

FY26 Administration and Finance Year-End Procedures				
Date	Day	Time	Category	Description
5/31/2026	Sunday	11:59 PM	FY26 Requisitions	After this date, only enter FY26 requisitions for services to be performed in June or for goods that will be received by June 30. FY26 requisitions for purchases greater than \$60,000 require special approval by Procurement Services. All other requisitions should be entered for FY27.
6/1/2026	Monday	8:00 AM	General	Open FY27 period 1 (July) for dual-year processing.
6/1/2026	Monday	8:00 AM	FY27 Requisitions	Begin processing FY27 purchase orders including open orders, renewals, and rentals. FY27 change requests will not be processed until after August 3rd. All FY27 requisitions must be processed in AggieMart.
6/1/2026	Monday	5:00 PM	FY26 PO Change Orders/Requests	Invoices received after this date with an overage less than \$500 will be processed without a change order/request. Accounts Payable will provide department notification of overages and departments have 24 hours to request non-payment. Change orders after this date will only be processed centrally as needed to pay invoices.
6/1/2026	Monday	Midnight	FY26 Requisitions	FY26 requisitions for purchases greater than \$20,000 but less than \$60,000 require special approval by Procurement Services.
6/5/2026	Friday	Midnight	FY26 Requisitions	FY26 requisitions for purchases less than \$20,000 require special approval by Procurement Services
6/11/2026	Thursday	Noon	Paper/Electronic Transactions	Submit in Aggie Service Desk (ASD) or AggieMart: Direct Pays, Payment Requests, Travel Forms, Agency Payment/Withdrawal Requests and IDV's to be included in FY26.
6/12/2026	Friday	5:00 PM	ELR	FY26 ELR's must be initiated in order to be completed and approved by all parties by year end. ELR's initiated after this date will require the department to track through the routing queue to ensure posting.
6/12/2026	Friday	Noon	Journal Voucher	Journal Vouchers fully approved by department: JED's and JE16's to be included in FY26.
6/12/2026	Friday	Noon	Journal Voucher	Due to FIP: Electronic Journal Vouchers to be uploaded and electronically routed.
6/18/2026	Thursday	5:00 PM	PCard	All PCard transactions posted at Wells Fargo by June 18th will post to Banner in FY26.
6/18/2026	Thursday	5:00 PM	AggieMart Catalog	Requests for FY26 AggieMart catalog credits due to Aggie Service Center. Submit ticket with Credit for AggieMart Catalog Purchases form and attachments via ASD.
6/30/2026	Tuesday	9:00 AM	Journal Voucher	Due in FIP: Sub-system feeds to be included in FY26.
6/30/2026	Tuesday	Noon	ELR	Final FY26 Electronic Labor Redistributions must be reviewed and approved by all parties.
6/30/2026	Tuesday	Noon	Deposits	Deadline for FY26 deposits made directly to your campus cashier office.
6/30/2026	Tuesday	5:00 PM	Purchase Orders	Departmental receiving deadline for items to post to FY26. Receiving will not be allowed again until 7/13, at which point all items received will post to FY27.
6/30/2026	Tuesday	Midnight	Receiving	If goods have been received by 6/30, receiving must be completed by 6/30. After this date receiving on FY26 Purchase Order cannot resume until after 2nd close.
7/1/2026	Wednesday	Noon	Close	1st Close
7/2/2026	Thursday	8:00 AM	Reports	Reports with IDC posted available .
7/8/2026	Wednesday	8:00 AM	Payroll	LPAF (Labor PAF) deadline to change job labor distribution to be effective for the SL13 lag payroll.
7/1/2026	Wednesday	5:00 PM	AggieMart Catalog	Completed AggieMart catalog purchases through June 30th will be posted into Banner for FY26. For purchases \$5,000 and greater, the purchase is completed when items have been physically obtained and AggieMart receiving completed. Note: Receiving is required by 6/30/2026 in order to post in FY26.
7/3/2026	Friday	5:00 PM	PO Invoices	Invoices received in Accounts Payable by this date will be processed for FY26. Only invoices processed, including matching, will be expensed in FY26.
7/1/2026	Wednesday	5:00 PM	PCard	Pcard transactions through June 18th will be posted to Banner for FY26. All Pcard transactions not received by June 18th at Wells Fargo will be posted in FY27.
7/8/2026	Wednesday	Noon	Journal Voucher	Deadline for JEs from Business Mgrs & Research Centers.
7/9/2026	Thursday	Noon	Payroll	Lag payroll (SL 13) will be posted to Banner.
7/10/2026	Friday	Noon	Close	2nd Close -This provides 6 working days between 1st and 2nd close
7/13/2026	Monday	8:00 AM	Reports	Reports with IDC posted available.
7/20/2026	Monday	Noon	Close	3rd Close: Reports (with IDC posted). This provides 5 working days between 2nd and 3rd close
7/21/2026	Tuesday	8:00 AM	Reports	Reports with IDC posted available.
7/22/2026	Wednesday	Noon	Close	Final Close Reports Available (with IDC posted).
8/3/2026	Monday	5:00 PM	Close	July 2026 Close.

JUNE 2026

SUN	MON	TUE	WED	THU	FRI	SAT
	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30				

JULY 2026

SUN	MON	TUE	WED	THU	FRI	SAT
			1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30	31	