Date: February 10, 2015
To: Distribution to be determined
From: Dan Langer, Controller
Subject: Deadline dates for Fiscal Year (FY) 2015 transactions and encumbrance dates for FY 2016 requisitions

In preparation for the fiscal year-end 2015 closing, following are guidelines provided for your reference. Should you have any questions regarding this information please contact Susie Maloney at smaloney@bussvc.wisc.edu or 608.890.3220 or me at dlanger@bussvc.wisc.edu or 608.262.4766.

FY 2015 Purchase Requisition Deadlines

All FY 2015 purchase requisitions must arrive at Purchasing Services by 12:00 PM on the date indicated in the timetable in order to facilitate processing before year-end. Please consider lead time for Department and Dean/Director approval, and campus mail delivery.

For more information on the purchase order close criteria please visit our website at: http://bussvc.wisc.edu/purch/EncMgt/closing.html.

NOTE: All external goods or services ordered after May 22nd expected to be received by June 30th, must be encumbered for the current 2015 fiscal year. Orders placed after May 22nd expected to be received after June 30th will be charged to the new 2016 fiscal year.

FY 2015 Transaction Deadline Dates

Be advised that transactions received by the dates stated on the timetable could be returned to you if there are problems or questions (i.e. insufficient information, inappropriate or invalid purchase order (PO) numbers, items on an invoice not on the purchase order, etc.). If this should occur, payment will be processed when the transaction information has been finalized (most likely in FY 2016).

Transactions received after these dates will be processed on a first-come/first-serve basis. Charges will be applied to the funds in the fiscal year in which they are processed.

FY 2016 External Requisition Encumbrance Dates

Beginning April 1, 2015, FY 2016 external requisitions for goods and services expected to be delivered in FY 2016 may be created in the External Requisition Generator in My UW. Prior to April 1, 2015, any FY 2016 funding will not validate in the External Requisition Generator in My UW. Encumbrances will not initiate and be reflected in WISDM until at least July 9, 2015, following posting to the UW System Shared Financial System (PeopleSoft). Fiscal Year 2016 purchase orders will continue to be processed as received.

FY 2016 Summer Session Dates

Summer Session requisitions will follow the guidelines for normal fiscal year separation of transactions, meaning that items expected to be received by June 30, 2015, should be intended for FY 2015 processing and items expected to be received July 1, 2015, or later should be processed as FY 2016 requisitions.

Please share this information with all appropriate staff. This memo, along with the attached timetable, is also available on the Accounting Services web page at http://www.bussvc.wisc.edu/acct/ddtime.html.