



MEMORANDUM

To: Deans, Directors, Department Heads and Budget Managers
From: The Comptroller’s Office
Subject: Fiscal 2026 Year-End Accounting Closing Procedures and Dates
Date: May 13, 2026

Dear Colleagues,

Please share this important year-end financial information with members of your staff to ensure they are aware of these critical processing and transaction deadlines. Included at the end of this memo is a chronological summary of key dates that are mentioned throughout.

The Comptroller’s Office has compiled this memo to help communicate, to our campus colleagues, important information regarding requirements and deadlines to help support the University’s fiscal 2026 year-end closing. It is highly recommended that every department complete a detailed financial review of their programs to ensure the completeness and accuracy of information contained in the University’s PeopleSoft Financial System as of June 30, 2026, the University’s fiscal year end. The staff of the Comptroller’s Office is available to provide any assistance with this important process.

Separate communications from Procurement and Supplier Payment and the Office of Budget and Planning will provide additional year-end timing details.

FISCAL YEAR END CLOSING

Below please find fiscal year 2026 closing and cut-off dates. Unless otherwise noted in this memo, these dates represent the final cut-off for fiscal year 2026 financial activity and adjustments.

| Event | Closing Dates | |
|---|----------------------|---------|
| Sponsored Projects Closing: | Tuesday | June 23 |
| Normal Month-end Closing: | | |
| Regular monthly cut-off | Tuesday | June 30 |
| Interim Closings (non-Sponsored only): | | |
| Cut-off gift processing | Wednesday | July 8 |
| Cut-off Maximo system | Tuesday | June 30 |
| Cut-off all campus journal input | Thursday | July 9 |

Please Note: ALL fiscal year 2026 sponsor-related (chartstrings with project tail) submissions for Sponsored Accounting need to be received at 211 Lyman Hall no later than close of business Tuesday, June 23, 2026.

PAYROLL RELATED YEAR END INFORMATION AND DEADLINES

The Weekly pay period ending Wednesday, June 24, 2026 is the final weekly payroll that will be recorded as fiscal year 2026 activity. The time reporting deadline for the week ending June 24, 2026 is 3:00 PM on Thursday, June 25, 2026. All Requests for Additional Pay (RAPs) for fiscal year 2026 pay periods need to be entered and approved at the department level by 5:00 PM on Thursday, June 25, 2026.

The final Semi-monthly pay-period ending June 30, 2026 will be paid Tuesday, June 30, 2026. Any RAP applicable to fiscal year 2026 needs to be entered and approved at the departmental level by 5:00 PM on Wednesday, June 24, 2026.

Requests to pay or adjust pay received after the above-mentioned deadlines will be paid on the next appropriate Weekly or Semi-monthly payday and charged to fiscal year 2027 business for financial and budget purposes.

For all non-sponsored Payroll Account Reallocations (PARs) to be processed in fiscal year 2026 for payroll periods ending prior to June 15, 2026, need to be entered and approved at the department level by 12:00 noon on Friday, June 5, 2026. Reallocations for periods between June 15, 2026, and June 30, 2026 need to be entered and approved by 12:00 noon on Thursday June 25, 2026 to be included in fiscal year 2026. The Payroll Reallocation process will re-open for fiscal year 2027 on Wednesday, July 1, 2026.

For all sponsored Payroll Account Reallocations (PARs) to be processed in fiscal year 2026 and to meet sponsored effort certification requirements, PARs for the time period January 15, 2026 – May 15, 2026 will need to be entered and approved at the department level by 12:00 noon on May 14, 2026 (spring) and PARs for the time period May 16, 2026 – June 15, 2026 will need to be entered and approved at the department level by 12:00 noon on June 5, 2026 (summer). Reallocations for the periods between June 16, 2026 – June 30, 2026 can be processed in ERS when the summer certification opens in fiscal year 2027. The spring effort certification period ends at 4:00 pm on June 12, 2026.

EMPLOYEE TRAVEL SUBMISSIONS

Out of pocket employee travel, travel advances and expense reimbursement submissions should be entered in the MySlice Travel & Expense Center by Tuesday June 2, 2026. Submissions for fiscal year 2026 cannot be held by departments and submitted for later processing as fiscal year 2027 expenses.

CREDIT CARD RECONCILIATIONS

All JPMC credit card reconciliation reports, for activity through May 31, 2026, need to be submitted in the MySlice Travel & Expense Center by June 20, 2026. Entries will be posted to the general ledger in the order they are received.

