



TeamWorks Financials Year End Journal Entry Processing July & August 2025

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>

<u>Close 1</u>		
All agencies excluding DCH, DHS, DBHDD, DPH, SH&P, DOL, DOE, SRTA.		
<u>Month</u>	<u>Accounting Period</u>	<u>Close Date</u>
June	12	Friday, July 11, 2025, at 6:59 PM
998	Adjustment Period	Friday, July 18, 2025, at 6:59 PM
Year End Close Processing (Period 999) will occur between 7:00 PM on Friday, July 18 th and 7:00 AM on Monday July 21 st .		

<u>Close 2</u>		
The following agencies: DCH, DHS, DBHDD, DPH, SH&P, DOL, DOE, SRTA.		
<u>Month</u>	<u>Accounting Period</u>	<u>Close Date</u>
June	12	Friday, July 11, 2025, at 6:59 PM
998	Adjustment Period	Friday, August 1, 2025, at 6:59 PM
Year End Close Processing (Period 999) will occur between 7:00 PM on Friday, August 1 st and 7:00 AM on Monday August 4 th .		

QUESTIONS: SAO Customer Service Center (CSC) - Financials
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