Year-End Closing Hints & Accrual Review Emails

[Wednesday, July 1, 2026]

2. Subject: Year-End Closing Hint #2 – AR & AP Applications Now Open

Good afternoon,

Over the coming weeks, Business Advisory Services (BAS) will be sharing **Helpful Hints** to support you through the year-end closing process.

This Week's Focus: The **Accounts Payable** and **Accounts Receivable** applications are now open. Begin recording year-end accruals, reconciling payroll mapping accounts, reviewing bank reconciliations, and preparing sales/use tax.

Accounts Payable Application

Use the **Accounts Payable Application** to **set up**:

- Estimated Payables
- Due To Other Funds
- Unearned Revenue
- Due To Grantor Government

Districts may elect to utilize the **Accounts Payable PCL Roll**.

For goods and services received on or before **June 30, 2026**, set up the payable in **FY 2025-26**. Review travel vouchers, pay vouchers, and utility invoices to determine whether the liability belongs in FY 2025-26.

Utility expenditures should reflect a full **12 months of costs**. If the June utility invoice has not been received, you may need to **set up an estimated payable**.

Payroll Mapping

Review **Object 3999** and ensure the balance is **zero**. Journal any activity that did not properly map to the correct account(s).

Next, reconcile the payroll mapping accounts (**Objects 956x**). These suspense accounts should **net to zero** after reimbursement transfers from other funds and current liability payments have been accrued. Journal any remaining balance to the appropriate **3xxx employee benefit object code**.

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Sales & Use Tax

Prepare and reconcile the final **2025-26 Sales/Use Tax Report**.

Object 9580 (Sales/Use Tax Suspense) should **net to zero** after recording the Estimated Payable for the tax owed. Any remaining cents may be journaled to a supplies object code.

Reminder: Review **Object 9580** in **all funds**.

If another fund has a balance, either:

- Set up an Estimated Payable to pay **SBE**; **or**
- If **Fund 01** will pay the entire amount, record a **Due From Other Fund** in Fund 01 and a corresponding **Due To Other Funds** accrual in the other fund.

Bank Reconciliations

Review bank reconciliations for:

- Revolving Cash
- Cash Clearing
- Cafeteria
- Risk Management
- Petty Cash
- Other imprest cash accounts

Verify that:

- Outstanding revolving cash reimbursements have been accrued as payables.
- Site petty cash activity has been recorded.
- Bank fees, NSF checks, check reorder charges, and similar expenditures have been accrued.
- Cafeteria and CFD account balances agree to the bank reconciliations.

Accounts Receivable Application

Use the **Accounts Receivable Application** to **set up**:

- Estimated Receivables
- Due From Other Funds
- Due From Grantor Government

Cash Clearing deposits **received by June 30** but not yet deposited with the County Treasurer should be accrued as receivables.

Review funds received after June 30 to determine the appropriate fiscal year.

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- If the funds belong to **FY 2025-26**, record them as an **appropriated receivable**.
- In **FY 2026-27**, create an **Accounts Receivable Cash Receipt** and submit the auditable transmittal and all checks to DFS for processing.

Reminder: If receipting prior-year revenue, use an **Accounts Receivable Cash Receipt** (Accounts Receivable Application), **not** a **District Cash Receipt**.

If you need assistance with any of the situations above, please contact your Business Services Advisor.