



**FINANCIAL AFFAIRS  
UCF COMMUNITY SCHEDULE FOR FISCAL YEAR END 2026**

2026 Dates	Description of Task	Contact Name	Department
Friday, May 15, 2026	Request Suppliers to send all open invoices.		Finance Business Centers
Friday, May 15, 2026	Begin evaluating and correcting FY2026 Purchase Order balances for any changes.	Nellie Nido Nicole Arft	Finance Business Centers kNEXT COE - Procurement Services
Friday, May 15, 2026	Last day to submit Waiver of Competition or Sole Source requests for FY2026 review.	Nellie Nido Nicole Arft	Finance Business Centers kNEXT COE - Procurement Services
Friday, May 29, 2026	Last day to complete the scanning of 2026 asset inventory.	Shella Mercado	Asset Management
Friday, May 29, 2026	Last day to submit lost forms for unscanned assets.	Shella Mercado	Asset Management
Friday, June 5, 2026	Last day to submit FDM changes to be effective by 7/1/2026.		WES Team
Tuesday, June 9, 2026	BDAs for scholarships for FY2026 should be submitted no later than Tuesday, June 9, 2026 for aid processing.	Michael Bell Danielle Darwich	Financial Aid
Friday, June 12, 2026	Settlement Runs will begin to be run daily from Friday, June 13, 2026 through Friday, June 27, 2026		COE - Accounts Payable
Friday, June 12, 2026	Last day for 2026 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 12, 2026	Last day for 2026 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 12, 2026	Last day for 2026 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 12, 2026	Last day for 2026 Internal Service deliveries (ISDs) to be fully approved. ISD not approved after this date will roll forward to FY26 budget.	Jessica Scheck	WES Team
Wednesday, June 17, 2026	Mass close all unapproved (draft/in-progress) Requisitions, Purchase Orders, and Change Orders.	Nicole Arft	kNEXT
Thursday, June 18, 2026	Last day to submit and process FY2026 Federal Workstudy (FWS) Payroll Accounting Adjustments.	Michael Bell Danielle Darwich	Financial Aid
Friday, June 19, 2026	Ensure all timesheets are entered by 12:00pm and approved by 2:00pm for payroll ending 06/19/2026.	HR Business Centers	Human Resources
Friday, June 19, 2026	Last day for financial aid disbursements.	Michael Bell Danielle Darwich	Financial Aid
Friday, June 19, 2026	Last day to process all 2026 Budget Amendments, including carryforward amendments.	Davina Desnoes	Budget Office
Friday, June 19, 2026	Last day to fully approve Accounting Adjustments for 2026 transactions.		Finance Business Centers
Tuesday, June 23, 2026	Last day for 2026 Supplier Invoices to be approved and processed for payment (PO and Non-PO) by 10:00am on Tuesday 06/23/2026. Supplier Invoices submitted after 10am are subject to cancellation.	Nicole Arft	Finance Business Centers kNEXT
Monday, June 22, 2026	Date final FY Payroll is "confirmed" by HR for load into GL - (critical info for FWS reporting)	Dana Torres	Payroll
Tuesday, June 23, 2026	Date final FY Payroll is loaded into GL - (critical info for FWS reporting)	Dana Torres	Payroll
Tuesday, June 16, 2026	Last Day to process on demand payroll checks. Process 06/16/2026 for check date 06/17/2026	Dana Torres	Payroll
Tuesday, June 23, 2026	Last day for Procurement Card transactions dated on or before 6/30/26 to be verified and fully approved. Procurement Card transactions not verified and fully approved will post against FY2027 budget.	Nicole Arft Justin Strobel Scott Sedlak	Finance Business Centers kNEXT COE - Travel   COE - Card Pro

