



STATE OF RHODE ISLAND  
**DEPARTMENT OF ADMINISTRATION**

Accounts and Control

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TO: Chief Financial Officers

FROM: Dorothy Pascale, State Controller

DATE: April 27, 2026

SUBJECT: Fiscal Closing Schedule

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The purpose of this memorandum is to communicate the dates by which the Office of Accounts & Control must receive various types of accounting documents and other information to ensure:

1. Transactions and journal entries are posted during the fiscal year ending June 30, 2026, and
2. Annual Comprehensive Financial Report is completed by December 31, 2026.

Please plan accordingly to complete all necessary steps for this fiscal close in accordance with the specified timeline. The important dates for your planning purposes are:

- Final Preliminary Close statements to legislature September 1<sup>st</sup>
- Issued Annual Comprehensive Financial Report December 31<sup>st</sup>

In addition to this generic agency year-end timetable certain agencies that perform unique tasks affecting fiscal closing will also be sent a supplemental year-end timetable specially tailored for their specialized tasks. We request that any agency receiving such a supplemental timetable be diligent in performing all the tasks by the dates listed on **both** the generic and the supplemental timetable.

As of FY25 implementation, agencies will be responsible for recording their own accounts receivable and accounts payable in Workday. These entries must be in approval status before August 5<sup>th</sup>. As such, you will not see reference to attachments as in prior years nor receive notifications from Workiva to submit A/R and/or A/P entries. These journal entries will be entered by each respective agency finance team and follow the appropriate approval workflow in the system.

While agencies should be performing account analysis throughout the fiscal year, it becomes especially important during the fiscal closing period for agencies to remove nonessential purchase orders, accounts payable, and journal entries from the system. It is also just as

important to make sure that all financial transactions that have occurred, such as cash receipts, customer receipts, inter-fund transfers, and incurred liabilities have, in fact, been properly recorded in the State's accounting records. Please pay special attention to how your agency recorded federal drawdown receipts. Improper recording will result in an overstatement of accounts receivable and revenue. Failure to keep the accounting records up to date before fiscal closing results in delays and inefficiency for all parties concerned.

Should you have any questions regarding these tasks and their associated deadlines you may contact either Tara Mello, Associate Controller at [Tara.M.Mello@doa.ri.gov](mailto:Tara.M.Mello@doa.ri.gov) or Susan Turcotte, Associate Controller Operations at [Susan.M.Turcotte@doa.ri.gov](mailto:Susan.M.Turcotte@doa.ri.gov).

Thank you for your attention to this matter. We look forward to working with you as we prepare the annual financial statements and reports.

**SUMMARY OF KEY EVENTS**  
**Fiscal Year 2026 Close**

DATE	EVENT
5/8/2026	GASB 87/94/96 responses due to A&C.
5/22/2026	Complete attestation that review of receivable balance is accurate and all cash receipts were properly recorded.
6/2/2026	Agencies should forward account receivable write-off requests to A&C. Notifications of write-off request approval and/or denial will be sent to the agencies by 06/01.
6/2/2026	Agency CFOs will receive a report of the balances in their Source 03, 05 and 09 accounts as of 05/31 so that they have an opportunity to research negative balances and resolve any issues before 06/30. Agency CFOs are responsible for monitoring balances until year end.
6/30/2026	Last day to submit a complete SFY26 Euna invoice in subrecipient portal (allowable invoices received after this date will post in SFY27). Be sure Euna invoices have a reporting period ending on or before 6/30/26.
6/30/2026	<u>In order for a cash deposit to be counted as FY2026 revenue, it must be deposited in the bank on or before 6/30 or earlier.</u> The effective date of the related journal entry must be the date the deposit was made, i.e. 6/30 or earlier.
6/30/2026	Agencies should allocate transactions journaled by Treasury under ledger 100070 (NSF Checks Clearing Account), to the appropriate account.
7/1/2026	Non-Central Agencies may begin entering FY 2027 transactions in the Workday Accounts Payable system.
7/13/2026	Annual imprest cash fund report(s) are due at A&C. This includes both checking and cash box fund reports.
7/13/2026	Last Day to FTP Batches. This is also the last day for submitting all required backup documentation for batches to Accounts & Control.
7/13/2026	Last day for Accounts Payable section to receive FY26 invoices from vendors and agencies for State agencies utilizing the State's centralized pay system. AP Staff must enter by 7/15/26 and enter 6/30/26 in the Accounting Date Override field.
7/13/2026	Last day for agencies to submit mileage reimbursement through the state mileage system.
7/13/2026	Last day for State agencies that do not utilize the State's centralized pay system to enter supplier invoices for FY2026. Be sure to enter 30-JUN-2026 in the Accounting Date Override field for any such FY 2026 transactions initiated on or after 6/30/2026.
7/15/2026	Last day to approve invoices in Euna for them to book to SFY26.
7/17/2026	Last day to final approve invoices and batches in Workday for FY2026
8/4/2026	Receipt journal entries and supporting documentation related to any outstanding FY 2026 cash deposits must be approved by all relevant agency approvers in order to bring them into Treasury's FY 2026 workflow.
8/5/2026	Last day for agencies to record accounts receivable accrual journals.
8/5/2026	Last day for Accounts Payable Accruals Journal Entries to be recorded.
8/7/2026	<b>Last day for agencies to record activities in the June period</b>
8/28/2026	Adjustment period closes.

