



DRAFT - February 7th, 2018

FY 2018 Timetable for Processing All Transactions

DATES SHOWN BELOW ARE FOR RECEIPT IN BUSINESS SERVICES

| Transaction Type | Due Date |
|--|-----------------|
| External Requisitions for FY 2018 with a dollar amount \$50,000 & over must be received in Purchasing Services, Suite 6101, 21 N. Park St. | March 30, 2018 |
| External Requisitions for goods and services expected to be delivered in FY 2019 may begin to be created for FY 2019 in the External Requisition Generator in My UW. | March 30, 2018 |
| External Requisitions for FY 2018 with a dollar amount \$5,000 - \$49,999 must be received in Purchasing Services, Suite 6101, 21 N. Park St. | April 16, 2018 |
| Justification to Carryover Prior Fiscal Year POs. Campus can begin to justify PO rollover. | May 1, 2018 |
| Orders after this date and expected to be received after June 30 th must be charged to the new fiscal year, FY 2019. | May 18, 2018 |
| Any external requisition for FY 2018 that <ul style="list-style-type: none"> • is less than \$5,000 • is PO from a Delegated department Must be received in Purchasing Services, Suite 6101, 21 N. Park St. | June 1, 2018 |
| Invoices from External Vendors must be received in Accounts Payable, Suite 5301, 21 N. Park St. - Invoices may be submitted after this date, but FY18 processing is not guaranteed. | June 1, 2018 |
| Direct Payments (DP) & Payment To Individual Reports (PIR) must be received in Accounts Payable, Suite 5301, 21 N. Park St. - Invoices may be submitted after this date, but FY18 processing is not guaranteed. | June 1, 2018 |
| Refund of Receipt form for money deposited with the University as a receipt or sales credit must be received in Cash Management, Suite 6101, 21 N. Park St. - Forms may be submitted after this date, but FY18 processing is not guaranteed. | June 1, 2018 |
| Encumbrance Management Forms for FY 2018 approved by your Dean's office must be received in Purchasing Services. Email forms to purch@bussvc.wisc.edu . *Changes to the form will be coming in Spring of 2018 | June 8, 2018 |
| Check requests and Gift Routing Forms must be received by UW Foundation in order to guarantee transfer to UW-Madison fund 233 accounts by the end of FY 2018. | June 8, 2018 |
| Last Day to justify Carryover of Prior Fiscal Year POs. | June 11, 2018 |
| Purchasing Card - All orders must be placed early enough to allow the vendor time to process the transaction and submit the charge to US Bank on or before June 15, 2018. The turnaround time varies by merchant. Orders placed the week of June 11, 2018 may or may not post to FY 2018. | June 15, 2018 |
| Shop@UW Order Deadline – All purchases made through Shop@UW and MDS Verona warehouse must be place by end of business day June 15, 2018 to ensure that the charges are applied to FY18 funding. Orders placed after June 15 may or may not be billed to FY18 depending on product receipt date and potential back-order status. | June 15, 2018 |
| Salary Cost Transfers (SCTs) processed through the Cost Transfer Tool for Fiscal Year 2018 must be fully approved by June 18, 2018 to guarantee entry into Fiscal Year 2018. After this cut-off date, SCT's and Direct Retros will be processed as time permits. | June 18, 2018 |

BUSINESS SERVICES



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| Internal invoices / Internal Work Order billings for supplies/services received before July 1, 2018 must be received in Accounting Services, Suite 5301, 21 N. Park St. | June 18, 2018 |
| Internal billings for supplies/services received before July 1, 2018 must be received in Accounting Services, Suite 5301, 21 N. Park St. | June 18, 2018 |
| All Shop@ UW orders must be shipped and invoiced by June 25, 2018 to ensure charges are applied to FY18 funding. Orders invoiced after June 25, 2018 will be applied to FY19 funding. Contact for Questions: Shop@UW Customer Service 608-497-4400 | June 25, 2018 |
| Voucher uploads must be received in Accounts Payable, Suite 5301, 21 N. Park St. - Uploads may be submitted after this date, but FY18 processing is not guaranteed. | June 26, 2018 |
| Emergency transactions (ET's) - Final ET's for June and FY 2018 will be processed on Wednesday, June 27, 2018 and distributed on Thursday, June 28, 2018. No ET payments will be made on June 29, 2018. The next day for processing will be July 2, 2018, unless there is an extremely urgent need. | June 27, 2018 before 9:00 AM |
| Last Day for AP Voucher Entry | June 27, 2018 |
| Check Deposits - Must be received in Cash Management, Suite 5301, 21 N. Park St. | June 28, 2018 |
| Pre-Posting Allocation Tool (PAT) cutoff – Please note this is different from the standard NOON deadline. | June 28, 2018 before 10:00 AM |
| Expense reimbursement (GET/E-Reimbursement) - Expense reports not fully approved by 6:30 pm on June 28, 2018 will not be processed for payment until July 3, 2018 and will be processed in FY 2019. | June 28, 2018 Before 6:30 PM |
| JET and Cost Transfer Tool – Last day for June FY 2018 (period 12) journal entries | June 29, 2018 |
| JET and Cost Transfer Tool Opens for Period 13 - Accounting dates will change to July 1, 2018 (period 13) at 4:00 pm on Friday, June 29, 2018. All JET and Non Salary Cost Transfers submitted in the Tool after 4:00 pm June 29, 2018 through July 5, 2018 at 4:00 pm will have an accounting date of July 1, 2018 recorded in FY 2018. | June 29, 2018 |
| Department Bank Deposits - For FY 2018 postings, deposits must be picked up by armored car services or delivered to US Bank before end of day June 29, 2018. | June 29, 2018 |
| Receipt/Sales Credit Transfers - Forms for FY 2018 must be received in Cash Management, Suite 6101, 21 N. Park St by June 29, 2018. | June 29, 2018 |
| Freight - Departments who are currently using any shipping service must make sure that the funding line to be charged is valid for FY 2019. We encourage you to contact your current shipping providers to make sure the funding information has been changed. Please utilize the UPS CampusShip portal to enter default funding strings in a valid funding string format. This will expedite UPS payment processing. | July 2, 2018 |
| JET – Last day for JRR (Revenue), entries in JET for FY 2018. | July 2, 2018 |
| Deferred Revenue - Completed forms to record deferred revenue for receipts collected in FY2018 for FY2019 activity must be received in Cash Management, Suite 6101, 21 North Park St. See Deferred Revenue policy . | July 2, 2018 |

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| Non-Salary Cost Transfers processed through the Cost Transfer Tool must be approved by 4:00 PM July 5, 2018 to ensure entry for FY 2018. | July 5, 2018 |
| JET – Last day JRB (Internal Billings) and JRT (Non-salary cost transfer) entries in JET for FY 2018. | July 5, 2018 |
| JET & Cost Transfer Tool Down - JET will be turned off from July 6, 2018 until July 12, 2018 to allow final clean-up for FY 2018. | July 6-12, 2018 |
| PO Encumbrances (FY2019) will begin to occur and be visible in WISDM after this date. | July 6, 2018 |
| JET - First day for JRR (Revenue), JRB (Internal Billings) and JRT (Non-Salary Cost Transfer) entry for FY 2019 | July 13, 2018 |
| Cost Transfer Tool – First day for FY 2019 entry of Salary Cost Transfers or Non-Salary Cost Transfer in the Cost Transfer Tool. | July 13, 2018 |

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