



### Year-End Close – Reminder of Upcoming Deadlines

As a reminder, in preparation for the close of the Fiscal Year 2023, Financial Affairs and Payroll has prepared the FY23 year-end memo and corresponding calendar that highlight important processes and deadlines between now and August 2023.

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
Monday, June 12 <sup>th</sup>	Expenditure / Receipt Corrections originating in May 2023
Tuesday, June 13 <sup>th</sup>	IDTs initiated by the revenue department through May 2023
Thursday, June 15 <sup>th</sup>	Budget transfers in FY23 due to the Budget Office
	PO invoices must be emailed to <a href="mailto:accounts-payable@uwyo.edu">accounts-payable@uwyo.edu</a>
Friday, June 16 <sup>th</sup>	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
Monday, June 19 <sup>th</sup>	Expenditure / Receipt Corrections originating in June 2023
Tuesday, June 20 <sup>th</sup>	<b>FINAL</b> deadline for IDTs initiated by the revenue department to be included in FY23

	Requisitions and PO change orders in the buyer's worklist by this date will be processed in FY23
	Inform Asset Management of all fabricated equipment that will be fully constructed and in service by June 30th. Provide department, building, location, and employee name
Friday, June 23 <sup>rd</sup>	Last Payment Services Check / ACH cycle in FY23
Tuesday, June 27 <sup>th</sup>	Departmental deposits that do not use an X code will need to be deposited by <b>2:00 pm</b> to ensure being included in fiscal year 2023
Wednesday, June 28 <sup>th</sup>	Deposits to Cashier's Office that use an X code are due to ensure inclusion in FY23
	Payroll costing corrections for salaries paid in May 2023 are due, with all approvals, to the Payroll Office
Friday, June 30 <sup>th</sup>	For Requisition/PO amounts to be applied to the FY23 budget: <ul style="list-style-type: none"> <li>• Goods must be <b>physically received</b> by departments by June 30, 2023</li> <li>• Services must be <b>fully completed</b> by suppliers by June 30, 2023</li> </ul>

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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