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## Section 600 Year-End

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### Overview

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Year-end closing is the process of reviewing and finalizing all district accounts (i.e. revenue, expenditures, assets, liabilities). The ultimate goal for year-end is to provide an accurate fiscal picture of the district in a financial statement. This will result in an accurate, known, ending fund balance available for making adjustments to the current year budget.

Since districts operate on a cash basis (i.e. recognizing revenue and expenditures only when the corresponding cash is received or payments are made), to close the fiscal year, districts must convert to the modified accrual accounting basis as required by governmental reporting. Modified accrual accounting combines aspects of accrual basis and cash basis accounting.

The conversion to modified accrual accounting requires making adjustments to report revenues when earned and expenditures when goods and/or services are received.

The year-end closing process requires significant planning and preparation and this manual provides various recommendations regarding best practices. A significant portion of the year-end closing process is conducted before June 30 during the *pre-accrual period*. The *accrual period* is the window of time districts have available to make necessary adjustments for modified accrual accounting.

### Getting Started

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To help you get started, our office highly recommends developing an internal year-end calendar and making use of the Getting Started Checklist provided in the Appendix.

Early on in this process and during the development of internal calendars, it is important to remember that everyone is involved with year-end closing! Year-end closing involves different departments, agencies and institutions. It is vital to know who does what during this process to avoid confusion and disorganization. Listed below are examples of typical assignments and responsibilities:

- **School Sites and Departments:**
  - Money collection, mileage reimbursements, receiving documents, timecards, petty cash, ASB, etc.
- **District Business Office:**
  - Accounts payable, payroll, accounts receivable, categorical accounting, long-term debt.
- **Purchasing and Warehouse:**
  - Physical inventory, capital assets.
- **Facilities and Construction:**
  - Multi-year contracts. (Note: Do not accrue the entire contract, only what belongs to the current year such as construction in-progress and contingencies.)
- **County Office of Education:**
  - Establish timelines, facilitate a smooth close, and oversee automated Galaxy processes.

### *Create an Internal District Year-End Calendar*

Year-end cut-off dates need to be established locally for each district for the following:

- Purchase Requisitions
- Purchase Orders
- Warehouse Orders
- Reimbursement Claims
- Deposits
- Categorical Programs

- Petty cash close-out

It is best practice to meet with staff/departments to discuss the calendar and coordinate year-end issues. Set reasonable timelines and build extra time into your schedule for final deadlines. Plan for problems and downtime, as these may occur. Work with school sites, ASBs, and departments early in the process. Early communication will help facilitate meeting deadlines and help secure all necessary documents from school sites before the end of the school year.

The documents the district will need to acquire from school sites may include, but are not limited to:

- Invoices
- Cash boxes
- Receiving documents

## *Timelines*

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For specific fiscal year dates and deadlines, please refer to the annually updated Year-End Calendar distributed by RCOE District Fiscal Services (DFS) (see page 601-1).

### *Pre-Accrual Period*

- **March** – Obtain a board resolution for subsequent year encumbering and create your district year-end calendar.
  - Using the DFS Year-End Calendar, work backwards to develop internal district deadlines.
- **April** – Set a district specific cut-off date for purchase requisitions.
  - The district should annually review personnel who have the “Extended PR” role. The “Extended PR” role stays with the user until it is removed by the district.
- **May-June** – Review financials.
  - Clear various holding accounts.
    - Ex: Beginning balance (9700), suspense accounts, resource 0999, etc.
  - Review open encumbrances.
  - Clear prior year accruals.
  - Post audit adjustments.
  - Repay/reinstate temporary loans – This requires board approval.
    - Note: In July, DFS will set-up outstanding temporary loans as a due to/due from accrual and clear them in the subsequent fiscal year on the district’s behalf.
  - Clean up purchase orders (POs) and contracts.
- **May 29** – Cut-off for Districts to pick Open Encumbrance Roll-In Option, districts now control the option.
- **Mid-June** – Deadline to have all prior year accruals cleared.
  - Verify the source of the accrual (ex: PO, invoice, etc.) is cleared.
- **June (Galaxy Fiscal Year Deadline – See Year-End Calendar)**
  - Cut-off for the following forms to be submitted to DFS:
    - *Form 3333T – Cancellation of Payroll Warrant*
    - *Form 3329AT – Declaration for Replacement of Lost or Destroyed Payroll Warrant*
    - *Form 3309T – Cancellation of B Warrant*
    - *Form 3329B – Declaration for Replacement of Lost or Destroyed Commercial Warrant*
  - Approve and submit all deposits – clearing account checks must be submitted to DFS.
    - Pending deposits (clearing account checks not received by the specified date in June) will be processed as Cash Collections Awaiting Deposit during year-end process.
- Approval of the current fiscal year commercial warrants by 5:00 PM.
  - **Do not leave any claims on hold! They will not roll into the new fiscal year.**

- Cut-off for all Galaxy and OneSource activities.

### *Accrual Period*

- **July** – Galaxy accrual period begins!
  - The July Payroll-On-Demand (POD) calendar is released annually by DFS Payroll & Retirement (see page 601-6).
    - All 12P PODs automatically accrue.
    - Any payroll beginning with “12” will post with a transaction date on or before June 30. If the pay date is after June 30, the system will automatically create and clear an accrual.
  - Prior year encumbrances removed from Galaxy.
  - Z and SELPA accrual information to districts.
  - County Treasurer reconciled cash balances are rolled into actuals.
  - Automated accrual function terminates.
    - **Do not leave any claims on hold! They will not create an automatic accrual.**
- **Early August** –
  - Verify resources are in balance.
  - SACS Software tasks:
    - Run technical review checks (TRC).
    - Review supplemental forms.
    - Perform maintenance of effort (MOE) calculations.
      - Special Education MOE
      - Every Student Succeeds Act MOE
  - Review accruals.
  - Complete GASB 34 reporting entries.
  - Manual Galaxy accrual period closes!
    - District can specify the custom cut-off date on or before the DFS set deadline.
- **Mid-August** –
  - Cut-off for prior fiscal year budget resolutions at 4:00 PM.
  - Galaxy soft close.
    - District can specify the custom cut-off date on or before the DFS set deadline.
  - Galaxy hard close.
- **September** – Unaudited Actuals due to DFS.

## Pre-Accrual Period

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The pre-accrual period provides LEAs the opportunity to reconcile pending prior year accruals, cleanup current year actuals to-date, and begin planning for the opening of the new fiscal year. While not all of these steps are necessarily required, it is best practice to utilize this timeframe to ensure a successful post-June 30<sup>th</sup> year-end closing process.

### *Modify District Cutoff Dates*

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Users with access to the *Modify District Cutoff Dates* screen can modify year-end cutoff dates without having to request a change via DFS. This screen gives districts the ability to change the cutoff dates in Galaxy as needed. However, a district cannot extend a cutoff date beyond the County Dates populated. As a reminder, the hard close cutoff will occur on **August 25, 2026, at 4:00 PM**.

Open the Modify District Cutoff Dates screen:

**Systems Utilities > Modify County and District Information > Modify District Cutoff Dates**

The screenshot shows the 'Modify District Cutoff Dates' interface. At the top left is the title 'Modify District Cutoff Dates' and a 'Help' button. Below this is a search bar containing the text 'District Control'. Underneath the search bar are three dropdown menus: 'County: 00 - YOUR COUNTY', 'District: 00 - YOUR DISTRICT', and 'Fiscal Year: 2020'. A 'Find' button is positioned below these dropdowns.

For access to this screen, please contact the RCOE Service Desk at (951) 826-6600 or [servicedesk@rcoe.us](mailto: servicedesk@rcoe.us).

### *Review Open Encumbrances*

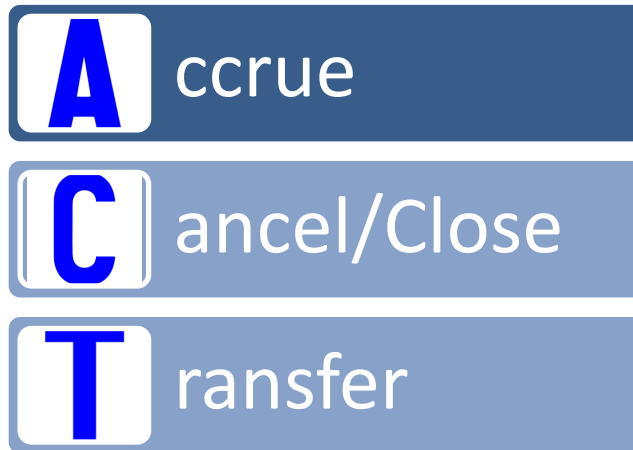
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When a requisition is processed, funds are set aside for that transaction. Those funds are no longer available for use in other transactions, but also have not been included in the year-to-date expenditures because a payment has not yet been generated.

It is important to “**ACT**” on any open encumbrances before year-end close, as it may alter current or future budgets by creating a deficit. Open Encumbrances reports are available in MicroStrategy and can be reviewed in detail in the training offered by the RCOE ITS Training Unit.

#### *Tips for Reviewing Open Encumbrances*

- Start reviewing open encumbrances early (April & May) to resolve issues while school sites are still open.
- Use the *View AP Encumbrances* Galaxy screen and the various *Open Encumbrance* reports in MicroStrategy.
- Use a systematic approach – by fund/vendor.
- Check for any negative encumbrances.
- Check for any purchase orders and invoices in closed status.
- Review blanket purchase orders; if there has not been any recent activity, determine whether or not that blanket purchase order should be closed.
- Decide how to **ACT**



### *Clear Prior-Year Accruals*

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#### *Tips for Clearing Prior-Year Accruals*

- Use the *View General Ledger Summary* screen in Galaxy and the *Accrual Reconciliation* report in MicroStrategy.
- Research why the accrual is still outstanding.
  - Is what remains realistic? If not, determine why the revenue/expenditure is not what was expected.
  - Was the financial transaction mistakenly posted to the current year?
  - Does the accrual need to be established again at year-end?
- All prior-year accruals need to be cleared by mid-June.
  - Prior-year accruals will not go through the year-end processing in Galaxy.

