



MEMORANDUM

TO: Vice Presidents, Provost, Deans, School Chairs, Directors, and Department Heads

FROM: Kimberly Toatley, Vice President of Finance & Planning and Chief Finance Officer

DocuSigned by: Kimberly Toatley 77E47C5D24B5495...

Amy Herron, Institute Controller and Chief Accounting Officer

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DATE: Monday, March 2, 2026

SUBJECT: Fiscal Year 2026 Year-End Closing Schedule and Town Hall Meeting

Included in this memorandum are closing deadlines that all operating units of Georgia Tech must meet to facilitate an orderly and timely closeout of the Institute’s financial records for fiscal year (FY) 2026. The FY2026 Year-End Town Hall Meeting will be held on Tuesday, March 24, 2026, from 9:00am – Noon in Clough 144 and via Teams. Additional details related to closeout processes, procedures, and deadlines will be discussed at this meeting.

Strict adherence to all dates is required for Georgia Tech to successfully close the fiscal year and prepare the Annual Financial Report (AFR) for timely submission to the University System of Georgia (USG) Board of Regents and the Georgia Department of Audits and Accounts (DOAA). These deadlines apply to all Georgia Tech funding sources, including Resident Instruction (RI), Georgia Tech Research Institute (GTRI), Georgia Tech Professional Education (GTPE), Enterprise Innovation Institute (EI2), Auxiliary Enterprises, Plant Funds, Student Activities, and Sponsored Funds. Please ensure there is a designated person in each unit during the closeout period to resolve any issues that may arise. Financial reports and ledgers should be reviewed for accuracy on an expedited schedule during this closeout period.

Questions regarding closeout should be sent to the appropriate support team per the following grid:

HELP DESK SUPPORT GRID

Table with 3 columns: AREA, CONTACT, TASKS. Rows include Budgets, Business Assets, Commitment Accounting, Expenses, Financial Accounting, Foundation Data Model (FDM), Grants, and Grants - Effort Reporting.

AREA	CONTACT	TASKS
Payroll	ServiceNow - Administrative Services Center (ASC)	Payroll, Time & Absence, Position Management
Procurement	ServiceNow - Procurement	PCards, PCard Verifications, Requisitions
Reporting	ServiceNow - Reporting	Requests, Changes, Updates
Workday Security	ServiceNow - Workday Security	Access, Reports, Integrations
Supplier Accounts	ServiceNow - Supplier Accounts	Supplier Invoice Requests, Payables, Vendor Management
Treasury Services	ServiceNow - Banking and Settlement	Banking & Settlement
Year-End Closing Review Checklist	fy.review@gatech.edu	Checklist questions/submission

PROCUREMENT

The schedules for Procurement allow for the proper processing of requests while accommodating deadlines imposed by external sources. Deadlines assume all required paperwork is submitted with the requisition and the requisition has routed through all approvals and received in procurement by the deadline. Please pay special attention to the time constraints involving the use of State funds subject to lapse, especially requirements to be reviewed by State Purchasing.

Funds subject to lapse should be committed at year-end with a purchase order (PO), but only if the purchase is for valid goods or services. Funds should not be committed to hold funds for the next fiscal year. If a fiscal year 2026 PO charged to lapsing funds is carried forward into fiscal year 2027 and subsequently found to be invalid, the balance of the PO will be surplused to the state once the PO is closed. If the invoice amount for a fiscal year 2026 carry forward PO is lower than the obligation amount when the PO is paid, the balance of the PO will be surplused to the state once the PO is closed. The Institute's lapsing fund codes are identified in the following table:

INSTITUTE LAPSING FUNDS

FUND GROUP	FUND CODES
Resident Instruction	<ul style="list-style-type: none"> • FD10000 – State Appropriations – Education and General • FD10500 – Tuition – Education and General • FD10600 – Other General – Education and General • FD50000 – Unexpended Plant
Enterprise Innovation Institute (EI ²)	<ul style="list-style-type: none"> • FD11015 – State Appropriations - EI²
Georgia Tech Research Institute (GTRI)	<ul style="list-style-type: none"> • FD11021 – State Appropriations - GTRI

Your assistance in meeting these critical deadlines is greatly appreciated. Any requisitions received after the deadline will be canceled and not processed. All backup documentation (such as approved campus technology requests (CTR), BPM approval, sole source justification, quote, specifications, etc.) should be attached to the requisition in Workday at the time of submittal. If Procurement receives a requisition without all required documentation attached, it will be returned. Please do not submit or approve a requisition in Workday if it does not include all required backup documentation.

