Stacy Roe (sroe)

From: Julie Smith (jsmith23)
Sent: Wednesday, May 27, 2026 5:44 PM
To: 'budget-managers@umw.edu'; Jessica Alston (jbatten); Brittany Bailey (bbailey5); Patrick Bailey (pbailey2); Andrew Baldacci (baldacci); Lauren Bass (lbass); Dei Bayer (dbayer); Maegan Beale (mbeale2); Michael Benson (mbenson4); Randall Bove (rbove); Mary Bullock (mbullock); Pamela Carter (pcarter3); Patrick Catullo (pcatullo); Holly Chichester-Morby (hchiches); Forrest Clift (fclift); Julia Coates (jcoates); Christopher Cook (ccook); Julia DeLancey (jdelance); Bridgette Dennett (bdennett); Maxxx Dennis (mdennis3); Terra Dickinson (tdickins); Robin Dufilho (rdufilho); Rita Dunston (rdunston); Alex Ecklund (aecklund); Emily Elliott (eelliot3); Joel Ernst (wernst); Kelly Eury (keury); Amy Filiatreau (afiliatr); Kathleen Flanagan (kflanaga); Nichol Forbes (nforbes); Vivian Garnett-Lynch (vgarnett); Brian Gorham (bgorham); Rachel Graefe-Anderson (rgraefea); Jessica Haghverdi (jhaghver); Michael Hall (mhall2); Kirkwood Hall (khall6); Wes Hillyard (rhill5ch); Anna Hollrah (abarton); Michael Hubbard (mhubbar2); Melissa Jones (mjones6); Robin Jones (rjones); Jarod Kearney (jkearney); Cameron Keefe (ckeefe); Peter Kelly (pkelly3); Kimberly Kopp (kkopp); Greta Kratowicz (gkratowi); Brooks Kuykendall (jkuykend); Caroline Leassear (cleassea); Robin LeBlanc (rleblanc); Lynn Lewis (llewis); Miriam Liss (mliss); Lindy Lynn (llynn); Morgan Mangold (mmangold); Andrew Marshall (amarsha2); Susan Martis (smartis); Jeffrey McClurken (jmcclurk); Kevin McCluskey (kmcclusk); Samantha McDonough (sbergero); Heather Meadows (hmeadows); Keith Mellinger (kmelling); Kevin Minter (kminter); Mollie Moore (mmoore); Sarah Moran (smoran2); Kasey Morello (kmorello); Donald Motley (dmotley); Sherece Nelson Scott (snelsons); Douglas Noble (dnoble); Meredith O'Connell (moconne4); Tim O'Donnell (todonnel); Amy O'Reilly (aoreilly); Christy Pack (dpack); Melina Patterson (mpatters); Jonathan Piersol (piersol); Lauren Pilcher (lmcdonal); Jennifer Pinkerton (jpinkert); Kelsey Proctor (kprocto2); Christie Pugh (cpugh); Julie Pugliese (jpuglies); 'Christian Ramos (cramos2)'; Jon Reynolds (jreynol2); Mele Richardson (mrichar3); Gregory Rose (grose); Danielle Ross (dross); Marcel Rotter (mrotter); Jesse Rowley (jrowley3); Lori Ruger (lruger); Jose Sainz (jsainz); Kelly Samuels (kernst); Kathy Sandor (kunderwo); Marion Sanford (msanford); Leah Schweitzer (lschweit); Anjanie Skornia (askornia); Lauren Slater (llasalle); Kelli Slunt (kslunt); Taryn Snyder (tsnyder3); Nicole St John (nstjohn); Rosemarie Staggs (rstaggs); Gregg Stull (gstull); Filiz Tabak (ftabak); Robert Trowbridge (rtrowbri); Stephanie Turcios (sturcios); Katie Turcotte (kturcott); Timmy Wallace (twallace); Michael Walsh (mwalsh5); Nancy Wang (nwang); Dantaye White El (dwhite2); Angelique White-Toombs (awhiteto); Janice White-Wormley (jwhite); Wilma Willard (wwillard); Beth Williams (bwilli22); Christopher Williams (cwilli27); David Wilt (dwilt); Susan Worrell (sworrell); Melissa Yakabouski (myak); Kimberly Young (kyoung3); Jeanne Campbell (jcampbe2); April Brecht (abrecht)
Cc: Melva Kishpaugh (mkishpau); Lauren Bass (lbass); Debra Cash (dcash); Christine Lynch (clynch); Laura Temple (ltemple); Lindsay Fare (lfare); Cheryl Lankford (cander27); Arin Doerfler (adoerfle); Anthony Dahm (adahm); Stacy Roe (sroe); Vanessa Koszyk (vkoszyk); Vicki Eppes-Ward (veppeswa); Deborah Burton (dburton); Beth Williams (bwilli22); Pam Taggert (ptaggert); Kate Wheeler (kwheeler); Sheila Williams (swillia3); Christopher Wesley (cwesley)
Subject: UPDATED - Fiscal Year End Reminders
Attachments: FY26 year-end memo 2026 01 28.pdf

Follow Up Flag: Follow up
Flag Status: Completed

Good Afternoon,

You'll find a few fiscal year-end deadline reminders in the snip below and a complete list in the attached and on Finance's **Training Compliance and System Support website.**

Reminders from the **April BUG meeting**:

- Please **review your open purchases orders and determine if they should remain open or if they can be closed**. Open purchase orders indicate that the University has an outstanding obligation for future payment. If that's not the case, the purchase order needs to be closed. You'll find more information in the email from Vanessa sent April 8th and attached here.

- **Banner fund 3511 should not be used in fiscal year 2027. If you currently use 3511 and are entering FY27 requisitions and orders in eVA, please use 3111 instead.**

Date	FY26 Action Deadline
June 9	Reimbursement requests for travel and non-travel must be **entered** in Emburse Enterpris Chrome River
June 12	Last day to request misapplied expense corrections. Submit requests to your assigned ar Budget Office. To assure proper reporting and analysis, budget transfers intended to cor account deficits can no longer be performed.
June 12	Reimbursement requests for travel and non-travel must be **approved** in Emburse Enterp formerly Chrome River
June 14	Last day of work for wage and student employees Hours worked June 15 and beyond will be paid in the following fiscal year
June 15	Timecards for Wage and Student employees must be approved no later than 10am
June 15	All non-thirty-day direct pay invoices must be entered in Banner and submitted to Accounts Payable. Contact Accounts Payable about invoices received after June 15.
June 22	Foundation check requests for FY26 must be received at the Foundation **by noon** on the Do Not submit FY27 check requests prior to July 1
June 23	Last check run for FY26. Check date June 24, 2026
June 25	Last day to order from Storeroom. Orders must be received **by 10am**
June 26	Last pay day in FY26 for wage and student employees
June 29	All credit card receipts processed by close of business
June 30	All cash receipts, deposits and credit card settlements submitted to the Cashiers Office **n than 9am**

Banner will be down beginning at 3pm on June 30th for the fiscal year end system roll forward. We expect the process to be complete and Banner to be operational for all users by noon on July 1st.

Enjoy today,

Julie

Julie R. Smith
Associate Vice President for Finance and Controller
Authorized Representative for External Grants
University *of* Mary Washington
Eagle Village 480
540-654-1614

UPCOMING OUT OF OFFFICE

May 28-29	**Off**
June 1	**Off**
June 4-5	**Off**