



FY19 Year-End Close Reminder

As a reminder, in preparation for the close of fiscal year 2019, the Financial Affairs division has prepared an FY19 year-end memo and corresponding calendars that highlight important processes and deadlines between now to September 2019.

The memo and calendars can be found on the Financial Affairs website:

<http://www.uwyo.edu/administration/financial-affairs/year-end-information.html>

A few upcoming deadlines to be aware of:

June 14

- 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 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 and verify all approvals are complete prior to forwarding invoices)
- Expenditure/receipt corrections for May transactions must be submitted
- Payroll expenditure corrections for May transactions must be submitted

June 17

- IDTs initiated by revenue departments through May 2019 due to the Accounting Office

June 21

- Expenditure/receipt corrections for June transactions must be submitted. Further corrections after this date will not be allowed in FY19
- Requisitions and PO change orders must be received in the Buyer's worklist to be processed in FY19

June 24

- Final deadline for IDTs initiated in June to be included in FY19

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/>

We look forward to working with you over the coming weeks to ensure a smooth close to fiscal year 2019.

Thank you,

Financial Affairs

Contact Information

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