



DRAFT - February 11th, 2019
FY 2019 Timetable for Processing All Transactions
DATES SHOWN BELOW ARE FOR RECEIPT IN BUSINESS SERVICES

Transaction Type	Due Date
External Requisitions for FY 2019 with a dollar amount \$50,000 & over must be received in Purchasing Services, Suite 6101, 21 N. Park St.	April 1, 2019
External Requisitions for goods and services expected to be delivered in FY 2020 may begin to be created for FY 2020 in the External Requisition Generator in My UW.	April 1, 2019
External Requisitions for FY 2019 with a dollar amount \$5,000 - \$49,999 must be received in Purchasing Services, Suite 6101, 21 N. Park St.	April 15, 2019
Justification to Carryover Prior Fiscal Year POs. Campus can begin to justify PO rollover.	May 1, 2019
Orders after this date and expected to be received after June 30 th must be charged to the new fiscal year, FY 2020.	May 17, 2019
Any external requisition for FY 2019 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.	May 31, 2019
Invoices from External Vendors must be received in Accounts Payable, Suite 5301, 21 N. Park St. - Invoices may be submitted after this date, but FY19 processing is not guaranteed.	May 31, 2019
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 FY19 processing is not guaranteed.	May 31, 2019
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 FY19 processing is not guaranteed.	May 31, 2019
Encumbrance Management Forms for FY 2019 approved by your Dean's office must be received in Purchasing Services. Email forms to purch@bussvc.wisc.edu or pofundingstringonly@bussvc.wisc.edu depending on the change.	June 7, 2019
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 2019.	June 7, 2019
Last Day to justify Carryover of Prior Fiscal Year POs.	June 10, 2019
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 14, 2019. The turnaround time varies by merchant. Orders placed the week of June 10, 2019 may or may not post to FY 2019.	June 14, 2019
Shop@UW Order Deadline – All purchases made through Shop@UW and MDS Verona warehouse must be place by end of business day June 14, 2019 to ensure that the charges are applied to FY19 funding. Orders placed after June 14 may or may not be billed to FY19 depending on product receipt date and potential back-order status.	June 14, 2019
Salary Cost Transfers (SCTs) processed through the Cost Transfer Tool for Fiscal Year 2019 must be fully approved by June 17, 2019 to guarantee entry into Fiscal Year 2019. After this cut-off date, SCT's and Direct Retros will be processed as time permits.	June 17, 2019

BUSINESS SERVICES



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Internal invoices / Internal Work Order billings for supplies/services received before July 1, 2019 must be received in Accounting Services, Suite 5301, 21 N. Park St.	June 17, 2019
Internal billings for supplies/services received before July 1, 2019 must be received in Accounting Services, Suite 5301, 21 N. Park St.	June 17, 2019
All Shop@ UW orders must be shipped and invoiced by June 24, 2019 to ensure charges are applied to FY19 funding. Orders invoiced after June 24, 2019 will be applied to FY20 funding. Contact for Questions: Shop@UW Customer Service 608-497-4400	June 24, 2019
Voucher uploads must be received in Accounts Payable, Suite 5301, 21 N. Park St. - Uploads may be submitted after this date, but FY19 processing is not guaranteed.	June 25, 2019
Emergency transactions (ET's) - Final ET's for June and FY 2018 will be processed on Wednesday, June 26, 2019 and distributed on Thursday, June 27, 2019. No ET payments will be made on June 28, 2019. The next day for processing will be July 1, 2019, unless there is an extremely urgent need.	June 26, 2019 before 9:00 AM
Last Day for AP Voucher Entry	June 26, 2019
Check Deposits - Must be received in Cash Management, Suite 5301, 21 N. Park St.	June 27, 2019
Pre-Posting Allocation Tool (PAT) cutoff – Please note this is different from the standard NOON deadline.	June 27, 2019 before 10:00 AM
Expense reimbursement (GET/E-Reimbursement) - Expense reports not fully approved by 6:30 pm on June 27, 2019 will not be processed for payment until July 2, 2019 and will be processed in FY 2020.	June 27, 2019 Before 6:30 PM
JET and Cost Transfer Tool – Last day for June FY 2019 (period 12) journal entries	June 28, 2019
JET and Cost Transfer Tool Opens for Period 13 - Accounting dates will change to July 1, 2019 (period 13) at 4:00 pm on Friday, June 28, 2019. All JET and Non Salary Cost Transfers submitted in the Tool after 4:00 pm June 28, 2019 through July 5, 2019 at 4:00 pm will have an accounting date of July 1, 2019 recorded in FY 2019.	June 28, 2019
Department Bank Deposits - For FY 2019 postings, deposits must be picked up by armored car services or delivered to US Bank before end of day June 28, 2019.	June 28, 2019
Receipt/Sales Credit Transfers - Forms for FY 2019 must be received in Cash Management, Suite 6101, 21 N. Park St by June 28, 2019.	June 28, 2019
Freight - Departments who are currently using any shipping service must make sure that the funding line to be charged is valid for FY 2020. 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 1, 2019
JET – Last day for JRR (Revenue), entries in JET for FY 2019.	July 1, 2019
Deferred Revenue - Completed forms to record deferred revenue for receipts collected in FY2019 for FY2020 activity must be received in Cash Management, Suite 6101, 21 North Park St. See Deferred Revenue policy .	July 1, 2019

BUSINESS SERVICES



Transaction Type	Due Date
Non-Salary Cost Transfers processed through the Cost Transfer Tool must be approved by 4:00 PM July 5, 2019 to ensure entry for FY 2019.	July 5, 2019
JET – Last day JRB (Internal Billings) and JRT (Non-salary cost transfer) entries in JET for FY 2019.	July 5, 2019
JET & Cost Transfer Tool Down - JET will be turned off from July 5, 2019 until July 11, 2019 to allow final clean-up for FY 2019.	July 5-11, 2019
PO Encumbrances (FY2020) will begin to occur and be visible in WISDM/WISER after this date.	July 8, 2019
JET - First day for JRR (Revenue), JRB (Internal Billings) and JRT (Non-Salary Cost Transfer) entry for FY 2020	July 12, 2019
Cost Transfer Tool – First day for FY 2020 entry of Salary Cost Transfers or Non-Salary Cost Transfer in the Cost Transfer Tool.	July 12, 2019

BUSINESS SERVICES