Journal Entry YE-18a.
13. Create and post a journal entry to book non-current portion of long-term liabilities. Refer to Year-End Journal Entry YE-18b.
14. Create and post a journal entry to record Construction Work in Progress for Capital projects paid by your institution. Refer to Year-End Journal Entry YE-19.

**Note:** See Standard Journal Entry S-9, which is the same as Year-End Journal YE-19 except that you post if a project is completed before year-end.

15. Create and post a journal entry to adjust current year depreciation for residual value of assets (10%). Refer to Year-End Journal Entry YE-21.

**Note:** This journal must be posted before running the query for Year-End Journal Entry YE-8 (Actuals ledger). This journal also uses a RAD mask for correct Note 6 presentation.

16. Reclassify Impairment Loss recorded as a result of PSFIN Business Process AM.020.160 from contra-capital account to non-operating revenue (expense) account.

**Note 1:** This journal is required only if an impairment loss is recorded using PSFIN Business Process AM.020.160. Refer to Year-End Journal Entry YE-22 and Impairment Questionnaire.

**Note 2:** Please contact the BOR reporting department to discuss reporting implications of any impairment loss.

17. If necessary, record effect of revised PPV Capital Lease due to bond refinancing. Refer to Year-End Journal Entry YE-54 Bond Refinancing.

This completes Step 6, Part 1, Processing the Year-End Adjustments.

## PART 2: CLOSING THE CAPITAL LEDGER

In Part 2 of this step, you will close the CAPITAL Ledger.

### Process

1. Close the CAPTIAL Ledger. If needed, refer to Step 4, and Step 5 Part 1 of this section for instructions on closing ledger, which details running the Closing Trial Balance Report and running the Ledger Close process.

**Note:** Be sure to select the appropriate closing group, CLOSE\_CAPITAL, for the CAPITAL ledger.

2. Run the **BOR\_NET\_ASSETS\_ACCOUNT** query and review the results. Refer to Step 5, Part 2 of this section for more information.

**Note:** Once the Close process is run for the CAPITAL Ledger, a review and

reconciliation of the Balance Sheet should be performed to ensure that the amounts within the Asset, Liability and Net Asset accounts are correct. Should any balances require changing through a Journal Entry, adjusting entries can be made, and the Closing process rerun. The Close process can be rerun as many times as required prior to the Accounting Calendar being closed out for the previous year.

This completes Step 6, Part 2, Closing the CAPITAL Ledger.

Now that you have processed and closed the CAPITAL Ledger, you will process and close the GAAP Ledger.

## STEP 7: PROCESSING AND CLOSING THE GAAP LEDGER

In this step, you will process and close the GAAP Ledger.

### PART 1: PROCESSING THE YEAR-END ADJUSTMENTS

In Part 1 of this step, you will process the Year-End adjustments.

**Note:** Refer to PSFIN Business Process GL.020.001 unless otherwise noted.

#### Process

1. Move compensated absence current to compensated absence non-current. Refer to Correcting Journal Entry C-4.

**Note:** This journal should not be necessary if Journal Entry YE-27 was posted in previous year.

2. Move balances in 342100 (current year) to 341100 (prior year). This is necessary for all funds that close to 342100, and should be posted to period 1 of the new year for both the ACTUALS and the GAAP Ledgers. Refer to Standard Journal Entry S-1.

**Note:** Journal S-1 must be posted after the current Fiscal Year GAAP Ledger is closed and immediately after the next Fiscal Year GAAP Ledger is opened.

3. Book non-capitalized gifts, if required. Refer to Year-End Journal Entry S-2.

4. Create and post a journal entry to eliminate payback bond entries for GAAP reporting (first year). Refer to Standard Journal Entry S-6a.  
  
**Note:** Fund 10000 Account 4801xx chart fields were changed in this journal entry to Fund 10600 and Account 4921xx, respectively.
5. Create and post a journal entry to eliminate payback bond entries for GAAP reporting for “subsequent years.” Refer to Standard Journal Entry S-6b.  
  
**Note:** Fund 10000 Account 4801xx chart fields were changed in this journal entry to Fund 10600 and Account 4921xx, respectively.
6. Create and post a journal entry to move liability amount from 321xxx to 311xxx. Refer to Standard Journal Entry S-6c. See also Standard Journal Entries S-5 and S-6b.
7. Create and post a journal to offset the Actuals ledger entry when funds are placed on deposit with GSFIC. Refer to Standard Journal Entry S-12.
8. Create and post a journal to offset the Actuals ledger entry when funds are placed on deposit with GSFIC and into a Georgia Fund 1 investment account. Refer to Standard Journal Entry S-13.
9. Book compensated absences. Refer to Year-End Journal Entries YE-25, YE-26, and YE-27.
10. Eliminate intra-institution revenue and expenses, and eliminate Quasi-Revenue (471xxx). Refer to Year-End Journal Entry YE-28.
11. Book retainage on any construction contracts. Refer to Year-End Journal Entry YE-29.
12. Book the amount of contracts payable at year end. Refer to Year-End Journal Entry YE-29a.
13. Book the Retainage Revenue related to YE-29a. Refer to Year-End Journal Entry YE-29b.
14. Reclassify employee tuition remission-related fee waivers as a fringe benefit. Refer to Year-End Journal Entry YE-30.
15. Reclassify Graduate Teaching and Research Assistant waivers from waiver account to a Tuition and Fees account. Refer to Year-End Journal Entry YE-30a.

16. Book Scholarship Allowance adjustment for sponsored and unsponsored scholarships (Account 409999). Refer to Year-End Journal Entry YE-31.
17. Defer unearned portion of Gift revenue from Supplier donating Capital Assets to an Auxiliary fund. Refer to Year-End Journal Entry YE-32.
18. Recognize subsequent year Gift revenue resulting from Supplier donation of Capital Assets. Refer to Year-End Journal Entry YE-32a or 32b.
19. Post entries to GAAP to record service concession agreements, if necessary. See Year-End Journal Entry YE-32c Svc. Concession Accrual.
20. Establish a receivable account for designated scholarship accounts with negative balances. Refer to Year-End Journal Entry YE-33.
21. Establish a receivable account for any Agency account, including HOPE, that has a negative balance at year end. Refer to Year-End Journal Entry YE-33a.
22. Move externally restricted cash to non-current cash. Refer to Year-End Journal Entry YE-34.  
  
**Note:** The account number for Non-Current Cash has been changed on this journal from 158xxx to 1581xx.
23. Move externally restricted Short-Term Investments to non-current S-T Investments. Refer to Year-End Journal YE-34a.
24. Reclassify entries for revenue and expenses for loan funds. Refer to Year-End Journal Entry YE-35.
25. Breakout student loans issued during the current fiscal year separately from student loans collected during the current fiscal year. Refer to Year-End Journal Entry YE-35a.
26. Record the GAAP adjustments required when a Completed Project Report is received related to a project for which funds have been placed on deposit with GSFIC, where GSFIC holds and spends the funds. Refer to Year-End Journal Entry YE-36.
27. Record activity in a Georgia Fund 1 account that is created when funds are placed on deposit with GSFIC. The activity recorded is BEFORE the Completed Project Report is received. Refer to Year-End Journal Entry YE-37.

28. Record adjustments necessary when a Completed Project Report is received for a GSFIC project in which funds have been placed on deposit with GSFIC and into a Georgia Fund 1 account. Refer to Year-End Journal Entry YE-37a.
29. Record adjustments necessary to record activity AFTER a Completed Project Report is received for a GSFIC project in which funds have been placed on deposit with GSFIC and into a Georgia Fund 1 account. Refer to Year-End Journal Entry YE-37b.
30. Clear the balance in the Georgia Fund 1 account on the GAAP ledger once any funds are returned to the institution at project end. Refer to Year-End Journal Entry YE-37c.
31. Book changes in fair market value of Investments. Refer to Year-End Journal Entry YE-38.
32. Breakout investment purchases separate from proceeds from sales and maturities of investments for cash flow reporting. Refer to Year-End Journal Entry YE-38a.
33. Accrue current year expenses for GAAP reporting. Refer to Year-End Journal Entry YE-39.
34. Move funds from Accounts Receivable to "Due From Component Units." Refer to Year-End Journal Entry YE-40.
35. Move funds from Accounts Payable to "Due To Affiliated Organizations." Refer to Year-End Journal Entry YE-41.
36. Move the current portion of Notes and Loans Payable from the noncurrent account to the current account. Refer to Year-End Journal Entry YE-42.
37. Reverse Gift revenue accrual for GSFIC/MRR encumbrances per Year-End Journal Entry YE-11. Refer to Year-End Journal Entry YE-43.
38. Record adjustment to the GSFIC Receivable and Gift Revenue amounts for amounts expended during the current year, but encumbered in prior years. Refer to Year-End Journal Entry YE-44.
39. Reduce equipment Capital Assets for the net book value of missing equipment per the annual physical equipment inventory if PSFIN Business Process AM.020.240 is not utilized. Refer to Year-End Journal Entry YE-45.

If PSFIN Business Process AM.020.240 is used, Year-End Journal Entry YE-45 may not be required.

40. Recognize liability and expense for pollution remediation obligations as defined by GASB 49. Refer to Year-End Journal Entry YE-46.

**Note:** Contact BOR Reporting if your institution is using this journal entry, to ensure correct accounting and reporting.

41. Record intangibles, if needed. Refer to Year-End Journal Entry YE-49
42. Calculate and record Summer Tuition based on approved allocation methodology for current fiscal year, if this is not already being accounted for elsewhere. (e.g., Banner, journal entry, etc.). Refer to Year-End Journal Entry YE-52a.
43. Adjust Summer Tuition to accurately reflect results of operations for summer school revenues and expenses based on approved allocation methodology. This should be in the year for which summer tuition applies. Refer to Year-End Journal Entry YE-52b.
44. Record June interest expense for PPV capital lease obligations, if needed. (Interest Expense may alternatively need to be recorded in ACTUALS ledger). Refer to Year-End Journal Entry YE-53 Interest Accrual.
45. Record pension activity for fiscal year 2016. Refer to Year-End Journal Entry YE-55 Pension Activity.
46. Record any claims and judgment liability outstanding at fiscal year-end. Refer to Year-End Journal Entry YE-56.
47. Correct Net Investment in Capital Asset net position. Refer to Year-End Journal Entry YE-57.
48. Reclassify Non Capital and Capital Financing Activities from Operating Activities for Cash Flow Presentation Purposes. Refer to Year-End Journal Entry YE-58.

Now that you have processed the Year-End adjustments, you will close the GAAP Ledger.

## PART 2: CLOSING THE GAAP LEDGER

In this step, you will close the GAAP Ledger.

### Process

1. Close the GAAP Ledger. If needed, refer to Step 4 and Step 5 Part 1 of this section for instructions on closing a ledger which details running the Closing Trial Balance report and running the Ledger Close process.

**Note:** Be sure to select the appropriate closing group, CLOSE\_GAAP, for the GAAP ledger.

2. Run the **BOR\_NET\_ASSETS\_ACCOUNT** query and review the results. Refer to Step 5, Part 2 of this section for more information.

**Note 1:** Once the Close process is run for the GAAP Ledger, a review and reconciliation of the Balance Sheet should be performed to ensure that the amounts within the Asset, Liability and Net Asset accounts are correct. Should any balances require changing through a Journal Entry reclassification, adjusting entries can be made and the Closing process rerun. The Close process can be rerun as many times as required prior to the Accounting Calendar being closed out for the previous year.

Now that you have processed and closed the GAAP Ledger, you will process and close the ENCUMB Ledger.

## STEP 8: PROCESSING AND CLOSING THE ENCUMB LEDGER

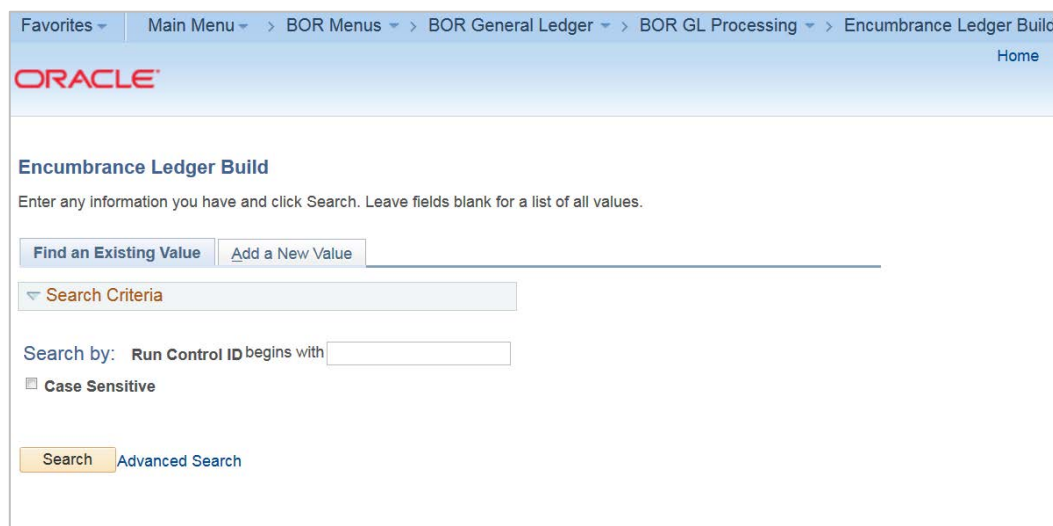
In this step, you will process and close the ENCUMB Ledger.

### PART 1: BUILDING THE ENCUMB LEDGER

In Part 1 of this step, you will run the **Encumbrance Ledger Build** process to build the ENCUMB ledger for periods 1 through 12 of the closing fiscal year.

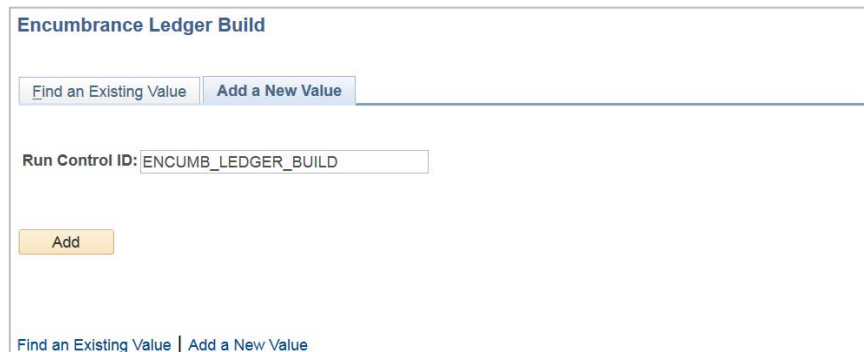
#### Process

1. Select **BOR Menus > BOR General Ledger > BOR GL Processing > Encumbrance Ledger Build**. The **Encumbrance Ledger Build – Find an Existing Value** page displays.

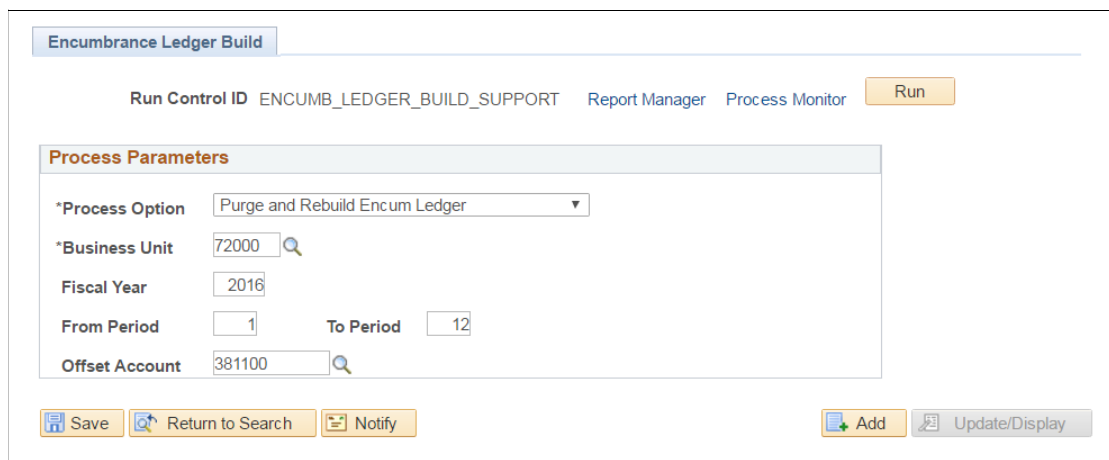


**Note:** If you have previously run this process, then click on **Search** and select the appropriate Run Control ID. If this is the first time you have run this process at your institution, you would select **Add a New Value** and enter ENCUMB\_LEDGER\_BUILD or another appropriate name for this Run Control ID.

2. Click on the **Add an Existing Value** tab. The **Encumbrance Ledger Build – Add a New Value** page displays.



3. Enter **ENCUMB\_LEDGER\_BUILD** in the **Run Control ID** field.
4. Click on **Add**. The **Encumbrance Ledger Build** page displays.



5. Select **Purge and Rebuild Encum Ledger** as the **Process Option**.
6. Verify that **your institution's Business Unit** number appears the **Business Unit** field. Enter or select it if it does not appear.
7. Enter the **closing fiscal** year in the **Fiscal Year** field.
8. Enter **1** in the **From Period** field.
9. Enter **12** in the **To Period** field.
10. Enter or select **381100** as the **Offset Account**.
11. Click on **Run**. The **Process Scheduler Request** page displays.

12. Click on **OK**. This brings you back to the **Encumbrance Ledger Build** page.
13. Click on the [Process Monitor](#) link. The **Process List** page displays.
14. Verify the **Run Status** is **Success**.