### *Review Cash Flow*

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All funds must have a positive cash balance on June 30.

- Consider amounts for 12B payroll that post after 7:00 PM on the last day of Galaxy operations.
- Evaluate the need for temporary loans between funds.
  - Requires resolution(s) in place for Year-End borrowing.
- The final State Aid payment will post the day after Galaxy is closed off to users. State Aid apportionment will be considered in June 30 cash balances, however Galaxy users will not have access to make any transfers or other changes to address cash balances.

## Accrual Period

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The accrual period begins on the first day of July following the Galaxy rollover process. During this time frame, LEAs will process automated and manual accruals to close out financials for the preceding fiscal year. At the close of the accrual period, LEAs are no longer able to make prior year adjustments to the general ledger without an audit adjustment or restatement to the beginning fund balance.

### *Automated Accruals vs. Manual Accruals*

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It is important to understand the difference between automated and manual accrual transactions to prevent misstating the LEA's accruals during year-end closing.

#### *Automated Accruals*

Automated accruals can only be generated during the accrual period, which occurs in July. During this time, users have the ability to indicate whether they want all or a portion of the outstanding encumbrances on a contract or purchase order to be recognized as an accrual, or to be transferred to the subsequent fiscal year.

Adjustments to accounts payable can be made using the *Modify A/P Accruals* screen, or during the time of payment, as long as it is within the accrual period. Direct payments made during the accrual period that are designated to the prior fiscal year will automatically create an accrual during the payment process; no manual accrual is necessary.

During the accrual period, users can also input accounts receivable invoices in Galaxy for the prior fiscal year. This will automatically create an accounts receivable accrual in the system.

The automated accrual rollover procedure runs the day following Galaxy's last day of operation.

**All Galaxy accruals will be set up as follows:**

| Fund | School | Resource | Project Year | Goal | Function | Object |
|------|--------|----------|--------------|------|----------|--------|
| XX   | 000    | XXXX     | X            | 0000 | 0000     | XXXX   |

Only Fund, Resource, and Project Year will maintain identity. Other codes will zero out the Object Code assigned to the accrual, which is automatically assigned. **As a reminder, automated accruals are only available during the accrual period – this automated process will cease at the end of July.**

#### *How Galaxy Treats Accounts Receivables*

**Receipts:** All receipts not yet deposited will automatically be set up as cash collections awaiting deposit. Verify no pending receipts for a prior year accrual. Prior year accruals will not roll into a subsequent fiscal year.

**Invoices:** All outstanding invoices will automatically be set up as accounts receivable or due from other funds, based on invoice type. Review invoices to determine if any need to be voided or if a credit memo needs to be issued.

#### *How Galaxy Treats Accounts Payable*

There are two options to process open encumbrances, contract lines, and invoices:

1. **Option 1:** Accrue Open Encumbrances – Set up as accounts payable accruals in the current fiscal year.
2. **Option 2:** Transfer Open Encumbrances – Roll into subsequent fiscal year.

Let the system do the work – select the option that most reduces the district’s workload. LEAs now control the year-end rollover option through the “Modify District Cutoff Dates.” If the LEA does not select an option by May 29<sup>th</sup>, the previous year option will be used.

**Other Galaxy Accrual Processing Issues**

**Open POs:** All blanket POs will accrue regardless of the district’s option selection. Close open POs prior to the June Galaxy cut-off, if you do not want to accrue them. During the accrual period (month of July), final PO payment will result in automatic disencumbering of remaining balances and adjustment of accrual.

**Internal Transfers:** Requisitions remain encumbered until processed or until the mid-July cut-off at 4:00 PM. Interfund internal transfers are not allowed after Galaxy closes in June. See the Year-End Calendar for specific dates.

**Purchase Requisitions:** Encumbrances for requisitions not processed into POs are deleted after Galaxy closes in June. Transfer requisition into next fiscal year, or process into a PO to roll encumbrance per district’s option selection.

**Claims:** Must be approved by 5:00 PM on the last day of Galaxy operations in June. Claims on hold or scheduled are NOT part of the year-end process and will be deleted from the financial system. See the Year-End Calendar for specific dates.

*Manual Accruals*

Manual accruals can be performed anytime during the months of July and August until the Galaxy hard close. Manual accruals must be used once the automated feature is unavailable. Such transactions are entered using only one Galaxy screen, *Enter Financial Accruals*. The following section provides examples of entries.

*All Accrual Types*

The goal of the year-end accrual process is to recognize revenues and expenses in the period in which they have occurred, regardless of when the payment is received or paid, to ensure accurate presentation of revenues and expenses. There are different types of accruals, which will be discussed below, to be applied for specific scenarios. Please refer to the Appendix for a Quick Reference sheet.

*Cash Collections Awaiting Deposit (Object 9140)*

Cash collections awaiting deposit are funds received prior to June 30 but not deposited with the County Treasurer by the DFS designated cutoff. Be sure to check receipt books, safes, sites, and other departments.

| FINANCIAL ACCRUAL TRANSACTION FORM |        |          |    |      |          |        |              |             |     |                    |                   |             |           |  |
|------------------------------------|--------|----------|----|------|----------|--------|--------------|-------------|-----|--------------------|-------------------|-------------|-----------|--|
| District                           |        | Sample   |    |      |          |        |              |             |     |                    | Transaction Date: |             | 6/30/2026 |  |
| FY                                 |        | 25/26    |    |      |          |        |              |             |     |                    | Transaction ID:   |             |           |  |
| Fund                               | School | Resource | PY | Goal | Function | Object | Accrual Type | Trans. Type | +/- | Transaction Amount | Accrual Number    | Reference   |           |  |
| 03                                 | 125    | 0000     | 0  | 0000 | 0000     | 8699   | 3            | 2           |     | 1,500.00           | CC00009           | ABC Vending |           |  |

*Accounts Receivable (Object 9200)*

Accounts receivables are amounts due from private persons, firms, or corporations that have not been received by June 30. Accounts receivable will be limited to:

- Auditable amounts (usually based on contractual agreements).

- Amounts billed but not received.
- Within the provisions of law, to amounts that were earned by the close of the fiscal year and that might have been received and deposited in the county treasury by that date, except for the lack of time for settlement.

Some examples of accounts receivable include: unpaid invoices, grants earned but not yet received, and entitlements not received. Common accounts receivable are 3<sup>rd</sup> and 4<sup>th</sup> quarter lottery, 4<sup>th</sup> quarter interest, federal Special Education (resource 33XX), outstanding invoices, and lunch program reimbursements, monies owed from ASBs, PTOs, and Boosters.

*Tip: Review last year's accounts receivable list and audit report.*

| FINANCIAL ACCRUAL TRANSACTION FORM |        |          |    |      |          |        |              |             |     |                    |                |                           |  |           |  |
|------------------------------------|--------|----------|----|------|----------|--------|--------------|-------------|-----|--------------------|----------------|---------------------------|--|-----------|--|
| District                           |        | Sample   |    |      |          |        |              |             |     |                    |                | Transaction Date:         |  | 6/30/2026 |  |
| FY                                 |        | 25/26    |    |      |          |        |              |             |     |                    |                | Transaction ID:           |  |           |  |
| Fund                               | School | Resource | PY | Goal | Function | Object | Accrual Type | Trans. Type | +/- | Transaction Amount | Accrual Number | Reference                 |  |           |  |
| 06                                 | 500    | 5640     | 0  | 0000 | 0000     | 8290   | 2            | 2           |     | 27,450.00          | AS0100         | Medical reimbursement     |  |           |  |
| 03                                 | 120    | 1190     | 0  | 1110 | 1000     | 5200   | 2            | 3           |     | 750.00             | TD00056        | Conference Refund - Smith |  |           |  |

*Prepaid Expenditures (Object 9330)*

Prepaid expenditures are payments made in advance of the receipt of goods or use of services. Some examples of prepaid expenditures include rent, insurance premiums, prepaid travel, conference registrations, and memberships.

Prepaid expenditures are reported on the balance sheet as an asset in the 9330 object code. Check with accounts payable staff on expenditures that have been prepaid for the next year.

*Tip: Clear prepaid expenditure accruals early in the new fiscal year, as the cash has already left the organization and the expenditure amount is known.*

**Setting-up and clearing a Prepaid Expenditure:**

| FINANCIAL ACCRUAL TRANSACTION FORM |        |          |    |      |          |        |              |             |     |                    |                |                         |  |           |  |
|------------------------------------|--------|----------|----|------|----------|--------|--------------|-------------|-----|--------------------|----------------|-------------------------|--|-----------|--|
| District                           |        | Sample   |    |      |          |        |              |             |     |                    |                | Transaction Date:       |  | 6/30/2026 |  |
| FY                                 |        | 25/26    |    |      |          |        |              |             |     |                    |                | Transaction ID:         |  |           |  |
| Fund                               | School | Resource | PY | Goal | Function | Object | Accrual Type | Trans. Type | +/- | Transaction Amount | Accrual Number | Reference               |  |           |  |
| 03                                 | 500    | 0000     | 0  | 0000 | 7200     | 5450   | 6            | 3           |     | 25,000.00          | PP008          | July Insurance - Keenan |  |           |  |

| FINANCIAL TRANSACTION FORM |        |          |    |      |          |        |             |              |               |                |                         |                   |  |          |  |
|----------------------------|--------|----------|----|------|----------|--------|-------------|--------------|---------------|----------------|-------------------------|-------------------|--|----------|--|
| District                   |        | Sample   |    |      |          |        |             |              |               |                |                         | Transaction Date: |  | 7/1/2026 |  |
| FY                         |        | 26/27    |    |      |          |        |             |              |               |                |                         | Transaction ID:   |  |          |  |
| Fund                       | School | Resource | PY | Goal | Function | Object | Type Trans. | Debit Amount | Credit Amount | Accrual Number | Reference               |                   |  |          |  |
| 03                         | 0000   | 0000     | 0  | 0000 | 0000     | 9330   | 2           |              | 25,000.00     | PP008          | July Insurance - Keenan |                   |  |          |  |
| 03                         | 500    | 0000     | 0  | 0000 | 7200     | 5450   | 2           | 25,000.00    |               | PP008          | July Insurance - Keenan |                   |  |          |  |

*Accounts Payable (Object 9500)*

Accounts payable accruals are completed for outstanding amounts that are due for services or goods received before June 30. Review POs and encumbrances, use actual invoices and receiving documents, or use the best estimate if unknown.

