

**FINANCIAL MANAGEMENT MEETING**  
**February 13, 2007, 9:30 AM to 11:30 AM**  
**21 North Park Street, Room 1106-1108**  
**MINUTES**

**Welcome and Introductions**

**Agenda Changes**

Change the Accounting Services agenda order to:

- Purchasing Card Non-Compliance Policy
- APPO Project Update
- WISDM Project Update
- LAST Project Update

**Business Services – Don Miner**

The remainder of FY7 and FY8 will be a busy time for those involved with Accounting, Accounts payable and purchasing processes. The major part of this meeting will be spent describing changes that are taking place which support our getting off the legacy accounting system and onto SFS for many of these functions, as well as supporting the implementation of Grants and other related modules in the SFS environment. Don reminds everyone to “stay calm.”

An IRS audit covering tax years 2003 and 2004 has revealed a hole in our current policies regarding the potential taxability of reimbursements we provide employees we ask to relocate, typically as part of a Federal Interchange of Personnel Agreement (IPA). When we relocate an employee for one year or more as part of that employee’s duties, the tax law specifies that the employee’s “tax home” changes to the new location due to “indefinite relocation.” If we continue to reimburse housing and other living expenses for the employee once the tax home changes, we are generating reportable income to the employee. For employees relocated for less than one year, no taxable income is generated for this “temporary relocation.” Since the discovery of this deficiency, a couple of tactics have been developed to monitor the situation. First, all IPAs have to be approved by the Office of Human Resources, which will flag all taxable IPAs. Second, each individual payment is being analyzed to verify its tax treatment.

**Accounting Services**

**Purchasing Card Non-Compliance Policy – Jan Richardson**

There is a new procedure for handling non-compliance issues within the Purchasing Card Program. In the event that a Site Manager is unable to obtain the necessary documentation to verify/edit payments from a cardholder, he or she should refer to the Purchasing Card Follow up Form. If the Follow Up form does not produce a satisfactory response from the cardholder within ten days, the form is elevated to the next level. Site Managers will forward it on to their Dean’s Office for their review and recommended course of action. If completed by the Dean’s Office after a Division’s review of a Department’s cards, it will be sent on to the UW-Madison Purchasing Card Program Manager with their comments and recommendations.

There was some concern expressed about non-compliance issues coming directly from certain Dean's Offices. In cases such as these, Site Managers should work directly with the UW Madison's Purchasing Card Program Manager.

This new policy will be included in future Purchasing Card Training sessions as well as on the website. Any questions or feedback should be directed to Yvonne Quamme by Friday, February 16, 2007.

#### **WISDM Project Update – Ben Biltz**

Starting on the evening of Wednesday, February 14, 2007, WISDM will begin to use IAA (Identification Authentication and Authorization) for authentication. When IAA is in place, the NetID and password (what you use to logon to MyUW) will replace the current username and password for logging into WISDM.

If you have questions regarding your logon information, you will need to contact the Help Desk by phone (608-264-4357). Due to the confidentiality of this information, the Help Desk will not accept e-mails pertaining to logon information. All other questions regarding WISDM should be directed to Ben Biltz at [sfmsn@bussvc.wisc.edu](mailto:sfmsn@bussvc.wisc.edu).

#### **APPO Project Update – Al Benzschawel**

Major changes will occur in the handling of internal requisitions, internal encumbrances and interdepartmental fund transfers and billings in Fiscal Year 2008. The changes are the result of UW-Madison moving its encumbrance and non-salary cost transfer processes from our legacy accounting system to SFS. While the changes are going to require people to perform processes differently, there will be more data in SFS and WISDM for your analysis and inquiry purposes and we will be eliminating very old computer programs which are becoming more expensive to modify and maintain.

The points below present a high level picture of how these processes will change beginning in Fiscal Year 2008.

- Internal Requisition Changes
  - Internal Requisitions will no longer be used in Fiscal Year 2008
- Changes in Order Processes
  - Purchases from operations internal to UW will no longer be encumbered as a general rule. There are times when funds for these types of transactions need to cross fiscal year and grant boundaries. Methods to support these actions, when appropriate, will be developed and put into place.
- Internal Billings and Transfers
  - Internal billings and Non-salary cost transfers will be updated to use SFS coding.

Please contact Mike Matschull at [mmatschull@bussvc.wisc.edu](mailto:mmatschull@bussvc.wisc.edu) with questions.

### **LAST Project Update – Hua Ramer**

Internal billings and transfers via CASH CARDS and FTP processes will be changed to use SFS coding and must be submitted directly to SFS via a web-based Journal Entry Tool (JET) starting with July 2007 (FY08) transfers. Hua handed out the file layout document at the Financial Management Meeting. Units who currently submit internal billing and transfer files via FTP or CASH CARDS should change their file layout to the new format. They should also contact Hua Ramer at [hramer@bussvc.wisc.edu](mailto:hramer@bussvc.wisc.edu) by February 29, 2007 to sign up for the system testing and the authorization to the new system.

### **Purchasing Services – Mike Hardiman**

#### **Update on Changes in Encumbrance Processes for Fiscal Year 2008**

Beginning with Fiscal Year 2008 transaction activity, the only method for creating an encumbrance will be to create an SFS Purchase Order. The external requisitioning process will remain unchanged, except that the entry of the requisition information into EPRQ will not result in an immediate encumbrance. (The encumbrance will show up in WISDM when the SFS Purchase Order is issued.)

Associated with this fundamental change are a variety of related issues:

- 1) Process to Change Funding after a Purchase Order is Released
- 2) Issues on Closing Purchase Orders in SFS (Liquidating Encumbrances)
- 3) Blanket Order Issues for Fiscal Year 2008 Transition to SFS
- 4) Processing Encumbrances that Cross the Fiscal Year and Grant Boundaries for Program Revenue Operations for Fiscal Year 2008
- 5) Issues on Summer Session Transactions for Fiscal Year 2008
- 6) Migrating Open Fiscal Year 2007 Encumbrances to Fiscal Year 2008 in SFS
- 7) Changes Needed in WISDM and Data Views to Reflect AP/PO Changes in Fiscal Year 2008
- 8) Migrating Grant Sub-Contracts from Fiscal Year 2007 and Fiscal Year 2008
- 9) Processing Grant Sub-Contract Purchase Orders and Invoices for Fiscal Year 2008 in Business Services Purchasing System and SFS
- 10) Authoritative Purchase Order Vendor Source
- 11) New Accounts Payable Payment Procedures for Fiscal Year 2008
- 12) New Internal Transfer Process

For each of these issues, teams are working on documenting exact processes and developing communication and training materials to follow later.

