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.

<table>
<thead>
<tr>
<th>Assigned Area</th>
<th>Deadline</th>
<th>Activity</th>
<th>Contact Info</th>
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</thead>
<tbody>
<tr>
<td>Accounting Services</td>
<td>Thursday, June 1, 2023 3:00 PM</td>
<td>PAYROLL REDISTRIBUTIONS - Last day to submit to Business Services for transactions through May.</td>
<td>Fund Accountant</td>
</tr>
<tr>
<td></td>
<td>Wednesday, June 14, 2023 9:00 AM</td>
<td>LAST DAY TO REQUEST CASH PAID OUT</td>
<td><a href="mailto:Teddi.Reinholz@mso.umt.edu">Teddi.Reinholz@mso.umt.edu</a> 243-2077</td>
</tr>
<tr>
<td></td>
<td>Friday, June 16, 2023 12:00 PM</td>
<td>UM FOUNDATION FUNDING - LAST DAY TO SUBMIT REIMBURSEMENT REQUESTS.</td>
<td><a href="mailto:Barb.Bybee@mso.umt.edu">Barb.Bybee@mso.umt.edu</a> 243-6261</td>
</tr>
<tr>
<td></td>
<td>Friday, June 30, 2023 12:00 PM</td>
<td>PAYROLL REDISTRIBUTIONS - LAST DAY FOR JUNE TRANSACTIONS.</td>
<td>Fund Accountant</td>
</tr>
<tr>
<td></td>
<td>Friday, July 7, 2023 12:00 PM</td>
<td>U-APPROVE-Deadline to submit JV's</td>
<td><a href="mailto:Barb.Bybee@mso.umt.edu">Barb.Bybee@mso.umt.edu</a> 243-6261</td>
</tr>
<tr>
<td></td>
<td>Friday, July 7, 2023 12:00 PM</td>
<td>MISCELLANEOUS ACCOUNTS RECEIVABLE. Departments with outstanding invoices or amounts due arising from the sale of goods &amp; 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.</td>
<td><a href="mailto:Connor.Smith@mso.umt.edu">Connor.Smith@mso.umt.edu</a> 243-6628</td>
</tr>
<tr>
<td></td>
<td>Friday, July 7, 2023 12:00 PM</td>
<td>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.</td>
<td><a href="mailto:Teddi.Reinholz@mso.umt.edu">Teddi.Reinholz@mso.umt.edu</a> 243-2077</td>
</tr>
<tr>
<td></td>
<td>Friday, July 7, 2023 1:30 PM</td>
<td>JOURNAL VOUCHER CLEAN-UP DAY - Last day to enter corrections prior to Fiscal Period 12 close.</td>
<td><a href="mailto:Tara.Scott@mso.umt.edu">Tara.Scott@mso.umt.edu</a> 243-5802</td>
</tr>
<tr>
<td></td>
<td>Friday, July 7, 2023 3:00 PM</td>
<td>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!).</td>
<td><a href="mailto:Tara.Scott@mso.umt.edu">Tara.Scott@mso.umt.edu</a> 243-5802</td>
</tr>
<tr>
<td></td>
<td>Friday, July 7, 2023 3:00 PM</td>
<td>DEPARTMENTAL FEEDS SUBMITTED TO ACCOUNTING SERVICES - Last day to submit Journal Voucher Feed Documents for FY23. (Transactions must have 30-JUN-2023 date!).</td>
<td><a href="mailto:Tara.Scott@mso.umt.edu">Tara.Scott@mso.umt.edu</a> 243-5802</td>
</tr>
<tr>
<td></td>
<td>Friday, July 7, 2023 4:00 PM</td>
<td>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.</td>
<td><a href="mailto:Tara.Scott@mso.umt.edu">Tara.Scott@mso.umt.edu</a> 243-5802</td>
</tr>
<tr>
<td></td>
<td>Friday, July 7, 2023 5:00 PM</td>
<td>INVENTORY COUNT/VALUATION SHEETS. All inventory count and valuation sheets must be submitted to Accounting Services.</td>
<td>Accounting Services</td>
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<td><strong>Accounts Payable</strong></td>
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<tr>
<td>Monday, June 5, 2023</td>
<td>5:00 PM</td>
<td>WARRANT CANCELLATIONS. Last day to request a warrant cancellation.</td>
<td>Accounts Payable</td>
</tr>
<tr>
<td>Monday, June 5, 2023</td>
<td>5:00 PM</td>
<td>FY23 TRAVEL, MEETING EXPENSE, AND &quot;ALL PAPER&quot; CHECK REQUESTS ARE DUE. All expense documents must be submitted to Accounts Payable for FY23 processing. EXPENSE, AND &quot;ALL PAPER&quot; 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.</td>
<td>Accounts Payable</td>
</tr>
<tr>
<td>Monday, June 5, 2023</td>
<td>5:00 PM</td>
<td>GRIZMART NON PO for FY23 invoices must be entered by 5:00.</td>
<td>Accounts Payable</td>
</tr>
<tr>
<td>Wednesday, June 28, 2023</td>
<td>5:00 PM</td>
<td>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.</td>
<td><a href="mailto:Sadie.Tabish@umontana.edu">Sadie.Tabish@umontana.edu</a> 243-2113</td>
</tr>
<tr>
<td>Thursday, July 6, 2023</td>
<td></td>
<td>PRINT &amp; MAIL CHECKS. Invoices must be entered and approved by Wednesday @ 5:00pm</td>
<td><a href="mailto:Sadie.Tabish@umontana.edu">Sadie.Tabish@umontana.edu</a> 243-2113</td>
