

Conversion of Fund 133 to 233 Gift Projects and Its Impact on Financial Transactions

Background

Starting with fiscal year 2009, the existing fund 133 projects will be split into two funds: The grants portion of fund 133 will stay in fund 133 but the non grants (i.e. gifts) portion will be moved and converted to fund 233.

Coding Changes on the Converted Fund 133 Projects

- Fund code: All the converted fund 133 projects will be changed to fund 233.
- Project ID: The first digit of a converted Project ID will be changed to “2”. For example, 133EJ56 will be changed to 233EJ56. Therefore 133EJ56 will be coded to fund 233 and Project ID 233EJ56.
- There will be no changes to fund 133 grant projects because they will remain in fund 133 without change in Project IDs.
- Please go to the Accounting Services website to down load or view the complete list of converted fund 133 projects: <http://www.bussvc.wisc.edu/acct/acct.html>.

FY2008-09 Transition

When to Stop Using Old Fund 133 Project IDs:

- **June 13, 2008:** All FY08 AP invoices and payment requests must be received in Accounts Payable, 21 N. Park St., Suite 5301. This includes PO vendor invoices, Direct Payment Forms, Travel Expense Reports, Employee Reimbursements and Payment to Individual Reports.
- **June 25, 2008:** Salary Cost Transfer and Non-Salary Cost Transfer requests must be received by Accounting Services, 21 N. Park St., Suite 6101.
- **June 27, 2007:** All FY08 and June 2008 Inter-Department Billing Forms and Internal Work Order billings must be received in Accounting Services, 21 N. Park St., Suite 5301.
- **July 9, 2008:** Last day for units that use JET to submit FY08 and June 2008 internal billings and cost transfers.
- **Last Payroll to Use Old Coding:** June B student, June B classified, June unclassified and June EOM unclassified.

When to Start Using New Fund 233 Project IDs:

- All FY09 AP payments. Please use fund 233 and new “233XXXX” Project IDs on all FY09 payment forms/requests.
- All FY09 non salary cost transfers.
- Salary Cost Transfer requests after June 25 deadline: If request to “transfer from” is on the old 133XXXX project that has been converted to 233XXXX project, please code the “transfer from” funding as fund 233 and the corresponding 233 Project ID.
- All FY09 purchase orders (FY09 external requisition started on May 12, 2008).

- All FY09 internal work orders, Inter-Department Billing Forms and Internal Work Order billings. However, MDS, FP&M and DoIT will automatically convert all customer billing information with July billing cycle. For other internal purchases, please provide the updated funding information when you make a purchase request.
- Payroll: July A classified, July A student and July unclassified.
- Roll Forward POs: Purchasing Services will make the changes to the codings on all converted fund 133 projects that have purchase orders carrying forward into FY09.
- Continuing Order Requisition (CORs): Business Services will make coding changes automatically in the Purchasing system on verified CORs.
- P-Card: Business Services will make system changes to automatically convert the funding information on all p-cards.

WISDM Reporting

All the inception-to-date (ITD) balances of converted fund 133 projects will be rolled forward to fund 233 and 233XXXX projects during the year end closing. For example, budget, revenue and expenditures of 133EJ56 will be rolled forward to fund 233 and Project 233EJ56. We will continue to see inception-to-date balances in 233XXXX projects in WISDM but the prior year detail transactions will remain in 133XXXX. When looking up 133XXXX projects and the related financial details, you will need to change fiscal year to FY2008 in WISDM. There will be no change to non-financial data unless the change is made on a specific project by RSP after the conversion.