



FY 2025 Timetable for Processing Transactions

DATES ARE FOR RECEIPT IN BUSINESS SERVICES AND ARE SUBJECT TO CHANGE

Updated June 10, 2025

Date/Time	Task/Milestone	Task Description/Additional Notes
January 31 5:00 PM	Last Day for Reorganizations Impacting FDM	No financial reorganizations (e.g. changes to the cost center hierarchy), new funds, functions or ledger accounts after this date.
January 31 5:00 PM	Last Day for FDM Mapping: Fund, Function, Ledger Account	
March 21 5:00 PM	Last Day to request new SFS Departments	
March 21 5:00 PM	Purchase Requisitions for FY 2025 with a dollar amount equal to or greater than \$50,000 may require bidding and should be submitted in ShopUW+	Requests can be submitted after this date, but will not be guaranteed for FY25 processing
March 31 12:00 PM	Last Day to request additional funds or program codes to be valid with existing SFS Department IDs	
March 31 12:00 PM	Last Day to request project edit updates to existing SFS Projects (valid department IDs and program codes on projects)	
April 1 5:00 PM	Last Day for Mapping Changes	Last day to change what is already in the crosswalk as a mapped row of SFS data to Workday.
April 1 5:00 PM	Last Day for FDM Mapping: Cost Center, Spend Category, Revenue Category	Last day to change what is already in the crosswalk as a mapped row of SFS data to Workday.
April 1 5:00 PM	Last Day for FDM Mapping: Related Default Worktags	Last day to change what is already in the crosswalk as a mapped row of SFS data to Workday. Default cost center, fund, function on driver worktags
April 1 5:00 PM	Last Day for FDM Mapping: Allowable Worktags	Last day to change what is already in the crosswalk as a mapped row of SFS data to Workday. Allowable cost centers, funds, functions on driver worktags
April 1 5:00 PM	Purchase Requisition(s) for goods and services expected to be delivered in FY 2026 may begin to be created for FY 2026 in ShopUW+	For PO's being converted into Workday
April 30 5:00 PM	Last day to update your Workday Billing Data Conversion file (Customers, Contacts, Sales Items, Internal Service Providers, Catalog Items)	This is the file you provided to the Customer Accounts team. This file contains data from your ancillary systems. Files can be found here: https://uwprod.sharepoint.com/sites/ATPResourcesCenter/SitePages/FinanceAR.aspx . If you are using the SFS AR/BI module your the customers and contacts in your SFS AR/BI module will be converted over.

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May 1 5:00 PM	Last day for creation or, updating, suppliers in Jaggaer/ShopUW+ until go-live.	Last day for any updates to the supplier file before it is converted. Supplier activity will resume in ShopUW+ after go-live. All new supplier requests and change orders received by central team. Requests can be submitted after this date, but will not be guaranteed for FY25 processing
May 9 5:00 PM	Last day to submit a cash advance request in SFS	Unreconciled cash advances in SFS will be reconciled in Workday using the expense item, SFS Cash Advance Applied in an expense report. The outstanding amounts will come over with a GL conversion (in either account 6166 or 6241) and will be in account 1307 for go-live where the SFS converted balance expense item offsets.
May 12 5:00 PM	Purchase Requisitions submitted after this date may not be able to be processed and may require re-entry in Workday in FY2026. Purchasing Services will make every attempt to process FY2025 requisitions received after this date but FY2025 processing is not guaranteed.	Deadline for non-catalog requisitions only
May 21 12:00 PM	Last day for S/C/D's to submit customer refunds to Central ARBI	Fully completed and signed ROR requests submitted to Central AR will be submitted in ShopUW+ by the SCM deadline of 5/23/25 for ROR's.
May 23 5:00 PM	Invoices from External Vendors must be received in Accounts Payable, Suite 5301, 21 N. Park St. - Invoices may be submitted after this date, but FY25 processing is not guaranteed.	Requests can be submitted after this date, but will not be guaranteed for FY25 processing. See last day to process invoices for payment task for hard cut off dates.
May 23 5:00 PM	Direct Payments (DP) & Payment To Individual Forms (PIR) must be generated in ShopUW+ with all approvals – Forms may be submitted after this date, but FY25 processing is not guaranteed.	Requests can be submitted after this date, but will not be guaranteed for FY25 processing. Any DP/PIR not fully approved by 6/19/25 will need to be re-created in Workday.
May 23 5:00 PM	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 FY25 processing is not guaranteed.	Requests can be submitted after this date, but will not be guaranteed for FY25 processing. Any DP/PIR not fully approved by 6/19/25 will need to be re-created in Workday.
May 29 5:00 PM	Last day to request to create new non-employee profile (non-employee EmplID)	Marks the final opportunity for staff to submit a request under the old system, with subsequent requests for External Committee Members being submitted in Workday. Existing SFS non-employee profiles will not be loaded into Workday, as the data fields (phone and email are not required in SFS but are in Workday) will cause the profiles to error. Between the SFS cutoff to make these updates and Workday go-live, this information to be collected manually onto an EIB which will be uploaded to Workday.

