

FY23 Year End Calendar

April / May 2023

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
April 16	April 17	April 18	April 19	April 20	April 21	April 22
April 23	April 24	April 25	April 26	April 27	April 28	April 29
April 30	May 1	May 2	May 3	May 4	May 5	May 6
May 7	May 8	May 9	May 10	May 11	May 12	May 13
May 14	May 15	May 16	May 17	May 18	May 19	May 20
May 21	May 22	May 23	May 24	May 25	May 26	May 27
May 28	May 29	May 30	May 31			

Payroll costing corrections for salaries paid between July 2022 and February 2023 are due, with all approvals, to the Payroll Office by April 28, 2023

IDTs initiated by revenue dept. through March 2023  
Expenditure / Receipt Corrections with origination dates prior to April 1, 2023

Expenditure / Receipt Corrections originating in April 2023  
IDTs initiated by revenue dept. through April 2023

Payroll costing corrections for salaries paid in March 2023 or April 2023 are due, with all approvals, to the Payroll Office by May 31, 2023

**FY23 Year End Calendar**

**June 2023**

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 2023 are due June 12, 2023	13 IDTs initiated by revenue dept. through May 2023	14	15 PO invoices must be emailed to <a href="mailto:accounts-payable@uwyo.edu">accounts-payable@uwyo.edu</a>  Budget transfers in FY23 due to Budget Office	16 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	17
18	19 Expenditure / Receipt Corrections originating in June 2023 are due June 19, 2023	20 Requisitions and PO change orders in buyer's worklist by this date will be processed in FY23  FINAL deadline for IDT's initiated by revenue dept. to be included in fiscal year 2023 books	21	22	23 Last Payment Services Check / ACH cycle in FY23	24
25	26	27 Departmental deposits that do not use an X code will need to be deposited by 2:00 pm on Tuesday, June 27, 2023 to ensure being included in fiscal year 2023	28 Deposits to Cashier's Office that use an X code due to ensure inclusion in FY23	29	30 Payroll costing corrections for salaries paid in May 2023 are due, with all approvals, to the Payroll Office by June 30, 2023.  To be applied to FY23 budget: - Goods must be physically received by departments by this date - Services must be fully completed by suppliers	

FY23 Year End Calendar

July 2023

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
						1
2	3	4 HOLIDAY	5	6	7	8
9	10	11	12	13	14 Payroll Costing corrections for salaries paid in June 2023 are due, with all approvals, to the Payroll Office by July 14, 2023	15
16	17	18	19	20	21	22
23	24 Accounts Receivable Project: Listing of departmental accounts receivable due to Accounts Receivable Office	25	26	27	28	29
30	1					

FY23 Year End Calendar

**August 2023**

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