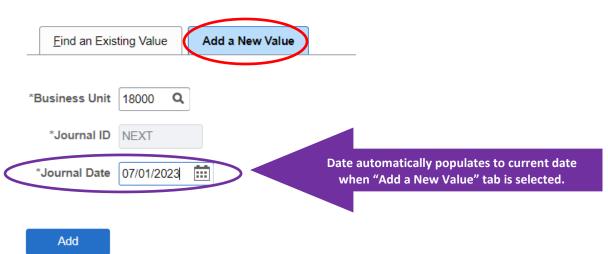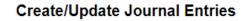**Year End Journal Entry Preparation**

The FY2023 Year End Letter briefly describes the process that will be used to submit June adjusting GL journal entries between the dates July 1, 2023 through July 12, 2023. The following instructions provide a more detailed process for how to create an adjusting journal entry for inclusion in FY23:
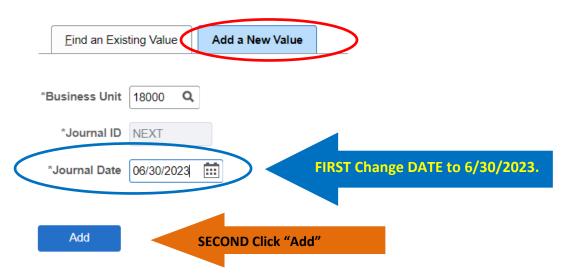
- Any transaction that needs to be recorded in FY23, during this adjusting time period, will require a June 30, 2023 journal date when the GL journal entry is created.
    - Step #1: Create a Journal Entry as you normally would do by going to the "Add a New Value" tab on the Create/Update Journal Entries page:

Create/Update Journal Entries

| Find an Existing Value | Add a New Value |

*Business Unit 18000 🔍

*Journal ID NEXT

*Journal Date 07/01/2023 📅   **Date automatically populates to current date when "Add a New Value" tab is selected.**

Add

- Step #2: Change the date to "06/30/2023". Click "Add" to create the journal entry.

Create/Update Journal Entries

| Find an Existing Value | Add a New Value |

*Business Unit 18000 🔍

*Journal ID NEXT

*Journal Date 06/30/2023 📅   **FIRST Change DATE to 6/30/2023.**

Add   **SECOND Click "Add"**

- o NO OTHER CHANGES SHOULD BE MADE TO THE JOURNAL ENTRY parameters on the Heading tab.

Example from FY20 (same for FY23)

- FY23 Adjusting GL journal entries **must** be received by the Accounting Department by **noon, July 12, 2023**.
    - o **Initiators AND Departmental Workflow Approvers should give these types of GL journals top priority.** Communication within and between departments is key to this process.
- If you have any questions about whether or not an adjusting GL journal is necessary, please contact the Accounting Department.
    - o Phone: 706-652-1197
    - o Email: acctng@uga.edu