9.2 Processing Year-End Close

Purpose: Use this document as a reference for how to Process Year-End Close in ctcLink.

Audience: Finance Staff

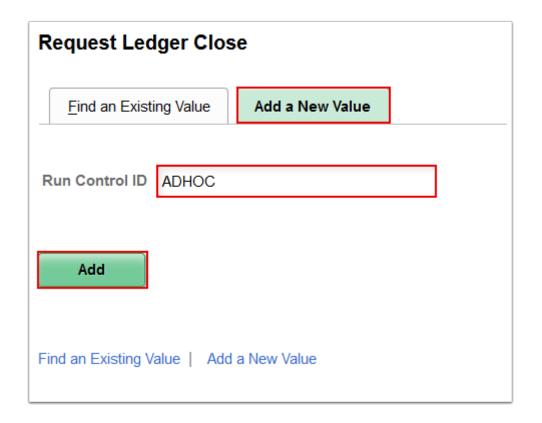
- You must have at least one of these local college managed security roles:
 - <there are no college-assignable roles>

If you need assistance with the above security roles, please contact your local college supervisor or IT Admin to request role access.

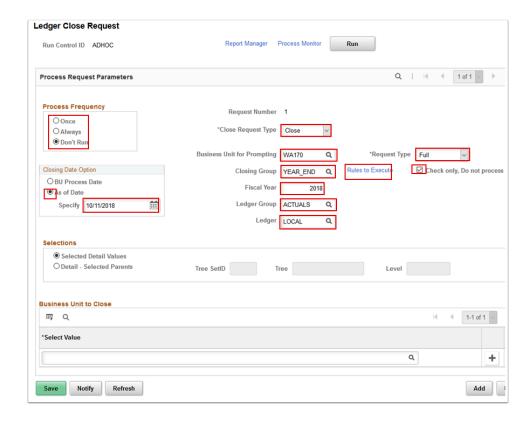
Processing Year-End Close

Navigation: NavBar > Navigator > General Ledger > Close Ledgers > Request Ledger Close

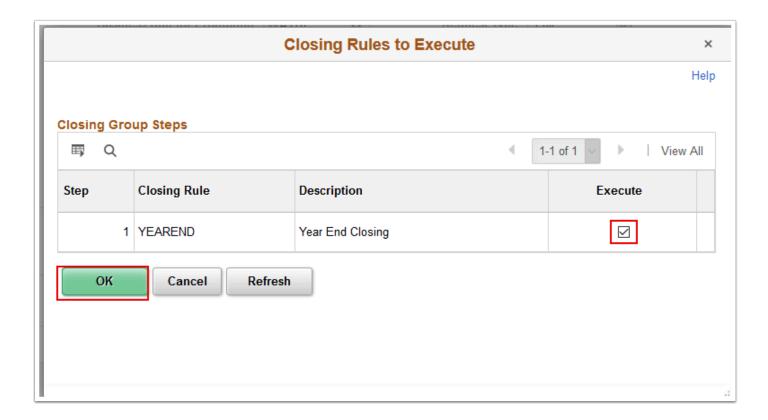
- 1. The **Request Ledger Close** run control ID search page displays. It defaults to the Find an Existing Value tab. In this example, we'll create a new run control ID.
- 2. Select Add a New Value.
- 3. Enter Run Control ID.
- 4. Select Add.



- 5. The **Ledger Close Request** page displays.
- 6. Select **Process Frequency**.
- 7. Use the **Close Request Type** field to specify whether you are running a **Close** or **Undo** process.
- 8. Enter the appropriate information into the **Business Unit for Prompting** field.
- 9. Select the **Closing Group** by using the Look Up tool.
- 10. Enter the year to be closed into the **Fiscal Year** field.
- 11. Use the **Check only, Do not process** option to perform validation checking during the close. The system will not calculate retained earnings or balance forward amounts. Select **Check only, Do not process option**.
- 12. Enter the appropriate information into the **Ledger Group** field.
- 13. Enter the specific ledger process into the **Ledger** field.
- 14. Select **As of Date** in the **Closing Date Option** box to specify the date for the closing process.
- 15. Use the **Specify** field to enter the closing As of Date for the closing process. Enter desired information into the Specify field.
- 16. After the **Closing Group** information has been entered, the **Rules to Execute** link appears. Select **Rules to Execute**.