**Tip:** Review last year’s accounts payable list and audit report to consider any possible missing items/amounts.

Common Accounts Payable Accruals

- State aid (if overpaid).
- Employee reimbursements.
- Salaries earned but not paid before June 30. Reminder: All “12” payrolls automatically post to June 30 or before.
- Health insurance.
- Utilities.
- Construction contracts and retentions.
  - Do not simply accrue the contract’s remaining total.
  - Confirm services received through June 30.
  - Accrue invoices received, use the best estimate if not received.

| <b>FINANCIAL ACCRUAL TRANSACTION FORM</b> |        |               |    |                        |          |        |              |             |     |                    |                |                           |  |  |
|---|--------|---------------|----|------------------------|----------|--------|--------------|-------------|-----|--------------------|----------------|---------------------------|--|--|
| <b>District</b>                           |        | <b>Sample</b> |    |                        |          |        |              |             |     |                    |                | <b>Transaction Date :</b> |  |  |
| <b>FY</b>                                 |        | <b>25/26</b>  |    |                        |          |        |              |             |     |                    |                | <b>6/30/2026</b>          |  |  |
|   |        |               |    | <b>Transaction ID:</b> |          |        |              |             |     |                    |                |                           |  |  |
| Fund                                      | School | Resource      | PY | Goal                   | Function | Object | Accrual Type | Trans. Type | +/- | Transaction Amount | Accrual Number | Reference                 |  |  |
| 25  | 203    | 9401          | 0  | 0000                   | 8500     | 6210   | 1            | 2           |     | 3,550.00           | TD0078         | ABC Architects            |  |  |
| 03  | 500    | 0000          | 0  | 0000                   | 0000     | 8011   | 1            | 3           |     | 1,000,000.00       | TD0079         | LCFF                      |  |  |

*Unearned Revenue (Object 9650)*

Unearned Revenue, formerly known as Deferred Revenue, is revenue received but not earned as of June 30. If there is unearned revenue, this will reduce the current year's revenue and be recognized in the next fiscal year (unearned revenue equals unspent revenue).

Unearned Revenue Reminders

- Clear unearned revenue accruals early in the new fiscal year.
- Match to unearned revenue (object 9650) on SACS Form CAT.
- Check list of resources in the California School Accounting Manual (CSAM).
  - Resources with a “U” (U = unearned revenue) cannot have an ending fund balance. Revenue must equal expenditures.

| <b>FINANCIAL ACCRUAL TRANSACTION FORM</b> |        |          |    |                       |          |        |              |             |                   |                    |                |               |
|---|--------|----------|----|-----------------------|----------|--------|--------------|-------------|-------------------|--------------------|----------------|---------------|
| District                                  |        | Sample   |    | <b>ACCRUAL SET-UP</b> |          |        |              |             | Transaction Date: |                    | 6/30/2026      |               |
| FY  |        | 25/26    |    |                       |          |        |              |             | Transaction ID:   |                    |                |               |
| Fund                                      | School | Resource | PY | Goal                  | Function | Object | Accrual Type | Trans. Type | +/-               | Transaction Amount | Accrual Number | Reference     |
| 03  | 500    | 3010     | 0  | 0000                  | 0000     | 8290   | 7            | 3           |                   | 18,750.00          | UR0016         | 25/26 Title I |

| <b>FINANCIAL TRANSACTION FORM</b> |        |          |    |                         |          |        |             |              |                   |                |               |  |
|-----------------------------------|--------|----------|----|-------------------------|----------|--------|-------------|--------------|-------------------|----------------|---------------|--|
| District                          |        | Sample   |    | <b>CLEARING ACCRUAL</b> |          |        |             |              | Transaction Date: |                | 7/1/2026      |  |
| FY                                |        | 26/27    |    |                         |          |        |             |              | Transaction ID:   |                |               |  |
| Fund                              | School | Resource | PY | Goal                    | Function | Object | Type Trans. | Debit Amount | Credit Amount     | Accrual Number | Reference     |  |
| 06                                | 0000   | 3010     | 0  | 0000                    | 0000     | 9650   | 2           | 18,750.00    |                   | UR0016         | 25/26 Title I |  |
| 06                                | 500    | 3010     | 0  | 0000                    | 0000     | 8290   | 2           |              | 18,750.00         | UR0016         | 25/26 Title I |  |

*Due To Other Funds/Due From Other Funds (Objects 9610 and 9310)*

Amounts due to and due from other district funds are recorded in object code 9610 and object code 9310. Due to/due from entries should balance.

*Tips: Prepare and input due to and due from entries at the same time. Using the same accrual number for both sides of the entry makes tracking the due to/from easier. Before clearing the accrual, be sure there is a sufficient cash balance in the new year.*

**Setting up and clearing Due To/Due From Other Funds**

| <b>FINANCIAL ACCRUAL TRANSACTION FORM</b> |        |          |    |                       |          |        |              |             |                   |                    |                |              |
|---|--------|----------|----|-----------------------|----------|--------|--------------|-------------|-------------------|--------------------|----------------|--------------|
| District                                  |        | Sample   |    | <b>ACCRUAL SET-UP</b> |          |        |              |             | Transaction Date: |                    | 6/30/2026      |              |
| FY  |        | 25/26    |    |                       |          |        |              |             | Transaction ID:   |                    |                |              |
| Fund                                      | School | Resource | PY | Goal                  | Function | Object | Accrual Type | Trans. Type | +/-               | Transaction Amount | Accrual Number | Reference    |
| 03  | 500    | 0000     | 0  | 0000                  | 7200     | 5910   | 5            | 3           |                   | 175.00             | DTDF06         | June Postage |
| 12  | 890    | 6055     | 0  | 0000                  | 2700     | 5910   | 4            | 2           |                   | 175.00             | DTDF06         | June Postage |

| <b>FINANCIAL TRANSACTION FORM</b> |        |          |    |                         |          |        |             |              |                   |                |                                  |  |
|-----------------------------------|--------|----------|----|-------------------------|----------|--------|-------------|--------------|-------------------|----------------|----------------------------------|--|
| District                          |        | Sample   |    | <b>CLEARING ACCRUAL</b> |          |        |             |              | Transaction Date: |                | 7/1/2026                         |  |
| FY                                |        | 26/27    |    |                         |          |        |             |              | Transaction ID:   |                |                                  |  |
| Fund                              | School | Resource | PY | Goal                    | Function | Object | Type Trans. | Debit Amount | Credit Amount     | Accrual Number | Reference                        |  |
| 03                                | 0000   | 0000     | 0  | 0000                    | 0000     | 9310   | 2           |              | 175.00            | DTDF06         | DTOF/DFOF FR FD12 - June Postage |  |
| 12                                | 000    | 6055     | 0  | 0000                    | 0000     | 9610   | 2           | 175.00       |                   | DTDF06         | DTOF/DFOF FR FD12 - June Postage |  |

*Due from Grantor Governments (Object 9290)*

Due from grantor governments is used to record amounts receivable from state and federal agencies. It represents amounts earned by or allocated to a school district from state sources or earned under a

federal financial assistance program in excess of cash receipts during the fiscal year. **Note:** Follow the accrual set-up example used for Accounts Receivable however, use accrual type 8, Due from Grantor Governments.

*Due to Grantor Governments (Object 9590)*

Due to grantor governments is used to record amounts owed to state entities and federal agencies. The account represents cash received from state sources or under a federal financial assistance program that exceeds the amounts earned and which must be returned to the grantors. This account would also be used if the grantors are other governmental entities, including counties, cities, and other school districts. **Note:** Follow the accrual set-up example used for Accounts Payable however, use accrual type 9, Due to Grantor Governments.

*Z Accruals & S Accruals*

Z Accruals are specific to certain types of revenue (i.e. Interest, Lottery, RCOE charges, etc. and Community College property taxes). DFS Accounting will post revenue related to those accruals to the specified Z accrual number. Districts are responsible for setting up the accrual using the "Z" accrual number provided. This methodology keeps accruals consistent and reduces the amount of "cleanup" in the next fiscal year.

SELPA Accruals (AB602) are done in a similar fashion through "S" Accruals for districts that are part of the countywide SELPA. A DFS-Notify will provide a list of "Z" Accruals numbers in mid-July. Districts should also use the "S" accrual numbers provided by Bridget Akers, SELPA (bridget@rcselpa.org).

*Reconciling LCFF Revenue*

After property taxes have finalized (see the DFS Year End Calendar in the Appendix for the approximate date), and after any LCFF Revenue Z accruals have been booked, LEAs must reconcile their LCFF Revenue. To complete this task, the district will update the LCFF Calculator used in the preparation of Unaudited Actuals.