**Adjourned at 11:30 AM**

Our remaining 2007 Financial Management Meetings will be held on the dates below. All are confirmed to be held at 21 North Park Street, rooms 1106/1108, from 9:30 AM to 11:30 AM **except for our next meeting which will be held in the Pyle Center, as noted below.** Campus Bus Route 85 will drop you off and pick you up in front of the Welcome Center.

- **\*\*\*April 10, 2007\*\*\*** The Pyle Center (check lobby kiosk for room location)
- June 12, 2007
- August 14, 2007
- October 9, 2007
- December 11, 2007

### **Attachments**

- Purchasing Card Non-Compliance Policy and Procedures
- Purchasing Card Follow up Form
- UW-Madison Purchasing Card Follow up Process
- [Using IAA in WISDM](#)
- Process Changes for Interdepartmental Ordering and Billing for Fiscal Year 2008
- Legacy Accounting to SFS Transition (LAST) Project: FY2008 CASH CARDS and FTP Process Changes
- Changes in Encumbrance Processes for Fiscal Year 8

# University of Wisconsin – Madison

## Purchasing Card Noncompliance Policy and Procedures

The Purchasing Card is intended for best-judgment purchases under \$5,000. All purchases must comply with the guidelines in the University of Wisconsin-Madison's Cardholder Guide <http://www.bussvc.wisc.edu/acct/purchcd/cardman.html>, Purchasing Service's How to Purchase Goods and Services <http://www.bussvc.wisc.edu/purch/purch101.html>, and extramural funding agency restrictions.

An expanded list of transactions that cannot be processed on a Purchasing Card can be found at: <http://www.bussvc.wisc.edu/acct/purchcd/allowable.html>

Examples of noncompliance include, but are not limited to, the following:

**Personal/Non-UW Business Related** - The Purchasing Card is designed to assist the buyer in obtaining UW Business-Related items conveniently and cost effectively. Personal items are not allowable on the Purchasing Card at any time. Any error in the use of the Purchasing Card for personal items must be documented and corrected immediately via a vendor refund form and a personal check made out to the University. Depending on the circumstances, the Purchasing Card may be subject to immediate cancellation.

**Personal Gain/Conflict of Interest** – No University employee may use his or her University position to obtain financial gain or anything of substantial value for the private benefit of himself or herself or his or her immediate family. Rebates, free merchandise or future benefits based on purchases made with University funds (including Purchasing Card purchases) must be signed over to the University. [www.bussvc.wisc.edu/purch/PPP36.html](http://www.bussvc.wisc.edu/purch/PPP36.html)

**Capital Equipment Purchases** - Capital Equipment and capital equipment components must be purchased on a requisition so the information can be captured and sent to Property Control. Failure to follow the proper procedures compromises the integrity of the Capital Equipment tracking system. If the cardholder has delegated purchasing authority, the purchase is allowed, however, the cardholder must follow the reporting procedure at: [www.bussvc.wisc.edu/acct/propcont/](http://www.bussvc.wisc.edu/acct/propcont/)

**Serial Purchasing** - Serial Purchasing is intentionally breaking an order to an external vendor into two or more purchases/payments to avoid the required bid process. Purchases over \$5,000 must go through a Delegated Purchasing Agent or Purchasing Services.

**Spending over the limits** – Spending over the limits is defined as placing an order for more than the approved single or monthly limit(s). Purchasing Card limits are assigned and approved by the respective Department, Dean's Office and Purchasing Card Program staff.

**Special Approval Purchases** – To comply with University policies, state statutes, and federal regulations, UW-Madison departments must obtain prior approval and/or fill out required forms for the products/services listed in the Policy & Procedure (PPP#4) – Special Approvals list. Purchasing Services, delegated purchasing departments and cardholders cannot initiate a purchase for the products/services listed until approvals are obtained, regardless of the dollar amount. ([www.bussvc.wisc.edu/purch/ppp4.html](http://www.bussvc.wisc.edu/purch/ppp4.html))

### Travel Related Expenses

**Travel expenditures on a Purchasing Card without travel authorization** - Prior to using the Purchasing Card for travel and/or travel-related expenses, the cardholder must obtain approval from their Department and Dean's Office and subsequently sign a travel agreement form. The cardholder must attend the Accounting Services Purchasing Card training session which covers the general policies and procedures **and** the travel training session, which covers the travel-related policies and procedures.

**Travel Purchasing Card Incidentals**—Approval to use a Purchasing Card for travel related expenses is granted by the respective Department and Dean's Office on an individual basis and is limited to airfare, hotel and state contract car rental. Items listed as not allowable on the Cardholder Agreement Form, and all other incidental charges must be paid on a personal liability card.

## **University of Wisconsin – Madison Noncompliance Procedure**

Proper documentation and record retention are imperative to the success of the card program. Cardholder records are to be reconciled by the Site Manager on a regular basis to verify documentation is complete and policies are being followed. Transaction reallocation is done according to the bi-weekly editing schedule. All transactions must be reviewed, at a minimum, on a monthly basis. Impromptu, random audits may also be conducted by the Dean's Office and/or Accounting Services Purchasing Card staff at any time. Missing documentation and/or noncompliance are to be addressed immediately by the reviewer (Site Manager, Dean's Office or Purchasing Card staff).

If upon review of the bi-weekly records, the Site Manager discovers insufficient supporting documentation or cardholder noncompliance, the cardholder will be verbally asked to rectify the situation prior to the Thursday edit deadline. The requested documentation must be produced and/or the situation properly rectified to the Site Manager's satisfaction within the allotted timeframe or the "Purchasing Card Follow Up" form will be used to document the request.

If the Follow Up form does not produce a satisfactory response from the cardholder within 10 days, the form is elevated to the next level. Site Managers will forward it on to their Dean's Office for their review and recommended course of action. If completed by the Dean's Office after a Division's review of a Department's cards, it will be sent on to the U.W. Madison Purchasing Card Program Manager with their comments and recommendations. The reverse side of the Follow Up form provides the Dean's Office with several recommendation options.