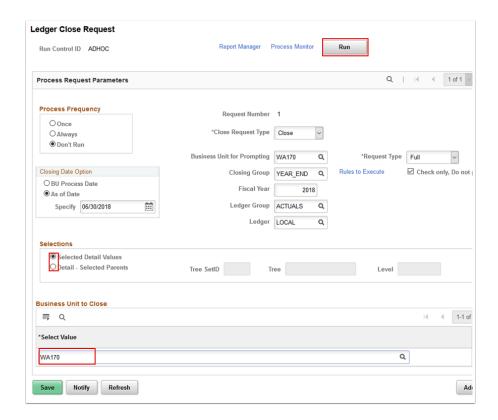


- 17. The **Closing Rules to Execute** page appears. Here you can select or deselect individual closing rules within the closing process group (in sequence only) to include or exclude when running the closing process.
- 18. Select OK.

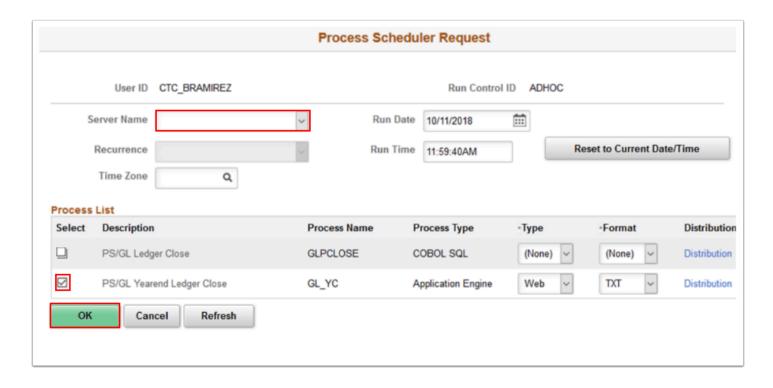


19. The Closing Rules to Execute page disappears.

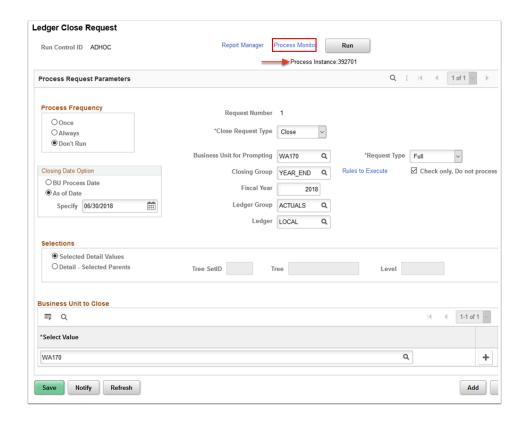
- 20. Use the **Selections** area to select the **Business Units to Close**. You can specify selected business units or you can use trees to identify which business units you want to close. If you select the **Selected Detail Values** option, you can enter a specific business unit value, or values, in the **Business Unit to Close** area. If you select the **Detail-Selected Parents** option, you can enter a **Tree SetID**, a **Tree** and a parent node **Level** of units to process for closing.
- 21. Enter the appropriate information into the **Select Value** field under the **Business Units to Close** section.
- 22. Select Run.



- 23. The **Process Scheduler Request** page displays. Use it to enter or update parameters, such as server name and process output format. You must select a Server Name to identify the server on which the process will run. If you use the same Run Control ID for subsequent processes, the server name that you last used will default in this field.
- 24. Select the **PS/GL Yearend Ledger Close** checkbox.
- 25. Select OK.

