

2023-24 Fiscal Year End Dates and Deadlines						
Department	Category	Deadline	Additional Information	Contact Individual	Contact Email	Contact Phone
Accounting Services (General Ledger)	Annual System year-end assessments	New Date -April 1, 2024	UW System assessments will be processed as received, with all assessments posting by April 1. Beginning FY25-Assessments will be completed in Q2.	Kim Letlebo	general.ledger.accounting.office@uwsp.edu	(715) 346-2051
Purchasing	Purchase requests greater or equal to \$50,000.00	April 1, 2024	All requests must be initiated through ShopUW+ ; deadline date reflects the date Requisition is received at Buyer level in ShopUW+ . Requests will be reviewed for bidding or contract requirements.	Core Service Team - Purchasing Agent	purchasing@uwsp.edu	(715) 346-2721
Purchasing	Purchase requests for next fiscal year, open in SUW+	April 1, 2024	Next fiscal year POs will be sent to Suppliers, as appropriate. POs will not interface and show encumbrances until after July 10.	Core Service Team - Purchasing Agent	purchasing@uwsp.edu	(715) 346-2721
Budget Office	Spring current year forecast	April 17, 2024	Report due to Budget Office	Core Service Team - Budget Planner	budget.office@uwsp.edu	(715) 346-2644
Purchasing	Purchase requests between \$5,000.00 and \$49,999.99	April 17, 2024	All requests must be initiated through ShopUW+ ; deadline date reflects the date Requisition is received at Buyer level in ShopUW+ . Requests will be reviewed for bidding or contract requirements.	Core Service Team - Purchasing Agent	purchasing@uwsp.edu	(715) 346-2721
Purchasing	Purchase requests up to \$5,000.00	May 1, 2024	All requests must be initiated through ShopUW+ ; deadline date reflects the date the Requisition is received at Buyer level in ShopUW+.	Core Service Team - Purchasing Agent	purchasing@uwsp.edu	(715) 346-2721
Payment Services	Travel expense reports (TERs)	May 24, 2024	Allow adequate time for the TER audit process which may require resubmission and reapproval. TERs may be submitted after this date, but current FY processing is not guaranteed.	Lynette Kvatek	travel.administrator@uwsp.edu	(715) 346-2052
Accounting Services (General Ledger)	Chart of Account Maintenance	May 31, 2024	No chart of account maintenance requests will be processed in June, all maintenance must be submitted by May 31.	Kim Letlebo	general.ledger.accounting.office@uwsp.edu	(715) 346-2051
Purchasing	Purchase order encumbrances	May 31, 2024	All current year purchase order encumbrances should be reviewed; all completed or unused POs should be closed in ShopUW+.	Core Service Team - Purchasing Agent	purchasing@uwsp.edu	(715) 346-2721
Gift & Grant Accounting	New Fiscal Year WISPER records	May 31, 2024	Any award with yearly proposal or purchase order requirements must be fully submitted in WISPER by May 31 for FY25 grant setup by July 1.	Post-Award Grants Team	gift.and.grant.accounting@uwsp.edu	(715) 346-2442
Accounting Services (General Ledger)	June A biweekly payroll processed June 6, post confirmed June 7	June 7, 2024	Health and Life fringe cost must be charged to FY24. Summer session Salary and allowable Fringes are charged to FY25. Salary and all other fringe expense is charged to FY24.	Core Service Team - Accountant	general.ledger.accounting.office@uwsp.edu	(715) 346-2051
Payment Services	Catering invoices with food approvals	June 7, 2024	Submissions to be completed via Food Expense Approval and Payment eForm ; deadline date reflects the date submission is to be received by Payment Services office. Invoices missing documentation or approval will be processed in next Fiscal Year.	Core Service Team - Payment Services Specialist	payment.services.office@uwsp.edu	(715) 346-4691