Please adhere to the purchasing deadlines on the following page:

TYPE OF PURCHASE	AMOUNT	DEADLINE DATE	TIME
High Complexity Requisitions			
Purchases requiring formal bidding: Request for Proposals (RFP) - All required documentation must be complete and attached to the "Formal Bid/RFP Request form" in Workday at time of submittal.	\$25,000 or greater	Friday, March 6, 2026	5pm
Medium Complexity Requisitions			
Purchases requiring sole source justification approval from the State	\$500,000 or greater	Friday, April 3, 2026	5pm
Purchases requiring formal bidding: Invitation for Bid (IFB) - All required documentation must be complete and attached to the "Formal Bid/RFP Request form" in Workday at time of submittal.	\$25,000 or greater	Friday, April 3, 2026	5pm
Purchases requiring sole source posting to Georgia Procurement Registry (GPR)	\$25,000 - \$499,999	Friday, April 17, 2026	5pm
Low Complexity Requisitions			
Exempt Purchases	\$25,000 or greater	Friday, May 8, 2026	5pm
Purchases for any Commodity or Service on a State or GT Contract	\$25,000 or greater	Friday, May 22, 2026	5pm
Purchases not requiring bids but do require Purchasing Review (Active Contract not selected on requisition or non-contract)	\$2,500 - \$24,999	Friday, May 22, 2026	5pm
Change Order Requisitions	Any Amount	Friday, May 22, 2026	5pm
PO and PO line closure requests (Open Obligation Report)	Any Amount	Friday, June 5, 2026	5pm
Requisitions not processed by Procurement			
Contracted purchases less than \$25k – Contract must be selected on the requisition	\$24,999 or less	Friday, June 12, 2026	5pm
Low dollar catalog purchases	\$2,499 or less	Friday, June 12, 2026	5pm
Mass Closures			
Prior Year POs \$500 or Less (excludes OSP subcontracts, construction, FF&E, and R&M POs)	\$500 or less	Wednesday, June 24, 2026	10am
Current Year POs \$10 or less	\$10 or less	Wednesday, June 24, 2026	10am

If any unit anticipates difficulty meeting the listed deadlines or has questions about which category a purchase belongs to, please contact the Procurement helpdesk via [ServiceNow - Procurement](#).

PROCUREMENT CHANGE ORDERS

Please use the Change Order Requisition process in Workday to request changes to a Purchase Order. Change orders that have not made it through departmental workflows by 5pm on Friday, May 22, 2026, may not be completed before fiscal year-end close. Please contact the Procurement helpdesk via [ServiceNow - Procurement](#) with any questions. Bill Only and Catalog orders cannot be changed, only closed or canceled.

WORKDAY AVAILABILITY – PROCUREMENT

Campus access to Workday Procurement will be removed at 5pm on Friday, June 12, 2026. All requisitions should be submitted and approved through departmental approvals by this date.

OPEN PURCHASE ORDER OBLIGATIONS

Campus users should run the "Open Obligation Campus – CR" report **now** and frequently through June 2026 to review open obligations. If goods or services have been received and no additional invoices are anticipated, POs should be closed promptly. This will help to ensure unnecessary POs will not be carried forward into fiscal year 2027.

Campus users should submit the “Open Obligation Campus – CR” report for closures only to Procurement and Business Services by 5pm on Friday, June 5, 2026. Any reports received after this deadline may not be processed. Open Obligation questions should be forwarded to [ServiceNow - Procurement](#).

PRIOR YEAR PURCHASE ORDERS

Prior Year POs can best be managed by reviewing the PO status and balance via the “Open Obligation Campus – CR” report. Prior Year POs on non-sponsored funds can also be managed using the POEELS Report (**P**urchase **O**bligation and **E**xpense **L**edger **S**ummary– GTCR). This report is run in Workday and then downloaded and posted on the Controller’s Office website every month ([POEELS Report](#)). Beginning Monday, May 4, 2026, the report will be posted by close of business each Monday through Year-End Close. If expenses that belong to a prior year (i.e., BR25 or earlier) were inadvertently paid in the current year (FY26/BR26) by PCard or Supplier Invoice, a correction should be processed to fix the transaction. Questions related to this process should be logged in [ServiceNow - Financial Accounting](#). The deadline for submitting all journals and obtaining necessary approvals is Thursday, June 25, 2026, at 5pm.

FISCAL YEAR 2027 REQUISITIONS

Fiscal year 2027 requisitions cannot be entered in Workday Financials until Monday, July 6, 2026. While no fiscal year 2027 orders can be placed prior to July 6, 2026, bids that are started before Workday access is removed will continue to be actioned during Workday downtime. If you have questions about a purchase or potential bid, a list of Contracting Officers by commodity is available on the Procurement and Business Services website ([Purchasing Support Contact by Commodity](#)).

PROCUREMENT CARD TRANSACTIONS

PCard transactions in Workday should be verified as quickly as possible in order for the charges to be included in fiscal year 2026. Transactions that are loaded in the system in June after the final day for PCard Verifications must be accrued by the Controller’s Office for the Annual Financial Report (AFR) as this is fiscal year 2026 activity.

PCard Transactions will be included in fiscal year 2026 if they are processed by the bank by Thursday, June 11, 2026. These transactions could take up to 48 hours to load into Workday. Campus users will have until Thursday, June 18, 2026, at 5pm, to verify these transactions.

PCard Transactions that are processed by the bank from Friday, June 12, 2026, through Tuesday, June 30, 2026, will be loaded into Workday by Thursday, July 2, 2026. These transactions need to be accrued for the fiscal year 2026 AFR and must be verified by Wednesday, July 8, 2026, at 5pm. These transactions will be charged to FY27/BR27.

