



MEMORANDUM

DATE: August 20, 2025

TO: Budget Unit Heads

FROM: Joanne N. Jones, Controller

SUBJECT: Fiscal Year 2025 Year-End Closing Schedule *jnj*

The following year-end provisions apply to purchase orders, procurement card transactions, vouchers, and other budget-related items for FY25. Please review carefully to ensure timely processing.

1. PURCHASE REQUISITIONS, PURCHASE ORDERS AND/OR SOLICITATIONS

Requisitions must be received by Procurement and Business Services no later than **Friday, September 5, 2025**.

- Change Orders requiring payment must be received by **Friday, September 5, 2025**.
- Zero Dollar Purchase Orders will be closed on **Friday, September 12, 2025**; Change Orders for these must be submitted by this date.
- Solicitation requests (e.g., Request for Bid/Proposal) must be received by **Friday, August 29, 2025**.

Questions? Email purch@uah.edu. For year-end inquiries, include “**Year End Inquiry**” in the subject line.

2. PROCUREMENT CARDS

All PCard transactions that post by **Tuesday, September 30, 2025** must be fully coded and allocated by **Monday, October 6, 2025**. Transactions generally post within **1–3 business days**. Allocations will be uploaded to Banner on **Tuesday, October 7, 2025**.

Any transactions not allocated by **Monday, October 6, 2025** will post to Banner using the cardholder’s **default allocation codes**.

Questions? Email pcard@uah.edu. For year-end inquiries, include “**Year End Inquiry**” in the subject line.



3. TRAVEL VOUCHERS

- Travel completed before August 31, 2025: Submit by Friday, September 12, 2025.
- Travel completed between September 1–30, 2025: Submit within 7 days of trip completion.

All FY25 travel vouchers must be received by **Tuesday, October 7, 2025**.

Questions? Email travel@uah.edu. For year-end inquiries, include “**Year End Inquiry**” in the subject line.

4. ACCOUNTS PAYABLE

Please submit all Miscellaneous Vouchers, MMR Forms, invoices, and wire forms—including online and automatic bank draft payments—to Accounts Payable by **Friday, September 12, 2025**.

Accounts Payable will continue to process invoice payments received after **Friday, September 12, 2025**. However, due to the high volume of year-end transactions, requests to pay submitted after this date may not be processed and paid within FY25, and expect delays for any documents submitted after **Friday, September 12, 2025**.

Questions? Email miscvoucher@uah.edu or accountspayable@uah.edu. For year-end inquiries, include “**Year End Inquiry**” in the subject line.

5. BUDGET CARRY FORWARDS - NON-STATE FUNDED VS. STATE-FUNDED BUDGETS

All roll-forward requests are due by **Monday, October 6, 2025**.

Encumbrance Roll Forwards

Non-State Funded Sources:

Budgets from non-state funded sources—including Departmental, Contracts and Grants, Gifts/Endowments, and Plant Funds—will automatically roll forward to FY26. No roll forward request is necessary for these funds.

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State Funded Sources:

State-funded budgets will expire at the end of the fiscal year (Tuesday, September 30, 2025). If you have an active purchase order (PO) on a state-funded org code that will not be paid in FY25, please email your roll forward requests to budgettransfers@uah.edu.

Be sure to attach a PDF of the Encumbrance Query for each state-funded org with POs that need to be rolled forward. Requests cannot be processed without this documentation.

For instructions on how to run an Encumbrance Query, visit the Budgets website: <https://www.uah.edu/budget/self-service-help>.

Revenue Roll Forwards

All revenue in state-funded org codes will automatically be carried forward as part of the year-end process—no roll forward requests are needed for these funds.

If you have revenue in **Org Code 2**, you must request to transfer it to your state account **before Tuesday, September 30, 2025**. Please note that Org Code 2 revenue will **not** be rolled forward.

ICR 8% Balance Roll Forwards:

ICR 8% account balances will be rolled forward automatically—no request is required.

If you have any questions, please email budgettransfers@uah.edu. For year-end questions, include **“Year End Inquiry”** in the subject line.

6. BARNES & NOBLE PURCHASES

Departmental requisitions must be made by **Friday, September 5, 2025** to post to FY25. Purchases after this date will post to FY26.

7. ENCUMBRANCES

Departments must ensure that all old outstanding encumbrances are closed by **09/30/2025**.

