

FY26 SUMMARY OF DEADLINES/CUT-OFF'S BY SECTION

ACCOUNTS PAYABLE

ITEMS	Deadline/Cut-off	Note
PO Review, liquidations and exceptions consolidated list are due	Friday, August 28	
Deadline for depts to submit stop payments/cancellation affidavits and documentation	Friday, September 11	
Deadline for depts to approve Expense Reports for FY 2026 to central Finance queue	Friday, September 18	
Last day for departments to 'verify' pcard transactions up to 9/4	Friday, September 18	
Last day to approve petty cash reimbursement voucher in Informs for FY26	5:00pm - September 14	Please ensure petty cash is reconciled and there's no pending petty cash reimbursements
Signature Authorization Forms, EOY forms including Petty Cash form Due	5:00pm - September 21	Forms indicate who they should be emailed to in Finance
Deadline for departments to approve Single Payment Vouchers and re-issues (SSC)	Monday, September 21st	
Last day to submit AP interfaces	Wednesday, September 23rd	
Construction invoices received in construction	12:00pm - Friday, September 25th	
Last day to request new Finance Only suppliers	5:00pm - Tuesday, September 29th	
ALL invoices - including construction received by CAPTIVA	12:00pm - Wednesday, Sept 30th	
Last Day for Departments to create receipts	5:00pm - Thursday, October 1st	
Last Day for Departments to Approve Payment Requests and PO Invoices	12:00pm - Friday, October 2	Cut-off for final approval of Payment Requests, PO invoices, adjustment vouchers (credit memos) and wires/ACH Debits by Departments
AP module FY27 open	Monday, October 5th	
AP Journal Vouchers - departments to approve	5:00pm - Tuesday, October 6th	Cut-off for Departments to approve in Informs.

GENERAL LEDGER

ITEMS	Deadline/Cut-off	Note
Physical Inventories are due to PIOD	Monday, August 31, 2026	Annual Inventory of Capital Equipment
Book to Bank Reconciliations: - All bank transactions must be reconciled in INFORMS	5:00pm - October 6	Final reconciliations are due by October 21, 2026. Must include: Signature of preparer and reviewer, and a copy of the bank statement.
Interdepartmental Journal Entries cut-off	5:00pm - October 7	Entries affecting other Departments.
County-wide Interest Distribution Journal posted by Finance	5:00pm - October 7	Recording interest revenue to all departments.
Payroll accruals posted by Comptroller Finance Operations Dept	12:00pm - October 7	New approach will be used this year as discuss in the presentation
Accruals Journal Entries and Intradepartmental Journal entries cut-off	9:00pm - October 9, 2026	Dept Encouraged to process invoices prior to AP cutoff. Accrual entries will be subject to central finance approval. Accrual entries should be set to automatic reversal. (Intradepartmental) Journal Entries affecting your own Departments.
Grant adjustment Journal Entries cut-off (balancing entries)	12:00pm - October 13, 2026	All grants must be balanced by this date.
Final Year-End Reports as of period 12	Available for self-service Friday, October 16, 2026	
CAFRFull Ledger Allocation as of period 12 (Enterprise Departments)	Available Monday, October 19, 2026	
Single Audit Workpapers	Wednesday, November 4, 2026	Please scan and email the completed Single Audit Workpapers and all supporting documentation to: Aliane Casaus – alane.casaus@miamidadeclerk.gov Lisset Elliott – lisset.elliott@miamidadeclerk.gov
Fund Financial Statement Reconciliation - Governmental Funds	Friday, November 20, 2026	Submit in electronic format only to Ninoska Mendoza. Please follow provided checklist and sign off. Important: include detailed variance analysis narrative.

ACCOUNTING RECEIVABLE/BILLING

ITEMS	Deadline/Cut-off	Note
Last day to submit Interdepartmental Billing (ID) interfaces	5:00pm - October 5	
Accounts Receivable Direct Journals for Electronic fund transfers (I.e. ACH, Wires) received in the County's GOA on September 30, 2026, or before	5:00pm - October 6	Processed in INFORMS AR Module. Deposit accounting date must be September 30, 2026.
Creating Accounts Receivable Items, Billing External Transactions - including grants with manual billing cut-off	12:00pm - October 13	AR/BI module will be closed after 12pm for FY26.