PCard Transactions that are processed by the bank from Wednesday, July 1, 2026, through Monday, July 6, 2026, will be loaded into Workday on Wednesday, July 8, 2026. At this point, daily transaction loads will resume.

Please adhere to the Accounts Payable/Travel deadlines below:

TASK	DEADLINE DATE	TIME
Supplier Registration - Submission for FY26 requisitions and supplier invoices	Friday, May 8, 2026	5pm
Supplier Accounts - Submission of invoices, Supplier Invoice Requests (SIRs), Adhoc Payments, and Wire Transfers	Friday, June 5, 2026	5pm
Pre-Paid Expenses - Submission for fiscal year 2027 expenses paid in fiscal year 2026	Friday, June 5, 2026	5pm
Travel - Submission of all expense reports for FY26 payment	Friday, June 5, 2026	5pm

TASK	DEADLINE DATE	TIME
Expense Reports - Last day to create and submit reports	Friday, June 12, 2026	4pm
Supplier Accounts - Last day to approve all Invoice Match Exceptions in Workday and enter appropriate receipts for goods and services	Tuesday, June 16, 2026	4pm
Spend Authorizations - Submission and approval deadline	Tuesday, June 16, 2026	4pm
Last Check Run for Fiscal Year 2026	Tuesday, June 16, 2026	4pm
Mass Close of ALL Spend Authorizations	Wednesday, June 17, 2026	8am
Last Wire Transfers for Fiscal Year 2026	Wednesday, June 17, 2026	11am
Last ACH/EFT for Fiscal Year 2026	Wednesday, June 17, 2026	4pm
Accounts Payable Liability Accrual - Accrual of unpaid invoices dated June 30, 2026, and prior	Tuesday, June 30, 2026	5pm
Payments for Fiscal Year 2027 Resume	Monday, July 6, 2026	5pm

SUPPLIER REGISTRATION

The deadline for payees to submit a new supplier registration through the Supplier Portal for fiscal year 2026 requisitions and supplier invoices is Friday, May 8, 2026, at 5pm. Additional information regarding the supplier registration process is available in [ServiceNow - Supplier Portal](#).

SUPPLIER ACCOUNTS

The deadline to submit invoices, Supplier Invoice Requests (SIRs), Adhoc Payments, and Wire Transfers is Friday, June 5, 2026, at 5pm. If a Purchase Order is referenced, it must have sufficient funds to cover the payment. Accounts Payable cannot guarantee payment for invoices or SIRs submitted after this deadline. Accounts Payable also cannot guarantee payment for invoices with purchase orders that require receipts and/or change orders, even if submitted by the deadline.

Tuesday, June 16, 2026, at 4pm, is the last day to take action on invoices in Match Exception and enter appropriate receipts for goods and services. A match exception occurs when an invoice does not align with the purchase order due to reasons such as exceeding tolerance limits or requiring a receipt for orders over \$3,000. While users can continue approving match exceptions, payment is not guaranteed if action is taken after Friday, June 5, 2026, at 5pm.

Departments may continue to submit requests after the deadline, but they will likely not be processed until the system is open for fiscal year 2027. The final payment run for fiscal year 2026 is on Wednesday, June 17, 2026, at 4pm. Please note that wire transfer payments and student refund payments from the Bursar's Office must also adhere to this deadline. Payments for fiscal year 2027 will resume on Monday, July 6, 2026.

ACCOUNTS PAYABLE LIABILITY ACCRUAL

All unpaid invoices dated June 30, 2026, and prior must be accrued for inclusion in the fiscal year 2026 AFR. Invoices dated after June 30, 2026, with activity applicable to fiscal year 2026 must also be accrued for the AFR. Please email these invoices, one at a time, to apinvoices@gatech.edu, including the Workday PO number on each invoice.

PRE-PAID EXPENSES

Expenses for fiscal year 2027 that must be paid in fiscal year 2026 will be processed as pre-paid expenses by Accounts Payable in fiscal year 2026. These payments will subsequently be posted as an expense in fiscal year 2027. These transactions must be submitted by 5pm on Friday, June 5, 2026. Please provide a valid fiscal year 2027 driver worktag at the time of payment request and note 'PRE-PAID EXPENSE' on

the SIR (Supplier Invoice Request) or invoice. Examples include registration and airfare that must be paid in June for travel on or after July 1, 2026.

TRAVEL

The deadline for all expense reports to be submitted to the Expense Partners (Travel Team) for payment is Friday, June 5, 2026, at 5pm. All approvals must have been completed and the expense report must be awaiting action in the Expense Partners' queue to be processed for fiscal year 2026. Expense Partners cannot guarantee reimbursement for expense reports submitted after this deadline. Having an approved expense report in the system by 5pm does not guarantee reimbursement for fiscal year 2026. All required receipts and documentation must be submitted. Expense reports that are not approved for payment will be cancelled. These expense reports will need to be re-entered in fiscal year 2027. The ability to create and submit Expense Reports will be removed Friday, June 12, 2026, at 4pm.