The U.W. Madison Purchasing Card Program Manager will review the follow up form and consider the Dean's Office recommendation. If the recommendation is outside the normal scope of action for the indicated noncompliance, the Program Manager will contact the Dean's Office to discuss the next steps. If the recommendation falls within the usual course of action, the Program Manager will respond to the Dean's Office with a memo confirming the action being taken. A copy will also be sent to Internal Audit and filed away in the Cardholder's file. The Dean's Office will notify the Site Manager, Department Chair and Cardholder of the action being taken. Non-adherence to policies and procedures and/or misuse may result in the revocation of cardholder privileges and appropriate disciplinary action.

All personal purchases made on the card are to be reported immediately upon discovery to the Dean's Office via the Purchasing Card Follow Up form, regardless of the dollar amount, degree of inappropriateness, cardholder's explanation and/or corrective measures taken.

**University of Wisconsin – Madison  
Purchasing Card Follow up Form**

<b>To:</b> (Cardholder Name)	<b>Department:</b>
<b>From:</b> (Site Manager/Dean’s Office)	<b>Date:</b>

A recent review of your Purchasing Card log/statement/documentation requires additional follow up for the reason(s) checked below. Please attach the requested documentation and/or explanations to this form and return all to my office within 10 calendar days. Unsatisfactory responses will be elevated to the next level.

- (1) Lack of documentation. Attach and return the additional required documentation for the transactions listed below.
- (2) Sales tax greater than \$5.00 per transaction was charged and no attempt at recovery was documented. Please attach an explanation for the transaction(s) listed below.
- (3) Capital Equipment Components were purchased on the card. Complete the Capital Equipment form at: [www.bussvc.wisc.edu/acct/propcont/](http://www.bussvc.wisc.edu/acct/propcont/) for the transactions listed below. Forward the original to Property Control, attach a copy to this form and return it to my office with a memo of explanation.
- (4) An adequate log/statement was not completed and/or attached for the cycle(s) ending:
- (5) The reviewed Purchasing Card is not authorized for travel purchases. Provide a memo of explanation, including the preventative measures that will be taken to avoid further unapproved use of the card.
- (6) The card was used for the personal/incidental charges listed below. Reimburse the University within 5 business days via a personal check and the Vendor Refund Form. Attach a copy of the check and form and return all to my office within 10 calendar days. Card restrictions/cancellation may result pending further review. Dean’s Office notification will take place immediately via a copy of this form.
- (7) A Special Approval item was purchased on the transaction(s) listed below. See listing at: [IPP 26 - Special Approval Process](#) Provide a memo of explanation, including the preventative measures that will be taken to avoid further unapproved use of the card.
- (8) Printing over \$49.99 was charged to the card on the transaction(s) listed below. Provide a memo of explanation, including the preventative measures that will be taken to avoid further unapproved use of the card.
- (9) Serial Purchasing is indicated on the consecutive transactions listed below. Provide a memo of explanation, including the preventative measures that will be taken to avoid further inappropriate use of the card.
- (10) Other:

Reason #	Date	Vendor	Missing Documentation/Form or Required Course of Action

The response to the above request was satisfactory. No further action is required. \_\_\_\_\_  
(Site Manager or Dean’s Office/Date)

**For Dean’s Office Use:**

The response to the above request was unsatisfactory. All pertinent documentation, our notes and this form, including our suggested course of action on back, are being sent on to the Purchasing Card Program Manager for review and/or action.

Dean’s Office Signature \_\_\_\_\_ Date \_\_\_\_\_

## University of Wisconsin – Madison Purchasing Card Review Recommendation

The cardholder identified on the front of this form was asked to provide further information to support one or more Purchasing Card transactions. Our Division Office was not satisfied with the subsequent information/action and request that the attached information be reviewed and acted upon by your office. Please consider the following:

This was the cardholder's:  First Offense  Second Offense  Third Offense  Other

**Written Warning:** Due to the reason noted below, we recommend a letter of warning to the cardholder, notifying them of our intention to closely monitor the card in the future for adherence to the Purchasing Card Policies and Procedures and if less than satisfactory, revocation of cardholder privileges will occur for a period of 1-6 months or longer. The cardholder was cooperative and agrees to make a diligent effort to correct the following:

- Missing documentation
- Tax was over \$5.00 (once or twice) and cardholder did not attempt to recover money
- Capital equipment components were purchased with the card
- Log/statement/report was not complete on one or two occasions (not a regular occurrence)
- The Purchasing Card was used for unauthorized travel-related purchases
- A Special Approval Item has been purchased on one or two occasions
- Printing over \$49.99 has been charged on the card and an explanation was not provided or was not acceptable
- Serial Purchasing was done on the card
- Incidental items were charged to the hotel bill
- The card was erroneously used to purchase a personal item. The cardholder reported it to the Site Manager and immediately reimbursed the University
- Other:

**Suspension:** Due to the reason noted below, we recommend suspension of card privileges for a period of \_\_\_\_\_.

- The cardholder did not respond to our request for further documentation
- The following is occurring on an unacceptable, reoccurring basis:
  - Insufficient documentation
  - Log/Statement not completed
  - Frequent Printing over \$49.99
  - Incidentals on hotel bill
  - Tax over \$5.00 and no attempt to recover
  - Purchasing Special Approval Items
  - Reoccurring Serial Purchasing
  - Card used for personal items more than once
- Other

**Cancellation:** Due to the reason noted below, we recommend cancellation of the card.

- Cardholder privileges were previously revoked and upon further review, acceptable corrective measures have not been taken.
- Cardholder used the card for a personal purchase and did not report it to Site Manager. The inappropriate charge was discovered by another individual.
- Other:

Our Division Office requests further review of this individual's records by Internal Audit  Yes  No  
Further investigation may result in appropriate disciplinary action including cardholder termination.

