



FISCAL YEAR END 2026 INSTRUCTIONS

DEADLINE INFORMATION FISCAL YEAR 2026 INSTRUCTIONS

As a unit serviced by a Shared Services Center, you will need to observe the earlier deadlines outlined below to ensure the SSC processing staff is able to successfully meet the required central office fiscal year end deadlines

Please note, the deadlines below in **BLUE** indicate the OPSSC RT Ticket deadline, while the deadlines in **BLACK** indicate the UMBC Central Office deadline. The OPSSC deadline applies only to those transactions that are submitted to OPSSC for processing via RT. Any transactions processed directly by your unit, should follow the UMBC Central Office deadline.

Close Purchase Orders

For instructions to close Purchase Orders for Year-End, please open an RT click here: [Close PO Instructions.](#)

Requisitions

May 26, 2026 - OPSSC RT Ticket Deadline

June 1, 2026 - Central Office Deadline

Contact: Rosetta Butler rbutler2@umbc.edu

FY26 Requisitions must be approved by Department Approver by COB.

Requisition / Purchase Order after deadline or with [*Unforeseen Issues*](#) may appear as an encumbrance.

Ideally, this deadline is enough time for item to be Shipped then “Received in PAW” to post as an expense in FY26 — barring any [*Unforeseen Issues*](#) or missing items below:

- Items not “Received in PAW” by “**Receipt for Goods & Services Deadline**”, will be Encumbrance, which will roll into the next Fiscal Year.
- “Receipt” more closely determines what Fiscal Year the Expense will appear. See “**Receipt for Goods & Services Deadline**” below.

Budget Amendment

June 1, 2026 - OPSSC RT Ticket Deadline

June 5, 2026 - Central Office Deadline

Contact: Jared Fincke jfincke@umbc.edu

Email Budget Amendments to adjust the **FY26** budget to the Budget Office.

Payment and Wire Requests

June 8, 2026 - OPSSC RT Ticket Deadline

June 12, 2026 - Central Office Deadline

Help: [RT: Get Help >General Question>AP](#)

Payment and Wire Requests must be approved by Department Approver by COB.

All requests submitted after the deadline will be recorded in the next Fiscal Year or if there are any [*Unforeseen State Delays*](#)

Processing Payment Requests will resume July 1, 2026. [Click HERE for Instruction](#)

June 12, 2026

Travel Expense Reports

Help: [RT: Get Help >General Question>AP](#)

All expense reports must be approved by Departmental Approver by COB.

Travel reimbursement expenses received after deadline will be recorded in next fiscal year or if there are any [*Unforeseen State Delays*](#).

Review UMBC's [Travel Policy and Procedures](#).

June 12, 2026

Pcard PURCHASE

Payroll Retro

June 9, 2026 - OPSSC RT Ticket Deadline

June 15, 2026 - Central Office Deadline

Contact:

Payroll-Accounting-group@umbc.edu

Payroll 2026-025 is Final Payroll in FY26 to accept Retros.

Payroll 2027-002 will be next payroll allowing retros. [See Payroll Calendar](#)

Receipts, Invoices, and Contracts for Goods and Services

June 11, 2026 - OPSSC RT Ticket Deadline

June 17, 2026 - Central Office Deadline

Enter Receipts along with invoices / supporting documents to AP.

Must be approved by Departmental Approver by COB.

- If item is not "Received in PAW" by the **"Receipt for Goods & Services Deadline"**, Encumbrance will roll into next Fiscal Year.
- "Receipts" that miss deadline or are missing the invoices or supporting documents will be paid in the next Fiscal Year. [Click HERE for Instructions.](#)

June 17, 2026

Petty Cash

Petty Cash received by deadline will be in FY2026.

<https://businessservices.umbc.edu/petty-cash/>

June 17, 2026

Working Fund Check

Working Fund checks issued by COB will be recorded as expenditures for FY26, *only* if the check has been reconciled. (All paperwork, receipts and/or money has been returned to the Working Fund Custodian.) **Help:** [RT: Get Help >General Question>AP](#)

June 17, 2026

Foundation Reimbursement

Visit USM Foundation for **NOON** Reimbursement Details [USM Foundation](#).

Please complete RT ticket when USM eDRF has been submitted. [RT Foundation Wire](#)

The last batched wire receipt will be dated on June 29, 2026.