Purchasing	Catalog (e-commerce) orders	June 7, 2024	Orders placed by this deadline ensure the best chance that charges are applied to current FY funding. Orders placed after this date may or may not be billed to the current year depending on receipt and invoice date. All ShopUW+ catalog orders must be received, invoices matched, and processed by June 29 to ensure charges are applied to current FY funding.	Core Service Team - Purchasing Agent	purchasing@uwsp.edu	(715) 346-2721

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Purchasing	Purchasing card (P-Card) charges	June 7, 2024	All orders must be placed in time to allow the Vendors/Merchants time to process the transaction and submit the charge to US Bank on or before June 21, 2024.	Core Service Team - Purchasing Agent	purchasing@uwsp.edu	(715) 346-2721
Accounting Services (General Ledger)	Cost Transfer Tool - Expense transfers, Salary and Non-Salary	June 14, 2024	Processing required through Cost Transfer Tool. Request must be fully approved by date provided to ensure processing in FY24; those initiated after this date may not be processed until FY25.	Core Service Team - Accountant	general.ledger.accounting.office@uwsp.edu	(715) 346-2051
Budget Office	Budget transfers	June 14, 2024	GPR budget transfer requests initiated by this date will be processed in current fiscal year; those initiated after this date may not be processed until FY25.	Core Service Team - Budget Planner	budget.office@uwsp.edu	(715) 346-2644
Gift & Grant Accounting	Grant Proposal and Budget Reviews meetings	June 14, 2024	Budget reviews and proposal budget generation meetings initiated after this date may not be conducted until after FYE closing processes are completed.	Post-Award Grants Team	gift.and.grant.accounting@uwsp.edu	(715) 346-2442
Payment Services	Invoices, Direct Payments, PIRs, and RORs	June 14, 2024	Processing required through ShopUW+; transactions missing documentation or approval will be processed in FY25; those initiated after this date may not be processed until FY25.	Core Service Team - Payment Services Specialist	payment.services.office@uwsp.edu	(715) 346-4691
Accounting Services (General Ledger)	June B biweekly payroll processed June 20, post confirmed June 21	June 21, 2024	Health and Life fringe cost must be charged to FY24. Summer session Salary and allowable Fringes are charged to FY25. Salary and all other fringe expense is charged to FY24.	Core Service Team - Accountant	general.ledger.accounting.office@uwsp.edu	(715) 346-2051
Accounting Services (General Ledger)	Inter-Unit Journals (IUJs)	June 21, 2024	Inter-unit journals requests to pay another UW initiated by this date will be processed in FY24; those initiated after this day may not be processed until FY25.	Kim Letlebo	general.ledger.accounting.office@uwsp.edu	(715) 346-2051
Accounting Services (General Ledger)	Revenue transfers	June 21, 2024	Revenue transfer requests initiated by this date will be processed in FY24; those initiated after this date may not be processed until FY25.	Core Service Team - Accountant	general.ledger.accounting.office@uwsp.edu	(715) 346-2051
Accounting Services (General Ledger)	Salary encumbrances released/cancelled	June 26, 2024	Processing will occur on June 22; posting will occur by June 26 due to 6B payroll interfacing June 21.	Core Service Team - Accountant	general.ledger.accounting.office@uwsp.edu	(715) 346-2051
Purchasing	Purchasing card (P-Card) transaction reconciliation	June 26, 2024	All p-card transactions must be reconciled and approved in SFS by June 27th. Any transactions not reconciled by this date will be manually forced to close and funding cannot be changed. Cost Transfer Tool Requests would then have to be done to move the funding in FY25.	Core Service Team - Purchasing Agent	purchasing@uwsp.edu	(715) 346-2721
Student Financial Services - Cashier's Office	Revenue deposits	June 26, 2024	Deposits received by EOD June 26 will post to current fiscal year; deposits received after this day may not be posted until FY25.	Jamie Bednarek	bursar@uwsp.edu	(715) 346-2118
