



Date: June 8, 2010
Memo To: e-Reimbursement Approvers, Auditors, and Division Coordinators
From: UW-Madison Accounting Services
Subject: **Allow Additional Days for e-Reimbursement Payments June 30-July 6, 2010**

Payments for travel and expenses submitted through e-Reimbursement typically take 3-5 business days once the expense report has been fully approved but, the combination of the 2010 fiscal year end, furlough days, and the July 4 legal holiday may postpone e-Reimbursements payments. Expense reports submitted June 30-July 6, 2010, may take a few additional days before the payment reaches the traveler's bank account. Please refer to the following timeline that outlines the dates regarding processing that will occur around the 2010 fiscal year end:

- June 29, 2010 Last day to assure fully approved expense reports and cash advances submitted through e-Reimbursement are processed for FY2010.
- June 30, 2010
 - 1) Shared Financial System (SFS) workflow is paused, approximately 8:00 AM to noon, to finalize FY2010 transactions in the system.
 - 2) Expense reports or cash advances that are fully approved after the workflow pause will be recorded to FY2011.
 - 3) Review additional information about workflow pause on the e-Reimbursement Announcements web page at <http://www.bussvc.wisc.edu/acct/TEWeb/tabannounce.html>.
- July 1, 2010 FY2010 ended; no SFS processing occurs.
- July 2, 2010 UW-System Administration furlough; no ACH payments.
- July 3-4, 2010 State offices closed for business; no ACH payments.
- July 5, 2010 Legal holiday; no ACH payments.
- July 6, 2010 ACH payments resume.

Please review the timetable that outlines all financial processing for the 2010 fiscal year end on the Accounting Services web site at <http://www.bussvc.wisc.edu/acct/ddtime.html>.

Accounting Services