REQUESTS FOR SPONSORED REIMBURSEMENTS FOR TRAVEL & EXPENSE AND CREDIT CARDS TO SPONSORED CHARTSTRINGS

Requests for Sponsored reimbursements for Travel & Expense and credit cards relating to fiscal year 2026 need to be received by Sponsored Accounting by 4:30 PM on Tuesday, June 2, 2026 to be included in fiscal year 2026 expenses. Fully approved Sponsored expenditure entries will be posted to the general ledger in the order of which they are received for final posting by 4:00 PM on Wednesday, June 17, 2026.

INTERDEPARTMENTAL ORDERS (I.D.'s) NON-SPONSORED CHARTSTRINGS

All I.D.'s relating to fiscal year 2026 for non-sponsored Chartstrings need to be input into the PeopleSoft general ledger, input into your peripheral system (as applicable), or be received by General Accounting at Skytop Office Building no later than 3:00 PM on Thursday, June 25, 2026. All I.D.'s processed after June 25th will be recorded as fiscal year 2027 activity. I.D.'s for fiscal year 2026 cannot be held by departments and submitted for later processing as fiscal year 2027 expenses.

INTERDEPARTMENTAL ORDERS (I.D.'s) SPONSORED (any funds with project tail) CHARTSTRINGS

All I.D.'s relating to fiscal year 2026 for sponsored chartstrings need to be input into the PeopleSoft general ledger or input into your peripheral system (as applicable) no later than 4:00 PM on Wednesday, June 17, 2026. Any I.D.'s received after that date will be recorded as fiscal year 2027 activity. I.D.'s for fiscal year 2026 cannot be held by departments and submitted for later processing as fiscal year 2027 expenses.

JOURNAL ENTRIES TO NON-SPONSORED CHARTSTRINGS

Journal entries pertaining to non-sponsored fiscal year 2026 activity need to be input into the PeopleSoft general ledger and routed for appropriate approvals as required per the normal entry and notification process or received by General Accounting (as applicable) no later than 3:00 PM on Thursday July 9, 2026. All journal entries processed after July 9, 2026 will be reflected as fiscal year 2027 activity. Journal entries for fiscal year 2026 cannot be held by departments and submitted for later processing as fiscal year 2027 expenses.

It is critical that June transactions (fiscal year 2026) be clearly identified from July transactions (fiscal year 2027). When fiscal year 2026 journal entries are entered, please remember that the "Journal Date" needs to be changed to 06/30/2026 and the Journal Header Description needs to begin with the words "JUNE BUSINESS". If either is missing, the transaction will be recorded as fiscal year 2027 activity.

It is highly recommended that departments monitor their Programs (chartstrings) online daily to ensure all approvals and postings occur accurately and timely.

JOURNAL ENTRIES TO SPONSORED CHARTSTRINGS

Journal entries pertaining to sponsored fiscal year 2026 activity need to be input into the PeopleSoft general ledger and routed for appropriate approvals as required per the normal entry and notification process no later than 4:00 PM on Wednesday, June 17, 2026.

FINANCIAL INFORMATION

The regular month-end closing will occur Tuesday, June 30, 2026 and an interim closing will occur on Thursday, July 9, 2026. Labor distributions will be available in "DataInsights" on or about Wednesday, July 1, 2026 and will contain the final payroll information for the fiscal year ending June 30, 2026. The final financial information for fiscal year 2026 will be available near the end of July 2026.

PROCUREMENT AND SUPPLIER PAYMENT INFORMATION:

(for questions, contact x2281, procurement@syr.edu or disburse@syr.edu)

"e-PROCUREMENT" ("ePRO") REQUISITIONS

The charge(s) for items requested using "ePRO" requisitions is dependent upon supplier availability, delivery and receipt of the supplier invoice. Therefore, items requested using "ePRO" requisitions entered in June may or may not be charged to your Chartstring(s) in the current fiscal year. To ensure processing by the end of the fiscal year, all "ePRO" requisitions (not requiring bidding) must be received in Procurement by Tuesday, June 2, 2026. Any requisition that requires a bid must be received by Monday, June 1, 2026 to ensure processing in fiscal 2026. Please remember that the above time frames are for processing only. To be charged against 2026 business, all items must be received in by the June 30th date.

REQUESTS FOR REIMBURSEMENTS AND INVOICE PAYMENTS

Out of pocket non-employee travel and expense vouchers, honorarium/consultant payments, matriculated and non-matriculated student stipend forms, non-PO and PO invoices and any other requests for non-sponsored payments relating to fiscal year 2026 need to be received into the Automated Payment Request Center or sent to Supplier Payment Processing at disburse@syr.edu by 4:30 PM on Tuesday, June 2, 2026 to be included in fiscal year 2026 expenses. Payment requests for fiscal year 2026 cannot be held by departments and submitted for later processing as fiscal year 2027 expenses.

