

January

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
			1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30	31	

February

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
						1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	

Purchasing
Send recreate/PO
close list to campus

March

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
						1
2	3	4	5	6	7	8
<p>NOTE: **Orders \$50,000 and over NOT on contract have a 3-9 month timeline depending on complexity and required procurement process</p> <p>**requisitions submitted after calendar deadlines will be returned for reentry in Workday beginning 7/07</p>	<p>Purchasing Deadline for any requisition \$50,000 and over to be received in purchasing for <u>processing consideration</u></p> <ul style="list-style-type: none"> • applies to goods and services <u>NOT</u> on contract 		<p>Purchasing Deadline for any SOFTWARE requisition to be received by purchasing for <u>processing consideration</u></p> <ul style="list-style-type: none"> • applies to all NEW software of any dollar value 			
9	10	11	12	13	14	15
				<p>Purchasing Deadline for campus to return recreate/PO close list</p>		

<p>16</p> <p>NOTE: **Orders over \$5,000 and less than \$50,000 NOT on contract have a 1-3 month timeline depending on complexity and required procurement process**</p> <p>**requisitions submitted after calendar deadlines will be returned for reentry in Workday beginning 7/07</p>	<p>17</p> <p>Purchasing Deadline for any requisition over \$5,000 and less than \$50,000, to be received in purchasing for <u>processing consideration</u></p> <ul style="list-style-type: none"> • applies to goods and services <u>not</u> on contract 	<p>18</p>	<p>19</p>	<p>20</p>	<p>21</p>	<p>22</p>
<p>23</p>	<p>24</p>	<p>25</p>	<p>26</p> <p>Purchasing Purchasing to finalize the recreate/PO close list and redistribute to campus with Recreate Group 1 and Recreate Group 2 designations</p> <ul style="list-style-type: none"> • Recreate Group 1 to submit FY26 recreates beginning April 1st • Recreate Group 2 to submit FY26 recreates beginning 7/07 	<p>27</p>	<p>28</p>	<p>29</p>
<p>30</p>	<p>31</p>					

April

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
		1 FY26 Funds OPEN Purchasing Begin submitting FY26 requisitions for: <ul style="list-style-type: none"> • Recreate Group 1 • FY26 on contract of any dollar value (non-software) • FY26 new, \$5,000 and under (non-software) 	2	3	4	5
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29 Purchasing Deadline to submit recreates for Recreate Group 1	30			

May

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
				1 UWSA Deadline to submit Supplier Request and Change Forms to guarantee approval by 6/17	2	3
4	5 AP Deadline to submit a cash advance request in SFS	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20 AP Deadline to request a new non-employee profile or to request an update to existing profile Deadline to apply for Corporate Card (TCard)	21	22	23 Accounting Last day for position restriction funding costing allocations in HR	24
25	26	27	28	29 AP Deadline to create/submit expense reports	30 Purchasing Deadline for requisitions to be received in purchasing for <u>processing consideration</u> <ul style="list-style-type: none"> • applies to FY25 and FY26 requisitions \$5,000 and under • applies to requisitions of any dollar value on contract • applies to catalog POs \$5,000 and over • does not include software 	31

June

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
1	2 AP Deadline to apply for a new Purchasing Card (PCard) Purchasing FY25 deadline to input <u>new</u> subaward POs in SFS	3	4	5	6	7
8	9 AP Deadline to submit invoices, DPs, PIRs, Misc Refunds, ASSA payments Purchasing FY25 deadline to input subaward <u>change order</u> POs in SFS	10	11	12 Accounting Last day for worker funding costing allocations in HRS	13 Purchasing Purchasing to distribute Cleanup Close list to campus AP Deadline for Pcard and Tcard applications in process to be approved	14
15	16 AP Deadline for campus to complete approvals of expense reports	17 AP Deadline to settle expense reports UWSA Deadline to pay subawards Deadline to approve suppliers in ShopUW+	18 Purchasing Deadline for purchasing to process change orders	19 AP Deadline for payments to be entered for FY25 Deadline to submit Void/Stop Payments Purchasing Deadline for campus to return the Cleanup PO Close list	20 AP Deadline to create Receipts in ShopUW+ Accounting All salary encumbrances set to 0	21

22	23 AP Deadline to Run Final PayCycle	24 Purchasing Deadline to submit Catalog POs under \$5,000	25 NO ACTIVITY IN SUW+ AP Deadline for Pcard Cardholders to Reallocate Transactions in Access Online Accounting Cashier's – last day to guarantee processing in FY25 – departmental deposits	26 NO ACTIVITY IN SUW+	27 NO ACTIVITY IN SUW+ AP US Bank to make Access Online view only	28 NO ACTIVITY IN SUW+
29 NO ACTIVITY IN SUW+ AP US Bank to disable UDDS default funding for all UW credit card accounts in Access Online and replace (enable) with new FDM accounting	30 NO ACTIVITY IN SUW+ Accounting Direct retro					

July

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
		1 NO ACTIVITY IN SUW+	2 NO ACTIVITY IN SUW+	3 NO ACTIVITY IN SUW+	4 NO ACTIVITY IN SUW+	5 NO ACTIVITY IN SUW+
		Accounting Last day to submit upload to bfs-journalupload@uwm.edu mailbox to guarantee processing in FY25-PD12 (CCDR/CHBK/CN/Catering/UBO)	Accounting Last day to record asset activity in SFS Last day by noon to complete workflow approvals. Will be deleted at noon if does not have all approvals- PD12 (NPST/CHBK/PGRT/BT/DC)			
6 NO ACTIVITY IN SUW+	7 ACTIVITY BEGINS IN WORKDAY	8	9	10 Accounting Last day by noon to complete workflow approvals. Will be deleted at noon if does not have all approvals (NPST/CHBK/PGRT/BT/DC) Last day to submit upload to bfs-journalupload@uwm.edu mailbox to guarantee processing in FY25-PD13 (CCDR/CHBK/CN/Catering/UBO)	11 AP Discontinue mailing of paper Purchase Card statements from US Bank	12
13	14	15	16	17	18	19
20	21	22	23	24	25 AP CCA Review of user access to determine who should have approver or view-only access in Access Online	26
27	28	29	30	31		