

April 2024

Monday	Tuesday	Wednesday	Thursday	Friday
<p>1 FY25 Funding Open</p> <p>FY24 deadline for: Purchasing <u>Requisitions over \$50,000 for goods or services not on contract</u> (Note: given current workload/processing times, orders over \$50,000 requiring a solicitation have a 3- to 9- month timeline depending on complexity and procurement process involved)</p>	2	3	4	5
8	9	10	11	12
<p>15 FY24 deadline for: Purchasing <u>Requisitions over \$5,000 (and less than \$50,000) for goods or services not on contract</u> (Note: given current workload/processing times, orders requiring a solicitation – simplified bidding – may have a 1- to 3- month timeline depending on complexity and procurement process involved)</p>	16	17	18	19
22	23	24	25	26
29	30			

May 2024

Monday	Tuesday	Wednesday	Thursday	Friday
		1	2	3
6	7	8	9	10
13	14	15	16	17
20 Purchasing FY24 orders to be entered in ShopUW+ (entered and through all approvals) and submitted to Purchasing by this date.	21	22	23	24 We suggest travelers submit their expense reports to allow adequate time for the expense report audit process which may require resubmission and reapproval.
27	28	29	30	31 Purchasing FY24 Purchase orders cannot be entered after May 31. All new non-catalog Purchase Orders should be entered with FY25 selected in the 'UW Fiscal Year Field'. Catalog Purchases through ShopUW+ on FY24 funding may continue until 6/27.

June 2024

Monday	Tuesday	Wednesday	Thursday	Friday
3	4	5	6	7
10	11	12	13	14 Last day to guarantee processing in FY24: Accounts Payable External Invoices Direct Payment Forms PIRs ASSA payments Refund of Receipt Forms
17 *Tentative* FY24 deadline for: UWSA Deadline to Correct Funding in FY24 for Inclusion in the FY24 Roll. Any funding entered after 4:00PM 6/17/2024 must be entered in both FY24 and FY25. UWSA June 17 – 21 - Processing of Funding Data Forms and Direct Retros will be Suspended in HRS	18	19 Cashiers Last day to guarantee processing in FY24: Departmental Deposits	20	21 Last day to guarantee processing in FY24: Accounting Services Last day to submit 20/20 Catering uploads and Union Business Office uploads Note: All P-Card charges received on the June 21, 2024, statement will be charged to FY24 *Tentative * UWSA All Salary Encumbrances Set To 0
24	25 Purchasing ShopUW+ catalog orders must be entered selecting FY25 as the UW Fiscal Year.	26	27 Procurement Office (Purchasing/AP) All ShopUW+ catalog invoices must be received, matched, and processed by June 27, 2024, to ensure charges are applied to FY24 funding. Invoices matched and processed after June 27, 2024, will be applied to FY25 funding. Accounting Services Last day to begin SFS Workflow Process for: Internal Charges/Chargebacks Non-Salary Payment Transfers Program Revenue Transfers (Cash Transfers) Budget Transfers Direct Charges (i.e., Kenilworth Housing Payments, SCE Registrations, etc.) Last day to submit upload to bfs- journalupload@uwm.edu to guarantee processing in FY24 (Credit Cards/Chargebacks/CN) Reallocation of P-Card Charges in US Bank Online for P-Card cycle ending June 21, 2024 (5:00PM Deadline) Expense Reports Any expense reports fully approved by 6:30 pm on Thursday, June 27th will get picked up and included in the Paycycle process on Friday, June 28th and included in Fiscal Year 2024 financials	28 Accounts Payable Last FY24 Pay Cycle will run no later than 3:30pm to gather all FY24 payments. Procurement Office (Purchasing/AP) No activity in SFS (e.g., voucher entry; PO, ASSA or subcontract management; batch uploads)

July 2024

Monday	Tuesday	Wednesday	Thursday	Friday
1	<p>2 Accounting Services Last day (by noon) to complete the workflow approvals process for uploads: Internal Charges/Chargebacks Non-Salary Payment Transfers Program Revenue Transfers (Cash Transfers) Budget Transfers Direct Charges (Kenilworth Housing Payments, SCE Registrations, etc.)</p> <p>Note: NSPTs, PR Transfers, Direct Charges and Budget Transfers submitted after 12:00 pm and/or does not have all approvals by 12:00 pm will not be processed.</p>	3	4	5
8	9	10	11	12
15	16	17	18	19
22	23	24	25	26
29	30	31		