MATERIALS DISTRIBUTION INFORMATION:

(for questions, contact x2446)

DELIVERIES BY MATERIALS DISTRIBUTION

Materials Distribution will process and deliver all orders received up to 3 PM on June 30, 2026 as fiscal year 2026 expenses.

DIRECT DELIVERIES BY VENDORS

There should be no direct deliveries to campus, but in the event a direct delivery is received from a vendor, please contact Materials Distribution by calling x2446 on the day of delivery to notify of all partial or complete orders received. This is especially important for items received on Tuesday, June 30, 2026. Calls should be placed to Materials Distribution no later than 3:00 PM on June 30, 2026 to ensure charges are recorded in fiscal year 2026.

OFFICE OF BUDGET AND PLANNING INFORMATION:
(for questions, contact x4214 or bplan@syr.edu)

BUDGET TRANSFERS

The Office of Budget and Planning requires requests for unrestricted budget transfers no later than 4:00 PM on Tuesday, June 30, 2026 for those requests to be considered for processing in fiscal year 2026. As noted previously, detail on the timing of RCM year-end entries will be provided in a separate communication from the Office of Budget and Planning.

CARRYOVERS FROM FISCAL YEAR 2026 TO FISCAL YEAR 2027

Salary and wage commitments and telephone rental commitments are normally zero at June 30th. New commitments will be calculated for the 2027 fiscal year and will appear on your programs in July. Outstanding commitments for purchase orders will be carried over into fiscal year 2027. Unrestricted budget carryovers will be calculated by the Office of Budget and Planning

Thank you for your attention to this memo. If you have any questions concerning the information presented here, please email Mike Paparo, Associate Comptroller at mapaparo@syr.edu.

The Staff of the Comptroller's Office

SUMMARY OF FISCAL YEAR-END 2026 KEY DATES

| <i>Date</i> | <i>Activity</i> |
|-------------|--|
| 5/14/2026 | Noon Deadline for Entry and Departmental Approval for Sponsored PARs for Periods Between 1/15/2026 and 5/15/2026 |
| 6/1/2026 | Deadline for Submission of Requisitions that Require Bids to Purchasing |
| 6/2/2026 | 4:30 pm Deadline non-PO and PO invoices, Honorarium/Consultant Requisitions Payment Requests and Matriculated and Non-matriculated Stipend Submissions to Supplier Payment Processing disburse@syr.edu or Automated Payment Request Center |
| 6/2/2026 | 4:30 pm Deadline for Out-of-Pocket Employee Travel and Expense Submissions to MySlice Travel & Expense Center and non-Employee Travel and Expense reimbursement submissions to Supplier Payment Processing disburse@syr.edu |
| 6/2/2026 | Deadline for submission of ePRO requisitions to Procurement |
| 6/5/2026 | Noon Deadline for Entry and Departmental Approval for Sponsored PARs for Periods Between 5/16/2026 and 6/15/2026 |
| 6/5/2026 | Noon Deadline for Entry and Department Approval for Non-sponsored PARs for Periods Prior to 6/15/2026 |
| 6/12/2026 | 4:00 pm Spring Effort Certification Ends |
| 6/17/2026 | 4:00 pm Deadline for Sponsored Interdepartmental Order Submission to General Accounting |
| 6/17/2026 | 4:00 pm Deadline for Sponsored Journal Entry Submissions |
| 6/20/2026 | Normal deadline for JPMC Credit Card Reconciliation Submissions in MySlice Travel and Expense Center |
| 6/23/2026 | Sponsored Closing and Submission Cut-off |
| 6/24/2026 | 5:00 pm Deadline for Entry and Department Approval for Fiscal 2026 Semi-monthly RAPs |
| 6/24/2026 | Final Weekly Payroll for Fiscal 2026 |
| 6/25/2026 | 3:00 pm Deadline for 6/24/2026 Weekly Time Reporting |
| 6/25/2026 | Noon Deadline for Entry and Department Approval of Non-sponsored PARs for Periods Between 6/16/2026 and 6/30/2026 |
| 6/25/2026 | 5:00 pm Deadline Entry and Department Approval for Fiscal 2026 Weekly RAPs |
| 6/25/2026 | 3:00 pm Deadline for Non-sponsored Interdepartmental Order Submission to General Accounting |
| 6/30/2026 | Normal Month-end Closing |
| 6/30/2026 | Final Semi-monthly Payroll for Fiscal 2026 |
| 6/30/2026 | 4:00 pm Deadline for Unrestricted Budget Transfers |
| 6/30/2026 | Maximo System Cut-off |
| 7/1/2026 | Labor Distributions Available in DataInsights |
| 7/8/2026 | Gift Processing Cut-off |
| 7/9/2026 | 3:00 pm Deadline for Non-sponsored Journal Entry Submissions |
| 7/9/2026 | All Campus Input Cut-off |