

FY20 Year End Calendar

May 2020

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
					1	2
3	4	5	6	7	8	9
10	11	12	13	14	15 Payroll expenditure corrections for transactions originating between July 2019 and March 2020 are due to the Payroll Office	16
17	18	19	20	21	22	23
24	25	26	27	28	29 Expenditure / Receipt Corrections with origination dates prior to May 1, 2020 IDTs initiated by revenue dept. through April 2020	30
31						

**FY20 Year End Calendar**

**June 2020**

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
	1	2	3	4	5	6
7	8	9	10	11	12 Expenditure / Receipt Corrections originating in May 2020 are due June 12, 2020	13
14 IDTs initiated by revenue dept. through May 2020	15	16	17 Budget transfers in FY20 due to Budget Office  Expense reports and non-PO invoices must be approved and received in Payment Services worklist  PO invoices must be emailed to accounts-payable@uwyo.edu  P-card transactions originating prior to June 1 must be reconciled and the expense report approved and received in the Payment Services worklist	18	19 Payroll expenditure corrections for transactions originating between April 2020 and May 2020 are due to the Payroll Office  Expenditure / Receipt Corrections originating in June 2020 are due June 19, 2020	20
21 FINAL deadline for IDT's initiated by revenue dept. to be included in fiscal year 2020 books	22 Requisitions and PO change orders in buyer's worklist by this date will be processed in FY20	23	24	25 Departmental deposits that do not use an X code will need to be deposited by 2:00 pm on Thursday, June 25, 2020 to ensure being included in fiscal year 2020	26 Last Payment Services Check / ACH cycle in FY20	27
28 Deposits to Cashier's Office that use an X code due to ensure inclusion in FY20	29 To be applied to FY20 budget through AP Project: - Goods must be physically received by departments by this date - Services must be fully completed by suppliers	30				

FY20 Year End Calendar

July 2020

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
			1	2	3 HOLIDAY	4
5	6	7	8	9	10 Payroll expenditure corrections for transactions originating in June 2020 are due to the Payroll Office	11
12	13	14	15	16	17	18
19	20 Accounts Receivable Project: Listing of departmental accounts receivable due to Accounts Receivable Office	21	22	23	24	25
26	27	28	29	30	31	

FY20 Year End Calendar

August 2020

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