</tr>
<tr>
<td>Monday, July 10, 2023</td>
<td></td>
<td>FY23 OPEN FOR PROCESSING.</td>
<td>Accounts Payable</td>
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<td><strong>Human Resources</strong></td>
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<td>Friday, June 16, 2023</td>
<td>9:00 AM</td>
<td>BW13/SP13 GTO Opens 6/23/23. GTO Closes 6/30/23 @ 7pm.</td>
<td><a href="mailto:Chelsea.Chirinos@mso.umt.edu">Chelsea.Chirinos@mso.umt.edu</a> 243-5199</td>
</tr>
<tr>
<td>Friday, June 23, 2023</td>
<td>12:00 PM</td>
<td>LAST DAY TO REQUEST A MANUAL PAYROLL CHECK for FY23 - by NOON.</td>
<td><a href="mailto:Chelsea.Chirinos@mso.umt.edu">Chelsea.Chirinos@mso.umt.edu</a> 243-5199</td>
</tr>
<tr>
<td>Wednesday, June 28, 2023</td>
<td></td>
<td>RELEASE WAGE ENCUMBRANCES</td>
<td><a href="mailto:Chelsea.Chirinos@mso.umt.edu">Chelsea.Chirinos@mso.umt.edu</a> 243-5199</td>
</tr>
<tr>
<td>Wednesday, June 28, 2023</td>
<td></td>
<td>BW13/SP13 Settlement Date</td>
<td><a href="mailto:Chelsea.Chirinos@mso.umt.edu">Chelsea.Chirinos@mso.umt.edu</a> 243-5199</td>
</tr>
<tr>
<td>Wednesday, June 28, 2023</td>
<td>12:00 PM</td>
<td>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.</td>
<td><a href="mailto:Chelsea.Chirinos@mso.umt.edu">Chelsea.Chirinos@mso.umt.edu</a> 243-5199</td>
</tr>
<tr>
<td>Wednesday, July 12, 2023</td>
<td></td>
<td>BW14/SP14 Settlement Date</td>
<td><a href="mailto:Chelsea.Chirinos@mso.umt.edu">Chelsea.Chirinos@mso.umt.edu</a> 243-5199</td>
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<td><strong>Procurement</strong></td>
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<td>Wednesday, May 31, 2023</td>
<td></td>
<td>SUBMIT REQUISITIONS LESS THAN $500K FOR term contract items or from GrizMart participating vendors.</td>
<td><a href="mailto:Robert.Hlynosky@umontana.edu">Robert.Hlynosky@umontana.edu</a> 243-2494</td>
</tr>
<tr>
<td><strong>Student Accounts</strong></td>
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<tr>
<td>Tuesday, June 20, 2023</td>
<td>5:00 PM</td>
<td>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.</td>
<td><a href="mailto:logan.logan@umontana.edu">logan.logan@umontana.edu</a> 243-5594</td>
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<tr>
<td><strong>Systems</strong></td>
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<td>Friday, July 7, 2023</td>
<td>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.</td>
<td><a href="mailto:Scott.Klanecky@umontana.edu">Scott.Klanecky@umontana.edu</a> 243-5558</td>
</tr>
<tr>
<td></td>
<td>Friday, July 7, 2023</td>
<td>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.</td>
<td><a href="mailto:Scott.Klanecky@umontana.edu">Scott.Klanecky@umontana.edu</a> 243-5558</td>
</tr>
<tr>
<td></td>
<td>Friday, July 7, 2023</td>
<td>5:00 PM FISCAL PERIOD 12 CLOSES.</td>
<td><a href="mailto:Scott.Klanecky@umontana.edu">Scott.Klanecky@umontana.edu</a> 243-5558</td>
</tr>
<tr>
<td></td>
<td>Friday, July 7, 2023</td>
<td>5:00 PM BUSINESS SERVICES/SYSTEMS WILL TAKE POSTING AND APPROVALS DOWN ON ALL FINANCIAL TRANSACTIONS. CAMPUS FY23 ACTIVITY ENDS!</td>
<td><a href="mailto:Scott.Klanecky@umontana.edu">Scott.Klanecky@umontana.edu</a> 243-5558</td>
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**Treasury**

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<tr>
<th>Assigned Area</th>
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<tr>
<td></td>
<td>Friday, June 9, 2023</td>
<td>4:00 PM PETTY CASH REIMBURSEMENT VOUCHERS DUE. All petty cash reimbursement vouchers must be submitted to Treasury Services.</td>
<td><a href="mailto:Barb.Bybee@mso.umt.edu">Barb.Bybee@mso.umt.edu</a> 243-6261</td>
</tr>
<tr>
<td></td>
<td>Friday, June 30, 2023</td>
<td>5:00 PM FY23 DEPOSITS ACCEPTED IN TREASURY FROM DEPARTMENTS.</td>
<td><a href="mailto:Barb.Bybee@mso.umt.edu">Barb.Bybee@mso.umt.edu</a> 243-6261</td>
</tr>
<tr>
<td></td>
<td>Friday, June 30, 2023</td>
<td>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.</td>
<td><a href="mailto:Barb.Bybee@mso.umt.edu">Barb.Bybee@mso.umt.edu</a> 243-6261</td>
</tr>
</tbody>
</table>