On the District Data Entry tab, districts must update the Annual Property Taxes information and ADA as well (see below).

|                             |   | 2025-26 |
|-----------------------------|---|---------|
| <b>( c ) PROPERTY TAXES</b> |   |         |
| C-1                         | <b>Estimated Property Taxes (excluding RDA)</b> |         |
| B-5                         | <b>Redevelopment Agency Local Revenue</b>       |         |
|                             | Less In-Lieu Property Tax Transfer              | \$ -    |
|                             | <b>Total Local Revenue</b>                      | \$ -    |

|  |   | 2025-26 |
|--|---|---------|
| G-10   | <b>TK (Commencing in 2022-23)</b>   |         |
| ADA used for Base, Supplemental and Concentration Grant Calculations:<br>Enter ADA by grade span. The calculator will determine the most advantageous funding option for each year's |   |         |
| B-1, D-5   | Current Year ADA: (P-2, Necessary Small Schools, Annual for Special Day Class Ex                    |         |
|  | Grades <b>TK-3</b>  |         |
|  | Grades 4-6  |         |
|  | Grades 7-8  |         |
|  | Grades 9-12   |         |
|  | TOTAL CURRENT YEAR ADA  | -       |
| D-9, E-1   | Nonpublic School, NPS-Licensed Children Institutions, Community Day School: (A                      |         |
|  | Grades <b>TK-3</b>  |         |
|  | Grades 4-6  |         |
|  | Grades 7-8  |         |
|  | Grades 9-12   |         |
|  | TOTAL NPS-CDS (Annual)  | -       |
|  | District Basic Aid ADA funded outside of the LCFF (Court Ordered, Voluntary Trf. & Open Enrollment) |         |
|  | DISTRICT TOTAL  | -       |
| E-2, E-3   | County Operated Programs, e.g. Community School, Special Ed: (P-2 / Annual)                         |         |
|  | Grades <b>TK-3</b>  |         |
|  | Grades 4-6  |         |
|  | Grades 7-8  |         |
|  | Grades 9-12   |         |
|  | COUNTY TOTAL  | -       |
|  | RATIO: District ADA-to-Enrollment   | 0.00%   |
|  | RATIO: County ADA-to-Enrollment   | 0.00%   |

Additionally, districts will need to update the In-Lieu Tax Calculation by Charter School section. Districts must enter ADA in this section, associated with charters for which they are the sponsoring local educational agency. A sponsoring LEA is defined as:

- The district that granted the charter.
- In the case of a charter that was denied by a district and subsequently approved by a county office, the district that initially denied the charter.
- In the case of a charter approved by the State Board of Education, the sponsor is the LEA designated by the SBE, or the LEA that denied the charter if no other LEA has been designated as the sponsor.
- In a county program charter for students who are funded pursuant to the district/charter LCFF model, the sponsoring LEA is the district of residence of each pupil in the school (E.C. 47605.5).
- For pupils who attend a countywide charter school (E.C. 47605.6), the sponsor is the district of residence if the district was basic aid in the prior year.

There are several spaces available for districts on this tab, should they need to enter data for multiple charters – make sure to enter the name associated with the charter as well (see below).

|   |                           |  |  |  |  | 2025-26 |
|---|---------------------------|--|--|--|--|---------|
| <b>( b ) IN-LIEU TAX CALCULATION BY CHARTER SCHOOL (Note: Charters MUST be numbered</b>                               |                           |  |  |  |  |         |
| Enter the name and ADA for each charter school. Basic Aid districts are required to transfer in-lieu taxes based on g |                           |  |  |  |  |         |
| 1   | Charter Name              |  |  |  |  |         |
|   | Charter ADA by grade span |  |  |  |  |         |
|   | Grades K-3                |  |  |  |  |         |
|   | Grades 4-6                |  |  |  |  |         |
|   | Grades 7-8                |  |  |  |  |         |
|   | Grades 9-12               |  |  |  |  |         |
|   | Total ADA                 |  |  |  |  | -       |

Making updates to these sections will generate final calculations on the LCFF Calculator for State Aid (Object 8011), the Education Protection Account (EPA, Object 8012) and Transfers to Charter Schools in Lieu of Property Taxes (8096). Once these updates are made, final amounts will display on the Summary tab of the calculator in the Funding Source by Resource-Object (see below for an example).

|   |    | 2025-26     |
|---|----|-------------|
| <b>Funding Source by Resource-Object</b>  |    |             |
| State Aid (Resource Code 0000, Object Code 8011)  | \$ | 114,638,893 |
| EPA, Current Year (Resource 1400, Object Code 8012)<br>(P-2 plus Current Year Accrual)        | \$ | 66,659,031  |
| EPA, Prior Year Adjustment (Resource 1400, Object Code 8019)<br>(P-A less Prior Year Accrual) | \$ | -           |
| Property Taxes (Object 8021 to 8089)  | \$ | 82,000,000  |
| % Change  |    |             |
| In-Lieu of Property Taxes (Object Code 8096)  |    | (5,215,773) |

Using this information, the district must reconcile between the LCFF Calculator and Galaxy financials.

|      |        |          |              |      |          |        | 258,082,151.00             |
|------|--------|----------|--------------|------|----------|--------|----------------------------|
| Fund | School | Resource | Project Year | Goal | Function | Object | Rev/ Exp Net of Abatements |
| 03   | 000    | 0000     | 0            | 0000 | 0000     | 8011   | 114,638,893.00             |
| 03   | 000    | 1400     | 0            | 0000 | 0000     | 8012   | 66,659,031.00              |
| 03   | 000    | 0000     | 0            | 0000 | 0000     | 8096   | -5,215,773.00              |
| 03   | 000    | 0000     | 0            | 0000 | 0000     | 8021   | 865,607.00                 |
| 03   | 000    | 0000     | 0            | 0000 | 0000     | 8041   | 77,652,344.00              |
| 03   | 000    | 0000     | 0            | 0000 | 0000     | 8042   | 3,472,361.00               |
| 03   | 000    | 0000     | 0            | 0000 | 0000     | 8043   | 4,462,665.00               |
| 03   | 000    | 0000     | 0            | 0000 | 0000     | 8044   | 1,412,523.00               |
| 03   | 000    | 0000     | 0            | 0000 | 0000     | 8045   | -7,372,104.00              |
| 03   | 000    | 0000     | 0            | 0000 | 0000     | 8047   | 60,627.00                  |
| 03   | 000    | 0000     | 0            | 0000 | 0000     | 8049   | 1,439,607.00               |
| 03   | 000    | 0000     | 0            | 0000 | 0000     | 8050   | 6,370.00                   |

If there are discrepancies between Galaxy financials and the LCFF Calculator, the district must book either a payable or a receivable accrual, as appropriate, to recognize the correct amount of LCFF Revenue as reflected in the updated LCFF Calculator within Galaxy financials.

The calculator should be double checked to confirm that revenues are accurately projected. LEAs should always use the most recent version available at [FCMAT – LCFF Calculator](#).

## Tools

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This section provides an overview of resources, checklists and tools to help make your year-end successful.

### CalPERS:

- [Governmental Accounting Standards Board \(GASB\)](#)

### CalSTRS:

- [GASB Accounting](#)

### Governmental Accounting Standards Board (GASB):

- [GASB Home](#)

## Reviews Checklist

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### **Community Redevelopment Funds**

- **Object 8047** – pass-through funds subject to AB 1290 (43.3% of RDA funds as property tax portion).
- **Object 8049** (rollup to 8047) – residual funds after the payment of pass-through, RDA obligations and fees.
- **Object 8050** (rollup to 8047) – one-time distribution of former RDA agency assets.
- Do not process any financial transfers in these objects, with the rare exception of object 8047:
  - Prior years' redevelopment funds received directly from the RDA successor agency (transaction type "AR") might be subject to the 43.3% shift from 8625 to 8047.

### **Education Protection Account (EPA) – Resource 1400**

- Transfer allowable expenditures into Resource 1400. Expenditures should be reported using the actual expenditure account lines and not lump-sum transferred using Object 5710.
- EPA accounting guidance – [refer to FAQs](#)

### **Resource 0999 (Clearing)**

- **Object 3501:** Local Experience Charge (LEC) - distribute to various programs in proportion to the district-wide unemployment insurance cost.
- Clear balances in the following objects (move to appropriate accounts):
  - Object 3101 (STRS)
  - Object 3212/3222 (PERS)
  - Object 3999 (Payroll Tax Adjustments)

### **Object 3701/3702 (OPEB)**

- Review retiree clearing accounts and revise OPEB rates for the remainder of the year as needed.
- Balance in the clearing account should be close to zero.
- Excessive debit balance – need to **increase** OPEB rate.
- Excessive credit balance – need to **decrease** OPEB rate.

### **Object 5100 (Service Subagreements)**

- Up to \$25,000 per year of each individual subagreement may be recorded in object 5800 (Professional/Consulting Services) to be included in the indirect cost rate calculation.
  - Refer to CSAM Procedure 330.

### **Function 7190/7191 (External Audit)**

- Record the cost of the annual audit.

- 7190 – Federal funds expended equal to or greater than \$750K.
- 7191 – Federal funds expended less than \$750K.

#### **Function 7200 (Other General Admin)**

- Review the activity in function 7200 to ensure proper expenditures are recorded, move expenditures to other functions as appropriate.

#### **Function 85XX, Object 6XXX (Capital Outlay)**

- Check Fixed Assets Additions and Deletions – should everything be a Fixed Asset?
  - Auditors will look at these closely.
  - Affects GASB 34 conversion entries.

#### **Objects 7438/7439 (Debt Service)**

- Are Interest and Principal posted to the correct objects?
  - 7438 – Interest
  - 7439 - Principal

Refer to the Year-End Review Checklist available in the Appendix for additional details.

### *Reports*

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#### *Available through MicroStrategy*

- Accrual Reconciliation
  - A comparison of accruals defined during the prior fiscal year and the payments applied to them in the current fiscal year.
- Accrual Summary
  - Available in Assets by Object, Liabilities by Object, and by Object/School.
- Financial Detail – Accruals
  - Listing of Financial Detail Accrual Transactions.
- Open Encumbrances
  - Available by Fund, by Vendor, by Fund / Object, by Fund / Resource, by Fund / Vendor, by School / Fund, and for OneSource in addition to Galaxy.
- Pre Accrual Period Account Validation Errors
  - Available for both Galaxy and OneSource.
- Galaxy Requisitions Waiting for Approval by Approver

#### *Available through Service Desk*

- Liability for Unused Leave
- Liability for Unused Leave by Function

### *Galaxy Queries*

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The Service Desk will send e-mails at 6:00 AM on specified dates with attached Excel reports. Districts can, optionally, run their own query reports using the *2026 Yearend District Queries* dossier, which is available in MicroStrategy in the *Yearend* folder. Queries can be run for the previous night's data (data is updated at 4:00 AM daily Monday – Friday). Available queries are listed in the Appendix on page 601-15, and also within the dossier.