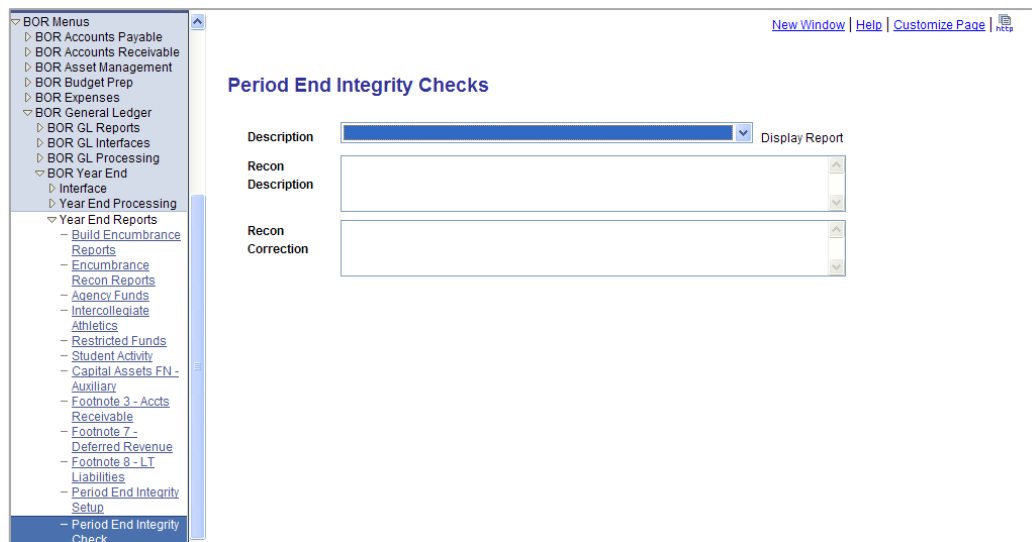
Now that you have built the ENCUMB ledger, you will reconcile the ENCUMB and Detail ledgers.

## PART 2: RECONCILING THE ENCUMB AND DETAIL LEDGERS

In Part 2 of this step, you will reconcile the ENCUMB and Detail ledgers by running the **Integrity 11: BOR\_CHK\_DTL\_ENC** query as a period-end integrity check.

### Process

1. Select **BOR Menus > BOR General Ledger > BOR GL Reports > Year End Reports > Period End Integrity Check**. The **Period End Integrity Checks** page displays.



The screenshot shows the 'Period End Integrity Checks' page. On the left is a navigation tree with the following structure:

- BOR Menus
  - BOR Accounts Payable
  - BOR Accounts Receivable
  - BOR Asset Management
  - BOR Budget Prep
  - BOR Expenses
  - BOR General Ledger
    - BOR GL Reports
    - BOR GL Interfaces
    - BOR GL Processing
    - BOR Year End
      - Interface
      - Year End Processing
        - Year End Reports
          - Build Encumbrance Reports
          - Encumbrance Recon Reports
          - Agency Funds
          - Intercollegiate Athletics
          - Restricted Funds
          - Student Activity
          - Capital Assets FN-Auxiliary
          - Footnote 3 - Accts Receivable
          - Footnote 7 - Deferred Revenue
          - Footnote 8 - LT Liabilities
          - Period End Integrity Setup
          - Period End Integrity Check

The main content area is titled 'Period End Integrity Checks'. It features a 'Description' dropdown menu. Below this, there are two sections:

- Recon Description**: A text input field with a 'Display Report' button to its right.
- Recon Correction**: A text input field.

2. Click on the dropdown arrow in the **Description** field to display a list of available queries.

3. Select the **Integrity 11: BOR\_CHK\_DTL\_ENC** query.

### Period End Integrity Checks

**Description**
Integrity 11: BOR\_CHK\_DTL\_ENC
 [Display Report](#)

**Recon Description**
Reconcile the DETAIL\_EN ledger to the ENCUMB ledger in financial reporting

**Recon Correction**
No results means no variances exist. If a variance exists, the encumbrance ledger build process needs to be run for the fiscal year - accounting periods 1 to 12. If problems persist, contact ITS support.

4. Click on the [Display Report](#) link. A new window opens to run the query and display the results.

**BOR\_CHK\_DTL\_ENC - Reconcile Detail EN to Encumb**

Business Unit

Fiscal Year

[View Results](#)

Unit	Fund	Account	Dept	Program	Class	Project	Bud Ref	Year	Detail Ledger Amount	Encumbrance Ledger Amount	Variance Amount
------	------	---------	------	---------	-------	---------	---------	------	----------------------	---------------------------	-----------------

5. Enter or select **your Business Unit** in the **Business Unit** field.
6. Enter the **Closing Fiscal Year** in the **Fiscal Year** field.
7. Click on **View Results**.

**BOR\_CHK\_DTL\_ENC - Reconcile Detail EN to Encumb**

Business Unit

Fiscal Year

[View Results](#)

No matching values were found.

Unit	Fund	Account	Dept	Program	Class	Project	Bud Ref	Year	Detail Ledger Amount	Encumbrance Ledger Amount	Variance Amount
------	------	---------	------	---------	-------	---------	---------	------	----------------------	---------------------------	-----------------

8. Verify that no results are returned due to currently having no existing variances.

**Note:** If any variances exist, the ENCUMB ledger should be rebuilt or you should submit a ticket to the **ITS HELPDESK**.

Now that you have reconciled the ENCUMB and Detail ledgers, you will close the ENCUMB ledger.

## PART 3: CLOSING THE ENCUMB LEDGER

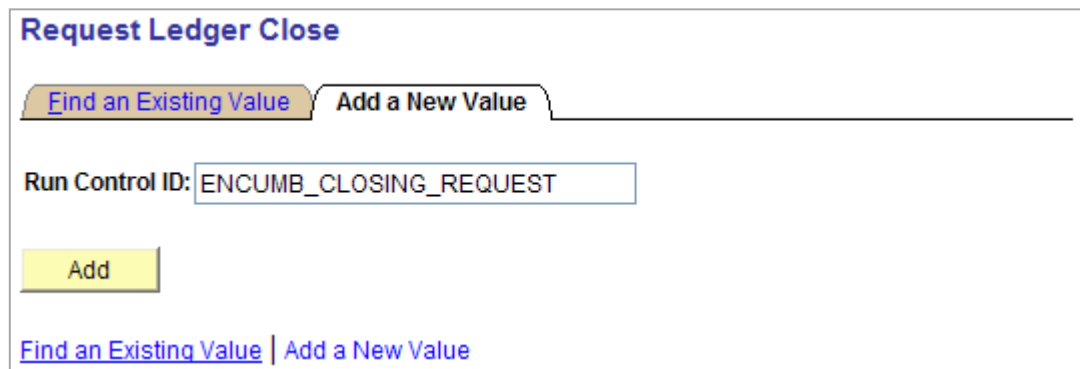
In this step, you will close the ENCUMB ledger.

### Process

1. Select **General Ledger > Close Ledgers > Request Ledger Close**. The **Request Ledger Close – Find an Existing Value** page displays.

**Note:** If you have previously run this process, then click on Search and select the appropriate Run Control ID. If this is the first time you have run this process at your institution, you would select **Add a New Value** and enter ENCUMB\_CLOSING\_REQUEST or another appropriate name for this Run Control ID.

2. Click on the **Add an Existing Value** tab. The **Request Ledger Close – Add a New Value** page displays.



**Request Ledger Close**

[Find an Existing Value](#) [Add a New Value](#)

Run Control ID:

[Add](#)

[Find an Existing Value](#) | [Add a New Value](#)

3. Enter **ENCUMB\_CLOSING\_REQUEST** in the **Run Control ID** field.
4. Click on **Add**. The **Ledger Close Request** page displays.

**Ledger Close Request**

Run Control ID ENCUMB\_CLOSING\_REQUEST\_SUPPORT Report Manager Process Monitor [Run](#)

---

**Process Request Parameters** Find | View All First 1 of 1 Last

**Process Frequency**  
☐ Once  
☒ Always  
☐ Don't Run

**Closing Date Option**  
☐ BU Process Date  
☒ As of Date  
 Specify 06/30/2016

Request Number 1  
 \*Close Request Type Close  
 Business Unit for Prompting 72000  
 \*Request Type Full  
 Closing Group CLOSE\_ACTU Rules to Execute ☐ Check only, Do not process  
 Fiscal Year 2016  
 Ledger Group ENCUMB  
 Ledger ENCUMB

**Selections**  
☒ Selected Detail Values  
☐ Detail - Selected Parents  
 Tree SetID Tree Level

**Business Unit to Close** Personalize | Find | 1 of 1 Last  
 \*Select Value  
 72000

[Save](#) [Return to Search](#) [Previous in List](#) [Next in List](#) [Notify](#) [Refresh](#) [Add](#) [Update/Display](#)

5. Select the **Always** radio button in the **Process Frequency** group box.
6. Verify **1** appears in the **Request Number** field.
7. Verify that **Close** appears in the **Close Request Type** field.

**Note:** You can run the ENCUMB Build and ENCUMB Close processes as often as necessary. However, after ENCUMB is reclosed, you must populate the period 0 balances again as shown in Part 4. If any transactions are processed after initial close that affect encumbrances, you **must close and repopulate**.

8. Verify that **your institution's Business Unit number** appears in the **Business Unit for Prompting** field.
9. Click on the magnifying glass next to the **Closing Group** field and select the **Actuals Ledger Closing Rules**.
10. Enter **the closing Fiscal Year** in the **Fiscal Year** field.
11. Enter or select **ENCUMB** in the **Ledger Group** field.
12. Enter or select **ENCUMB** in the **Ledger** field.
13. Select the **As of Date** radio button in the **Closing Date Option** group box.
14. Enter or select the **last day of the closing Fiscal Year** in the **Specify** field.

15. Verify that the **Selected Detail Values** radio button is selected in the **Selections** group box.
16. Enter or select **your institution's Business Unit number** in the **Select Value** field in the **Business Unit to Close** group box.
17. Click on **Save**.
18. Click on **Run**. The **Process Scheduler Request** page displays.
19. Click on **Ok**. This brings you back to the **Ledger Close Request** page.
20. Click on the [Process Monitor](#) link. The **Process List** page displays.
21. Verify the **Run Status** is **Success**.

Now that you have run the Closing Request process for the ENCUMB ledger, you will copy the beginning balances to the Detail ledger for the new fiscal year.

**Note:** The Encumbrance Ledger Build runs as a nightly batch process. The nightly Encumbrance Ledger Build will continue to build for your current FY until the FY is hard closed by System Office.

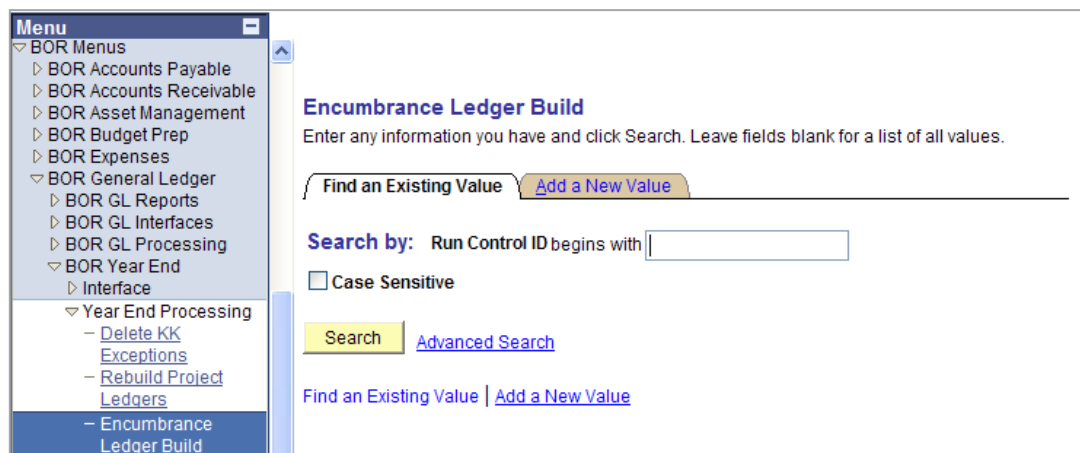
Keep in mind, if you make a change that affects encumbrances, you will need to reclose and repopulate period 0 (as shown in Part 4) even though the Encumbrance Ledger Build is running nightly.

## PART 4: COPYING BEGINNING BALANCES TO DETAIL LEDGER FOR NEW FISCAL YEAR

In this step, you will run the **Encumbrance Ledger Build** process to copy the beginning balances to the Detail ledger and populate Period 0 for the new fiscal year.

### Process

1. Select **BOR Menus > BOR General Ledger > BOR GL Processing > Encumbrance Ledger Build**. The **Encumbrance Ledger Build – Find an Existing Value** page displays.



**Note:** If you have previously run this process, then click on **Search** and select the appropriate Run Control ID. If this is the first time you have run this process at your institution, you would select **Add a New Value** and enter ENCUMB\_LEDGER\_BUILD or another appropriate name for this Run Control ID.

2. Click on the **Add an Existing Value** tab. The **Encumbrance Ledger Build – Add a New Value** page displays.

### Encumbrance Ledger Build

[Find an Existing Value](#)
[Add a New Value](#)

Run Control ID:

[Add](#)

[Find an Existing Value](#) | [Add a New Value](#)

- Enter **DETAIL\_LEDGER\_BUILD** in the **Run Control ID** field.
- Click on **Add**. The **Encumbrance Ledger Build** page displays.

### Encumbrance Ledger Build

Run Control ID: 
[Report Manager](#)
[Process Monitor](#)
[Run](#)

#### Process Parameters

\*Process Option

\*Business Unit

Fiscal Year

From Period

Offset Account

[Save](#)
[Notify](#)
[Add](#)
[Update/Display](#)

- Select **Populate Detail Ledger Beg Bal** as the **Process Option**.
- Verify that **your institution's Business Unit** number appears the **Business Unit** field. Enter or select it if it does not appear.
- Enter the **new fiscal** year in the **Fiscal Year** field.
- Click on **Run**. The **Process Scheduler Request** page displays.
- Click on **OK**. This brings you back to the **Closing Trial Balance** page.
- Click on the [Process Monitor](#) link. The **Process List** page displays.
- Verify the **Run Status** is **Success**.

Now that you have copied the beginning balances to the Detail ledger for the new fiscal year, you will verify that all ledgers have beginning balances.

**Note:** The Encumbrance Ledger Build runs as a nightly batch process. The nightly Encumbrance Ledger Build will continue to build for your current FY until the FY is hard closed by System Office.

Keep in mind, if you make a change that affects encumbrances, you will need to reclose and repopulate period 0 (as shown in Part 4) even though the Encumbrance Ledger Build is running nightly.

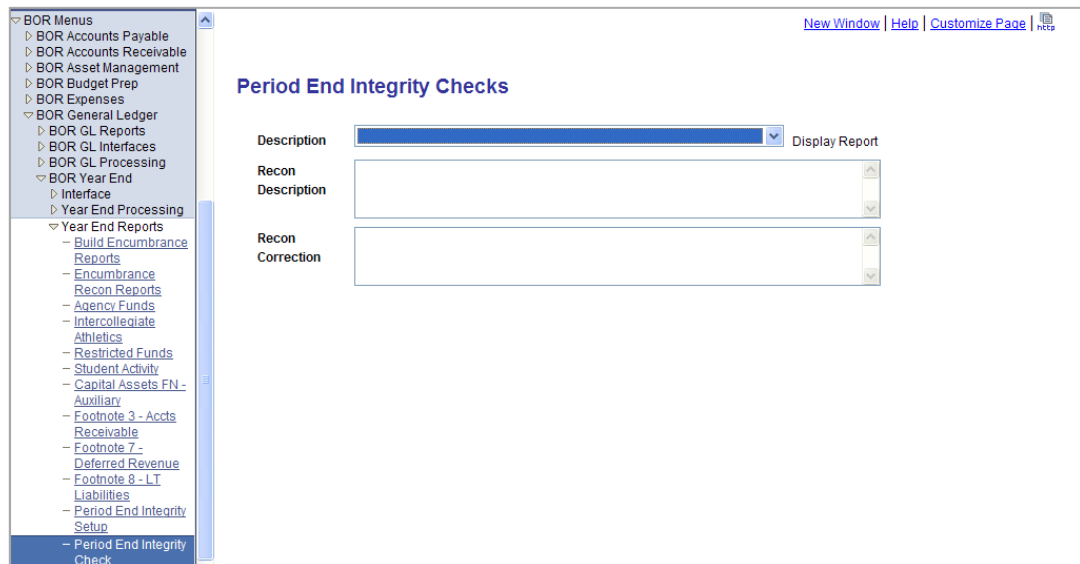
## PART 5: VERIFYING ALL LEDGERS HAVE BEGINNING BALANCES

In this step, you will verify that all ledgers have beginning balances for Period 0 in the new fiscal year by running the **Year End 03:**

**BOR\_CHK\_PERIOD0\_POPULATED** query as a period-end integrity check.

### Process

1. Select **BOR Menus > BOR General Ledger > BOR GL Reports > Year End Reports > Period End Integrity Check**. The **Period End Integrity Checks** page displays.



2. Click on the dropdown arrow in the **Description** field to display a list of available queries.
3. Select the **Year End 03: BOR\_CHK\_PERIOD0\_POPULATED** query.

### Period End Integrity Checks

**Description** Year End 03: BOR\_CHK\_PERIOD0\_POPULATED [Display Report](#)

**Recon Description** Review the ledgers to ensure the year end close process has run successfully. Period 0 should be populated for: DETAIL\_EN, ENCUMB, ACTUALS, CAPITAL and GAAP

**Recon Correction** Run the year end close process on the missing ledger. If the ledger is DETAIL\_EN or ENCUMB the encumbrance build process may be required before the process will produce results.

- Click on the [Display Report](#) link. A new window opens to run the query and display the results.

**BOR\_CHK\_PERIOD0\_POPULATED - Verify Year End Close Process**

Business Unit

Fiscal Year

[View Results](#)

	Unit	Ledger	Year

Business Unit

Fiscal Year

[View Results](#)

	Unit	Ledger	Year

- Enter or select **your business unit** in the **Business Unit** field.
- Enter the **new fiscal year** in the **Fiscal Year** field.
- Click on **View Results**.

