

Summarization of Last Days

Team/Area	Topic	Date
FDM/GL	Last Day for Reorganizations Impacting FDM	1/31/2025
FDM/GL	Last Day for FDM Mapping: Fund, Function, Ledger Account	1/31/2025
FDM/GL	Last Day for FDM Mapping: Cost Center, Spend Category, Revenue Category	4/1/2025
FDM/GL	Last Day for Mapping Changes	4/1/2025
FDM/GL	Last Day for FDM Mapping: Related Default Worktags	4/1/2025
FDM/GL	Last Day for FDM Mapping: Allowable Worktags	4/1/2025
SCM	Change to Perpetual and Par Inventory Items	4/1/2025
Customers/ISD	To provide Workday Billing Data to ATP	5/1/2025
Expenses	To submit a cash advance request	5/9/2025
Expenses	To request a new non-employee profile or request update to existing	5/29/2025
Expenses	To apply for a corporate card in SFS	5/30/2025
Payroll Accounting	Last Day for Position Restriction Funding Costing Allocations in HRS	5/31/2025
SCM	Submitting of Requisitions	6/1/2025
Expenses	To submit a travel authorization	6/1/2025
Expenses	To load corporate card transactions in SFS	6/2/2025
Expenses	To create a new non-employee profile or make update to existing	6/2/2025
Expenses	To submit an expense report	6/9/2025
Expenses	To reconcile a cash advance	6/9/2025
Expenses	To create an expense report (date SFS function is turned off)	6/10/2025
Expenses	To apply for a PCard (systemwide)	6/10/2025
Expenses	To payback the UW for money owed from a cash advance	6/12/2025
Grants	RAMP: Last day an award mod can be created or updated. Award mods need to be completed by this date. In progress, award mods will get lost.	6/12/2025
Grants	All awards in the RAMP workspace must be integrated to SFS. Any awards set up in RAMP need to be fully integrated to SFS by the snapshot date.	6/12/2025

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Grants	To enter or update award, project, or contract demographic information in SFS. (All campuses)	6/13/2025
Grants	To create or update a Sponsor in SFS	6/13/2025
Expenses	Last day for Purchase Card applications in process to be Approved	6/13/2025
Grants	To enter a Sponsor refund	6/13/2025
Grants	Last scheduled SFS batch event based billing	6/16/2025
Expenses	To complete approvals of expense reports	6/16/2025
Grants	For SFS updates for Billing data quality entered	6/16/2025
SCM	Processing of Subaward PO's and Invoices/	6/17/2025
SCM	Creation or Updating of Supplier Record	6/17/2025
Customers/ISD	To create customer or update existing customer in SFS	6/17/2025
Expenses	To settle expense reports	6/17/2025
Grants	To create/modify a subaward PO	6/17/2025
Grants	For Sponsor Non-Letter of Credit and Prepaid Installment Invoices	6/17/2025
Grants	For Cost Share Bolt-On updates and processing	6/17/2025
Payroll Accounting	Last Day for Worker Funding Costing Allocations in HRS	6/17/2025
FDM/GL	Last Day for FDM Mapping: Net New Driver Worktags (Gift, Grant, Project, Program)	6/18/2025
Expenses	To load PCard transactions into SFS	6/20/2025
Grants	For Letter of Credit Draws submitted to Sponsor	6/20/2025
Expenses	For PCard cardholders to reconcile transactions in SFS	6/24/2025
Customers/ISD	Last day for deposits that will be recorded in SFS for AR/BI campuses	6/24/2025
Expenses	To approve PCard transactions in SFS	6/24/2025
SCM	Ordering from inventory sites	6/25/2025
SCM	Processing of Invoices	6/25/2025
SCM	Issuance of Purchase Orders	6/25/2025
SCM	Receiving of Purchase Orders	6/25/2025

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Customers/ISD	To apply payments that will be recorded in SFS for AR/BI campuses	6/25/2025
Customers/ISD	For internal and external invoices in SFS for the AR/BI module campuses	6/25/2025
Customers/ISD	For workflow transactions like write-offs and credit invoices to be processed that are fully approved in SFS (AR/BI campuses)	6/25/2025
Banking/Settlement	For any payments to be done in SFS	6/25/2025
Banking/Settlement	To void or stop payment	6/25/2025
Grants	For payment application and AR maintenance in SFS	6/25/2025
Grants	Last scheduled batch processing in SFS (excludes event-based billing)	6/25/2025
Expenses	For PCard cardholders to reallocate transactions in Access Online (campuses NOT in SFS) ** <i>Eau Claire, La Crosse, Milwaukee, Stout</i>	6/27/2025
Expenses	Access Online will be view only starting today	6/28/2025
SCM	Physical Inventory Count	6/28/2025
Expenses	PCard Statement loaded to SFS (statement billing file) ** <i>Eau Claire, La Crosse, Milwaukee, Stout</i>	6/30/2025
Banking/Settlement	Outstanding checks and bank balances reconciled as of	6/30/2025
Customers/ISD	For recording revenue received in the bank by 6/30/2025. (Non-SFS campuses)	7/1/2025
Grants	For Revenue Journal Entries posted to cash basis projects	7/1/2025
Banking/Settlement	Load outstanding checks and bank balances (includes all cash held) (after reconciled by locations)	7/2/2025
Expenses	For PCard transaction approvals (campuses NOT in SFS) ** <i>Eau Claire, La Crosse, Milwaukee, Stout</i>	7/2/2025
Banking/Settlement	First Workday Reconciliation (BAI2 Load)	7/2/2025
Banking/Settlement	First Settlement Run in Workday	7/7/2025
GL/FDM	Last Day for GL Transactions in SFS Period 12	7/3/2025
Capital Assets	Last Day to Record Asset Activity in SFS	7/3/2025
Grants	For Manual Grants job processing in SFS	7/12/2025
Grants	For Period 13 processing including Utilization billing and journal entries	7/12/2025
Payroll Accounting	Last Day for Direct Retros	7/12/2025
GL/FDM	Last Day for GL Transactions in SFS Period 13	7/15/2025?
GL/FDM	Last Day for Period 998	8/5/2025?