



TO: All Xavier Employees
FROM: Financial Operations and Payroll
DATE: May 5, 2026
SUBJECT: Fiscal Year 2026 Closing Deadlines

Fiscal Year 2026 (FY26) funds from July 1, 2025 to June 30, 2026. All expenses for goods and services must be recorded in the fiscal year in which they are received or provided, regardless of payment date. Accounting and Accounts Payable may adjust transactions to ensure proper fiscal-year reporting. Job aids for Workday can be found at www.xavier.edu/workday

Invoice Submission

All FY26 invoices must be received by Accounts Payable no later than **Friday, July 10th**.

- Email invoices to invoices@xavier.edu
- Include the PO number on the invoice and in the email subject line
- Do not submit invoices for services that are not completed by **Tuesday, June 30th**
- Invoices received after **Friday, July 10th** will be accrued at the Controller's discretion

Purchase Orders

- Buyers need to review all open purchase orders to verify that there is a 3-way match (Ordered, Received, Invoiced)
- Orders that have a 3-way match must be closed by the buyer by **Tuesday, June 30th**
- Purchase Orders without a 3-way match on **Tuesday, June 30th** will be rolled into the next fiscal year
- If you have received the goods or services but not the invoice by **Monday, June 22nd**, contact the supplier to submit the invoice to invoices@xavier.edu with the PO number as the subject line

Budget Amendments

- Cost Center Managers must review all activity in Workday.
- Budget Amendments must be completed by **Friday, July 10th**

Journal Entries

- Cost Center Managers must review all activity in Workday
- Journal Entries must be completed by **Friday, July 10th**
- Pending journals left in draft status will be deleted on **Monday, July 13th**

P-Card Transactions

- Transactions posted through **Tuesday, June 30th** must be reconciled by **Friday, July 10th**.

Expense Reimbursements Reports:

- Expense claims must be entered into Workday by **Thursday, July 2nd**
- Expense claims approvals must be completed by **Friday, July 10th**

HR/Payroll

- Payroll accounting adjustments for FY26 must be submitted by **Thursday, July 2nd**
- Faculty 9 over 12 deferred pay requests must be entered by **Friday, July 31st**. Requests received after this date will be processed in the next academic year. Payroll cannot change pay distribution after the first pay for faculty in the fiscal year.

Accruals and Deferrals

Invoices for goods and services received after **Tuesday, June 30th** will be recorded in the fiscal year in which the goods and services were received. Accounts Payable will accrue FY26, however, you may contact accounts payable to bring attention to an expense making sure an expense is accrued or deferred appropriately.

If you have any questions, please do not hesitate to contact the appropriate department:

Accounting (accounting@xavier.edu)

Accounts Payable (accounts_payable@xavier.edu)

Financial Planning and Budgets (FPBreports@xavier.edu)

Payroll (payroll@xavier.edu)

Procurement (procurement@xavier.edu)

University Purchasing Card (pcard@xavier.edu)