



## FINANCIAL AFFAIRS UCF COMMUNITY SCHEDULE FOR FISCAL YEAR END 2025

2025 Due Date	Description of Task	Contact Name	Department
Thursday, May 15, 2025	Request Suppliers to send all open invoices.		Finance Business Centers
Friday, May 16, 2025	Begin evaluating and correcting FY2025 Purchase Order balances for any changes.	Nellie Nido Nicole Arft	Finance Business Centers kNEXT COE - Procurement Services
Friday, May 16, 2025	Last day to submit Waiver of Competition or Sole Source requests for FY2025 review.	Nellie Nido Nicole Arft	Finance Business Centers kNEXT COE - Procurement Services
Friday, May 30, 2025	Last day to complete the scanning of 2025 asset inventory.	Shella Mercado	Asset Management
Friday, May 30, 2025	Last day to submit lost forms for unscanned assets.	Shella Mercado	Asset Management
Friday, June 6, 2025	Last day to submit FDM changes to be effective by 7/1/2025.		WES Team
Friday, June 13, 2025	Settlement Runs will begin to be run daily from Friday, June 13, 2025 through Friday, June 27, 2025	Laura Crouch	COE - Accounts Payable
Friday, June 13, 2025	Last day for 2025 Requisitions to be fully approved and sourced to a Purchase Order. All unapproved (draft/in-progress) Requisitions will be canceled.	Nellie Nido Nicole Arft	Finance Business Centers kNEXT COE - Procurement Services
Friday, June 13, 2025	Last day for 2025 Punchout Requisitions to be fully approved and sourced to a Purchase Order. All unapproved (draft/in-progress) Punchout Requisitions will be canceled.	Nellie Nido Nicole Arft	Finance Business Centers kNEXT COE - Procurement Services
Friday, June 13, 2025	Last day for 2025 Purchase Order - Change Orders to be fully approved and issued. All unapproved (draft/in-progress) Purchase Order - Change Orders will be canceled.	Nellie Nido Nicole Arft	Finance Business Centers kNEXT COE - Procurement Services
Friday, June 13, 2025	Last day for 2025 Internal Service deliveries (ISDs) to be fully approved. ISD not approved after this date will roll forward to FY26 budget.	Jessica Scheck	WES Team
Tuesday, June 17, 2025	Mass close all unapproved (draft/in-progress) Requisitions, Purchase Orders, and Change Orders.	Nicole Arft	kNEXT
Thursday, June 19, 2025	Last day to submit and process FY2025 Federal Workstudy (FWS) Payroll Accounting Adjustments.	Michael Bell Danielle Darwich	Financial Aid
Friday, June 20, 2025	Ensure all timesheets are entered by 12:00pm and approved by 2:00pm for payroll ending 06/20/2025.	HR Business Centers	Human Resources
Friday, June 20, 2025	Last day for financial aid disbursements.	Michael Bell Danielle Darwich	Financial Aid
To Be Determined	Last day to process all 2025 Budget Amendments, including carryforward amendments.	Jacuelyn Daigneault	Budget Office
Friday, June 20, 2025	Last day to fully approve Accounting Adjustments for 2025 transactions.		Finance Business Centers
To Be Determined	FY2026 Budget loaded, units should review the budget load for accuracy.	Jacuelyn Daigneault	Budget Office
Monday, June 23, 2025	Last day for 2025 Supplier Invoices to be approved and processed for payment (PO and Non-PO) by 10:00am on Monday 06/23/2025. Supplier Invoices submitted after 10am are subject to cancellation.	Nicole Arft	Finance Business Centers kNEXT
Monday, June 23, 2025	Date final FY Payroll is "confirmed" by HR for load into GL - (critical info for FWS reporting)		Payroll
Monday, June 23, 2025	Date final FY Payroll is loaded into GL - (critical info for FWS reportnig)	Melody Martinez	General Accounting
Monday, June 23, 2025	Last day for Procurement Card transactions dated on or before 6/30/25 to be verified and fully approved. Procurement Card transactions not verified and fully approved will post against FY2026 budget.	Nicole Arft Justin Strobel Scott Sedlak	Finance Business Centers kNEXT COE - Travel   COE - Card Pro
Tuesday, June 24, 2025	Foundation Deadline: Last day to fully approve ALL expense transactions on Foundation GIFTS. Transactions on or prior to June 24, 2025, not fully approved in Workday will be cancelled and will have to be re-entered. June transactions subsequent to June 24, 2025 using Foundations Gifts will be denied by the Gift Manager. For transactions between Wednesday, June 25 and Monday, June 30 please use a date of July 1, 2025.	Erick Kepfer Marcia Munroe	Foundation Accounting
Tuesday, June 24, 2025	Last day to submit manual registration requests of assets. All documentation for support for the addition or conversion is to be submitted to ensure assets are property classified by year-end.	Shella Mercado	Asset Management
Tuesday, June 24, 2025	Date final FY Payroll data loaded into Campus Solutions for FWS by UCF IT - (FX_WKDY_PAY)	Michael Bell Danielle Darwich	Financial Aid
Tuesday, June 24, 2025	Mass close all open Purchase Orders that are fully received and invoiced or verified.	Nellie Nido Nicole Arft	COE - Procurement Services
Tuesday, June 24, 2025	Mass close all Blanket Purchase Orders regardless of balance remaining. Purchase Orders issued in FY24 with no activity will be closed unless notified.	Nellie Nido Nicole Arft	COE - Procurement Services

