



Year-End Close – Reminder of Upcoming Deadlines

As a reminder, in preparation for the close of the Fiscal Year 2024, Financial Affairs and Payroll has prepared the FY24 year-end memo and corresponding calendar that highlight important processes and deadlines between now and August 2024.

The memo and calendar can be found on the Financial Affairs website:

<http://www.uwyo.edu/budget-finance/financial-affairs/year-end-information>

A few upcoming deadlines to be aware of include:

Due Date	Items Due
Thursday, June 13 th	Expenditure / Receipt Corrections originating in May 2024
	IDTs initiated by the revenue department through May 2024
Friday, June 14 th	Budget transfers in FY24 due to Budget Office
Tuesday, June 18 th	Requisitions and PO change orders in the buyer's worklist by this date will be processed in FY24
Wednesday, June 19 th	Expenditure / Receipt Corrections originating in June 2024 are due June 19, 2024
	FINAL deadline for IDTs initiated by revenue dept. to be included in fiscal year 2024 books
Thursday, June 20 th	Notify Asset Management of any fabricated equipment

Friday, June 21 st	Expense reports and non-PO invoices must be approved and received in Payment Services worklist
	P-card transactions originating prior to June 1 must be reconciled and the expense report approved and received in the Payment Services worklist
	PO invoices must be emailed to accounts-payable@uwyo.edu
Tuesday, June 25 th	Departmental deposits to the Cashier's Office that do not use an X code will need to be deposited by 2:00 pm on Tuesday, June 25, 2024 to ensure being included in FY24
Wednesday, June 26 th	Deposits to Cashier's Office that use an X code due to ensure inclusion in FY24
Thursday, June 27 th	Tagging of Capital Assets purchased through May 31st
	Last Payment Services Check / ACH cycle in FY24
Friday, June 28 th	Payroll costing corrections for salaries paid in May 2024 are due, with all approvals, to the Payroll Office by June 28, 2024
	For Requisition/PO amounts to be applied to the FY24 budget: <ul style="list-style-type: none"> • Goods must be physically received by departments by this date • Services must be fully completed by suppliers

If you have any specific questions after reviewing the year-end documents, please do not hesitate to contact the relevant department:

- All Financial Affairs contact information can be found here: <http://www.uwyo.edu/budget-finance/financial-affairs/contact-us>
- Payroll contact information can be found here: <http://www.uwyo.edu/hr/payroll/>

Contact Information

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