Year-End Closing Hints & Accrual Review Emails

20. Year-End Closing Hint #20 - SACS TRC & Closing Entries Report

As part of your year-end close, perform a **SACS Extract/Import** and run the **Technical Review Check (TRC) Report** to identify any remaining data issues before submitting your Unaudited Actuals.

Technical Review Check (TRC) Report

Review both the **Import** and **General Ledger** sections of the TRC Report.

TRC Reminders

- **Fatal errors** must be corrected.
- **Warning errors** must be corrected or include an explanation.

Most TRC errors will require one or more of the following:

- A journal entry
- An accrual set-up
- A budget transfer

Troubleshooting Common TRC Errors

Resource, Goal, and Function errors often display a **roll-up code** rather than the actual account.
Example: The TRC may display **Resource 9010**, while the actual transaction is posted to **Resource 9650**.
Use **COMPASSedu EduReports 3.0** to help locate the transaction:

- For **Goal** or **Function** errors, search using the **first two digits**.
- For **Resource** errors, begin with the **first digit** to identify related account lines.

Correcting TRC Errors

1. Post the correcting journal entry in **COMPASSedu**.
    - If the entry is **auditable**, submit it to **DFS** for processing.
2. In the **SACS Software**, go to **User Data, Input Review** and delete the incorrect account line.
3. Perform a new **SACS Extract/Import**.

Reminder: Simply importing a corrected file **will not overwrite** the incorrect account line. The incorrect line must first be deleted from **Input Review**.

Closing Entries Report

Now is also a good time to run the **Closing Entries Report** for **FY 2026** in **COMPASSedu**.
Review any remaining errors that may require:

- A journal entry
- An accrual set-up
- A budget transfer

Additional Resource

Refer to the **2025-26 Unaudited Actuals Presentation**, **Slides 150–160**, for step-by-step guidance.

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