

TO: Deans, Directors, Department Chairpersons, and Departmental Administrators
FROM: Mark Dorn
DATE: May 5, 2008
RE: Fiscal Year (FY) 2007-08 Closing Dates and Fiscal Year (FY) 2008-09 Activity

FY 2007-08 Closing Dates

In accordance with directives from the State Controller's Office, we have established the following deadlines for processing FY 2007-08 financial transactions. It is important that all departments process their FY 2007-08 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 2007-08 as time permits. Otherwise, these transactions will be charged to FY 2008-09 funds.

Expenditures

- 6/20/08 Salary Payment Transfers - UWEX Business Services (104 Extension Building) must receive Salary Payment Transfers by this date to assure processing as a FY 2007-08 transaction.
- 6/20/08 Travel Expense Reports (TERs) and Payment to Individual Reports (PIRs) - We encourage staff to process TERs in early June 2008 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 6/20/08.
- 6/20/08 Low Dollar Invoices (direct charges) - Invoices received in Accounting Services by 6/20/08 will be processed as FY 2007-08 expenditures.
- 6/20/08 Inter- and Intra-unit Billings - from service centers must be received in UWEX Business Services and UW-Madison Accounting Services by this date.
- 6/27/08 Internal Invoices - for services/commodities received during FY 2007-08 from UW service departments.
- 6/27/08 Non-salary payment transfer requests - for services/commodities paid from FY 2007-08 funding.
- 7/02/08 Encumbrances - automatic cancellation of salary encumbrances.
- 7/09/08 Purchasing Card Transactions - All purchasing card charges posted through the 06/14/08-06/27/08 billing cycle (Billing Distribution forms are due by 07/09/08) will be charged to FY 2007-08 funding. Beginning with the 06/28/08-07/11/08 cycle, Purchasing Card charges will be applied to FY 2008-09 funding.

Revenue

The UWEX Cashier (104 Extension Building) must receive all revenue that is to be credited as FY 2007-08 income by 6/27/08. Accounts receivable invoices must be transmitted to the Cashier by this date to assure proper recording in year-end financial reports. Invoice payments will be credited to FY 2008-09 if received after 6/27/08.

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

FY 2008-09 Activity

Programs with an ending date of 7/1/08 or later and goods/services provided on or after this date are considered to be FY 2008-09 activity. Please reference the appropriate FY 2008-09 SFS coding on all Low Dollar Invoices, Requisitions, Travel Expense Reports, Payment to Individual Reports, Instructional Approval Forms, Reports of Registrations and Collections Forms, Accounts Receivable Invoices, Refund Requests, etc.

External Requisitions

UWEX Purchasing will begin accepting external requisitions on Tuesday, 5/01/08. Please print out the document entitled "External Requisition Creation" at following website: <http://www.uwex.edu/business-services/documents/howToExternalRequisitions.pdf>.

Internal Requisitions

UWEX Accounting Services will begin accepting internal requisitions on Monday, 5/05/08.

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 Pat Emmons (pat.emmons@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/documents/howToTransOtherInstitutions.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	Nancy Dahmen at 262-1798
External Requisitions	Bob Price at 262-1979
Internal Requisitions	Jean Storandt at 265-6645
General Ledger Uploads	Jerry Rosenau at 265-6787
Interdepartmental Billings	Jean Storandt at 265-6645
Invoices - Blanket Order for Printing	Dolt Printing at 262-3461
Invoices - External Running/Blanket Orders	Janet Waldburger at 265-6650
Low Dollar Orders (LDO)	Janet Waldburger at 265-6650
Non-Salary Transfers	Jerry Rosenau at 265-6787
Payment to Individual Reports (PIR)	Bob Price at 262-1979
Payroll Interface (Suspense File/Salary Encumbrances)	Jerry Rosenau 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	Leon Soboloski at 262-0180
Travel Expense Reports (TER)	Leon Soboloski 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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