

Fiscal Year End Contact List

Accounting Services

- Rachel Buswell, Controller..... Ext 2294
- Tara Scott, Assistant Controller Ext 5802
- Jennifer Dahl, Accounting Manager Ext 5983
- Connor Smith, Accounting Compliance Coordinator Ext 6628
- Barb Bybee, Accounting Analyst..... Ext 6261
- Teddi Reinholz, Accounting Analyst..... Ext 2077
- Kris Krause, Accounting Analyst..... Ext 6696

Accounts Payable

- Sadie Tabish, Accounts Payable Manager..... Ext 2113
- Carol Walton, AP Specialist..... Ext 2516
- Matt Hill, AP Specialist..... Ext 2390
- Alyssa Szwedkowicz, Procard Admin and AP Specialist..... Ext 2384

Procurement

- Bob Hlynosky, Director Procurement/AP..... Ext 2494
- Jody Parrow, Procurement Officer Ext 4064
- Christopher Newlon, Procurement Officer..... Ext 2510

Systems

- Scott Klanecky, Finance Systems Manager Ext 5558
- Frank Grady, Banner Finance Production Manager..... Ext 2940
- Todd Herman, Systems Analyst..... Ext 4979

Human Resources

- Chelsea Chirinos, Associate Director of Fiscal and Tax Compliance..... Ext 5199

Student Accounts/Treasury

- Lucy Logan, Director of Student Accounts..... Ext 5594

— 2024 —

**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 reentered to post into the following FY.

JUNE 2024

SUNDAY	MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY	SATURDAY
26	27	28	29	30	31 MAY 31 <i>Procurement</i> Last day to submit requisitions less than \$500k for term contract items or GrizMart participating vendors	1
2	3 <i>Accounting Services</i> 3:00 PM Last day to submit payroll redistributions for transactions through May	4	5	6	7	8
9	10 <i>Accounting Services</i> 12:00 PM Last day to submit UM Foundation reimbursement requests	11	12 <i>Accounts Payable</i> 5:00 PM Last day to submit check request forms for FY24 processing Last day to submit FY24 Non-PO invoices in GrizMart	13	14 <i>Accounting Services</i> 9:00 AM Last day to request a cash paid out <i>Human Resources</i> 9:00 AM BW13/SP13 GTO Opens 6/14/24	15
16	17	18 <i>Human Resources</i> 5:00 PM BW13/SP13 GTO closes	19	20	21 <i>Students Accounts</i> 5:00 PM Last day for departments to submit final/last minute invoices for off campus billings	22
23	24 <i>Human Resources</i> 12:00 PM Last day to request a manual payroll check for FY24 <i>Accounts Payable</i> 5:00 PM Last day to request a warrant cancellation	25 <i>Human Resources</i> BW13/SP13 settlement date	26	27	28 <i>Treasury</i> 11:00 AM - Final deposits due <i>Accounting Services</i> 12:00 PM - Last day to submit payroll redistributions for June transactions <i>Human Resources</i> 12:00 PM - BW14/SP14 GTO opens Release wage encumbrances <i>Accounts Payable</i> 5:00 PM - UM ProCard June reconciliations due	29

JULY 2024

SUNDAY	MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY	SATURDAY
30	1 <i>Treasury</i> First day to submit FY25 deposits <i>Human Resources</i> BW14/SP14 GTO closes	2	3	4	5	6
7	8 <i>Accounting Services</i> Last day to submit supporting documentation for PREPAY activity Last day to submit journal voucher corrections for P12 FY24 Last day to request an expense accrual Inventory count/valuation sheets due	9 <i>Accounts Payable</i> All invoices must be entered and approved by 5:00 PM for 7/10 check run	10 <i>Human Resources</i> BW14/SP14 settlement date <i>Accounts Payable</i> Checks will be printed and mailed	11 <i>Accounting Services</i> 12:00 PM ALL DEPARTMENTAL ENTRIES, INCLUDING U-APPROVE, ARE DUE BY NOON Last day to submit miscellaneous accounts receivable information to Business Services	12 12:00 PM - Any existing incomplete/unapproved transactions will be removed from the system Business Services will take posting and approvals down on all financial transactions, marking the end of P12 FY24	13
14	15 <i>Accounts Payable</i> First day of FY25 processing	16	17	18	19	20