The deadline for Spend Authorizations to be submitted and approved is Tuesday, June 16, 2026, at 4pm. The ability to create Spend Authorizations will be removed at this time. There will be a mass close of ALL Spend Authorizations on Wednesday, June 17, 2026, at 8am. All Spend Authorizations with travel end dates of April 30, 2026, and after, which are fully approved and do not have an expense report associated, will be reloaded into fiscal year 2027 in an approved status. Funds for these Spend Authorizations will be re-committed in fiscal year 2027. The reloaded Spend Authorizations will have a new spend authorization number (AUTH-xxxxxxx) and the old spend authorization number will be referenced in the description field. When searching for the old Spend Authorization, both the new and old will be displayed. The new Spend Authorization will not include Personal Vehicle Mileage Expense Items. No modifications are required on the new Spend Authorization to add Personal Vehicle Mileage as Spend Authorizations are considered estimates of travel expenses.

Airline transactions included in the Monday, June 15, 2026, Travel Inc./AirPlus invoice will be paid against fiscal year 2026 funds by Wednesday, June 17, 2026. Airline transactions included in the Travel Inc./AirPlus invoice after this date will be paid against fiscal year 2027 funds. Airfare for fiscal year 2027 travel dates can be booked in fiscal year 2026 but will be posted to a pre-paid expense account and transferred as a fiscal year 2027 expense after July 1, 2026.

Closeout is a peak processing time and volume will be heavy; however, the employee reimbursements will be processed in the order submitted (first in, first out) continually through the closeout period. Department administrators should log into Workday and view any expense reports in a "pending" status, by running the "Find Expense Reports by Organization - CR" report and selecting the Expense Report Status of "Draft" or "In Progress." Any reports in "Draft" or "In Progress" (not in AP queue) will not be processed for fiscal year 2026.

CHECK REQUESTS - GEORGIA TECH FOUNDATION

The deadline to submit check requests to Georgia Tech Foundation using the Fusion system for payment in FY26 is Friday, June 5, 2026, at 5pm. The request must be fully approved on the Institute side in Fusion by this deadline. Departments may continue to submit requests after the deadline, but they will likely not be processed until fiscal year 2027.

BIWEEKLY PAYROLL

Manager Self-Service (MSS) Transactions for employee payroll actions for the pay period ending Saturday, June 6, 2026, are due by Monday, June 1, 2026, at 5pm. Timesheets (including late pay periods after May 9, 2026) must be submitted and approved in OneUSG Connect by Monday, June 8, 2026, at 10am. Any late timesheets for pay periods ending prior to May 9, 2026, must be submitted via a service ticket in [ServiceNow - ASC](#) by Friday, June 5, 2026, at 5pm, following the late time [job aid](#). These payroll transactions will be posted to the ledger on Wednesday, June 10, 2026. The biweekly staff and student pay date is Friday, June 12, 2026.

MSS Transactions for employee payroll actions for the pay period ending Saturday, June 20, 2026, are due by Monday, June 15, 2026, at 5pm. Timesheets (including late pay periods) must be submitted and approved in OneUSG Connect by 10am on Monday, June 22, 2026. Any late timesheets for pay periods ending prior to May 23, 2026, must be submitted via a service ticket in [ServiceNow - ASC](#) by 5pm on Thursday, June 18, 2026, following the late time [job aid](#). These payroll transactions will be posted to the ledger on Wednesday, June 24, 2026. The biweekly staff and student pay date is Friday, June 26, 2026.

MSS Transactions for employee payroll actions for the pay period ending Saturday, July 4, 2026, are due by Monday, June 29, 2026, at 5pm. Timesheets (including late pay periods) must be submitted and approved in OneUSG Connect by Monday, July 6, 2026, at 10am. Any late timesheets for pay periods ending prior to June 6, 2026, must be submitted via a service ticket in [ServiceNow - ASC](#) by 5pm on Thursday, July 2, 2026, following the late time [job aid](#). These payroll transactions will be posted to the ledger on Wednesday, July 8, 2026. The biweekly staff and student pay date is Friday, July 10, 2026.

Final regular off-cycle check requests for fiscal year 2026 should be submitted via [ServiceNow - ASC](#) by Thursday, June 11, 2026, at 5pm, following the off-cycle [job aid](#). These payroll transactions will be posted to the ledger by Tuesday, June 16, 2026. The pay date for these requests is Thursday, June 18, 2026. Requests after this date will be processed for payment from fiscal year 2027 funds.

The biweekly pay period ending Saturday, July 4, 2026, contains seven (7) working days for June that are chargeable to fiscal year 2026 even though the payments to employees will not occur until fiscal year 2027. Based on estimates in the OneUSG Connect system, the Institute will accrue and expense seven working days of salaries and fringe benefits for regular biweekly employees in fiscal year 2026. Campus users will see these expenses posted to the ledger Monday, June 22, 2026.

Biweekly wages for students and temporary staff, which are immaterial to the Institute as a whole, will be posted entirely in FY2027.

MONTHLY PAYROLL

MSS Transactions for employee payroll actions for the pay period ending Tuesday, June 30, 2026, are due by Tuesday, June 9, 2026, at 5pm. These payroll transactions will be posted to the ledger on Wednesday, June 24, 2026. The monthly pay date is Tuesday, June 30, 2026.

