

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: Corene Flemming or Thapi Moyakhe
(Page 11)

Encumbrances - finalise first!
Open PO's: Andrew Fouché, Elsa Petersen or Sonia Moseithi
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)