**BOR\_CHK\_PERIOD0\_POPULATED - Verify Year End Close Process**

Business Unit

Fiscal Year

[View Results](#)

Download results in: [Excel Spreadsheet](#) [CSV Text File](#) [XML File](#) (1 kb)

View All First 1-5 of 5 Last

	Unit	Ledger	Year
1	72000	ACTUALS	2017
2	72000	CAPITAL	2017
3	72000	DETAIL_EN	2017
4	72000	ENCUMB	2017
5	72000	GAAP	2017

**Note:** The example above shows 2017 as the new fiscal year.

- Verify that one row displays for each of the following ledgers:

- **ACTUALS**
- **CAPITAL**
- **DETAIL\_EN**
- **ENCUMB**
- **GAAP**

Now that you have processed and closed the ENCUMB ledger, you will extract data to FDM, and run and reconcile all reports.

## STEP 9: EXTRACTING AND SUBMITTING DATA TO FINANCIALS DATA MART (FDM) AND RECONCILING ALL REPORTS

In this step, you will extract data to FDM, and run and reconcile all reports. Refer to Section 20.0, Required Reports, in the USG Business Procedures Manual for a complete listing of required reports: [http://www.usg.edu/business\\_procedures\\_manual/](http://www.usg.edu/business_procedures_manual/).

**Note 1:** For steps 2-14 below, refer to General Ledger Report Manual.

### Process

1. Extract **Period 12** to FDM.

**Note 1:** This includes period 999.

**Note 2:** Do **not** submit until the final extraction has been completed.

2. Create the **Statement of Net Position** (SNP) from PeopleSoft nVision. Verify that the SNP balances (i.e. Assets + Deferred Outflows = Liabilities + Deferred Inflows + Net Position). Compare to last year's AFR.
3. Create the **Statement of Revenues, Expenses, and Changes to Net Position** (SRECNP) from PeopleSoft nVision. Verify that the beginning net position agrees with fiscal year 2016 audited ending net position. Verify that the ending net position agrees with the SNP. Compare to last year's AFR.
4. Create the following **Notes** to your Financial Statements by running footnotes from PeopleSoft Financials for entry into the following USG AFR Notes. Verify that these balances agree with the SNP. Compare to last year's AFR.
  - **Footnote 6 - Capital Asset** (PeopleSoft nVision)
  - **Footnote 3 – Accts Receivable** (PeopleSoft nVision)
  - **Footnote 4 – Inventories** (PeopleSoft nVision)
  - **Footnote 7 – Advances** (PeopleSoft nVision)
  - **Footnote 8 – LT Liabilities** (PeopleSoft nVision)
  - **Footnote 10 – Net Position** (PeopleSoft nVision)
5. Create the **Note 13 – Lease Obligations Footnote** from PeopleSoft nVision. Compare to last year's AFR.

6. Create the **Note 15 –Natural vs. Functional Classifications** from PeopleSoft nVision. Verify balances to the SRECNP. Compare to last year's AFR.
7. Create the **Statement of Cash Flows (SCF)** from PeopleSoft nVision. Verify that the "Cash – End of Year" reported on the SCF agrees with cash and cash equivalents (current and noncurrent) reported on the SNP. Verify that Net operating loss reported on the SRECNP reconciles to net cash provided (used) by operating activities reported on the SCF (i.e. reconciliation on bottom of cash flow). Compare to last year's AFR.
8. Create the **Auxiliary Statement of Net Position** from PeopleSoft nVision. Compare to last year's AFR.
9. Create the **Auxiliary SRECNP**s from PeopleSoft nVision. Compare to last year's AFR.
10. Create the **Auxiliary Capital Assets** from PeopleSoft nVision. Compare to last year's AFR.
11. Create the **Student Activities Statement of Net Position** from PeopleSoft nVision. Compare to last year's AFR.
12. Create the **Student Activities SRECNP** from PeopleSoft nVision. Compare to last year's AFR.
13. Create the **Student Activities Capital Assets** from PeopleSoft nVision. Compare to last year's AFR.
14. Prepare the **Schedule of Federal Financial Assistance** per your institutions documented process and reconcile it to SRECNP federal revenues.
15. Create any Supplemental Information, such as:
  - **Schedule of OPR Agency Funds (BORRG027).**
  - **Schedule of Operations of Student Activities Report (BORRG030).**
  - **Statement of Operation of Intercollegiate Athletics Report (BORRG032).**

**Note:** The information for Student Activities and Intercollegiate Athletics is needed for the State Auditors.

16. Run the **PO Open Enc as of Acctg Period** (BORRP014) (as of accounting period 12) report to create a list of Outstanding Encumbrances for the State Auditors.

**Note:** Be sure to retain this report for the auditors. Without this report, it is very difficult to give them your open Purchase Orders as of 06/30.

17. Reconcile all reports generated in Steps 2 through 16.
18. Extract **Period 12** to FDM again, if necessary.
19. Rerun all reports from PeopleSoft Financials nVision listed in Steps 2 through 16.
20. Reconcile all reports generated in Step 18.
21. Complete your Annual Financial Report (AFR) and the fiscal year 2017 AFR Checklist located on MoveIt (common/Year-End Supplemental Information/).
22. Submit and have Period 12 accepted once your AFR is completed.

**Note:** Do **not** submit this information to the Data Warehouse until you have completed your AFR.

Now that you have extracted the data to FDM, and run and reconciled all reports, you will close the Asset Management accounting periods.

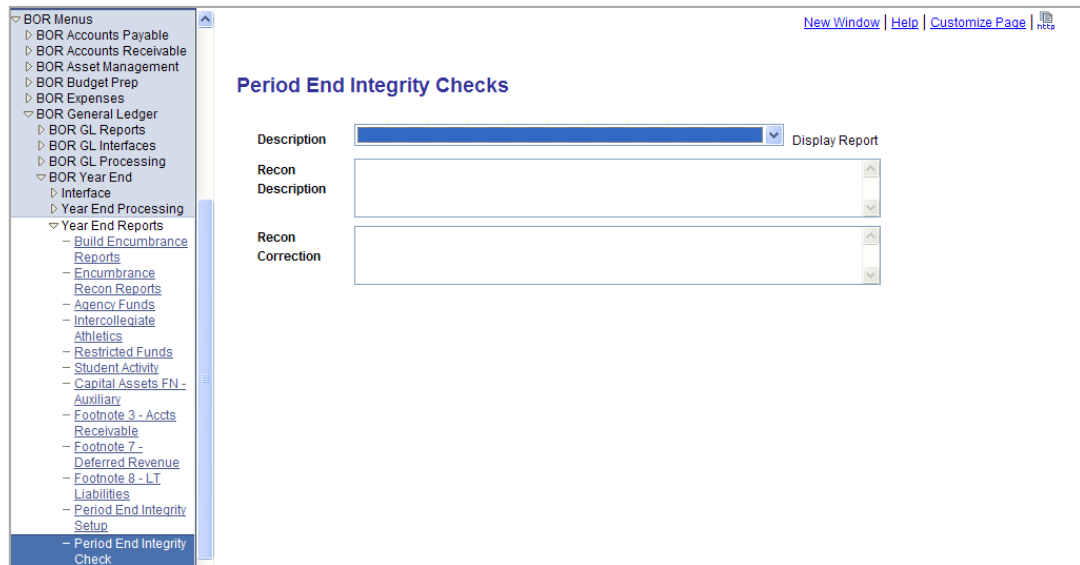
## APPENDIX A: PERIOD-END INTEGRITY CHECKS


A collection of **Period-End Integrity Check** queries is available to assist you in validating period-end processing and data integrity.

- **Budg Compliance 01: BOR\_BTA\_ADJUST\_QRY**
- **Budg Compliance 03: BOR\_BTA\_BALSHT\_REST\_NO\_ENC**
- **Budg Compliance 04: BOR\_BTA\_BALSHT\_UNREST**
- **Budg Compliance 05: BOR\_BTA\_ENCUMB\_PAYABLE**
- **Budg Compliance 06: BOR\_BTA\_PRIOR\_YR\_FUND\_BAL**
- **Budg Compliance 08: BOR\_BTA\_REVEXP\_REST\_NO\_ENC**
- **Budg Compliance 09: BOR\_BTA\_REVEXP\_UNREST**
- **Budg Compliance 10: BOR\_BTA\_BCRADJ\_JRNLS**
- **Integrity 01: BOR\_CHK\_PROJ\_ENC\_LEG**
- **Integrity 02: BOR\_CHK\_PROJ\_EXP\_LEG**
- **Integrity 03: BOR\_CHK\_PROJ\_REV\_LEG**
- **Integrity 04: BOR\_CHK\_UNREST\_LEDGER**
- **Integrity 05: BOR\_CHK\_KKLEDG\_ACTV**
- **Integrity 06: BOR\_CHK\_KKLEDG\_BUD**
- **Integrity 07: BOR\_CHK\_DETL\_ACTLS**
- **Integrity 08: BOR\_CHK\_LEDG\_JRNL**
- **Integrity 09: BOR\_CHK\_REV\_LEDGER**
- **Integrity 10: BOR\_CHK\_REVAPPROP\_BUD**
- **Integrity 11: BOR\_CHK\_DTL\_ENC**
- **Integrity 12: BOR\_CHK\_BUD\_REF\_FISCAL\_YEAR**
- **Month End 01: BOR\_CHK\_JE\_PENDING**
- **Month End 03: BOR\_CHK\_CASH\_ENCUMB**
- **Month End 04: BOR\_CHK\_REST\_WOUT\_PROJ**
- **Month End 05: BOR\_CHK\_ERROR\_ENCUMB**
- **Month End 06: BOR\_CHK\_NEG\_ENCUMB**
- **Reporting 01: BOR\_TRIAL\_BALANCE**
- **Reporting 02: BOR\_LEDGER\_SURPLUS**
- **Reporting 03: BOR\_LEDGER\_SURPLUS\_DETAIL**
- **Year End 01: BOR\_CHK\_12000\_BALANCES**
- **Year End 02: BOR\_CHK\_FDM\_CAPITAL\_CF**
- **Year End 03: BOR\_CHK\_PERIOD0\_POPULATED**
- **Year End 04: BOR\_CHK\_PERSERV\_ENCUM**
- **Year End 05: BOR\_NET\_ASSET\_ACCOUNT**

## Process

1. Select **BOR Menus > BOR General Ledger > BOR GL Reports > Year End Reports > Period End Integrity Check**. The **Period End Integrity Checks** page displays.



[New Window](#) | [Help](#) | [Customize Page](#) | 

### Period End Integrity Checks

Description: ▼ Display Report

Recon Description: ▲ ▼

Recon Correction: ▲ ▼

2. Click on the dropdown arrow in the **Description** field to display a list of available queries.

### Period End Integrity Checks

<b>Description</b>	
<b>Recon</b>	Budg Compliance 01: BOR_BTA_ADJUST_QRY
<b>Description</b>	Budg Compliance 03: BOR_BTA_BALSHT_REST_NO_ENC Budg Compliance 04: BOR_BTA_BALSHT_UNREST Budg Compliance 05: BOR_BTA_ENCUMB_PAYABLE Budg Compliance 06: BOR_BTA_PRIOR_YR_FUND_BAL  Budg Compliance 08: BOR_BTA_REVEXP_REST_NO_ENC Budg Compliance 09: BOR_BTA_REVEXP_UNREST Budg Compliance 10: BOR_BTA_BCRADJ_JRNLS Integrity 01: BOR_CHK_PROJ_ENC_LEG Integrity 02: BOR_CHK_PROJ_EXP_LEG Integrity 03: BOR_CHK_PROJ_REV_LEG Integrity 04: BOR_CHK_UNREST_LEDGER Integrity 05: BOR_CHK_KKLEDG_ACTV Integrity 06: BOR_CHK_KKLEDG_BUD Integrity 07: BOR_CHK_DETL_ACTLS Integrity 08: BOR_CHK_LEDG_JRNL Integrity 09: BOR_CHK_REV_LEDGER Integrity 10: BOR_CHK_REVAPPROP_BUD Integrity 11: BOR_CHK_DTL_ENC Integrity 12: BOR_CHK_BUD_REF_FISCAL_YEAR Month End 01: BOR_CHK_JE_PENDING Month End 03: BOR_CHK_CASH_ENCUMB Month End 04: BOR_CHK_REST_WOUT_PROJ Month End 05: BOR_CHK_ERROR_ENCUMB Month End 06: BOR_CHK_NEG_ENCUMB Reporting 01: BOR_TRIAL_BALANCE Reporting 02: BOR_LEDGER_SURPLUS
<b>Recon</b>	
<b>Correction</b>	

3. Select the query that you wish to run. The **Recon Description** and **Recon Correction** fields are populated with information on that specific query, and the [Display Report](#) link becomes active.

### Period End Integrity Checks

<b>Description</b>	Integrity 01: BOR_CHK_PROJ_ENC_LEG	<a href="#">Display Report</a>
<b>Recon</b>	Reconcile the Project Master, Project Grant, and Detail ledger encumbrances. Note: The actuals ledger has been archived prior to 2009 so the query returns fiscal year 2009 and after. No rows returned indicates no variances exist.	
<b>Description</b>		
<b>Recon</b>	If this query returns only a few variances, these can usually be corrected with a manual Commitment Control journal. If there are many variances, contact ITS to determine whether the project ledgers should be rebuilt from the detail ledger.	
<b>Correction</b>		

4. Click on the [Display Report](#) link. A new window opens to run the query and display the results.

**BOR\_CHK\_PROJ\_ENC\_LEG - Reconcile Project Ledger Encum**

Business Unit  Fiscal Year

[View Results](#)

Unit	Project	Year	Project Master Encumbrance	Project Grant Encumbrance	Detail Encumbrance
------	---------	------	----------------------------	---------------------------	--------------------

**Note:** Different prompts will be displayed depending on the query selected.

5. Enter or select your **Business Unit**.
6. Enter the **closing fiscal year** in the **Fiscal Year** field.
7. Click on **View Results**.

**BOR\_CHK\_PROJ\_E** **Reconcile Project Ledger Encum**

Business Unit  Fiscal Year

[View Results](#)

No matching values were found.

Unit	Project	Year	Project Master Encumbrance	Project Grant Encumbrance	Detail Encumbrance
------	---------	------	----------------------------	---------------------------	--------------------

A description of the remaining available queries is shown below.

**Description** **Budg Compliance 01: BOR\_BTA\_ADJUST\_QRY** [Display Report](#)  
**Recon Description** Budgetary Compliance Report - Adjustment Query  
**Recon Correction** Not Applicable

**Description** **Budg Compliance 03: BOR\_BTA\_BALSHT\_REST\_NO\_ENC** [Display Report](#)  
**Recon Description** Budgetary Compliance Report - Restricted Funds Balance Sheet with NO Encumbrances  
**Recon Correction** Not Applicable

<b>Description</b>	Budg Compliance 04: BOR_BTA_BALSHT_UNREST	<a href="#">Display Report</a>
<b>Recon Description</b>	Budgetary Compliance Report - Unrestricted Funds Balance Sheet with Encumbrances	
<b>Recon Correction</b>	Not Applicable	

<b>Description</b>	Budg Compliance 05: BOR_BTA_ENCUMB_PAYABLE	<a href="#">Display Report</a>
<b>Recon Description</b>	Budgetary Compliance Report - Encumbrance Payable Balances	
<b>Recon Correction</b>	Not Applicable	

<b>Description</b>	Budg Compliance 06: BOR_BTA_PRIOR_YR_FUND_BAL	<a href="#">Display Report</a>
<b>Recon Description</b>	Budgetary Compliance Report - Prior Year Balances	
<b>Recon Correction</b>	Not Applicable	

<b>Description</b>	Budg Compliance 08: BOR_BTA_REVEXP_REST_NO_ENC	<a href="#">Display Report</a>
<b>Recon Description</b>	Budgetary Compliance Report - Restricted Funds - Revenue and Expense with NO Encumbrances Note: If you run this report - Do not run Budget Compliance 07!	
<b>Recon Correction</b>	Not Applicable	

<b>Description</b>	Budg Compliance 09: BOR_BTA_REVEXP_UNREST	<a href="#">Display Report</a>
<b>Recon Description</b>	Budgetary Compliance Report - Unrestricted Funds - Revenue and Expense with Encumbrance	
<b>Recon Correction</b>	Not Applicable	

<b>Description</b>	Budg Compliance 10: BOR_BTA_BCRADJ_JRNLS	<a href="#">Display Report</a>
<b>Recon Description</b>	Budgetary Compliance Report - Listing of journals made to the BCRADJ ledger	
<b>Recon Correction</b>	Not Applicable	

<b>Description</b>	Integrity 01: BOR_CHK_PROJ_ENC_LEG	<a href="#">Display Report</a>
<b>Recon Description</b>	Reconcile the Project Master, Project Grant, and Detail ledger encumbrances. Note: The actuals ledger has been archived prior to 2009 so the query returns fiscal year 2009 and after. No rows returned indicates no variances exist.	
<b>Recon Correction</b>	If this query returns only a few variances, these can usually be corrected with a manual Commitment Control journal. If there are many variances, contact ITS to determine whether the project ledgers should be rebuilt from the detail ledger.	

<b>Description</b>	Integrity 02: BOR_CHK_PROJ_EXP_LEG	<a href="#">Display Report</a>
<b>Recon Description</b>	Reconcile the Project Master, Project Grant, Detail and Actuals ledger expenses. Note: The actuals ledger has been archived prior to 2009 so the query returns fiscal year 2009 and after. No rows returned indicates no variances exist.	
<b>Recon Correction</b>	If this query returns only a few variances, these can usually be corrected with a manual Commitment Control journal. If there are many variances, contact ITS to determine whether the project ledgers should be rebuilt from the detail ledger.	

