

TO: Deans, Directors, Department Chairpersons, and Departmental Administrators
FROM: Mark Dorn
DATE: May 5, 2011
RE: Fiscal Year (FY) 11 Closing Dates and Fiscal Year (FY) 12 Activity

FY 11 Closing Dates

In accordance with directives from the State Controller's Office, we have established the following deadlines for processing FY 11 financial transactions. It is important that all departments process their FY 11 financial transactions as early as possible to help assure that all transactions are posted to the correct fiscal year. Any of the following transactions received after the referenced date will only be processed in FY 11 as time permits. Otherwise, these transactions will be charged to FY 12 funds.

Expenditures

- 6/17/11 Salary Payment Transfers - UWEX Business Services (104 Extension Building) must receive Salary Payment Transfers by this date to assure processing as a FY 11 transaction.
- 6/17/11 Travel Expense Reports (TERs) and Payment to Individual Reports (PIRs) - We encourage staff to process TERs in early June 2011 for travel that occurs during May. If an employee does a significant amount of travel during the first half of June, a separate TER can still be processed in time to reach Accounting Services by 6/17/11.
- 6/17/11 Accounts Payable Invoices received in Accounting Services by 6/17/11 will be processed as FY 11 expenditures.
- 6/24/11 Inter- and Intra-unit Billings - from service centers must be received in UWEX Business Services and UW-Madison Accounting Services by this date.
- 6/17/11 Internal Invoices - for services/commodities received during FY 11 from UW service departments.
- 6/24/11 Non-salary payment transfer requests - for services/commodities paid from FY 11 funding.
- 6/24/11 Budget Transfers – FY 11 budget transfers are due in the Budget Office by 6/24/11.
- 6/24/11 Purchasing Card Transactions - All purchasing card charges posted through the 06/11/11-06/24/11 billing cycle (Billing Distribution forms are due by 07/06/11) will be charged to FY 11 funding. Beginning with the 06/25/11-07/08/11 cycle, Purchasing Card charges will be applied to FY 12 funding.
- 7/08/11 Encumbrances - automatic cancellation of salary encumbrances.

Revenue

The UWEX Cashier (104 Extension Building) must receive all revenue that is to be credited as FY 11 income by the end of the day 6/28/11. Invoice payments will be credited to outstanding invoices through June 30, 2011 if received no later than 10:00 AM on June 30, 2011.

Please be aware that transactions with problems/questions received near the deadline may be delayed beyond the year-end closing.

Inter-Unit Billings

In June 2011, Business Services receives and processes the May 2011 invoices from the UW-Madison Service Centers as an FY11 charge. (Note that UW-Extension has no control over the Madison Service Centers and cannot guarantee what has been included in their May invoices.)

Services obtained from the UW-Madison Service Centers in June 2011 will be charged to FY12.

The June invoices are not received from UW-Madison until July 2011.

The Madison Service Centers that follow this schedule are:

- UW Madison Car Fleet
- Madison Physical Plant
- DOIT Bucky Backup
- DOIT Telecommunications
- DOIT Printing Services

MDS BILLING CHANGE – STARTING IN FY11

Beginning in FY11, MDS will run a June 2011 invoice that will be charged to FY11.

Orders placed prior to June 20, 2011 will be included in a June invoice that is charged to FY11.

This change will result in 13 MDS charges in FY11.

Payroll

The calendar year 2011 payroll processing schedule is posted on the Business Services website at: <http://www.uwex.edu/business-services/>. The schedule shows the fiscal year and accounting period that payrolls will be charged to.

FY 12 Activity

Goods received and services provided on or after 7/1/11 are considered to be FY 12 activity. Please reference the appropriate FY 12 coding on all Low Dollar Invoices, Requisitions, Travel Expense Reports, Payment to Individual Reports, Instructional Forms, Reports of Registrations and Collections Forms, Accounts Receivable Invoices, Refund Requests, etc.

External Requisitions

UWEX Purchasing will begin accepting external requisitions on Monday, 5/02/11. Please print out the document entitled "External Requisition Creation" at following website: <http://www.uwex.edu/business-services/purchasing/requisition-creation.html>

Internal Requisitions

UWEX Accounting Services will begin accepting internal requisitions on Monday, 5/02/11.

For the following UW-Extension departments, internal requisitions are not necessary. Review the instructions after the department name:

- Mail Services/Bulk Mail Services - If the funding string for Mail Services has changed, email Andrew Barbercheck (andrew.barbercheck@uwex.edu)
- Instructional Communications Systems - The preferred method of billing is direct charge or purchasing card.

UW-Madison requirements vary by department. Please print out the document entitled "Guidelines for How to Do Transactions with Other UW Institutions" at the following website: <http://www.uwex.edu/business-services/policy/doc/Policy14.pdf>

Reminder: The preferred method of payment is the purchasing card. If a UW department accepts it, please use it.

For assistance call:

Transaction	Contact Person
Accounts Receivable Invoices	Sue Ballweg at 262-2806
External Requisitions	Bob Price at 262-1979
Internal Requisitions	Bob Price at 262-1979
General Ledger Uploads	Janet Waldburger at 265-6787
Interdepartmental Billings	Janet Waldburger at 265-6787
Invoices - Blanket Order for Printing	Dolt Printing at 262-3461
Invoices - External Running/Blanket Orders	Steve Sauer at 265-6650
Non-Salary Transfers	Janet Waldburger at 265-6787
Payment to Individual Reports (PIR)	Bob Price at 262-1979
Payroll Interface (Suspense File/Salary Encumbrances)	Janet Waldburger at 265-6787
Purchase Orders	Rhonda Loger at 262-0164
	Dick Intlekofer att 262-1976
Purchasing Card Transactions	Jean Storandt at 265-6645
Revenue - External	Nancy Dahmen at 262-1798
Travel Agency Invoices	Margie Burris at 262-0180
Travel Expense Reports (TER)	Margie Burris at 262-0180

Business Services appreciates your assistance and cooperation in making the transition into the new fiscal year as smooth as possible.

cc: Accounting Services
Cashier Services
Purchasing

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