

# 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**.

## Request Ledger Close

Find an Existing Value

Add a New Value

Run Control ID ADHOC

Add

[Find an Existing Value](#) | [Add a New Value](#)

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**.

**Ledger Close Request**

Run Control ID ADHOC [Report Manager](#) [Process Monitor](#) [Run](#)

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**Process Request Parameters**

Request Number 1

\*Close Request Type **Close**

Business Unit for Prompting **WA170** \*Request Type **Full**

Closing Group **YEAR\_END** [Rules to Execute](#) ☒ Check only, Do not process

Fiscal Year **2018**

Ledger Group **ACTUALS**

Ledger **LOCAL**

**Process Frequency**

☐ Once  
☐ Always  
☒ Don't Run

**Closing Date Option**

☐ BU Process Date  
☒ As of Date  
Specify **10/11/2018**

**Selections**

☒ Selected Detail Values  
☐ Detail - Selected Parents

Tree SetID  Tree  Level

**Business Unit to Close**

\*Select Value

[Save](#) [Notify](#) [Refresh](#) [Add](#)

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**.

**Closing Rules to Execute** [Help](#)

**Closing Group Steps**

1-1 of 1 | [View All](#)

Step	Closing Rule	Description	Execute
1	YEAREND	Year End Closing	<input checked="" type="checkbox"/>

[OK](#) [Cancel](#) [Refresh](#)

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**.

**Ledger Close Request**

Run Control ID: ADHOC      Report Manager    Process Monitor    **Run**

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**Process Request Parameters**      1 of 1

**Process Frequency**

☐ Once  
☐ Always  
☒ Don't Run

Request Number: 1

\*Close Request Type: Close

Business Unit for Prompting: WA170

\*Request Type: Full

Closing Group: YEAR\_END      Rules to Execute: ☒ Check only, Do not

Fiscal Year: 2018

Ledger Group: ACTUALS

Ledger: LOCAL

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**Selections**

☒ Selected Detail Values  
☐ Detail - Selected Parents

Tree SetID:      Tree:      Level:     

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**Business Unit to Close**      1-1 of 1

\*Select Value

WA170

Save    Notify    Refresh    Add

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**.

**Process Scheduler Request**

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User ID **CTC\_BRAMIREZ**
Run Control ID **ADHOC**

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Server Name

Recurrence

Time Zone

Run Date

Run Time

[Reset to Current Date/Time](#)

**Process List**

Select	Description	Process Name	Process Type	Type	Format	Distribution
<input type="checkbox"/>	PS/GL Ledger Close	GLPCLOSE	COBOL SQL	(None)	(None)	Distribution
<input checked="" type="checkbox"/>	PS/GL Yearend Ledger Close	GL_YC	Application Engine	Web	TXT	Distribution

OK
Cancel
Refresh

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.

**Ledger Close Request**

Run Control ID **ADHOC**

[Report Manager](#)
Process Monitor
Run

→ Process Instance: 392701

**Process Request Parameters**

**Process Frequency**

☐ Once  
☐ Always  
☒ Don't Run

Request Number **1**

\*Close Request Type

\*Request Type

**Closing Date Option**

☐ BU Process Date  
☒ As of Date

Specify

Business Unit for Prompting

Closing Group

Fiscal Year

Ledger Group

Ledger

[Rules to Execute](#)

☒ Check only, Do not process

**Selections**

☒ Selected Detail Values  
☐ Detail - Selected Parents

Tree SetID  Tree  Level

**Business Unit to Close**

Save
Notify
Refresh

Add

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**.

Process ListServer List

View Process Request For

User IDCTC\_BRAMIRE

Type

Last

1

Days

Refresh

Server

Name

Instance From

Instance To

Run Status

Distribution Status

Save On Refresh

Process List

1-1 of 1

View

Select	Instance	Seq.	Process Type	Process Name	User	Run Date/Time	Run Status	Distribution Status	Details
<input type="checkbox"/>	392701		COBOL SQL	GLPCLOSE	CTC_BRAMIREZ	10/11/2018 11:59:40AM PDT	Success	N/A	Details

Go back to Request Ledger Close

SaveNotify

Process List | Server List

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.

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**Ledger Close Request**

Run Control ID: ADHOC

Report Manager | **Process Monitor** | **Run**

Process Instance: 392702

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**Process Request Parameters**

Request Number: 1

\*Close Request Type: **Close**

Business Unit for Prompting: **WA170**

\*Request Type: **Full**

Closing Group: **YEAR\_END**

Fiscal Year: **2018**

Ledger Group: **ACTUALS**

Ledger: **LOCAL**

Rules to Execute: ☐ Check only, Do not process

**Process Frequency**

☐ Once  
☐ Always  
☒ Don't Run

**Closing Date Option**

☐ BU Process Date  
☒ As of Date  
Specify: **06/30/2018**

**Selections**

☒ Selected Detail Values  
☐ Detail - Selected Parents

Tree SetID:  Tree:  Level:

**Business Unit to Close**

\*Select Value

**WA170**

**Save** | **Return to Search** | **Previous in List** | **Next in List** | **Notify** | **Refresh** | **Add**

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.

**Process List** | **Server List**

**View Process Request For**

User ID: **CTC\_BRAMIREZ** | Type:  | Last:  | **1** Days | **Refresh**

Server:  | Name:  | Instance From:  | Instance To:

Run Status:  | Distribution Status:  | ☒ Save On Refresh

**Process List**

Select	Instance	Seq.	Process Type	Process Name	User	Run Date/Time	Run Status	Distribution Status	Details
<input type="checkbox"/>	<b>392702</b>		COBOL SQL	GLPCLOSE	CTC_BRAMIREZ	10/11/2018 12:13:33PM PDT	<b>Success</b>	N/A	<a href="#">Details</a>
<input type="checkbox"/>	392701		COBOL SQL	GLPCLOSE	CTC_BRAMIREZ	10/11/2018 11:59:40AM PDT	Success	N/A	<a href="#">Details</a>

[Go back to Request Ledger Close](#)

**Save** | **Notify**

36. Process complete.