

**Business Services
Fiscal Year End - Critical Cutoff Dates**

Notice: As we approach fiscal year end, dates become critical to ensure that expenditures and other activities are recorded accurately and in the appropriate fiscal year. The following deadlines have been established to accomplish these tasks. Adherence to these deadlines is extremely important and greatly appreciated. Documents must be entered, completed and approved in Banner by the Cutoff Dates to post in current FY. Otherwise, documents will be removed and will need to be re-entered to post into the following FY.

<u>Assigned Area</u>	<u>Deadline</u>	<u>Activity</u>	<u>Contact Info</u>
<i>Accounting Services</i>			
Monday, June 3, 2024	3:00 PM	PAYROLL REDISTRIBUTIONS - Last day to submit to Business Services for transactions through May.	Fund Accountant
Monday, June 10, 2024	12:00 PM	UM FOUNDATION FUNDING - LAST DAY TO SUBMIT REIMBURSEMENT REQUESTS.	Barb.Bybee@mso.umt.edu 243-6261
Friday, June 14, 2024	9:00 AM	LAST DAY TO REQUEST CASH PAID OUT	Teddi.Reinholz@mso.umt.edu 243-2077
Friday, June 28, 2024	12:00 PM	PAYROLL REDISTRIBUTIONS - LAST DAY FOR JUNE TRANSACTIONS.	Fund Accountant
Monday, July 8, 2024	12:00 PM	PRE-PAYMENTS - LAST DAY TO SUBMIT SUPPORTING DOCUMENTATION TO BUSINESS SERVICES. Pre-payments without appropriate documentation may be changed to FY25 (current year) expense by Accounting Services.	Teddi.Reinholz@mso.umt.edu 243-2077
Monday, July 8, 2024	1:30 PM	JOURNAL VOUCHER CLEAN-UP DAY	Tara.Scott@mso.umt.edu 243-5802
Monday, July 8, 2024	4:00 PM	EXPENDITURE ACCRUALS - LAST DAY TO CONTACT BUSINESS SERVICES TO REQUEST AN ACCRUAL. This will be allowed ONLY if a special circumstance does not allow for payment of a FY24 transaction by this date.	Tara.Scott@mso.umt.edu 243-5802
Monday, July 8, 2024	5:00 PM	INVENTORY COUNT/VALUATION SHEETS. All inventory count and valuation sheets must be submitted to Accounting Services.	Accounting Services
Thursday, July 11, 2024	12:00 PM	MISCELLANEOUS ACCOUNTS RECEIVABLE. Departments with outstanding invoices or amounts due arising from the sale of goods & services NOT billed through Student Accounts must provide a detailed list of accounts receivable as of June 30th to Accounting Services. This DOES NOT include amounts due from interdepartmental activity.	Kris.Krause@mso.umt.edu 243-66296
Thursday, July 11, 2024	12:00 PM	U-APPROVE-Deadline to submit JV's	Fund Accountant
<i>Accounts Payable</i>			
Wednesday, June 12, 2024	5:00 PM	FY24 All check request forms must be submitted to Accounts Payable for FY24 processing.	Accounts Payable
Wednesday, June 12, 2024	5:00 PM	GRIZMART NON PO for FY24 invoices must be entered by 5:00.	Accounts Payable

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	Monday, June 24, 2024	5:00 PM WARRANT CANCELLATIONS. Last day to request a warrant cancellation.	Accounts Payable
	Friday, June 28, 2024	5:00 PM UM PRO CARD JUNE RECONCILIATION. Complete all redistributions for activity through 6/21, cycle 12. Final download of charges 6/22 redistributed by 6/28. Plan purchases for the beginning of the month to ensure activity posts to BANNER in FY24.	Sadie.Tabish@umontana.edu 243-2113
	Wednesday, July 10, 2024	PRINT & MAIL CHECKS. Invoices must be entered and approved by Wednesday @ 5:00pm 7/9/2024	Sadie.Tabish@umontana.edu 243-2113
	Monday, July 15, 2024	FY25 OPEN FOR PROCESSING.	Accounts Payable
<i>Human Resources</i>			
	Friday, June 14, 2024	9:00 AM BW13/SP13 GTO Opens 6/14/24. GTO Closes 6/18/24 @ 7pm.	Chelsea.Chirinos@mso.umt.edu 243-5199
	Monday, June 24, 2024	12:00 PM LAST DAY TO REQUEST A MANUAL PAYROLL CHECK for FY24 - by NOON.	Chelsea.Chirinos@mso.umt.edu 243-5199
	Tuesday, June 25, 2024	BW13/SP13 Settlement Date	Chelsea.Chirinos@mso.umt.edu 243-5199
	Friday, June 28, 2024	RELEASE WAGE ENCUMBRANCES	Chelsea.Chirinos@mso.umt.edu 243-5199
	Friday, June 28, 2024	12:00 PM BW14/SP14 GTO Opens 06/27/24. GTO closes 07/01/24 @ noon. BW14 will not be split this year because July 1st falls on a Monday.	Chelsea.Chirinos@mso.umt.edu 243-5199
	Wednesday, July 10, 2024	BW14/SP14 Settlement Date.	Chelsea.Chirinos@mso.umt.edu 243-5199
<i>Procurement</i>			
	Friday, May 31, 2024	SUBMIT REQUISITIONS LESS THAN \$500K FOR term contract items or from GrizMart participating vendors.	Robert.Hlynosky@umontana.edu 243-2494
<i>Student Accounts</i>			
	Friday, June 21, 2024	5:00 PM OFF CAMPUS BILLINGS - LAST DAY FOR CAMPUS DEPARTMENTS TO SUBMIT FINAL/LAST MINUTE INVOICES TO BUSINESS SERVICES FOR OFF CAMPUS BILLINGS (Library, Physical Plant). Must be entered in Banner by 6/24/24.	logan.logan@umontana.edu 243-5594
<i>Systems</i>			
	Friday, July 12, 2024	12:00 PM BUSINESS SERVICES/SYSTEMS WILL TAKE POSTING AND APPROVALS DOWN ON ALL FINANCIAL TRANSACTIONS. CAMPUS FY24 ACTIVITY ENDS!	Scott.Klanecky@umontana.edu 243-5558
	Friday, July 12, 2024	12:00 PM ANY INCOMPLETE/UNAPPROVED INVOICES, JOURNAL VOUCHERS FOR OPERATING EXPENSE TRANSFERS, AND INTERDEPARMENTAL CHARGE WILL BE REMOVED AT 2:30 PM. All UM and Affiliated Campus processing is complete.	Scott.Klanecky@umontana.edu 243-5558
	Friday, July 12, 2024	12:00 PM FISCAL PERIOD 12 CLOSES.	Scott.Klanecky@umontana.edu 243-5558
<i>Treasury</i>			
	Friday, June 28, 2024	11:00 AM FINAL DEPOSITS DUE. Deposits of all cash, checks, and credit cards to Treasury Services by 11 am. Any deposits after this date/time will be considered FY25 activity.	Barb.Bybee@mso.umt.edu 243-6261

Assigned Area Deadline

Monday, July 1, 2024

Activity

FY25 DEPOSITS ACCEPTED IN TREASURY FROM DEPARTMENTS.

Contact Info

Barb.Bybee@mso.umt.edu
243-6261