2026 Dates	Description of Task	Contact Name	Department
Wednesday, June 24, 2026	Foundation Deadline: Last day to fully approve ALL expense transactions on Foundation GIFTS. Transactions on or prior to June 24, 2026, not fully approved in Workday will be cancelled and will have to be re-entered. June transactions subsequent to June 24, 2026 using Foundations Gifts will be denied by the Gift Manager. For transactions between Thursday, June 25 and Tuesday, June 30 please use a date of July 1, 2026.	Erick Kepfer Marcia Munroe	Foundation Accounting
Wednesday, June 24, 2026	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 properly classified by year-end.	Shella Mercado	Asset Management
Wednesday, June 24, 2026	Date final FY Payroll data loaded into Campus Solutions for FWS by UCF IT - (FX_WKDY_PAY)	Michael Bell Danielle Darwich	Financial Aid
Wednesday, June 24, 2026	Mass close all open Purchase Orders that are fully received and invoiced or verified.	Nellie Nido Nicole Arft	COE - Procurement Services
Wednesday, June 24, 2026	Mass close all Blanket Purchase Orders regardless of balance remaining. Purchase Orders issued in FY26 with no activity will be closed unless notified.	Nellie Nido Nicole Arft	COE - Procurement Services
Wednesday, June 24, 2026	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, 2026	FY2026 issued Purchase Orders will be rolled forward and applied to FY2027 funds	Nellie Nido	Procurement Services
Thursday, June 25, 2026	FY2027 Budget loaded and budget check enabled.	Davina Desnoes	Budget Office
Friday, June 26, 2026	Last day for Stop Payment requests to be sent to General Accounting to be canceled/voided and replaced in FY2026.	Melody Martinez	General Accounting COE - Accounts Payable
Friday, June 26, 2026	Last day to submit manual wire requests by 10am to be processed in FY2026 (except payroll).	Sandrine Gatchev	General Accounting COE - Accounts Payable
Friday, June 26, 2026	Last day for ACH Replacements to be processed in FY2026 (except payroll).	Melody Martinez	COE - Accounts Payable General Accounting
Thursday, June 25, 2026	FY2026 Payroll Accruals will be loaded.	Melody Martinez	General Accounting
Friday, June 26, 2026	First day FY2027 Requisitions can be created (dated for 7/1/26).		Finance Business Centers kNEXT COE - Procurement Services
Friday, June 26, 2026	First day FY2027 Punchout Requisitions can be created (dated 7/1/26).		Finance Business Centers kNEXT COE - Procurement Services
Friday, June 26, 2026	First day FY2027 Purchase Orders to be sent to Suppliers (dated 7/1/26).		Finance Business Centers kNEXT COE - Procurement Services
Friday, June 26, 2026	First day FY2027 rolled forward Purchase Order - Change Orders can be created (dated for 7/1/26).		Finance Business Centers kNEXT COE - Procurement Services
Monday, June 29, 2026	Last day to process Student Refunds in FY2026.	Kelly D'Agostino	Student Accounts
Monday, June 29, 2026	Foundation Deadline: All cash, checks or credit card payments must be in hand on or before June 26, 2026, to be included in contribution totals for fiscal year 2026. Please deliver funds received to the UCF Advancement - Records and Gifts Department no later than Friday, June 26, 2026, by 4pm. Xuyang Xie, Records and Gifts, <a href="mailto:Xuyang.Xie@ucf.edu">Xuyang.Xie@ucf.edu</a> or (407) 882-1219.	Xuyang Xie	Records and Gifts
Monday, June 29, 2026	Last day for FY2026 Settlement Run. Settlement Runs will be run daily Thursday, June 13, 2026 through Friday, June 27, 2026 at 12:00pm.		COE - Accounts Payable
Monday, June 29, 2026	Last day to submit and process FY2026 Payroll Accounting Adjustments (PAA). (This does not include FWS PAA. The last day to process FWS PAA is Thursday June 18, 2026)		
Monday, June 29, 2026	Last day to make cash/check deposits. All campuses should complete prior to 10:00AM to ensure posting at the bank on 06/30/26.	Ray Bacchus	Student Accounts

2026 Dates	Description of Task	Contact Name	Department
Monday, June 29, 2026	Perform year-end inventories in Auxiliaries. Please remove old, obsolete, and unusable items. Due date for inventory to Financial Affairs is no later than 07/08/2026. 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
Monday, June 29, 2026	Final Federal G5 Cash Drawdowns for FY2026	Melody Martinez	General Accounting
Wednesday, July 1, 2026	First day FY2027 Expense Reports can be created.	Nicole Arft Justin Strobel Scott Sedlak	Finance Business Centers kNEXT COE - Travel   COE - Card Pro
Wednesday, July 1, 2026	First day FY2027 Budget Amendments can be created.	Davina Desnoes	Budget Office
Wednesday, July 8, 2026	Last day for FY2026 Expense Reports to be fully approved, including Expense Card transactions. All unapproved (draft/in-progress) Expense Reports will post in FY2027. NOTE: Please continue to date Expense Reports to the period the expenses relate (i.e. June expenses should still carry June dates in all date fields).	Nicole Arft Justin Strobel Scott Sedlak	Finance Business Centers kNEXT COE - Travel   COE - Card Pro
Wednesday, July 8, 2026	Last day to fully approve Customer Transactions (Customer Invoices, Customer Cash Sales) with a transaction date on or before 6/30/26. All unapproved (draft/in-progress) Transactions will post in FY2027.	Ray Bacchus	Student Accounts
Thursday, July 9, 2026	Run June 2026 Depreciation.	Rashida Pierre-Graham	Asset Management
Thursday, July 9, 2026	Last day to fully approve FY2026 Manual Journal Entries.	Melody Martinez	General Accounting
Friday, July 10, 2026	All unapproved (draft/in-progress) Manual Journal Entries will be canceled.	Melody Martinez	General Accounting
Friday, July 10, 2026	The Finance Business Center must submit to Accounts Payable all unpaid invoices or estimates for goods or services received by 06/30/2026 that are \$10,000 or more. These invoices and estimates are needed for financial statement accruals. For estimates, please include supporting documentation, such as Purchase Orders or Supplier quotes.		COE - Accounts Payable
Friday, July 17, 2026	Foundation Deadline: Gift budget load for FY2027 once all transactions are finalized by Records & Gifts.	Regina Davis	Foundation Accounting
Friday, July 24, 2026	Last day to submit blanket purchase orders to cover rental charges for Airgas for FY 27	Nellie Nido Nicole Arft	Procurement Services