R2R 9.1 – General Ledger and Chart of Accounts Maintenance

- **Enterprise (DFS Financial Reporting)**
  - R2R IP 3 LAS/PBS
- **Agency**
  - R2R IP 4 Agency Business Systems

**Process Flow Diagram:***
- **R2R 1.1** Enterprise Initiated Request
  - R2R IP 3 LAS/PBS
- **R2R 1.2** Passed Validation Workflow?
  - Yes: R2R 1.3 Chart of Accounts Maintenance
  - No: R2R R 1
- **R2R 1.3** COA Change Ready for Update?
  - Yes: R2R 1.5 Execute Ledger Updates
  - No: R2R R 2
- **R2R 1.5** Execute Ledger Updates
  - R2R IP 2 People First
  - R2R IP 3 LAS/PBS
- **R2R R 2** New Chart of Accounts Available for Users
  - R2R IP 4 Agency Business Systems
- **R2R 1.7** Notification Sent

**Decision Points:**
- Yes
- No

**Steps Shaded Gray Indicate Activities Outside Florida PALM**
R2R 3.1 Create GL Close Schedule (Development and Communication)

R2R 3.2 Open New Period

R2R 3.3 Record Updates in Sub-Ledgers

R2R 3.4 Period Ending Soft Close for Financial Transactions

R2R 3.5 Conduct Trial Balance Review

R2R 3.6 Journal entries to correct account balances/record/reverse accruals and post to GL

R2R 3.7 Reports to Detect Exceptions

R2R 3.8 Correct Consolidated GL Balances

R2R 3.9 Conduct Preliminary Financial Report Review

R2R 3.10 Hard Close for Financial Transactions per GL Close Schedule

R2R 3.11 Create Period End Financial Reports/Statements

R2R 3.12 Create Enterprise Period End Financial Reports/Statements

R2R 9.3 – Execute Month Period Close
Level 2 Business Process Workflow: R2R – Record to Report

**R2R 9.4 – Execute Year End Period Close**

**Enterprise (IFS Financial Reporting)**
- R2R 4.4: Open Period 13 for Year End and Audit Adjustments
- R2R 4.5: Material Adjustments Identified
- R2R 4.6: Open Period 13 for Year End Financial Reports
- R2R 4.8: Conduct Financial Report Review
- R2R 4.11: Execute Management Reporting
- R2R 4.12: Perform Reconciliations and Reviews
- R2R 4.13: Run Preliminary CAFR Financial Information
- R2R 4.14: Component Units Submit Financial Statements
- R2R 4.15: Agency Year End Adjustments Identified
- R2R 4.16: Enterprise Level Year End Adjustments Identified
- R2R 4.17: Year End Adjusting Entries Posted to GL
- R2R 4.20: Review of Identified Audit Adjustments

**Agency**
- R2R 4.2: Execute Month End Close (June)
- R2R 4.3: Open July Period [New/Current Fiscal Year]
- R2R 4.4: Hard Close for June Period 12 [End of Prior Fiscal Year]
- R2R 4.5: Current FY Balances Updated
- R2R 4.6: Open Period 13 for Year End and Audit Adjustments
- R2R 4.7: Create Year End Financial Reports
- R2R 4.8: Conduct Financial Report Review
- R2R 4.9: Material Adjustments Identified

**OPB, Legislature, and EOE**
- R2R CP 4.19: Audit Adjustments Identified

**Auditor General**
- R2R AE 4.22: Record and Post to GL Applicable Adjustments from Audit
- R2R AE 4.17: Unaudited CAFR with Notes and Financial Information Transmitted to AudGen
- R2R AE 4.10: Material Adjustments Posted to GL
- R2R AE 4.11: Material Adjustments Identified
- R2R AE 4.14: Component Units Submit Financial Statements
- R2R AE 4.15: Agency Year End Adjustments Identified
- R2R AE 4.16: Enterprise Level Year End Adjustments Identified
- R2R AE 4.17: Year End Adjusting Entries Posted to GL
- R2R AE 4.18: Unaudited CAFR with Notes and Financial Information Transmitted to AudGen
- R2R AE 4.19: Audit Adjustments Identified
- R2R AE 4.20: Review of Identified Audit Adjustments
- R2R AE 4.21: Review of Identified Audit Adjustments
- R2R AE 4.22: Record and Post to GL Applicable Adjustments from Audit
- R2R AE 4.23: Hard Close Period 13 (Close Prior Fiscal Year)
- R2R AE 4.24: Generate Final CAFR

Steps Shaded Gray Indicate Activities Outside Florida PALM Document