



Division of Purchases

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TO: Department Directors and Chief Financial Officers
FROM: Jay Hauser, State Purchasing Agent
DATE: April 1, 2026
SUBJECT: SFY26 Fiscal Year Close Deadlines and Instructions

RECAP OF NEW CHANGES/UPDATES IN PROCESS FROM PRIOR FISCAL YEARS

- All SFY27 requisitions must be held by agencies until the SFY27 General Ledger opens in Workday.¹
 - No placeholder account number will be made available for pre-entry of SFY27 requisitions.
- ETSS no longer processes automatic fiscal year-end closeout for open releases/Purchase Orders.
 - Agencies must manually reduce/close out unspent Purchase Order balances as needed prior to fiscal year end or the available/unspent encumbrance will automatically transfer to the SFY27 budget when the rollover process is initiated (typically mid- to late August).²
 - The Division of Purchases will not be disseminating a rollover spreadsheet to agencies; please utilize the "Find Purchase Orders" report in Workday to monitor and action open POs.³
- All agencies are responsible for monitoring their own open awards to ensure that open POs can/should be rolled over into the next fiscal year.
- Monitor Accounts & Control website/communications for official Controller's Fiscal Closing Schedule.

FISCAL YEAR CLOSE PREPARATION BY AGENCIES

- All agencies must close out (reduce and/or cancel) any unspent Purchase Orders/releases that have been paid down in full and are no longer needed/not required to roll over into SFY27.
 - Agencies must ensure that all pending invoice payments have been issued before taking this action; once cancelled, POs cannot be reopened to issue outstanding payments.
- If any Purchase Orders/releases are left open at the time of the rollover process, that encumbrance will transfer to the SFY27 budget (including prior year rollover POs that may have migrated from RIFANS⁴).

SFY26 PROCESSING AND SUBMISSION DEADLINE: MONDAY, JUNE 22, 2026

- New SFY26 requisitions (including but not limited to Grants/Delegateds).⁵
- Change Orders (Purchase Orders).
- Amendments (Supplier Contracts).
- Supplier Contract Releases.

¹ GL open/close dates will be determined and shared by the Office of Accounts & Control.

² The job aid to reduce and/or close out open Purchase Orders is located at <https://ridop.ri.gov/media/1686/download?language=en>.

³ The job aid to run a "Find Purchase Orders" report is located at <https://ridop.ri.gov/media/1596/download?language=en>.

⁴ Workday no longer limits how many fiscal years a PO rolls over; agencies must review the Find Purchase Orders report to ensure that prior year rolled over POs are actioned appropriately.

⁵ All requisitions must be fully approved in the agency-level workflow and submitted in "approval-ready" condition (i.e., complete, accurate, all documentation attached, accounted for and in final approved form) for Purchases processing no later than the deadlines noted above; requisitions received after these dates may be returned to the agency for resubmission when SFY27 General Ledger opens for business in Workday.