

Function	Contact Name	Email
Accounting	Jessica Bodas	jbodas@uw.edu
Assets	Amelia Lingle	amelial@uw.edu
Cashiering	Stephanie Mann	stephman@uw.edu
Procurement	Bob Hardie	bhardie@uw.edu
Receivables	Jessica Bodas	jbodas@uw.edu

Transaction	Function	School/Unit Deadline
<p><u>Non-Catalog Requisitions</u> Need to be fully approved in Workday by deadline in order to be charged to FY25</p>	Procurement	May 26, 2025
<p><u>Miscellaneous Payments – Foreign Nationals</u> Payments to foreign nationals claiming a tax treaty</p> <p>All other MPs are due June 10, 2025</p>	Procurement	May 28, 2025
<p><u>Catalog Requisitions</u> Need to be fully approved in Workday by deadline in order to be charged to FY25</p>	Procurement	June 3, 2025
<p><u>Blanket Requisition Invoices and Credit Memos</u> Need to be fully approved in Workday by deadline in order to be charged to FY25 – includes resolving receiving and match exceptions</p>	Procurement	June 6, 2025
<p><u>Invoice Match Exceptions - Non-Receiving</u> Campus intervention is needed to allow exceptions to move forward If POs need to be updated by Buyer complete <u>Purchase Order - Change and Close Form</u></p> <p>Note: Match Exceptions for Receiving are due June 23, 2025</p>	Procurement	June 6, 2025
<p><u>Central Travel Cards (CTA)</u> Verify CTA transactions are received and posted to the June 2025 cycle</p>	Procurement	June 6, 2025
<p><u>Supplier Invoices</u> Need to be fully approved in Workday by deadline in order to be charged to FY25</p>	Procurement	June 10, 2025
<p><u>Miscellaneous Payments</u> Note: MPs to Foreign Nationals are due May 28, 2025</p>	Procurement	June 10, 2025
<p><u>Expense Reports</u> Need to be fully approved in Workday by deadline in order to be charged to FY25</p>	Procurement	June 10, 2025
<p><u>Field Advance Spend Downs</u> Need to be fully approved in Workday by deadline in order to be charged to FY25</p>	Procurement	June 13, 2025

<p><u>ProCard Verification</u> Need to be fully approved in Workday by deadline in order to be charged to FY25 – this includes PDES verification and Cost Center/Grant Manager approvals. If not completed by deadline, expenses will post in FY26 and may require an accrual accounting journal</p>	Procurement	June 16, 2025
<p><u>Invoice Match Exceptions – Receiving</u> All receiving completed for goods and services expensed to FY25</p> <p>Note: Match Exceptions for Non-Receiving are due June 6, 2025</p>	Procurement	June 23, 2025
<p><u>Accounting Adjustments</u> Adjustment of worktags for posted Procurement expenses including Supplier Invoices, Expense Reports, and ProCard transactions</p> <p>Complete <u>Reclass Form</u> to request accounting adjustments</p>	Accounting	June 20, 2025
<p><u>Pending Assets Requiring Review</u> Unit Asset Coordinators need to ensure their assets records have all required information entered in the system by deadline</p>	Assets	June 23, 2025
<p><u>Deposits</u> For all payments received that were not invoiced in Workday including check, cash, ACH, and wires</p> <p><u>Cash Transmittal Form</u> needs to be received by deadline to post deposits to FY25</p>	Cashiering	June 23, 2025
<p><u>External Invoicing</u> Invoices for third-party contracts need to be fully approved by deadline to post revenue to FY25</p> <p>Complete <u>External Invoice Template</u> to have a Workday Invoice generated</p>	Receivables	June 23, 2025
<p><u>Internal Service Deliveries</u> ISDs need to be entered in Workday by deadline to ensure transactions post in FY25</p>	Receivables	June 27, 2025
<p><u>Credit Card Payments</u> Credit/debit card payments online via TouchNet Marketplace must be received by deadline to post in FY25</p>	Receivables	June 30, 2025
<p><u>Correcting Journals</u> Corrections to FY25 transactions such as movement of posted expenditures or funding transferred to different worktags</p> <p>Complete <u>Reclass Form</u> to request corrections to posted FY25 expenses</p> <p>Complete <u>Funding Transfer</u> to request posted revenue to be moved between matching resource types</p>	Accounting	July 8, 2025

<p><u>FY25 Accrual Journals</u> To record FY25 transactions that were not posted in Workday by June 30, 2025 Fiscal Services will process manual accrual journal entries for goods received or services rendered in FY25 that posted in FY26.</p> <p>Requests that exceed \$4,999 must be approved by the appropriate Vice Chancellor (or their designee) and submitted to tacfiscal@uw.edu by deadline</p>	Accounting	July 8, 2025
<p><u>Payroll Accounting Adjustments</u> June 16-30 payroll will post July 7, 2025 Payroll Accounting Adjustments must fully be approved by deadline to post in FY25</p>	Accounting	July 9, 2025
<p>Sweeps, Deficits, Balance Reviews Fiscal Services will complete reviews and reach out to Schools/Units as needed</p>	Accounting	July 10, 2025
<p><u>Fiscal Year-End Closing Review Checklist</u> Fiscal Services will provide information to administrators of schools/units once Central guidance is received</p>	Accounting	August 15, 2025