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8. DEPARTMENTAL DEPOSITS

All departmental deposits must be delivered to the Cashier's Office by **4:00 PM on Tuesday, September 30, 2025** to ensure they are recorded in the FY25 fiscal year. Per policy, all receipts must be deposited on the day they are received; deposits cannot be held for the new fiscal year.

Questions? Contact Sundance Knox, Bursar at 824-6223.

9. FIXED ASSETS

All survey forms are due to the Fixed Asset Department by **Monday, September 15, 2025**. Submit all surplus requests by **Monday, September 15, 2025**.

Questions? Email assetmgmt@uah.edu or Agatha at adj0025@uah.edu. For year-end inquiries, include **"Year End Inquiry"** in the subject line.

10. INTERNAL TRANSFERS

Postage, telephone distribution, computer charges, maintenance agreements, inventories, Copy Center, Cylinder, Bookstore, temporary employment charges, machine shop, and all other internal transfers must be recorded by year-end.

Departments must send internal transfer requests to the **Office of Accounting and Financial Reporting** by **noon on Friday, October 3, 2025**.

All cost transfer requests on sponsored projects must also be submitted to **Contracts & Grants** by **noon on Friday, October 3, 2025**.

All **FUPLOAD** feeds must be submitted to **OIT** by **noon on Friday, October 3, 2025**.

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The **FY25 Year-End Closing Schedule** provides key deadlines. All data entry adjustments for FY25 must be submitted to the Accounting Office by **noon on Monday, October 6, 2025**.

FY25 YEAR-END CLOSING SCHEDULE

Thursday, September 18, 2025

Labor and leave forms due by **12:00 PM** to Payroll Services (eLabor, Biweekly Labor Report, and WTE).

Monday, September 22, 2025

All retros must be received by **5:00 PM**.

Wednesday, September 24 - Friday, September 26, 2025

Payroll for the pay period ending **September 16** will be processed and fed to Banner Finance.

Thursday, September 25 - Monday, September 29, 2025

Retros will be processed for all pay periods prior to the **September 3 – September 16** pay period. This is the **final processing window for state Orgs**.

Monday, October 6, 2025

- Provide the Office of Accounting and Financial Reporting with a list of non-cash gifts and donated services from Advancement. Record all UAH gifts in the Cash Receipts Journal and notify Accounting.
- Provide the Office of Accounting and Financial Reporting with a list of disposed Library books.
- Labor statements will be available.
- Submit Miscellaneous Vouchers for expenses incurred through September 30 by **4:45 PM**.
- Submit Travel Vouchers for trips taken through September 30 by **4:45 PM**.

Wednesday, October 8, 2025

Monthly closing journal vouchers will be processed.

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Thursday, October 9, 2025

- General Ledger Balance Forward Process will run to open the accrual period.
- Close Period 12.
- The Encumbrance Roll process will run for open purchase orders only; requisitions will not be carried forward. Assistance from OIT will be required to resolve any errors.
- Contracts & Grants Accounting personnel are to process billing for the month ended September 2025.

Friday, October 10, 2025

- Preliminary Year-End Budget Statements (ZBDSTMT) will be run.
- Budget statements should be thoroughly reviewed for accuracy by department personnel.
- Monthly reports from OIT will be run.
- Actual indirect cost income allocation from the Office of the VP for Research due to the Office of Accounting and Financial Reporting by close of business.
- All general ledger accounts checked and reconciled.

Wednesday, October 15, 2025

- Final adjusting journal entries to be entered into the system.

Thursday, October 16, 2025

- Run GASB reports.

Tuesday, October 21, 2025

- Assemble financial data.

Wednesday, October 22, 2025

Budget Carry Forward Process will run at night. OIT assistance will be needed to correct any errors.

Monday, October 27, 2025

Final Year-End Budget Statements will be run.

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For additional questions, please contact:

- Joanne Jones, Controller – 824-2244
- Akeem Alexander, Director of Accounting and Financial Reporting – 824-6170
- Rosalin Speed, Manager of Accounts Payable – 824-2251
- Beatrice Ellis, Manager of Fixed Assets and Capital Improvements – 824-2233
- Carla Byrd, Director of Procurement and Business Services – 824-6484
- Freedom Bannerholt, Director of Financial Planning and Analysis – 824-2243
- Valarie King, Director of Contracts and Grants Accounting – 824-2231

CC:

Accounting & Financial Reporting
Accounts Payable
Budget Office
Procurement Services
Charger Card Operations
Contracts and Grants Accounting
Office of Sponsored Programs
Office of Information Technology