



### 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 <sup>th</sup> | <ul style="list-style-type: none"><li>-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.</li><li>-Foreign Wires are due to the Accounting Office to be included in FY25.</li></ul> |

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

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