

**Please remember:**  
Accounts (E.g. NRF) that must still be audited, may not yet be cleared per object and closed.  
(Page 8, 10 & 11)

**Close Accounts:** Determine Accounts to be closed. Compare COA and GL Reports  
(Page 4 - 7)

**GLBI004 still has values per object.** (Page 9 - 16)  
To clear transactions:

**Pending entries** - finalise first!  
(Page 8 - 9)

**Budget** - Request budget adjustment: Farai Chingono or Tharien Claassen (Page 11)

**Encumbrances** - finalise first!  
Open PO's: Andrew Fouché, Elsa Petersen or Sonia Mosetlhi  
GL queries: Mari van Bosch  
(Page 11 - 14)

**Income and Expenses** - Initiate a DI document to clear an account per object (VAT must be NO) (Page 14)

**Internal Transfers** - Initiate a TF document to clear the Internal Transfer objects  
(Page 14)

**Assets - Objects range: 4000**  
Send journal form to Mari van Bosch. GRT-CAM queries: Lizette Williams (Important information on Page 14 - 15)

**Salaries** - Send journal form to Corene Flemming. Active salary payments must be updated by P&C - HR Admin.  
(Page 16)

**Balance Sheet transactions** - finalise first on the account to be closed! Debtors, creditors, staff & vendor prepayments  
(Page 16)

**Sub-system transactions** - for example salaries - contact the relevant person to change the costing string in the system.  
(Page 16)

**GLBI004 has NO data**  
(blank page)  
(Page 17)

**Send email to Chimoné Barends** to close account(s).  
(Page 17)

**Only AFTER ALL of these were completed, there should be none of these transactions in GLBI004, then:**

**Internal Interest or Funds (object starting with 8)**  
Send journal form to Mari van Bosch  
(Page 16)

List the **Continuation Account** (Chart.Account) per account to be closed. (Page 10 & 14)