

FY26 Accelerated Sponsored Projects Year-End Deadlines

SAP S/4 HANA (Project RISE) Conversion & State Biennium Close

This document establishes accelerated year-end deadlines for a defined set of sponsored projects in FY26 due to the SAP S/4 HANA (Project RISE) system conversion and the Kentucky state biennium close. The deadlines contained in this guidance apply only to sponsored projects with the Commonwealth of Kentucky for budget periods ending June 30, 2026 or earlier, and to sponsored projects with any sponsor where final invoices or reports are due in June or July 2026. Where applicable, the deadlines outlined below take precedence over the University's standard year-end close schedule.

Planning Considerations

To meet invoice and reporting deadlines, compressed processing timelines for posting actual expenses are required. SAP GUI will be unavailable on July 17, 2026, with SAP S/4 HANA scheduled to be available beginning July 20, 2026. Early planning and proactive review of expenses and processing times are critical. More information is available at <https://its.uky.edu/projectRISE>.

Applicability

Continuing projects without final invoices or reports due in June or July should follow the University's standard year-end close schedule.

Projects with final invoices or reports due in June or July 2026 must follow the accelerated deadlines in this guidance.

Sponsored project accounts for state awards with budget periods ending June 30, 2026 must follow the accelerated deadlines in this guidance.

Payroll Deadlines

June 22 – Monthly June payroll

June 29 – Bi-weekly Payroll #14 (6/14/26–6/27/26)

July 2 – Payroll accrual postings due

July 13 – Bi-weekly Payroll #15 (6/27/26–7/11/26)

July 15 – Monthly July payroll

Important Payroll Note

If a final invoice or report is due prior to these dates, payroll cost distribution changes made after June 29 (bi-weekly) or June 22 (monthly) will not be included in the final. No Z4 JVs will be accepted for payroll distribution changes within the Earliest Retro Date (ERD).

Non-Payroll Deadlines

June 18 – Cost transfers and expense submissions through 6/15

June 26 – ProCard reports through 6/15; subaward invoices through 5/31

July 1 – Purchase order invoices for expenses incurred through 6/30

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July 6 – Cost transfers, travel, ProCard, service center, and capital transactions through 6/30

July 8 – **CRITICAL:** Final day to post expenses for July finals

July 9 – **CRITICAL:** Affected accounts move to Closing status

July 16 – **CRITICAL:** All June invoices and July finals must be created in SAP GUI and supporting documentation generated and downloaded from Tableau

July 17 – SAP GUI unavailable

Encumbrances

Encumbrances do not represent actual expenses and will not be included as charges on the final invoice or financial report. All costs intended for inclusion must be fully posted as actual expenses by the applicable deadlines outlined in this guidance. Open encumbrances remaining at close will be released and do not satisfy final billing or reporting requirements.

Outcome

Expenses not included on the final invoice or financial report will post to the department's overrun account when the sponsored project account is closed.