

June 2026

Sun.	Monday	Tuesday	Wednesday	Thursday	Friday	Sat.
	1 Direct Debit Department cutoff for May journals	2 AP Checks Student Checks Depreciation	3 UMDAILY @ noon Allocation #1	4 Allocations 2,3,4 & Due To UMDAILYs MOD – JE & Fin'l Report Prelim Reports (sub-module periods close, GL stays open) (Web JE unavailable during processing)	5 FIN GL Letters Net Book Value Dunning Letters	6
7	8	9 AP Checks Student Checks Campus Finance cutoff for May journals	10 Controller's Office cutoff for May journals	11 *Month End close for GL Finish May Reports	12 BW Payroll Investment Income Tree Maintenance (Also CC_DEPT_ROLLUP)	13
14	15	16 AP Checks Student Checks	17	18 - Load zero budgets to Commitment Control	19 	20
21 	22 Retiree Payroll Monthly Payroll - Open POR & REQ for 2027	23 AP Checks Student Checks Encumbrance	24	25	26 BW Payroll BW Salary Accrual HOSPT & Campus – 171.43% - Last day to enter FY26 PO vouchers for nightly processing - Disable eInvoicing in Jagger	27
28	29 - Last day to enter FY26 PO vouchers for manual processing -AP Escheatments	30 Vacation Accrual FSPRD down at 5PM! - Last day for AP & ARBI Feeders to load June data - All POs must be approved, edited & budget checked. - All supply inventory counts must be completed - eInvoice match exceptions documented & deleted in FSPRD	No access to FSPRD on July 1st			

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 transactions 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.

- Budget checking – Zero-dollar budgets are added to PeopleSoft from Workday Planning for FY27. This is used to determine that a budget exists for the specific chartfield used on the transaction. If no budget exists, a BCM error will occur.
- Accounts Payable (AP) – Escheatments (uncashed bank checks) are moved to the escheatment chartfield.
- Salary Accruals – Campus salary accruals are posted for bi-weekly employees. This accrual only occurs at year end for all business units, excluding HOSPT – which occurs monthly. No accrual is necessary for monthly employees as there is no lag between the dates worked and date paid.