Additional Comments:

**Signed:** \_\_\_\_\_ **Dated:** \_\_\_\_\_

*(The Purchasing Card Program Manager will follow up with a memo to the Dean's Office and Internal Audit explaining the course of action that will be taken. The Dean's Office will notify the Department Head, Cardholder and Site Manager. A copy will also be placed in the cardholder file)*



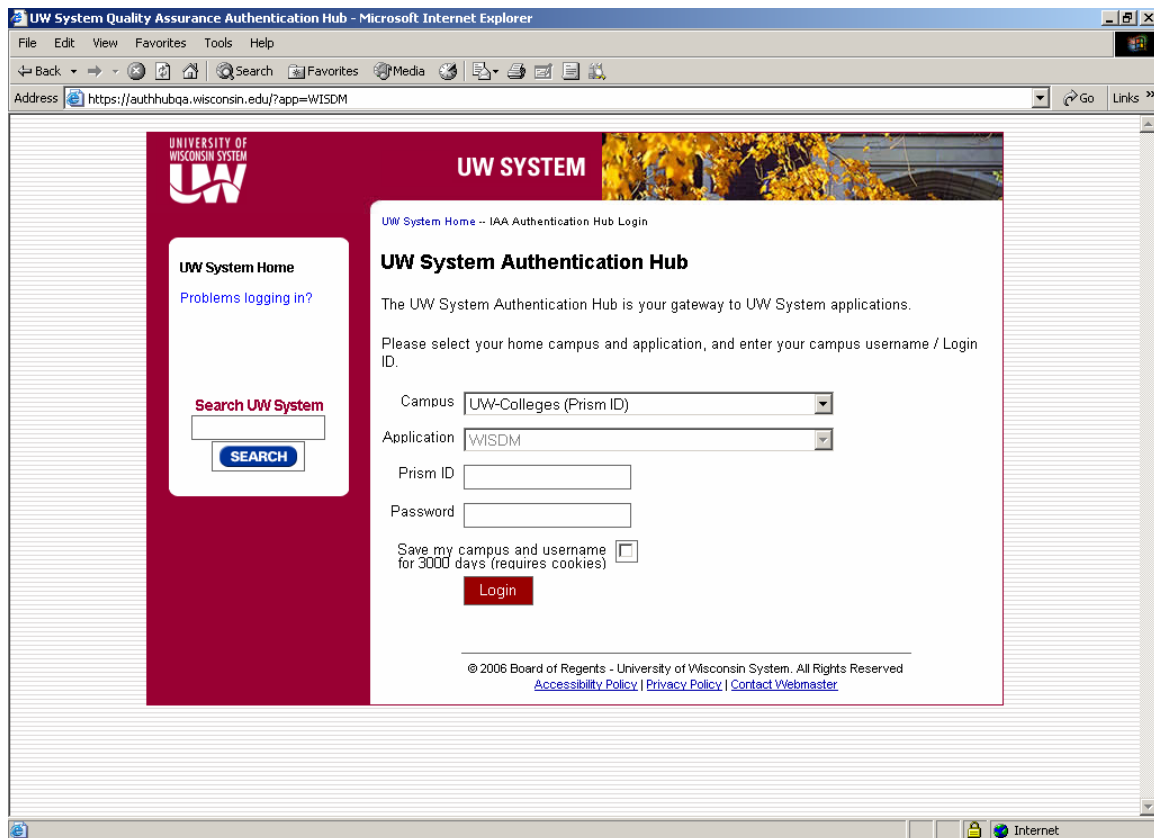
**Using IAA in WISDM**  
For UW-Madison WISDM Users  
Last Updated: 2/2/2007

Starting on the evening of February 14<sup>th</sup>, WISDM will begin to use IAA (short for Identification Authentication and Authorization) for authentication. This document will highlight effects that the move to IAA for authentication will have on WISDM users.

**Basics**

When IAA is in place, the NetID and password (what you use to logon to MyUW) will replace the current username (starting with “msn”) and password for logging into WISDM. A NetID will be required to access the system after IAA is in place, including existing WISDM users.

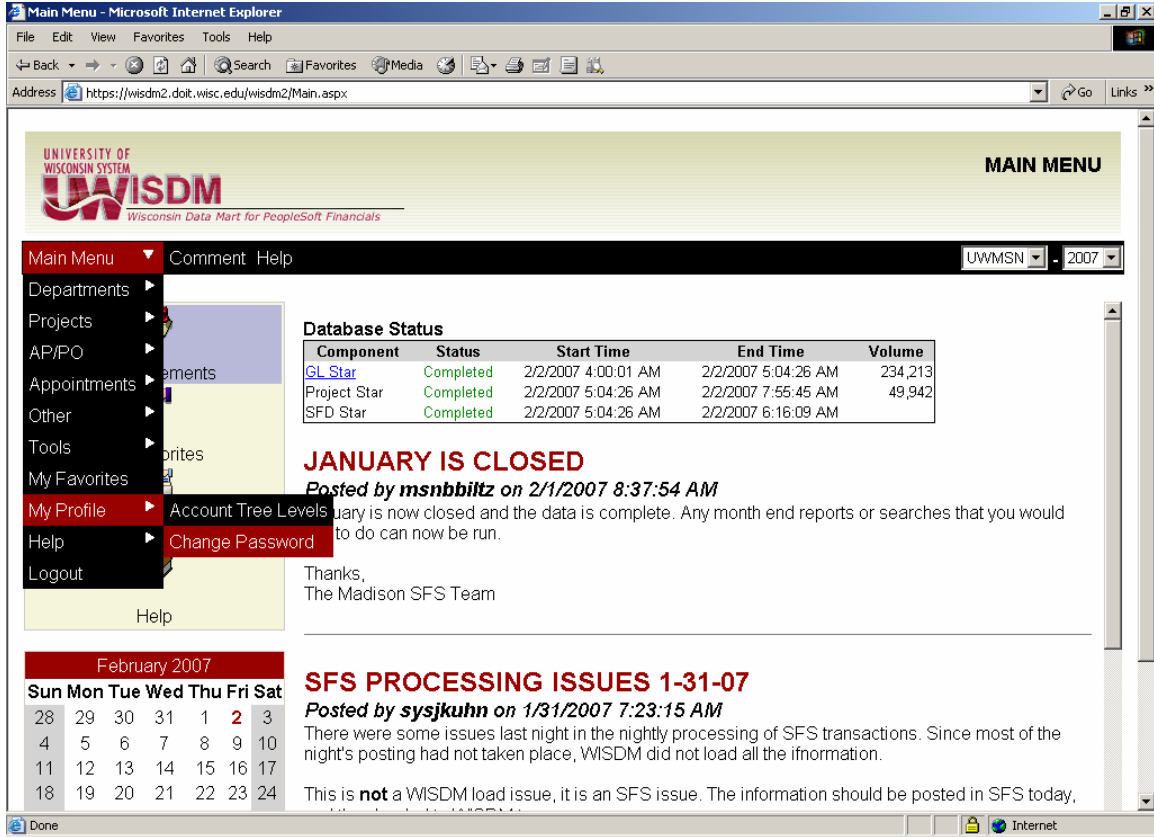
The existing WISDM logon page will no longer be used. Instead the UW System Authentication Hub (pictured below) will be used to logon to WISDM. You can continue to go to <https://wisdm2.doit.wisc.edu> to logon; you will be redirected to the Authentication Hub and WISDM will be automatically selected from the drop down labeled “Application.”



