

UNIVERSITY of WISCONSIN
LA CROSSE

**SFS (Shared Financial System) Upgrade Deadlines
Fall 2018**

Activity	Date	Time	Notes
Cash Advances – Submit by	9/27	4:30 p.m.	Cash Advances not fully approved by 4:30 p.m. on a 10/04 will need to be recreated by the traveler when SFS is back up on 10/10.
e-Reimbursement Requests – Submit by	9/27	4:30 p.m.	e-Reimbursements not fully audited by 10/04 at 4:30 p.m. will be sent back to the traveler & be resubmitted when SFS is back up on 10/10.
Travel Authorizations – Submit by	9/27	4:30 p.m.	Travel Authorization not fully approved by 4:30 p.m. on 10/04 will need to be recreated by the traveler when SFS is back up on 10/10.
Purchase Requisitions – Submit by	10/01	noon	Purchase Orders Not Entered by 10/03 at 1 p.m. will not be processed until 10/10.
Expense & Revenue Transfers – Submit by	10/01	4:30 p.m.	Transfers not entered by 10/5 at 2 p.m. will not be processed until after 10/10.
Invoices & Payment to Individuals (PIRs) – Submit by	10/01	4:30 p.m.	Invoices and PIRs not entered by 10/04 at 1:00 p.m. will not be processed until 10/10.
Shop@UW PAT Tool Not Available After	10/05	4:30 p.m.	Shop@UW PAT Tool available on 10/10 when SFS is back up.
Procurement Card Account Maintenance, Requests, & Access Online Not Available After	10/05	4:30 p.m.	Procurement cards can be used for purchasing, but existing cards cannot be modified, new cards cannot be ordered, and Access Online will not be available until after 10/10
Log out of SFS by	10/05	4 p.m.	Transactions in process and not completed by 4 p.m. will not be saved.
SFS Outage Starts at	10/05	5 p.m.	SFS will be out from 10/05 at 5:00 p.m. through 10/10. Email notification will be sent when SFS is back up.
WISDM transaction detail will be limited after	10/05	5 p.m.	WISDM will be available during the SFS shutdown, but transaction detail will be limited.
Systems such as HRS & the Student Information System that access SFS information may be impacted after	10/05	5 p.m.	You will still have access and be able to use these systems, but the access may be limited.
SFS Back up on	10/10	?	Email notification will be sent when we receive notice from UWSA.