Anything with prior-year lines will not go through the year-end process.

### *Galaxy Screens*

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The following Galaxy screens perform year-end operations. Guidance on operating these screens is available via the RCOE ITS Training Unit's Year-End Training.

- Accounts Receivable
- Enter Financial Accruals
- Payroll Accruals
- View Accruals
- View AP Encumbrances
- Contract Reminder
- Open Purchase Orders
- Modify Purchase Order
- Modify Contract
- Create Payment Screens
- Purchase Order Accruals with Financial Transfers After Accrual Period Closes
- Process Purchase Order Accruals
- Review and Approve Financial Transfer
- Modify District Cutoff Dates

## *Reminders*

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### *General*

- Start an external auditor file.
- Reconcile trustee statements for Certificates of Participation (COPs) and Community Facilities Districts (CFDs).
- Reimburse revolving cash fund.
- Clear holding and suspense accounts (monitor all year long).
- Clear cash clearing account.
- Have school sites contact employees about unclaimed payroll warrants.
- Approve and send deposits to DFS by deadline.
- Cash in all funds must be positive at close of year.
- Galaxy view only screens will be made available after automated roll-in processing.

### *Payroll and Retirement*

- 12B payroll is processed on the last day of Galaxy operations after 7:00 PM.
- 12P Payroll On-Demands (PODs) will automatically accrue in Galaxy.
- Workers comp totals provided to Keenan should match year-to-date totals.
  - Do not use SACS objects 3601/3602 for year-to-date totals; order the report from Service Desk.
  - DFS will send out reports to Keenan after June and 12P payrolls in July and provide districts with copies of these reports.
- July payrolls include pay periods from June to July.
  - Might need to adjust the number of hours between June and July for retirees and non-PERS members
    - Retirees cannot exceed 960 hours worked in a fiscal year.
    - Non-PERS members cannot exceed 1,000 in a fiscal year. If they do, they will automatically qualify for PERS membership.
    - If necessary, code June earnings as prior period adjustments on July payroll.

### *SACS Imports*

- Do regular imports; review TRC and Supplementals under Forms in SACS Web to check for fatal errors before the deadline to close the books.

### *Overrides*

- If your budget has not rolled into the *Financial Module*, an override will be required for both Galaxy Purchasing and OneSource.
- Until the beginning balance roll-over process is completed, an override is not required for your current liabilities in OneSource.
- Unless you are overpaying the accrued amount, an override is not required for your current liabilities in Galaxy Purchasing.

### *Transaction Date*

- The financial detail screen will indicate a “6/30/YY” date for all entries posted during year-end. The *View Transactions Entered* screen allows a district to determine the date a financial entry for year-end was posted by looking at the Update Timestamp.
- The *View Cash Control* screen also uses the current date of the financial entry. Be sure to use the end date of 12/31/9999 in order to view the entries posted during year-end. The amount of cash on this screen during year-end will only change for cash received at the treasurer on the last working day of June and if there were any corrections needed to reconcile to the county treasurer and/or auditor.

### *Approval of Claims*

- On the last day Galaxy operational day in June, approve accounts payable claims often – do not wait until the cut off time to approve them all; on holds will not process.
- Ensure there are no outstanding claims the night the district closes Purchasing accruals (automated accrual function through the end of July), see the Year End Calendar for specific cut-off date.

### *Enter Financial Accruals*

- Remember that each entry hits the financial ledgers.
- DFS does not set up accruals but only posts the receipt of funds.

### *Questions and Support*

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For **Galaxy technical support** (system, queries, accrual support, reports, and Galaxy Year-End Manual):

- Service Desk at 951-826-6600, servicedesk@rcoe.us.

For overall **Year-End support** (AB1200 Year-End Manual, district cut-offs):

- District Fiscal Services at 951-826-6429

**RIVERSIDE COUNTY OFFICE OF EDUCATION**  
**2025-26 Year-End Calendar**

ONLY PAYROLLS TO BE AUTOMATICALLY ACCRUED ARE THE 12D & 12P PODS

**12B FINANCIAL UPDATE WILL PROCESS ON JUNE 25, 2026**

|                     |   |
|---------------------|---|
| March 16            | Email to Districts on Extended PR Users and Early Cut-off Dates for Requisitioning<br>Letter to Districts on Pre-Encumbering for 2025-26  |
| April 9, 15, 23, 30 | Galaxy/MicroStrategy Year-End Prep Class on Zoom  |
| April 10            | Galaxy/MicroStrategy Year-End Prep Class In Person- Indio   |
| May                 | Review Financials:<br><ul style="list-style-type: none"> <li>✓ Resources are in Balance</li> <li>✓ 9700's cleared</li> <li>✓ Audit Adjustments Posted</li> </ul>  |
|                     | Notice to Districts to clear all prior year accruals by June 10 <sup>th</sup><br>Be sure to clear the source of the accrual   |
| May – June          | Clean Up 2025 POs and Contracts (Queries will be available starting May 1, 2026)<br><br>Reminder: Pay, cancel, or finalize all 2025 POs. All unprocessed invoices (in 'N' or 'B' status) paying 2025 POs need to be processed or canceled by June 29 <sup>th</sup> or the year-end process will cancel them. Pay or close out 2024 contract lines and process or cancel all the invoices for the 2025 lines. By reviewing and resolving all the 2025 POs, contract lines and payments, the risk of negative encumbrances being created in the new fiscal year will be eliminated. |
| May 1               | Letter on Accrual Options and District Specific Cut-off Dates for Galaxy Purchasing Accruals<br>Query for prior-year accruals still open in Purchasing and Accounts Receivable.<br><b><i>Reminder: Pending deposits at year-end can NOT have an accrual object code.</i></b>  |
| May 22              | Query for outstanding OPEB payments   |
| May 29              | <b>Cut-Off</b> for Districts to select Open Encumbrance Roll-In Option and District Specific Cut-Off Dates for Galaxy Purchasing Accruals   |
| June                | Outstanding Temporary Loans – Need Board Approval (All funds must be positive at year end)  |
| June 3              | Validation report in Galaxy Purchasing will be generated to verify and correct invalids based on district's open encumbrance roll-in option.  |
| June 5              | Query for Purchasing Interfund Internal Transfers   |
| June 9, 16          | Galaxy Year-End Training via Zoom   |
| June 10             | <b>Cut-Off</b> for Districts to clear <b>all</b> prior-year accruals  |
| June 12             | Query for outstanding OPEB payments   |
| June 16 – 29        | Check General Ledger Cash for ALL FUNDS (All funds must be positive at year-end)<br>Query invoices in budget override status. <b><i>Reminder: Invoices in budget override status do NOT go through the year-end process.</i></b><br>Query open invoices/deposits with accrual object codes. These do NOT go through the year-end process  |

|                                   |  |
|-----------------------------------|--|
| June 19                           | Query for POs with 8xxx object codes – these do NOT go through the year-end process  |
| June 24                           | Cancellation of Payroll Warrants to DFS Payroll (Tax Deposit Implications)<br>Direct Deposit Reversals – Contact DFS Payroll<br>Salary Abatements to DFS Payroll (Tax Deposit Implications)  |
| June 24                           | EPA Funds are apportioned  |
| <b>June 25</b>                    | <b>Cut-Off</b> for Districts to submit PAYROLL warrants to be stopped and reissued in 2025-26  |
| June 26                           | State Aid apportionment posted for the community colleges  |
| <b>June 28</b>                    | <b>Accounts Receivable Deposit Approval Deadline</b><br><ul style="list-style-type: none"> <li>✓ All deposits need to be approved on June 28<sup>th</sup> to post to the County Treasurer in June.</li> <li>✓ Clearing account checks need to be to DFS by June 29<sup>th</sup> at noon.</li> <li>✓ Pending deposits (clearing account checks not received on time) will become Cash Collections Awaiting Deposit during the year-end processing on June 30<sup>th</sup>.</li> <li>✓ Contact Whitney Knight at 826-6634 if there are special circumstances.</li> </ul> |
| June 29 early morning             | Queries for 2025 POs and Contracts and Purchasing Interfund Internal Transfers   |
| June 29                           | Lottery apportionment posted for the community colleges, K12s and Charters   |
| June 29 noon                      | Clearing account checks must be to DFS for inclusion in 2025-26  |
| <b>June 29</b>                    | <b>Cut-Off</b> for Districts to submit COMMERCIAL warrants to be stopped and reissued in 2025-26   |
|                                   | <b>4 p.m. Cut-Off for:</b><br><ul style="list-style-type: none"> <li>✓ Transfers/Corrections Between Funds to DFS that Affects Cash in the County Treasurer</li> <li>✓ All financial transfers or corrections for June 30 monthly ledgers. All subsequent transactions for 2025-26 will be dated June 30, 2026.</li> <li>✓ Cancellation of Commercial Warrants to DFS</li> </ul>   |
|                                   | <b>5 p.m. Cut-Off for:</b><br><ul style="list-style-type: none"> <li>✓ <b>Approval of FY 2025-26 Commercial Warrants</b><br/><b>Please do not leave any claims on hold!!</b></li> <li>✓ All Galaxy Purchasing Activities</li> </ul>  |
|                                   | ✓ <b>Note: Claims cannot be approved until noon on July 1, 2026</b>  |
| June 30, and until noon on July 1 | Galaxy will NOT be available for processing<br>View access will be available<br><br>Budget Roll-Over to Financial<br>(All funds need to be board approved, budget must be frozen, and a recalculation is not needed)<br><br>Reports to be Distributed (After Accrual Process is Complete)<br>Financial Detail Accruals                      Financial Summary Accruals<br>Accrual Summary by Assets                      Accrual Summary by Liabilities  |
| June 30                           | Automated Roll-In Processes<br><ul style="list-style-type: none"> <li>✓ Accruals are processed for CCAD, AR and CL</li> <li>✓ June 30, 2026, Cash Balance Roll-Over (unreconciled with treasurer)</li> </ul> View Screens Available after Year-End Automated Roll-In Processes Completed   |
| June 30                           | State Aid apportionment posted for the K-12s and charters  |
| July 1**                          | 5 p.m. K-12s file Adopted Budgets / LCAP with DFS<br>5 p.m. Community Colleges file Tentative Budget with DFS  |
| July 1 at noon                    | Begin Fiscal Year 2025-26 Activity<br><ul style="list-style-type: none"> <li>✓ Accrual Period Begins</li> <li>✓ Approve Claims Screen is Available</li> <li>✓ Post Wires-In claimed on June 30</li> </ul>  |
| July 1 after 3 p.m.               | Insufficient Funds Report Distributed  |
| July 1                            | Query outstanding H&W billings for 2025-26   |
| July 22                           | Reports to be distributed:<br>Financial Detail Accruals                      Financial Summary Accruals<br>Accrual Summary by Assets                      Accrual Summary by Liabilities<br>Expenditure by Activity (CC Reports)                      Budgetary Comparison Schedule  |

