



**May 23, 2017**

**FY 2017 Timetable for Processing All Transactions**

**DATES SHOWN BELOW ARE FOR RECEIPT IN BUSINESS SERVICES**

<b>Transaction Type</b>	<b>Due Date</b>
<b>External Requisitions for FY 2017 with a dollar amount \$50,000 &amp; over must be received in Purchasing Services, Suite 6101, 21 N. Park St.</b>	March 31, 2017
<b>External Requisitions for goods and services expected to be delivered in FY 2018 may begin to be created for FY 2018 in the External Requisition Generator in <a href="#">My UW</a>.</b>	March 31, 2017
<b>External Requisitions for FY 2017 with a dollar amount \$5,000 - \$49,999 must be received in Purchasing Services, Suite 6101, 21 N. Park St.</b>	April 17, 2017
<b>Justification to Carryover Prior Fiscal Year POs.</b> Campus can begin to justify PO rollover.	May 1, 2017
<b>Orders</b> after this date and expected to be received after June 30 <sup>th</sup> must be charged to the new fiscal year, FY 2018.	May 19, 2017
Any <b>external requisition for FY 2017</b> that <ul style="list-style-type: none"> <li>• is less than \$5,000</li> <li>• is PO from a <b>Delegated</b> department</li> </ul> <b>Must be received in Purchasing Services, Suite 6101, 21 N. Park St.</b>	June 2, 2017
<b>Invoices</b> from External Vendors <b>must be received in Accounts Payable, Suite 5301, 21 N. Park St.</b> - <b>Invoices may be submitted after this date, but FY17 processing is not guaranteed.</b>	June 2, 2017
<b>Direct Payments (DP) &amp; Payment To Individual Reports (PIR) must be received in Accounts Payable, Suite 5301, 21 N. Park St.</b> - <b>Invoices may be submitted after this date, but FY17 processing is not guaranteed.</b>	June 2, 2017
<b>Refund of Receipt</b> form for money deposited with the University as a receipt or sales credit <b>must be received in Cash Management, Suite 6101, 21 N. Park St.</b> - <b>Forms may be submitted after this date, but FY17 processing is not guaranteed.</b>	June 2, 2017
<b>Encumbrance Management Forms</b> for FY 2017 approved by your Dean's office <b>must be received in Purchasing Services.</b> Email forms to <a href="mailto:purch@bussvc.wisc.edu">purch@bussvc.wisc.edu</a> .	June 9, 2017
<b>Check requests and Gift Routing Forms</b> must be received by UW Foundation in order to guarantee transfer to UW-Madison fund 233 accounts by the end of FY 2017.	June 9, 2017
Last Day to justify <b>Carryover of Prior Fiscal Year POs.</b>	June 12, 2017
<b>Purchasing Card</b> - 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 16, 2017. The turnaround time varies by merchant. Orders placed the week of June 12, 2017 may or may not post to FY 2017.	June 16, 2017
<b>Shop@UW Order Deadline</b> – All purchases made through Shop@UW and MDS Verona warehouse must be place by end of business day June 16, 2017 to ensure that the charges are applied to FY17 funding. Orders placed after June 16 may or may not be billed to FY17 depending on product receipt date and potential back-order status.	June 16, 2017
<b>Salary Cost Transfers (SCTs)</b> processed through the <b>Cost Transfer Tool</b> for Fiscal Year 2017 must be fully approved by June 19, 2017 to guarantee entry into Fiscal Year 2017. After this cut-off date, SCT's and Direct Retros will be processed as time permits.	June 19, 2017

