

MEMORANDUM

SUBJECT: 2025 Fiscal Year End Cutoff Deadlines

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TO: Executive Officers, Associate and Assistant Officers, Council of Academic Deans, Off-Campus Units, Legal Counsel, Department Chairs, Superintendents, Other Academic Heads, Area Finance Officers, Directors, Supervisors, and Department Administrative Staff

FROM: Office of the Controller, Budget Office, Procurement & Contract Services, Modernization Team

DATE: May 15, 2025

SUBJECT: 2025 Fiscal Year End Cutoff and 2026 Budget Development Timeline

The following dates have been established for the 2025 fiscal year end cutoff and 2026 budget development timeline. This memo and other more descriptive memoranda which may affect your departments are available online at the following addresses:

<https://genacct.wsu.edu/whats-new/>

<https://budget.wsu.edu/fy-2026-budget-development/>

Please note the dates indicated below are the cut-off dates for **final approval** of the business processes. To ensure the correct posting to FY25, the transactions must complete the full business process before the cut-off date. **Transactions that need to post to FY25 after 7/1/25 require an accounting date of 6/30/25.**

EXPENDITURES

- **Payroll Costing Allocation** transactions for FY25 must be fully approved by **5 PM on July 2, 2025.**
- **Payroll Accounting Adjustments** for FY25 must be fully approved by **July 7, 2025.**
- **Supplier Invoices for goods and services** must be submitted by **Friday, June 20, 2025,** for priority posting to FY25.
- **All supplier invoices for goods and services** received on or before Monday, June 30, 2025, will continue to be processed through **Monday, July 7, 2025,** based on materiality. Supplier invoices for goods and services received after July 1, 2025, will be processed in **FY26** after year end close.
- **Supplier invoices from subcontractors** with grant worktags must be submitted to Sponsored Program Services by **Friday, June 6, 2025,** for FY25 posting.
- Please promptly receipt all goods in Workday for purchase orders when they arrive.
- **Receipt Accrual:** Goods or services received for a purchase order prior to June 30, 2025, need to be receipted in the Workday system. Purchase order lines received but not invoiced will be recorded as an expense in FY25 and reversed in **FY26.** This will post at close of business on **July 7, 2025.**
- **All manual journals and accounting adjustments** for FY25 must be fully approved by **July 7, 2025.** Please remember that some journals require multiple approval steps, and all steps must be completed by July 7, 2025.
- **Manual journals and accounting adjustments** with **grant worktags** for FY25 must be submitted by **Friday, June 6, 2025.**
- **Termed grants in overspent status** must be cleared by **Friday, June 13, 2025.**

MEMORANDUM

SUBJECT: 2025 Fiscal Year End Cutoff Deadlines

- All FY25 **Pcard and CTA transactions** must be verified by **Monday, July 7, 2025**. For instructions on how to ensure that a verification entered after 7/1/25 posts in FY25, please see the Knowledge Base Article link [“How to change the accounting period when verifying a Pcard Transaction”](#).
- **Spend authorizations for travel expenses** on or after July 1, 2025, that request cash advances prior to this date will be charged to the budget in the current fiscal year.
- **Airline tickets** purchased before July 1, 2025, for travel on or after 7/1/25, will be charged to the current fiscal year.
- **Final adjustments via manual journals:** *We will re-open the month of June on July 8, 2025, to allow departments to make final adjustments via manual journals. Please remember some journals require multiple approval steps, and all steps are required to be completed by **[5 PM] on July 8th**.*

INTERNAL SERVICE DELIVERIES (ISD)

- **ISD’S** must be fully approved by **Monday, July 7, 2025**, to post in FY25. **FY26** ISD’s may also be processed during the first week of July. Please remember some ISD’s require multiple approval steps and all steps must be completed by this date for FY25 posting.
- ISD’s that include **grant worktags** must be submitted by **June 6, 2025**.

REVENUE

- **Customer Cash Receipts** for goods and services sold by your department during the last week of June must be **received** in the Cashier’s Section of the Bursar’s Office by **noon, Monday, June 30, 2025**. A minimum of two cash deposit turn-ins during the last week is suggested. To the extent possible, we ask that departments **avoid large deposits on Monday, June 30th**. This will be a busy day for the cashiers and large deposits drive unnecessary delays.
- **Customer Cash Receipts** for electronic payments received in the bank prior to June 30, 2025, may be recorded and deposited with the cashiers from **July 1, 2025, to July 7, 2025**. Please ensure a detailed attachment is included in the customer cash sale in Workday that includes the date the funds were received. The customer cash sale needs to be dated the same date that the funds were received.
- All **accounts receivables** for goods and services and **any corrections** to accounts receivable transactions in **MyWSU** should be reported to the Bursar’s Office (335-9711) as early as possible, but **no later than noon on Friday, June 27, 2025**.

PROPERTY INVENTORY

- **Equipment received on or before June 30, 2025**, which meets Property Inventory criteria **MUST have a property inventory tag assigned** and the paperwork returned to Property Inventory (Campus Zip 1025) by **Friday, July 11, 2025** to be in compliance with the [State Administrative & Accounting Manual Section 30 Regulations](#), and *Procedure* guidelines and [Section 20.50](#) of the *WSU BPPM*.

