

Presented by:
Joyce Chavez, Associate Controller
HSC Unrestricted Accounting
June 4, 2026

Key Dates & Information for FY26 Year End Close

Tips for Meeting PCard Deadlines

- Check your CR EWallet daily.
 - Be sure to read PCard department emails. These are currently being sent daily to alert you to new items that need to be reconciled.

Tips for Meeting PCard Deadlines



*Complete
PCard purchases
on or before **June 30.***

Pcard Deadlines

PCard Report Deadlines

Departments must submit **AND** approve PCard Reports on or before **July 5**.

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For transactions with a transaction date through
6/30/2026

Pcard Reminders

PCard Reports

Do not mix FY26 and FY27 purchases on the same report. Each report should contain only purchases from the same FY.

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Include “FY26” or “FY27” in the name of your report.

Chrome River

CR Expense/Invoice Report Deadlines

Departments must **submit** on or before **June 30**.

* * * * *

Departments must **approve** on or before **July 6**.

Tips for Meeting CR Deadlines

Add a daily reminder to your calendar to check on the status of all CR Reports.

Open Outlook Calendar

-Double-click on the date you want to set a remind for

-Add your “title”

-Ensure the “All day” is not selected

-Select start and end time

-Click on “Make Recurring” to continue the reminder choose the days that you want to be reminded



The screenshot shows the Outlook 'New Appointment' window. The title is 'CR Status'. The start time is 'Mon 6/30/2025' at '8:00 AM' and the end time is 'Mon 6/30/2025' at '8:05 AM'. The 'All day' checkbox is unchecked, and the 'Make Recurring' button is circled in red. The background shows a calendar view for July 2025.

Journal Voucher Deadlines

Departments must submit **AND** approve Journal Vouchers by **5:00 p.m. July 7**. Documents must be back dated to **June 30th** if created between **7/1-7/7** for **FY26**.

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Departments will have no ability to submit JVs from **5:01 p.m. July 7 to 8:00 a.m. July 20**. After July 7th, any material adjustments must be initiated by SOM or HSC Unrestricted Accounting.

PHAREDS Deadlines

- LABOR REDISTRIBUTIONS must be completed by **5:00 p.m. July 7.**
- LABOR REDISTRIBUTIONS access is removed from **5:01 p.m. July 7 to 8:00 a.m. July 20.**

LoboMart Deadlines

- LoboMart Requisitions for FY26 for \$5,000 or less must be completed and approved by departments by **June 5 (tomorrow)**.
- FY27 LoboMart Requisitions can be created at this time.

NSAR Billing Deadlines

- All invoicing for FY26 must be entered by **noon June 30.**
- NSAR backup must be emailed to HSC Unrestricted Accounting by **noon June 30.**
- Ensure that NSAR users close their sessions

Year-End Recap

- **Important Dates**
- **Helpful Tips**

Department Deadlines by Date

Deadline	Transactions
June 5	All PR ≤ \$5,000 approved
June 30	CR Expense/Invoice submitted
June 30 by noon	NSAR invoicing completed by noon; all backup to Unrestricted Accounting by noon. Ensure to “close session”
June 30 by noon	Money lists with cash, checks, daily confirmation letters, and petty cash reimbursements due to Bursar
July 1	Last day to submit vendor invoices to A/P for FY26 payment
July 5	Submit AND approve Pcard FY26 Reports



Department Deadlines by Date

Date	Transactions
July 6	CR Expense/Invoice reports approved by department
July 7	JVs submitted AND approved by department
July 7	PHAREDS completed
July 7 – July 9 7:00 pm	Submit request for material YE JV to Financial Services or SOM
July 7 5:01pm July 20 8:00 am	Departments cannot key JVs or PHAREDS

Department Deadlines by Date

Other Important Dates

Accounts Payable last day to cut checks for FY26 is 7/9

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Final FY26 MyReports will be available on 7/21

