

Wisconsin School of Business - FY 2018 Year End Deadlines*

Deadline dates listed are the dates that **valid & complete requests must be received by in the FMO. Requests with missing info, missing receipts, etc. may not be processed in time for FYE18 posting*

Due to the Department ID change taking place, ALL transactions, cost transfers, purchases, etc., that need to be moved to different funding, charged in FY18, etc., MUST be completed by the deadlines stated. Cost transfer requests for FY18 (or older) expenses after FY18 is over may not be possible to complete.

<u>Transaction Type</u>	<u>Deadlines</u>	<u>Notes</u>
External Requisitions for FY18 with a dollar amount \$5,000 - \$49,999**	April 6, 2018	Any simplified bidding, etc., must already be completed. **Contract purchases over \$50,000 for FY18 must also be submitted no later than April 6, 2018
Direct Payment (DP) & Payment To Individual Reports (PIR)	May 25, 2018	Submit completed forms with supporting documentation by deadline
Refund of Receipt Form	May 29, 2018	
Check requests and Gift Routing Forms must be received by UW Foundation by June 10th in order to guarantee transfer to UW-Madison fund 233 accounts by the end of FY 2018	May 30, 2018	Must be received in the FMO by Deadline, to ensure delivery by UW Foundation's deadline
Invoices from External Vendors (i.e. for payment on purchase orders already issued)	May 31, 2018	For Payment in FY18
Encumbrance Management Forms (i.e. for changes to existing purchase orders) for FY 2018. Email requests and/or completed forms to your FMO purchasing contact	June 7, 2018	Date to request changes to existing POs by
Salary Cost Transfers (SCTs) processed through the Cost Transfer Tool for Fiscal Year 2018	June 13, 2018	Must be entered into the Cost Transfer Tool by dept/center by date listed
Shop@UW (formerly MDS) Orders	June 15, 2018	Order in-stock items by date (end of day) listed to ensure FY18 processing
Purchasing Card Transactions	June 15, 2018	Posting of transactions are subject to vendor processing, deadline given assumes vendors post transactions at least once per week
e-Reimbursement/GET Expense Reports**	June 16, 2018	FY18 processing deadline of June 16 given is subject to the expense report being submitted, approved at the approver level by June 16, and all receipts & supporting documentation appropriately attached **Due to the department ID updates, all approvers will need to make sure their approval queues are empty by the end of business day on June 16 and travelers/alternates will need to make sure they don't have any outstanding reports to submit (or re-submit) If anyone will have an Accountable Plan violation due to the early deadline, contact the FMO to discuss options before breaching the 90 day deadline
Internal invoices, billings, and Work Orders for supplies/services	June 18, 2018	
Check Deposits	June 23, 2018	By noon on Friday, June 23, 2018
Receipt/Sales Credit Transfer Form	June 23, 2018	Complete and submit to the FMO by end of day on June 23, 2018
Cost Transfer Tool (for Non-Salary Cost Transfers) - Last day for June FY18 (period 12) journal entries	June 28, 2018	Deadline is June 28 by end of business day, for departments/centers to initiate and submit non-salary cost transfers . Does not include cost transfers for Grants (which require additional approvals)
Department Bank Deposits	June 28, 2018	Does not guarantee bank statement will show deposit in FY18
Cost Transfer Tool for FY18 - Period 13	July 3, 2018	Deadline to have non-salary cost transfers fully approved in period 13 is July 3, by end of business day. May begin submitting on morning of June 30
Cost Transfer Tool Unavailable - From July 6-12 to allow final clean-up for Fiscal Year 2018	N/A	Informational - Cost Transfer Tool will not be available for any transfers until July 12
PO Encumbrances (FY2019) will begin to occur and be visible in WISDM after July 6	N/A	Informational