<b>Description</b>	Integrity 03: BOR_CHK_PROJ_REV_LEG <a href="#">Display Report</a>
<b>Recon Description</b>	Reconcile the Project Master, Detail and Actuals ledger revenues. Note: The actuals ledger has been archived prior to 2009 so the query returns fiscal year 2009 and after. No rows returned indicates no variances exist.
<b>Recon Correction</b>	If this query returns only a few variances, these can usually be corrected with a manual Commitment Control journal. If there are many variances, contact ITS to determine whether the project ledgers should be rebuilt from the detail ledger.

<b>Description</b>	Integrity 04: BOR_CHK_UNREST_LEDGER <a href="#">Display Report</a>
<b>Recon Description</b>	Reconcile Approp to Org to Detail ledger balances by KK amount type. Query should be run for Encumbrance and Expenditure amount types.
<b>Recon Correction</b>	Any variances resulting from these queries should be logged as help desk tickets with the ITS support team. In most instances, correcting journal entries will be required. No rows returned means no exceptions exist.

<b>Description</b>	Integrity 05: BOR_CHK_KKLEDG_ACTV <a href="#">Display Report</a>
<b>Recon Description</b>	Reconcile KK Activity Log to Ledger KK for a fiscal year and all commitment control ledger groups. Budget transactions, period 0 and balance sheet accounts are excluded from the reconciliation.
<b>Recon Correction</b>	Any variances resulting from these queries should be logged as help desk tickets with the ITS support team.

<b>Description</b>	Integrity 06: BOR_CHK_KKLEDG_BUD <a href="#">Display Report</a>
<b>Recon Description</b>	Reconcile KK Budget Journals to Ledger KK for a fiscal year and all commitment control ledger groups.
<b>Recon Correction</b>	Any variances resulting from these queries should be logged as help desk tickets with the ITS support team.



<b>Description</b>	Integrity 07: BOR_CHK_DETL_ACTLS	<a href="#">Display Report</a>
<b>Recon Description</b>	Reconcile the DETAIL_EX to the Actuals ledger for revenue and expense accounts	
<b>Recon Correction</b>	Verify all transactions that have been budget checked are posted and journal generated. (See BOR_AP_UNPOSTED_VCHRS, BOR_JE_PENDING). If your institution uses EX, run the BOR_KK_EXSHEET_RECON query to identify any Expense Reports causing a variance.	

<b>Description</b>	Integrity 08: BOR_CHK_LEDG_JRNL	<a href="#">Display Report</a>
<b>Recon Description</b>	Verify that posted journal lines reconcile to the ledger balances for a fiscal year.	
<b>Recon Correction</b>	Any variances resulting from these queries should be logged as help desk tickets with the ITS support team.	

<b>Description</b>	Integrity 09: BOR_CHK_REV_LEDGER	<a href="#">Display Report</a>
<b>Recon Description</b>	Reconcile the REVEST recognized and collected to detail and actuals ledgers for all revenue accounts. No rows returned means no exceptions exist.	
<b>Recon Correction</b>	Any variances resulting from these queries should be logged as help desk tickets with the ITS support team. In most instances, correcting journal entries will be required.	

<b>Description</b>	Integrity 10: BOR_CHK_REVAPPROP_BUD	<a href="#">Display Report</a>
<b>Recon Description</b>	Reconcile the revenue estimate ledger to the appropriation ledger at the fund, class and budget reference level	
<b>Recon Correction</b>	Any exceptions should be corrected with budget entry or transfer journals. The revenue estimate and appropriation should tie to the Budget to Actuals approved budgets.	



<b>Description</b>	Integrity 11: BOR_CHK_DTL_ENC ▾	<a href="#">Display Report</a>
<b>Recon Description</b>	Reconcile the DETAIL_EN ledger to the ENCUMB ledger in financial reporting	
<b>Recon Correction</b>	No results means no variances exist. If a variance exists, the encumbrance ledger build process needs to be run for the fiscal year - accounting periods 1 to 12. If problems persist, contact ITS support.	

<b>Description</b>	Integrity 12: BOR_CHK_BUD_REF_FISCAL_YEAR ▾	<a href="#">Display Report</a>
<b>Recon Description</b>	Identify transactions with Budget Ref greater than Fiscal Year in Ledger and Ledger KK. ▴ ▾	
<b>Recon Correction</b>	Any variances resulting from these queries should be logged as help desk tickets with the OIIT support team. In most instances, correcting journal entries will be required. No rows returned means no exceptions exist. ▴ ▾	

<b>Description</b>	Month End 01: BOR_CHK_JE_PENDING ▾	<a href="#">Display Report</a>
<b>Recon Description</b>	Query all accounting line tables and verify everything has been journal generated and posted to the general ledger ▴ ▾	
<b>Recon Correction</b>	Run journal generation, edit, budget check and post. Upon successful completion, repeat this step. ▴ ▾	

<b>Description</b>	Month End 03: BOR_CHK_CASH_ENCUMB ▾	<a href="#">Display Report</a>
<b>Recon Description</b>	Verify no payroll encumbrance transactions have been posted to the DETAIL_EN ledger group ▴ ▾	
<b>Recon Correction</b>	Submit a ticket to ITS requesting the Delete 118200 encumbrance activity be run against your institution. ▴ ▾	

<b>Description</b>	Month End 04: BOR_CHK_REST_WOUT_PROJ	<a href="#">Display Report</a>
<b>Recon Description</b>	Review ledger balances and determine if any restricted funds (2XXXX) are missing a project id. These transactions will cause FDM submission issues	
<b>Recon Correction</b>	Contact ITS to determine the best corrective action. In most instances, a journal entry will have to be unposted and reposted correctly.	

<b>Description</b>	Month End 05: BOR_CHK_ERROR_ENCUMB	<a href="#">Display Report</a>
<b>Recon Description</b>	Review encumbrance balances and determine if any outstanding balances were booked to revenue or balance sheet accounts.	
<b>Recon Correction</b>	Institution specific. A manual encumbrance journal entry may be needed to correct.	

<b>Description</b>	Month End 06: BOR_CHK_NEG_ENCUMB	<a href="#">Display Report</a>
<b>Recon Description</b>	Review encumbrance balances and determine if there are any outstanding negative encumbrances.	
<b>Recon Correction</b>	Institution specific. Determine source of negative encumbrance. Correction will depend on source of negative encumbrance. A manual encumbrance journal may need to be entered.	

<b>Description</b>	Reporting 01: BOR_TRIAL_BALANCE	<a href="#">Display Report</a>
<b>Recon Description</b>	Query used to retrieve the fund, account, account description and balance. Users are prompted for the business unit and fiscal year. The fund can also be populated or run for all funds by placing a % in the prompt.	
<b>Recon Correction</b>	Not Applicable	

<b>Description</b>	Reporting 02: BOR_LEDGER_SURPLUS	<a href="#">Display Report</a>
<b>Recon Description</b>	Query used to summarize the net change in encumbrance balances from prior budget years. The query looks at expenditure accounts where the budget period is less than the fiscal year	
<b>Recon Correction</b>	Not Applicable	

<b>Description</b>	Reporting 03: BOR_LEDGER_SURPLUS_DETAIL	<a href="#">Display Report</a>
<b>Recon Description</b>	Query used for detail analysis of surplus. The query outputs the change in encumbrance and expenditures for prior budget years (less than the fiscal year). The output includes key transaction identifiers like journal id, voucher, and purchase order IDs.	
<b>Recon Correction</b>	Not Applicable	

<b>Description</b>	Year End 01: BOR_CHK_12000_BALANCES	<a href="#">Display Report</a>
<b>Recon Description</b>	Verify no balances exist in fund 12000. Fund 12000 was inactivated in Fiscal Year 2008.	
<b>Recon Correction</b>	If any balances remain, write a journal entry to transfer the balances to the appropriate auxiliary. You will need to contact ITS to activate Fund 12000.	

<b>Description</b>	Year End 02: BOR_CHK_FDM_CAPITAL_CF	<a href="#">Display Report</a>
<b>Recon Description</b>	Query the CAPITAL ledger to determine if all chartfields are populated so the year end close submission to FDM will be successful. If the Fund <> 52000 all CF's are required	
<b>Recon Correction</b>	Perform an Asset transfer to move balances to the correct chartfield combinations. Additionally, a DBI will be required in order for the correction to post. The transfer fixes the problem going forward.	



<b>Description</b>	<b>Year End 03: BOR_CHK_PERIOD0_POPULATED</b>	<a href="#">Display Report</a>
<b>Recon Description</b>	Review the ledgers to ensure the year end close process has run successfully. Period 0 should be populated for: DETAIL_EN, ENCUMB, ACTUALS, CAPITAL and GAAP	
<b>Recon Correction</b>	Run the year end close process on the missing ledger. If the ledger is DETAIL_EN or ENCUMB the encumbrance build process may be required before the process will produce results.	

<b>Description</b>	<b>Year End 04: BOR_CHK_PERSERV_ENCUM</b>	<a href="#">Display Report</a>
<b>Recon Description</b>	Verify the zero personal services encumbrances process has run and successfully posted to the general ledger	
<b>Recon Correction</b>	1) Run the interface 2) Verify all transactions successfully budget checked	

<b>Description</b>	<b>Year End 05: BOR_NET_ASSET_ACCOUNT</b>	<a href="#">Display Report</a>
<b>Recon Description</b>	Query used to review the Net Asset accounts after the ACTUALS Ledger Close process.	
<b>Recon Correction</b>	Refer to the Year End Manual for instructions.	

## APPENDIX B: BATCH PROCESSING

### Processing GL Journals

1. Run the **Journal Generate** process from payroll and receivables. Refer to PSFIN Business Process GL.030.001.
2. Run the batch **Journal Editing** process. Refer to PSFIN Business Process GL.030.008.
3. Run the batch **Journal Budget Check** process. Refer to PSFIN Business Process GL.030.009.
4. Mark journals for posting. Refer to PSFIN Business Process GL.020.015.
5. Run the batch **Journal Post** process. Refer to PSFIN Business Process GL.030.010.
6. Run the **BOR\_JE\_PENDING** query to ensure all journals have been journal generated and posted to the ledger.

## APPENDIX C: ENCUMBRANCE WORKBENCH

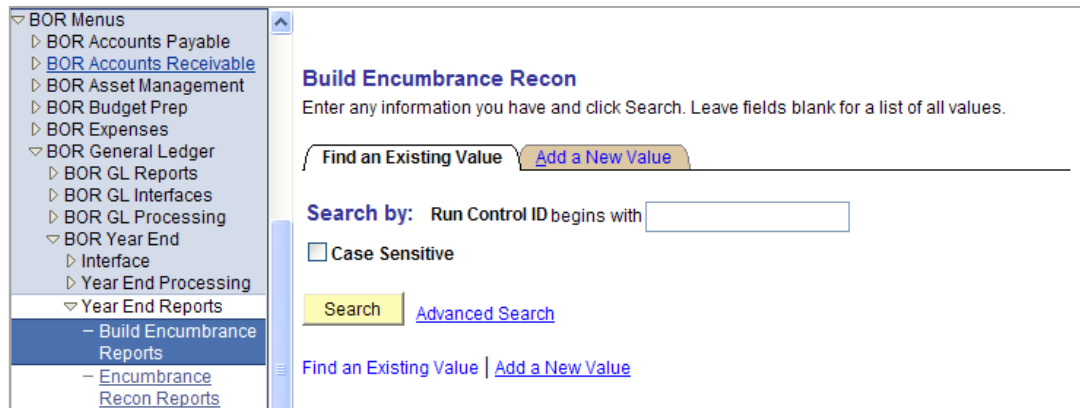
The **BOR Encumbrance Recon** reports have been added to provide an iterative component where detail encumbrance reconciliation reporting can be done.

- **01- Encumbrance Recon Summary**
- **02- Encumbrance Recon Variance**
- **03- Encumbrance Recon Detail**
- **04- Open PO Encumbrance Detail**
- **05- Open PO Encumbrances**
- **06- PO Liquidation Variances**
- **07- Open TAuths Encumbrances**
- **08- Manual Encumbrances**
- **09- POs Impacting Surplus**
- **10- Tauths Impacting Surplus**

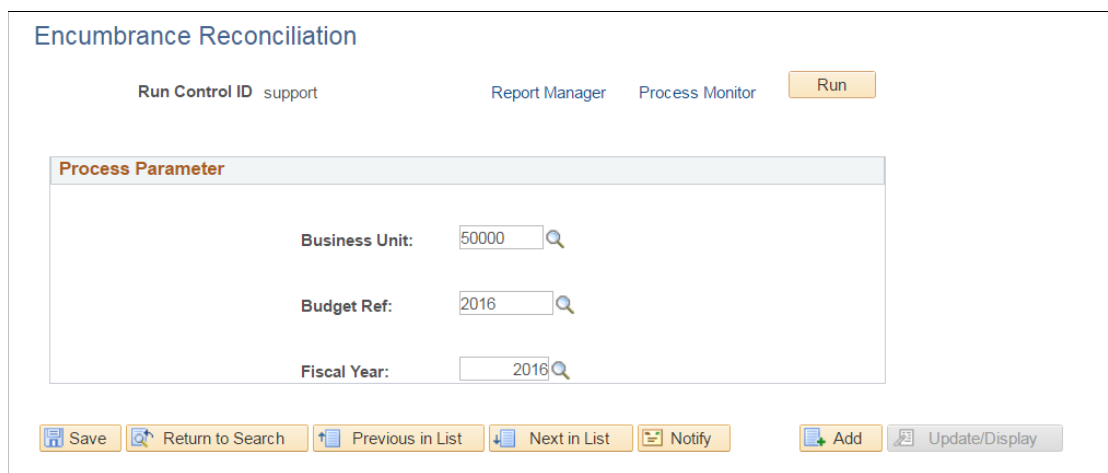
The Build **Encumbrance Reports** (BOR\_ENC\_REC) batch process was added to build the summary encumbrance reporting tables. This process is a pre-requisite to use the functionality in the some of the BOR Year End Encumbrance Recon Reports described above, and should be run monthly as part of the month-end close.

## Process

1. Select **BOR Menus > BOR General Ledger > BOR GL Reports > Year End Reports > Build Encumbrance Reports**. The **Build Encumbrance Recon – Find an Existing Value** page displays.



2. Enter an appropriate **Run Control ID**.
3. Click on **Search**. The **Encumbrance Reconciliation** page displays.



4. Enter or select your **Business Unit** in the **Process Parameter** group box.
5. Enter or select the **Budget Reference** in the **Process Parameter** group box.
6. Enter or select the **Fiscal Year** in the **Process Parameter** group box.

7. Click on **Run**. The **Process Scheduler Request** page displays.

**Process Scheduler Request**

User ID: SUPPORT Run Control ID: 1

---

Server Name:  Run Date: 06/04/2010   
 Recurrence:  Run Time: 2:21:54PM   
 Time Zone:

**Process List**

Select	Description	Process Name	Process Type	*Type	*Format	Distribution
<input checked="" type="checkbox"/>	Build Encumb Reporting Table	BOR_ENC_REC	Application Engine	Web	TXT	<a href="#">Distribution</a>

OK Cancel

8. Verify the **Process Scheduler Request** information.
9. Click on **OK**. The BOR\_ENC\_REC process runs, and the **Encumbrance Reconciliation** page displays.
10. Click on the [Process Monitor](#) link. The **Process List** page displays.
11. Verify the **Run Status** is **Success**.

**Note:** You can click on **Refresh** to update the **Run Status** until Success displays.

Now that you have run the Build Encumbrance Reports process, you can run the BOR Encumbrance Recon reports.

12. Select **BOR Menus > BOR General Ledger > BOR GL Reports > Year End Reports > Encumbrance Recon Reports**. The **Encumbrance Reconciliation Reports** page displays.



[New Window](#) | [Help](#) | [Customize Page](#) |

### Encumbrance Reconciliation Reports

\*Report Requested  Display Report

**Processing Parameters**

\*Business Unit

Fund Code

Account

Department

Program Code

Class Field

Project

Budget Ref

Fiscal Year

PO Number

Travel Auth

Journal ID

**Last Run Date**

The batch encumbrance reconciliation must be run prior to executing the reports on this page. Please review the last update time and take corrective action if necessary.

13. Enter or select your **Business Unit** in the **Processing Parameters** group box. The **Report Requested** field and **Display Report** link are now active.

### Encumbrance Reconciliation Reports

\*Report Requested  Display Report

---

#### Processing Parameters

*Business Unit	50000	KENNESAW STATE UNIVERSITY
Fund Code	<input type="text"/>	
Account	<input type="text"/>	
Department	<input type="text"/>	
Program Code	<input type="text"/>	
Class Field	<input type="text"/>	
Project	<input type="text"/>	
Budget Ref	<input type="text"/>	
Fiscal Year	2017	
PO Number	<input type="text"/>	
Travel Auth	<input type="text"/>	
Journal ID	<input type="text"/>	
Last Run Date	07/30/14 2:26:05PM	

The Build Encumbrance Reports process must be run prior to executing the queries on this page. Please review the last update time and, if necessary, run the process at BOR General Ledger > BOR GL Reports > Year End Reports > Build Encumbrance Reports.

**Note:** Be sure to check the **Last Run Date**, which will tell you the last time you ran the Build Encumbrance Reports process. These reports will only be as current as the last run date. If the Last Run Date is blank, this process has not been run for your institution and the BOR Encumbrance Reports will not contain any data.

- Click on the dropdown arrow in the **Report Requested** field to display a list of available reports.

### Encumbrance Reconciliation Reports

\*Report Requested  Display Report

---

#### Processing Parameters

*Business Unit	50000	KENNESAW STATE UNIVERSITY
Fund Code	<input type="text"/>	
Account	<input type="text"/>	
Department	<input type="text"/>	
Program Code	<input type="text"/>	

01-Encumbrance Recon Summary  
02-Encumbrance Recon Variance  
03-Encumbrance Recon Detail  
04-Open PO Encumbrance Detail  
05-Open PO Encumbrances  
06-PO Liquidation Variances  
07-Open TAuths Encumbrances  
08-Manual Encumbrances  
09-POs Impacting Surplus  
10-Tauths Impacting Surplus

15. Enter any **report criteria** in the appropriate fields in the **Processing Parameters** group box.

**Note:** Only certain fields will be active, depending on the report you select. You **must** enter a value for **Business Unit** or **Fiscal Year**, if these are displayed. For other fields that may be included, you may enter a specific value or leave these fields **blank** to include all values in the results.

