



MEMORANDUM

11/19/2025

TO: Campus Community
FROM: Dave Marshall, University Controller
SUBJECT: Mid-Year Reporting Review

Financial Services will conduct a mid-year reporting review (mid-year close) for transactions posted between July 1, 2025, and March 31, 2026.

Purpose:

The mid-year close allows departments to identify and correct accounting errors for transactions processed during the stated period. Corrections may include payroll and non-payroll expenditures, purchase orders, or other transactions incorrectly posted. Once the review period concludes, no further adjustments will be permitted for these dates.

Key Dates

- **March 31, 2026:** Mid-year close date
- **April 30, 2026:** Deadline to submit all mid-year close corrections; transactions dated before March 31, 2026, will be closed for further adjustment

Benefits:

The mid-year close helps colleges and departments:

- Ensure timely review and correction of financial data before fiscal year-end
- Strengthen financial planning and allocation of funding sources
- Reduce last-minute year-end transfers
- Enhance accuracy and integrity of year-end reporting

Process:

Submit corrections using the appropriate forms:

- [Expenditure Transfer \(Non-Payroll\) form](#)
- [Payroll Expenditure Transfers - Business Services Forms](#)
- [Request for Purchase order corrections](#) - Email your college or department's Procurement Specialist

Please review your financial data regularly during the reporting period and submit correction requests as early as possible. Financial Services staff are available to assist with the review process and completion of forms. Departments may also request refresher sessions on expense tracking and oversight. For additional guidance, contact information, and training resources, please visit the Administration & Finance website.