



# Office of Financial Affairs Posting Retroactive Entries For the Year Ended June 30, 2009



## Introduction

It is critical that all retroactive (retro) entries be POSTED only by the Office of Financial Affairs due to General Ledger (GL) system balancing issues.

## Procedures for Posting Retro Entries

Submission of **ALL** Fiscal 2009 GL retro entries will be coordinated by either University Central or the Medical Center, determined by the cost center. Cost centers relating to divisions 1-19, will be coordinated by Alison Williams in the Department of Finance for the Medical Center and retros related to divisions 20-99 will be coordinated by Matthew McGlasson in the Office of Financial Affairs for University Central.

### **Medical Center Procedures:**

1. End user prepares and enters Medical Center retro entries with a **NON-POSTABLE** status and adds the entry to the retro log provided by Alison Williams. Alison Williams and/or Kay Hommrich will review each entry to determine whether a retro entry is necessary. **Note: Do not enter any retros to the GL system on the day of the July close (August 6, 2009) nor the August close (September 4, 2009). Retros entered on those days may cause severe out of balance problems should they inadvertently be made postable.**
2. Alison will inform Debbie Janke (2-7232) in the Office of Financial Affairs of any changes that impact the Medical Center results.
3. Alison will contact Matthew with approved retros that are ready to post.
4. Matthew and Linda Neenan will review the retro entries and contact Alison with any questions regarding the entry or revisions that need to be made.
5. After review, Matthew will be responsible for changing each approved Medical Center retro to a postable status.
6. Matthew will be responsible for distributing the Medical Center retros to Dalana Frank in the Office of Financial Affairs so that they can be posted to the audit-related trial balance work papers.



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### University Central Procedures:

1. For retros affecting University Central cost centers only, end users should submit the entry to Matthew McGlasson.
2. Matthew will add the entry to the University Central list of retros.
3. The University Central list of retros will be distributed by Matthew to Dalana Frank and Debbie Janke in the Office of Financial Affairs so that these retros can be posted to trial balance work papers.
4. The University Central retro uploads will be prepared by Matthew McGlasson and approved by Linda Neenan.
5. When approved, the University Central retro uploads will be processed and posted to the system by Rita Majors.

After the University Central and Medical Center retros are posted, Matthew McGlasson is responsible for ensuring appropriate manual system-balancing maintenance adjustments are correctly made to ensure that the GL system remains in balance.

### Specific Procedures for Posting Retros for the July Close

Retro entries entered into the GL on July 28, 2009 through August 5, 2009 will be posted by the Office of Financial Affairs as approved, though no later than August 5. Retros entered during this timeframe will not be left in non-postable status to be processed during the August reporting period.

Posting of any retro entries on August 6 when we are closing July's books will cause severe system out-of-balance problems. **Therefore, it is critical that NO retro entries be posted on August 6, 2009.** To minimize risk, do not enter ANY retro entries on this date.

### Specific Procedures for Posting Retro Entries for the August Close

Please follow the same coordination steps as outlined above for processing retro entries.



**Office of Financial Affairs  
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For the Year Ended June 30, 2009**



Retro entries entered into the GL on August 11, 2009 through September 3, 2009 will be posted by the Office of Financial Affairs as approved, though no later than September 3. **It is critical that NO retros be posted on September 4, 2009 when the August books are being closed.** To minimize risk, do not enter ANY retro entries on this date.