The University of Alabama
Fiscal Year End Closing
September 30, 2026

The following information is to assist you during the transition from the University fiscal year ending September 30, 2026 to fiscal year 2027 beginning October 1, 2026. Accounting Standards require that expenses be recorded in the fiscal period to which they are applicable.

ACCOUNTS PAYABLE DEADLINES:

Concur Invoices – All expenses incurred through September 30 that are applicable to fiscal year 2026 must be charged to your 2026 budget. Fiscal year 2026 expenditures should be processed in Concur as soon as possible after the expense is incurred. Concur invoices must be submitted and completely through the approval flow to Accounts Payable **no later than 5:00 PM, October 6th, 2026.**

Concur Travel, Entertainment and Reimbursement Expense Reports – Expenses for trips taken through September 30 are to be charged to your 2026 budget, submitted and completely through the approval flow to Accounts Payable as soon as possible after the completion of the trip, but **no later than 5:00 PM, October 6th, 2026**.

For prepaid invoice items or travel expenses (e.g., registrations, flights, hotel deposits), please charge to expense and/or reconcile the P-Card charge in fiscal year 2026. If a single charge exceeds $25,000 for UA, please contact Candace Holliday (mccra005@ua.edu) for assistance in moving a charge to prepaid expense. If a single charge exceeds $5,000 for either the Capstone Foundation or 1831 Foundation, please contact Starr Deas (msdeas@ua.edu) or Tabitha Lee (tilee@ua.edu) for assistance.

Concur PO Invoices - Departments will need to submit and approve the Concur PO Invoices assigned to the users as soon as possible for purchase orders where the product has been delivered. For questions regarding Concur PO Invoices, contact Accounts Payable.

BUDGET DEADLINES:

Budget Changes – If necessary, budget change requests pertaining to fiscal year 2026 prepared in October should be made using a transaction date of 9/30/2026. Fiscal year 2026 budget changes should be completed, approved, and in the Budget Office approval queue **by 5:00 PM on October 14th, 2026**. Any fiscal year 2026 budget changes that are incomplete or have not reached the Budget Office approval queue by October 14th will not be processed. Budget changes should be limited to (1) those recording funding from outside your college/division, (2) release dollars for cost-share transfers, or (3) those involving contract & grant activity which are processed by Contract & Grant Accounting.

Personnel Action Forms – PA's for pay earned in fiscal year 2026 and paid on the October 15 monthly supplemental must be submitted **no later than 5:00 PM, October 1st.**

Personnel Action Forms for redistribution of pay related to fiscal year 2026 must be in the Budget Office **no later than 5:00 PM, September 18th.**

Biweekly Payroll ending September 26th and run October 2nd will charge to fiscal year 2026. Biweekly Payroll ending October 10th and run October 16th will charge to fiscal year 2026 for days worked in September (3) and fiscal year 2027 for days worked in October (7).

FINANCIAL ACCOUNTING DEADLINES:

Budget Statements – A preliminary September budget statement will be provided via ePrint on **October 1st**. September will remain open and fiscal year 2026 processing will continue with varying deadlines as indicated in the information below. Final Period 12 September Budget Statements will be available October 19, 2026.

Interdepartmental Transfers – Interdepartmental Transfers (IDT) for expenditures made prior to September 30th are to be charged to 2026 and should be submitted through the Online IDT form using a transaction date of 9/30/2026 **no later than 5:00 PM, October 14th.**

Journal Entries/FUPLOADs/Corrections – Journal entries, FUPLOADs and requests for corrections to 2026 transactions should be submitted to Financial Accounting and Reporting **no later than 5:00 PM, October 14th**. Journal Entries for fiscal year 2026 should be submitted through the Online JV form using a transaction date of 9/30/2026.

OTHER DEPARTMENT DEADLINES:

Campus Mail Service – Campus Mail Service will close out September 2026 at the **end of business on the September 30th**. Any transactions occurring through 9/30/2026 will post to the 2026 budget. Transactions occurring after 9/30/2026 will post to the October 2026 budget statement (fiscal 2027).

Supply Store Purchases – The Corner and Towncenter locations of the Supply Store will be closed 9/11 through 9/13 for inventory. The Student Center location will be open 9/11 and closed 9/12 and 9/13 for inventory. If departments would like to purchase supplies in FY 2026, they can do so until **5:00 PM on September 30th at any location**.

University Printing – Only jobs **received September 30th or before and completed** by October 5th will be charged to your 2026 budget. Jobs received September 30 or before that are not completed by October 5th will be charged to your 2027 budget. Funds will not be encumbered for jobs that are not completed.

PIRs - Requests to encumber funds in fiscal year 2026 via Project Initiation Request (PIR) must be submitted to Construction Administration by **September 9, 2026**. All questions regarding the PIR/PAF process should be directed to Cory Stokesberry at cstokesberry@ua.edu.

PURCHASING DEADLINES:

Purchase Orders – Fiscal year 2026 orders must be created and approved by close of business **Friday, September 18th, 2026** to allow time for issuance of a purchase order in buyBAMA for the encumbrance to be brought forward to fiscal year 2027. All purchase orders created after September 30 must be charged to fiscal year 2027.

All purchase orders outstanding in fiscal year 2026 will be carried forward to your 2027 budget. A budget increase equal to these commitments will be processed to your 2027 budget to the degree that funds are available for funds 11000-11012. Departments will be responsible for budgeting encumbrances in all other funds, if appropriate.

Encumbrances will roll forward **October 19th.**

Bids – Items for bid must be requested by close of business on **September 3, 2026** to allow time for bid advertising requirements, award, and issuance of a purchase order for funds to be encumbered in fiscal year 2026.

PURCHASING CARD SERVICES DEADLINE:

P-Card Transactions – Concur expense reports for P-Card non-travel with a Purchase Date of September 30 or prior **should be reconciled and completely through the approval flow to P-Card Services no later than 5:00 PM on October 6th** and will post to fiscal year 2026.

STUDENT ACCOUNT SERVICES DEADLINES:

Daily Cash Transmittals, Web Deposits – Any receipts related to fiscal year 2026 should be sent to the Student Account Services Office **by September 30th, 2:00 PM**.

DEADLINES FOR YEAR END CLOSING

Date	Time	Type of Transaction
September 3	5:00 PM	Bid requests
September 9	5:00 PM	PIR/PAF against FY 2026 budget
September 18	5:00 PM	Purchase Orders in BuyBama
September 18	5:00 PM	Payroll Redistributions due to Budget Office
September 30	2:00 PM	Daily Cash Transmittals and Web Deposits to Student Account Services
	5:00 PM	University Printing Requests
	5:00 PM	Campus Mail Service Transactions
	5:00 PM	Supply Store Purchases
October 1	5:00 PM	Supplemental Pay
	5:00 PM	Preliminary Sept 30 budget statements available on ePrint
October 6	5:00 PM	Concur Travel, Entertainment & Reimbursement Expense Reports to Accounts Payable/P-Card Services
	5:00 PM	Concur Invoices to Accounts Payable
	5:00 PM	Concur P-Card Non-Travel to P-Card Services
October 14	5:00 PM	Interdepartmental Transfers to Financial Accounting and Reporting
	5:00 PM	Journal Entries/FUPLOADs/ Corrections to Financial Accounting and Reporting
	5:00 PM	Budget Changes
October 19	8:00 AM	Encumbrances roll forward
	1:00 PM	Final Period 12 September 30 budget statements available on ePrint
October 23	1:00 PM	September UASPEF Endowment Income recorded
October 26	1:00 PM	September 30 budget statements with endowment income/adjustments through 10/23 available on ePrint.