16. Click on the [Display Report](#) link. A new window opens to display the report results.

**BOR\_ENCUMB\_RECON- BOR Encumbrance Reconciliation**

Download results in : [Excel Spreadsheet](#) [CSV Text File](#) (559 kb)

[View All](#) First  [Last](#)

	Unit	Fund	Account	Dept	Program	Class	Project	Bud Ref	Ledger Balance	Manual JE Encumbrance	PO Encumbrance	TAAuth Encumbrance	Calculated Encumbrance	Ledger Balance - Calc'd Bal
1	50000	10000	118200						1334013.51	0.000	0.000	0.00	0.00	1334013.51
2	50000	10000	511100	0101010	11100	11000		2010	11669.70	2206.350	0.000	0.00	2206.35	9463.35
3	50000	10000	511100	0101100	11100	11000		2010	2245.75	1899.140	0.000	0.00	1899.14	346.61
4	50000	10000	511100	0101200	11100	11000		2010	4501.48	4240.600	0.000	0.00	4240.60	260.88
5	50000	10000	511100	0202010	11100	11000		2010	2078.50	13263.180	0.000	0.00	13263.18	-11184.68
6	50000	10000	511100	0202200	11100	11000		2010	8585.37	13660.190	0.000	0.00	13660.19	-5074.82
7	50000	10000	511100	0202201	11100	11000		2010	1028.19	925.880	0.000	0.00	925.88	102.31
8	50000	10000	511100	0202300	11100	11000		2010	2700.32	71832.590	0.000	0.00	71832.59	-69132.27
9	50000	10000	511100	0202500	11100	11000		2010	2949.62	7034.730	0.000	0.00	7034.73	-4085.11
10	50000	10000	511100	0303010	11100	11000		2010	12050.91	15453.590	0.000	0.00	15453.59	-3402.68

A description of the available reports is shown below. Reports marked with an \* require running the **Encumbrance Report Build** process beforehand.

The **01-Encumbrance Recon Summary** report\* proofs open encumbrance balances. Ledger balances are compared to open Purchase Orders, open Travel Authorizations, and manual encumbrances. Rows with and without variances are displayed. \*\*Note that this report will not return open Travel Authorization encumbrance results for fiscal year 2017 due to the decision to not encumber Travel Authorizations effective July of 2016.

The **02- Encumbrance Recon Variance** report\* proofs open encumbrance balances. Ledger balances are compared to open Purchase Orders, open Travel Authorizations, and manual encumbrances. Only rows with variances are displayed. \*\*Note that this report will not return open Travel Authorization encumbrance results for fiscal year 2017 due to the decision to not encumber Travel Authorizations effective July of 2016.

The **03- Encumbrance Recon Detail** report\* displays the transactions that comprise a balance reported in the **01-Encumbrance Recon Summary** report. The **Reconciliation Type** field corresponds to a column in the summary report. For example, the **Open PO** Reconciliation Type shows all the transactions that comprise the PO column balance in the summary report.

The **04- Open PO Encumbrance Detail** report executes an interactive version of the BOR\_PO\_OPEN\_ENCS\_KK query, which displays open Purchase Orders per Commitment Control.

The **05- Open PO Encumbrances** report executes an interactive version of the BOR\_PO\_OPEN\_AMOUNT\_ALL query, which displays open Purchase Orders per Purchasing. [Corrected query name.]

The **06-PO Liquidation Variances** report\* compares the Commitment Control Open PO and the Purchasing Open PO queries to identify any Purchase Orders that had issues in finalization. This report displays all the rows whether or not a variance exists.

The **07-Open TAuths Encumbrances** report executes an interactive version of the BOR\_KK\_OPEN\_TAUTH\_ENC query, which displays open Travel Authorizations per Commitment Control. \*\*Note that this report will not return results for fiscal year 2017 due to the decision to not encumber Travel Authorizations effective July of 2016.

The **08-Manual Encumbrances** report analyzes the Journal transactions that are flagged as encumbrances (KK AMOUNT TYPE = 2).

The **09-POs Impacting Surplus** report reviews Purchase Orders with prior budget years adjusted or closed in the current fiscal year.

The **10-Tauths Impacting Surplus** report reviews Travel Authorizations with prior budget years adjusted or closed in the current fiscal year. \*\*Note that this report will not return results for fiscal year 2017 due to the decision to not encumber Travel Authorizations effective July of 2016.

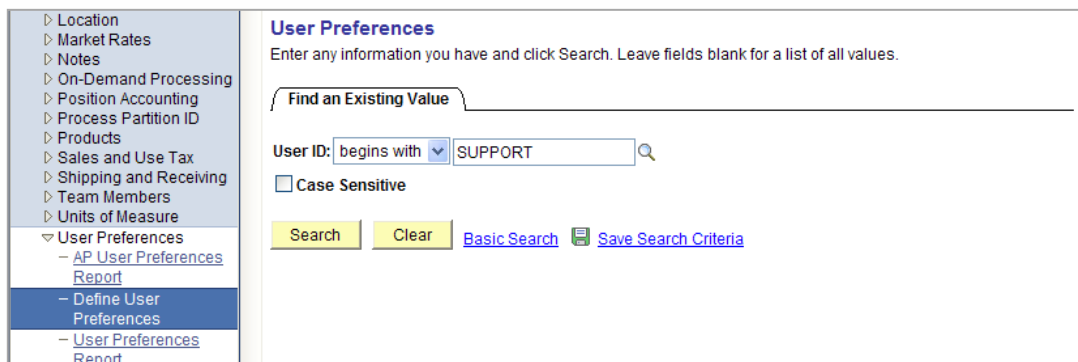
## APPENDIX D: REVIEWING USER PREFERENCES

In this appendix, you will review the preferences for the user(s) who will be running your Year-End processing. The **BOR\_GL\_PERIOD\_END** role can verify or define the configuration and set up the Year-End Base Table data. Refer to PSFIN Business Process GL.010.027.

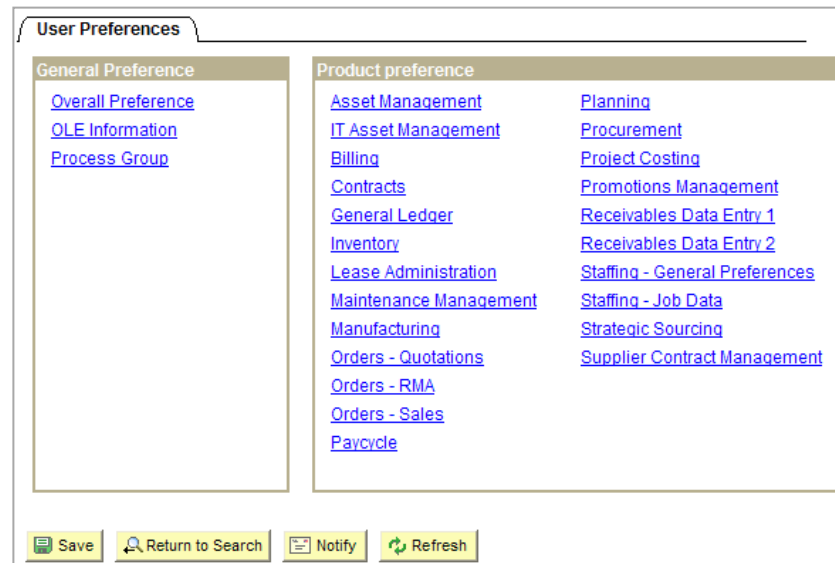
**Note:** It is not required that you establish a single user to have all of the access described here. If a single user is not established with all this access, then efforts between the Purchasing, Accounts Payable, Payroll, General Ledger, and Asset Management personnel will have to be closely coordinated to ensure that the proper sequence of closing procedures is followed, as noted in Topic 1, Section 2.

## Process

1. Select **Setup Financials/Supply Chain > Common Definitions > User Preferences > Define User Preferences**. The **User Preferences – Find an Existing Value** page displays.

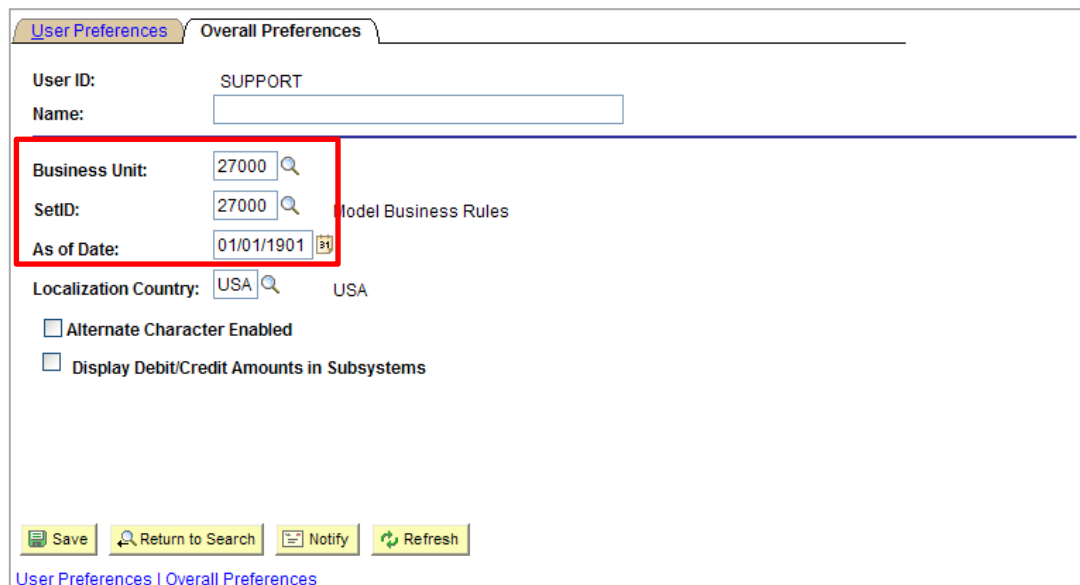


2. Enter or select the **operator who will run your Year-End processes** in the **User ID** field.
3. Click on Search. The **User Preferences** page displays.



The screenshot shows the 'User Preferences' window with two tabs: 'General Preference' and 'Product preference'. The 'General Preference' tab is active, showing links for 'Overall Preference', 'OLE Information', and 'Process Group'. The 'Product preference' tab is also visible, showing a list of product-related links such as 'Asset Management', 'IT Asset Management', 'Billing', 'Contracts', 'General Ledger', 'Inventory', 'Lease Administration', 'Maintenance Management', 'Manufacturing', 'Orders - Quotations', 'Orders - RMA', 'Orders - Sales', 'Paycycle', 'Planning', 'Procurement', 'Project Costing', 'Promotions Management', 'Receivables Data Entry 1', 'Receivables Data Entry 2', 'Staffing - General Preferences', 'Staffing - Job Data', 'Strategic Sourcing', and 'Supplier Contract Management'. At the bottom, there are buttons for 'Save', 'Return to Search', 'Notify', and 'Refresh'.

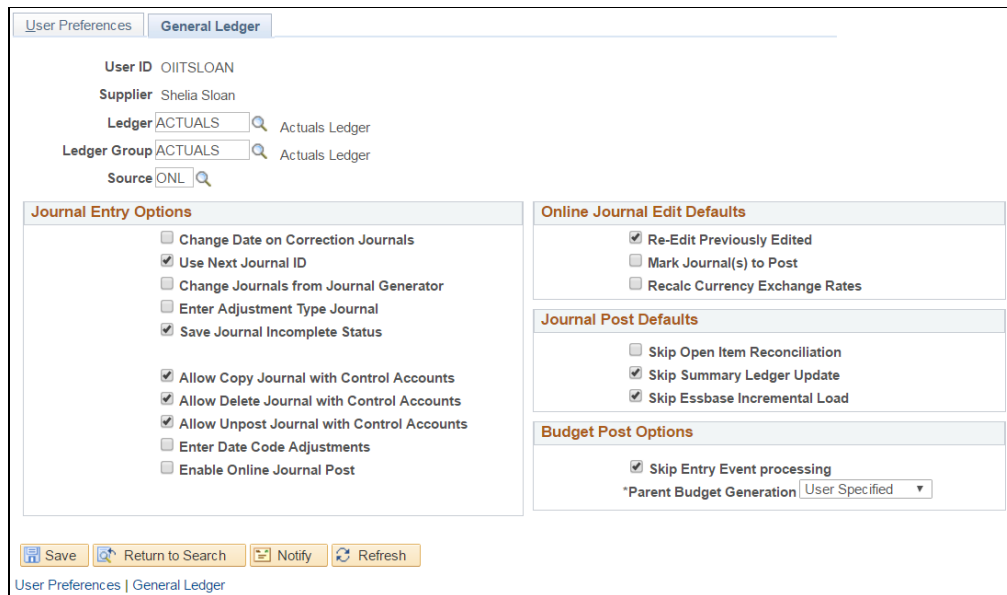
- Click on the [Overall Preference](#) link. The **Overall Preference** page displays.



The screenshot shows the 'Overall Preferences' window. At the top, there are tabs for 'User Preferences' and 'Overall Preferences'. Below the tabs, there are fields for 'User ID:' (SUPPORT) and 'Name:'. A red box highlights the 'Business Unit:' field (27000), 'SetID:' field (27000), and 'As of Date:' field (01/01/1901). To the right of these fields, there is a link for 'Model Business Rules'. Below the highlighted fields, there is a 'Localization Country:' field (USA) and two checkboxes: 'Alternate Character Enabled' and 'Display Debit/Credit Amounts in Subsystems'. At the bottom, there are buttons for 'Save', 'Return to Search', 'Notify', and 'Refresh'. A breadcrumb trail at the bottom left reads 'User Preferences | Overall Preferences'.

- Verify **your institution's Business Unit number** appears in the **Business Unit** and **SetID** fields.
- Verify that **01/01/1901** appears in the **As of Date** field.
- Click on the **User Preferences** tab. The **User Preferences** page displays.

8. Click on the [General Ledger](#) link. The **General Ledger** page displays.



User Preferences | **General Ledger**

User ID: OIITSLOAN  
 Supplier: Shelia Sloan  
 Ledger: ACTUALS Actuals Ledger  
 Ledger Group: ACTUALS Actuals Ledger  
 Source: ONL

**Journal Entry Options**

- ☐ Change Date on Correction Journals
- ☒ Use Next Journal ID
- ☐ Change Journals from Journal Generator
- ☐ Enter Adjustment Type Journal
- ☒ Save Journal Incomplete Status
- ☒ Allow Copy Journal with Control Accounts
- ☒ Allow Delete Journal with Control Accounts
- ☒ Allow Unpost Journal with Control Accounts
- ☐ Enter Date Code Adjustments
- ☐ Enable Online Journal Post

**Online Journal Edit Defaults**

- ☒ Re-Edit Previously Edited
- ☐ Mark Journal(s) to Post
- ☐ Recalc Currency Exchange Rates

**Journal Post Defaults**

- ☐ Skip Open Item Reconciliation
- ☒ Skip Summary Ledger Update
- ☒ Skip Essbase Incremental Load

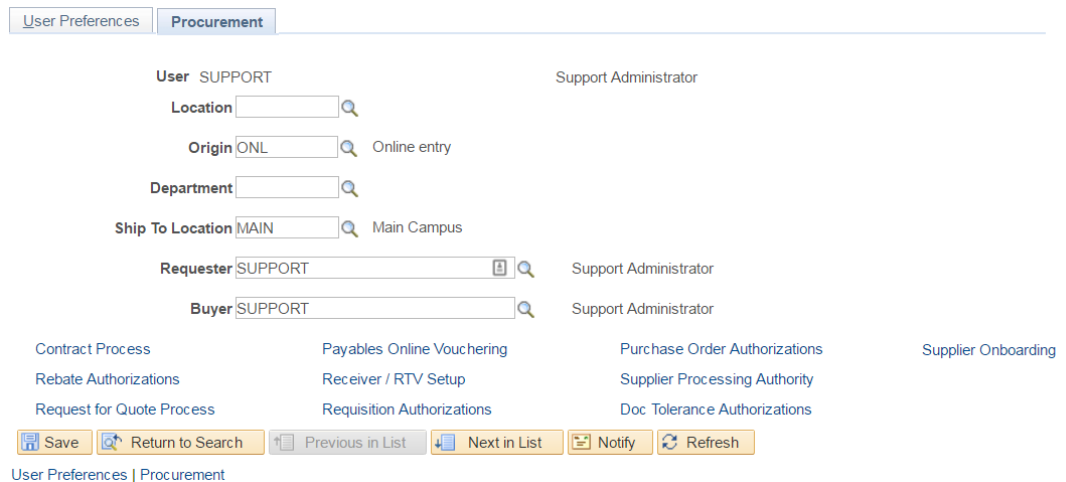
**Budget Post Options**

- ☒ Skip Entry Event processing
- \*Parent Budget Generation: User Specified

Save Return to Search Notify Refresh

User Preferences | General Ledger

9. Select **Ledger**, **Ledger Group**, and **Source**.
10. Click on the [Procurement](#) link.



User Preferences | **Procurement**

User: SUPPORT Support Administrator  
 Location:   
 Origin: ONL Online entry  
 Department:   
 Ship To Location: MAIN Main Campus  
 Requester: SUPPORT Support Administrator  
 Buyer: SUPPORT Support Administrator

