**AGENDA**

Department of Finance and Administration

Division of Accounts

2024 Closing Meeting

**June 12-13, 2024**

TEAMS

**June 12**

8:30-9:30 **Introduction to the Closing Process and the Annual Closing Checklist.** *Introduction to the deadlines and adjusting periods, closing periods and when to enter journals. Also, an overview of the annual closing task list application and new enhancements.*

**Presenters:** Michelle Earhart and Paige Dye

10:00-11:00 **Year End Grant/Projects Training*:***  *Tips to assist the Business Unit/Agency with year-end closing procedures necessary to achieve timely, accurate and consistent grant activity processing and reporting*.

**Presenter:** Katie-Faith Stone/Paula Johnson

**June 13**

8:30-9:30 **Purchase Orders Closing/Roll**

*AP voucher/PO mismatched dates, AP voucher deletion process and rolled POs.*

**Presenters:** Amanda Crow, Megan Goff and Terry Burr

10:00-11:00 **Accrued Liabilities and AP Vouchers**

*Overview of the accrued liabilities process, proper account codes for LA journals and AP vouchers, service dates, getting supplier invoices, invoice comments for LA journals, monitoring activities.*

**Presenters:** Tracy Brown and Christy Payne