



Fiscal Year 2026 Kickoff Syllabus

FINANCE

- Closing the Finance Fiscal Year
- Transfer Payrolls and Pay Liabilities
- Make all Record Types of Accounts Payable Entries Permanent
- Make all Cash Receipt Entries Permanent
- Make all Transactions Permanent
- Run Monthly Reports
- Complete Month End Balancing for June
- Run FY25 Reports in the General Reports Area
- Run FY25 Reports in the Financial Reports Area
- Change the Financial Month to July
- First Steps for FY26
- Move Purchase Orders to Current Year
- Move Next Year's Budget to Current Year
- Financial Reporting for the End of the Finance Fiscal Year
- Posting Audit Adjustments after Closing the Finance Fiscal Year

PAYROLL

- Creating New Contracts for the New Fiscal Year
- Modifying Newly Created Contracts
- Contract Payout Categories and Contract Type Codes
- Mass Changing Deductions and/or Benefits
- Changing the Description of a Deduction and/or Benefit
- Re-activating Deductions and/or Benefits
- Attendance
- Run Year-End Attendance Reports
- Awarding of Days for the New Fiscal Year
- Payroll Accrual
- Illinois Clients – Processing Summer Payrolls