

June 2025						
Sun	Mon	Tues	Wed	Thur	Fri	Sat
						1
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30					
July 2025						
Sun	Mon	Tues	Wed	Thur	Fri	Sat
		1	2	3	4	5
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30	31		

**University of Maryland  
Office of the Controller  
Fiscal Year 2025 Closing  
Schedule**

Deadline	Description
<b>Friday, 5/30</b>	<b>Purchase Orders</b> Last day to submit Requisitions in Workday for inclusion in FY25. Contact <a href="#">Tiffany Morand</a> in Strategic Sourcing or <a href="#">Rex Fitch</a> in Construction and Facilities Procurement. Note: depending on the complexity of the procurement not all requisitions may be converted to POs by 6/30/2025.
<b>Saturday, 5/31 4:00 pm</b>	<b>Purchasing Card*</b> All purchasing card verifications and full approvals for the statement-billing period ending 5/26/25 must be completed by Saturday, May 31, 2025. Contact <a href="#">Pamela McNally</a> on extension 5-2898 with any questions.
<b>Monday, 6/2</b>	<b>Payroll Check Cancellations</b> Payroll checks cancellation requests due to Payroll 1101L Chesapeake Building. Contact <a href="#">Kim Williams</a> on extension 5-7480.

<b>Deadline</b>	<b>Description</b>
<b>Monday, 6/2</b>	<b>Non-Payroll Check Cancellations</b> Non-payroll checks returned for cancellation are due in Accounts Payable, 3101 Chesapeake Building. Contact <a href="#">Jaci Kilgore</a> on extension 5-2644 with any questions.
<b>Monday, 6/2</b>	<b>Supplier Invoices</b> Supplier invoices must be received, all Supplier Invoice Requests must be approved in Workday and routed to AP by 6/3 to be recorded as expenditures by June 30. Contact <a href="#">Jaci Kilgore</a> on extension 5-2644 with any questions. *Note: Match Exceptions must be cleared by June 16.
<b>Monday, 6/2</b>	<b>Working Fund Disbursements</b> Working Fund checks for which all documentation (i.e. invoices, receipts, etc.) have been received by the Working Fund issued up to and including this day will be recorded as expenditures for FY 2025. Checks disbursed and/or receipts received between 6/3 and 6/27 <b>may be</b> recorded as expenditures for FY2025, but it is not guaranteed. Contact <a href="#">Jeanna Reaves</a> on extension 5-2634 with any questions.
<b>Monday, 6/2</b>	<b>Guest Travel Reimbursements</b> Guest Travel Expense Reports must be fully approved in Concur for Accounts Payable to process for FY2025. <b>REMINDER:</b> Guest Travelers must be set up in Workday by <b>Thursday, May 29<sup>th</sup></b> Contact <a href="#">Jaci Kilgore</a> on extension 5-2644 with any questions.
<b>Monday, 6/2</b>	<b>Non-Travel Employee Reimbursements</b> This is the last day for full approval of non-travel employee reimbursements in Concur. Contact <a href="#">Jaci Kilgore</a> on extension 5-2644 or <a href="#">Tyler Parsons</a> on extension 5-5718 with any questions.
<b>Wednesday, 6/11</b>	<b>Concur Travel Management Program</b> Employees with a 9 month/22 pay period appointment, summer pay and summer research appointment must have their travel reimbursements fully approved by 5 pm to be reimbursed in FY25 in PP25 paycheck. Contact <a href="#">Pamela McNally</a> on extension 5-2898 with any questions.
<b>Friday, 6/13</b>	<b>Terrapin Trader</b> – All internal recycling charges and purchases from Terrapin Trader will be charged to FY 2025 funds. Contact <a href="#">Jeff Flowers</a> on extension 5-5852 with any questions.
<b>Friday, 6/13</b>	<b>Worktag Creation and Maintenance</b> Last day to submit request for new or modifications to various worktags including drivers, operational, or optional for FY25.  Contact <a href="#">Trina Tanner</a> on extension 5-2633 with any questions on