Date/Time	Task/Milestone	Task Description/Additional Notes
May 29 5:00 PM	Last day to apply for a Corporate Card in SFS	Subsequent applications will be submitted in Workday. Corporate cards will be known as Shared Liability Cards with the rollout of Workday. Credit limit increases will not freeze during cutover.
May 30 5:00 PM	Last Day for Position Restriction Funding Costing Allocations in HRS	Equivalent to Default Funding in HRS. Position Restriction Funding is used when the Worker Funding is missing or no longer valid.
June 1 5:00 PM	Last day to submit request for a temporary fund cash advance and replenishments	
June 1 5:00 PM	Last day to submit a travel authorization	Marks the final opportunity for staff to submit a travel authorization in SFS. This date is dependent on the last date to submit an expense report, to allow for ample time to do so. Spend Authorizations will be available for travel approval in Workday.
June 2 5:00 PM	Last day to load shared corporate card transactions in SFS	This is the last day that shared liability (corporate card) transaction files will be loaded into SFS. The cutoff date allows for cardholders to reconcile corporate card transactions in SFS in an expense report prior expense report submission deadline. Subsequent files will be loaded into Workday. Corporate cards will be known as Shared Liability Cards with the rollout of Workday. No reconciliations after 6/2/25
June 6 5:00 PM	UWF Disbursement 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 2025. - Forms may be submitted after this date, but FY25 processing is not guaranteed.	Funds not received at UW-Madison by June 30 will be recorded as deposits in Workday once received
June 9 12:00 PM	Last day to reconcile a temporary fund cash advance	
June 9 5:00 PM	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)	Requests can be submitted after this date, but will not be guaranteed for FY25 processing