SUMMER SCHOOL APPOINTMENTS

The summer pay panels in the OneUSG Connect system opened on Monday, January 5, 2026, to capture salary information for regular faculty working summer semester. The summer panel for the May pay period will close Monday, May 18, 2026, at 5pm. The summer pay panel for the June pay period will close Monday, June 15, 2026, at 5pm.

BUDGET OFFICE DEADLINES

The oneBudget system will be open for the final fiscal year 2026 Budget Amendment on Wednesday, June 3, 2026. Final budget amendments must be received in the Budget Office via oneBudget by Friday, June 12, 2026, at 5pm. These dates are tentative, and any changes will be communicated to campus users by the Budget Office.

All carry forward requests for General Operations (Gen Ops) funds must be submitted via online request form to the Budget Office on Friday, April 17, 2026 at 5pm. Units must submit revisions to Gen Ops carry forward requests via request form to the Budget Office on Friday, May 29, 2026 at 5pm. Please refer to the [Budget Office website](#) for policy and procedures for Gen Ops carry forward.

DEPARTMENTAL SALES AND SERVICES (DSS)/SERVICE CENTER CHARGES

The dates listed in the following table should be followed by Institute service centers for posting year-end transactions.

DEPARTMENT	DEADLINE DATE	TIME
Campus Service Center Transactions	Monday, June 22, 2026	5pm
Georgia Tech Research Institute (GTRI) Machine Shop – 1 st round	Monday, June 22, 2026	5pm
Georgia Tech Research Institute (GTRI) Services to RI units – 1 st round	Friday, June 26, 2026	5pm
Georgia Tech Research Institute (GTRI) Machine Shop – 2 nd round	Wednesday, July 1, 2026	5pm
Georgia Tech Research Institute (GTRI) Services to RI units – 2 nd round	Thursday, July 2, 2026	5pm

BURSAR AND TREASURY SERVICES DEADLINES

Cash receipts for fiscal year 2026 are due by Wednesday, June 24, 2026, at 4pm.

SPONSORED GRANTS

The last day for Office of Sponsored Programs (OSP) integration to Workday Grants for new awards and modifications is Monday, June 22, 2026, at 5pm.

All Request Framework submissions to request a New Award Line or Grant or to change Grant Attributes must be entered in Workday by Tuesday, June 30, 2026, at 5pm.

All Budget Amendment for Organization requests for grants must be submitted in Workday by Monday, June 22, at 5pm.

COMMITMENT ACCOUNTING/SALARY REDISTRIBUTIONS

[Requests for Over 90 Day salary redistributions](#) to externally funded sponsored projects must be received by Commitment Accounting by Friday, June 12, 2026. The paper transmittal form must be completed. If the over 90-day request is approved by the Executive Director of Grants and Contracts Accounting, the Commitment Accounting team will initiate the Express Direct Retro (EDR) transaction in OneUSG Connect. Once the transaction is initiated and submitted, it must be approved at all levels of the manager self-service approval workflow.

Online users may process salary distribution changes through Friday, June 26, 2026, at 5pm. All transactions must be approved at all levels in the approval workflow. Commitment Accounting will then be closed for fiscal year 2026 and is estimated to reopen for fiscal year 2027 on Wednesday, July 8, 2026, at 9am.

ANNUAL STATEMENTS OF REASONABLENESS OF SALARY CHARGES

Annual Statements of Reasonableness (ASR) of Salary Charges are prepared based on salary distribution information as of the last day of the fiscal year, June 30th. Electronic ASRs will be available for certification on GIT's ASR website by noon on Friday, July 17, 2026. All ASRs (either electronic or manual) should be certified by 5pm on Friday, August 28, 2026. Once the deadline has passed, Grants & Contracts Accounting will forward all outstanding ASRs to each unit for escalation.

When an employee terminates during the fiscal year, it is strongly recommended that Unit Financial Managers complete the ASR (Effort Reports) for Off-boarding Employees and Prior Year Transfer report on GIT's Leading Insight Through Empowerment (LITE) website before the employee departs the Institute. To certify the ASR, the unit must do the following: (1) Process the termination in OneUSG Connect; (2)

Ensure the final salary distribution is correct; (3) Have both the employee and the Unit Financial Manager sign the Terminating Employee ASR report using the Docusign template. Docusign will automatically notify the ASR team.

The best practice is for the department to procure the employees’ signature before the employee departs from the Institute. If it is not possible to get the employee signature, the PI or the employee's supervisor, who possesses firsthand knowledge of the terminated employee's work, can sign under the second certification section. If you have any questions regarding this process or issues with the report, please contact eamr.ask@office365.gatech.edu.

FISCAL YEAR-END CLOSING REVIEW CHECKLIST

The Fiscal Year-End Closing Review Checklist was implemented to help confirm year-end tasks and to identify potential audit issues that should be communicated to the Controller’s Office for resolution. The FY2026 Fiscal Year-End Closing Review Checklist form is available to Unit Finance Officers for their use during the year-end closing period. Frequently asked questions (FAQs) are posted on the Controller’s Office website ([Year-End Checklist FAQs](#)). The Checklist is only required to be submitted to the Controller’s Office if significant items are disclosed. Significant items include lack of adherence to policies, misclassified or unapproved financial transactions, and similar items. When in doubt, return the completed checklist to the Controller’s Office for review and assessment. Please submit any checklists with significant items or questions about the checklist to fy.review@gatech.edu by Wednesday, July 8, 2026, at 5pm.