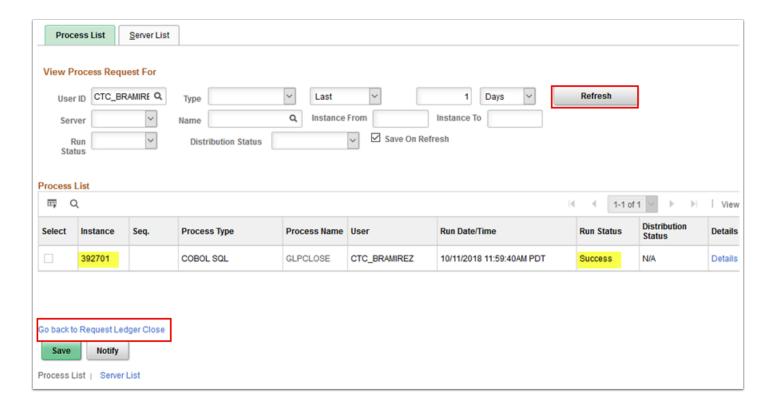


- 26. The **Process Scheduler Request** page disappears. The updated **Ledger Close Request** page displays. Note the **Process Instance** number.
- 27. Select **Process Monitor**. Refer to the Process Monitor QRG for instructions.

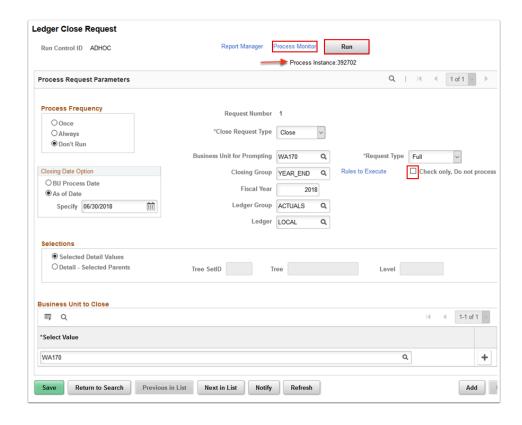


- 28. The **Process List** page displays.
- 29. The **Run Status** may be Queued, Initiated or Processing. Select **Refresh** until the **Run Status** reads **Success**.

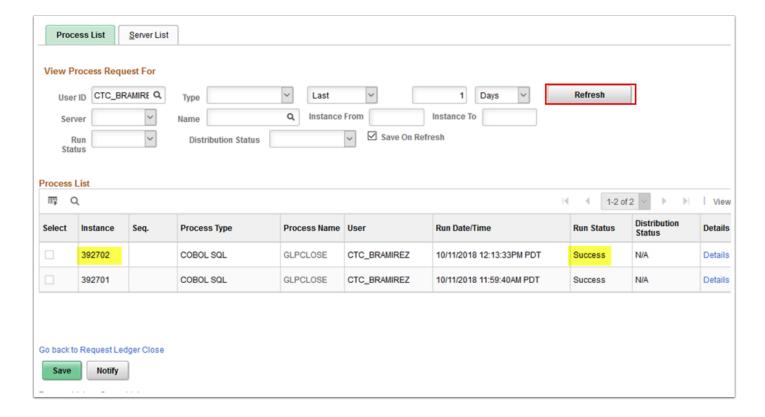
30. After the Run Status field shows Success, you know that the closing check was successful and you can return to the Request Ledger Close page. Select **Go back to Request Ledger Close**.



- 31. The **Ledger Close** request page displays.
- 32. Because the check only process was successful, the year-end close needs to process now. Deselect the check box. Deselect **Check only, Do not process** option.
- 33. Select Run, then OK on the Process Scheduler Request page.
- 34. Select **Process Monitor**. Refer to the Process Monitor QRG for instructions.



35. The **Run Status** may be Queued, Initiated or Processing. Select **Refresh** until the Run Status reads **Success**. After the status is Success, the year-end close process has been successful.



36. Process complete.