On the Authentication Hub page, you will have to select your campus and enter you NetID and password. If you go directly to the Authentication Hub, you will also have to select WISDM from the drop down labeled “Application.” If you click the check box towards the bottom of the screen, your NetID and campus will be remembered for 30 days. The time period will be expanded in the near future.

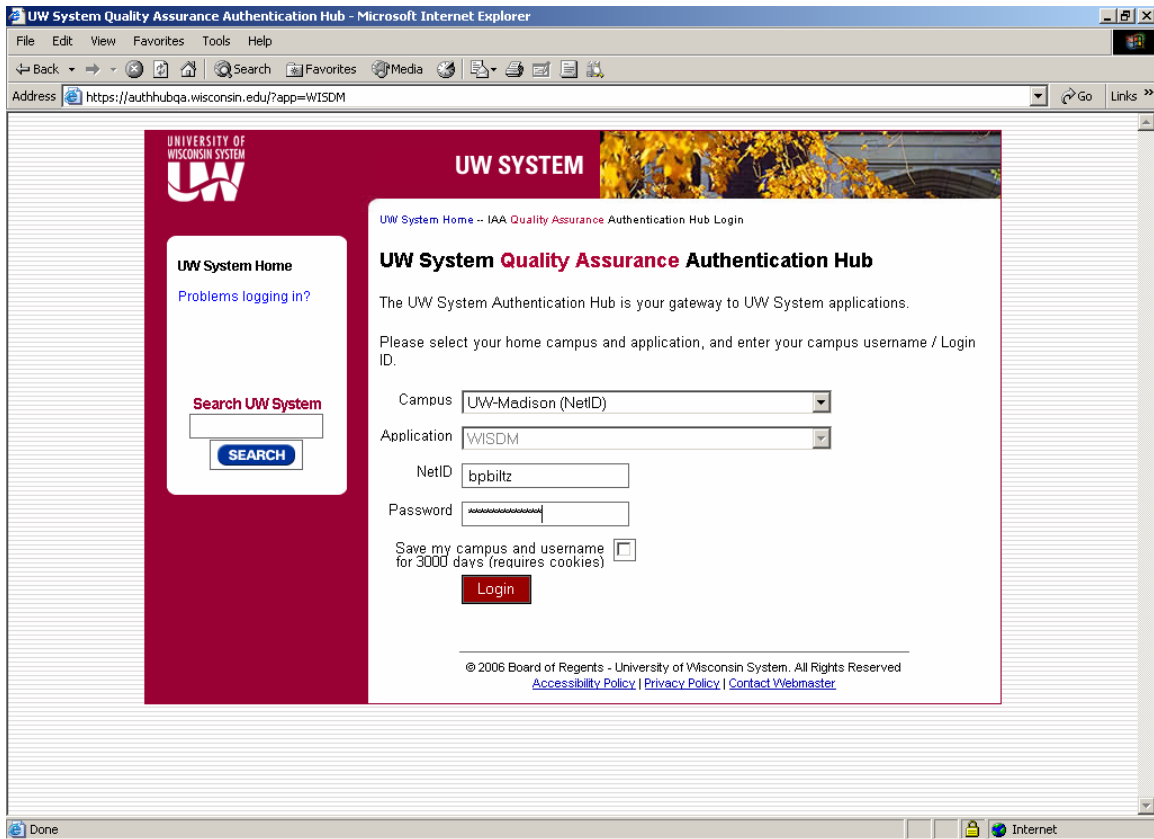
**Changes in WISDM**

Within WISDM there will be few changes with the implementation of IAA. The format for searching for another user when sharing a favorite will change to last name, (space) first name. Also, the change password option within WISDM (pictured below) will not change your NetID password. It can only be used to change the password used to access the DataViews. For more information on IAA and the DataViews, please see the last section in this document.

