



FINAL FY 2014 Timetable for Processing All Transactions
DATES SHOWN BELOW ARE FOR RECEIPT IN BUSINESS SERVICES

Transaction Type	Due Date
External Requisitions for FY 2014 with a dollar amount \$50,000 & over must be received in Purchasing Services, Suite 6101, 21 N. Park St.	April 1, 2014
External Requisitions for goods and services expected to be delivered in FY 2015 may begin to be created for FY 2015 in the External Requisition Generator in My UW.	April 1, 2014
External Requisitions for FY 2014 with a dollar amount \$5,000 - \$49,999 must be received in Purchasing Services, Suite 6101, 21 N. Park St.	April 21, 2014
Justification to Carryover Prior Fiscal Year POs. Campus can begin to justify PO rollover.	May 1, 2014
Orders after this date and expected to be received after June 30 th must be charged to the new fiscal year, FY 2015.	May 23, 2014
Any external requisition for FY 2014 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 6, 2014
Invoices from External Vendors must be received in Accounts Payable, Suite 5301, 21 N. Park St.	June 6, 2014
Encumbrance Management Forms for FY 2014 approved by your Dean's office must be received in Purchasing Services. Email forms to purch@bussvc.wisc.edu .	June 13, 2014
Direct Payments (DP) & Payment To Individual Reports (PIR) must be received in Accounts Payable, Suite 5301, 21 N. Park St.	June 13, 2014
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.	June 13, 2014
Last Day to justify Carryover of Prior Fiscal Year POs.	June 16, 2014
Salary Cost Transfers (SCTs) processed through the Cost Transfer Tool for Fiscal Year 2014 must be fully approved by June 18, 2014 to guarantee entry into Fiscal Year 2014. After this cut-off date, SCT's and Direct Retros will be processed as time permits.	June 18, 2014
Internal invoices / Internal Work Order billings for supplies/services received before July 1, 2014 must be received in Accounting Services, Suite 5301, 21 N. Park St.	June 20, 2014
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 20, 2014. The turnaround time varies by merchant. Orders placed the week of June 16, 2014 may or may not post to FY 2014.	June 20, 2014
Internal billings for supplies/services received before 7/1/14 must be received in Accounting Services, Suite 5301, 21 N. Park St.	June 23, 2014
All Shop@ UW orders must be shipped and invoiced by June 24, 2014 to ensure charges are applied to FY14 funding. Orders placed in June 2014 may or may not be billed to FY14 depending on product lead-time, receipt date and potential back-order status. Contact for Questions: Shop@UW Customer Service 608-497-4400	June 24, 2014

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Transaction Type	Due Date
Emergency transactions (ET's) - Final ET's for June and FY 2014 will be processed on June 26, 2014 and distributed on June 27, 2014. No ET payments will be made between June 27, 2014 and July 1, 2014. The next day for processing will be July 2, 2014, unless there is an extremely urgent need.	June 26, 2014 before 9:00 AM
Last Day for AP Voucher Entry	June 26, 2014
GET/E-Reimbursement - Expense reports not fully approved by 8 AM on June 30, 2014 will not be processed for payment until July 2, 2014 and will be processed in FY 2015. No e-Reimbursement payments will be made on July 1, 2014. The next day for processing will be July 2, 2014.	June 30, 2014 Before 8:00 AM
JET and Cost Transfer Tool – Last day for June FY 2014 (period 12) journal entries	June 30, 2014
JET and Cost Transfer Tool Opens for Period 13 - Accounting dates will change to July, 1, 2014 (period 13) at 4 pm on June 30, 2014. All JET and Non Salary Cost Transfers submitted in the Tool after 4pm June 30, 2014 through July 6, 2014 at 4pm will have an accounting date of July 1, 2014.	June 30, 2014
Check Deposits - Must be received in Cash Management, Suite 6101, 21 N. Park St.	June 30, 2014
Department Bank Deposits - For FY2014 postings, deposits must be picked up by armored car services or delivered to US Bank before end of day June 30, 2014.	June 30, 2014
Freight - Departments who are currently using any shipping service must make sure that the funding line to be charged is valid for FY 2015. We encourage you to contact your current shipping providers to make sure the funding information has been changed.	July 1, 2014
Receipt/Sales Credit Transfers - Forms for FY 2014 must be received in Cash Management, Suite 6101, 21 N. Park St by July 1, 2014.	July 1, 2014
JET – Last day for JRR (Revenue), entries in JET for FY 2014.	July 2, 2014
IJUs (Inter-Unit Journals) – Last day UWMSN FY 2014 IJUs.	July 3, 2014
Non-Salary Cost Transfers processed through the Cost Transfer Tool must be approved by 4:00 PM July 6, 2014 to ensure entry for FY 2014.	July 6, 2014
JET – Last day JRB (Internal Billings) and JRT (Non-salary cost transfer) entries in JET for FY 2014.	July 6, 2014
JET & Cost Transfer Tool Down - JET will be turned off from July 7, 2014 until July 13, 2014 to allow final clean-up for FY 2014.	July 7-13
PO Encumbrances (FY2015) will begin to occur and be visible in WISDM after this date.	July 9, 2014
JET - First day for JRR (Revenue) entry for FY 2015	July 14, 2014
JET - First day for JRB (Internal Billings) and JRT (Non-Salary Cost Transfer) entry for FY 2015.	July 14, 2014
Cost Transfer Tool – First day to approve FY 2015 Salary Cost Transfers or Non-Salary Cost Transfer in the Cost Transfer Tool.	July 14, 2014

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