



Office of the Controller Fiscal Year 2026 Year-End Closing Process

The University Controller's Office thanks you in advance for your cooperation with fiscal year-end activities.

This Fiscal Year-End Memo is intended to provide guidance to help ensure a smooth and efficient closing process. While the fiscal closing timetable includes many important deadlines, this summary highlights the key dates that impact most departments and divisions.

This document outlines the final dates by which the Controller's Office must receive various fiscal documents to ensure they are recorded within the fiscal year ending June 30, 2026. Unless otherwise noted, the cutoff time for all submissions is 4:00 PM. Documents received after this time will be considered late and will not be processed. No exceptions will be made.

Please note that any documents submitted without all required authorized signatures will be returned. This may result in missed deadlines. To avoid delays, you are strongly encouraged to route documents through all required intermediaries (e.g., Sponsored Projects, Financial Strategy & Planning, Foundation, Strategic Procurement, Human Resources, etc.) well in advance and to follow up as deadlines approach.

Please share this memo with faculty and staff who have fiscal responsibilities on behalf of the University of Rhode Island.

Questions regarding this timetable should be directed to the appropriate office using the contact emails provided.

Enrollment Services	Green Hall	enrollment-group@uri.edu
Financial Reporting Office	Room 116 Carlotti Bldg.	financial_reporting@etal.uri.edu
Payroll Office	Room 11 Carlotti Bldg.	sryan@uri.edu
Sponsored & Cost Accounting Office	70 Lower College Road, 3 rd floor	kbudnick@uri.edu

Please see these websites for forms and other information:

web.uri.edu/controller
<https://web.uri.edu/strategic-procurement/>

Fiscal Year 2026 Year-End Closing Schedule

DUE DATE	EVENT	RESPONSIBLE OFFICE
Friday June 12	All <u>fully executed</u> SGA forms due in Enrollment Services	Enrollment Services
Monday June 15	PAYROLL <ul style="list-style-type: none"> • adjustments through pay period 25 (pay period ending June 13, 2026) • summer re-contracting affecting FY2026 needs to be processed in PeopleSoft • College Work Study Adjustments 	Payroll Office
Wednesday June 24	PAYROLL - adjustments for pay period 26 only (pay period ending June 27, 2026)	Payroll Office
Wednesday June 24	PAYROLL: Payroll distribution adjustments on EAFs or IP-2 forms will not be accepted after 06/24/2026 for FY2026. There is no exception. The e-Campus Human Resources and e-Campus Financials systems do not allow payroll distribution adjustments to cross fiscal years. This applies to all payroll chartfield strings including grant funded projects on fund 500 and any applicable matching funds, regardless of the grant end date. Please review payroll distributions in e-Campus Human Resources well in advance of the deadline to ensure adjustments are submitted a minimum of two weeks before the cutoff to allow adequate time for processing. The following reports may be useful: <ul style="list-style-type: none"> • URI Internal Pay Distribution • URI State Pay Distribution 	Payroll Office
Tuesday June 30	CASH RECEIPTS - (clearly mark deposit slip "FY2026" for cash received by June 30 th . Cash Receipts need to be done daily, especially in June PHYSICAL INVENTORIES - must be completed <ul style="list-style-type: none"> • Automotive • Central Receiving • Central Stores • Dining • Health Service/Pharmacy • HRL • Mail Services • Printing 	Enrollment Services
Monday June 29	PAYROLL - all FY2026 overtime transfers completed and processed	Financial Reporting Office
Friday July 3	NON-CASH RECEIPTS - clearly mark "FY2026" <ul style="list-style-type: none"> • Dining • HRL • Bookstore • MU • Ryan/Boss • Health Services 	Payroll Office
Wednesday July 8	IMPREST/PETTY CASH - clearly mark deposit slip "FY2026" for cash received by June 30 th <ul style="list-style-type: none"> • Imprest Cash Reconciliation for June 30th • Petty Cash Annual Confirmation Form MISCELLANEOUS REVENUES & RECEIVABLES - any revenue that is earned by June 30 th (services performed or goods delivered) must be recorded as revenue in our FY2026 Financial Statements <ul style="list-style-type: none"> • information to invoice any miscellaneous receivable, indicate "FY2026" on document • Service Center Invoices • Documentation for: <ul style="list-style-type: none"> ○ old miscellaneous receivable which needs to be written off as bad debt ○ any invoice corrections any revenue earned by June 30 over \$5,000 which has not been collected or invoiced as miscellaneous receivable	Financial Reporting Office
	CASH RECEIPTS – Corrections must be sent by journal entry	
	MISCELLANEOUS SCHEDULE – certain departments need to provide detailed schedules for A/R, prepaid, deferred revenue and A/P for <ul style="list-style-type: none"> • Dining • Bookstore • HRL • Health Services • MU • Ryan/Boss 	
	PHYSICAL INVENTORY - detail valuations of June 30 th inventory	

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DUE DATE	EVENT	RESPONSIBLE OFFICE
Friday July 10	FUND 500 JOURNAL ENTRY (OSP Approved) – Examples include Endeavor, Foreign Cash Clearing, Deficit Transfer, Overhead Adjustments/Corrections	Sponsored & Cost Accounting Office
Friday July 24	ACCRUED EXPENSES - invoices related to FY2026 received after July 13 th If you identify expenses for goods or services incurred by June 30 over \$30,000 that were not recorded or reported on alternative receiving report, please provide details and documentation.	Financial Reporting Office
Friday July 31	REVENUE/ACCOUNTS RECEIVABLE - related to FY2026 received after July 8 th . If you identify FY2026 revenue that has not been recorded and the amount is over \$30,000, please provide details and documentation.	Financial Reporting Office

Documents are due by 4:00 PM

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