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June 9 5:00 PM	Last day to reconcile a cash advance	<p>Marks the final opportunity for staff to reconcile a cash advance with an expense report in SFS. If more cash is taken than expenses claimed, overage must be returned to the UW.</p> <p>Unreconciled cash advances in SFS will be reconciled in Workday using the expense item, SFS Cash Advance Applied in an expense report. The outstanding amounts will come over with a GL conversion (in either account 6166 or 6241) and will be in account 1307 for go-live where the SFS converted balance expense item offsets.</p>
June 9 5:00 PM	Last day to update an existing non-employee profile	<p>Marks the final opportunity for an existing non-employee in SFS to be updated. subsequent profiles for External Committee Members will be created in Workday. Existing SFS non-employee profiles will not be loaded into Workday, as the data fields (phone and email are not required in SFS but are in Workday) will cause the profiles to error.</p> <p>This date is later than the last day to create a non-employee, as the ability to update the address etc will allow checks to be mailed to correct addresses of those non-employees receiving reimbursements.</p>
June 9 5:00 PM	Last day to submit an expense report	<p>Includes expense reports with corporate card (aka shared liability card) transactions</p> <p>Marks the final opportunity for staff to submit expense reports in SFS (for employees and non-employees). This date allows time for approvals, meets the tenant snapshot deadline, and final ACH payment date. Any expense reports that were not approved and paid in SFS will need to be re-created in Workday.</p>
June 9 5:00 PM	Last day to apply for a PCard (systemwide)	<p>Marks the final opportunity for staff to submit a Purchasing Card (PCard) application in SFS. This cutoff ensures that credit card starter files will be accurate when loaded into the Workday production tenant. Subsequent applications will be submitted in Workday.</p> <p>Credit limit increases will not freeze during cutover, however, after 7/7/25, credit limit increases will be handled via a Change Request in Workday.</p>
June 11 5:00 PM	Last Day to request or create new SFS Projects (Project Lite - non Grants)	Project Lite campus access turned off at EOD
June 12 5:00 PM	Last day to pay back UW for unspent money from temporary fund cash advance	
June 12 5:00 PM	Last day to payback the UW for money owed from a cash advance	Marks the final opportunity for employees to payback money owed after a cash advance has been reconciled with an expense report in SFS.

Date/Time	Task/Milestone	Task Description/Additional Notes
June 16 5:00 PM	Last day to complete approvals of expense reports in SFS	For Madison this may require 4 levels of approval if transactions are Athletics. Marks the final opportunity for staff to approve expense reports in SFS, including those with Corporate card transactions. Must complete all levels of approval. Any expense reports not fully approved in SFS will need to be recreated in Workday.
June 16 5:00 PM	Last Day for FDM Mapping: Net New Driver Worktags (Gift, Grant, Project, Program)	
June 16 5:00 PM	Last Day for Worker Funding Costing Allocations in HRS	Equivalent to Budget Funding in HRS.
June 16 5:00 PM	Voucher uploads must be received in Accounts Payable, Suite 5301, 21 N. Park St. - Uploads may be submitted after this date, but FY25 processing is not guaranteed.	Requests can be submitted after this date, but will not be guaranteed for FY25 processing. No further Voucher Uploads will be processed in SFS after 6/20/2025.
June 16 5:00 PM	Last day for campus to submit role mapping changes for FDM roles	Last Day for campus to submit role mapping changes for FDM roles in the FDM Editor (note, this is a different due date than the Awards Smartsheet or the Tableau export into Jira)
June 17 12:00 PM	Last day to create a new customer or update an existing customer (SFS AR/BI Module)	This includes requesting a new customers, new contacts, new addresses, or updating existing contacts and addresses. New requests or any edits to existing customers must have all clarifying questions answered and submitted to Central AR.
June 19 5:00 PM	Submitting of Requisitions - Catalog only	6/19/25 due date if needed for FY25 processing, 6/20 - 6/23/25 will be processed in FY26 and invoiced in Workday
June 20 5:00 PM	Check Deposits to be included in FY25 must be received by Cash Management	Deposits must be received in DoBS, Cash Management, 21 N. Park Street, Suite 5301
June 20 5:00 PM	Salary Cost Transfers (SCTs) processed through the Cost Transfer Tool for Fiscal Year 2025 must be fully approved by June 20, 2025 to guarantee entry into Fiscal Year 2025.	After this cut-off date, SCT's and Direct Retros will be processed as time permits.
June 20 5:00 PM	Last day to create purchase order receipts in Jaggaer/ShopUW+	Any receipts created after this day will not be reflected accurately on converted PO's. For Conversion only open PO lines are being converted. Campuses should consider stopping receiving sooner because receipts will not be converted meaning, a PO that has been received may not be invoiced in legacy so would then need to be invoiced in Workday.
June 20 5:00 PM	Last day for processing invoices for payment through Jaggaer/ShopUW+.	This is the last day invoices can be entered in Jaggaer because invoicing against any PO's after this day will cause discrepancies. Unpaid non-catalog invoices will need to be entered directly into Workday after go-live. Catalog related invoices will be placed on hold and allowed to migrate automatically into Workday after go-live. All ShopUW+ catalog invoices must be received, matched and processed by June 20, 2025 to ensure charges are applied to FY25 funding. Invoices matched and processed after June 20, 2025 will be applied to FY26 funding in Workday.

