**ctcLink Year-End Closing Steps**

1. **Clear Legacy Opening Liabilities.** If your colleges closes all prg-orgs for 001, 08A, 489, etc and Fund 149 to a single prg-org, all opening entry liabilities must be cleared:
   a. This may only require clearing of legacy payroll net pay liabilities or
   b. It may require clearing all liabilities if you paid liabilities using the original Fund-AI-Prg-Org or if paid them out of the accumulator Prg-Org.

2. **Clear Legacy Opening Receivables.** If your colleges closes all prg-orgs for 001, 08A, 489, etc and Fund 149 to a single prg-org, all opening entry receivable must be cleared:
   a. This may only require clearing of legacy all liabilities if you paid liabilities using the original Fund-AI-Prg-Org or if recorded the payments in an accumulator Prg-Org.

3. **Move Cash to a Centralized/Accumulator Chartstring.** For funds like 149 tuition or 522 S&A fees or other funds in which you normally record all revenue for the fund in a single department, move cash balances from the chartstrings to the centralized or accumulator chartstring (however, should we leave cash in there if liabilities exist?)

4. **State Allocations**
   a. **Reverse Revenue/Cash in Fund 841.** Reverse revenue by fund (which should equal current year expenditures) in 841-285-98499. Reverse an equal amount of cash. These transactions **MUST** be posted in **Period 132**. Please contact Teri Sexton or Kirti Vijay if you have a journal ready to post. *(Detail instructions will be provided)*
   b. **Record Cash/Revenue in State Funds** in each state fund by chartstring (in the chartstrings in which the expenditures were recorded). These transactions **MUST** be posted in **Period 133**. Please contact Teri Sexton or Kirti Vijay if you have a journal ready to post.

5. **Building Fee/Innovation Fee.**
   a. **Reverse Cash/Expenditures in Fund 841.** Reverse expenditures by fund (which should equal current year cash collections) in 841-285-98499. Reverse an equal amount of cash. This transaction **MUST** be posted in **Period 132**.* (Detail instructions will be provided)*
   b. **Record Expenditure/Cash** in Fund 060 and 561 by chartstring (in the chartstrings in which the cash collected were recorded). These transactions **MUST** be posted in **Period 133**.

6. **Convert Internal Cash to Cash in Bank.** We have determined a method of converting all internal cash (1000199) to cash in bank (1000070) through an allocation process. Step by step instructions will be provided.

7. **Create Close-Open Process** *(Training - detail instructions will be provided with ERP Support)*
8. **Run Close-Open Process** *(run by ERP Support)* This can be requested any time you have completed all the required entries for Prd 131, 132 and 133.