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

FROM: Margaret Erickson

DATE: May 1, 2015

RE: Fiscal Year (FY) 15 Closing Dates and Fiscal Year (FY) 16 Activity

FY 15 Closing Dates

In accordance with directives from the State Controller’s Office, we have established the following deadlines for processing FY 15 financial transactions. It is important that all departments process their FY 15 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 15 as time permits. Otherwise, these transactions will be charged to FY 16 funds.

Expenditures

6/01/15 Desktop/Laptop/Tablet/Printer orders must be received in CITS by this date to assure processing as FY 15 transaction.

6/19/15 Payment to Individual Reports (PIRs) – must be received in Business Services by this date to assure processing as FY15 transaction.

6/19/15 Accounts Payable Invoices received in Accounting Services by 6/19/15 will be processed as FY 15 expenditures.

6/19/15 Direct Retros - UWEX Business Services (104 Extension Building) must receive Direct Retro salary transfers by this date to assure processing as a FY 15 transaction.

6/19/15 Inter- and Intra-unit Billings - from service centers must be received in UWEX Business Services by this date.

6/19/15 Internal Invoices - for services/commodities received during FY 15 from UW service departments.

6/19/15 Non-salary payment transfer requests - for services/commodities paid from FY 15 funding.

6/19/15 Budget Transfers – FY 15 budget transfers are due in the Budget Office by 6/19/15.

6/26/15 Purchasing Card Transactions - All purchasing card charges posted through the 06/06/15-06/19/15 billing cycle (Allocations are finalized on 06/26/15) will be charged to FY 15 funding. Beginning with the 06/20/15-07/03/15 cycle, Purchasing Card charges will be applied to FY 16 funding.

6/26/15 Electronic TERs forwarded to the TER auditor by 12:00 pm on 6/26/15 will be processed and included as part of FY15 business. After that cutoff time, eTERs will be processed with FY16 business.

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 15 income by the end of the day on Monday June 22, 2015. Invoice payments will be credited to outstanding invoices through Wednesday June 24, 2015 if received no later than 10:00 AM on June 23, 2015.

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 FY 15:

- Car Fleet: May 30, 2015
- Physical Plant: approximately June 25, 2015
- DOIT Bucky Backup: June 25, 2015
- DOIT Telecommunications: June 25, 2015
- DOIT Printing Services: June 25, 2015

MDS Charges applied to FY15

- All prime vendor and MDS core stock orders must be processed by June 16, 2015 to ensure charges are applied to FY15 funding.
- Orders placed after June 16, 2015 may or may not be billed to FY15 depending on product receipt date and potential back-order status.
- Orders placed June 25-30, 2015 will be applied to FY16.
FY 16 Activity

Goods received and services provided on or after 7/1/15 are considered to be FY 16 activity. Please reference the appropriate FY 16 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 PO Requests

UWEX Purchasing will begin accepting external Purchase Order requests on Monday, 6/01/15 for FY16 activity.

Internal Purchases

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 internal reallocation.

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
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 608-262-2806</td>
</tr>
<tr>
<td>CITS computer purchases</td>
<td>Walt Bublitz at 608-263-5043</td>
</tr>
<tr>
<td>Direct Retros</td>
<td>Janet Waldburger at 608-265-6787</td>
</tr>
<tr>
<td>Electronic Travel Expense Reports (eTER)</td>
<td>Jeff Henslin at 608-262-0180</td>
</tr>
<tr>
<td>General Ledger Uploads</td>
<td>Janet Waldburger at 608-265-6787</td>
</tr>
<tr>
<td>Interdepartmental Billings</td>
<td>Janet Waldburger at 608-265-6787</td>
</tr>
<tr>
<td>Internal Requisitions</td>
<td>Bob Price at 608-262-1979</td>
</tr>
<tr>
<td>Invoices</td>
<td>Steve Sauer at 608-265-6650</td>
</tr>
<tr>
<td>Invoices - Blanket Order for Printing</td>
<td>Dolt Printing at 608-262-3461</td>
</tr>
<tr>
<td>Non-Salary Transfers</td>
<td>Janet Waldburger at 608-265-6787</td>
</tr>
<tr>
<td>Payment to Individual Reports (PIR)</td>
<td>Bob Price at 608-262-1979</td>
</tr>
<tr>
<td>Purchase Order Requests</td>
<td>Rhonda Loger at 608-262-0164</td>
</tr>
<tr>
<td>Purchasing Card Transactions</td>
<td>Vera Laufenberg at 608-890-2287</td>
</tr>
<tr>
<td></td>
<td>Judy Van Blarcom 608-890-4661</td>
</tr>
<tr>
<td>Revenue - External</td>
<td>Jean Storandt at 608-265-6645</td>
</tr>
<tr>
<td></td>
<td>Judy Van Blarcom 608-890-4661</td>
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<tr>
<td></td>
<td>Jim Krueger at 608-262-8974</td>
</tr>
</tbody>
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Business Services appreciates your assistance and cooperation in making the transition into the new fiscal year as smooth as possible. If you have any further questions, or want to email us, please use one of the following general email addresses that are monitored and will be answered by staff.

uwexaccounting@uwex.edu general Accounting Services email
uwexcashier@uwex.edu general Cashier Services email
uwcxpurchasing@uwex.uwc.edu general Purchasing Services email

cc: Accounting Services
    Cashier Services
    Purchasing