



## **FY26 YEAR-END CLOSE – QUICK CHECKLIST**

Print and keep this checklist handy from April through July

### **PHASE 1: START EARLY – CHECK YOUR ACCOUNTS (April–May)**

- Run General Ledger Trial Balance in Oracle
- Review balances and activity for anything unusual
- Correct issues early or ask questions

### **PHASE 2: CLEAN UP BEFORE JUNE ENDS (May 29 – June 30)**

- Review and close unused Purchase Orders (Due May 29)
- Submit Payroll timesheets by published deadlines
- Submit travel and expense reports for June activity
- Receipt goods/services and submit FY26 invoices (Due June 30)

### **PHASE 3: FINAL FIXES AFTER JUNE 30 (Early–Mid July)**

- Reconcile P-Card transactions (Due July 3)
- Run Trial Balance and submit final journal entries (Due July 7–10)
- Re-run Trial Balance to confirm corrections (Due July 14)

### **PHASE 4: FINAL CHECK & SIGN-OFF (Late July)**

- Respond to Accounting follow-ups if needed
- Final Trial Balance review (Due July 27)
- June invoices can be accrued through July 24