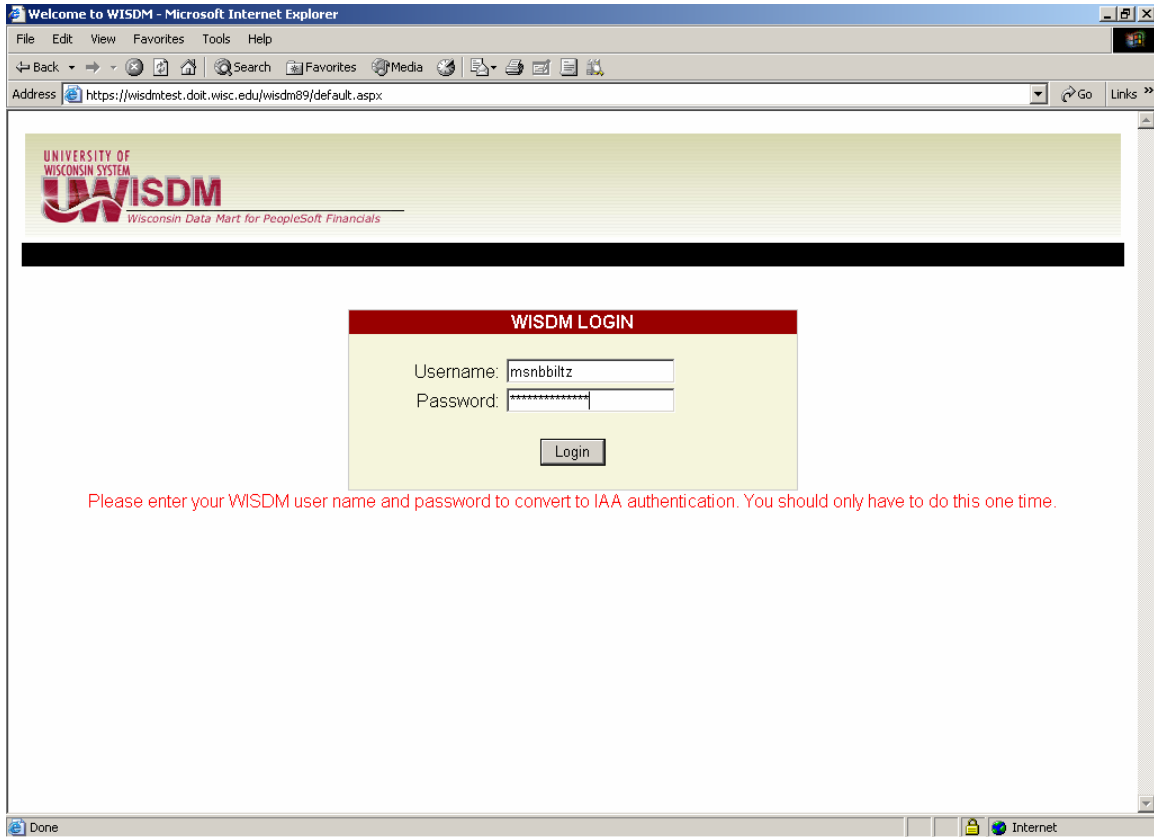


**Logging in the First Time**

When attempting to logon for the first time after IAA is in place, you will first be brought to the UW System Authentication Hub (pictured below). On the Authentication Hub page, you will enter your NetID and password. Also be sure to select your campus from the drop down list on the page. Then click on the logon button.



You will then be brought to the old WISDM logon page, where you will have to enter your old WISDM username and password. If the dual logon is successful, this will be the last time you will visit this page.



After entering your old username and password, you will be brought to the WISDM Main Menu.

### **Getting Help**

After you have made the conversion to IAA, logon issues will no longer be handled by the campus WISDM administrator. Instead the DoIT Help Desk will be handling any issues logging on. For assistance with your NetID and password, please call the DoIT Help Desk at 608-264-HELP (4357). For security reasons, the Help Desk will only handle NetID and password issues over the phone. The Help Desk is open from 6AM-1AM daily."

If you forget your password and are unable to call the Help Desk, you can visit the NetID password reset page (located at: <https://www.mynetid.wisc.edu/password-reset/index.jsp> ).

If you would like to change your password, you can visit the NetID Account Modification page (located at: <https://www.mynetid.wisc.edu/modify> ).

### **DataView Users**

The logon and password used to access the DataViews will not be affected by IAA. The old WISDM logon (starting with "msn") and password will continue to be used to access the DataViews. To change the password you use to connect to the DataViews, use the change password option located in WISDM.

To get help accessing the DataViews, including forgotten passwords, please continue to contact your Campus WISDM Administrator.

# Process Changes for Interdepartmental Ordering and Billing for Fiscal Year 2008

Major changes will occur in the handling of internal requisitions, internal encumbrances and interdepartmental fund transfers and billings in Fiscal Year 8. The changes are the result of UW-Madison moving its encumbrance and non-salary cost transfer processes from our legacy accounting system to SFS. While the changes are going require people to perform processes differently, there will be more data in SFS and WISDM for your analysis and inquiry purposes and we will be eliminating very old computer programs which are becoming more expensive to modify and maintain.

The general concepts that lie behind these changes were approved by the Administrative Council. We are still open to listening to issues with the proposed changes, but are on a very tight timeline to make the changes for FY8 and the Grants System implementation, so please try to work with the proposals.

The points below present a high level picture of how these processes will change beginning in Fiscal Year 8.

## ***Changes for Campus Departments:***

### **Internal Requisition Changes:**

- Internal requisitions will no longer be used in Fiscal Year 8.
  - Many of the internal billing units (FP&M, DoIT, MDS, etc.) already have online ordering systems in place that handle direct ordering requests and/or accept a purchasing card and do not require a campus wide internal ordering document.
  - A paper work order document will be supported in some fashion.
  - The requisition generator available through My UW will be modified to generate this paper work order document.

### **Changes in Order Processes:**

- Purchases from operations internal to UW will no longer be encumbered as a general rule. There are times when funds for these types of transactions need to cross fiscal year and grant boundaries. Methods to support these actions, when appropriate, will be developed and put into place.

### **Internal Billings and Transfers Changes:**

- Internal billings and Non-salary cost transfers will be updated to use SFS coding.
  - Various forms currently being used to transfer expenditures are being considered for simplification and consolidation into a single Journal Entry Form which will work with an on-line Journal Entry Tool (JET) that will be used to make the transfers. Initially the Tool will be used primarily in the Controller's Office centrally, but it is designed to be decentralized as we become more comfortable with it.
  - Internal billings and transfers via CASH CARDS and FTP processes will be changed to use SFS coding and must be submitted directly to SFS via a web-based Journal Entry Tool (JET) under development. Specific details for working with this process are available from Hua Ramer at [hramer@bussvc.wisc.edu](mailto:hramer@bussvc.wisc.edu).

The Legacy Accounting to SFS Transition (LAST) and Accounts Payable/Purchase Order (APPO) teams, with campus representation, continue to work on the specifics of these solutions and to identify training and support needs for process changes. Further information will be distributed as available. Please contact Mike Matschull at [mmatschull@bussvc.wisc.edu](mailto:mmatschull@bussvc.wisc.edu) with questions.

**Legacy Accounting to SFS Transition (LAST) Project**  
**FY2008 CASH CARDS and FTP Process Changes**

By Non Salary Cost Transfer Project Team  
February 2007

For units who currently submit billings and transfers via CASH CARDS or FTP processes on the legacy, following changes will apply starting with July 2007 (FY2008) files:

- **Use SFS Coding Structure in all Billing or Cost Transfer Files:**

Please use SFS codings in all files. If legacy codings are used, the file will be rejected during the editing process, or the transactions will be coded to wrong account codes. Listed below are the SFS codings.