|                       |  |
|-----------------------|--|
| July 22               | DFS distributes final accrual information to Districts (Data Processing and Miscellaneous using Z#2026). SELPA at Val Verde distributes final accrual information to K-12s (SV#2026)   |
| July 22               | Reports to be distributed:<br>Liability for Unused Leave      Liability for Unused Leave by Function   |
| July 22               | 8 a.m. Roll-Over Cash Balances (as reconciled with county treasurer)   |
| July 22               | Prior Year Encumbrances will be removed (internal transfers and H&W billings)  |
| <b>July 31</b>        | <b><u>5 p.m. Cut-Off for Accruals for Galaxy Purchasing</u></b><br>Please do not leave any invoices in unattached status or claims in scheduled or on hold status because, once the accrual period is closed, processing them could result in an error.  |
| <b>August 5</b>       | <b><u>5 p.m. Accrual Period CLOSES</u></b><br>Reports to be distributed after accrual period closes:<br>Financial Detail Accruals      Financial Summary Accruals<br>Accrual Summary by Assets      Accrual Summary by Liabilities   |
| August 3-14           | Property Tax Accruals to Community Colleges  |
| <b>August 12</b>      | <b>REMINDER:</b><br><u>K-12s Check the Following:</u> <u>CC's Check the Following:</u><br>Resources are in Balance      Review Accruals<br>Check Unaudited Technical Review      Expenditure by Activity<br>Check Supplemental Forms      Other Year-End Reports<br>Check the MOE (SELPA)<br>Review Accruals   |
| August 17             | K12s, Charters, RCOE. Run Unaudited Actuals Technical Review.  |
| <b>August 25</b>      | <b><u>4 p.m. Hard Close Cut-Off</u></b><br><b><u>Cut-Off for ALL 2025-26 transactions (transfers, appropriations)</u></b>  |
| August 26             | Query 311 for colleges – Distributed by DFS  |
| August 26             | Regular Month End Reports including Historical Cashflows will be generated. Districts need to request Financial Detail Report from Service Desk.<br>Reports to be generated:<br>Financial Detail Accruals      Financial Summary Accruals<br>Accrual Summary by Assets      Accrual Summary by Liabilities<br>Expenditure by Activity (CC Reports)      Budgetary Comparison Schedule                            |
| September 2           | Reports to be generated:<br>Liability for Unused Leave      Liability for Unused Leave by Function   |
| <b>September 15**</b> | K-12s to submit SACS Unaudited Actuals (includes Gann Limit)   |
| September 19          | <b>K-12s, Charters and JPAs:</b> Beginning Balance Roll-Over process to adjust 2026-27 estimated beginning balances to actuals. Differences are posted to Object Code 9700, Beginning Balance Clearing.<br><br><b>Community Colleges:</b> Beginning Balance Roll-Over process to adjust 2026-27 estimated beginning balances to actuals. Differences are posted to Object Code 9700, Beginning Balance Clearing. |
| <b>October 21</b>     | <b>Cut-Off</b> to clear Object Code 9700, Beginning Balance Clearing   |

\*\* Charter Schools need to follow the schedule of due dates from their sponsoring agency.

Note:

- ✓ Districts will be receiving Daily Transaction Logs for both fiscal years until August 25, 2026.
- ✓ All queries will be done through MicroStrategy and will be available at 6 a.m. unless otherwise noted.

2026-27 DFS July Payroll Calendar



**DISTRICT FISCAL SERVICES  
PAYROLL CALENDAR**

July 2026

| Monday  | Tuesday   | Wednesday   | Thursday  | Friday   |
|---|---|---|---|--|
|   |   | 7/1<br>GALAXY DOWN<br>UNTIL NOON<br><br>OPEN 12P 0701202601<br>NOON<br>PAYDAY 07/09/2026  | 7/2<br><br><br><br><b>12B</b>   | 7/3<br>RCOE Holiday<br>(Federal Holiday)   |
| 7/6<br>12D GROSS PAY<br><br>12P 0701202601 GROSS<br>PAY 8AM<br>12P 0701202601<br>SIGNED PRELIM & DIST<br>APPROVAL 2PM<br>OPEN 12P 0706202601<br>PAYDAY 07/13/2026 | 7/7<br>12D PRELIM<br><b>12D NET PAY</b><br>12P POD OPENS  | 7/8<br>12D SIGNED PRELIM<br>12D FINUPDATE<br><br>12P 0706202601GROSS<br>PAY 8AM<br><br>12P 0706202601<br>SIGNED PRELIM & DIST<br>APPROVAL 2PM | 7/9<br>12P POD PAYDAY<br><br>12P 0701202601<br>PAYDAY<br><br>OPEN 12P 0709202601<br>NOON<br>PAYDAY 07/17/2026 | 7/10<br><br><br><br><br><br><br><br><br><br><b>12D</b>                                       |
| 7/13<br><br>12P 0706202601<br>PAYDAY  | 7/14<br>01A GROSS PAY<br>12P POD OPENS<br><br>12P 0709202601 GROSS<br>PAY 8AM<br><br>12P 0709202601<br>SIGNED PRELIM & DIST<br>APPROVAL 2PM | 7/15<br>01A PRELIM<br><b>01A NET PAY</b>  | 7/16<br>01A SIGNED PRELIM<br>01A FINUPDATE<br>12P POD PAYDAY  | 7/17<br><br><br><br>12P 0709202601 PAY<br>DAY  |
| 7/20<br>01C GROSS PAY<br><br><br><br><br><br><br><br><br><br><b>01A</b>   | 7/21<br>01C PRELIM<br><b>01C NET PAY</b><br>12P/01P POD OPENS   | 7/22<br>01C SIGNED PRELIM<br>01C FINUPDATE  | 7/23<br>01M GROSS PAY<br>12P/01P POD PAYDAY   | 7/24<br>01M PRELIM<br><br><br><br><br><br><br><br><br><br><b>01C</b>                         |
| 7/27<br><b>01M NET PAY</b>  | 7/28<br>12P/01P POD OPENS   | 7/29<br>01B GROSS PAY<br>01M SIGNED PRELIM<br>01M FINUPDATE   | 7/30<br>01B PRELIM<br><b>01B NET PAY</b><br>12P/01P POD PAYDAY  | 7/31<br>01B SIGNED PRELIM<br>01B FINUPDATE<br><br><br><br><br><br><br><br><br><br><b>01M</b> |

2025-26 Year-End Options Letter

**Note:** The Year-End Options letter included in this appendix is for reference only. The finalized letter will be issued after publication of this manual and may differ from the version presented.



Riverside County Board of Education

- Jamie Azpeitia-Sachs
- Kim J. Cousins
- Ray "Coach" Curtis
- Bruce N. Dennis
- Ben Johnson II
- Jennifer Mejares Pham
- Elizabeth F. Romero

**DATE:** May 15, 2025

**TO:** Accounting Managers  
K-12 School Districts, Community Colleges,  
Charters on Galaxy System

**FROM:** Anabel Gonzalez  
Administrator, District Fiscal Services  
Division of Administration and Business Services  
(951) 826-6634 / FAX [951] 826-6961

**SUBJECT:** Year-End Accrual Processing

**ACTION:** Review Accounts Payable Rollover Option

As you are aware, the year-end process in Galaxy begins with an automated accrual rollover procedure that encompasses all open encumbrances on purchase orders, contracts, and invoices in Galaxy and/or OneSource, pending receipts, and open invoices in the Galaxy Accounts Receivable module.

Since the general ledger is maintained by fund and resource, all accruals will be set up in Galaxy with the following account components:

| <u>Fund</u> | <u>School</u> | <u>Resource</u> | <u>PY</u> | <u>Goal</u> | <u>Function</u> | <u>Object</u> |
|-------------|---------------|-----------------|-----------|-------------|-----------------|---------------|
| xx          | 000           | xxxx            | x         | 0000        | 0000            | xxxx          |

Accounts Receivable Receipts

All receipts issued and not yet deposited to the county treasurer, as of June 27, 2025, will automatically be set up as cash collections awaiting deposit. The accrued amounts for cash collections awaiting deposit cannot be modified during the accrual period. Please be sure that there are no pending receipts as of June 26<sup>th</sup>, with object code 9160 for community colleges and 9200 for K12 districts, charters and RCOE, as these receipts will fail the roll-over process.

