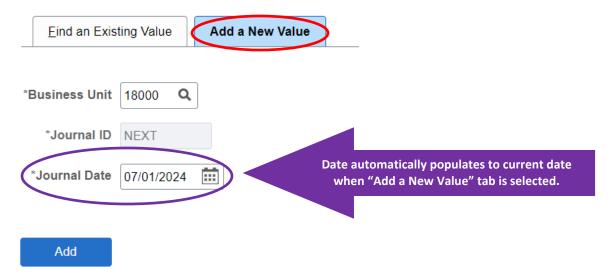
## **Year End Journal Entry Preparation**

The FY2024 Year End Letter briefly describes the process that will be used to submit June adjusting GL journal entries between the dates July 1, 2024 through July 10, 2024. The following instructions provide a more detailed process for how to create an adjusting journal entry for inclusion in FY24:

- Any transaction that needs to be recorded in FY24, during this adjusting time period, will
  require a June 30, 2024 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



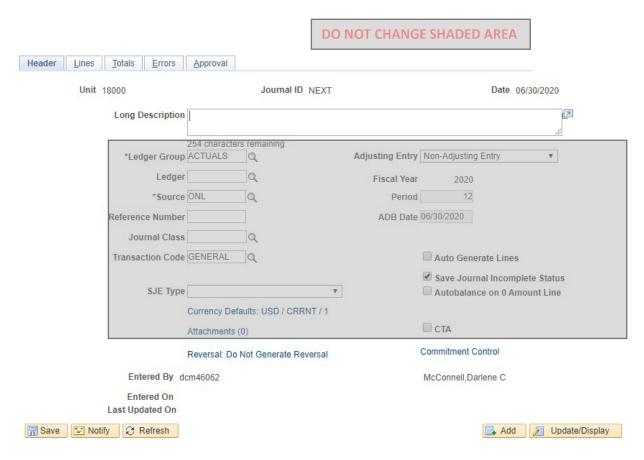
• Step #2: Change the date to "06/30/2024". Click "Add" to create the journal entry.

## Create/Update Journal Entries



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

## Example from FY20 (same for FY24)



- FY24 Adjusting GL journal entries must be received by the Accounting Department by noon,
   July 10, 2024.
  - 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.

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