Year-End Closing Hints & Accrual Review Emails

[Monday, July 6]

4. Subject: Year-End Closing Hint #4 – SACS Web System

It's a two-for-one Helpful Hint kind of day!

The **2025-26 SACS Web System** for Unaudited Actuals is now available.

Access the system here

Running a SACS extract early in the year-end process allows you to identify and resolve errors before preparing your Unaudited Actuals, reducing last-minute corrections and delays.

Run a SACS Extract

Run a **SACS extract** for your **2025-26 Unaudited Actuals** and review any existing errors.

Focus on **TRC errors** in the following sections:

- **IMPORT**
- **GENERAL LEDGER**

Addressing these errors early will help streamline the year-end closing process and reduce the number of corrections needed later.

Review Form CEA

Review **Form CEA** to identify any potential deficiencies. This provides time to:

- Evaluate expenditure coding.
- Process any necessary journal entries before submitting Unaudited Actuals.

Reminder: Refer to the **2025-26 Year-End/Unaudited Actuals Workshop** presentation, for additional guidance on reviewing and resolving Form CEA deficiencies.

What's New

For information on updates to the **2025-26 SACS Web System**, visit the **"What's New"** section of the **CDE Financial Reporting** webpage.

CDE Financial Reporting – What's New
If you need assistance with any of the situations above, please contact your Business Services Advisor.