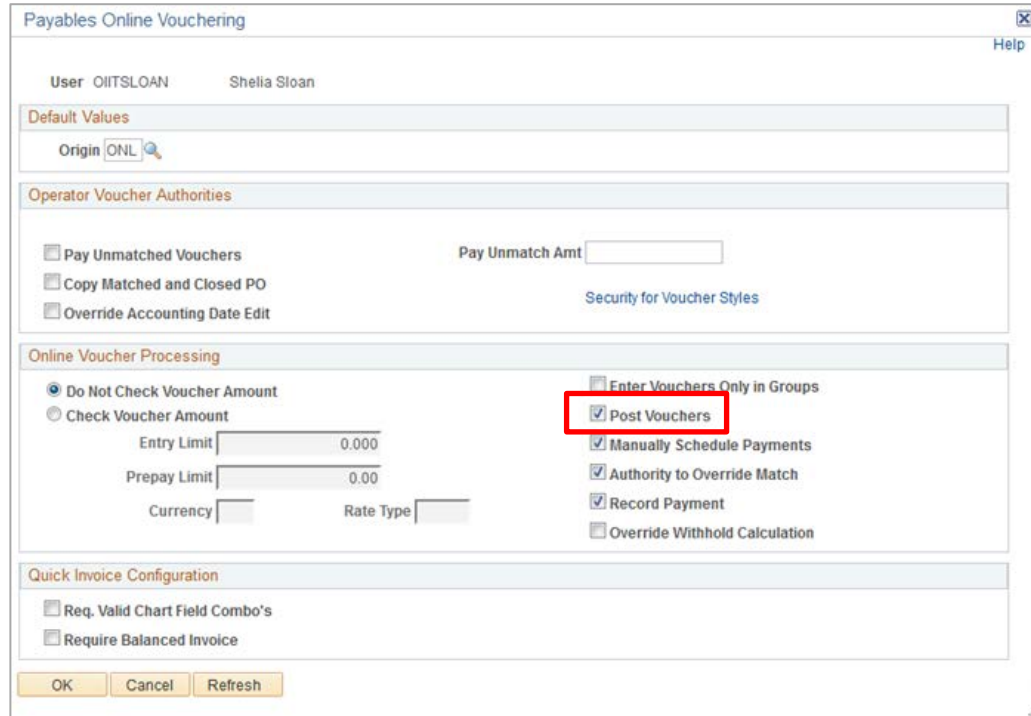
Contract Process Payables Online Vouchering Purchase Order Authorizations Supplier Onboarding  
 Rebate Authorizations Receiver / RTV Setup Supplier Processing Authority  
 Request for Quote Process Requisition Authorizations Doc Tolerance Authorizations

Save Return to Search Previous in List Next in List Notify Refresh

User Preferences | Procurement

11. You must specify a Requester to access the Requisition page.
12. Enter the Origin and Ship To Location.

13. Click on the [Payables Online Vouchering](#) link. The **Payables Online Vouchering** page displays.



Payables Online Vouchering

User: OIITSLOAN Shelia Sloan

Default Values

Origin: ONL

Operator Voucher Authorities

☐ Pay Unmatched Vouchers Pay Unmatch Amt:   
☐ Copy Matched and Closed PO  
☐ Override Accounting Date Edit Security for Voucher Styles

Online Voucher Processing

☒ Do Not Check Voucher Amount  
☐ Check Voucher Amount  
 Entry Limit:  0.000  
 Prepay Limit:  0.00  
 Currency:  Rate Type:

☐ Enter Vouchers Only in Groups  
☒ Post Vouchers  
☒ Manually Schedule Payments  
☒ Authority to Override Match  
☒ Record Payment  
☐ Override Withhold Calculation

Quick Invoice Configuration

☐ Req. Valid Chart Field Combo's  
☐ Require Balanced Invoice

OK Cancel Refresh

14. Verify the **Post Vouchers** checkbox in the **Online Voucher Processing** group box is ON.
15. Click on OK. This brings you back to the **Procurement** page.
16. Click on the [Requisition Authorizations](#) link. The **Requisition Authorizations** page displays.



Requisition Authorizations

Help

User SUPPORT

Support Administrator

Allowed Requisition Actions

- |  |   |
|--|---|
| <input checked="" type="checkbox"/> Approval | <input checked="" type="checkbox"/> Can Work Approved Req's                       |
| <input checked="" type="checkbox"/> Cancel   | <input checked="" type="checkbox"/> Full Auth for All Requesters                  |
| <input checked="" type="checkbox"/> Delete   | <input checked="" type="checkbox"/> Override Preferred Supplier                   |
| <input checked="" type="checkbox"/> Close    | <input checked="" type="checkbox"/> Override RFQ Required Flag                    |
| <input type="checkbox"/> Reopen              | <input type="checkbox"/> View/Override VAT Details                                |
|  | <input checked="" type="checkbox"/> Override Non-Qualified Requisitions for Close |
|  | <input type="checkbox"/> Can Send Approval Reminder                               |

Requesters User Authorization

Personalize | Find | View All | First 1 of 1 Last

Requesters User Auth For	Description	Add	Update	Cancel	Delete	Close	Reopen
		<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

OK

Cancel

Refresh

17. Click OK. This brings you back to the **Procurement** page.
18. Click on the [Purchase Order Authorizations](#) link. The **Purchase Order Authorizations** page displays.

Purchase Order Authorizations

User SUPPORT Support Administrator

Help

Allowed Purchase Order Actions

<input checked="" type="checkbox"/> Approval	<input checked="" type="checkbox"/> Can Work Approved PO's
<input checked="" type="checkbox"/> Cancel	<input checked="" type="checkbox"/> Can Dispatch Un-Approved POs
<input checked="" type="checkbox"/> Delete	<input checked="" type="checkbox"/> Full Authority for All Buyers
<input checked="" type="checkbox"/> Close	<input checked="" type="checkbox"/> Override Non-Qualified POs for Close
<input type="checkbox"/> Reopen	Rebate ID Security Control View Only
	<input type="checkbox"/> Can Send Approval Reminders

Buyers User Authorization

Personalize | Find | View All | First 1 of 1 Last

Buyers User Authorized For	Description	Add	Update	Cancel	Delete	Close	Reopen
		<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

OK Cancel Refresh

19. Verify that the **Can Work Approved PO's** check box is ON.
20. Verify that the **Cancel** checkbox is ON.
21. Verify that the **Full Auth for All Requesters** check box is ON.

22. Click OK. This brings you back to the **Procurement** page.

## APPENDIX E: GENERATING LEDGER CHARTFIELD VALUE SETS

In this appendix, you will learn how to generate a ChartField Value Set (CVS). ChartField Value Sets enable you to define combinations of ChartField values to be used for source data during the General Ledger closing process. They can also be used to define the source data for consolidations, equitization, and reporting. For example, you can create one ChartField Value Set for the income statement accounts used in interim closing, and a different set to be used in Year-End closing. When you define closing rules for the interim close or the Year-End close, you select the appropriate ChartField Value Set to use.

There are currently 5 net assets accounts that are used in the ledger close process for the GeorgiaFIRST institutions. The default net asset will be set to 342100 in the closing rules. To have some fund codes close to another net asset account, we will need to set up ChartField Value Sets for those funds.

**Note: If the Net Asset account numbers and ChartField Values Sets are unchanged from the prior year, it is not necessary to create new ones. However, it is certainly acceptable to do so if that is your preference.**

Refer to Appendix G, Net Asset Accounts for Closing Rules, to determine the specific net asset account numbers to use in these ChartField Value Sets.

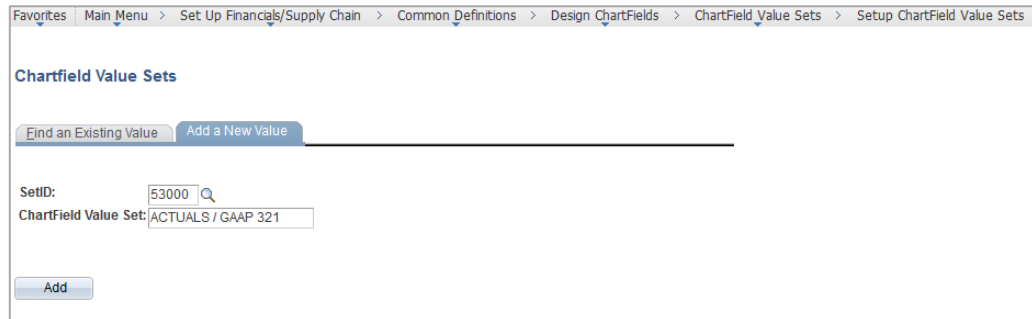
In this example, you will create the ChartField Value Sets for the ACTUALS and GAAP ledgers.

You will need to define a separate ChartField Value Set for each of the following Net Asset Accounts:

- 321100
- 371100
- 360100
- 311100

## Process

1. Select **Setup Financials/Supply Chain > Common Definitions > Design ChartFields > ChartField Value Sets > Setup ChartField Value Sets**.
2. Click on the **Add a New Value** tab. The **ChartField Value Sets – Add a New Value** page displays.



3. Verify that **your institution's Business Unit number** appears in the **SetID** field.
4. Enter a **Name for this ChartField Value Set** in the **ChartField Value Set** field.

**Note:** You must enter a unique name for this ChartField Value Set. We recommend **ACTUALS / GAAP XXX**, where XXX refers to the first three digits of the Net Asset Account.

5. Click on **Add**. The **ChartField Value Set** page displays.



**ChartField Value Set**

SetID: 53000      ChartField Value Set: ACTUALS / GAAP 321      [Delete](#)

**Effective Date**      [Find](#) | [View All](#) | [First](#) 1 of 1 [Last](#)

\*Effective Date: 01/01/1901      \*Status: Active      [+](#) [-](#)

\*Ledger Template: STANDARD

\*Description: Fund Codes Closing to 321100

Comments: Chartfield Value Set for ACTUALS and GAAP ledgers for fund codes closing to Net Asset account 321100

**Values by ChartFields**      [Find](#) | [View All](#) | [First](#) 1 of 1 [Last](#)

\*Field Name: Fund Code      \*How Specified: Selected Detail Values      [+](#) [-](#)

[Select Values/Nodes](#)      [Personalize](#) | [Find](#) | [View 10](#) | [First](#) 1-12 of 12 [Last](#)

*Select Value		
12210	<a href="#">+</a>	<a href="#">-</a>
12220	<a href="#">+</a>	<a href="#">-</a>
12230	<a href="#">+</a>	<a href="#">-</a>
12240	<a href="#">+</a>	<a href="#">-</a>
12250	<a href="#">+</a>	<a href="#">-</a>
12260	<a href="#">+</a>	<a href="#">-</a>
12270	<a href="#">+</a>	<a href="#">-</a>
12280	<a href="#">+</a>	<a href="#">-</a>
13000	<a href="#">+</a>	<a href="#">-</a>
14000	<a href="#">+</a>	<a href="#">-</a>
15000	<a href="#">+</a>	<a href="#">-</a>
16000	<a href="#">+</a>	<a href="#">-</a>

6. Enter **01/01/1901** in the **Effective Date** field.  
**Note:** This field is automatically populated with the System Date.
7. Verify that **Active** appears in the **Status** field.
8. Verify **STANDARD** appears in the **Ledger Template** field.
9. Enter **Fund Codes Closing to 321100** in the **Description** field.
10. Enter **ChartField Value Set for ACTUALS and GAAP ledgers for fund codes closing to Net Asset Account 321100** in the **Comments** field.
11. Enter or select **Fund Code** in the **Field Name** field of the **Values by ChartFields** group box.
12. Verify **Selected Detailed Values** appears in the **How Specified** field.
13. Select **12210** in the **Select Value** field in the **Select Values/Nodes** group box.

14. Click on the **plus sign** to insert a new row.
15. Select **12220** in the **Select Value** field.
16. Repeat Steps 14 and 15 to add the following Fund Codes in the **Select Values/Nodes** group box:
  - 12230
  - 12240
  - 12250
  - 12260
  - 12270
  - 12280
  - 13000
  - 14000
  - 15000
  - 16000
17. Click on **Save**.
18. Repeat this process for Net Asset accounts 311100, 360100, and 371100 using the values shown in the screen shots below.

**ChartField Value Set**

SetID: 53000      ChartField Value Set: ACTUALS / GAAP 371      [Delete](#)

---

**Effective Date**      [Find](#) | [View All](#) | [First](#) | **1 of 1** | [Last](#)

\*Effective Date: 01/01/1901 [31](#)      \*Status: Active [+](#) [-](#)

\*Ledger Template: STANDARD



\*Description: Fund Codes Closing to 371100







Comments: Chartfield Value Set for ACTUALS and GAAP ledgers for fund codes closing to Net Asset account 371100

---

**Values by ChartFields**      [Find](#) | [View All](#) | [First](#) | **1 of 1** | [Last](#)

\*Field Name: Fund Code      \*How Specified: Selected Detail Values [+](#) [-](#)

Select Values/Nodes	<a href="#">Personalize</a>	<a href="#">Find</a>	<a href="#">View All</a>	<a href="#">First</a>	<b>1-6</b>	<a href="#">Last</a>
<b>*Select Value</b>						
20000					<a href="#">+</a>	<a href="#">-</a>
21000					<a href="#">+</a>	<a href="#">-</a>
30000					<a href="#">+</a>	<a href="#">-</a>
31000					<a href="#">+</a>	<a href="#">-</a>
41000					<a href="#">+</a>	<a href="#">-</a>
42000					<a href="#">+</a>	<a href="#">-</a>

### ChartField Value Set

SetID: 53000      ChartField Value Set: ACTUALS / GAAP 360      [Delete](#)

Effective Date: [Find](#) | [View All](#) | [First](#) | [1 of 1](#) | [Last](#)

\*Effective Date: 01/01/1901 [31](#)      \*Status: Active [+](#) [-](#)

\*Ledger Template: STANDARD



\*Description: Fund Codes Closing to 360100

Comments: Chartfield Value Set for ACTUALS and GAAP ledgers for fund codes closing to Net Asset account 360100

---

Values by ChartFields [Find](#) | [View All](#) | [First](#) | [1 of 1](#) | [Last](#)

\*Field Name: Fund Code      \*How Specified: Selected Detail Values [+](#) [-](#)

[Select Values/Nodes](#)    [Personalize](#) | [Find](#) | [View All](#) | [First](#) | [1 of 1](#) | [Last](#)

*Select Value	<a href="#">+</a>	<a href="#">-</a>
40000 <a href="#">Q</a>	<a href="#">+</a>	<a href="#">-</a>

### ChartField Value Set

SetID: 53000      ChartField Value Set: ACTUALS / GAAP 311      [Delete](#)

Effective Date: [Find](#) | [View All](#) | [First](#) | [1 of 1](#) | [Last](#)

\*Effective Date: 01/01/1901 [31](#)      \*Status: Active [+](#) [-](#)

\*Ledger Template: STANDARD



\*Description: Fund Codes Closing to 311100

Comments: Chartfield Value Set for ACTUALS and GAAP ledgers for fund codes closing to Net Asset Account 311100

---

Values by ChartFields [Find](#) | [View All](#) | [First](#) | [1 of 1](#) | [Last](#)

\*Field Name: Fund Code      \*How Specified: Selected Detail Values [+](#) [-](#)

[Select Values/Nodes](#)    [Personalize](#) | [Find](#) | [View All](#) | [First](#) | [1 of 1](#) | [Last](#)

*Select Value	<a href="#">+</a>	<a href="#">-</a>
52000 <a href="#">Q</a>	<a href="#">+</a>	<a href="#">-</a>

**Note:** If your institution uses any 21xxx funds, these funds also need to be added to the ACTUALS / GAAP 371 ChartField Value Set.

## APPENDIX F: GENERATING LEDGER CLOSING RULES

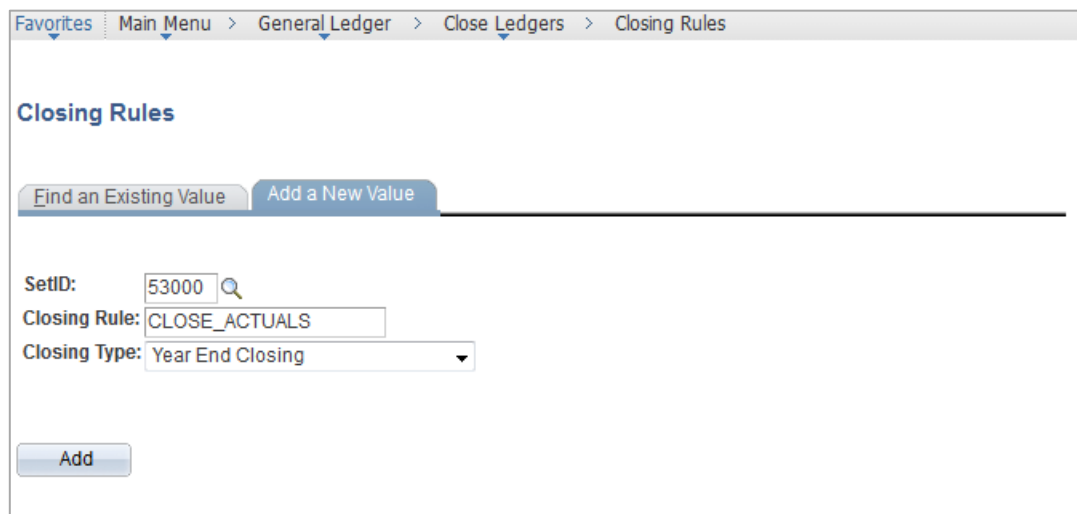
**Note:** If closing rules are unchanged from the prior year, it is not necessary to create new ones. However, it is certainly acceptable to do so if that is your preference.

In this appendix, you will generate the ledger Closing Rules for the ACTUALS, GAAP, and CAPITAL ledgers based on the ChartField Value Sets you created in Appendix E and associate them with the corresponding Closing Process Group.

In this example, you will generate the ledger closing rules for the **ACTUALS** ledger.