FOUNDATION DATA MODEL (FDM) – RELATED WORKTAG CHANGES

Changes to Related Worktags like Fund, Function, Class, Balancing Unit, Gift, and Budget Reference are not allowed. Changes allowed to related worktags are title changes, assignee, and manager. The values that populate from the Driver Worktag on financial transactions such as Requisitions, POs, Spend Authorizations, Expense Reports, Supplier Invoices, Journals, etc. match the setup in the Workday system and should not be changed. The Budget Reference may be changed when processing journals to move transactions off certain prior year funds due to posting errors or overspending of the Prior Year PO.

If you have a situation where related worktags have been changed and need to be corrected, please contact the Financial Accounting team via [ServiceNow - Foundation Data Model](#) for guidance. If you find that the Related Worktags populated by the Driver Worktag are not correct, a new Driver Worktag will need to be set up in the FDM and the transactions will need to be moved from the incorrect driver to the correct driver. Please contact the appropriate office for assistance (i.e., Budget Office, Controller’s Office, Grants & Contracts, etc.) as detailed in the Help Desk Support Grid beginning on page 1 of this memo.

JOURNAL DEADLINE DATES

The dates listed below should be followed by campus users for submitting and approving ALL year-end journals. Do not approve or take ANY action on inbox items after Thursday, June 25, 2026. This will have major impacts on year-end reconciliations and may impact fiscal year-end close.

TYPE OF ENTRY	DEADLINE DATE	TIME
Written Prior Year Cost Transfer Requests for Grants	Friday, June 12, 2026	5pm
Written Cost Transfer Requests for Grants < 90 days	Friday, June 12, 2026	5pm
PCard Verifications	Thursday, June 18, 2026	5pm
Accounting Journals and Adjustments (Create Journals)	Thursday, June 25, 2026	5pm
EIB Upload Journals (other than GTPE and GTRI)	Thursday, June 25, 2026	5pm
Expense Report – Operational Journal Accounting Adjustment	Thursday, June 25, 2026	5pm
Supplier Invoice - Operational Journal Accounting Adjustment	Thursday, June 25, 2026	5pm

FISCAL YEAR CLOSE/OPEN SCHEDULE

The dates listed in the table below have been established for final fiscal year 2026 year-end close and fiscal year 2027 year-open processing in Workday Financials.

FY2026 YEAR CLOSE/FY2027 YEAR OPEN	DEADLINE DATE	TIME
Workday Financials Open for FY2027 **Expenses, Financial Accounting, Grants, PCard, Procurement, Supplier Accounts, etc. **Transactions will post to the ledger	Monday, July 6, 2026	9am
Georgia Tech Professional Education (GTPE) Close	Tuesday, July 7, 2026	6pm
Commitment Accounting & Express Direct Retro (EDR) Open for FY2027	Estimated Wednesday, July 8, 2026	9am
Georgia Tech Research Institute (GTRI) Close	Beginning Wednesday July 8, to Friday, July 10, 2026	6pm
Georgia Tech Applied Research Corp (GTARC) Gifts Close	Beginning Thursday, July 9 to Friday, July 10, 2026	6pm
Georgia Tech Foundation (GTF) Gifts Close	Beginning Thursday, July 9 to Friday, July 10, 2026	6pm
Georgia Tech Research Corporation (GTRC) Gifts Close	Beginning Thursday, July 9 to Friday, July 10, 2026	6pm
Grants and Contracts Accounting Close	Beginning Thursday, July 9 to Friday, July 10, 2026	6pm
Budget Office & Controller's Office Close Begins	Friday, July 10, 2026	6pm
Budget Office & Controller's Office Finalize Close	Monday, July 13, 2026	Noon
Final FY2026 Closing Processes for Workday Operating Ledger & Closing Operating Ledger for FY2026	Monday, July 13, 2026	6pm
Workday Business Assets Closed for FY2026	Friday, July 24, 2026	6pm
Workday Business Assets Open for FY2027	Monday, August 3, 2026	9am

RESOURCES

- [Adjustments to Accounting Transactions](#): When processing adjustments to accounting transactions for fiscal year 2026, campus users should use the grid posted on the Controller's Office website to determine which type of journal to use. Campus Users can also review the [Workday Journals Training](#) for demonstrations of these accounting transactions.
- [Fiscal Year-End Closeout User Guide](#): The Fiscal Year-End Closeout User Guide was created to provide users with pertinent information for a successful financial closeout. The Guide provides information on key reports used to manage departmental finances and budgetary balances and offers a detailed walkthrough of the review tasks outlined in the Fiscal Year-End Closing Review Checklist.

Your assistance and cooperation in meeting the established deadlines are greatly appreciated. If you have any questions or need additional information, please contact the appropriate business office department as indicated in this memorandum.

