Year-End Closing Hints & Accrual Review Emails

[Wednesday, July 22, 2026]

8. Subject: Year-End Closing Hint #8 – Direct Charges

Good morning,

Direct charges help ensure programs are charged for the services they receive. This Helpful Hint provides a few reminders to help you review direct charges before year-end.

Direct Charges

Have all direct charges (e.g., maintenance work orders, district vehicle use, duplication, copier usage, postage, and field trips) been properly allocated to programs?

Use:

- **Objects 5710–5749** for transfers **within the same fund (Intra-Fund)**.
- **Objects 5750–5799** for transfers **between funds (Interfund)**.

Review Direct Charges (Objects 5710–5749)

Before year-end:

- Review your district's list of centralized services and ensure departments are charged based on actual usage.
- Remind departments to submit usage data before year-end deadlines.
- Run a **Budget Summary Report (EduReports 3.0)** for **Objects 5710–5749** to verify that transfers **net to zero within each object**.

Reminder: If the transfers do not net to zero, run a **Financial Activity Report** to identify and correct any discrepancies.

Interfund Direct Charges (Objects 5750–5799)

Verify that:

- **Estimated Receivables (Due From Other Fund)** have been recorded.
- **Estimated Payables (Due To Other Fund)** have been recorded.
- **Debits equal credits.**

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