

**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>
<b>Accounting Services</b>			
Thursday, June 1, 2023	3:00 PM	PAYROLL REDISTRIBUTIONS - Last day to submit to Business Services for transactions through May.	Fund Accountant
Wednesday, June 14, 2023	9:00 AM	LAST DAY TO REQUEST CASH PAID OUT	Teddi.Reinholz@mso.umt.edu 243-2077
Friday, June 16, 2023	12:00 PM	UM FOUNDATION FUNDING - LAST DAY TO SUBMIT REIMBURSEMENT REQUESTS.	Barb.Bybee@mso.umt.edu 243-6261
Friday, June 30, 2023	12:00 PM	PAYROLL REDISTRIBUTIONS - LAST DAY FOR JUNE TRANSACTIONS.	Fund Accountant
Friday, July 7, 2023	12:00 PM	U-APPROVE-Deadline to submit JV's	Barb.Bybee@mso.umt.edu 243-6261
Friday, July 7, 2023	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.	Connor.Smith@mso.umt.edu 243-6628
Friday, July 7, 2023	12:00 PM	PRE-PAYMENTS - LAST DAY TO SUBMIT SUPPORTING DOCUMENTATION TO BUSINESS SERVICES. Pre-payments without appropriate documentation may be changed to FY23 (current year) expense by Accounting Services.	Teddi.Reinholz@mso.umt.edu 243-2077
Friday, July 7, 2023	1:30 PM	JOURNAL VOUCHER CLEAN-UP DAY - Last day to enter corrections prior to Fiscal Period 12 close.	Tara.Scott@mso.umt.edu 243-5802
Friday, July 7, 2023	3:00 PM	INTERDEPARTMENTAL CHARGES SUBMITTED TO ACCOUNTING SERVICES - Last day to submit Journal Vouchers for FY23. All interdepartmental charges must be entered, completed and approved in Banner. (Transactions must have 30-JUN-2023 date!).	Tara.Scott@mso.umt.edu 243-5802
Friday, July 7, 2023	3:00 PM	DEPARTMENTAL FEEDS SUBMITTED TO ACCOUNTING SERVICES - Last day to submit Journal Voucher Feed Documents for FY23. (Transactions must have 30-JUN-2023 date!).	Tara.Scott@mso.umt.edu 243-5802
Friday, July 7, 2023	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 FY23 transaction by this date.	Tara.Scott@mso.umt.edu 243-5802
Friday, July 7, 2023	5:00 PM	INVENTORY COUNT/VALUATION SHEETS. All inventory count and valuation sheets must be submitted to Accounting Services.	Accounting Services

<u>Assigned Area</u>	<u>Deadline</u>	<u>Activity</u>	<u>Contact Info</u>
<b><i>Accounts Payable</i></b>			
Monday, June 5, 2023	5:00 PM	WARRANT CANCELLATIONS. Last day to request a warrant cancellation.	Accounts Payable
Monday, June 5, 2023	5:00 PM	FY23 TRAVEL, MEETING EXPENSE, AND "ALL PAPER" CHECK REQUESTS ARE DUE. All expense documents must be submitted to Accounts Payable for FY23 processing. EXPENSE, AND "ALL PAPER" CHECK REQUESTS ARE DUE. All expense documents must be submitted to Accounts Payable for FY23 processing. After this date, because of Banner Cloud Migration, it may be accrual accounting.	Accounts Payable
Monday, June 5, 2023	5:00 PM	GRIZMART NON PO for FY23 invoices must be entered by 5:00.	Accounts Payable
Wednesday, June 28, 2023	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 FY23.	Sadie.Tabish@umontana.edu 243-2113
Thursday, July 6, 2023		PRINT & MAIL CHECKS. Invoices must be entered and approved by Wednesday @ 5:00pm	Sadie.Tabish@umontana.edu 243-2113
Monday, July 10, 2023		FY23 OPEN FOR PROCESSING.	Accounts Payable
<b><i>Human Resources</i></b>			
Friday, June 16, 2023	9:00 AM	BW13/SP13 GTO Opens 6/23/23. GTO Closes 6/30/23 @ 7pm.	Chelsea.Chirinos@mso.umt.edu 243-5199
Friday, June 23, 2023	12:00 PM	LAST DAY TO REQUEST A MANUAL PAYROLL CHECK for FY23 - by NOON.	Chelsea.Chirinos@mso.umt.edu 243-5199
Wednesday, June 28, 2023		RELEASE WAGE ENCUMBRANCES	Chelsea.Chirinos@mso.umt.edu 243-5199
Wednesday, June 28, 2023		BW13/SP13 Settlement Date	Chelsea.Chirinos@mso.umt.edu 243-5199
Wednesday, June 28, 2023	12:00 PM	BW14/SP14 GTO Opens 06/28/23. GTO closes 07/03/23. BW14 will not be split this year because July 1st falls on a Saturday.	Chelsea.Chirinos@mso.umt.edu 243-5199
Wednesday, July 12, 2023		BW14/SP14 Settlement Date.	Chelsea.Chirinos@mso.umt.edu 243-5199
<b><i>Procurement</i></b>			
Wednesday, May 31, 2023		SUBMIT REQUISITIONS LESS THAN \$500K FOR term contract items or from GrizMart participating vendors.	Robert.Hlynosky@umontana.edu 243-2494
<b><i>Student Accounts</i></b>			
Tuesday, June 20, 2023	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 6/22/23.	logan.logan@umontana.edu 243-5594
<b><i>Systems</i></b>			

<u>Assigned Area</u>	<u>Deadline</u>	<u>Activity</u>	<u>Contact Info</u>
Friday, July 7, 2023	1:00 PM	BUSINESS SERVICES TO LIQUIDATE NON-PAYROLL ENCUMBRANCES. All remaining FY23 requisition reservations, purchase order encumbrances (except Multi-Year Grants and Plant funds) will be liquidated down to zero. Accruals will be established if appropriate.	Scott.Klanecky@umontana.edu 243-5558
Friday, July 7, 2023	2:00 PM	ANY INCOMPLETE/UNAPPROVED INVOICES, JOURNAL VOUCHERS FOR OPERATING EXPENSE TRANSFERS, AND INTERDEPARTMENTAL CHARGE WILL BE REMOVED AT 2:30 PM. All UM and Affiliated Campus processing is complete.	Scott.Klanecky@umontana.edu 243-5558
Friday, July 7, 2023	5:00 PM	FISCAL PERIOD 12 CLOSES.	Scott.Klanecky@umontana.edu 243-5558
Friday, July 7, 2023	5:00 PM	BUSINESS SERVICES/SYSTEMS WILL TAKE POSTING AND APPROVALS DOWN ON ALL FINANCIAL TRANSACTIONS. CAMPUS FY23 ACTIVITY ENDS!	Scott.Klanecky@umontana.edu 243-5558

### *Treasury*

Friday, June 9, 2023	4:00 PM	PETTY CASH REIMBURSEMENT VOUCHERS DUE. All petty cash reimbursement vouchers must be submitted to Treasury Services.	Barb.Bybee@mso.umt.edu 243-6261
Friday, June 30, 2023		FY23 DEPOSITS ACCEPTED IN TREASURY FROM DEPARTMENTS.	Barb.Bybee@mso.umt.edu 243-6261
Friday, June 30, 2023	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 FY23 activity.	Barb.Bybee@mso.umt.edu 243-6261