**BUSINESS SERVICES**



<b>Transaction Type</b>	<b>Due Date</b>
<b>Internal invoices / Internal Work Order</b> billings for supplies/services received before July 1, 2017 must be received in Accounting Services, Suite 5301, 21 N. Park St.	June 19, 2017
<b>Internal billings for supplies/services received before July 1, 2017</b> must be received in Accounting Services, Suite 5301, 21 N. Park St.	June 19, 2017
<b>Voucher uploads must be received in Accounts Payable, Suite 5301, 21 N. Park St. - Uploads may be submitted after this date, but FY17 processing is not guaranteed.</b>	<b>June 26, 2017</b>
All <b>Shop@ UW</b> orders must be shipped and invoiced by June 26, 2017 to ensure charges are applied to FY17 funding. Orders placed in June 2017 may or may not be billed to FY17 depending on product lead-time, receipt date and potential back-order status. <b>Contact for Questions: Shop@UW Customer Service 608-497-4400</b>	June 26, 2017
<b>Emergency transactions (ET's)</b> - Final ET's for June and FY 2017 will be processed on Wednesday, June 28, 2017 and distributed on Thursday, June 29, 2017. No ET payments will be made on June 30, 2017. The next day for processing will be July 3, 2017, unless there is an extremely urgent need.	June 28, 2017 before <b>9:00 AM</b>
<b>Last Day for AP Voucher Entry</b>	June 28, 2017
<b>Check Deposits</b> - Must be received in Cash Management, Suite 5301, 21 N. Park St.	June 29, 2017
<b>Pre-Posting Allocation Tool (PAT) cutoff</b> – Please note this is different from the standard NOON deadline.	<b>June 29, 2017</b> before <b>10:00 AM</b>
<b>Expense reimbursement (GET/E-Reimbursement)</b> - Expense reports not fully approved by 6:30 pm on June 29, 2017 will not be processed for payment until July 5, 2017 and will be processed in FY 2018.	June 29, 2017 Before <b>6:30 PM</b>
<b>JET and Cost Transfer Tool – Last day for June FY 2017 (period 12) journal entries</b>	June 30, 2017
<b>JET and Cost Transfer Tool Opens for Period 13</b> - Accounting dates will change to July, 1, 2017 (period 13) at 4:00 pm on Friday, June 30, 2017. All JET and Non Salary Cost Transfers submitted in the Tool after 4:00 pm June 30, 2017 through July 6, 2017 at 4:00 pm will have an accounting date of July 1, 2017 recorded in FY 2017.	June 30, 2017
<b>Department Bank Deposits</b> - For FY 2017 postings, deposits must be picked up by armored car services or delivered to US Bank before end of day June 30, 2017.	June 30, 2017
<b>Receipt/Sales Credit Transfers</b> - Forms for FY 2017 must be received in Cash Management, Suite 6101, 21 N. Park St by June 30, 2017.	June 30, 2017
<b>Freight</b> - Departments who are currently using any shipping service must make sure that the funding line to be charged is valid for FY 2018. 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 3, 2017
<b>JET – Last day for JRR (Revenue), entries in JET for FY 2017.</b>	July 3, 2017
<b>Deferred Revenue</b> - Completed forms to record deferred revenue for receipts collected in FY2017 for FY2018 activity must be received in Cash Management, Suite 6101, 21 North Park St. See <a href="#">Deferred Revenue policy</a> .	July 3, 2017

**BUSINESS SERVICES**



<b>Transaction Type</b>	<b>Due Date</b>
<b>Non-Salary Cost Transfers</b> processed through the <b>Cost Transfer Tool</b> must be approved by 4:00 PM July 6, 2017 to ensure entry for FY 2017.	July 6, 2017
<b>JET</b> – Last day <b>JRB</b> (Internal Billings) and <b>JRT</b> (Non-salary cost transfer) entries in JET for FY 2017.	July 6, 2017
<b>JET &amp; Cost Transfer Tool Down</b> - JET will be turned off from July 7, 2017 until July 13, 2017 to allow final clean-up for FY 2017.	July 7-13, 2017
<b>PO Encumbrances (FY2018)</b> will begin to occur and be visible in WISDM after this date.	July 7, 2017
<b>JET</b> - First day for <b>JRR</b> (Revenue), <b>JRB</b> (Internal Billings) and <b>JRT</b> (Non-Salary Cost Transfer entry for FY 2018	July 14, 2017
<b>Cost Transfer Tool</b> – First day for FY 2018 entry of Salary Cost Transfers or Non-Salary Cost Transfer in the Cost Transfer Tool.	July 14, 2017

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