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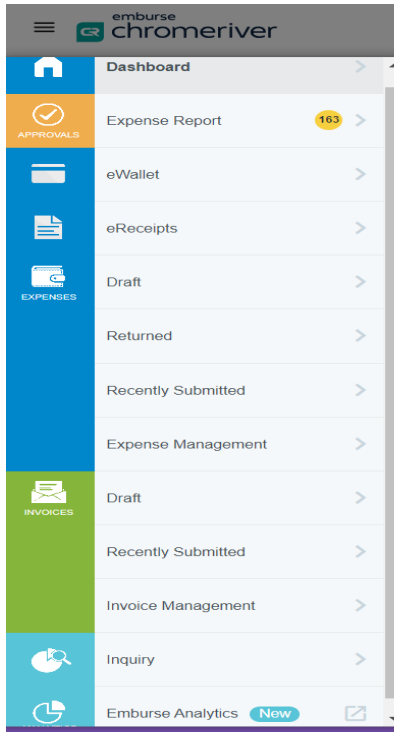
Financial Services Support Center information will email periodic reminders on key dates.

Additional Year-end Close Tasks

- Different from month end close
- Accrual Entries
- Completion of Purchase Orders & Invoices
- Annual adjustments
 - Catastrophic Leave Donation
 - Annual Leave Accrual
 - Endowment true-ups to market value
 - Endowed Spending index distributions

Finding the Approval Status of Chrome River Expense/Invoice Reports

Finding Approval Status



 emburse analytics



All /

Emburse Analytics /

Chrome River Expense

In Chrome River, click on “Emburse Analytics.” When that page comes up click “All.”


Finding Approval Status

 emburse analytics


All

All

Name

 Cynthia Allison

 Emburse Analytics

 University of New Mexico

Open Approvals



A detailed list of all submitted expense items that are pending approval. Reports that are ≥ 10 days.

Open Approvals Invoice



A detailed list of all submitted invoices that are pending approval. Invoices that are unsubmitted, approved, exported, or paid are excluded. The default filters can be adjusted as needed. V1.01

Open Approvals Report - CGA Main



A detailed list of all submitted expense items that are pending approval. Rule ID / rule descriptions added since previous version. V1.02

Choose University of New Mexico. You will see an Open Approvals report for CR Expense and Open Approvals Invoice for CR invoice. These reports can be filtered for your org. and/or number of days they've been waiting on approvals.

How to Filter Open Approval Report

Open Approvals



Expense Header Submit Date is before 10 days ago AND Expense Line Currently Assigned To is any value AND Expense Line Status Approved is Pending AND Expense Owner Customer Unique ID is any value AND Expense Owner Full Name is any value AND Expense Owner Status is any value A...

Click the triangle to expand fields that can be customized for your reporting needs.

Reporting Filter Options –Part 1

Expense Header Submit Date	is before	(relative)	10	days ago
Expense Line Currently Assigned To	is	any value		
Expense Line Status Approved	is	Pending		
Expense Owner Customer Unique ID	is	any value		
Expense Owner Full Name	is	any value		
Expense Owner Status	is	any value		
Custom Fields Report Number	is	any value		
Expense Creator Full Name	is	any value		

Reporting Filter Options –Part 2

AND

Expense Line Allocation Currently Assigned Assigned To Group	is	any value
Expense Line Allocation Currently Assigned Assigned To Person Status	is	any value
Expense Owner Part Of Home Org	is	any value
Expense Owner Part Of Org 3	is	any value
Expense Owner Part Of Org 5	is	any value
Expense Owner Reports To Name	is	any value
Expense Creator Part Of Org 5 Code	is	any value
Expense Line Allocation Currently Assigned Rule Description Short	is	any value

Export Data Set for Analysis

All / University of New Mexico

Open Approvals

3m ago Viewer Time Zone UTC Run

Filters Expense Header Submit Date is before 10 days ago AND Expense Line Currently Assigned To is any value AND Expense Line Status Approved is Pending AND Expense Owner Customer Unique ID is any value AND Expense Owner Full Name