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June 23	Last day to load PCard transactions into SFS	Cardholders can continue to use their purchase card after this date. Subsequent transactions will be loaded into Workday and processed within expense reports. Information within the credit card files will remain intact with actual card swipe date, etc.
June 24 12:00 PM	Last day for PCard cardholders to reconcile transactions in SFS	All purchasing card transactions must be verified by the cardholders and approved by the site managers
June 24 12:00 PM	Last day to approve Pcard transactions in SFS	Site managers (approvers) need to approve transactions that were previously "verified" by cardholders (reconcilers). The following default funding for any 6/25 budget errors will be: 136-988900-1. DoBS will then do a JET or Cost Transfer tool transfer to move the charges to the appropriate funding source by July 7th.
June 25 10:00 AM	Last day to make changes to PO's from Jaggaer/ShopUW+.	Any changes not fully approved will need to be entered in Workday directly after go-live.
June 25 10:00 AM	Last day to issue PO's out of Jaggaer/ShopUW+.	Any purchase orders not issued out of ShopUW+ will need to be entered directly into Workday after go-live.
June 25 12:00 PM	Last day to submit Receipt/Sales Credit Transfers - Forms for FY 2025 must be submitted to Cash Management	Submit electronically via email to cashmgt@bussvc.wisc.edu
June 25 2:00 PM	Last day to create an internal or external invoice in the SFS AR/BI module	For internal and external invoices in SFS for the AR/BI module campuses. Bills must be in "NEW" status, with no errors by 2pm. Anything after 2pm may not be pulled into Workday and will need to be recreated in Workday in July.
June 25 2:00 PM	Last day for workflow transactions like write-offs and credit invoices to be processed and fully approved in the SFS AR BI Module	All write offs and credit invoices must be fully approved by 2pm. Any transactions that are not fully approved will need to be recreated in Workday in July.
June 25 5:00 PM	UW System Admin will swap the UW_UNIV_AR_ARBI_STAFF and UW_UNIV_BI_ARBI_STAFF roles with UW_UNIV_AR_ARBI_INQUIRY and UW_UNIV_BI_ARBI_INQUIRY	The ability to initiate actions in the billing and Accounts Receivable module granted through the STAFF roles will be turned off. However, the INQUIRY roles will be granted to those that have the STAFF roles so that information can be seen, queries can be run.
June 25 5:00 PM	Freight - Departments who are currently using any shipping service must make sure that the funding line to be charged is valid for FY 2026. 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.	Use FDM Tool Crosswalk (https://fdmmapping.atp.wisconsin.edu/) to convert from SFS funding to Workday funding
June 25 5:00 PM	Last day to place orders from Inventory Sites, MDS Catalog	Post go live, ethanol, etc. purchases will be via the MDS catalog within Workday and tied to inventory. Ordering from MDS Warehouse Corestock will resume in Workday with go-live.
June 27 2:30 PM	Last day to enter and fully approve NSCTs or any journal entries related to Capital Assets in SFS (Account codes 46xx)	Transfers must be fully approved by 6/27/2025 at 2:30pm. Pertains to account code 46xx non-salary transfers.

