



## Office of Financial Affairs Final GL Close Procedures For the Year Ended June 30, 2009



### Wednesday, July 22, 2009 – Final System Close

The General Ledger (M&D) will stay open until 9:00 p.m. (with an option until midnight, if needed) for the Office of Financial Affairs (OFA), Office of Contract and Grant Accounting (OCGA) and the Department of Finance (DOF). Debbie Johnson or Jody Johnson will notify Matthew McGlasson once DOF has completed work for the day and will stay until notified by Matthew McGlasson that the OFA batch review has been completed. Once DOF is finished, no further entries should be posted to centers in divisions 01-19 without approval from Alison Williams (2-2752).

Any other central office (e.g., Office of Investments) that will be accessing the system after 5:00 p.m. on July 22, 2009 should notify Matthew McGlasson. All offices should then notify Matthew McGlasson when finished for the year and that they are no longer on the general ledger system. Once Matthew receives notification that all general ledger users are off the system, he will notify MIS to start the first processing cycle which will be the batch posting of journal entries – a 2 to 6 hour process depending on volume. This will include reversing specific system-generated journal entries from 2<sup>nd</sup> close and posting prorates and allocations. We will stop at that point and perform the remaining posting processes on Thursday, July 23, 2009 as noted below.

### Thursday, July 23, 2009 – Closing Processes

**Debbie Johnson will receive nightly processing reports for 7/22 from the courier around 8:00 a.m. or the reports may be retrieved from the TRMS/Web application; OFA will retrieve these reports from TRMS/Web. (Depending on when processing begins on Wednesday night, the General Ledger (M&D) and eDog MAY NOT be available at 8:00 a.m.)**

**Five different posting processes will occur as follows:**

1. OFA and DOF will review daily general ledger reports for first processing. Entries will be made to correct suspense, balance divisions and correct entries processed through Wednesday, such as IDS, transfers, etc. Designated representatives from OCGA, DOF, and OFA should contact Matthew upon completion of their respective reviews. The goal is to start the next processing step (number 2 below) by 10:00 a.m., or earlier, if possible.
2. Due to/due from will process. OFA will review, correct and adjust. Additionally, OFA will contact OCGA and DOF of issues that arise and when ready proceed to the next step.
3. Revenue Matching will process. OFA will review, correct and adjust. Additionally, OFA will contact OCGA and DOF of issues that arise and when ready proceed to the next step.
4. Fund balance updating will process. OFA will review, correct and adjust. Additionally, OFA will contact OCGA and DOF of issues that arise and when ready proceed to the next step.
5. System Balancing Report will be generated. OFA will review and correct if necessary. Additionally, OFA will contact OCGA and DOF of issues that arise and, and they along with MIS will be contacted that close is completed.



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**MIS will complete final general ledger processes for FY2008-09.**

Reports will begin running after the processes above have been completed.

**Friday, July 24, 2009 – eDog Availability**

**Final close reports, summary data and transactions will be available on eDog.**