Georgia Institute of Technology
CHRONOLOGICAL CLOSEOUT SCHEDULE
Fiscal Year 2026



DATE	DAY	TIME	DESCRIPTION
January 5, 2026	MON	8am	Summer Semester Pay Panels opened in OneUSG Connect System
March 6, 2026	FRI	5pm	Deadline for POs for items requiring formal bidding (RFP) (\$25K or greater)
March 24, 2026	TUE	9am-Noon	Year End Town Hall Meeting, Teams or Clough 144
April 3, 2026	FRI	5pm	Deadline for POs for items requiring sole source justification approval from the State (\$500K or greater)
		5pm	Deadline for POs for items requiring formal bidding (IFB) (\$25K or greater)
April 17, 2026	FRI	5pm	Deadline for carry forward requests for General Operations (Gen Ops) funds submitted to Budget Office
		5pm	Deadline for POs for items requiring sole source posting to GPR (\$25K - \$499,999)
May 4, 2026	MON	5pm	POOELS Report updated weekly on Controller's website
May 8, 2026	FRI	5pm	Deadline to submit new supplier registrations through the Supplier Portal
		5pm	Exempt Purchases (\$25K or greater)
May 18, 2026	MON	5pm	Summer Pay Panel for May pay period closed in OneUSG Connect
May 22, 2026	FRI	5pm	Deadline for POs for any Commodity/Service on a State/GT Contract - (\$25K or greater)
		5pm	Deadline for POs not requiring bids but require Purchasing Review (Contract or non-contract; \$2,500 - \$24,999)
		5pm	Deadline for Change Order Requisitions
May 29, 2026	FRI	5pm	Revisions to Gen Ops carry forward requests due to Budget Office
June 1, 2026	MON	5pm	Manager Self-Service (MSS) transactions for employee payroll actions due - Biweekly pay period ending 6/6
June 3, 2026	WED	Noon	oneBudget system open for final FY2026 budget amendments
June 5, 2026	FRI	5pm	Deadline for PO and PO Line Closure Requests (Open Obligation Report)
		5pm	Deadline to submit invoices, supplier invoice requests (SIRs), ad-hoc payments, and wire transfers <i>* "Pre-paid expense" must be noted on the Supplier Invoice Request (SIR) or invoice for FY2027 expenses paid in FY2026.</i>
		5pm	Last day to approve all invoice match exceptions & enter receipts <u>for payment in FY26</u>
		5pm	Deadline for Expense Report submission to Expense Partners (Travel Team) to guarantee FY2026 payment. Approvals must be complete, and documentation must be attached.
		5pm	Deadline to submit GTF Check Requests via Fusion
		5pm	Late timesheets for pay periods ending prior to 5/9 must be submitted via ServiceNow -ASC
June 8, 2026	MON	10am	Deadline for timesheets - Biweekly pay period ending 6/6 and late pay periods after 5/9
June 9, 2026	TUES	5pm	Manager Self-Service (MSS) transactions for employee payroll actions due - Monthly pay period ending 6/30
June 10, 2026	WED	5pm	Biweekly Payroll transactions for pay period ending 6/6 and late time periods posted to the ledger

Georgia Institute of Technology
CHRONOLOGICAL CLOSEOUT SCHEDULE
Fiscal Year 2026



DATE	DAY	TIME	DESCRIPTION
June 11, 2026	THUR	5pm	PCard transactions processed by the bank by 6/11 will be included in FY2026
		5pm	Deadline for Final Regular Off-Cycle check requests for FY2026
June 12, 2026	FRI	4pm	Deadline for Expense Reports to be created and submitted and Campus Access removed
		5pm	Campus Access to Workday Procurement removed
		5pm	Deadline for low dollar catalog purchases less than \$2,500
		5pm	Deadline for POs for contracted purchases less than \$25K where the contract is selected on the requisition
		5pm	Biweekly Staff and Student pay day
		5pm	Over 90-day salary redistributions to externally funded sponsored projects due to Commitment Accounting
		5pm	Written prior year Cost Transfer requests for grants journals due
		5pm	Written Cost Transfer requests for grants < 90 days journals due
		5pm	Final FY2026 budget amendments due to Budget Office
		June 15, 2026	MON
5pm	Summer Pay Panel for the June pay period closes in OneUSG Connect		
June 16, 2026	TUES	4pm	Last day to approve all invoice match exceptions & enter receipts; does not guarantee payment in FY2026
		4pm	Deadline for FY2026 Spend Authorizations to be submitted and approved
		4pm	Last Check Run for FY2026
		5pm	Final Regular Off-Cycle Check Request Payroll transactions posted to the ledger
June 17, 2026	WED	8am	Mass close of FY2026 spend authorizations. Fully approved Spend Authorizations with travel dates of 4/30 and after without an expense report associated will be reloaded into FY2027.
		11am	Last day for Wire Transfer for FY2026
		4pm	Last day for ACH/EFT payments for FY2026
June 18, 2026	THUR	5pm	Late timesheets for pay periods ending prior to 5/23 must be submitted via ServiceNow - ASC
		5pm	Pay date for Final Regular Off-Cycle pay requests
		5pm	PCard Verifications (PCV) due for transactions through 6/11
June 22, 2026 (Continues on next page)	MON	10am	Deadline for timesheets - Biweekly pay period ending 6/20 and late pay periods
		5pm	FY2026 Biweekly Payroll Accrual posted to the ledger
		5pm	Deadline for Campus Service Center Year-End Billing Transactions
		5pm	Deadline for GTRI Machine Shop year-end transactions – 1 st round

