


July 2026

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
		Create 7/1 CC_DEPT_ROLLUP YE Prelim IS & BS FIN Reports will start running nightly Direct Debit (After recons)	1 No access to FSPRD - PO Rollover - YE Prep Work - FY26 AR & AP Reports - Resend eInvoice match exceptions from Jaggaer	2	3 Observed Holiday - No Processing	4 
5 UMDAILY @ 7PM	6 June endowment distribution entries	7 AP Checks Student checks	8 Dunning Letters	9 HOSPT REVDED ALLOC - GHMREVDED (Do not Run in Alloc 1)	10 BW Payroll	11
12 UMDAILY @ 7PM	13 - Last day to process CRR/ARR, expense report, voucher, or ARBI invoice with FY26 date for inclusion on automatic accrual entry	14 AP Checks Student checks - Automatic Accrual Entries (MAC source) created for items posted 7/1-7/13 with FY26 dates: AP Voucher T&E ERs CRR/ARR ARBI Invoice	15 Allocations 1,2,3,4 & Due To - Exclude GHMDEPREC, AMCAPEXP, GHMREVDED UMDAILY's (web JE/feeders unavailable during processing) Close sub-modules Prelim Reports - Last day to activate HOSPT leases in LA	16 - June Web JE and GL Feeder Cutoff for Departments (levels 3-5) - June Depreciation (HOSPT only) - GHMDEPREC ALO	17 June Web JE Cutoff for OSPA Offices AM Open for FY27 (HOSPT only)	18
19 UMDAILY @ 7PM	20	21 AP Checks Student checks	22	23 Investment Income - (ALLYRBAL-1) - Asset Recons 32 & 34	24 BW Payroll - HOSPT FY26 Close - Last day for detailed chartfield entries on gifts and grants - Department Level Entries complete	25
26 UMDAILY @ 7PM	27 - June Web JE Cutoff for Acct. Offices - FY27 GRA load information due to Controller's Office - Last day to enter assets or activate leases for campuses	28 Retiree Payroll Monthly Payroll AP Checks Student checks - Asset Mgmt. Recons due to Controller's Office by noon	29 Encumbrance - June Depreciation (Campus only) - Cost Share Rev Cleanup - Revenue Recog Grants	30 - Depr Recons – 31 & 33 - Net Book Value AM Open for FY27 (All BU)	31 Vacation Accrual Last day for feeders to load July data Roll Forwards - (BALSHEET & PTD)	

*Pending BW Salary Accrual

JULY

Dates and processing procedures for year-end details for PeopleSoft submodules i.e. requisitions, purchase orders, ARBI, T&E, etc), can be found at: [FY26 Closing Schedule](#)

All transactions reported for a fiscal year must have an accounting date of June 30 or prior. It is imperative to review defaulted dates on transaction to ensure the transaction is posted to the proper fiscal year. In some instances, the accounting date cannot be adjusted, but may be included in the accruals process through other dates, such as invoice date. See all year end calendars and notes to determine how dates are utilized to report in the appropriate year.

Items in **red** are related to year end specific processing. Explanations for year end accrual activities are outlined below. Please note that not all calendar items have explanations listed. Only those requiring further details are noted by area.

- Year End Financial Statements: Year End Preliminary Income Statements and Balance Sheets found in Cognos will start running each night beginning July 1st through roughly mid October when the audit is complete.
- Nightly Accounting Postings: During year end only, nightly posting cycle runs for weekend activity on Sunday nights, occurring at 7 PM. This means journal entries entered after Friday's nightly cycle will be posted in the general ledger for Monday and in Monday reports as long as there are no budget errors or other posting errors. Sunday posting process includes: BCM checks, journal postings and refresh of data in PeopleSoft Reporting (FSRPT) and WebApps Financials.
- Note: Asset Management, Vouchers, Receivables, or any other PeopleSoft submodule entries are not processed on the Sunday night cycle. Automated Year End Accruals: Transactions that post in July that have dates related to June 30 or earlier will generate journal entries that post to the prior year. These entries that are entered in FY27 will be included in the automated DeptID accrual process that generates entries to move the related accounting back to FY26. The journal entries generated for the accrual will have a "MAC" source and will use the chartfield from the originating transaction. No journal entries are needed to record an accrual in FY26 for these as long as they have posted in PeopleSoft with a posting date of July 1st - July 13th and a June 30 date or prior in the field indicated below by transaction type.
 - CRRs/ARRs – check date or received date
 - ARBI Invoices – accounting date
 - Expense Reports – date of travel
 - PO and Non-PO Vouchers – invoice date

Note: No manual journal entries (i.e. uploads, Web Applications Journals, or FSPRD journals) should be entered for these transactions with the dates above. This is necessary to prevent double entry of accruals. Any journals made after the automated accrual should be reviewed to ensure that it was excluded from the automated process.

- Campus Manual AP and T&E accruals: Occurs in two steps as listed below:
 - 1st review – campus accounting offices will review all vouchers posted July 1st – July 13th that were not included in the automated accrual process. These vouchers and documents are reviewed to determine whether an accrual is appropriate. Additionally, a review of unposted documents (i.e. unapproved, in wallet, saved but not submitted, or documents in error status) are reviewed for a potential accrual.
 - 2nd review – campus accounting offices will complete a second review of vouchers posted July 14th – August 3rd with invoice dates both June 30 and prior and after June 30 to determine whether an accrual is appropriate.
- Department Manual (Journal Entry) Accruals: Accruals of payables and receivables that were not entered with the dates necessary for the automated accrual process but were related to the prior year, should be entered by manual journal entry. Dates for entry access are listed on the calendar. For entries

needed following the department's access period, a request should be routed to the campus accounting office for entry. Departments should coordinate with campus accounting on AP entries for year end dates while still in their access period to determine if the entry has already been recorded by the campus accounting office.

- Department level recording of year end activities: a cut off date is utilized for department level entries. After this date, all applicable entries must be posted at a high level chartfield.
- Gifts: Journal entries made to detailed gift program codes must be completed by the date identified on the calendar. Closing the gift chartfield is necessary for timely completion of financials and to determine whether additional entries are necessary from unrestricted funds to cover expenses exceeding gifts recorded.
- Grants: Journal entries made to detailed grant project IDs must be completed by the date identified on the calendar. This is necessary for the automated grant revenue accrual/deferral entry that occurs in late July. If any material entries are identified after the cut off date and revenue accrual/deferral date, then any manual entries made to the grant expense must also be accompanied by a revenue adjustment with the associated impact to the receivable or deferral as appropriate to the transaction.
- Capital Assets: entries into Asset Management are due by the dates identified on the calendar. Reconciliations must be completed with entries in the general ledger for anything that could not be entered into Asset Management. This includes any AP accruals with the associated in process asset account and recorded in a 4XXX fund.