

Fiscal Year 2026 Year End Closing Procedures

The schedule for the year end close of fiscal year 2026 is as follows:

June I close (Period 12) - Friday, July 10, 2026

- Journal vouchers must be approved **by noon on Friday, July 10.**
- The month end processes are scheduled to be completed by **Monday, July 13.**
- Grant activity must be processed during the **June I close (Period 12).**

June II close (Period 991) – Final Departmental Close - Friday, July 24, 2026

- Journal vouchers must be approved by **noon on Friday, July 24.**
- The month end processes are scheduled to be completed by **Monday, July 27.**

June III close (Period 992) – Budget and Controller’s Offices Only:

- The Budget Office will close self-supporting units and colleges as soon as possible, following the June II close.
 - College and unit financial information will be FINAL after the Budget Office close is complete.
- The Controller’s Office will continue to finalize all the required financial statement entries during this close.
 - These entries will not impact the University community at large.

Our office will send an email to the campus community when the period or fiscal year end processing has been completed, and financial data is considered final.

Procurement Deadlines

- To allow sufficient time for processing a Purchase Order by the end of the Fiscal Year, a fully approved Purchasing Requisition referencing an active supplier, along with all relevant support documentation, including proof of competitive bidding or waiver of bid (*if required*), should be received in Procurement Services by **5:00 PM on Wednesday, June 10.**
- To allow sufficient time for processing of a non-PO payment request, including payments to individual, by the end of the Fiscal Year, a fully approved Requisition referencing an active payee, along with all relevant support documentation should be received in Procurement Services by **5:00 PM on Wednesday, June 10.**
- To ensure that payee and supplier records are updated and active prior to the submission deadlines for requisitions and payment requests noted above, suppliers must complete and submit their registration through the UDX Supplier Portal, including the appropriate W-8 or W-9 documentations and payment information no later than **5:00 PM on Thursday, June 4.**

- Invoices for goods received or services rendered during the 2026 fiscal year should be properly approved and received by Procurement Services by **5:00 pm on Friday, June 12** to be processed against fiscal year 2026 funds.
- Invoices for purchases of goods and services received after the fiscal year end cut-off outlined above should be forwarded to Procurement as soon as possible for timely processing and for review of materiality for university financial statement purposes.
- Concur card transactions posted June 30 or earlier must be approved by all department approvers and Supervisor, if required, by **Wednesday, July 8 at noon**.
- Concur reimbursement requests must be entered by **Friday, June 19** and must have the manager sign-off by **5:00 pm on Friday, June 26**.
 - Any out-of-pocket expenses in Concur should be attached to an expense report and submitted by **Friday, June 19**. Keep in mind, all expenses go through an audit validation, which can take 3-5 business days before the approval process (supervisor and COA).

Internal Service Deadlines

- Services performed by June 30, 2026, by Internal Service Departments must be charged to the benefiting department during the **June I close (Period 12)**, with a deadline of **Friday, July 10 at noon**.

Revenue Recognition

- To facilitate the proper recording of **physical cash and checks** before fiscal year end, please be sure that your Cash Transmittal(s) is approved by the departmental purpose code approver(s) and submitted to the Cashier's Office as the final approver as early as possible on **Friday, June 26, 2026**. As consistent with prior fiscal years, any cash or checks received after COB on June 26th may not be banked or booked until Wednesday, July 1 (Period 1 FY27). If you have any questions or concerns about these dates, please contact Kristen Garcia at krisaber@udel.edu.
- To facilitate the proper recording of **electronic receipts (ACHs or wires)** before fiscal year end, please be sure that your Cash Transmittal(s) using the *electronic receipt* tender type is approved by the departmental purpose code approver(s) and submitted to the Cashier's Office as the final approver as early as possible with an approximate bank date. If you have any questions or concerns about these dates, please contact the Cashier's Office at cashcontrol@udel.edu.
- To facilitate the proper recording of Non-student Billing revenue, please ensure all new Non-student Billing and Adjustment webforms are approved by the departmental purpose code approver(s) and pending with Accounts Receivable as the final approver by **EOD Friday, June 26, 2026**. * Note – it is the responsibility of the department to ensure the revenue is recorded in the correct fiscal year.

