

Note: Fiscal Year 2019 Year-End Calendars are subject to change.

Please check <http://www.uwyo.edu/administration/financial-affairs/year-end-information.html> for the most recent Fiscal Year 2019 Year-End Calendars.

May 2019

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
			1	2	3 -All capital equipment inventories due	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24 -Expense corrections originated prior to 5/1/19 due -IDTs initiated by revenue department thru 4/30/2019 due	25
26	27	28	29	30	31 -Payroll expenditure corrections due for transactions originating between July 2018 through April 2019	

Accounting Deadlines = **Purple**
Payment Services Deadlines = **Green**

Budget & Planning Deadlines= **Brown**
Procurement Deadlines = **Red** Payroll Deadlines = **Orange**

****DEADLINES ARE 4:30 PM UNLESS OTHERWISE NOTED****
Accounts Receivable/Cashier's Office Deadlines= **Gray**

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June

2019

Sunday	Monday	T	Wednesday	Th	Friday	Saturday
						1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
			May 2019 closed (tentative)		-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 - Expenditure/receipt corrections originating in May 2019 due - Payroll expenditure corrections due for transactions originating in May 2019	
16	17	18	19	20	21	22
	-IDTs initiated by revenue departments through May 2019 due in order to be included in FY19 transactions		-NOON: Budget transfers in FY19 due to Budget Office		- Expenditure/receipt corrections originating in June 2019. Further corrections after this date will not be allowed in FY19 -Requisitions and PO change orders in buyer's worklist by this date will be processed in FY19	
23	24	25	26	27	28	29
	-Final deadline for IDTs initiated June 2019 in order to be included in FY19 transactions		-Last Payment Services check/ACH cycle in FY19 -2:00 PM: Deposits to Cashier's Office that do not use an X code due to ensure inclusion in FY19		- Deposits to Cashier's Office that use an X code due to ensure inclusion in FY19	
30						
To be applied to FY19 budget through AP Project: - Goods must be physically received by departments by this date - Services must be fully completed by suppliers						

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July

2019

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
	1 -First day to issue FY20 purchase orders and expense reports in WyoCloud	2	3	4 HOLIDAY 	5 -Payroll expenditure corrections originating in June 2019 due	6
7	8	9	10 -June 2019 closed (tentative)	11	12	13
14	15	16	17	18	19 -Accounts Receivable Project: Listing of departmental accounts receivable due to Accounts Receivable Office	20
21	22	23	24	25	26	27
28	29	30	31 -Last day to reconcile June 2019 P-card transactions			

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August

2019

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				1	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
					-Accounts Payable Project reports emailed to campus for verification	
18	19	20	21	22	23	24
25	26	27	28	29	30	31
	-Accounts Payable Project reports due to Accounting					

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September

2019

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1	2	3 -Second Accounts Payable Project report covering 8/16/19 to 8/31/19 for payments over \$50K to be distributed to departments	4	5	6 -Second Accounts Payable Project report due to Accounting	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30					

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