- Department: This is 6-digit legacy DDS code.
- Fund: This is 3-digit fund code, same as legacy fund code.
- Program: This is 1-digit program code, similar to the legacy “Activity Code”.
- Project Grant: This is 7-digit SFS Project Code. It is the 4-digit legacy “account code” with the prefix of 3-digit fund code. For example, to convert a legacy grant account number “FJ21” with fund “133”, you’ll put “133” in front of “FJ21”, so the SFS Project Code becomes “133FJ21”. However, when the new Grant System goes live in 2008, all old Project IDs will be converted to the SFS coding in the new system and the new grants will use new Project ID coding structure.
- Activity ID: This field is not being used. Leave this field blank.
- Account: This is 4-digit SFS account code. The field is almost same as the legacy “Class Code” but the actual numbers are different. In other words, the same 4-digit legacy Class Code does not equal to the SFS “Account Code”. There is a tool on the Accounting Services website (<http://www.bussvc.wisc.edu/acct/ccode.html>) that can convert the legacy “Class Codes” into the SFS “Account Codes”.
- Class: This is the legacy “Building Number” code. This field is not normally used on the transfers or billings. Leave this field blank or use legacy “Building Number” code in this field.

- **File Submission Process:**

- The files will be submitted directly to SFS through a web-based Journal Entry Tool (JET) application that is currently under development.
- The file must be in TXT file format or an Excel file.
- Files are submitted either from a user’s local area network file folder or a user’s PC file folder.
- All files will need to run through an edit program that is built into the Journal Tool Application. Errors must be corrected (or converted to clearing account coding). Files can be saved back to the local file folder to be worked on at later time.
- Transaction Type is no longer used.
- No reference to fiscal year. The system date will determine the appropriate fiscal year.

- **Additional Fields:**

The current WISDM reporting tool displays some non-SFS fields that come from the legacy accounting system. When we migrate the legacy processes into SFS, our plan is to retain these legacy accounting fields in the WISDM reporting. We have given generic names to these fields as “Custom Field 1” and “Custom Field 2”. These are optional fields.

- **Required System Hardware and Software:**

The JET is being developed with the Microsoft .NET technology. The user PC requirements are:

- .NET Framework 3.0 installed.
- Internet Explorer 6.0 or higher.
- Operating System: Windows XP, Windows Server 2003, or Windows Vista.

- **File Layout:**

There are two types of file layout to submit files. You may choose to use either one of them. The process of file upload is the same, whether it be a text file or Excel file.

- Text file layout (with “txt” extension). Please refer to Appendix A for the file layout specifications.
- Excel file layout. Please refer to Appendix B for the Excel file layout template. The electronic version of this template will be available on the Accounting Services website later. Please use the exact column arrangement laid out in the template.

- **System Testing:**

System testing is tentatively scheduled during the months of May and June. All units who currently use CASH CARDS or FTP processes should test out their files during May and June testing period. The units that use CASH CARDS or FTP should contact Hua Ramer (email to [hramer@bussvc.wisc.edu](mailto:hramer@bussvc.wisc.edu)) **before February 28, 2007** to register and participate in testing and training.

**Appendixes:**

- Appendix A: Text File Layout
- Appendix B: Excel File Layout
- Appendix C: List of Identified Current CASH CARDS and FTP Units.

**Non Salary Cost Transfer Project Team Members**

Al Benzschawel, Accounting Services  
Dave Diericks, Accounting Services  
Todd Friske, DoIT  
Ernie Mergen, UWSA  
Donna Halleran, FP&M  
Warren Emery, Med School  
Amy Wilson, RSP  
Wesley Meixelsperger, L&S

Hua Ramer, Accounting Services  
Jennifer Stenjem, Accounting Services  
Janet Eubanks, DoIT  
Jon Ahola, UWSA  
Mark Faber, Physical Science Lab  
Bob Andresen, RSP  
Mark Schmidt, DoIT

**Appendix A: Non-Salary Cost Transfers Using Journal Entry Tool (JET)**  
**Text File Record Layout**  
 Last Updated: February, 2007

**Batch Header – Row #1:** This is the first row of the data file. Batch header for non-salary cost transfer is **NSCT**.

**Records:** All records start at second row. Each row records one transaction line. Below is the record file layout.

Data Element	Start Position	Length	Required	Explanation/Example
Department	1	6	Yes	6-digit department code, e.g. "030500".
Fund	7	3	Yes	
Program	10	1	Yes	1-digit program code, e.g. "2".
Project	11	7	Varies	7-digit project code, e.g. "133FJ21", or "133fj21". Leave the spaces blank if Project ID is not used.
Activity ID	18	2	Not Used	This field is planned to be used with grants but currently it is not being used. Leave this field space blank.
Account	20	4	Yes	4-digit account code, e.g. "3100".
Class	24	4	Optional	This is legacy "Building Number" code. Leave the spaces blank if no data is supplied.
Amount	28	16	Yes	Must have 2 decimal points. Use leading minus sign "-" for a credit amount. For example, if you are charging Department 030500 for \$50, the amount in the line of department 030500 should be "50.00", the amount in the line of your own department should be "-50.00". However, if you are crediting department 030500 for that amount, the sign should be reversed. Field should be left-justified, space fill to the right. No need to zero fill amounts.
Description	44	30	Optional	Transaction line description. It displays in WISDM drill down and transaction details. Line description is indexed in WISDM for searches.
Journal Line Reference	74	10	Optional	This field is used for billing units to enter the equivalent of a "customer account" number, or a service reference number. This field is indexed and can be searched in WISDM. Left-Justify, space fill to the right.
Cust. Field 1	84	9	Optional	You can put whatever data in here. It displays in WISDM drill down and transaction details. You can search this data in the "Purchase Order ID" field of WISDM "Transaction Search" screen. Left justify, space fill to the right.
Cust. Field 2	93	10	Optional	You can put whatever data in here. It displays in WISDM drill down and transaction details. You can search this data in the "Voucher ID" field of WISDM "Transaction Search" screen. Left justify, space fill to the right.



### Appendix C: Identified Current CASH CARDS and FTP Units

This is the list of campus departments that the LAST project team has identified to submit internal billing and transfer files electronically to the legacy accounting system or to the Accounting Services staff for processing. Please review the list and e-mail to [hramer@bussvc.wisc.edu](mailto:hramer@bussvc.wisc.edu) by February 28, 2007, if you find any departments in your division that should also be included in this list.

