**General Ledger (GL):** *Agency Month-end Processing Checklist*

Agency month-end processing is important in the SMART General Ledger as it allows SMART reports to display the correct monetary amounts. Also, month-end processing will ensure that the appropriation and cash budgets are impacted correctly.

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|  | **Ensure all journals have been edited, budget checked, and posted.** * 1. Journals must be successfully edited, budget checked, agency approved, and submitted into workflow for central approval **no later than 2 PM** on the last business day of the month. This deadline will be extended for year-end processing.
	2. Interfacing agencies that require a journal posted in the current month must have their INF06 (Inbound GL Journal) files submitted **no later than 5:00 PM** on the **day prior to the last business day of the month. This allows time for approvals prior to the 2 PM cut-off (see previous item).**
	3. From the Main Menu, navigate to: **General Ledger/KK page> General Ledger tile> Journal Transactions > Journal Entries > Create/Update Journal Entries> Find an Existing Value tab**

In the Search Criteria, enter:**Business Unit: =**[Your agency BU]**Line Business Unit: =** [Your agency BU]**Journal Header Status :** not = *“Posted to Ledger(s)”***Source**: in *“SPJ, EXT, ONL”* (**NOTE:** Searching by source makes it easier to look through all the journals).**Journal Date**: <= [last day of the month]Click the **Search** button.* 1. All journals not yet posted will appear under the Search Results.
	2. Un-posted Journals (journals that previously posted then were un-posted) cannot be deleted so no action is required.
	3. Review journals in error and make appropriate corrections.
	4. Check the Approval Tab and determine if approval(s) are still needed. Contact agency staff as needed to expedite approvals.
	5. All journals must be posted or deleted prior to Month End Close.
	6. DO NOT DELETE GL Journals that impact Commitment Control (KK) Ledger Groups including GL Journal Encumbrances. The Journal ID for Encumbrances will begin with “ST” and the Ledger Group is equal to CC\_APPROP. Other KK related journals should have DO NOT DELETE in the header description.
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| 1. **2..**
 | **Run the following queries to review/find GL Journal Edit and Budget Check errors.**1. From the Main Menu, navigate to: **General Ledger/KK page > GL Utilities tile> Query Viewer**
2. Search by Query Name

**KS\_GL\_JOURNALS\_ERRORS** – GL journals with edit errors.**KS\_GL\_JOURNALS\_BUDGET\_ERROR** – GL journals with budget checking errors. |
| 1. **3.**
 | **Search for and correct Budget Check exceptions.** 1. From the Main Menu, navigate to: **General Ledger/KK page > Commitment Control tile>Review Budget Check Exceptions > Review Budget Check Exceptions**
2. Click on the links for each transaction type and search for and correct transactions in budget check error.
3. Review the Budget Check Exceptions Job Aid for details.

[http://www.da.ks.gov/smart/Training/JobAid\_ReviewBudgetChkEx cptns\_20100816.doc](http://www.da.ks.gov/smart/Training/JobAid_ReviewBudgetChkExcptns_20100816.doc) |
| 1. **4.**
 | **Review sub-module Month-End checklists and clean up all outstanding sub-module transactions:** Asset Management,Accounts Payable, Accounts Receivable, Purchasing |

