HEADS UP!
See supplemental **"Key Dates"** guide to help keep track of all FY26 Close deadlines.

Key Tasks for Closing FY26 and Preparing for FY27

	TO DO	DATE
	BUDGET REVIEW & ADJUSTMENTS | OFFICE OF BUDGET & PLANNING 1-4286	
☐	Review and monitor all chart strings for FY26 close. Review alignment with FY26 budget plans	May-Aug
☐	Deadline for approved department tree changes for FY27	7/24
☐	Last day to complete FY26 budget journals through the NUPortal. Contact the Office of Budget & Planning for any FY26 budget adjustments needed after this date	8/31
☐	NUFinancials opens for creation of budget journals for FY27	9/1
☐	Journal portal will be locked for FY26 period 12 (August) at 5:00 pm. Journals must be in valid/valid status with department approvals by 5:00 pm to be posted (Use online journal search). This is the final deadline for school and unit journals; any FY26 journal activity after this date (if necessary and material) must be coordinated with Office of Budget and Planning	9/15
☐	Final date for journals coordinated with the Office of Budget and Planning	9/18
☐	Carry forward balances/budgets appear in FY27 (Use GL005, GL068, GL008 reports or online Budget Overview)	9/28
	PETTY CASH REIMBURSEMENTS, SEALED BANK DEPOSITS & REMOTE CHECK DEPOSITS DEPOSITORY SERVICES (EV) 7-6327 | DEPOSITORY SERVICES (CH) 3-8525	
☐	Last day to return Hyperwallet stored value cards for FY26 credit	8/14
☐	Last day to submit Hyperwallet stored value card orders or reload requests to Depository Services in FY26	8/21
☐	Reimbursement of petty cash for FY26 to be completed by 1:00 pm	8/25
☐	Last day to deposit cash/checks for credit to FY26 chart strings. Depository Services must receive bank deposit bags by 11:00 am with associated CRTs (cash and check only) committed in NUFinancials by 4:00 pm. Departments should separate check deposits from cash deposits and create separate CRTs for each deposit. Cash & mixed deposits will be posted to FY27. There will be no Brinks special pickup for year end. Remote desktop scanned checks and ATM deposits must be completed by 5:00 pm with associated CRTs committed in NUFinancials by 5:00 pm	8/31
☐	Last day to commit CRTs for FY26 credit card revenue sent to your team by Depository Services or they will be auto-committed	9/4
☐	For any missing FY26 revenue expected to arrive by wire or ACH, please check the Depository Services unidentified smartsheet list. Wires must be received by August 31st to be posted to FY26. Wires received in September will be posted to FY27.	9/1-9/4
	SUBMITTING INVOICES | ACCOUNTS PAYABLE 1-7339	8/28
☐	Last day to email accounts-payable@northwestern.edu to ensure vouchers with no receipts are not paid in FY26	
☐	Goods and services received by this date will be an FY26 expense	8/31
☐	FY26 ASRSP electronic submissions (expense reports, payment requests) must reach the ASRSP inbox by 5:00 pm to guarantee payment in FY26, including Expense Reports with My Wallet transactions	
☐	NUFinancials open for processing Payment Requests in both FY26 and FY27. Fiscal year is determined by the date listed in the invoice date and/or travel field	9/1-9/3
☐	NUFinancials open for processing Payment Requests and Expense Reports in both FY26 and FY27. Fiscal year is determined by invoice date and/or travel dates	9/1-9/4
☐	Invoices that should have been initiated via the REQ/PO process can be submitted for payment in FY26 using the payment request process	9/1-9/4
☐	FY26 paper invoices must be received by the Accounts Payable office by 5:00 pm to guarantee payment in FY26	9/1
☐	Receipt requirement will be lifted for all FY26 purchase order vouchers	
☐	FY26 electronic submissions (expense reports, payment requests) must reach the Accounts Payable inbox by 5:00 pm to guarantee payment in FY26	

