



Fiscal 2026 Year End Close Schedule

- Monday, June 8 – May close
 - Contract requests that will result in a purchase in FY26 must be submitted.
 - Review encumbrances and contact Accounts Payable (A/P) regarding any encumbrances that need to be closed.
 - Carefully review year to date activity and submit any corrections that are needed as part of the May close. Please contact the Controller's Office if you have any questions.
- Wednesday, June 10th
 - Hourly payroll – Deadline for Add Pays in Personnel Actions to HR (submitted and approved, now all electronic).
- Monday, June 15
 - All *buy*ND requisitions must be submitted. This deadline allows for any necessary approvals and ensure that purchase orders are processed by June 26th.
- Saturday, June 20
 - Last date to guarantee Shamrock Card transactions to post in FY26.
- Monday, June 22
 - Maintenance must receive requests for work orders to ensure they will be charged to FY26.
 - Salaried payroll – Deadline for Add Pays in Personnel Actions to HR (submitted and approved, now all electronic).
 - PO Change requests that will be charged to FY26 should be submitted.
- Tuesday, June 30 – Last business day of fiscal year
 - All requisitions must be processed with purchase orders completed in order to be posted in FY26.
 - All deposits made on or before June 30th will automatically be credited to FY26.
 - Cutoff for submitting LDC for FY26 posting.
 - Cut-off for FedEx Office charges for FY26.
 - All FY26 deposits for Procard and Shamrock Card personal reimbursements need to be posted.
- Wednesday, July 1 – New Fiscal Year Begins
 - *buy*ND purchase orders will now be encumbered against FY27 funds.
 - Deposits should be posted via the Financial Toolkit with a FY27 posting date. If you wish to accrue the revenue to FY26, please contact Sheri Cheek for assistance.
- Thursday, July 2
 - Financial Toolkit payment requests for FY26 must be submitted, approved and received in A/P by 5 PM.
 - *travel*ND expense reports for FY26 must be submitted, approved, and received in A/P by 5 PM.
 - *buy*ND "receipts" for FY26 must be entered by departments by 5 PM.
 - FY26 Shamrock Card Reports must be submitted and approved by 5 PM.
 - Final Legacy Card (Procard, Travel & Meeting Card) reports must be submitted and approved by 5 PM.
- Wednesday, July 8 – **1st Close**
 - All A/P transactions for FY26 processing done by end of day.
 - Submit deficit report explanations.
 - Journal Entries must have a June posting date and approved in the Financial Toolkit by **NOON** for 1st close processing. These entries should represent normal month-end closing entries. **All charges / entries impacting other units should be submitted.**
- Thursday, July 9
 - Standard reports reflecting activity through the 1st Close will be available via GLed, Financial Compass, Business Objects, and the Budget Query (SSB) tool.
- Wednesday, July 15 – ***campus final close***
 - Clear deficit balances via a Financial Toolkit entry.
 - Journal Entries approved in the Financial Toolkit by 5:00 PM for FY26 processing.
 - **Only adjustments and corrections should be submitted in this close.**
- Friday, July 17
 - Standard reports reflecting activity through the final close will be available via GLed, Financial Compass, Business Objects, and the Budget Query (SSB) tool.
- Monday, July 20
 - Asset/liability balances, fund balances & encumbrances are rolled and available for viewing/processing in FY27.

This schedule can be found on the Controller's Group website at: <http://controller.nd.edu/our-services/accounting-operations/month-end-close-schedule/>