***Date:*** February 27, 2023

***To:*** Campus Personnel

***From:*** Trisha Barber

***Subject:* Fiscal Year 2023 Year-End Cutoff Dates**

Listed below are the preliminary cutoff dates for processing transactions in Financial Services. This listing is preliminary as we wait for UW System Administration to publish its dates related to various financial and procurement transactions.

Please review this schedule and adjust your submission of transactions accordingly. Financial Services, Purchasing, ICIT, Human Resources and Diversity, and Printing Services cannot guarantee that any documents received after the cutoff dates will be processed into the current fiscal year.

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| ***Transaction Type*** | ***Cutoff Dates and Description*** |
| Interface Files (Computer purchases, postage, TMA, etc.) | June 9, 2023 This will include all activity through May, June activity will be posted in FY24.  NOTE: All TMA charges need to be to FP&M by May 30, 2023 to be posted in FY23 (includes warehouse and advance billings) |
| Peachtree Charge-backs/Invoices | June 7, 2023 Activity invoiced through June 7, 2023 will be posted on June 9, 2023. Invoices entered in Peachtree after June 7, 2023 will be posted in FY24. |
| Travel Expense Reports | June 15, 2023 NOTE: All expense reports will need to be approved by the supervisor by 4:30pm on June 29th to be paid in FY23 |
| Vendor Invoices (Direct Payments and PO-related), Payments to Individuals, and Refund of Receipts | June 22, 2023 All items must be full approved and to Accounts Payable by this date.  NOTE: This relates to invoices that do not require a Purchase Order or ones where Purchase Orders are already established. |
| Expense Corrections, Revenue and Budget Transfers | June 22, 2023 Please send these requests electronically with all required documentation and approvals to [finsrv@uww.edu](mailto:finsrv@uww.edu) |
| Cost Transfer tool transfers | June 28, 2023 Please complete these requests electronically with all required approvals. |
| Departmental Deposits | June 29, 2023 at 3:30 p.m. |
| Procard Transactions | Charges posted through June 23, 2023 will be applied to FY23. The items must be reconciled and approved by 12:00pm, June 29, 2023.  NOTE: Keep in mind vendors and the bank must post charges by this date in order for charges to be posted in FY23 and vendors may take up to 2-3 days to post. On July 3, 2023, normal activity of procard transactions will resume. |

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| ***Transaction Type*** | ***Cutoff Dates and Description*** |
| Requisitions **to ICIT** for Computer, AV Equipment, and Software | March 31, 2023 All orders |
| Requisitions requiring external Purchase Orders: **No new PO’s will be issued in June for FY23** | **Non-Contract Purchases:**  ASAP $50,000 and over req bid process – contact Purchasing  April 21, 2023 $5,001-$49,999 req. bid process  **Contract Purchases:**  May 19, 2023 Any $ - No bid process  \*All goods must be received by June 30 to be charged to FY22 |
| Requisitions requiring Printing Purchase Orders  **No new PO’s will be issued in June for FY23** | **Non-contract Printing:**  ASAP $50,000 and over req bid process – contact Printing  April 21, 2023 $0-$49,999 req. bid process  **Contract Printing:**  May 24, 2023 Any $ |
| Payroll | **Estimated dates for posting final payroll:**  Bi-Weekly June 23, 2023, for June 4-17 payable June 29th  **All Change of Status Requests due to HR by May 24, 2023 to ensure funding strings are accurate.** |