

**TeamWorks Financials Year End**

**Journal Entry Processing**

**July & August 2023**

All financial users are responsible for ensuring general ledger journals are posted prior to the fiscal year end closing deadlines. Financial users are asked to take timely action to address journal entry errors and ensure appropriate journal entries are posted in the general ledger in a timely manner.

General Ledger journals which are not posted by fiscal year-end deadline(s) will be deleted as part of the fiscal year end close processing.

Journal processing deadlines are as follows or may be found on the SAO website.

<https://sao.georgia.gov/training-calendars/sao-calendars>

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| **Close 1** | | |
| All agencies excluding DCH, DHS, DBHDD, DPH, SH&P, DOL, DOE, SRTA. | | |
| **Month** | **Accounting Period** | **Close Date** |
| Jun-21 | 12 | Friday, July 14, 2023, at 6:59 PM |
| 998 | Adjustment Period | Friday, July 21, 2023, at 6:059 PM |
| Year End Close Processing (Period 999) will occur between 7:00 PM on Friday, July 21st and 7:00 AM on Monday July 24th. | | |
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| **Close 2** | | |
| The following agencies: DCH, DHS, DBHDD, DPH, SH&P, DOL, DOE, SRTA. | | |
| **Month** | **Accounting Period** | **Close Date** |
| Jun-21 | 12 | Friday, July 14, 2023, at 6:59 PM |
| 998 | Adjustment Period | Friday, August 4, 2023, at 6:59 PM |
| Year End Close Processing (Period 999) will occur between 7:00 PM on Friday, August 4th and 7:00 AM on Monday August 7th. | | |

**QUESTIONS:** SAO Customer Service Center (CSC) - Financials

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