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June 30 4:00 PM	JET and Cost Transfer Tool Opens for Period 13 - Accounting dates will change to July 1, 2025 (period 13) at 4:00 pm on June 30, 2025. All JET and Non-Salary Cost Transfers submitted in the Tool after 4:00 pm June 30, 2025 through July 7, 2025 at 4:00 pm will have an accounting date of July 1, 2025 and will be recorded in FY 2025.	
June 30 4:00 PM	JET and Cost Transfer Tool – Last day for June FY 2025 (period 12) journal entries	
June 30 4:00 PM	Last Day for GL Transactions in SFS Period 12	
June 30 5:00 PM	Last day to accept role assignments from campuses through the Continuous Role Mapping Process	Continuous Role Mapping is done via the Tableau Dashboard download tab and submitted to your PM
July 1 5:00 PM	Outstanding checks and bank account balances to be reconciled as of June 30, 2025	
July 1 5:00 PM	Last day for recording revenue received in the bank by 6/30/2025. This could be point of sale revenue or payment for an invoice that was not billed thru SFS AR/BI Module. (Non-SFS AR/BI Module)	Payment Application: Last day for the Non-AR BI departments & de-centralized areas on campus to apply payments. This could be point of sale revenue or payment for an invoice that was not billed thru SFS AR/BI Module. (Non-SFS AR/BI Module) Impact to Campus: This will be the last day the Non-AR BI and de-centralized units will process their transactions on a cash basis. Bank deposit dates through 6/30/25. Journals will be posted on 7/1/25.
July 1 5:00 PM	Deferred Revenue - Completed forms to record deferred revenue for receipts collected in FY2025 for FY2026 activity must be received in Cash Management, Suite 5301, 21 N. Park St.	See Deferred Revenue policy. FY26 deferred revenue offsetting entry will not post to SFS or WISER. These entries will be manually pushed to Workday by DoBS.
July 2 4:00 PM	JET – Last day for JRR (Revenue) entries in JET for FY 2025.	JET – Last day for JRR (Revenue) entries in JET for FY 2025.
July 7 4:00 PM	Non-Salary Cost Transfers processed through the Cost Transfer Tool must be approved by 4:00 PM July 7, 2025 to ensure entry for FY 2025.	Any cost transfers not fully approved by this date will need to be created in Workday
July 7 4:00 PM	JET – Last day for JRB (Internal Billings), JRT (Non-salary cost transfer), and IUJ (Inter-Unit Journals) entries in JET for FY 2025.	JET – Last day for JRB (Internal Billings), JRT (Non-salary cost transfer), and IUJ (Inter-Unit Journals) entries in JET for FY 2025.
July 7 4:00 PM	JET & Cost Transfer Tool Down - JET and Cost Transfer Tool will be turned off on July 7, 2025 at 4:00pm	Campus users will no longer be able to use these tools to record FY25 transactions

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July 7	MILESTONE: First day for users to submit expense reports	Marks the first opportunity for staff to submit an expense report in Workday. Any expense reports that are in draft status or not approved and paid in SFS will need to be re-created in Workday. A report will be pulled from SFS showing employees with unpaid expense reports, who will be contacted and provided with instructions/job aid to create a new expense report in Workday.
July 7	MILESTONE: First day for users to expense credit card transactions	Marks the first opportunity for staff to submit an expense report with a credit card transaction in Workday.
July 7	MILESTONE: First day to apply for new credit card	Marks the first opportunity for staff to submit a Purchase card or Shared Liability card application in Workday. Applications are submitted using a request framework in Workday.
July 7 5:00 PM	Resume AP Processing	Resume AP Processing
July 7	Last day to process Budget Transfers in JET for FY25	
July 16 5:00 PM	Finalize Year-End Process EIB for open AR	This is for any area that invoices customers outside of Central AR (SFS AR/BI modules). This EIB should tie to the yearend AR balances submitted. Customers Invoice: As a part of the year end process the EIB provided for the open AR should be sent for processing to ATP. These EIBs will then be loaded into Workday with the open legacy invoice details. (Non-AR/BI module campuses).
July 18 5:00 PM	Last Day for Period 998	Campus to submit data to DOBS by 7/11/2025 (Friday) for FY25
September 5 5:00 PM	Adaptive open for end-users	Adaptive open to end users (note - specific functions will be available in-line with use)
	Last day to process subaward PO's and Invoices.	No further grant related PO's and/or invoices should be processed after this day, doing so will create accounting impacts downstream.