Year-End Closing Hints & Accrual Review Emails

26. Year-End Closing Hint #26 – System Locks at 4:00 p.m. Today
[Tuesday, September 1, 2026]

Reminder: The financial system will lock at 4:00 p.m. today for all FY 2025-26 activity.

Final Checklist
Before 4:00 p.m., be sure to:

- **Post all auditable journal entries.**
- **Run the Closing Entries Report in COMPASSedu.**
- **If the only remaining items are JE, BT, or PCL Setup:**
  - **Email your Business Services Advisor to request application closure.**
  - **Once all applications are closed, run the Closing Entries Report and Update.**

Need Assistance?
If you need additional time or have concerns about meeting today's deadline, contact your Business Services Advisor as soon as possible.

Thank You
Thank you for your partnership throughout the 2025-26 year-end closing process. We sincerely appreciate the time, effort, and dedication your district team has invested over the past several weeks. We wish you a successful Unaudited Actuals submission and look forward to continuing to support you throughout the year.