



FY20 Year-End Close Reminders

As a reminder, in preparation for the close of fiscal year 2020, the Financial Affairs division has prepared an FY20 year-end memo and corresponding calendars that highlight important processes and deadlines between now to September 2020.

The memo and calendars can be found on the Financial Affairs website under *Year-End Information* or by clicking [here](#).

A few upcoming deadlines to be aware of:

This Week

Wednesday, June 17

- Budget Transfers in FY20 due to the Budget Office by noon
- Expense reports & non-PO invoices must be approved and received in Payment Services worklist
- P-card transactions prior to June 1st must be reconciled and the expense report approved and received in the Payment Services worklist
- PO invoices received by the department must be emailed to accounts-payable@uwyo.edu (Please review invoices, process change orders as needed, verify all approvals are complete, and process receipts prior to forwarding invoices)
 - **Tip:** Use the [Procure to Pay report](#) on the Transactional Reporting Table of Contents to view all PO's that are not closed for your organization. The QRG provides a listing of all status types to know what each status means. If the PO is not in a closed (or finally closed), status the PO is considered still open and action may need to be taken

to close the PO (i.e., receipted in WyoCloud, invoice sent to Payment Services or change order to modify PO to close).

Friday, June 19

- Payroll expenditure corrections for transactions originating between April and May 2020 are due to the payroll office
- Expenditure and Receipt corrections originating in June 2020 are due

Next Week

Monday, June 22

- Final deadline for IDT's initiated by revenue departments for inclusion in FY20 books

Tuesday, June 23

- Requisitions and PO change orders in buyer's worklists will be processed in FY20. Change orders not completed prior to end of the fiscal year will be cancelled.

Thursday, June 25

- Departmental deposits without an x code must be deposited by 2:00 pm for FY20 inclusion

Friday, June 26

- Last payment services check and ACH cycle for FY20

Any updates or additional documentation will be shared via email and posted online. Should 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/administration/financial-affairs/contact-us.html>
- Payroll contact information is on the HR website:
<http://www.uwyo.edu/administration/payroll/>

Contact Information

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