

Fiscal Year 2026 Close Out Schedule

| | | April | May | June | | | | | | | | | | | | | | | | | | | | | | | | | | | |
|---------------------------------------|---|-------|-----|------|---|---|---|---|---|---|---|----|----|----|----|----|----|----|----|----|----|----|----|----|----|----|---|---|--|--|--|
| | | 15 | 1 | 15 | 1 | 2 | 3 | 4 | 5 | 8 | 9 | 10 | 11 | 12 | 15 | 16 | 17 | 18 | 19 | 22 | 23 | 24 | 25 | 26 | 29 | 30 | | | | | |
| Purchase Orders | Update PBS Year End Planning Guide and instructions posted on website | | | X | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| | Requisitions (non-MarketPlace reqs) must be entered and approved at all levels to accommodate receipt and payment of FY 2026 purchases | X | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| | Receiving Reports must be entered in Financials for processing payables in June | | | | | | | | | | | | | X | | | | | | | | | | | | | | | | | |
| | All PO Invoices, including those requiring receiving reports and departmental approvals must be entered into the PO Invoice Upload Interface by 5 p.m. for June processing. | | | | | | | | | | | | | | X | | | | | | | | | | | | | | | | |
| Budget Office Notification | Update Year End Website resources and deadlines | | | X | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| | Requests to carry forward Pre-collected Receipts submitted to budget analyst | | | | X | | | | | | | | | | | | | | | | | | | | | | | | | | |
| | Paper budget revisions for additional receipt structure | | | | | | | X | | | | | | | | | | | | | | | | | | | | | | | |
| | Final budget journals should be college approved by 4 p.m. on Monday, June 29 if Budget Office approval is required. WRS should be clean on Tuesday, June 30. | | | | | | | | | | | | | | | | | | | | | | | | | | X | | | | |
| PCard Transactions | Last day to make PCard charges for the June billing cycle for this fiscal year (based on vendor processing) | | | | | | | | | | | | | | X | | | | | | | | | | | | | | | | |
| | Last day to reconcile June PCard charges for this fiscal year | | | | | | | | | | | | | | | | | | | | | X | | | | | | | | | |
| | All unreconciled PCard transactions from the June billing posted to General Ledger / PCard Statement Paid | | | | | | | | | | | | | | | | | | | | | | | X | | | | | | | |
| MarketPlace Orders | MarketPlace orders must be entered and approved at all levels by 5 p.m. for the June billing cycle (based on vendor processing) | | | | | | | | | | | | | | X | | | | | | | | | | | | | | | | |
| Campus Vouchers | Vouchers must be entered, supporting documentation uploaded and approved at all levels by 5 p.m. for June processing | | | | | | | | | | | | | X | | | | | | | | | | | | | | | | | |
| Travel Reimbursements | Travel Reimbursements must be entered, supporting documentation uploaded and approved at all levels by 5:00PM for June processing | | | | | | | | | | | | | X | | | | | | | | | | | | | | | | | |
| Imprest Account Reimbursements | Reimbursement requests for imprest checking / petty cash accounts must be approved and received in the Controller's Office with proper documentation for June processing | | | | | | | | | | | | | | | | | | | | | | | | X | | | | | | |
| Interdepartmental Transactions | Last day to approve and route to the Controller's Office with proper documentation for June processing | | | | | | | | | | | | | | | | | | | | | | | | | X | | | | | |
| | IDS (sales) entries | | | | | | | | | | | | | | | | | | | | | | | | | X | | | | | |
| | IDJ (journals) entries | | | | | | | | | | | | | | | | | | | | | | | | | X | | | | | |
| Service Unit Billings | Last day to submit SUB files and be received by EAS for June processing | | | | | | | | | | | | | | | | | | | | | | | | | X | | | | | |
| Payroll | Payroll is confirmed (4th day of payroll lockout) | | | | | | | | | | | | | | | | | X | | | | | | | | | | | | | |
| | Distribution Processing is complete (data is available in HR) | | | | | | | | | | | | | | | | | | | | | | | | | X | | | | | |
| | Payroll is posted in Financials for June and is available in WRS | | | | | | | | | | | | | | | | | | | | | | | | | X | | | | | |
| | Nightly Personnel Benefits Pool process runs (distributes benefits budget to eligible 16030 projects so BBAs are \$0) and is reflected in WRS | | | | | | | | | | | | | | | | | | | | | | | | | X | | | | | |
| | Salary expenses recorded for June | | | | | | | | | | | | | | | | | | | | | | | | | | X | | | | |
| | Fringe benefit costs recorded for June | | | | | | | | | | | | | | | | | | | | | | | | | | X | | | | |
| Accounts Payable - General | Last day to authorize AP express checks in June | | | | | | | | | | | | | | | | | | | | | | | | | | X | | | | |
| | Last accounts payable check writing for June | | | | | | | | | | | | | | | | | | | | | | | | | | X | | | | |
| Journal Vouchers | Last day to approve and route to the Controller's Office Journal Vouchers correcting equipment transactions (55XXX series of accounts) with voucher dates July 1, 2025 to May 31, 2026. | | | | | | | | | | | | | | | | | | | | | | | | | | X | | | | |
| | Last day to approve on-line journal vouchers for June 2026 by 3 p.m | | | | | | | | | | | | | | | | | | | | | | | | | | | X | | | |
| Deposits | Non-student account receivable checks must be received in the Controller's Office - AR by 10 a.m. for deposit in June | | | | | | | | | | | | | | | | | | | | | | | | | | | X | | | |
| | Completed deposits must be received in the University Cashier's Office by 11 a.m. for June processing | | | | | | | | | | | | | | | | | | | | | | | | | | | X | | | |
| Financial Aid Disbursements | Last day to deposit payments to student accounts for refund in June | | | | | | | | | | | | | | | | | | | | | | | | | | | X | | | |
| | Last student refund check writing in June | | | | | | | | | | | | | | | | | | | | | | | | | | | X | | | |
| Non-Student Billings | Last day to submit comments on May aging schedule for June processing | | | | | | | | | | | | | | X | | | | | | | | | | | | | | | | |
| | Request for invoice adjustment/corrections must be received in the Controller's Office - AR by 5 p.m. for June processing | | | | | | | | | | | | | | | X | | | | | | | | | | | | | | | |
| | Completed University Invoice forms must be received in the Controller's Office - AR by 5 p.m. for June processing | | | | | | | | | | | | | | | | | | | | | | | | | | X | | | | |
| | Last day to record invoices on-line for June processing | | | | | | | | | | | | | | | | | | | | | | | | | | | X | | | |

The Financial Production System will be unavailable from 4 p.m. on Tuesday, June 30 until 12 p.m. (Noon) on Wednesday, July 1 for year-end and OUC reorganization processing. Financial Reporting, including the WolfPack Reporting System (WRS), will remain available during this time.