## Year-End Closing Hints & Accrual Review Emails

**21. BAS Accrual Review Hint #21 – Action Items Due August 14**

**[Friday, August 14, 2026]**

Beginning **August 17**, Business Advisory Services (BAS) will begin reviewing each district's:

- Financial Accruals Report
- Closing Entries Errors
- Budget Appropriations

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# Action Required by 4:00 p.m. on August 14

Please email the following to **BAS@sbcss.net**:

### BAS Accrual List

Include:

- All **Estimated Receivable (ER)** and **Estimated Payable (EP)** numbers.
- An additional line for **State Aid (Object 8011)** using the amount from the **8011 Accrual Report**.

### SACS TRC Error Report

Submit your **most recent SACS TRC Error Report** in **PDF** format.

Providing these items allows BAS to review your accruals and assist with clearing any outstanding errors.

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# TRC & Accrual Review Tips

When reviewing your **SACS TRC Report**:

- Focus on the **Import** and **General Ledger** sections.
- **Fatal errors** must be corrected.
- **Warning errors** must be corrected or include an explanation.

Most errors require one or more of the following:

- Journal entry
- Accrual setup
- Budget transfer

### Common Fixes

- **Excess-Assign-REU** – Adjust directly in the **SACS Components of Ending Fund Balance**.
- **EFB-Positive** or **Obj-Positive** – Often indicates a restricted resource that requires an **Estimated Receivable** or **Unearned Revenue (Estimated Payable)**.

**Tip:** Use your **CAT Form** to determine which accrual is needed and the appropriate amount.

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# Before You Lock the System

If all **Closing Entries** errors have been cleared, make sure you lock the following modules before BAS locks the financial system:

- Receivables & Payables Setup
- Budget Transfers
- Journal Entries

Failure to lock these modules will prevent you from performing the **Closing Entries Update**.

BAS will lock the financial system to all **2025-26 activity** on **Friday, August 28**.

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# Final Check

Before locking the system, review **SACS Form ICR (Exhibit A – Highest Rate Used)** to verify that **no program has been charged an indirect cost rate higher than allowed**.

*If you have any questions, please contact your Business Services Advisor.*