

FY26 Year End Calendar

April / May 2026

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
April 12	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
April 26	April 27 Review latest PO close report and work to resolve any issues. All POs should be closed by end of June that are not moving forward into FY27.	April 28	April 29 Revenue dept. to contact the expense dept. for IDTs not moving through workflow to move them forward Payroll costing corrections for salaries paid between July 2025 and February 2026 are due, with all approvals, to the Payroll Office by April 29, 2026	April 30	May 1 Expenditure / Receipt Corrections with origination dates prior to April 1, 2026	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 IDTs initiated by revenue dept. through April 2026 must have a workflow status of Accounting Office	May 16
May 17	May 18	May 19	May 20	May 21	May 22 Expenditure / Receipt Corrections originating in April 2026	May 23
May 24	May 25 Holiday	May 26	May 27 Tagging of Capital Assets purchased through April 30th	May 28 Payroll costing corrections for salaries paid in March 2026 or April 2026 are due, with all approvals, to the Payroll Office by May 28, 2026	May 29	May 30

FY26 Year End Calendar

June 2026

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
	1	2	3	4	5	6
7	8	9	10	11 Expenditure / Receipt Corrections originating in May 2026 are due June 11, 2026	12 IDTs initiated by revenue dept. through May 2026 must have a workflow status of Accounting Office Budget transfers in FY26 due to Budget Office	13
14	15	16 Requisitions and PO change orders in buyer's worklist by this date will be processed in FY26	17 Expenditure / Receipt Corrections originating in June 2026 are due June 17, 2026	18 Notify Asset Management of any fabricated equipment	19 Revenue dept. to contact the expense dept. for IDTs not moving through workflow to move them forward	20
21	22 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	23 Foreign Wires are due to the Accounting Office to be included in FY26	24	25 Tagging of Capital Assets purchased through May 31st Departmental deposits that do not use an X code will need to be deposited by 2:00 pm on Thursday, June 25, 2026 to ensure being included in fiscal year 2026	26 ALL IDTs to be submitted for FY26, need to have a workflow status of Accounting Office Credit card deposit forms for period ending 6/25/26 must be saved in department folders P-card transactions originating prior to June 1 must be reconciled and the expense report approved and received in the Payment Services worklist Deposits to Cashier's Office that use an X code due to ensure inclusion in FY26	27
28	29 Payroll costing corrections for salaries paid in May 2026 are due, with all approvals, to the Payroll Office Last Payment Services Check / ACH cycle in FY26	30 Credit card deposits for June 26th - 29th are due in the department folder to be included in FY26				

FY26 Year End Calendar

July 2026

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
			1	2	3 Holiday	4
5	6	7	8	9	10	11
12	13	14	15 Payroll Costing corrections for salaries paid in June 2026 are due, with all approvals, to the Payroll Office by July 15, 2026 All final capital asset inventories are due by July 15th	16	17	18
19	20 Accounts Receivable Project: Listing of departmental accounts receivable due to Accounts Office	21	22	23	24 Tagging of Capital Assets purchased through June 30th	25
26	27	28	29	30	31	

FY26 Year End Calendar

August 2026

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					