## Agency CFO General Procedures

Due Date	Procedure	Accounts and Control or Treasury Contact
May 8, 2026	GASB 87/94/96 responses due to A&C.	Anthony Venditelli/Cynthia DeJesus
May 22, 2026	Complete attestation that review of receivable balance is accurate and all cash receipts were properly recorded.	Anthony Venditelli
June 2, 2026	Agencies should forward account receivable write-off requests to A&C. Notifications of write-off request approval and/or denial will be sent to the agencies by 06/01.	Anthony Venditelli
June 2, 2026	Agency CFOs will receive a report of the balances in their Source 03, 05 and 09 accounts as of 05/31 so that they have an opportunity to research negative balances and resolve any issues before 06/30. Agency CFOs are responsible for monitoring balances until year end.	Agency CFOs
June 30, 2026	Last day to submit a complete SFY26 Euna invoice in subrecipient portal (allowable invoices received after this date will post in SFY27). Be sure Euna invoices have a reporting period ending on our before 6/30/26.	Steve Thompson
June 30, 2026	Request to agencies to identify any new capital lease obligations or adjustments to existing capital lease obligations as of year-end.	Anthony Venditelli/Cynthia DeJesus
June 30, 2026	Final check run for RY2026	Linda Costa
June 30, 2026	<u>In order for a cash deposit to be counted as FY2026 revenue, it must be deposited in the bank on or before 6/30 or earlier.</u> The effective date of the related journal entry must be the date the deposit was made, i.e. 6/30 or earlier.	Treasury - Brian Conklin
June 30, 2026	Agencies should allocate transactions journaled by Treasury under ledger 100070 (NSF Checks Clearing Account), to the appropriate account.	Treasury - Craig Rabitaille
July 1, 2026	Non-Central Agencies may begin entering FY 2027 transactions in the Workday Accounts Payable system.	Linda Costa
July 13, 2026	Last Day to FTP Batches. This is also the last day for submitting all required backup documentation for batches to Accounts & Control.	Linda Costa
July 13, 2026	Last day for Accounts Payable section to receive FY26 invoices from vendors and agencies for State agencies utilizing the State's centralized pay system. AP Staff must enter by 7/15/26 and enter 6/30/26 in the Accounting Date Override field.	Linda Costa
July 13, 2026	Last day for agencies to submit mileage reimbursement through the state mileage system.	Bruni Larios
July 13, 2026	Last day for ERP portal suppliers to enter FY26 invoices into the portal.	Alexandra Laflamme
July 13, 2026	Last day for State agencies that do not utilize the State's centralized pay system to enter supplier invoices for FY2026. Be sure to enter 30-JUN-2026 in the Accounting Date Override field for any such FY 2026 transactions initiated on or after 6/30/2026.	Linda Costa
July 13, 2026	Annual imprest cash fund report(s) are due at A&C. This includes both checking and cash box fund reports.	Andrew Morris
July 15, 2026	Last day to approve invoices in Euna for them to book to SFY26.	Steve Thompson
July 16, 2026	Last day for State agencies utilizing the State's centralized pay system to complete the AP receiving function for each invoice that relates to goods and services received prior to July 1.	Linda Costa

## Agency CFO General Procedures

Due Date	Procedure	Accounts and Control or Treasury Contact
July 17, 2026	Last day to final approve invoices and batches in Workday for FY2026	Linda Costa
July 17, 2026	Last day to approve Euna invoices in Workday.	Steve Thompson
July 24, 2026	GASB 84 entries/Review agencies process.	Jack MacDonald
July 27, 2026	Due date for all Escrow Reconciliations to be submitted to A&C.	Anthony Venditelli
August 4, 2026	Receipt journal entries and supporting documentation related to any outstanding FY 2026 cash deposits must be approved by all relevant agency approvers in order to bring them into Treasury's FY 2026 workflow.	Treasury - Brian Conklin
August 4, 2026	Submit RICAP report and Budget to Actual report to Budget Officer and CFO's for comment.	Jack MacDonald
August 5, 2026	Last day for agencies to record accounts receivable accrual journals.	State Agency CFOs
August 5, 2026	Deadline for agencies to record retainage liability for current year (if applicable).	State Agency CFOs
August 5, 2026	Last day for Accounts Payable Accruals Journal Entries to be recorded.	Agencies – CFOs
August 7, 2026	<b>Last day for agencies to record activities in the June period</b>	
August 25, 2026	Preliminary financial reports will be sent to each agency for review.	Alex Herald
<b>August 28, 2026</b>	<b>Adjustment period closes.</b>	<b>Patrick Crawley</b>
December 31, 2026	Annual Comprehensive Financial Report is available on A&C website.	Kayla Marques/ Mike Graham