***Date:*** February 10, 2025

***To:*** Campus Personnel

***From:*** Bridget Skeels

***Subject:* Fiscal Year 2025 Year-End Cutoff Dates**

Please review this schedule and adjust your submission of transactions accordingly. Financial Services, Purchasing, ITS, Human Resources, and Printing Services cannot guarantee that any documents received after the cutoff dates will be processed into the current fiscal year.

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| ***Transaction Type*** | ***Cutoff Dates*** | ***Descriptions*** | |
| Requisitions to ITS for Computer, AV Equipment, and Software | March 28, 2025 | | All orders |
| PURCHASE ORDERS | April 1, 2025 | | Start entering FY26 purchase orders in ShopUW+. |
| PURCHASE ORDERS **No new PO’s for FY25 will be issued after May 30, 2025** | ASAP  April 21, 2025  May 19, 2025 | | Requisitions requiring external purchase orders:  **Non-Contract Purchases:**  $50,000 and over req bid process – contact Procurement  $5,001-$49,999 req. bid process  **Contract Purchases:**  Any $ - No bid process  \*All goods must be received by June 20, 2025 to be charged to FY25 |
| PURCHASE ORDERS **No new PO’s for FY25 will be issued after May 30, 2025** | ASAP  April 21, 2025  May 19, 2025 | | Requisitions requiring printing purchase orders:  **Non-contract Printing:**  $50,000 and over req bid process – contact Print Service  $5,001-$49,999 req. bid process  **Contract Printing:**  Any $ - No bid process |
| TRAVEL | May 9, 2025 | | Last day to submit a Cash Advance request. |
| **CHANGE OF STATUS** | **May 22, 2025** | | **Change of Status request due to HR.** |
| CORPORATE CARD | May 23, 2025 | | Last day to apply for a corporate card. |
| CORPORATE CARD | May 30, 2025 | | Last day to approve a corporate card application. |
| TRAVEL | May 30, 2025 | | Last day to pay back UW for money owed from cash advance. |

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| ***Transaction Type*** | ***Cutoff Dates*** | ***Descriptions*** |
| TMA | May 30, 2025 | All TMA charges need to be to FP&M to be posted in FY25. This includes warehouse and advance billings. |
| TRAVEL | May 30, 2025 | Last day to create non-employee setup (i.e. guest, interview candidate, and students). |
| PURCHASING | May 30, 2025 | No new purchase orders will be issued for FY25. |
| TRAVEL | May 30, 2025 | Last day to submit a travel authorization. |
| PEACHTREE | June 6, 2025 | Peachtree chargeback invoiced through May 31, 2025 will be posted on June 11, 2025 in FY25. |
| TRAVEL | June 9, 2025 | Last day to create or submit an expense report. This includes expense reports with corporate card transactions.  Will not be able to submit an expense report until 07/07/2025. |
| PURCHAING CARD | June 9, 2025 | Last day to approve pcard application. |
| CHARGEBACKS | June 10, 2025 | Interface Files (Computer purchases, postage, TMA, etc.) activity through May 31, 2025 will be posted in FY25. June activity will be posted in FY26. |
| YEAR-END ASSESSMENTS | June 11, 2025 | Accounting Services will post all year-end assessments by this date (such as Liability, Worker’s Comp, Safety&Loss, SBFO, Procurement, Common Systems, etc) |
| TRAVEL | June 16, 2025 | Last day to approve expense report by 4:30pm. Any expense reports that are in draft status or not approved and paid in SFS will need to be recreated in Workday. |
| VENDOR PAYMENTS | June 16, 2025 | Last day to process vendor invoices (direct payments, payments to individuals, and refund of receipts). These must be fully approved and to accounts payable. This relates to invoices that do not require a Purchase Order or ones where Purchase Orders are already established |
| SUPPLIER | June 17, 2025 | Last day for creating or updating suppliers in ShopUW+. |

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| ***Transaction Type*** | ***Cutoff Dates*** | ***Descriptions*** |
| PURCHASE ORDER | June 20, 2025 | Final day to create a purchase order receipt in ShopUW+.  If you create a receipt, please contact accounts payable to process the invoice. |
| TRANSFERS | June 20, 2025 | Last day to process expense corrections, revenue, and budget transfers. These need to be fully approved and sent along with all required documentation to [finsrv@uww.edu](mailto:finsrv@uww.edu). |
| PURCHASING CARD | June 24, 2025 | Last day to load pcard transactions in SFS. Charges posted through June 20, 2025 will be applied to FY25. The items must be reconciled and approved by 12:00pm June 24, 2025. Any transactions not reallocated will post to default funding and can be transferred with the SFS cost transfer tool until June 27, 2025.  NOTE: Keep in mind vendors and the bank must post charges by this date in order for charges to be posted in FY25 and vendors may take up to 2-3 days to post.  Cardholders can continue to use their card after this date but the charges will be processed in FY26 in Workday. |
| PEACHTREE | June 25, 2025 | Last day for write-offs, voids, and external invoicing in Peachtree |
| DEPARTMENTAL DEPOSITS | June 27, 2025 | All deposits need to be submitted to Cashiers office by 3:30pm. |
| COST TRANSFERS | June 27, 2025 | Cost transfer tool transfers with approval. Please complete these request electronically with all required approvals. |
| PAYROLL | July 1, 2025 | **Estimated dates for posting final payroll:**  July 1, 2025 for June 15-28 payable July 10th. |
| WORKDAY | July 7, 2025 | All employees have access for financial services and human resources transactions. |