Year End Journal Entry Preparation

The FY2020 Year End Letter briefly describes the process that will be used to submit June adjusting GL journal entries between the dates July 1, 2020 through July 13, 2020. The following instructions provide a more detailed process for how to create an adjusting journal entry for inclusion in FY20:

- Any transaction that needs to be recorded in FY20, 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]

  Date automatically populates to current date when “Add a New Value” tab is selected.

  - Step #2: Change the date to “06/30/2020”. Click “Add” to create the journal entry.

  Create/Update Journal Entries

  ![Image of Create/Update Journal Entries page with date changed to 06/30/2020]

  FIRST Change DATE To 06/30/2020.

  SECOND Click “Add”
• NO OTHER CHANGES SHOULD BE MADE TO THE JOURNAL ENTRY parameters on the Heading tab.

- FY20 Adjusting GL journal entries **must** be received by the Accounting Department by **noon, July 13, 2020.**
  - **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