

FISCAL YEAR END CLOSING CALENDAR

DATE	INSTRUCTIONS	SECTION
May 01	Distribution of Lease Income Certification and Lease Income Reports via email	K
June 30	Last date to enter June Period 12 CREs into FMS Accounting (deposit date of 6/30/26 or earlier)	C
30	Last date to receive goods and services for Fiscal Year 2026	D,F
July 01	Electronic distribution of Active Bank Accounts Reports	A
01	Start of period to pay "split payroll" within the Payroll Management System (PMS)	E
01	Return Lease Income Certification and Lease Income Report	K
03	Last Day to Report Lease Expense Discrepancies	K
06	Distribution of R&D survey	G
10	Last date to process PRR1 as a FY 2026 voucher for goods and services received on or before June 30, 2026 with period 12	B
10	Last date to enter "Cash Basis" Revenue/Deposit J2Ds into FMS Accounting for Fiscal Year 2026	C
10	Last date to enter Fiscal Year 2026 expenditure Payment Requests with Period 12	D,F
10	Last date to submit Accrual Clearings (ACL) for prior year accrued expenditure processed in Fiscal Year 2026	D,F
10	Last FAIR process for Fiscal Year 2026	I
10	Last date to process IETC documents in Period 12	M
11	First Encumbrance "Roll"	D
13	Start of Automated Accruals & Clearings (ACCA/ACLA) generated in FMS Accounting for documents with service dates between 7/1/25 thru 6/30/26	D
13	Start of review of Automated Accruals & Clearings	D,F
20	Return R&D Survey via email	G
24	Last day to process capital documents in FMS prior to Depreciation and Revaluation event in FMS.	I
31	Submit June Bank Reconciliations, and updated Active Bank Accounts Report with Representation letter	A
31	Agencies with Demand Accounts should submit J2I document ID number	A
31	Submit Accountability Report via email	B
31	Last date to submit inventory report	L
31	Return Designated Fund Certification and Representation	N

FISCAL YEAR END CLOSING CALENDAR

DATE	INSTRUCTIONS	SECTION	
August	01	Submit Capital Assets Impairment Memo	J
	01	Second Encumbrance "Roll"	D
	07	End of Automated Accruals & Clearings (ACCA/ACLA) generated in FMS Accounting	D,E,F
	07	Last date to pay "split payroll" within the Payroll Management System	E
	07	Last date to enter IETC documents in Period 13 without Comptroller override	M
	08	Lapse all open encumbrances; No new Fiscal Year 2026 encumbrance document or increase to existing Fiscal Year 2026 encumbrances can be processed	D
	10	Start of setup of Manual Accrual document (ACC) in FMS Accounting and review of manual accruals for Fiscal Year 2026	D,E,F
	14	Last date to submit IETC documentation to the Department of Education (DOE) for review and processing	M
	21	Distribution of Fiscal Year 2026 Agency Revenue Sign-Off Certification Letter	C
	21	End of Set up of manual Accrual document (ACC) in FMS Accounting and review of Manual Accrual for Fiscal Year 2026	D,E,F
	21	Last date to submit Accrual Clearings (ACL) for payrolls that are paid out of Fiscal Year 2026 funding	E
	21	Last date to submit IETC documentation to Department of Environmental Protection (DEP) for review and processing	M
	28	Last date to submit Capital Payment Request with service dates on or before June 30,2026	H
	31	Submit July Bank Reconciliations	A
September	04	Last date to enter Fiscal Year 2026 Billed and Unbilled Receivable documents (REs/UREs), as well as any Fiscal Year 2026 adjustments into FMS Accounting	C
	04	Last date to submit IETC documentation for review and approval	M
October	11	Submit Fiscal Year 2026 Revenue Certification Package	C
	05	Distribution of FMS Accounting Report of Federal Awards	G
	19	Return FMS Accounting Report of Federal Awards via email	G
November	31	Last day to submit vendor listing to support open prior year accruals.	D
	02	Start approving agency ACL Manual Accrual Clearings	D,E,F