



February 15, 2024

FY 2024 Timetable for Processing Transactions

DATES SHOWN BELOW ARE FOR RECEIPT IN SMPH DEAN'S OFFICE

Transaction Type	Due Date
Purchase Requisitions for FY 2024 with a dollar amount equal to or greater than \$50,000 may require bidding and should be submitted in ShopUW+	March 18, 2024
Purchase Requisition(s) for goods and services expected to be delivered in FY 2025 may begin to be created for FY 2025 in ShopUW+	EST: April 1, 2024
Salary Cost Transfers involving fund 101 are due to Fiscal Affairs	May 1, 2024
Purchase Requisitions submitted after this date may be held for processing in FY2025. Purchasing Services will make every attempt to process requisitions in a timely manner but FY24 processing is not guaranteed. FY24 processing is not allowed for products or services expected to be delivered after June 30, 2024.	May 10, 2024
Invoices from External Vendors must be received in Accounts Payable , Suite 5301, 21 N. Park St. - Invoices may be submitted after this date, but FY24 processing is not guaranteed.	May 31, 2024
Direct Payments (DP) & Payment To Individual Forms (PIR) must be generated in ShopUW+ with all approvals – Forms may be submitted after this date, but FY24 processing is not guaranteed.	May 24, 2024
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 FY24 processing is not guaranteed.	May 24, 2024
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 2024. - Forms may be submitted after this date, but FY24 processing is not guaranteed.	May 31, 2024
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 10, 2024
Salary Cost Transfers (SCTs) processed through the Cost Transfer Tool for Fiscal Year 2024 must be fully approved by June 18, 2024 to guarantee entry into Fiscal Year 2024. After this cut-off date, SCT's and Direct Retros will be processed as time permits.	June 11, 2024
Voucher uploads must be received in Accounts Payable , Suite 5301, 21 N. Park St. – Uploads may be submitted after this date, but FY24 processing is not guaranteed.	June 19, 2024
Check Deposits - Must be received in Cash Management, Suite 5301, 21 N. Park St.	June 14, 2024

DIVISION OF BUSINESS SERVICES

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 • <https://businessservices.wisc.edu/> •



Transaction Type	Due Date
Load last FY24 P-card file into SFS	June 24, 2024
UWSA to load last purchasing card file to SFS (will contain transactions that posted at U.S. Bank on 06/21/2024). Subsequent files will be loaded into SFS on 07/03/2024 and processed in FY25.	June 24, 2024
All ShopUW+ catalog invoices must be received, matched and processed by June 27, 2024 to ensure charges are applied to FY24 funding. Invoices matched and processed after June 27, 2024 will be applied to FY25 funding.	June 27, 2024
Deadline to reconcile ALL purchasing card transactions (if not fully approved by 2PM, processing will run and “close” transactions)	June 27, 2024 by 12:00 PM
Expense reimbursement (E-Reimbursement) - Expense reports not fully approved by 6:30 pm on June 27, 2024 will not be processed for payment until July 1, 2024 and will be processed in FY 2025.	June 27, 2024 by 6:30 PM
Last Day for AP Voucher Entry	June 27, 2024
JET and Cost Transfer Tool – Last day for June FY 2024 (period 12) journal entries	June 21, 2024
JET and Cost Transfer Tool Opens for Period 13 - Accounting dates will change to July 1, 2024 (period 13) at 4:00 pm on June 28, 2024. All JET and Non-Salary Cost Transfers submitted in the Tool after 4:00 pm June 28, 2024 through July 8, 2024 at 4:00 pm will have an accounting date of July 1, 2024 and will be recorded in FY 2024.	June 28, 2024
Department Bank Deposits - For FY 2024 postings, deposits must be picked up by armored car services or delivered to US Bank before end of day June 28, 2024.	June 28, 2024
Receipt/Sales Credit Transfers - Forms for FY 2024 must be received in Cash Management, Suite 5301, 21 N. Park St. by 12:00 PM.	June 21, 2024
Freight - Departments who are currently using any shipping service must make sure that the funding line to be charged is valid for FY 2025. 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 .	June 28, 2024
Central AR (Non-Sponsored) - Last day to upload internal and external invoices is 6/28/24 by 2pm. Any invoice uploaded in “READY” status by 2pm on 6/28/24 will be posted in FY24.	June 28, 2024 by 2:00 PM
Central AR (Non-Sponsored) – Last day payments are posted to open external invoices	June 28, 2024
Deferred Revenue - Completed forms to record deferred revenue for receipts collected in FY2024 for FY2025 activity must be received in Cash Management, Suite 5301, 21 N. Park St. See Deferred Revenue policy .	July 1, 2024
JET – Last day for JRR (Revenue) entries in JET for FY 2024	June 28, 2024

DIVISION OF BUSINESS SERVICES



Transaction Type	Due Date
Resume normal P-card activity	July 3, 2024
Non-Salary Cost Transfers processed through the Cost Transfer Tool must be approved by 4:00 PM July 8, 2024 to ensure entry for FY 2024.	July 8, 2024
JET – Last day for JRB (Internal Billings) and JRT (Non-salary cost transfer) entries in JET for FY 2024.	July 12, 2024
JET & Cost Transfer Tool Down - JET will be turned off from July 8, 2024 at 4:00pm until EOD July 14, 2024 to allow final processing for FY 2024.	July 8-14, 2024
PO Encumbrances (FY2025) will begin to occur and be visible in WISER after this date.	July 12, 2024
JET - First day for JRR (Revenue), JRB (Internal Billings) and JRT (Non-Salary Cost Transfer) entry for FY 2025.	July 15, 2024
Cost Transfer Tool – First day for FY 2025 entry of Salary Cost Transfers or Non-Salary Cost Transfers in the Cost Transfer Tool.	July 15, 2024

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