



Month-End Close & Year-End Close Reminders

The month of May was closed on Friday, June 11th in WyoCloud Financial Management & HCM. It is recommended you begin by reviewing the [Account Analysis report](#). The Account Analysis report for May has been run for you, by division, and stored in the [UW warehouse](#).

The [TouchNet report](#) and [Inventory report](#) for the month of May are also available to view.

FY2021 Year-End Close

As a reminder, in preparation for the close of the fiscal year 2021, the Financial Affairs division has prepared an FY21 year-end memo and corresponding calendars that highlight important processes and deadlines between now to August 2021.

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:

Due Date	Items Due
Wednesday, June 16 th	Budget transfers in FY21 due to Budget Office 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 before forwarding invoices)
Thursday, June 17 th	Expense reports and 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
Friday, June 18 th	Expenditure / Receipt Corrections originating in June 2021 are due
Monday, June 21 st	FINAL deadline for IDT's initiated by revenue dept. to be included in fiscal year 2021 books
	Requisitions and PO change orders in a procurement buyer's worklist by this date will be processed in FY21
Friday, June 25 th	Last Payment Services Check / ACH cycle in FY21
	Departmental deposits that do not use an X code will need to be deposited by 2:00 pm to ensure being included in fiscal year 2021
	Payroll costing corrections for salaries paid in May 2021 are due, with all approvals, to the Payroll Office

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: <https://www.uwyo.edu/hr/payroll/>

Contact Information

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