Accounts Receivable Deposits

- o All deposits need to be approved on June 26<sup>th</sup> in order to post to the County Treasurer in June
- o Clearing account checks need to be to DFS by noon on June 27<sup>th</sup>

Year-End Accrual Processing  
 May 15, 2025  
 Page 2

- Pending deposits (clearing account checks not received on time) will become cash collections awaiting deposit during the year-end processing on June 30<sup>th</sup>
- Contact Whitney Knight at (951) 826-6634 if there are special circumstances

#### Invoices

All outstanding amounts on FY 2025 invoices will automatically be set up as accounts receivable or due from other funds based on the type of invoice. If you do not expect to receive payment for an outstanding amount on an invoice, a credit memo must be issued, or the invoice should be voided by June 27, 2025. The accrued amounts for accounts receivable and due from other funds can be modified during the accrual period.

#### Accounts Payable

There are two options available for your district for the automatic processing of open encumbrances on purchase orders, 2024-25 contract lines, and invoices:

- Option 1     Set up all open encumbrances as accounts payable (current liabilities)
- Option 2     Roll all open encumbrances into fiscal year 2025-26

The accrued amounts for current liabilities can be modified during the accrual period.

#### Open Purchase Orders:

All balances on open purchase orders (blanket purchase orders) will be accrued during the rollover process, regardless of the option chosen. If you do not want to accrue a particular open purchase order, you must close it by June 27, 2025. If you make the final payment on the open purchase order during the accrual period, any remaining balances will disencumber and the accrual will be adjusted. If you will not be making the final payment during the accrual period and you need to adjust the accrual amount, the open purchase order must be closed, and a manual accrual needs to be set up on the Enter Financial Accruals screen. A Direct Payment will need to be processed for this accrual.

#### Internal Transfers

All interprogram, unprocessed Internal Transfer Requisitions will remain encumbered in the current fiscal year until processed or July 19<sup>th</sup> at 4 p.m., whichever occurs first. Interfund Internal Transfer Requisitions will not be allowed after June 27<sup>th</sup>.

#### Requisitions

Fiscal year 2024-25 encumbrances for requisitions created in Galaxy Purchasing that have not yet been processed into a purchase order will be deleted after the county cutoff of June 27<sup>th</sup> at 5 p.m. If you want the encumbrance to roll based on the selected option, the requisition MUST be processed into a purchase order by June 27, 2024. There is functionality in Galaxy Purchasing that allows requisitions that are created in the current year to be transferred to the next fiscal year and vice versa until the June 27<sup>th</sup> cutoff. Districts who establish an earlier district cutoff date using the modify district cutoff date screen, may assign selected users the "Extended PR" role which gives the user the ability to continue to input requisitions until the county Purchasing Requisition cutoff date of June 26<sup>th</sup>.

#### Claims

All claims must be approved by 5 p.m. on June 27<sup>th</sup>. The claim status cannot be left on hold or scheduled on June 27<sup>th</sup>. Claims on hold or scheduled are not part of the year-end process.

**Hard Close**

The Galaxy hard close cutoff will occur on August 23, 2025, at 4pm. Please plan accordingly with your other cutoff dates.

If you have any questions or need additional information, please contact your district’s assigned coordinator at (951) 826-6429.

**Year-End Options**

**Accounts Payable Rollover Option**

LEAs manage their accrual option for the automatic processing of open encumbrances on purchase orders, 2024-25 contract lines, and invoices. The last day to select your rollover option is May 31, 2025. Select either option below on the Galaxy Modify District Cutoff Dates screen:

- Option 1: Accrue Open Encumbrances as accounts payable (current liabilities)
- Option 2: Transfer Open Encumbrances into fiscal year 2025-26

The screen will automatically default to the prior year option.

**Custom Cutoff Date Options**

Districts manage their year-end cutoff dates via the Galaxy Modify District Cutoff Dates screen, found in the System Utilities folder. This screen gives users the ability to change the cutoff dates in Galaxy as needed, however, **dates cannot extend beyond the County Dates** populated below. As a reminder the hard close cutoff will occur on August 23, 2025, at 4pm.

|                             | County Dates |
|-----------------------------|--------------|
| Financial Transfers         | 8/23/2025    |
| Budget Resolutions          | 8/23/2025    |
| Accruals                    | 8/23/2025    |
| "Magic Screen"<br>Transfers | 8/16/2025    |
| Purchase Requisitions       | 6/26/2025    |
| Modify I.T. PRs             | 7/19/2025    |
| Process I.T. PRs            | 7/19/2025    |
| Purchasing Accruals         | 7/31/2025    |
| Payment Accruals            | 7/31/2025    |

For access to this screen please contact the RCOE Service Desk at (951) 826-6600 or [servicesdesk@rcoe.us](mailto:servicesdesk@rcoe.us).

*Getting Started Checklist*

This tool is designed to assist districts with the year-end closing process. It is organized to track who is responsible for each item, and which each item is completed.

| Year-End Deadlines                         | Person Responsible | Completed Date |
|--|--------------------|----------------|
| Last Date for Purchase Orders              |                    |                |
| Final Date for Warehouse Orders            |                    |                |
| Date for Physical Inventory                |                    |                |
| Last Date to Input Requisitions            |                    |                |
| Last Date to Input Transfers               |                    |                |
| Cutoff Date for Reimbursement Claims       |                    |                |
| Cutoff Date for Categoricals               |                    |                |
| Review Open Invoices (Accounts Receivable) |                    |                |
| Deadline for Site/Department Deposits      |                    |                |
| Date for the Close-Out of Petty Cash Funds |                    |                |

| Year-End Issues  | Person Responsible | Completed Date |
|--|--------------------|----------------|
| Secure Needed Documents from Sites (Invoices, Cash Boxes, Receiving Documents) |                    |                |
| Balance Resources  |                    |                |
| Verify that 9700s are Cleared  |                    |                |
| Verify that Audit Adjustments are Posted                                       |                    |                |
| Review District Options for Galaxy Purchasing                                  |                    |                |

| Review Open Encumbrances in Galaxy and One Source | Person Responsible | Completed Date |
|---|--------------------|----------------|
| Any Negative Encumbrances?                        |                    |                |
| Any POs and Invoices in Closed Status?            |                    |                |

| Clear Prior Year Accruals Using <i>View General Ledger Summary</i> | Person Responsible | Completed Date |
|--|--------------------|----------------|
| Was the Financial Transaction Posted to Current Year?              |                    |                |
| Why is the Accrual Still Outstanding?                              |                    |                |
| Does it make sense?  |                    |                |
| Is it reasonable?  |                    |                |
| Needs to be Cleared in Current Year                                |                    |                |
| Does it Need to be Reset at Year-End?                              |                    |                |

| Review Cashflow for ALL FUNDS                          | Person Responsible | Completed Date |
|--|--------------------|----------------|
| Is Positive Cash Projected for June 30 <sup>th</sup> ? |                    |                |
| Temporary Loans – Repay and Reinstate if Needed        |                    |                |

| Avoid Due To/Due From         | Person Responsible | Completed Date |
|-------------------------------|--------------------|----------------|
| Reconcile 5700s               |                    |                |
| Reconcile 735Xs               |                    |                |
| Reconcile Contributions       |                    |                |
| Reconcile Interfund Transfers |                    |                |

| Other Activities  | Person Responsible | Completed Date |
|---|--------------------|----------------|
| Reimburse Revolving Cash Fund                               |                    |                |
| Clear Cash Clearing Account                                 |                    |                |
| Clear Out Holding and Suspense Accounts                     |                    |                |
| Monitor All Year Long                                       |                    |                |
| All Deposits to the Treasurer Need to be Approved           |                    |                |
| Claims on Hold at Year-End WILL NOT ROLLOVER                |                    |                |
| Process Cancelled/Missing/Stop Reissues Commercial Warrants |                    |                |
| Process Cancelled/Missing/Stop Reissues Payroll Warrants    |                    |                |
| Review Financial Ledgers                                    |                    |                |
| Reconcile Trustee Statements for CFDs and COPs              |                    |                |
| Start File for the auditor                                  |                    |                |

**CLEAN UP BEFORE YEAR END – DO NOT WAIT UNTIL THE LAST MINUTE!**

## Year-End Checklist

| Y/N/NA | PROBLEM   | MESSAGE/ACTION NEEDED   |
|--------|---|---|
|        | Income Account (8000-8999) balances are negative.                                     | Income received exceeds amount budgeted. Process budget resolution to increase 8XXX as well as 9790 and/or expenditure.   |
|        | Expenditure Account (1000-7999) balances are negative.                                | Process budget resolution to increase the available funds.  |
|        | Objects 8091 and 8099 have no activity or have a balance.                             | Transfers have not been made or do not net to zero.<br>Special Ed transfer: debit resource 0000 and credit resource 6500.<br>Community Day School transfer (mandatory expelled pupils only): debit resource 0000 and credit resource 2430.                                    |
|        | Objects 8047/8049/8050 have financial entries done by the district.                   | Do not process any financial transfers in objects 8047/8049/8050, with the rare exception of object 8047:<br>Prior years' redevelopment funds received directly from the RDA successor agency (transaction type "AR"), might be subject to the 43.3% shift from 8625 to 8047. |
|        | Resource 1400, has revenue in object 8012, but no activity in expenditure objects.    | Transfer allowable expenditures into Resource 1400 (EPA).<br>Expenditures should be reported using the actual expenditure account lines and not lump-sum transferred using Object 5710.   |
|        | Resource 0999 has a balance.  | Review entries posted to the clearing account in objects 3XXX and distribute to the appropriate accounts/programs.  |
|        | Function 3700 has no budget but has a balance in General fund.                        | Food Services expenditures appear to have not been transferred to the Cafeteria Account. The Cafeteria Account should be invoiced for these charges and the check deposited into the General Fund abating these expenditures.   |
|        | Object 3701-3702 has an excessive credit/debit balance in General Fund.               | Review retirees clearing accounts and revise the OPEB rates for the remainder of the fiscal year if necessary.  |
|        | Object 4999, Out of State Sales Tax, has a balance.                                   | Out of State Sales Tax was not accrued. Review the documentation and make the appropriate entries, if necessary.  |
|        | Object 5100 has a budget, which is substantially higher/lower than the actual amount. | Sub agreements for services should be recorded in Object 5100. However, up to \$25,000 <u>per year of each individual sub agreement</u> may be recorded in Object 5800 to be included in the indirect cost rate calculation. Refer to CSAM Procedure 330.                     |
|        | Objects 5700-5749 have a balance.   | Interprogram Services Direct Cost to not net to zero <u>within a single fund</u> . Make a correction to the appropriate revenue/expense account.  |
|        | Objects 5750-5799 have a balance.   | Interfund Services Direct Cost do not net to zero <u>within the funds</u> Make a correction to the appropriate expense account.   |
|        | Objects 7300-7399 have a balance.   | Indirect/Direct Support costs do not net to zero. Make a correction to the appropriate expense account.   |
|        | Function 7190/7191 has no activity.   | The cost of the annual audit has been posted to another 7XXX function. Move it to function 7190.  |
|        | Function 7200 has a substantial positive/negative balance.                            | Review the activity in Function 7200 to make sure that only proper expenditures are recorded there. Any other expenditures should be recorded in the appropriate functions.   |

