

ANNOUNCEMENT

TO: GeorgiaFIRST Budget Prep Users

POSTED: May 24, 2021

SUBJECT: Fiscal Year-End 2021 Processing and Closing Manual and Updated Mapping Documents Available Now

The Fiscal Year-End 2021 Processing and Closing Manual is available now. This manual provides detailed information on year-end processing and closing multiple areas including payroll, account reconciliation, year-end adjustments, financial reports, closing ledgers, and opening ledgers for the new fiscal year.

Additionally, Section III of the Fiscal Year-End 2021 Processing and Closing Manual refers to the Fiscal Year-End 2021 Sub-Module Cleanup and Processing Manual, which was released on March 26, 2021. The sub-module manual provides detailed information on year-end processing and cleanup of ePro, Purchasing, Accounts Payable, and Travel & Expenses modules.

UPDATED MAPPING DOCUMENTS: The latest versions of the following mapping documents are available via the GeorgiaFIRST Financials website. The latest versions include:

- FY2021 AER Mapping Document
- FY2021 AFR Mapping Document
- FY2021 Budgetary Compliance Report Mapping

To view these documents as well as Year-End 2021 Workshop presentations, refer to the Chart of Accounts and Fiscal Year-End section under Documentation on the [GeorgiaFIRST Financials website](#).

MORE INFORMATION AND SUPPORT: For business impact issues, contact the ITS Helpdesk at helpdesk@usg.edu or via the [ITS Customer Services website](#).