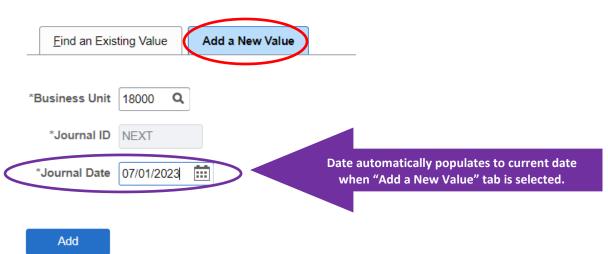
Year End Journal Entry Preparation

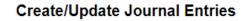
The FY2023 Year End Letter briefly describes the process that will be used to submit June adjusting GL journal entries between the dates July 1, 2023 through July 12, 2023. The following instructions provide a more detailed process for how to create an adjusting journal entry for inclusion in FY23:

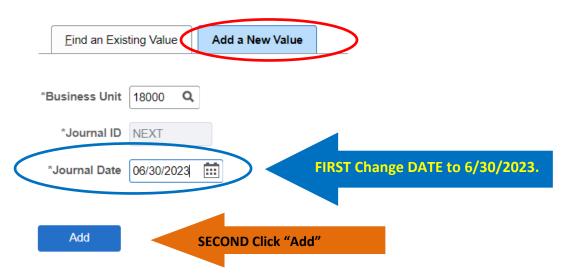
- Any transaction that needs to be recorded in FY23, during this adjusting time period, will require a June 30, 2023 journal date when the GL journal entry is created.
 - Step #1: Create a Journal Entry as you normally would do by going to the "Add a New Value" tab on the Create/Update Journal Entries page:



Create/Update Journal Entries

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





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

	D	O NOT CHANGE SHADED AREA
Header Lines Totals Errors	Approval	
Unit 18000	Journal ID NEXT	Date 06/30/2020
Long Description		[3] //
	254 characters remaining	
*Ledger Group	ACTUALS	Adjusting Entry Non-Adjusting Entry 🔻
Ledger	Q	Fiscal Year 2020
*Source	ONL Q	Period 12
Reference Number		ADB Date 06/30/2020
Journal Class	Q	
Transaction Code	GENERAL	Auto Generate Lines
		Save Journal Incomplete Status
SJE Type		 Autobalance on 0 Amount Line
	Currency Defaults: USD / CRRNT / 1	
	Attachments (0)	СТА
	Reversal: Do Not Generate Reversal	Commitment Control
Entered By d	cm46062	McConnell,Darlene C
Entered On		
Last Updated On		
Save E Notify C Refresh		Add // Update/Display

Example from FY20 (same for FY23)

- FY23 Adjusting GL journal entries **must** be received by the Accounting Department by **noon**, July 12, 2023.
 - 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
 - Email: <u>acctng@uga.edu</u>