



Year-End Close – Reminder of Upcoming Deadlines

As a reminder, in preparation for the close of the Fiscal Year 2025, Financial Affairs and Payroll has prepared the FY25 year-end memo and corresponding calendar that highlight important processes and deadlines between now and August 2025.

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
Tuesday, June 24 th	-Departmental deposits that do not use an X code will need to be deposited by 2:00 pm on Tuesday, June 24, 2025, to ensure being included in fiscal year 2025. -Foreign Wires are due to the Accounting Office to be included in FY25.

Wednesday, June 25 th	-Deposits to Cashier's Office that use an X code due to ensure inclusion in FY25.
Thursday, June 26 th	-Tagging of Capital Assets purchased through May 31 st . -Credit card deposit forms for the period ending 6/26/25 must be saved in department folders.
Friday, June 27 th	- ALL IDTs to be submitted for FY25, need to have a workflow status of Accounting Office. -Payroll costing corrections for salaries paid in May 2025 are due, with all approvals, to the Payroll Office by June 27, 2025. -Last Payment Services Check / ACH cycle in FY25.
Monday, June 30 th	-Credit card deposits for June 27th -29th are due in the department folder to be included in FY25.

Also, a reminder that the Accounting Office will no longer be accepting extra-large, bulk IDT's after 6/19/2025 (FY25 Year End Deadline). All IDTs must be processed through the IDT Management system starting on 7/1/2025. All departments may use the Bulk Loads feature in the IDT Management System starting on 7/1/2025."

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/>

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