Year End Journal Entry Preparation

The FY2021 Year End Letter briefly describes the process that will be used to submit June adjusting GL journal entries between the dates July 1, 2021 through July 13, 2021. The following instructions provide a more detailed process for how to create an adjusting journal entry for inclusion in FY21:

- Any transaction that needs to be recorded in FY21, during this adjusting time period, will require a June 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
  
  ![Image of Create/Update Journal Entries page]

  - Step #2: Change the date to “06/30/2021”. Click “Add” to create the journal entry.

  ![Image of Create/Update Journal Entries page]

  ![Image of Create/Update Journal Entries page]
NO OTHER CHANGES SHOULD BE MADE TO THE JOURNAL ENTRY parameters on the Heading tab.

Example from FY20 (same for FY21)

<table>
<thead>
<tr>
<th>Header</th>
<th>Lines</th>
<th>Totals</th>
<th>Errors</th>
<th>Approval</th>
</tr>
</thead>
<tbody>
<tr>
<td>Unit</td>
<td>Journal ID</td>
<td>NEXT</td>
<td>Date</td>
<td>06/30/2020</td>
</tr>
<tr>
<td>Long Description</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

254 characters remaining

- **Ledger Group** ACTUALS
- **ledger**
- **Source** ONL
- **Reference Number**
- **Journal Class**
- **Transaction Code** GENERAL
- **SJE Type**
- **Currency Defaults:** USD / CRRNT / 1
- **Attachments:** (0)
- **Auto Generate Lines**
- **Save Journal Incomplete Status**
- **Autobalance on 0 Amount Line**
- **CTA**

Reversal: Do Not Generate Reversal

Commitment Control

Entered By: dcm46092

Entered On:

Last Updated On:

<table>
<thead>
<tr>
<th>Save</th>
<th>Notify</th>
<th>Refresh</th>
<th>Add</th>
<th>Update/Display</th>
</tr>
</thead>
</table>

- FY21 Adjusting GL journal entries **must** be received by the Accounting Department by **noon, July 13, 2021**.
  - 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.
  - Phone: 706-652-1197
  - Email: acctng@uga.edu