

General Ledger Month-end Close

- A “general ledger close” is performed monthly to finalize a snap shot of transactional activity for that period
 - Many processes that run at month-end are also run throughout the month
 - These processes are performed for the last time at the end of each month to ensure that all transactions for that period are recorded
 - Certain processes run only at month-end
 - Allocations such as those for Benefit Rate Distribution (BRD), Federal Indirect Cost Recovery, Federal Letter of Credit Funding and University Investment Pool (UIP) distributions are run and posted subsequent to the last day of the month
 - Journals for certain auxiliary unit balance sheet activities are finalized and posted subsequent to the last day of the month
- Beginning in March 2011, we are able to accelerate the month-end close by one day, to the fourth business day
 - The success of online journal entry and other real-time financial initiatives is a big reason why this earlier close is possible with minimal or no change to the university community at large

The Logistics

- Journal and Service Unit Billing cut-off dates continue to be the last day of the month
 - Deadline to provide support for journals affecting sponsored P/Gs continues to be 8:00 a.m. on the first business day of the next month
 - All transactions still need to pass budget and edit checks to post

- Concur transactions approved on the last day of the month continue to be picked up

- Vouchers approved on the first day of the next month will be picked up if they clear all edit checks
 - Voucher cut-off is shortened by one day to allow sufficient time for any budget, edit and match checks to be resolved

Keys to Achieving an Earlier Close

- Online journal entry and real-time financial initiatives have significantly reduced month-end volume and burden
 - Because journals must clear budget and edit checks before they can be posted and those journals impacting sponsored programs must also be reviewed by central coordinator before they can be posted, units processing activity throughout the month has been helpful
 - Clearing journal budget and edit checks faster allows month-end allocations to run sooner

- Earlier posting of sub-system interfaces from auxiliary units with central permissions to post activity subsequent to month-end, such as the health system

Advantages of an Earlier Month-end Close

- Quicker access to financial information
 - Reports can be run earlier
 - More time for financial analysis and follow-up
 - Action can be taken sooner

Timeline for Implementation

- Accelerated month-end close commencing with March 2011 business
 - March business will close one day earlier, on the fourth business day (April 6)
 - Data warehouse resources will be available one day earlier, on the fifth business day (April 7)

Questions

Key Contacts

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