Payment Services	Check processing for non-payroll transactions	June 27, 2024	Last day checks issued in Current Fiscal Year: June 28 First day checks issued in Next Fiscal Year: July 9	Core Service Team - Payment Services Specialist	payment.services.office@uwsp.edu	(715) 346-4691
Accounting Services (General Ledger)	Automated Chargebacks (Central Stores, Facility Services, Information Technology, Mail Services, Printing & Design, Telephone and Transportation)	June 30, 2024	Chargebacks submitted July 1 through July 15 will be held and posted to next FY after July 16.	Kim Letlebo	general.ledger.accounting.office@uwsp.edu	(715) 346-2051

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Payment Services	Non-processing day	July 1, 2024	No expenses or paycycle processing for either fiscal year will be performed.	Core Service Team - Payment Services Specialist	payment.services.office@uwsp.edu	(715) 346-4691
Accounting Services (General Ledger)	June C biweekly payroll processed	July 3, 2024	Health and Life fringe cost must be charged to FY25. 6C payroll final calc and confirm is on 7/3, journals will interface on 7/5 with a 7/1 journal date for non summer session transactions. 7/2 or 7/3 journal date for summer session transactions.	Core Service Team - Accountant	general.ledger.accounting.office@uwsp.edu	(715) 346-2051
Gift & Grant Accounting	Close processing for FY24, Grant Administration	July 5, 2024	Grant Administration will complete final reconciliations of all fringe, F&A, and payment applications.	Post-Award Grants Team	gift.and.grant.accounting@uwsp.edu	(715) 346-2442
Accounting Services (General Ledger)	Clearing Accounts Reconciliation	July 10, 2024	Cleaning account reconciliations must be completed by this date. Any balance remaining at the end of the year must be documented and substantiated. The Controller's Office will request for documentation after this date, if not provided.	Core Service Team - Accountant	general.ledger.accounting.office@uwsp.edu	(715) 346-2051
Purchasing	FY25 Purchase Orders will appear in WISER	July 10, 2024	Purchase orders submitted for FY25 will appear in WISER.	Core Service Team - Purchasing Agent	purchasing@uwsp.edu	(715) 346-2721
Budget Office	Year-end balance reports and documentation	July 15, 2024	Divisional year-end balance approval memos and associated documentation must be gathered by this date for inclusion in the campus PR balance report.	Core Service Team - Budget Planner	budget.office@uwsp.edu	(715) 346-2644
Accounting Services (General Ledger)	Close processing for FY24, period 13	July 15, 2024	From July 2-15, processes to close FY24 are being completed (includes Fund 150 distribution).	Kim Letlebo	general.ledger.accounting.office@uwsp.edu	(715) 346-2051
Accounting Services (General Ledger)	Cost Transfer Tool	July 16, 2024	First day for FY25 entry of Salary and Non-Salary cost transfer requests.	Core Service Team - Accountant	general.ledger.accounting.office@uwsp.edu	(715) 346-2051
Gift & Grant Accounting	Grant Reporting for FY24	July 16, 2024	Final processing of invoices, financial reports, and account balancing.	Post-Award Grants Team	gift.and.grant.accounting@uwsp.edu	(715) 346-2442
Accounting Services (General Ledger)	July A biweekly payroll processed	July 18, 2024	First full payroll to be entirely in FY25	Core Service Team - Accountant	general.ledger.accounting.office@uwsp.edu	(715) 346-2051
Accounting Services (General Ledger)	Carryover encumbrances	August 15, 2024	Carryover encumbrances from FY24 to FY25 completed.	Kim Letlebo	general.ledger.accounting.office@uwsp.edu	(715) 346-2051
Accounting Services (General Ledger)	Close processing for FY24, period 998	August 15, 2024	From July 16 - August 15, processes to review and complete period 998 are done.	Kim Letlebo	general.ledger.accounting.office@uwsp.edu	(715) 346-2051
Budget Office	Prior year GPR budget balance clean-up/sweep	September 13, 2024	Fund 102, 103, 104, and 402 budget balances are swept centrally according to the GPR Budget Balance Policy.	Erin Hintz	budget.office@uwsp.edu	(715) 346-2644