Georgia Institute of Technology
CHRONOLOGICAL CLOSEOUT SCHEDULE
Fiscal Year 2026



DATE	DAY	TIME	DESCRIPTION
June 22, 2026 (Continued)	MON	5pm	Last day for FY2025 OSP integration to Workday Grants for new awards and modifications
		5pm	Deadline for Budget Amendments for Organization requests for grants in Workday
June 24, 2026	WED	10am	Mass Close - Prior Year (PY) POs \$500 or less (excluding OSP subcontracts, construction, FF&E & R&M)
		10am	Mass Close - BR26 Current Year POs \$10 or less
		4pm	Deadline for submitting FY2026 Cash Receipts to Bursar's Office
		5pm	Monthly Payroll transactions ending 6/30 and Biweekly Payroll transactions for pay period ending 6/20 and late time periods posted to the ledger
June 25, 2025	THUR	5pm	Deadline for Supplier Invoice and Expense Report Operational Journals (Accounting Adjustments) – Submission and Approval
		5pm	Deadline for Accounting Journals (Create Journals) – Submission and Approval
		5pm	Deadline for EIB Upload Journals (other than GTPE & GTRI) – Submission and Approval
June 26, 2026	FRI	5pm	Biweekly Staff and Student Pay Date
		5pm	Deadline to process Commitment Accounting/Express Direct Retro (EDR) salary distribution changes
		5pm	Deadline for GTRI Services to RI units – 1 st round
June 29, 2026	MON	5pm	Manager Self-Service (MSS) transactions for employee payroll actions due - Biweekly pay period ending 7/4
June 30, 2026	TUES	5pm	Accounts Payable Liability Accrual of unpaid invoices date June 30, 2026, and prior
		5pm	All request framework submissions to request a New Award Line or Grant or to change Grant Attributes must be entered in Workday
		5pm	Monthly Staff Pay Date
July 1, 2026	WED	5pm	Deadline for GTRI Machine Shop year-end transactions – 2 nd round
July 2, 2026	THUR	5pm	Late timesheets for pay periods ending prior to 6/6 must be submitted via ServiceNow - ASC
		5pm	PCard Transactions loaded in Workday for transactions posted to the bank btw 6/12 - 6/30
		5pm	Deadline for GTRI Services to RI units – 2 nd round
July 6, 2026	MON	9am	Workday Financials Open for FY2027 – Expenses, Financial Accounting, Grants, PCard, Procurement, Projects, Supplier Accounts, etc.
		10am	Deadline for timesheets - Biweekly pay period ending 7/4 and late pay periods
		5pm	Payments for Fiscal Year 2027 Resume
July 7, 2026	TUES	6pm	Georgia Tech Professional Education (GTPE) Close

Georgia Institute of Technology
CHRONOLOGICAL CLOSEOUT SCHEDULE
Fiscal Year 2026



DATE	DAY	TIME	DESCRIPTION
July 8, 2026	WED	9am	Estimated Commitment Accounting / Express Direct Retro Open for FY2027
		9am	Georgia Tech Research Institute (GTRI) Close in Progress
		5pm	PCard Verifications (PCV) due for transactions posted to the bank btw 6/12 - 6/30
		5pm	PCard Transactions loaded in Workday for transactions posted to the bank btw 7/1 - 7/6
		5pm	Biweekly Payroll transactions for pay period ending 7/4 and late time periods posted to the ledger
		5pm	Year-End Checklist Due to fy.review@gatech.edu if significant items noted
July 9, 2026	THUR	9am	Georgia Tech Research Corporation (GTARC) Gifts, Georgia Tech Foundation (GTF) Gifts, Georgia Tech Research Corporation (GTRC) Gifts, and Grants & Contracts Accounting Close in Progress
July 10, 2026	FRI	5pm	Biweekly Staff and Student pay day
		6pm	Georgia Tech Research Institute (GTRI) Close
		6pm	Georgia Tech Research Corporation (GTARC) Gifts Close
		6pm	Georgia Tech Foundation (GTF) Gifts Close
		6pm	Georgia Tech Research Corporation (GTRC) Gifts Close
		6pm	Grants & Contracts Accounting Close
		6pm	Budget Office and Controller's Office Close in Progress
July 13, 2026	MON	Noon	Budget Office & Controller's Office Close
		6pm	Workday Operating Ledger Closed for FY2026
July 17, 2026	FRI	Noon	ASR Salary Charges Available - prepared based on 6/30 salary distribution
July 24, 2026	FRI	6pm	Workday Business Assets Closed for FY2026
August 3, 2026	MON	9am	Workday Business Assets Open for FY2027
August 28, 2026	FRI	5pm	Certified ASRs due to Grants and Contracts Accounting

Please visit the Controller's Office [website](#) for instructions on how to add the FY2026 Closeout and AFR Calendar in Outlook