

FY26 CLOSE SCHEDULE

Note: Beginning this fiscal year, there will be no CLOSE3. All FY26 transactions must be posted by the end of CLOSE2, scheduled for Friday, July 24. See important deadline dates below.

June 25, 2026	Thursday	Deadline to submit e-ITs for JUN-26 (first close) processing
June 26, 2026	Friday	First day to submit Expense reports for Pcard transactions with post date 6/25/26 or earlier (June billing cycle)
June 30, 2026	Tuesday	Deadline to submit Service Now Help Form for Labor Distribution Retros prior to 3-20-26
June 30, 2026	Tuesday	Final JUN-26 (first close) processing
June 30, 2026	Tuesday	Deadline to submit transactions for Accounts Payable (Expense Reports and Invoices), Bursar, and AIS deposits for CLOSE2
July 17, 2026	Friday	Deadline for fully approved Retro Labor Distribution changes including GLPAYSUS clearing
July 17, 2026	Friday	Deadline for fully approved e-IT Transactions (see page two for details) for CLOSE2
July 17, 2026	Friday	Deadline for final approval of P-card Expense reports, as well as all other Expense reports to be posted in FY26
July 24, 2026	Friday	Final CLOSE2 processing
August 7, 2026	Friday	Final JUL-26 (FY27) processing - Normal Month End Close

The scheduled close deadlines for FY 2026 are established to allow the entry and posting of financial transactions in accordance with the university's close schedule policies.

Please review the following *Preparation for Year End Close* for important guidelines regarding fiscal year close procedures. If you have any questions or require further information about this schedule, please contact the Accounting Office at 865-5371.

Preparation for Year End Close

Special Note: Please consider approval workflow time when meeting deadline dates referenced below.

In order to prepare for the Year End Close, we ask your assistance with the following:

Accounts Payable Transactions

Expense Reports: Process all Expense Reports with the appropriate FY in the Purpose field. Example: *FY26 Conf Travel to New York*, or *FY27 Research Trip to Mexico*.

Please note that the deadline date to submit all Accounts Payable transactions (Expense Reports and Invoices) intended for FY26 is Tuesday, June 30.

e-ITs – Interdepartmental Transactions

Please complete and submit e-ITs intended for FY26 as soon as possible. This allows time for the e-ITs to route through automated approval workflow before arriving to the appropriate business office for processing and posting to your account. *The final deadline date to have your e-IT processed in FY26 is Friday, July 17.*

IMPORTANT: If you initiate an IT in July that is intended for FY26, be sure to change the year in the “Fiscal Year” field in the e-IT header using the drop-down button.

The e-IT initiator is responsible for ensuring that the IT is processed in the correct fiscal year.

P-Card

The first day to submit P-card Expense reports (with transaction post date of June 25 or earlier) for the June billing cycle is Friday, June 26.

Deadline to submit fully approved P-card Expense reports and any other Expense report for FY26 posting is Friday, July 17.

Purchase Orders

Purchase orders intended for FY26 should be initiated as soon as possible to ensure that they are received, invoiced and paid in time to be processed in the correct fiscal year. If the order is not needed in FY26, please wait to place the order in FY27. Procurement will assist to close any obsolete POs. To monitor your open purchase orders, you can run the Open PO Report. Instructions on how to use this report can be found on the WaveWorks website.

Retro Labor Distribution Changes

Deadline to submit ServiceNow Help Form for Retros Prior to 3-20-26 is June 30. Deadline for fully approved Retro LD changes for FY26 processing is July 17.