	TO DO	DATE
	CHARTFIELD, JOURNAL PROCESSING & GRANTS | ACCOUNTING SERVICES 1-5337 | ASRSP	
☐	Last day to submit non-grant combo chartstring inactivation request for FY26	7/24
☐	Forward payments received for grants and clinical trial invoices to ASRSP	8/1-8/31
☐	FY27 recharge rate calculations due	8/3
☐	Grant payments received in ASRSP will be applied to grants in FY26, provided the grant is active.	8/25
☐	Last day to submit ChartField requests for FY26 (non-grant accounts only)	8/31
☐	Submit FY26 capital equipment disposals or changes (custodian, custodian department, or physical location) in NUFinancials by 5:00 pm	
☐	SES tuition expense encumbrance released for FY26 and reinstated for FY27 (overnight)	9/1
☐	Last day for FY26 recharge-related journals (unless noted separately) to be interfaced to NUFinancials	
☐	Final FY26 NUcore recharge to interface to the GL	9/4
☐	FY26 subcontract vouchers will be deleted that are not fully approved by 6:00 pm	
☐	FY26 August endowment income distributions posted to the general ledger	9/10
☐	Endowments with automatic reinvestments for FY26 unspent income will be posted to the general ledger	
☐	Final FY26 Facilities Management job cost distributions to interface to the general ledger	
☐	FY26 endowment principal transfers or adjustments due (requests should be pre-approved, last day to post transactions)	9/11
☐	Last day (12:00 pm) to input FY26 adjustments into CatConnect for final interface to NUFinancials	
☐	Final FY26 Facilities Management other distributions (utilities, waste, R&W) to interface to the general ledger	9/14
☐	Journal portal will be locked for FY26 period 12 (August) at 5:00 pm. Journals must be in valid/valid status with department approvals by 5:00 pm to be posted (Use online journal search). This is the final deadline for school and unit journals; any FY26 journal activity after this date (if necessary and material) must be coordinated with Office of Budget and Planning	9/15
☐	Final date for journals coordinated with the Office of Budget and Planning	9/18
☐	Final central review is complete and FY26 period 12 (August) accounting period closes	9/25
☐	Final FY26 period 12 (August) close reports available	9/28
☐	**REQUISITION & PURCHASE ORDER PROCESSING** | PROCUREMENT AND PAYMENT SERVICES 1-8120	8/27
☐	Last day for FY26 requisitions to be approved and sourced into purchase orders. Any requisitions not approved and sourced by 5:00 pm will be canceled and closed (Review SC016 report)	
☐	NUFinancials Purchasing modules unavailable from Monday, 8/31/26 at 5:00 pm to Tuesday, 9/1/26 8:00 am	8/31
☐	FY27 opens for the creation of requisitions for goods and services to be received in the new fiscal year. Any requisition created on or after this date will default to FY27	9/1
☐	All purchase orders, iBuyNU and non-catalog created in FY25, then rolled into FY26, will be closed. All open purchase orders, iBuyNU and non-catalog created in FY26 will be rolled into FY27.	9/4
☐	All receive by dollar amount and blanket purchase orders (except FM receive by dollar amount and grant subcontracts) will be closed	
	Purchase orders, iBuyNU and non-catalog, with a pending change order not approved by 6:00 pm will be closed this includes purchase orders with a status of pending approval or denied	

TO DO	DATE
EXPENSE REPORT (INCLUDES MY WALLET) PROCESSING | ACCOUNTS PAYABLE 1-7339	
☐ NUFinancials open for processing Payment Requests and Expense Reports in both FY26 and FY27. Fiscal year is determined by invoice date and/or travel dates	**9/1-9/4**
☐ FY26 electronic submissions (expense reports, payment requests) must reach the Accounts Payable inbox by 5:00 pm to guarantee payment in FY26, including Expense Reports with My Wallet transactions	**9/1**
☐ FY26 expense reports not yet submitted into workflow will remainin pending status and will not be deleted. ☐ They will be assigned an FY27 accounting date. FY26 Expense Reports with Pending Approvals will be sent back for resubmission in FY27	**9/4-9/6**
PAYROLL APPOINTMENTS & ADJUSTMENTS | PAYROLL 1-7362	
☐ Deadline for submitting payroll adjustments (overpayments, underpayments, check reversals and refunds) to Payroll for the final FY26 adjustment pay date	**8/4**
☐ Cutoff for monthly position/appointment forms (including Summer Salary) due to HR Operations for the monthly 8/31/26 pay date	**8/5**
☐ Last day to submit paperwork for new faculty hires for the 9/30/26 pay date	**8/5**
☐ Temporary/Special pay paperwork due to HR Operations by 5:00 pm for the 8/21/26 pay date	**8/10**
☐ School/unit approval deadline for Additional Pay for monthly 8/31/26 pay date (100% charged to FY26)	**8/19**
☐ Biweekly Paydate. Biweekly regular and temporary payroll charges are 100% to FY26	**8/21**
☐ Temporary/Special pay paperwork due to HR Operations by 5:00 pm for the 9/04/26 pay date ☐ School/unit approval deadline for Additional Pay for adjustment 9/1/26 pay date (100% charged to FY26)	**8/24**
☐ School/unit approval deadline for biweekly Additional Pay for 9/04/26 pay date (100% charged to FY26)	**8/26**
☐ Enter and approve all deployed payroll journal entries in myHR for 8/31/2026 monthly paydate by 5:00 pm for processing to the FY26 general ledger	**8/28**
☐ Monthly pay date	**8/31**
☐ Deadline for paper journals (submitted to Payroll) to be charged to FY26	**9/1**
☐ Biweekly Paydate. Biweekly regular and temporary Payroll charges are 100% to FY26 (no fiscal year split) ☐ Temporary/Special pay paperwork due to HR Operations by 5:00 pm for the 9/18/26 pay date	**9/4**
☐ Enter and approve all deployed payroll journal entries in myHR to be charged to final FY26 Adj GL ☐ Adjustment payroll GL run. Final payroll GL runs for FY26 (5:30 pm). All charges to FY26. Over-90 day journals not approved by 5:00 pm will post to FY27 when approved.	**9/10**
☐ Biweekly pay date. Biweekly regular and temporary payroll charges are split 10% FY26 and 90% FY27. Merit increases reflected in this paycheck ☐ First FY27 payroll encumbrances reflected in Cognos	**9/18**
IN OCTOBER	
Refer to the Monthly Closing Calendar at northwestern.edu/controller for FY27 period 1 (September) accounting period deadlines	

For technical assistance please contact the IT Support Center: 847.491.4357 (1.HELP), option 2, or consultant@northwestern.edu

Visit **northwestern.edu/controller/fiscal-year-end** to view additional resources to help ensure a smooth transition in the closing of FY26 and the opening of FY27