2025 Due Date	Description of Task	Contact Name	Department
Tuesday, June 24, 2025	Mass close all open Purchase Orders with balances less than \$1,000 <b>excluding</b> Punchout Purchase Orders.	Nellie Nido Nicole Arft	COE - Procurement Services
Wednesday, June 25, 2025	FY2025 issued Purchase Orders will be rolled forward and applied to FY2026 funds	Nellie Nido	Procurement Services
Thursday, June 26, 2025	Last day for Stop Payment requests to be sent to General Accounting to be canceled/voided and replaced in FY2025.	Melody Martinez Laura Crouch	General Accounting COE - Accounts Payable
Thursday, June 26, 2025	Last day to submit manual wire requests by 10am to be processed in FY2025 (except payroll).	Sandrine Gatchev Laura Crouch	General Accounting COE - Accounts Payable
Thursday, June 26, 2025	Last day for ACH Replacements to be processed in FY2025 (except payroll).	Laura Crouch Melody Martinez	COE - Accounts Payable General Accounting
Thursday, June 26, 2025	FY2025 Payroll Accruals will be loaded.	Melody Martinez	General Accounting
Thursday, June 26, 2025	First day FY2026 Requisitions can be created (dated for 7/1/25).		Finance Business Centers kNEXT COE - Procurement Services
Thursday, June 26, 2025	First day FY2026 Punchout Requisitions can be created (dated 7/1/25).		Finance Business Centers kNEXT COE - Procurement Services
Thursday, June 26, 2025	First day FY2026 Purchase Orders to be sent to Suppliers (dated 7/1/25).		Finance Business Centers kNEXT COE - Procurement Services
Thursday, June 26, 2025	First day FY2026 rolled forward Purchase Order - Change Orders can be created (dated for 7/1/25).		Finance Business Centers kNEXT COE - Procurement Services
Friday, June 27, 2025	Last day to process Student Refunds in FY2025.	Kelly D'Agostino	Student Accounts
Friday, June 27, 2025	Last Day to process on demand payroll checks. Process 06/27/2025 for check date 06/28/2025	Dana Torres	Payroll
Friday, June 27, 2025	Foundation Deadline: All cash, checks or credit card payments must be in hand on or before June 27, 2025, to be included in contribution totals for fiscal year 2025. Please deliver funds received to the UCF Advancement - Records and Gifts Department no later than Friday, June 27, 2025, by 4pm. Xuyang Xie, Records and Gifts, Xuyang.Xie@ucf.edu or (407) 882-1219.	Xuyang Xie	Records and Gifts
Friday, June 27, 2025	Last day for FY2025 Settlement Run. Settlement Runs will be run daily Thursday, June 13, 2025 through Friday, June 27, 2025 at 12:00pm.	Laura Crouch	COE - Accounts Payable
Friday, June 27, 2025	Last day to submit and process FY2025 Payroll Accounting Adjustments (PAA). (This does not include FWS PAA. The last day to process FWS PAA is Thursday June 19, 2025)		
To Be Determined	Last day for FBC to check FY2026 budget load in Workday for accuracy and the budget check is turned on.	Jacuelyn Daigneault	Budget Office
Friday, June 27, 2025	Last day to make cash/check deposits. All campuses should complete prior to 10:00AM to ensure posting at the bank on 06/30/25.	Ray Bacchus	Student Accounts
Friday, June 27, 2025	Perform year-end inventories in Auxiliaries. Please remove old, obsolete, and unusable items. Due date for inventory to Financial Affairs is no later than 07/08/2025. Cost Centers with significant resale purchases include:  FO Central Stores      Health Services      A&SF Ticket Center Telecommunications      The Spot      Computer Store Printing Services      Postal Services      Rosen College Campus Card	Melody Martinez	General Accounting
Friday, June 27, 2025	Final Federal G5 Cash Drawdowns for FY2025	Melody Martinez	General Accounting
Tuesday, July 1, 2025	First day FY2026 Expense Reports can be created.	Nicole Arft Justin Strobel Scott Sedlak	Finance Business Centers kNEXT COE - Travel   COE - Card Pro
Tuesday, July 8, 2025	Last day for FY2025 Expense Reports to be fully approved, including Expense Card transactions.	Nicole Arft	Finance Business Centers
Tuesday, July 8, 2025	Last day to fully approve Customer Transactions (Customer Invoices, Customer Cash Sales) with a transaction date on or before 6/30/25. All unapproved (draft/in-progress) Transactions will post in FY2026.	Ray Bacchus	Student Accounts
Wednesday, July 9, 2025	Run June 2025 Depreciation.	Rashida Pierre-Graham	Asset Management
Wednesday, July 9, 2025	Last day to fully approve FY2025 Manual Journal Entries.	Melody Martinez	General Accounting
Thursday, July 10, 2025	All unapproved (draft/in-progress) Manual Journal Entries will be canceled.	Melody Martinez	General Accounting

2025 Due Date	Description of Task	Contact Name	Department
Thursday, July 10, 2025	Deadline for Finance Business Center submission to Laura Crouch of either unpaid invoices or estimates for goods or services received by 06/30/2025 that are greater than or equal to \$10,000. These invoices and estimates will be used for financial statement accruals. If it is an estimate, please provide documentation supporting the estimate (for example, Purchase Orders, Supplier quotes, etc.).	Laura Crouch	COE - Accounts Payable
Tuesday, July 15, 2025	Foundation Deadline: Gift budget load for FY2026 once all transactions are finalized by Records & Gifts.	Regina Davis	Foundation Accounting