



### 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
Thursday, June 12 <sup>th</sup>	-Expenditure / Receipt Corrections originating in May 2025 are due June 12, 2025.
Friday, June 13 <sup>th</sup>	-IDTs initiated by revenue dept. through May 2025 are due in the Accounting Office.

	-Budget transfers in FY25 due to the Budget Office.
Tuesday, June 17 <sup>th</sup>	-Requisitions and PO change orders in buyer's worklist by this date will be processed in FY25.
Wednesday, June 18 <sup>th</sup>	-Expenditure / Receipt Corrections originating in June 2025 are due June 18, 2025.
Thursday, June 19 <sup>th</sup>	-Extra-large, bulk IDTs must be emailed to the Accounting Office.  -Notify Asset Management of any fabricated equipment.
Friday, June 20 <sup>th</sup>	-Revenue dept. to contact the expense dept. for IDTs not moving through workflow to move them forward.  -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 <a href="mailto:accounts-payable@uwyo.edu">accounts-payable@uwyo.edu</a> .
Tuesday, June 24 <sup>th</sup>	-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 <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> .  -Credit card deposit forms for the period ending 6/26/25 must be saved in department folders.
Friday, June 27 <sup>th</sup>	-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 <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.

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/>

## Contact Information

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