

CW.10.4 Close General Ledger and Consolidate Results

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Revision History

Version	Date	Revision Notes

DRAFT

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Business Process Overview

This business process addresses the execution of the year end close process and the generation of the year end closing reports.

DFS manages and communicates the closing process to agencies. State agencies are required to follow the outlined closing schedule and perform the month end closing process for the month of June. At the designated time, DFS performs the system close which will produce the end of year reports and creates beginning balances for the new fiscal year.

Dependencies and Constraints

- Departmental FLAIR is the source for Agency financial statement preparation.
- The CFO must prepare and furnish the annual financial statements to the Auditor General (AG) by December 21.
- The CFO must prepare and publish the Comprehensive Annual Financial Report (CAFR), in accordance with GAAP, by February 28.

Business Process Flow Details

Table 1: Process Steps Included on CW Business Process Model Flow

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Swim Lanes – Definition	<p>DFS Financial Statement Processor: role responsible for preparing the Financial Statements for the State of Florida</p> <p>DFS GL Close Processor: role responsible for year-end close processing</p> <p>EOG/OPB: (Non-Florida PALM role) responsible for receiving reports as appropriate</p>	
Process Step ID	Process Step Title	Description of Process
1	Create Year-End Schedule and Define Closing Rules	<p>Year End Close activities are scheduled and communicated appropriately to track completion of tasks and manage dependencies. Closing Rules are reviewed, managed, and monitored as appropriate for a successful close of the FY. Agencies are notified of the year end closing schedule and the expectations of the closing process before the closing period starts.</p> <p>Agencies are expected to continue the month end process until the end of the fiscal year as detailed in CW.10.3.1 Perform Month End Close. During the final month of the fiscal year, agencies will conduct the year end close activities outlined in the closing directives.</p>

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Process Step ID	Process Step Title	Description of Process
2	Close General Ledger Period for Prior Fiscal Year	Following June month-end activities, a DFS GL Close Processor closes the GL period for the prior FY.
3	Execute Year-End Close Process	Once DFS has determined agencies have performed all reconciliation activities between the source modules and the GL, the Trial Balance is produced. To close the prior fiscal year, the Close Request page is used to close revenue and expense accounts to Fund Balance and roll forward beginning balances to the new year. GL closes according to the options selected in the closing rules.
4	Generate Year-End Trial Balance	Until the year end closing is run, the trial balance for the next year does not include any results from prior years. Once the close process is run, the balance sheet Accounts and inception-to-date revenue and expense accounts are available for on the trial balance based upon the data that is contained and summarized within Florida PALM. The trial balance report is available for use by agencies and EOG
5	Receive Annual Agency Closing Reports	The designated Annual Agency Closing Reports are transmitted to the Executive Office of the Governor/Office of Policy and Budget (EOG/OPB) for review and use.
6	Disbursement Load File	EOG/OPB receives an interface file containing the disbursements generated by Florida PALM. This file is used at the discretion of EOG/OPB for further analysis or budget purposes.
7	Review and Analyze Year-End Trial Balance	DFS reviews and analyzes the closing trial balance that is produced. The reports are analyzed/validated to confirm that the balances reflect expected outcomes. DFS confirms there are no discrepancies contained within the report.
8	Run Undo Process	If problems are identified, then the Close Undo process runs to reverse all closing actions taken by the system and return Florida PALM back to the previous state prior to executing close.
9	Correct Close Issue(s)	To correct the issues, the DFS GL Close Processor confirms the reasons for which the actual balances were not accurate before re-processing close. DFS may reach out to agencies to verify the reason for the required correction and provide a recommended solution to the agency. If the agency does not agree with the solution, the agency can provide a solution to resolve the issue. DFS ultimately prepares and enters all corrections that are necessary.
10	Outbound Actuals Extract	If no issues are identified with close, Florida PALM produces the Actuals Extract interface for enterprise and agencies to use as needed.

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Process Step ID	Process Step Title	Description of Process
11	Perform Year End Financial Statement Activities	After receiving all required data, the DFS Financial Statement Processor performs financial statement preparation processes to produce the State of Florida CAFR.
12	Transfer Financial Statement Reports to LAS/PBS	DFS generates and transfers an export data file from Departmental FLAIR of Agency Financial Statement Reports at the end of the FY.

Ledger Impacts

Table 2: Ledger Impacts Included on CW Business Process Model Flow

Ledger Impact ID	Ledger - Ledger Impact Title	Ledger Impact Description
N/A	N/A	N/A

Reports

Table 3: Reports Included on CW Business Process Model Flow

Report Number	Report Description	Report Frequency	Audience
R1	Trial Balance Report – Financial Report containing the beginning and ending balances for accounts maintained in Florida PALM.	On demand	Agencies, DFS, EOG