# FY 2023 Timetable for Processing Transactions
DATES SHOWN BELOW ARE FOR RECEIPT IN BUSINESS SERVICES

| Transaction Type | Due Date |
|---|---|
| **Purchase Requests for FY 2023 with a dollar amount equal to or greater than $50,000** *may require bidding and should be submitted in ShopUW+* | March 24, 2023 |
| **External Purchase Requisition(s)** *for goods and services expected to be delivered in FY 2024 may begin to be created for FY 2024 in ShopUW+* | April 3, 2023 |
| **Invoices** *from External Vendors* **must be received in Accounts Payable**, *Suite 5301, 21 N. Park St. -* *Invoices may be submitted after this date, but FY23 processing is not guaranteed.* | May 31, 2023 |
| **Direct Payments (DP) & Payment To Individual Forms (PIR) must be generated in ShopUW+ with all approvals –** *Forms may be submitted after this date, but FY23 processing is not guaranteed.* | June 2, 2023 |
| **Refund of Receipt** *forms for money deposited with the University as a receipt or sales credit* **must be generated in ShopUW+ with all approvals -** *Forms may be submitted after this date, but FY23 processing is not guaranteed.* | June 2, 2023 |
| **Check/ACH Request Forms and Gift Deposit Routing Forms** *must be received by UW Foundation in order to guarantee transfer to UW-Madison fund 233 projects by the end of June 2023. -* *Forms may be submitted after this date, but FY23 processing is not guaranteed.* | June 9, 2023 |
| **Capital Equipment Fabrications -** *All active fabrications are to be reviewed to confirm annual costs are accurately coded to account 4670 and that there are no impairment considerations to be addressed with Property Control. If your fabrication completed in the fiscal year please contact Property Control to initiate the financial recognition and tagging process. (Capital Equipment* [Procedure 3008.4 Fabricated Capital Equipment](#)*)* | June 12, 2023 |
| **Salary Cost Transfers (SCTs)** *processed through the* **Cost Transfer Tool** *for Fiscal Year 2023 must be fully approved by June 20, 2023 to guarantee entry into Fiscal Year 2023. After this cut-off date, SCT's and Direct Retros will be processed as time permits.* | June 19, 2023 |
| **Voucher uploads must be received in Accounts Payable**, *Suite 5301, 21 N. Park St. -* *Uploads may be submitted after this date, but FY23 processing is not guaranteed.* | June 21, 2023 |
| **Check Deposits -** *Must be received in Cash Management, Suite 5301, 21 N. Park St.* | June 23, 2023 |
| **Load last FY23 P-card file into SFS** | June 26, 2023 |
| **All ShopUW+ catalog** *invoices must be received, matched and processed by June 29, 2023 to ensure charges are applied to FY23 funding. Invoices matched and processed after June 29, 2023 will be applied to FY24 funding.* | June 29, 2023 |
| **Deadline to reconcile ALL purchasing card transactions (if not fully approved by 12 PM, processing will run and "close" transactions)** | June 29, 2023 by **12:00 PM** |
| **Expense reimbursement (E-Reimbursement) -** *Expense reports not fully approved by 6:30 pm on June 29, 2023 will not be processed for payment until July 1, 2023 and will be processed in FY 2024.* | June 29, 2023 by **6:30 PM** |
| **Last Day for AP Voucher Entry** | June 29, 2023 |

| Transaction Type | Due Date |
|---|---|
| **JET and Cost Transfer Tool – Last day for June FY 2023 (period 12) journal entries** | June 30, 2023 by **4:00 PM** |
| **JET and Cost Transfer Tool Opens for Period 13** - *Accounting dates will change to July 1, 2023 (period 13) at* **4:00 pm** *on June 30, 2023. All JET and Non-Salary Cost Transfers submitted in the Tool after 4:00 pm June 30, 2023 through July 7, 2023 at 4:00 pm will have an accounting date of July 1, 2023 and will be recorded in FY 2023.* | June 30, 2023 |
| **Department Bank Deposits** - *For FY 2023 postings, deposits must be picked up by armored car services or delivered to US Bank before end of day June 30, 2023.* | June 30, 2023 |
| **Receipt/Sales Credit Transfers** - *Forms for FY 2023 must be received in Cash Management, Suite 5301, 21 N. Park St. by 12:00 PM.* | June 30, 2023 by **12:00 PM** |
| **Freight** - *Departments who are currently using any shipping service must make sure that the funding line to be charged is valid for FY 2024. We encourage you to contact your current shipping providers to make sure the funding information has been changed. To update UPS CampusShip funding strings, email changes to [freight@bussvc.wisc.edu](mailto:freight@bussvc.wisc.edu).* | June 30, 2023 |
| **Central AR (Non-Sponsored)** - *Last day to upload* **internal and external** *invoices is 6/30/2023 by 2pm. Any invoice uploaded in "READY" status by 2pm on 6/30/23 will be posted in FY23.* | June 30, 2023 by **2:00 PM** |
| **Central AR (Non-Sponsored)** – *Last day payments are posted to open external invoices* | June 30, 2023 |
| **JET** – *Last day for* **JRR** *(Revenue) entries in JET for FY 2023.* | July 3, 2023 |
| **Deferred Revenue** - *Completed forms to record deferred revenue for receipts collected in FY2023 for FY2024 activity must be received in Cash Management, Suite 5301, 21 N. Park St. See [Deferred Revenue policy](#).* | July 3, 2023 |
| **Resume normal P-card activity** | July 3, 2023 |
| **Non-Salary Cost Transfers** *processed through the* **Cost Transfer Tool** *must be approved by 4:00 PM July 7, 2023 to ensure entry for FY 2023.* | July 7, 2023 |
| **JET** – *Last day for* **JRB** *(Internal Billings) and* **JRT** *(Non-salary cost transfer) entries in JET for FY 2023.* | July 7, 2023 |
| **JET & Cost Transfer Tool Down** - *JET will be turned off from July 7, 2023 at 4:00pm until EOD July 13, 2023 to allow final processing for FY 2023.* | July 7-13, 2023 |
| **PO Encumbrances (FY2024)** *will begin to occur and be visible in WISER after this date.* | July 10, 2023 |
| **JET** - *First day for* **JRR** *(Revenue),* **JRB** *(Internal Billings) and* **JRT** *(Non-Salary Cost Transfer) entry for FY 2024.* | July 14, 2023 |
| **Cost Transfer Tool** – *First day for FY 2024 entry of Salary Cost Transfers or Non-Salary Cost Transfers in the Cost Transfer Tool.* | July 14, 2023 |