COMMITMENTS AND OBLIGATIONS

- Commitments and Obligations for Expense and Procurement will be rolled forward to **FY26** at close of business on **Monday, July 7, 2025**. Departments are asked to clear outstanding commitments and obligations prior to that time. Reports that will help identify spend authorizations, requisitions and purchase orders that need to be cleared are below:
 - **Spend Authorization Commitments**

MEMORANDUM

SUBJECT: 2025 Fiscal Year End Cutoff Deadlines

- To find outstanding commitments posted with an accounting worktag due to spend authorization, run **CR PRO Find Spend Authorizations**. Enter the accounting worktag in the “Line Worktags” prompt or enter the hierarchy of the accounting in the “Line Worktag Hierarchies” field. Check the checkboxes for “Include Spend Authorization Line Details”, “Include Spend Authorization Line Amounts”, and “Has Commitment Amount Remaining”. After the report has run, commitment amounts are found in the “Commitment Amount”, “Commitment Amount Liquidated”, and “Commitment Amount Remaining”.
- **Requisition Commitments**
 - To find outstanding commitments posted with an accounting worktag due to requisitions, run **CR PRO Find Requisitions**. Enter the accounting worktag in the “Line Worktags” prompt or enter the hierarchy of the accounting worktag in the “Line Worktag Hierarchies” field. Check the checkboxes for “Include Requisition Line Details”, “Include Line Amounts”, and “Has Commitment Amount Remaining”. After the report has run, commitments amounts are found in the “Commitment Amount”, “Commitment Amount Liquidated”, and “Commitment Amount Remaining”.
- **Purchase Order Obligations**
 - To find outstanding obligations posted with an accounting worktag due to purchase orders, run **CR PRO Find Purchase Orders**. Enter the accounting worktag in the “Line Worktags” prompt or enter the hierarchy of the accounting worktag in the “Line Worktag Hierarchies”. Check the checkboxes for “Include Purchase Order Line Details”, “Include Worktag Hierarchies”, and “Has Obligation Amount Remaining”. After the report has run, obligation amounts are found in the “Obligation Amount”, “Obligation Amount Liquidated”, and “Obligation Amount Remaining”.

PLEASE FORWARD THIS INFORMATION TO YOUR BUSINESS ASSET TRACKING SPECIALIST AS SOON AS POSSIBLE.

Please distribute this memo within your department. **Questions** should be referred to Tami Bidle at **509-335-1202**. Thank you for your cooperation.

cc:	Jennifer Druffel	Shannon Newport	Matt Skinner
	Betsy Jinks	Kim Lawton	Arthur Whitten
	Kami Carter	Kaity Bass	Eric Rogers
	Sandy Jutte	Ben Howard	Bob Ames
	Kim Akin	Chris Conway	Maggie McFadden
	Kim Small	Gerik Kimble	Chris Jones

MEMORANDUM

SUBJECT: 2025 Fiscal Year End Cutoff Deadlines

INTERNAL CLOSING SCHEDULE – FISCAL YEAR 2025

<u>DAY</u>	<u>DATE</u>	<u>ACTION</u>
Friday	June 6	Accounting adjustments, manual journals and supplier invoices for subcontractors with grant worktags must be submitted
Friday	June 13	Termed grants in overspent status must be cleared
Friday	June 13	Appendix A for physical inventory
Friday	June 20	Supplier invoice submission priority deadlines to be included in FY25. <i>*Note: From Friday, June 21 to Friday, July 5, submitted invoices will be processed based on materiality to be included in FY25.</i>
Friday	June 27	MyWSU Accounts Receivable and any corrections due to Bursar's Office by 12 PM
Monday	June 30	Customer Cash Deposits due to Bursar's Office by 12 PM
Monday	June 30	Fiscal Year End
Wednesday	July 2	Payroll costing allocation transactions fully approved by 5 PM
Monday	July 7	Commitment and obligation roll forward will run at close of business
Monday	July 7	Payroll accounting adjustments must be fully approved
Monday	July 7	All FY25 Pcard and CTA transactions must be verified
Monday	July 7	All FY25 receipts for travel or reimbursements must be expensed
Monday	July 7	Accounting adjustments and manual journals must be fully approved
Monday	July 7	Internal Service Delivery (ISD) transactions must be fully approved
Monday	July 7	Receipt accrual to run at close of business
Monday	July 7	Close Workday to all operational transactions
Tuesday	July 8	Allow departments to process manual journals for clean-up. All journals need to be fully approved by end of day July 8 th .
Wednesday	July 9	Final State expense adjustment. Close June in Workday. Finance will run carry forward at end of day
Wednesday	July 9	AFRS Year End Runs
Friday	July 11	Property Inventory Reports Due
Friday	July 11	Physical Inventory Reports Due
Monday	July 14	Accounts Receivable Reports Due
Friday	July 18	FY25 Core and Non-Core Budget Plan closed to departments
Friday	August 8	FY25 Core Budget Roll Forward
Friday	August 8	FY26 Core & Non-Core fund budgets loaded to Workday from Adaptive Planning