| Y/N/NA | PROBLEM   | MESSAGE/ACTION NEEDED  |
|--------|---|--|
|        | Function 85XX, Objects 6XXX include non-capital expenditures.                           | Check Fixed Assets Additions/Deletions – should everything be a Fixed Asset? Auditors will look at these closely, and these affect GASB 34 conversion entries.           |
|        | Objects 7438/7439 – Principal & Interest are posted to on object (either 7438 or 7439). | Debt payments should be split appropriately between Principal and Interest.  |
|        | Object 9110 has a negative balance.   | Cash in the County Treasury has been overdrawn. Review the status of the fund and take the necessary steps to restore the fund to positive cash.                         |
|        | Fund has a negative balance.  | Take a plan of action to the board with the Unaudited Actuals.   |
|        | Object 9310 does not match object 9610.   | Check Due To/Due From accruals. Each Due To (9610) should have a corresponding Due From (9310).  |
|        | Temporary Loans   | Temporary loans must be repaid, if the transfers were done before the final 120 calendar days of a fiscal year.  |
|        | Object 9700 has a balance.  | The Beginning Balances Clearing Account (Object 9700) should not have a balance. Budget transfers should be processed to clear the 9700 balance.                         |
|        | Object 9711 does not agree with object 9130.  | Fund balance reserve for Revolving Cash (9711) does not equal the asset account for Revolving Cash (9130). Budget transfers should be made from 9790 to 9711.            |
|        | Object 9711 does not agree with object 9320.  | Fund balance reserve for Stores (9712) does not equal the asset account for Stores (9320). Budget transfers should be made from 9790 to 9712.                            |
|        | Object 9713 does not agree with object 9330.  | Fund balance reserve for Prepaid Assets (9713) does not equal the asset account (9330). Budget transfers should be made from 9790 to 9713.                               |
|        | Fund 13 has no financial information in Galaxy.   | Manually input financial information in the SACS Software for entities outside of the Galaxy Financial System. Reminder, when you re-import, the data will be wiped out! |

## Accrual Types Quick Reference

9\*-

| Accrual Object Code/Name   | Object Codes | Accrual Type | Transaction Type |
|--|--------------|--------------|------------------|
| <b>9500 Accounts Payable (Current Liabilities) – Amounts due to private persons, firms, or corporations, for services rendered and goods received on or before the close of the fiscal year.</b> |              |              |                  |
| Expenditures/Uses  | 1000-7699    | 1            | 2                |
| Abatement of Revenue/Sources   | 8000-8999    | 1            | 3                |
| Stores   | 9320         | 1            | 2                |
| <b>9200 Accounts Receivable – Amounts due from private persons, firms, or corporations for amounts earned and not yet received by the close of the fiscal year.</b>                              |              |              |                  |
| Revenue/Sources  | 8000-8999    | 2            | 2                |
| Abatement of Expenditures/Uses   | 1000-7699    | 2            | 3                |
| Abatement of Stores  | 9320         | 2            | 3                |
| Current Loans  | 9640         | 2            | 2                |
| <b>9140 Cash Collections Awaiting Deposit – Monies received and not yet deposited in a bank account of the county treasury.</b>  |              |              |                  |
| Revenue/Sources  | 8000-8999    | 3            | 2                |
| Abatement of Expenditures/Uses   | 1000-7699    | 3            | 3                |
| <b>9610 Due to Other Funds – Amounts due to other funds within the LEA.</b>  |              |              |                  |
| Expenditures/Uses  | 1000-7699    | 4            | 2                |
| Abatement of Revenue/Sources   | 8000-8999    | 4            | 3                |
| Stores   | 9320         | 4            | 2                |
| Temporary Loans  | 9611         | 4            | 2                |
| <b>9310 Due from Other Funds – Amounts due from other funds of the LEA.</b>  |              |              |                  |
| Revenue/Sources  | 8000-8999    | 5            | 2                |
| Abatement of Expenditures/Uses   | 1000-7699    | 5            | 3                |
| Abatement of Stores  | 9320         | 5            | 3                |
| Temporary Loans  | 9311         | 5            | 2                |
| <b>9330 Prepaid Expenditures – Payments made in advance of the receipt and use of services.</b>  |              |              |                  |
| Expenditures/Uses  | 1000-7699    | 6            | 3                |
| <b>9650 Unearned Revenue – Revenue that has been received but is unearned as of June 30.</b>   |              |              |                  |
| Revenue/Sources  | 8000-8999    | 7            | 3                |
| <b>9290 Due from Grantor Governments – Amounts receivable from state and federal agencies.</b>   |              |              |                  |
| Revenue/Sources  | 8000-8999    | 8            | 2                |
| Abatement of Expenditures/Uses   | 1000-7699    | 8            | 3                |
| Abatement of Stores  | 9320         | 8            | 3                |
| <b>9590 Due to Grantor Governments – Amounts receivable from state and federal agencies.</b>   |              |              |                  |
| Expenditures/Uses  | 1000-7699    | 9            | 2                |
| Abatement of Revenues/Sources  | 8000-8999    | 9            | 3                |
| Stores   | 9320         | 9            | 2                |

MicroStrategy Dossier: Year-End District Queries

Yearend District Queries

About - What We Look For - What we Look for

| Timing         | Query  | Instructions   |
|----------------|--|--|
|                | Enterprise Fund Purchasing Payables              | Current Year POS/Contracts/Unattached Invoices that contain object codes > 9600 that are still open and have balances. Please close or pay off prior to the end of June cutoff or they will cause errors during the yearend process and will have to be closed out for you.  |
|                | Invoices in B Status                             | Invoices from current FY in Budget Override status (B). Please approve the budget override and process the invoices or cancel them. The invoice needs to be overridden before the end of June to be included in the yearend process.   |
|                | Outstanding OPEB Payments                        | OPEB billing group payments from current year that have not yet been processed. Before the end of June cutoff, please process the OPEB billing group payments as there is no way to do these after the cut-off. If your district has only processed a couple of payments and will not be processing anymore, please use the disencumber button to clear them.  |
|                | Prev FY Approved Contracts with Zero Encumbrance | Contract lines from prior FY that are not encumbered but not closed out. As they have no remaining balance, please close out these lines. Any prior FY lines still open, whether accrued or transferred, will be closed out during the yearend process.  |
|                | Prev FY Approved POs with Zero Encumbrance       | POs from prior FY in approved status (A) but not encumbered in the current FY. Please close out. Any Previous prior FY POs that are still open, whether accrued or transferred, will be closed out during the yearend process.   |
|                | Prev FY Contract Lines Still in Use              | Contract lines from prior FY still encumbered in the current FY. Please pay or close out the Previous prior FY lines on these contracts. If necessary, create a new line for the new year. Any Previous prior FY lines still open will be closed out during the yearend rollover process.  |
|                | Prev FY POs still in Use                         | POs from prior FY that are still encumbered in the current FY. Please pay off or close out. If necessary, create a new PO for the new FY. Any Previous prior FY POs that are still open, whether accrued or transferred, will be closed out during the yearend process.  |
|                | Unprocessed Invoices Paying Prior FY Documents   | Current and Prior FY Invoices that are in New (N), Approved (A) or Budget Override (B) status. Please process or cancel all of the invoices paying prior FY POs or prior FY contract lines before the end of June cutoff. Invoices paying prior FY POs will be cancelled during the yearend process. Invoices paying prior FY contract lines will not be cancelled during the yearend process, but they will not be included in it either.   |
| After 7/1      | Check IT PR Intrafund                            | Intrafund Internal transfers. Any Internal Intrafund transfers within the same treasurer fund not processed by the time prior year encumbrances are cleared (mid July) will have to be processed via Process IT PR screen or closed. By mid July, all prior FY Internal Transfer PRs will be cancelled and disencumbered.  |
|                | Prior FY Health and Welfare Billings             | Outstanding Health and Welfare billing groups from last FY. The prior FY encumbrances will be cleared July 8th. If you are planning to process a claim, be sure to check the Process as a Prior Year Liability checkbox on the search tab of the Process Benefit Billing Group screen. Also be sure to process the claim before July 10th. If the billing group has been abandoned and a claim will not be processed, the district can deactivate the billing group and release the encumbrances. We are asking the districts to do this process prior to the July 10th. |
| Accrual Period | Unattached Invoice Query                         | Invoices in New (N) or Budget Override (B) status from Current and Last FY that have not yet been attached to a claim. Please either attach and process or cancel them before 6 pm on July 29. Do not leave any claims in scheduled (S) or on hold (H) status.   |