### Process

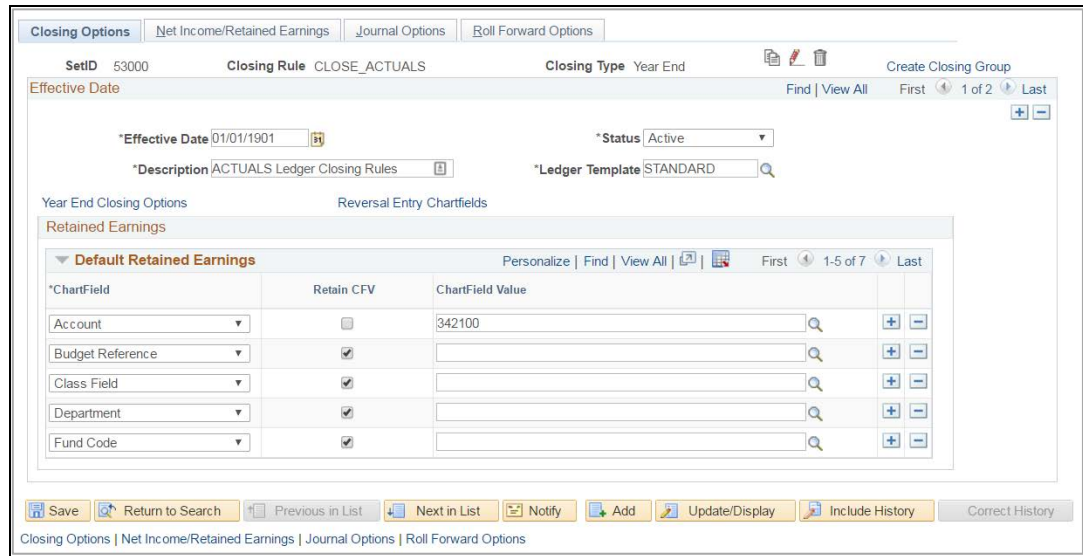
1. Select **General Ledger > Close Ledgers > Closing Rules**.
2. Click on the **Add a New Value** tab. The **Closing Rules – Add a New Value** page displays.



3. Verify that **your institution's GL Business Unit number** appears in the **SetID** field.
4. Enter a **Name for this closing rule** in the **Closing Rule** field.

**Note:** You must enter a unique name for this closing rule. We recommend **CLOSE\_ACTUALS**.

5. Select **Year End Closing** as the **Closing Type**.
6. Click on **Add**. The **Closing Options** page displays.



Closing Options | Net Income/Retained Earnings | Journal Options | Roll Forward Options

SetID 53000 Closing Rule CLOSE\_ACTUALS Closing Type Year End

Effective Date 01/01/1901 \*Status Active

\*Description ACTUALS Ledger Closing Rules \*Ledger Template STANDARD

Year End Closing Options Reversal Entry Chartfields

Retained Earnings

ChartField	Retain CFV	ChartField Value
Account	<input checked="" type="checkbox"/>	342100
Budget Reference	<input checked="" type="checkbox"/>	
Class Field	<input checked="" type="checkbox"/>	
Department	<input checked="" type="checkbox"/>	
Fund Code	<input checked="" type="checkbox"/>	

Save Return to Search Previous in List Next in List Notify Add Update/Display Include History Correct History

Closing Options | Net Income/Retained Earnings | Journal Options | Roll Forward Options

7. Enter **01/01/1901** in the **Effective Date** field.
- Note:** This field is automatically populated with the System Date.
8. Verify that **Active** appears in the **Status** field.
9. Enter **ACTUALS Ledger Closing Rules** in the **Description** field.
10. Verify **STANDARD** displays in the **Ledger Template** field.
11. Select **Account** in the **ChartField** field in the **Retained Earnings Default Retained Earnings** group box.
12. Enter or select **342100** in the **ChartField Value** field. This is the Unalloc Net Asset – Current Yr (Unrestricted) account as noted in Appendix G, Net Asset Accounts for Closing Rules.
13. Click on the plus sign to insert a new row.
14. Select **Budget Reference** in the **ChartField** field.
15. Click the **Retain CFV** check box ON.

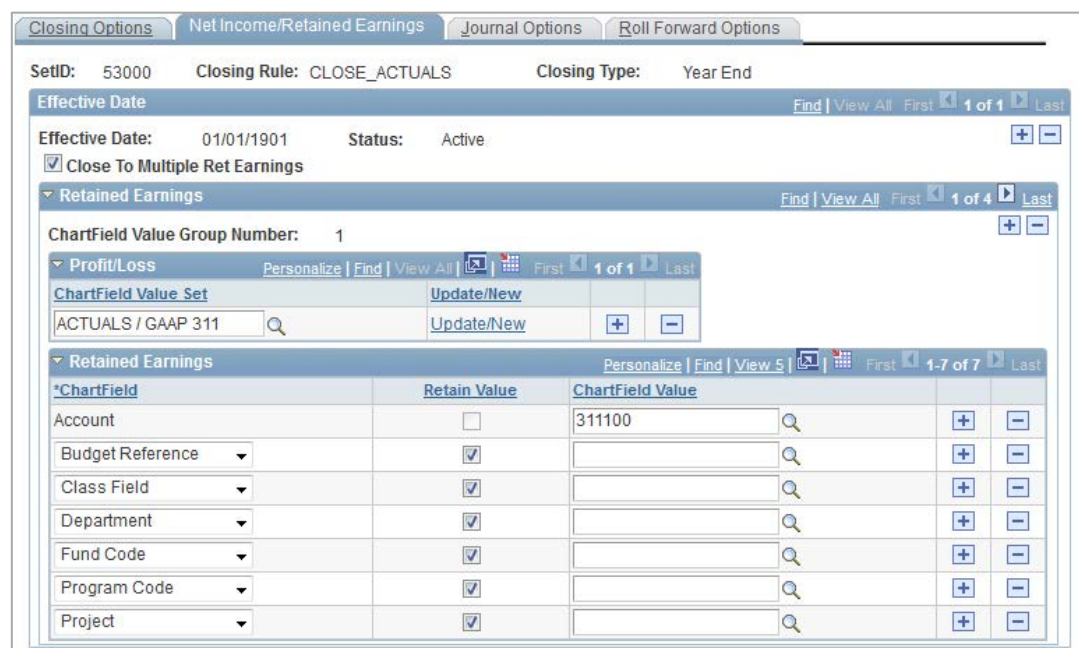
16. Repeat Steps 14 and 15 for the following ChartFields:

- **Class Field**
- **Department**
- **Fund Code**
- **Program Code**
- **Project**

**Note:** You will have 7 rows in the **Default Retained Earnings** group box when done.

For any funds not closing to Account 342100, you will need to enter the fund group and its associated Net Asset Account from Appendix E, on the **Net Income/Retained Earnings** page.

17. Click on the **Net Income/Retained Earnings** tab. The **Net Income/Retained Earnings** page displays.



Closing Options | **Net Income/Retained Earnings** | Journal Options | Roll Forward Options

SetID: 53000    Closing Rule: CLOSE\_ACTUALS    Closing Type: Year End


**Effective Date**    Find | View All | First | 1 of 1 | Last  
 Effective Date: 01/01/1901    Status: Active  
☒ Close To Multiple Ret Earnings

**Retained Earnings**    Find | View All | First | 1 of 4 | Last  
 ChartField Value Group Number: 1

**Profit/Loss**    Personalize | Find | View All | First | 1 of 1 | Last  
 ChartField Value Set    Update/New  
 ACTUALS / GAAP 311    Update/New    +    -

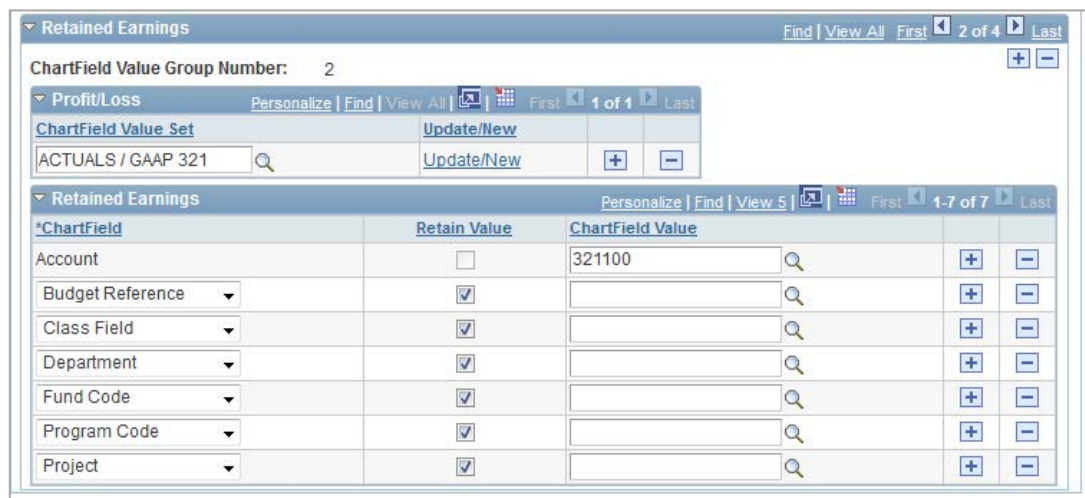
*ChartField	Retain Value	ChartField Value		
Account	<input type="checkbox"/>	311100	+	-
Budget Reference	<input checked="" type="checkbox"/>		+	-
Class Field	<input checked="" type="checkbox"/>		+	-
Department	<input checked="" type="checkbox"/>		+	-
Fund Code	<input checked="" type="checkbox"/>		+	-
Program Code	<input checked="" type="checkbox"/>		+	-
Project	<input checked="" type="checkbox"/>		+	-

18. Click the **Close to Multiple Ret Earnings** check box in the **Effective Date** group box ON.

19. Verify that the **ChartField Value Group Number** in the Retained Earnings group box is **1**.
20. Click on the  next to the **ChartField Value Set** field in the **Profit/Loss** group box and select the ACTUALS/GAAP 311 ChartField Value Set.
21. Select **Account** in the **ChartField** field in the **Retained Earnings** group box.
22. Enter **311100** in the **ChartField Value** field.
23. Click on the plus sign to insert a new row.
24. Select **Budget Reference** in the **ChartField** field.
25. Click the **Retain Value** check box ON.
26. Repeat Steps 24 and 25 for the following ChartFields:
  - **Class Field**
  - **Department**
  - **Fund Code**
  - **Program Code**
  - **Project**

**Note:** You will have 7 rows in the **Retained Earnings** group box when done.

27. Click on the plus sign in the **Retained Earnings** group box to insert a new row.



Retained Earnings

ChartField Value Group Number: 2

Profit/Loss

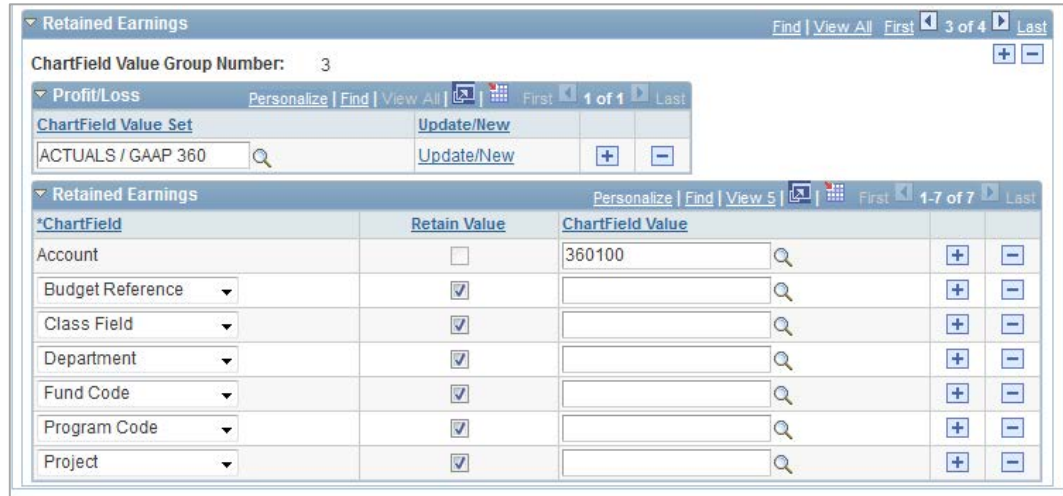
ChartField Value Set: ACTUALS / GAAP 321

*ChartField	Retain Value	ChartField Value
Account	<input type="checkbox"/>	321100
Budget Reference	<input checked="" type="checkbox"/>	
Class Field	<input checked="" type="checkbox"/>	
Department	<input checked="" type="checkbox"/>	
Fund Code	<input checked="" type="checkbox"/>	
Program Code	<input checked="" type="checkbox"/>	
Project	<input checked="" type="checkbox"/>	

28. Verify that the **ChartField Value Group Number** in the Retained Earnings group box is **2**.
29. Click on the magnifying glass next to the **ChartField Value Set** field in the **Profit/Loss** group box and select the **ACTUALS / GAAP 321** ChartField Value Set.
30. Select **Account** in the **ChartField** field in the **Retained Earnings** group box.
31. Enter **321100** in the **ChartField Value** field.
32. Click on the plus sign to insert a new row.
33. Select **Budget Reference** in the **ChartField** field.
34. Click the **Retain Value** check box ON.
35. Repeat Steps 33 and 34 for the following ChartFields:
  - **Class Field**
  - **Department**
  - **Fund Code**
  - **Program Code**
  - **Project**

**Note:** You will have 7 rows in the **Retained Earnings** group box when done.

36. Click on the plus sign in the **Retained Earnings** group box to insert a new row.



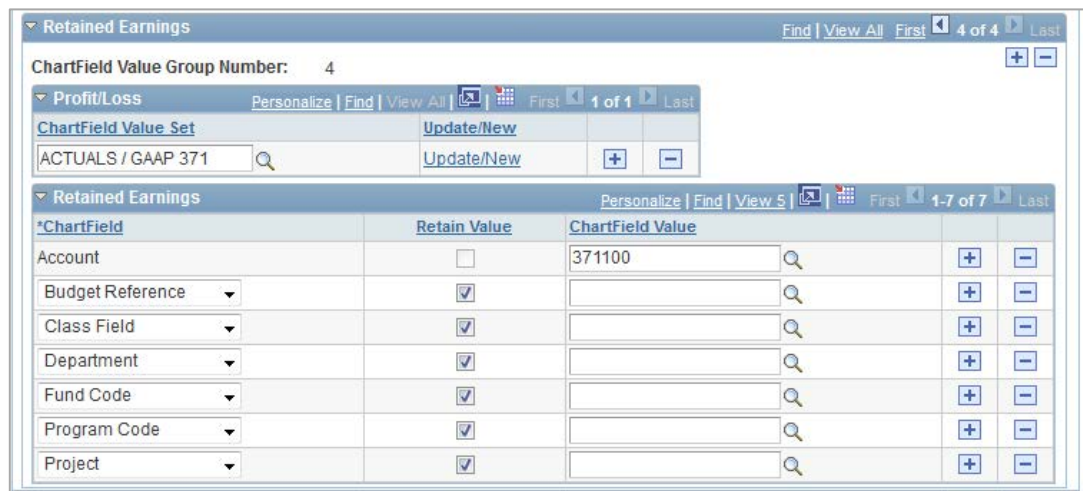
*ChartField	Retain Value	ChartField Value
Account	<input type="checkbox"/>	360100
Budget Reference	<input checked="" type="checkbox"/>	
Class Field	<input checked="" type="checkbox"/>	
Department	<input checked="" type="checkbox"/>	
Fund Code	<input checked="" type="checkbox"/>	
Program Code	<input checked="" type="checkbox"/>	
Project	<input checked="" type="checkbox"/>	

37. Verify that the **ChartField Value Group Number** in the Retained Earnings group box is **3**.
38. Click on the magnifying glass next to the **ChartField Value Set** field in the **Profit/Loss** group box and select the **ACTUALS/GAAP 360** ChartField Value Set.
39. Select **Account** in the **ChartField** field in the **Retained Earnings** group box.
40. Enter **360100** in the **ChartField Value** field.
41. Click on the plus sign to insert a new row.
42. Select **Budget Reference** in the **ChartField** field.
43. Click the **Retain Value** check box ON.
44. Repeat Steps 42 and 43 for the following ChartFields:
  - **Class Field**
  - **Department**
  - **Fund Code**

- **Program Code**
- **Project**

**Note:** You will have 7 rows in the **Retained Earnings** group box when done.

- Click on the plus sign in the **Retained Earnings** group box to insert a new row.



