

FY25 Year End Calendar

April / May 2025

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
April 13	April 14	April 15	April 16	April 17	April 18	April 19
April 20	April 21	April 22	April 23	April 24	April 25 Payroll costing corrections for salaries paid between July 2024 and February 2025 are due, with all approvals, to the Payroll Office by April 25, 2025	April 26
April 27	April 28	April 29	April 30 Revenue dept. to contact the expense dept. for IDTs not moving through workflow to move them forward	May 1	May 2 Expenditure / Receipt Corrections with origination dates prior to April 1, 2025	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 IDTs initiated by revenue dept. through April 2025 are due in the Accounting Office	May 17
May 18	May 19	May 20	May 21	May 22	May 23 Expenditure / Receipt Corrections originating in April 2025	May 24
May 25	May 26 Holiday	May 27	May 28 Tagging of Capital Assets purchased through April 30th	May 29 Payroll costing corrections for salaries paid in March 2025 or April 2025 are due, with all approvals, to the Payroll Office by May 29, 2025	May 30	May 31

FY25 Year End Calendar

June 2025

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 2025 are due June 12, 2025	13 IDTs initiated by revenue dept. through May 2025 are due in the Accounting Office Budget transfers in FY25 due to Budget Office	14
15	16	17 Requisitions and PO change orders in buyer's worklist by this date will be processed in FY25	18 Expenditure / Receipt Corrections originating in June 2025 are due June 18, 2025	19 Extra large, bulk IDTs must be emailed to Accounting Office Notify Asset Management of any fabricated equipment	20 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 accounts-payable@uwyo.edu	21
22	23	24 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	25 Deposits to Cashier's Office that use an X code due to ensure inclusion in FY25	26 Tagging of Capital Assets purchased through May 31st Credit card deposit forms for period ending 6/26/25 must be saved in department folders	27 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	28
29 Credit card deposits for June 27th - 29th are due in the department folder to be included in FY25	30					

FY25 Year End Calendar

July 2025

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
		1	2	3	4 Holiday	5
6	7	8	9	10	11	12
13	14	15 All final capital asset inventories are due by July 15th	16 Payroll Costing corrections for salaries paid in June 2025 are due, with all approvals, to the Payroll Office by July 16, 2025	17	18	19
20	21 Accounts Receivable Project: Listing of departmental accounts receivable due to Accounts Office	22	23	24	25	26
27	28	29 Tagging of Capital Assets purchased through June 30th	30	31		

FY25 Year End Calendar

August 2025						
Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
					1	2
3	4	5 Accounts Payable Project reports emailed to campus for verification	6	7	8	9
10	11	12	13	14	15	16
17	18	19 Accounts Payable Project reports due to Accounting	20	21	22	23
24	25	26	27	28	29	30
31						