TO: Deans, Directors, Department Chairpersons, and Departmental Administrators

FROM: Margaret Erickson

DATE: May 21, 2013 (revised)

RE: Fiscal Year (FY) 13 Closing Dates and Fiscal Year (FY) 14 Activity

FY 13 Closing Dates

In accordance with directives from the State Controller’s Office, we have established the following deadlines for processing FY 13 financial transactions. It is important that all departments process their FY 13 financial transactions as early as possible to help assure that all transactions are posted to the correct fiscal year. Any of the following transactions received after the referenced date will only be processed in FY 13 as time permits. Otherwise, these transactions will be charged to FY 14 funds.

Expenditures

6/19/13 Travel Expense Reports (TERs) and Payment to Individual Reports (PIRs) – must be received in Business Services by this date to assure processing as FY 13 transaction.

6/19/13 Accounts Payable Invoices received in Accounting Services by 6/19/13 will be processed as FY 13 expenditures.

6/21/13 Direct Retros - UWEX Business Services (104 Extension Building) must receive Direct Retro salary transfers by this date to assure processing as a FY 13 transaction.

6/21/13 Inter- and Intra-unit Billings - from service centers must be received in UWEX Business Services by this date.

6/21/13 Internal Invoices - for services/commodities received during FY 13 from UW service departments.

6/21/13 Non-salary payment transfer requests - for services/commodities paid from FY 13 funding.

6/21/13 Budget Transfers – FY 13 budget transfers are due in the Budget Office by 6/21/13.

6/21/13 Purchasing Card Transactions - All purchasing card charges posted through the 06/08/13-06/21/13 billing cycle (Billing Distribution forms are due by 06/26/13) will be charged to FY 13 funding. Beginning with the 06/22/13-07/05/13 cycle, Purchasing Card charges will be applied to FY 14 funding.

Mid-June (second week) Encumbrances - automatic cancellation of salary encumbrances.

Revenue

The UWEX Cashier Services (104 Extension Building) must receive all revenue that is to be credited as FY 13 income by the end of the day on Monday June 24, 2013. Invoice payments will be credited to outstanding invoices through Thursday June 27, 2013 if received no later than 10:00 AM on June 27, 2013.

Please be aware that transactions with problems/questions received near the deadline may be delayed beyond the year-end closing.
**UW-MADISON SERVICE CENTER CHARGES**

Services obtained from the UW-Madison Service Centers by the date indicated will be charged to FY13:

- Car Fleet: May 31, 2013
- Physical Plant: approximately June 25, 2013
- DOIT Bucky Backup: June 26, 2013
- DOIT Telecommunications: June 26, 2013
- DOIT Printing Services: June 25, 2013

**MDS Charges applied to FY13**

- All prime vendor and MDS core stock orders must be processed by June 14, 2013 to ensure charges are applied to FY13 funding.
- Orders placed after June 14, 2013 may or may not be billed to FY13 depending on product receipt date and potential back-order status.
- Orders placed June 24-30, 2013 will be applied to FY14.

**Payroll**

FY 14 Activity

Goods received and services provided on or after 7/1/13 are considered to be FY 14 activity. Please reference the appropriate FY 14 coding on all Requisitions, Travel Expense Reports, Payment to Individual Reports, Instructional Forms, Reports of Registrations and Collections Forms, Accounts Receivable Invoices, Refund Requests, etc.

External Requisitions

UWEX Purchasing will begin accepting external requisitions on Wednesday, 5/01/13. Please review the document entitled “External Requisition Creation” at following website: http://www.uwex.edu/business-services/purchasing/requisition-creation.html

Internal Requisitions

UWEX Accounting Services will begin accepting internal requisitions on Tuesday, 5/01/13.

For the following UW-Extension departments, internal requisitions are not necessary. Review the instructions after the department name:

- Mail Services/Bulk Mail Services - If the funding string for Mail Services has changed, email Andrew Barbercheck (andrew.barbercheck@uwex.edu)
- Instructional Communications Systems - The preferred method of billing is direct charge or purchasing card.

UW-Madison requirements vary by department. Please review the document entitled “Guidelines for How to Do Transactions with Other UW Institutions” at the following website: http://www.uwex.edu/business-services/documents/howToTransOtherInstitutions.pdf

Reminder: The preferred method of payment is the purchasing card. If a UW department accepts it, please use it.
For assistance call:

<table>
<thead>
<tr>
<th>Transaction</th>
<th>Contact Person</th>
</tr>
</thead>
<tbody>
<tr>
<td>Accounts Receivable Invoices</td>
<td>Sue Ballweg at 262-2806</td>
</tr>
<tr>
<td>External Requisitions</td>
<td>Bob Price at 262-1979</td>
</tr>
<tr>
<td>Internal Requisitions</td>
<td>Bob Price at 262-1979</td>
</tr>
<tr>
<td>General Ledger Uploads</td>
<td>Janet Waldburger at 265-6787</td>
</tr>
<tr>
<td>Interdepartmental Billings</td>
<td>Janet Waldburger at 265-6787</td>
</tr>
<tr>
<td>Invoices - Blanket Order for Printing</td>
<td>Dolt Printing at 262-3461</td>
</tr>
<tr>
<td>Invoices</td>
<td>Steve Sauer at 265-6650</td>
</tr>
<tr>
<td>Direct Retros</td>
<td>Janet Waldburger at 265-6787</td>
</tr>
<tr>
<td>Non-Salary Transfers</td>
<td>Janet Waldburger at 265-6787</td>
</tr>
<tr>
<td>Payment to Individual Reports (PIR)</td>
<td>Bob Price at 262-1979</td>
</tr>
<tr>
<td>Purchase Orders</td>
<td>Rhonda Loger at 262-0164</td>
</tr>
<tr>
<td>Purchasing Card Transactions</td>
<td>Dick Intlekofer at 262-1976</td>
</tr>
<tr>
<td>Revenue - External</td>
<td>Jean Storandt at 265-6645</td>
</tr>
<tr>
<td>Travel Expense Reports (TER)</td>
<td>Judy VanBlarcom at 890-4661</td>
</tr>
<tr>
<td></td>
<td>Jeanne Engerman at 262-1798</td>
</tr>
<tr>
<td></td>
<td>Jeff Henslin at 262-0180</td>
</tr>
</tbody>
</table>

Business Services appreciates your assistance and cooperation in making the transition into the new fiscal year as smooth as possible.

cc: Accounting Services
    Cashier Services
    Purchasing

G:\BPS\BUSVCS\YEARENDFYDATE13DOC