**Journals that need assistance by SBCTC staff for uploading/posting**

Colleges with journals that require SBCTC staff assistance will receive an invite to a scheduled Webex meeting. SBCTC staff will consolidate requests and schedule group meetings as necessary with the identified college contact. Colleges will need to prepare the journal, attach a copy to a ticket for SBCTC to review, clearly state your request, such as what rule may need to be lifted, what fund/AI/account needs to be reactivated, etc., and have staff available to meet during the scheduled meeting time.

**How to use period 994**

Period 994 will be open on a continuous basis to allow colleges to upload entries for posting in SBCTC controlled periods of 131(OFM Corrections), 132 (YE approved OFM entries) and 133 (Non-OFM reported entries).

For journals that can be uploaded to period 994 without assistance from SBCTC staff, the college should upload the journal, get it to a valid-valid status and then submit a ticket to notify SBCTC that a journal is prepared and for what period you are requesting it be posted (131, 132 or 133). SBCTC staff reviews the journal to ensure that it complies with the established accounting rules of the requested period.

**Revenue distribution in period 133**

Account 4000099 – Period 133 Revenue Distribution is an account recommended for use to transfer revenue and cash between chartstrings in the same fund to avoid equity balances. This account is not available for use in any other accounting period during the fiscal year. An example of use is distribution of revenue in fund 149 to avoid equity entries by chartsting. Entries posted in any period other than 133 will be either unposted or reversed.

Colleges should upload these journals to period 994 and should not require SBCTC staff assistance. The college should upload the journal, get it to a valid-valid status and then submit a ticket to notify SBCTC that a journal is prepared for posting to period 133.

**Journals posted in period 131, 132, 133 or 994 by non-SBCTC staff**

SBCTC will review who has posted the journal in the above periods and all journals posted by non-SBCTC staff will either be unposted or reversed. Colleges will be notified that the journal was unposted, and a new journal will need to be created to comply with the controls of the accounting periods.