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

FROM: Margaret Erickson

DATE: April 10, 2014

RE: Fiscal Year (FY) 14 Closing Dates and Fiscal Year (FY) 15 Activity

**FY 14 Closing Dates**

In accordance with directives from the State Controller’s Office, we have established the following deadlines for processing FY 14 financial transactions. It is important that all departments process their FY 14 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 14 as time permits. Otherwise, these transactions will be charged to FY 15 funds.

**Expenditures**

- **6/20/14** Travel Expense Reports (TERs) and Payment to Individual Reports (PIRs) – must be received in Business Services by this date to assure processing as FY14 transaction.
- **6/20/14** Accounts Payable Invoices received in Accounting Services by 6/20/14 will be processed as FY 14 expenditures.
- **6/20/14** Direct Retros - UWEX Business Services (104 Extension Building) must receive Direct Retro salary transfers by this date to assure processing as a FY 14 transaction.
- **6/20/14** Inter- and Intra-unit Billings - from service centers must be received in UWEX Business Services by this date.
- **6/20/14** Internal Invoices - for services/commodities received during FY 14 from UW service departments.
- **6/20/14** Non-salary payment transfer requests - for services/commodities paid from FY 14 funding.
- **6/20/14** Budget Transfers – FY 14 budget transfers are due in the Budget Office by 6/20/14.
- **6/20/14** Purchasing Card Transactions - All purchasing card charges posted through the 06/07/14-06/20/14 billing cycle (Billing Distribution forms are due by 06/25/14) will be charged to FY 14 funding. Beginning with the 06/21/14-07/04/14 cycle, Purchasing Card charges will be applied to FY 15 funding.
- **TBD** Salary Encumbrances - automatic cancellation of salary encumbrances will be determined by System in mid-June.

**Revenue**

The UWEX Cashier Services (104 Extension Building) must receive all revenue that is to be credited as FY 14 income by the end of the day on Monday June 23, 2014. Invoice payments will be credited to outstanding invoices through Wednesday June 25, 2014 if received no later than 10:00 AM on June 25, 2014.

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 FY14:

- Car Fleet: May 30, 2014
- Physical Plant: approximately June 25, 2014
- DOIT Bucky Backup: June 25, 2014
- DOIT Telecommunications: June 25, 2014
- DOIT Printing Services: June 25, 2014

MDS Charges applied to FY14

- All prime vendor and MDS core stock orders must be processed by June 13, 2014 to ensure charges are applied to FY14 funding.
- Orders placed after June 13, 2014 may or may not be billed to FY14 depending on product receipt date and potential back-order status.
- Orders placed June 24-30, 2014 will be applied to FY15.
FY 15 Activity

Goods received and services provided on or after 7/1/14 are considered to be FY 15 activity. Please reference the appropriate FY 15 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 Purchase Order requests on Thursday, 5/01/14. Purchasing will provide training April 23, 24, & April 25 for processing PO requests for FY15. Contact Jean Storandt to sign up for training (see attached contact list).

Internal Requisitions

UWEX Accounting Services will begin accepting internal requisitions on Thursday, 5/01/14.

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>Internal Requisitions</td>
<td>Bob Price at 262-1979</td>
</tr>
<tr>
<td>General Ledger Uploads</td>
<td>Janet Waldlurger at 265-6787</td>
</tr>
<tr>
<td>Interdepartmental Billings</td>
<td>Janet Waldlurger 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 Waldlurger at 265-6787</td>
</tr>
<tr>
<td>Non-Salary Transfers</td>
<td>Janet Waldlurger at 265-6787</td>
</tr>
<tr>
<td>Payment to Individual Reports (PIR)</td>
<td>Bob Price at 262-1979</td>
</tr>
<tr>
<td>Purchase Order Requests</td>
<td>Rhonda Loger at 262-0164</td>
</tr>
<tr>
<td></td>
<td>Dick Intlekofer at 262-1976</td>
</tr>
<tr>
<td></td>
<td>Judy Van Blarcom 890-4661</td>
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<tr>
<td>Purchasing Card Transactions</td>
<td>Jean Storanlt at 265-6645</td>
</tr>
<tr>
<td></td>
<td>Judy VanBlarcom at 890-4661</td>
</tr>
<tr>
<td>Revenue - External</td>
<td>Joan Thiesen at 262-8974</td>
</tr>
<tr>
<td>Travel Expense Reports (TER)</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