R*STARS Inter-Agency Payment

June 12, 2026 - OPSSC RT Ticket Deadline

June 18, 2026 - Central Office Deadline

R*STARS Payment Transactions must be approved by Departmental Approver by COB. Be sure to include required items to ensure item gets into FY26: [Click HERE for Instructions.](#) **Help:** [RT: Get Help >General Question>AP](#)

June 22, 2026

Inventory & Plant Accounting

All [DocuSign](#) inventory changes, additions, or disposition requests must be picked up by Student Workforce by deadline to be recorded in FY26. [Click HERE for Inventory webpage.](#) **Contact:** Tina Carter-Brown tcbrown@umbc.edu

June 23, 2026

Off-Campus Billing

Please email Off-Campus billing request forms to Jasmine Zacharias (zacharia@umbc.edu) by deadline. [Click HERE for Off-Campus Billing webpage.](#)

Restricted Journals

June 17, 2026 - OPSSC RT Ticket Deadline

June 23, 2026 - Central Office Deadline

Journal Entry Earlier deadline for Restricted Funds: 1114,1115,1253. Journals must be approved by Department Approver by COB of deadline.& [Join Deadline Calendar](#)

Payroll DBE's

June 23, 2026 - OPSSC RT Ticket Deadline

June 29, 2026 - Central Office Deadline

Payroll DBE for PR 2026-026 must be completed online by COB. [Click HERE "Straddle Fiscal-Year" DBE Instructions.](#)

Contact: Payroll-Accounting-group@umbc.edu

June 29, 2026

Pcard REALLOCATION

Pcard PURCHASE for FY26 should be made by PURCHASE deadline.

CONTINUE TO USE PCARD. Transactions after deadline may post in FY27.

Pcard REALLOCATION:

- Reallocate transactions loaded on June 23-29 daily after 11:00am.
- Reallocate until June 29 at 11:59 PM.

If UMBC experiences unforeseen bank delays this week, any unallocated transactions will post to the default chartstring on June 30, 2026.

Any Pcard charges after Reallocation Deadline will be in next Fiscal Year. NOTE: Reallocation of **both** May and June charges will be required in order to meet year-end fiscal deadlines with the State of Maryland.

June 29, 2026

Cash Receipts / Deposits

Items received on or before deadline must be delivered to Student Business Services, 300 Administration Building. [Click for SBS Departmental Deposit webpage.](#)

- Everything must be received by 12:00 PM **NOON**

For departments that process their own deposits, paperwork for deposits pertaining to FY26 must be received by Student Business Services (SBS) by deadline. Any items received after the cutoff times will be posted to next Fiscal Year. Contact: Amita Naik anaik@umbc.edu

Unrestricted Journals

June 23, 2026 - OPSSC RT Ticket Deadline

June 30, 2026 - Central Office Deadline

Journals must be approved by Department Approver by COB of deadline. Restricted Funds have an earlier deadline.

“Journal Date” dictates the Fiscal Year, please back-date journal to **6/30** for Unrestricted Journals for FY26. [Click HERE for Instructions to backdate Journal.](#) & [Join Deadline Calendar](#)

June 30, 2026

Dept. Scholarship 00005145

Please clear Departmental Scholarship Project before Year-End. [Click Here for Instructions](#)

July 1, 2026

Central Departments will have the following available for FAD Finance Reports: [Payroll Accrual](#), Aux. Admin Overhead, and Deferred Summer Revenue by deadline.

July 1, 2026

Payroll- DBE FY27 is open. [Click here for "Straddle Fiscal-Year" DBE Instructions](#)

PO Rollover FY26 for purchase orders waiting for delivery of items and receipts to be entered.

R*STARS Inter-Agency Receipt

Departments expecting transactions from another State agency must coordinate directly with that agency to ensure processing. Contact the applicable agency to verify that the agency has posted each transaction. **Highly Recommended: Coordinate with agencies ~2 weeks prior to the State's deadline.**

Once received by State Deadline, transactions will be recorded in PeopleSoft Finance by July 15, 2026 to be included in FY26 if **R*Stars Notice RT ticket** is complete.

Please follow instructions for the **R*Stars Notice RT Ticket**: [Here](#). **Contact:** Menchu Esteban menchues@umbc.edu