Report Number	Report Submit Date	Expense Owner (EO)	EO Banner ID	EO Level 3 Org	EO Level 5 Org	Part Of Home Org	EO Status	EO Reports To	Days Since Submit	Report Type	Report Name	Amount	Assigned Date	Currently Assigned Group or Person	Assigned To Person Status	Creator	
1	010072...	2025-02...	Schevch...	101339...	AFC Sc...	852A De...	852C IM...	Pending	Troy, Mir...	105	Employee...	A Schev...	\$105.13	2025-06...	Fund03APP / Firmwi...	None	Troy, Mir...
2	010072...	2025-02...	Verma, ...	101886...	AFC Sc...	400A Gr...	400C Gr...	Pending	Medina, ...	100	Employee...	A Verma...	\$310.00	2025-05...	Fund03APP / Firmwi...	None	Easley, ...
3	010073...	2025-04...	Hofler, L...	101656...	AFC Sc...	794A O...	794K O...	Pending	Finn, Pa...	51	Employee...	Hofler C...	\$3,357.12	2025-05...	Fund03APP / Firmwi...	None	Montano...
4	010073...	2025-04...	Hofler, L...	101656...	AFC Sc...	794A O...	794K O...	Pending	Finn, Pa...	51	Employee...	Hofler C...	\$3,357.12	2025-05...	Fund03APP / Firmwi...	None	Montano...
5	010073...	2025-04...	Hofler, L...	101656...	AFC Sc...	794A O...	794K O...	Pending	Finn, Pa...	51	Employee...	Hofler C...	\$3,357.12	2025-05...	Fund03APP / Firmwi...	None	Montano...
6	010073...	2025-04...	Hofler, L...	101656...	AFC Sc...	794A O...	794K O...	Pending	Finn, Pa...	51	Employee...	Hofler C...	\$3,357.12	2025-05...	Fund03APP / Firmwi...	None	Montano...
7	010073...	2025-04...	Lang, D...	102082...	AFC Sc...	389A Of...	389A Of...	Active	Blevins, ...	44	Employee...	Mileage ...	\$93.80	2025-04...	Deborah Lang	Active	Sanchez...
8	010073...	2025-04...	Ortiz, Sy...	102099...	AFC Sc...	389A Of...	389A Of...	Pending	Blevins, ...	44	Employee...	Mileage ...	\$25.20	2025-04...	Syramad Ortiz	Pending	Sanchez...
9	010073...	2025-04...	Craig, A...	102056...	AFC Sc...	099A Ca...	099Y1 ...	Pending	Muller, ...	41	Employee...	ADC_Sp...	\$1,769.07	2025-04...	Amaranta Craig	Pending	Mather, ...
10	010073...	2025-04...	Craig, A...	102056...	AFC Sc...	099A Ca...	099Y1 ...	Pending	Muller, ...	41	Employee...	ADC_Sp...	\$1,769.07	2025-04...	Amaranta Craig	Pending	Mather, ...
11	010073...	2025-04...	Karuma...	102030...	AFC Sc...	400A Gr...	400C Gr...	Pending	Medina, ...	36	Employee...	400C_K...	\$80.00	2025-04...	Zara Karuman	Pending	Ladha, ...
12	010073...	2025-04...	Rodrigu...	102001...	AFC Sc...	400A Gr...	400C Gr...	Pending	Medina, ...	36	Employee...	400C_R...	\$80.00	2025-04...	Fatima Rodriguez Ro...	Pending	Ladha, ...
13	010073...	2025-04...	Newma...	101120...	AFC Sc...	400A Gr...	400C Gr...	Active	Medina, ...	36	Employee...	400C_N...	\$80.00	2025-04...	Ashley Newman	Active	Ladha, ...
14	010073...	2025-05...	McGuire...	101599...	AFC Sc...	400A Gr...	400C Gr...	Active	Medina, ...	34	Employee...	400A_M...	\$80.00	2025-05...	Nichole McGuire	Active	Rodrigu...
15	010073...	2025-05...	Garcia, ...	101573...	AFC Sc...	400A Gr...	400C Gr...	Active	Medina, ...	34	Employee...	400A_G...	\$80.00	2025-05...	Joaquin Garcia	Active	Rodrigu...

- Explore from here CTRL + ALT + E
- Edit
- Save...
- Download ⬇️ ⬆️ + CTRL + L
- Send ⬆️ + ALT + S
- Schedule ALT + CTRL + S
- Edit settings CTRL + CTRL + E
- Merge results
- Clear cache and refresh 🔄 ⬆️ + CTRL + ⬅️
- Move to trash

Questions



“Your Partners in Financial
Clarity and Compliance”

HSC Unrestricted Accounting

If in doubt, reach out!

HSCFinancialServices@salud.unm.edu