Integrated Supplier Loads

- To facilitate the proper recording of FY26 Integrated Supplier purchases within Facilities, all Integrated Supplier loads must be processed **by Friday, July 10 at noon.**

Journal Voucher Processing

Journal Vouchers prepared during the **year end close process** should be completed as follows:

- Journal Vouchers prepared during the **June I close (Period 12)** should be prepared by inserting a date of June 30, 2026, on the web journal form. The June 30, 2026, date will ensure the journal is processed during the **June I close (Period 12)**.
- Journal Vouchers prepared during the **June II close (Period 991)** should be prepared by selecting the Adjustment Period field and selecting **Period 991**.
- Journal Vouchers prepared using the **Accrual/Deferral** functionality are transactions that are being accrued at year end with an automatic reversal of the accounting entry in a future accounting period. When processing an accrual of expense or deferral of revenue journal, select the option for JV Type on the front page of the journal input screen as "**Accrual/Deferral JV**" and then enter a Reversal date of July 1 or later for the upcoming Fiscal Year (2027).
- The Accrual/Deferral functionality will create a WEB journal dated as entered in the Journal date field. A second journal voucher *will automatically be created* dated as of the Reversal date, with debits and credits reversed. *The WEB journal id will be the same for both journals.*
- The Journal Voucher form will **not permit** grant transactions during **Period 991/992**. All grant activity should be finalized in **June I close (Period 12)**.
- Journal Vouchers for fiscal year 2027 prepared in July (Period 1) during the fiscal year 2026 close periods should be prepared by using the **Journal Date field** and dating the journal as appropriate, i.e. July 15, 2026.

Financial data considerations during the year end close process:

Users of UDataGlance and/or creators of queries are reminded to select periods 991 or 992 to assure they are viewing all fiscal year transactions and balances.

We will resume our regular monthly close schedule for July 2026. Webforms will be closed for input at **noon on the third business day of the month of August 2026**. Our fiscal year 2027 calendar is available: <https://sites.udel.edu/vpfinance/departments/general-accounting/>

Please contact the Controller's Office at controller@udel.edu with questions or concerns.

FY 2026 Year End Close Deadlines

Date	Processing Area	Activity	
Thursday, June 4	Procurement Services	<ul style="list-style-type: none"> New and updated supplier registrations and appropriate W8/W9 and payment information must be submitted through the UDX Supplier Portal by 5:00 p.m. ** If you need to onboard a new supplier, complete your supplier request form as soon as possible 	
Wednesday, June 10	Procurement Services	<ul style="list-style-type: none"> FY26 Purchase Order Requisitions must be received by 5:00 p.m. FY26 non-PO payment (NPOP) requests, including payments to individual, must be received by 5:00 p.m. 	
Friday, June 12	Procurement Services	<ul style="list-style-type: none"> FY26 Invoices for goods received or services rendered should be received by 5:00 p.m. 	
Friday, June 19	Procurement Services	<ul style="list-style-type: none"> Concur reimbursement requests must be entered by employee. Last day to submit out-of-pocket expenses in Concur and attach to expense report Last day to report goods ordered on PO and received (> \$5k) 	
Friday, June 26	Procurement Services	<ul style="list-style-type: none"> Reimbursement requests must be signed off by manager by 5:00 p.m. 	
	Cashier's Office	<ul style="list-style-type: none"> Cash transmittals to record June 2026 checks are due. All Non-student Billing and Adjustment webforms must be pending with Accounts Receivable as the final approver by EOD. 	
Wednesday, July 1	Procurement Services	<ul style="list-style-type: none"> Final fiscal year 2026 load of <i>procurement card transactions</i> will occur at noon. Final fiscal year 2026 load of <i>Concur card transactions</i> will occur at 5:30 p.m. 	
Wednesday, July 8	Procurement Services	<ul style="list-style-type: none"> All Concur card transactions must be approved by Cost Object Approver and Supervisor, if required, by noon. 	
Friday, July 10	Controller's Office	<ul style="list-style-type: none"> June I close (Period 12) – All Grant Activity must be processed in Period 12 <ul style="list-style-type: none"> Journal vouchers must be approved by noon. Internal Service Department journal voucher uploads must be received by noon. 	
	Facilities, Real Estate & Auxiliary Svcs. Accounting	<ul style="list-style-type: none"> Last day to post Integrated Supplier loads by noon 	
	Internal Service Depts.	<ul style="list-style-type: none"> Services performed by June 30, 2026, must be charged to the benefiting department during the June I close (Period 12) by noon. 	
Monday, July 13	Controller's Office	<ul style="list-style-type: none"> June I close (Period 12) <ul style="list-style-type: none"> Month end processes scheduled to be completed. 	
Friday, July 24	Controller's Office	<ul style="list-style-type: none"> June II close (Period 991 - Final departmental close) <ul style="list-style-type: none"> Journal vouchers must be approved by noon. 	
Monday, July 27	Controller's Office	<ul style="list-style-type: none"> June II close (Period 991 - Final departmental close) <ul style="list-style-type: none"> 991 processes scheduled to be completed. 	
Early August	Budget Office	Controller's Office	<ul style="list-style-type: none"> June III close (Period 992) <ul style="list-style-type: none"> Month end processes scheduled to be completed.