

**FDA STAFF MANUAL GUIDES, VOLUME III - GENERAL ADMINISTRATION**

**FINANCIAL MANAGEMENT**

**FINANCIAL INTEGRITY**

**MONTH, QUARTER AND YEAR END CLOSE**

Effective Date: 09/16/2008

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**1. PURPOSE**

To outline the requirements for FDA month, quarter and year end close.

**2. BACKGROUND**

The month, quarter and year are closed out to enable the Office of Financial Management (OFM) to reconcile accounts and identify errors or areas of concern.

**3. POLICY**

All users of the UFMS system, except key essential users, must be locked out of all modules: 1) the night before the 1st of the month for month end close; 2) the night before the first day of the quarter for quarter end close; and 3) the night before the 1st of the year for year end close. Once a period has been closed, it must stay closed unless authorized by the Deputy CFO; Director, OFM; or Director, Division of Accounting, OFM.

**4. RESPONSIBILITIES**

It is the responsibility of the Director, OFM; Director, Division of Accounting, OFM; and Director, Division of Financial Support Services, OFM to ensure that each month, quarter and year are closed according to policy.

## 5. EFFECTIVE DATE

This policy was signed by John P. Gentile, Associate Commissioner for Operations, effective September 16, 2008.

## 6. Document History -- SMG 2350.2, Month, Quarter and Year End Close

<b>STATUS (I, R, C)</b>	<b>DATE APPROVED</b>	<b>LOCATION OF CHANGE HISTORY</b>	<b>CONTACT</b>	<b>APPROVING OFFICIAL</b>
Initial	09/16/2008	N/a	OC/OO/OM /OFM	John P. Gentile, Associate Commissioner for Operations