File Type	Source (Div)	Div #	Freq'y	Type of transaction	Contact	Phone #	Actions
CARDS	Auxillary	05	Monthly	Internal services	Mary Bingham(replaces Deb Lucas)	262-0989	Verified.
CARDS	Telecommunications	06	Monthly	Telecommunications	Tony Kern	262-5885	Verified.
CARDS	DoIT Tech Store	06	Monthly	Billing of supplies	Lloyd Carter, Donna Jones, Tony Kerns	262-4215(lloyd)	Verified.
CARDS	MSN Printing	06	Monthly	Billing of printing services.	John Schultz	263-8392	Verified.
CARDS	SSEC (Space, Science/Engineering)	34	Monthly	Transfer from grants to GPR.	Wenhua Wu	263-8890	Verified.
CARDS	L&S Copy Center	48	Monthly	Billing of copy charges	Mark Janke	2-0760	Verified.
CARDS	Clinical trials	53	Monthly	Grant transfer from fund 133 to fund 136	Jaime Bauman	5-0632	Verified.
CARDS	Med Photo	53	Monthly	Billing. Transfer of grants to GPR.	Vickie Anderson	263-6390	Verified.
CARDS	Vet Med	87	Monthly	Transfer from grants to GPR.	Phil Breunig	262-5647	Verified.
	Applied Microelectronics	193577	Monthly	Transfer from grants to GPR. File submitted to Al Wang.	Rebecca Bauer	265-9124	Verified.
CARDS	School of Business		Monthly	SOB copy center billings	Del Anderson	262-2017	Verified.
FTP	FP&M		Monthly	CORDS, Transportation Services Permit Program, Physical Plant Facilities Management System, Fleet Anywhere	Donna Halleran & Sally Hansen	265-3443(Donna) 265-4215 (Sally)	Verified.
FTP	MDS			Internal billings.	No information		Verified.
	Grad School		Monthly	Txt file to Al Wang. Internal billings.	Toby Schellhase	263-9671	Verified.

## Changes in Encumbrance Processes for Fiscal Year 8

**Overview of AP/PO for Fiscal Year 2008 Implementation:** Beginning with FY8 transaction activity, the only method for creating an encumbrance will be to create an SFS Purchase Order. The external requisitioning process will remain unchanged, except that the entry of the requisition information into EPRQ will not result in an immediate encumbrance (The encumbrance will show up in WISDM when the SFS Purchase Order is issued).

Internal requisitions will no longer be used to create any encumbrance.

Associated with this fundamental change are a variety of related issues we would like to briefly update. For each issue, teams are working on documenting exact processes and developing communication and training materials to follow later.

1. **Process to Change Funding After a Purchase Order is Released:** The project will include a process that allows the funding line to be changed on any outstanding encumbrance amounts. This will be accommodated as it is currently done through EPRQ entries. The corresponding changes in SFS will be centralized in Business Services initially.
2. **Issues on Closing Purchase Orders in SFS (Liquidating Encumbrances):** PO's will be left open all year to ensure payments can be made. In the spring and again at year-end, a process will be established to accommodate closing out completed PO's. PO's will not be able to be closed out in EPRQ.
3. **Blanket Order Issues for Fiscal Year 2008 Transition to SFS:** The CORS process will remain unchanged, other than like all other FY8 EPRQ entries, encumbrances will not occur until the SFS PO is created. SFS does not support Open Vendor Blankets, therefore these will be eliminated in FY8. Blanket Orders for specific amounts, such as a copier lease will be encumbered for the full value. Blanket Orders for convenience purchasing will be encumbered for \$1.
4. **Processing Encumbrances that Cross the Fiscal Year and Grant Boundaries for Program Revenue Operations for Fiscal Year 2008:** Internal requisitions will no longer be available to encumber inter-department ordering. It is recognized that there is a need to carry funds forward for capital projects that span fiscal years, or grant boundaries. A team is analyzing this issue and charged with documenting a process that meets this need.
5. **Issues on Summer Session Transactions for Fiscal Year 2008:** A team has been charged with analyzing Summer Session to accommodate the need for having expenses paid prior to July 1<sup>st</sup>, showing up as new year expenditures (FY8). The process to be used for FY8 summer session will be documented.
6. **Migrating Open Fiscal Year 2007 Encumbrances to Fiscal Year 2008 in SFS:** Similar to other years a rollover process will occur in July to move outstanding encumbrances forward. Unlike other years, this will be accomplished by creating an SFS PO for the amount of the outstanding encumbrance. Internal Requisition encumbrances will not be rolled over in the same manner as past years. A team is charged with documenting new processes for rollovers.
7. **Changes Needed in WISDM and DataViews to Reflect AP/PO Changes in Fiscal Year 2008:** A team has been charged with ensuring WISDM views and inquiries are accurately displayed.
8. **Migrating Grant Sub-Contracts from Fiscal Year 2007 to Fiscal Year 2008:** Similar to other external requisition rollovers, a rollover process will be used to move Grant Subcontracts with balances forward. SFS PO's will be created, equal to the remaining balances.

## Changes in Encumbrance Processes for Fiscal Year 8

9. **Processing Grant Sub-Contract Purchase Orders and Invoices for Fiscal Year 2008 in Business Services Purchasing System and SFS:** Grant subcontracts will no longer be encumbered through EPRQ entries. An SFS PO will be created to external vendors when the contracts are finalized in RSP. An encumbrance will be established when the SFS PO is created. This may be significantly different in timing from what is currently done.
10. **Authoritative Purchase Order Vendor Source:** A team has been charged with documenting the new processes that will be used to create vendor files in the central Purchasing and Payables systems. SFS will be the definitive vendor file for payment reporting.
11. **New Accounts Payable Payment Procedures for Fiscal Year 2008:** A team has been charged for documenting the internal processes that may change for making PO payments. This also includes documenting any new processes for departments that provide electronic invoice processing.
12. **New Internal Transfer Process: New Internal Transfer Process:** Changes will also affect internal billings (billings between departments/divisions and from major auxiliaries to campus departments) and Non-salary cost transfers processes. A cross-campus project team is working on transfer related issues.