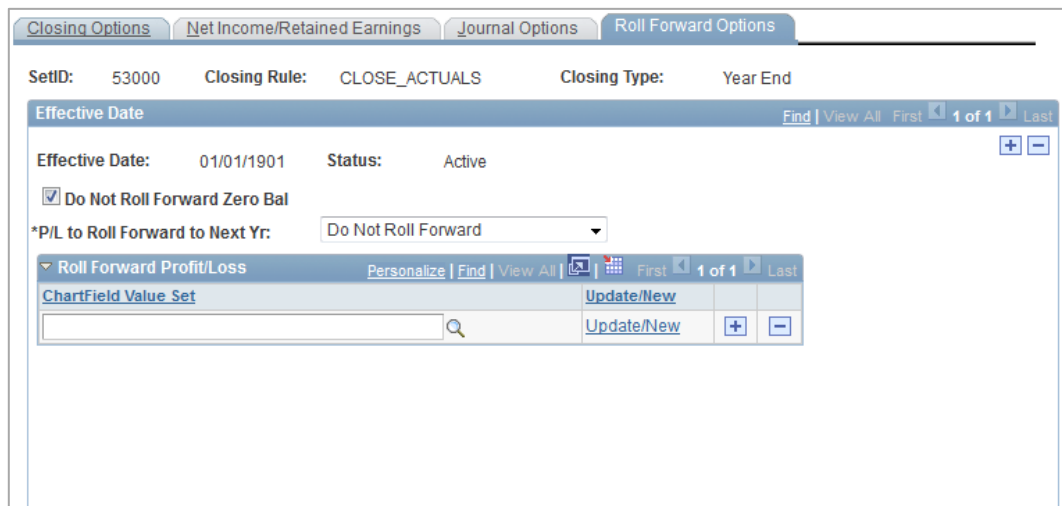
*ChartField	Retain Value	ChartField Value
Account	<input type="checkbox"/>	371100
Budget Reference	<input checked="" type="checkbox"/>	
Class Field	<input checked="" type="checkbox"/>	
Department	<input checked="" type="checkbox"/>	
Fund Code	<input checked="" type="checkbox"/>	
Program Code	<input checked="" type="checkbox"/>	
Project	<input checked="" type="checkbox"/>	

- Verify that the **ChartField Value Group Number** in the Retained Earnings group box is **4**.
- Click on the magnifying glass next to the **ChartField Value Set** field in the **Profit/Loss** group box and select the **ACTUALS/GAAP 371** ChartField Value Set.
- Select **Account** in the **ChartField** field in the **Retained Earnings** group box.
- Enter **371100** in the **ChartField Value** field.
- Click on the plus sign to insert a new row.
- Select **Budget Reference** in the **ChartField** field.
- Click the **Retain Value** check box ON.
- Repeat Steps 51 and 52 for the following ChartFields:

- **Class Field**
- **Department**
- **Fund Code**
- **Program Code**
- **Project**

**Note:** You will have 7 rows in the **Retained Earnings** group box when done.

54. Click on **Save**.
55. Click on the **Roll Forward Options** tab. The **Roll Forward Options** page displays.



Closing Options | Net Income/Retained Earnings | Journal Options | **Roll Forward Options**

SetID: 53000    Closing Rule: CLOSE\_ACTUALS    Closing Type: Year End

Effective Date: 01/01/1901    Status: Active

☒ Do Not Roll Forward Zero Bal

\*P/L to Roll Forward to Next Yr: Do Not Roll Forward

Roll Forward Profit/Loss    Personalize | Find | View All | First 1 of 1 Last

ChartField Value Set    Update/New

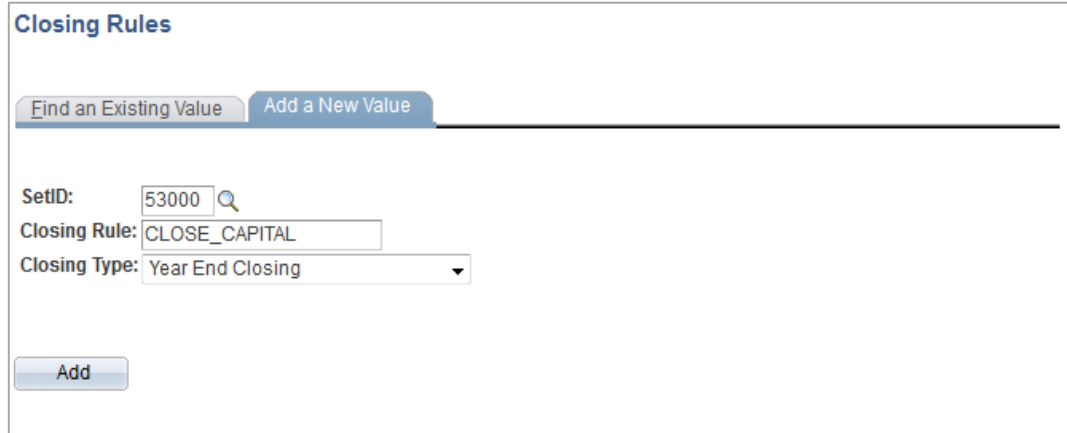
Update/New    +    -

56. Verify the **Do Not Roll Forward Zero Bal** check box is ON.
57. Verify **Do Not Roll Forward** appears in the **P/L to Roll Forward to Next Yr** field.
58. Click on **Save**.
59. Repeat these steps to create a CLOSE\_GAAP closing rule.

For the **CAPITAL** ledger, you will create a closing rule named CLOSE\_CAPITAL that will not use the ChartField Value Sets, as all funds close to the 311100 Net Asset account.

## Process

1. Select **General Ledger > Close Ledgers > Closing Rules**.
2. Click on the **Add a New Value** tab. The **Closing Rules – Add a New Value** page displays.



**Closing Rules**

Find an Existing Value | **Add a New Value**

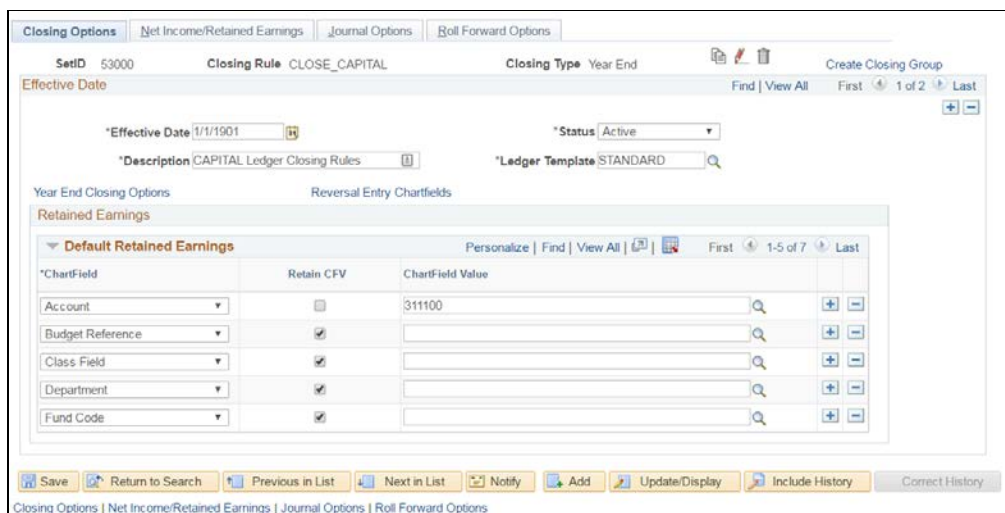
SetID: 53000

Closing Rule: CLOSE\_CAPITAL

Closing Type: Year End Closing

Add

3. Verify that **your institution's GL Business Unit number** appears in the **SetID** field.
4. Enter **CLOSE\_CAPITAL** for this closing rule in the **Closing Rule** field.
5. Select **Year End Closing** as the **Closing Type**.
6. Click on **Add**. The **Closing Options** page displays.



Closing Options | Net Income/Retained Earnings | Journal Options | Roll Forward Options

SetID 53000 Closing Rule CLOSE\_CAPITAL Closing Type Year End

Effective Date 1/1/1901 Status Active

Description CAPITAL Ledger Closing Rules Ledger Template STANDARD

Year End Closing Options Reversal Entry Chartfields

**Retained Earnings**

Default Retained Earnings

*ChartField	Retain CFV	ChartField Value
Account	<input type="checkbox"/>	311100
Budget Reference	<input checked="" type="checkbox"/>	
Class Field	<input checked="" type="checkbox"/>	
Department	<input checked="" type="checkbox"/>	
Fund Code	<input checked="" type="checkbox"/>	

Save | Return to Search | Previous in List | Next in List | Notify | Add | Update/Display | Include History | Correct History

Closing Options | Net Income/Retained Earnings | Journal Options | Roll Forward Options

7. Enter **01/01/1901** in the **Effective Date** field.  
**Note:** This field is automatically populated with the System Date.
8. Verify that **Active** appears in the **Status** field.
9. Enter **CAPITAL Ledger Closing Rules** in the **Description** field.
10. Verify **STANDARD** displays in the **Ledger Template** field.
11. Select **Account** in the **ChartField** field in the **Retained Earnings Default Retained Earnings** group box.
12. Enter or select **311100** in the **ChartField Value** field.
13. Click on the plus sign to insert a new row.
14. Select **Budget Reference** in the **ChartField** field.
15. Click the **Retain CFV** check box ON.
16. Repeat Steps 14 and 15 for the following ChartFields:
  - **Class Field**
  - **Department**
  - **Fund Code**
  - **Program Code**
  - **Project**  
**Note:** You will have 7 rows in the **Default Retained Earnings** group box when done.
17. Click on the Net Income/Retained Earnings tab and confirm that the Close to Multiple Ret Earnings box is not checked, as all funds close to the 311100 Net Asset account in the CAPITAL ledger.



Closing Options | **Net Income/Retained Earnings** | Journal Options | Roll Forward Options

SetID: 53000 Closing Rule: CLOSE\_CAPITAL Closing Type: Year End

Effective Date: 01/01/1901 Status: Active

☐ Close To Multiple Ret Earnings

Retained Earnings

ChartField Value Group Number: 1

Profit/Loss

ChartField Value Set	Update/New
	Update/New

Retained Earnings

*ChartField	Retain Value	ChartField Value
	<input type="checkbox"/>	

18. Click on the **Roll Forward Options** tab. The **Roll Forward Options** page displays.

Closing Options | Net Income/Retained Earnings | Journal Options | **Roll Forward Options**

SetID: 53000 Closing Rule: CLOSE\_CAPITAL Closing Type: Year End

Effective Date: 01/01/1901 Status: Active

☒ Do Not Roll Forward Zero Bal

\*P/L to Roll Forward to Next Yr: Do Not Roll Forward

Roll Forward Profit/Loss

ChartField Value Set	Update/New
	Update/New

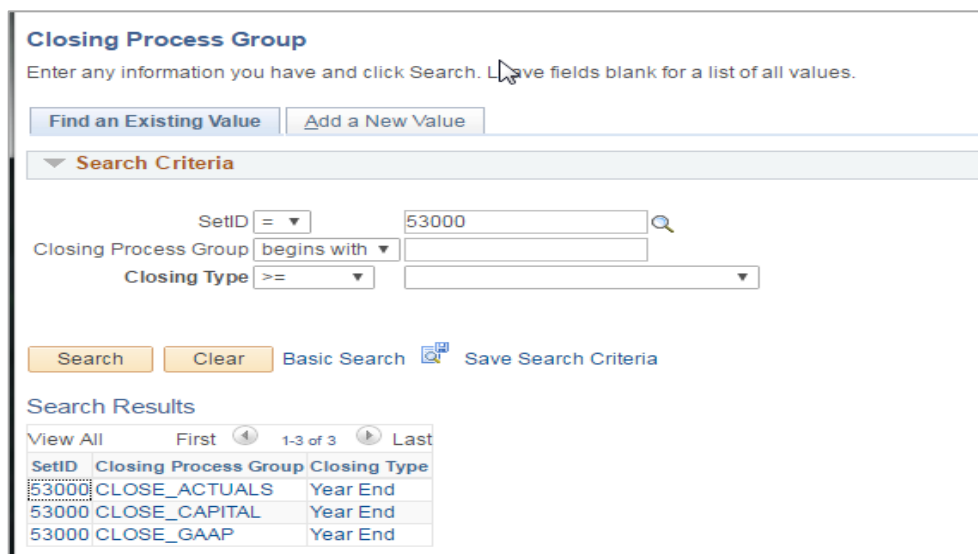
19. Verify the **Do Not Roll Forward Zero Bal** check box is ON.
20. Verify **Do Not Roll Forward** appears in the **P/L to Roll Forward to Next Yr** field.
21. Click on **Save**.

Add each new Closing Rule to the corresponding Closing Process Group.

A Closing Process Group is designed to allow you to include multiple Closing Rules in a single Closing Process Group. However, in our GeorgiaFIRST model, each group has only one rule.

## Process

1. Select **General Ledger > Close Ledgers > Closing Process Group**.
2. Click on the **Find and Existing Value** tab and **Search**. Three Closing Process Groups should display, CLOSE\_ACTUALS, CLOSE\_CAPITAL, and CLOSE\_GAAP. Choose CLOSE\_ACTUALS.



**Closing Process Group**  
Enter any information you have and click Search. Leave fields blank for a list of all values.

Find an Existing Value | Add a New Value

▼ Search Criteria

SetID = 53000

Closing Process Group begins with

Closing Type >=

Search | Clear | Basic Search | Save Search Criteria

**Search Results**

View All | First | 1-3 of 3 | Last

SetID	Closing Process Group	Closing Type
53000	CLOSE_ACTUALS	Year End
53000	CLOSE_CAPITAL	Year End
53000	CLOSE_GAAP	Year End

3. Once the Closing Process Group page displays, click on the magnifying glass and find your new rule, CLOSE\_ACTUALS. If you have an existing rule already associated with the Closing Process Group, use the minus sign to remove it.

**Closing Process Group**

SetID 53000      Closing Group CLOSE\_ACTUALS      Closing Type Year End








Descr ACTUALS Ledger Closing Rules

Description ACTUALS Ledger Closing Rules

226 characters remaining

▼ Closing Group Steps      Personalize | Find | View All | [?]      1 of 1

Step	*Closing Rule	Description
1		




 Save  
  Return to Search  
  Previous in List  
  Next in List  
  Notify  
  Add  
  Update/Display

**Look Up Closing Rule**      Help

SetID 53000

Closing Type Year End

Closing Rule begins with

 Look Up  
  Clear  
  Cancel  
 Basic Lookup

**Search Results**

View 100   First   1-3 of 3   Last

Closing Rule
CLOSE_ACTUALS
CLOSE_CAPITAL
CLOSE_GAAP

4. Click on Save.
5. Repeat these steps for your CLOSE\_CAPITAL and CLOSE\_GAAP closing rules.

## APPENDIX G: NET ASSET ACCOUNTS FOR CLOSING RULES

For the current Fiscal Year, the closing rules will be the same as they were for FY2015, as shown below.

Fund	Description	Actuals Net Asset	Capital Net Asset	GAAP Net Asset
10000	State Appropriations	342100	311100	342100
10500	Tuition	342100	311100	342100
10600	Other General	342100	311100	342100
10900	Federal Stimulus	342100	311100	342100
11021	OOA-GTRI	342100	311100	342100
11023	OOA-Center for Rehabilitation	342100	311100	342100
11024	OOA-Adv Technology Dev Center	342100	311100	342100
11026	State Data Research Center	342100	311100	342100
11027	OOA-Agricultural Research	342100	311100	342100
11240	OOA-Stdnt Ed Enrichment	342100	311100	342100
11300	OOA- Experiment Stations	342100	311100	342100
11310	OOA-Coop Extension Service	342100	311100	342100
11320	OOA-Forestry Research	342100	311100	342100
11330	OOA-Marine Extension Service	342100	311100	342100
11340	OOA-Marine Institute-UGA	342100	311100	342100
11350	OOA-Minority Business Entrpr	342100	311100	342100
11360	OOA-Vet Med Ag Research	342100	311100	342100
11370	OOA-Vet Med Teaching Hospital	342100	311100	342100
11380	OOA-Vet Med Experiment Station	342100	311100	342100
11390	OOA-Athens/Tifton Vet Labs	342100	311100	342100
11810	OOA-Skidaway Institute	342100	311100	342100
11920	OOA-Regents Central Office	342100	311100	342100
11921	OOA-RCO State AppropDelivery (added 4/16/01)	342100	311100	342100
11922	OOA-RCO Health Reporting (added 4/16/01)	342100	311100	342100
11930	OOA-Public Libraries	342100	311100	342100
11940	OOA-State Med Education Board	342100	311100	342100
12000	Auxiliary Enterprises	321100	311100	321100
12210	Auxiliary Housing	321100	311100	321100
12220	Auxiliary Food	321100	311100	321100
12230	Auxiliary Stores and Shops	321100	311100	321100
12240	Auxiliary Health Services	321100	311100	321100
12250	Auxiliary Transportation and Parking	321100	311100	321100
12260	Auxiliary Plant Operations	321100	311100	321100
12270	Auxiliary Other	321100	311100	321100
12280	Athletics	321100	311100	321100
13000	Student Activities	321100	311100	321100
14000	Continuing Education	321100	311100	321100
15000	Indirect Cost Recoveries	321100	311100	321100
16000	Technology Fees	321100	311100	321100
20000	Restricted Ed & General	371100	311100	371100
21000	Restricted Othr Organized Act	371100	311100	371100
21021	ROOA-GTRI	371100	311100	371100
21023	ROOA-Center for Rehabilitation	371100	311100	371100
21024	ROOA-Adv Technology Dev Center	371100	311100	371100
21026	State Data Research Center	371100	311100	371100
21027	ROOA-Agricultural Research	371100	311100	371100
21210	ROOA-Hospitals and Clinics	371100	311100	371100
21220	ROOA-Georgia Radiation Therapy	371100	311100	371100
21230	ROOA-Jnt Board-Family Practice	371100	311100	371100
21240	ROOA-Stdnt Ed Enrichment	371100	311100	371100
21300	ROOA- Experiment Stations	371100	311100	371100
21310	ROOA-Coop Extension Service	371100	311100	371100
21320	ROOA-Forestry Research	371100	311100	371100
21330	ROOA-Marine Extension Service	371100	311100	371100
21340	ROOA-Marine Institute-UGA	371100	311100	371100
21350	ROOA-Minority Business Entrpr	371100	311100	371100
21360	ROOA-Vet Med Ag Research	371100	311100	371100
21370	ROOA-Vet Med Teaching Hospital	371100	311100	371100
21380	ROOA-Vet Med Expmntal Station	371100	311100	371100
21390	ROOA-Athens/Tifton Vet Labs	371100	311100	371100
21810	ROOA-Skidaway Institute	371100	311100	371100
21920	ROOA-Regents Central Office	371100	311100	371100
21921	ROOA-RCO State AppropDelivery (added 4/16/01)	371100	311100	371100
21922	ROOA-RCO Health Reporting (added 4/16/01)	371100	311100	371100
21930	ROOA-Public Libraries	371100	311100	371100
21940	ROOA-State Med Education Board	371100	311100	371100
30000	Federal Loan (Report as an agency fund on annual repo	371100	311100	371100
31000	Institutional Loan	371100	311100	371100
40000	Endowment	360100	311100	360100
41000	Term Endowment	371100	311100	371100
42000	Quasi Endowment	371100	311100	371100
50000	Unexpended Plant	342100	311100	342100
51000	Renewal & Replacement of Plant-deleted	not applicable	not applicable	not applicable
52000	Investment in Plant	311100	311100	311100