<b>Deadline</b>	<b>Description</b>
<b>Friday, 6/20</b>	<b>Purchasing Card Transactions</b> Last day to use the purchasing card for FY25 transactions. Contact <a href="#">Pamela McNally</a> on extension 5-2898 with any questions.
<b>Friday, 6/20</b>	<b>Budget Amendments (BAs)</b> All Budget Amendments must be Finalized by this date to be reflected in Adaptive and recorded in FY 2025. Contact <a href="#">Daniel Catalano</a> on extension 5- 7827 with any questions.
<b>Sunday, 6/22</b>	<b>Concur Travel Management Program</b> 12 month employees that need their travel paid in FY25 must have their travel reimbursements fully approved by 5 pm. Contact <a href="#">Pamela McNally</a> on extension 5-2898 with any questions.
<b>Tuesday, 6/24</b>	<b>Student Financial Services and Cashiering Distributes FY25 Credit Card Revenue</b> This is the last day for the SFSC Office to distribute FY 2025 credit card revenue. All subsequent credit card revenue will be recorded in FY 2026. Contact <a href="#">Denise Moore</a> on extension 5-9017 with any questions.
<b>Thursday 6/26</b>	<b>Open Purchase Orders</b> Please be sure to close all PO's or PO lines by this date. Refer to instructions located in the <a href="#">Close a Purchase Order</a> job aid.
<b>Thursday 6/26</b>	<b>Cash Receipts to Student Financial Services and Cashiering</b> All cash receipts must be delivered to the Cashier's Office, 1115 Lee Building, Thursday, 6/26 for inclusion in FY25. Contact <a href="#">Tina Dowd</a> on extension 5-9015 with any questions.
<b>Friday, 6/27</b>	<b>Year- Expenditure Accruals (Supplier invoices)</b> As we approach year-end, please remember to create receipts in Workday for any <b>material</b> amounts related to <b>services rendered or goods received</b> on or before June 30, 2025, <b>for which invoices have not yet been received</b> . If you have any questions about this process, please join us for our <b>Supplier Match Exceptions Just-in-Time session</b> on <b>Thursday, June 5</b> .  <b>Other Accruals</b> Separate guidance will be forthcoming regarding accruals for prepaids and deferrals.

Deadline	Description
<b>Friday, 6/27 3:00 pm</b>	<p><b>Integrations - Automated "Feeder" Systems Final Input to WD*</b></p> <p>All integrations from automated billing/posting systems must be submitted and transferred to the WD system by Friday, 6/27 to be included in June first close. This includes any files that have been rejected and need corrections.</p> <p>Systems not meeting this cut-off date should be -dated July 1 with Fiscal Year = 2026 (and University Fiscal Period = '01' for WD formatted files) and assigned the first batch number of FY 2026. Contact <a href="#">Russell Hatfield</a> on extension 5-1500 with any questions.</p>
<b>Friday, 6/27 Noon</b>	<p><b>Journal Vouchers (Journals, Transfers, PreWorkday Payroll, Payroll Accounting Adjustment (PAA), Student Reimbursement, and Journal EIBs)</b></p> <p>All Journal Vouchers must be received by Central Administration by this date to be included in the June 30 Period first closing.</p> <p><u>Please keep in mind the workflow process in WD and allow sufficient time for your driver worktag managers to review and approve the documents.</u></p> <p><b>*Reviewers*</b> – Please act on the items in your Action List. Other Campus Units depend on you to review and approve documents promptly, as they will be affected if their drivers are also on the document. See auto cancellation note below.</p> <p>Contact <a href="#">Teri Oyegoke</a> on extension 5-5672 with questions on journals.</p> <p>Contact <a href="#">Jeff Kirby</a> on extension 5-1865 with any questions on PAAs.</p> <p>Contact <a href="#">Trina Tanner</a> on extension 5-2633 with any questions on EIBs</p>
<b>Monday, 6/30</b>	<p><b>Auto Cancellation – Journal Vouchers</b></p> <p>All Journal Vouchers in progress or submitted to Central Administration after the cutoff date of Friday, June 27th will be automatically canceled.</p>
<b>Monday, 6/30 4:00 pm</b>	<p><b>Purchasing Card*</b></p> <p>All purchasing card verification and full approvals for the statement-billing period ending 6/25/25 must be completed by Friday, June 27, 2025.</p> <p>Contact <a href="#">Pamela McNally</a> on extension 5-2898 with any questions.</p>
<b>Wednesday, 7/2</b>	<p><b>June Account Information Available.</b> If there is a delay with the posting of the data, an announcement will appear on <a href="https://finance.umd.edu/accounting">https://finance.umd.edu/accounting</a></p>

Deadline	Description
<b>Wednesday, 7/16</b>	<p><b>WD Year End Journal Vouchers</b> All Year End Adjustment Journals must be received by Central Administration by this date to be included in the June (July 18) <i>second closing</i>.</p> <p>Note: <b>Journals, Transfers, and Journal EIBs</b> journal sources are the same. You will need to change the date of the document to June 30, 2025 and add 'FY25' to the memo. Please remember the business workflow process in WD and allow enough time for driver managers, cost center managers, <b>and</b> central approvers to review the documents.</p> <p><i>*Approvers*</i> - Please act on the items in your Action List. Others are depending on you to review and approve documents in a timely manner as they may be affected if their accounts/drivers are on the documents as well.</p> <p>Contact <a href="#">Trina Tanner</a> on extension 5-2633 with any questions.</p>
<b>Friday 7/18</b>	<p><b>Second Close Begins</b></p> <p><b>Auto Cancellation – Journal Vouchers</b> All second close June Journal Vouchers in progress or submitted to Central Administration after the cutoff date of Wednesday, 7/16 will be automatically canceled.</p>
<b>Friday, 7/25</b>	<b>Final June Close Begins.</b>
<b>Monday, 7/28</b>	<p><b>Reporting with Final June Information.</b> If there is a delay with the posting of the data, an announcement will appear on <a href="https://finance.umd.edu/accounting">https://finance.umd.edu/accounting</a></p>
<b>Friday, 8/1</b>	<b>July Month-End (FY26)</b>