

FY26 Key Closing Dates

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1st CLOSE CUTOFF DATES	ACTIVITY / FORM	NOTES	DEPARTMENT / CONTACT
Friday, May 15	New Requisitions for Purchases for FY26	Requisitions after this date, including Marketplace, will be held until FY27	Procurement purchasing@emerson.edu
Friday, June 5	Invoices for all goods and services related to PO's through May in Workday	Submit invoices for goods and services related to a PO, received or expected to be received by June 30, which have been invoiced through May.	Accounts Payable accountspayable@emerson.edu
Friday, June 5	Supplier invoice requests and expense reports through May in Workday	Submit supplier invoice requests related invoices and expense reports received or expected to be received by June 30, which have been invoiced through May	Accounts Payable accountspayable@emerson.edu
Friday, June 26	Postage Meter count and Facilities Inventory count as of 6/30/26	Year-end reports should be emailed to accounting to process year end adjusting entries	Controller's Office accounting@emerson.edu
Monday, July 6	Accounting adjustments, including revenue recognition and payroll reclassifications for all FY26 activity through June 30, 2026. Includes all designated funds, special projects, capital projects, gifts, grant and Office of the Arts activity.	Any accounting adjustments submitted after this date will be subject to review by the Controller for materiality	Controller's Office accounting@emerson.edu
Monday, July 6	FY26 expense reports must be submitted with necessary documentation and final approvals by this time. FY26 Spend Authorizations will close on June 30th. Any expense reports related to FY26 spend authorizations must be submitted by that time.	Complete review and approval of Pcard activity in Workday	Procurement purchasing@emerson.edu
2nd CLOSE CUTOFF DATES	ACTIVITY / FORM	NOTES	DEPARTMENT / CONTACT
Friday, July 10	All invoices related to FY26 activity (through June 30) need to be submitted to Accounts Payable	Invoices related to FY26 activity received by departments after this date should be submitted to AP as soon as possible and will be reviewed for materiality to determine accounting treatment.	Accounts Payable accountspayable@emerson.edu
Friday, July 10	All final FY26 adjusting entries that need to be booked internally by		Controller's Office
FY27 REQUISITIONS/ SPEND AUTHORIZATIONS	ACTIVITY / FORM	NOTES	DEPARTMENT / CONTACT
Monday, June 15	Departments may create FY27 requisitions in Workday	If you need to issue an FY27 requisition prior to June 15th, please contact Procurement at purchasing@emerson.edu to discuss potential options. Note that FY27 requisitions need to be post-dated to 7/1/26 or later.	Procurement purchasing@emerson.edu
Wednesday, July 1	Departments may create FY27 spend authorizations in Workday	FY27 spend authorization cannot be entered into Workday prior to July 1st.	Procurement purchasing@emerson.edu