

**FINANCIAL MANAGEMENT MEETING**  
**June 10, 2008, 9:30-11:30 AM**  
**\*\*\*21 North Park Street\*\*\***  
**Conference Rooms 1106/1108 Next to Welcome Center**

<b>Minutes</b>	
9:30	Welcome and Introductions – Mike Hardiman
9:45	<p>CORs – Mike Hardiman</p> <ul style="list-style-type: none"> <li>• 133 to 233 impact on CORS <ul style="list-style-type: none"> <li>○ Many \$1 Blanket Orders that were due to expire after June 30<sup>th</sup> were changes to show expiration as June 30<sup>th</sup>. This was done to make conversion to the 233 fund easier to accomplish. These were included in the COR June 30<sup>th</sup> reports and departments should be sure to submit the new Reqs if they will be using these in 2009.</li> </ul> </li> <li>• Problem with duplicated numbers on July and August COR run. <ul style="list-style-type: none"> <li>○ There was a problem with duplicated requisitions in the July and August COR runs. The source of this problem was corrected and new COR runs were done for these two months. The June 30<sup>th</sup> run was not impacted.</li> </ul> </li> </ul> <p>External Requisition Generator – Mike Matschull</p> <ul style="list-style-type: none"> <li>• Looking up requisitions that have not been submitted <ul style="list-style-type: none"> <li>○ My UW: “Requisition and Number Generator” allows you to search by Funding Dept. <u>for unsubmitted requisitions only</u> (Use Purchasing Services lookup for submitted PO’s and Requisitions)</li> </ul> </li> <li>• Do not enter social security numbers on emailed forms or Req. Generator– For times when you do need that information, hand write on printed req. and send a hard copy.</li> </ul>
10:00	<p>APPO</p> <ul style="list-style-type: none"> <li>• Implications of marking requisitions with FY08 and FY09 and relationship to payments (Mike Hardiman) <ul style="list-style-type: none"> <li>○ Funding string designation: If you choose FY08 or FY09, the string will validate for that FY. When it goes to Purchasing, <b>encumbrance is created</b> based on which FY you entered.</li> <li>○ If you create an encumbrance for FY08, and the invoice isn’t received by June 13<sup>th</sup>, it will not be paid by end of year. This creates a FY09 expense because it is paid in FY09. Rollover process will recreate the original FY08 encumbrance in FY09 and the encumbrance will follow the original funding string.</li> <li>○ Note: PO’s for projects with end date of June 30<sup>th</sup> or before. Require response by June 13<sup>th</sup>. If no response, all PO’s will be closed at end of FY. The departments that would be impacted by this have been contacted.</li> </ul> </li> <li>• Summer Session (Mike Hardiman) <ul style="list-style-type: none"> <li>○ For payments must be done before July, they will be expensed to FY08, even though it is FY09 summer session. This will balance out the following year (with FY10 expenses expensing at the end of FY09. PeopleSoft does not allow making payments in June and expensing to new FY.</li> </ul> </li> <li>• Cutoff dates (Mike Matschull) <b><u>JUNE 13<sup>th</sup>, 2008 last day to get things in</u></b> <ul style="list-style-type: none"> <li>○ See <a href="http://www.bussvc.wisc.edu/acct/fycal.html">http://www.bussvc.wisc.edu/acct/fycal.html</a> for more information.</li> </ul> </li> </ul>

APPO cont'd.

- Down-times around year-end processes (Mike Matschull)
  - SFS Down June 27<sup>th</sup>, 30<sup>th</sup>, and July 1<sup>st</sup>: No checks will be printed
  - Rollover July 1-2<sup>nd</sup>
  - Cleanup on July 3<sup>rd</sup>
  - July 7<sup>th</sup>, all should be up and running again
  
- Emergency Transactions at year end (Jan Richardson)
  - Last day for ET's on FY08 is June 26<sup>th</sup> by 9am
  - Everything after will be FY09
  - Everything on June 27, 30 will be used in contingent fund and may take longer to show on WISDM
  - PO ET's are targeted to be processed out of SFS starting July 7<sup>th</sup>
  
- Closing PO's (Mike Matschull)
  - Closing through automatic process has started.
    - Criteria available on the web at <http://www.bussvc.wisc.edu/sfs/progre1/close.html>
  
- Encumbrance Management Form
  - New form available (Mike Matschull)
    - Online under MY UW in the Services tab within the Requisition Generator module or available at <http://www.bussvc.wisc.edu/purch/forms.html#req>  
Don't use one you've saved to your hard drive because it may not be updated.
  - Cannot be used to move encumbrances from one year to the next (Mike Hardiman)
  - Using to close PO's (Mike Matschull). **SEE HANDOUT "Instructions for using the Encumbrance and PO Management Form"**
    - You only need to use the Encumbrance Management Form to close PO's if it **does not** meet the [criteria for auto-close process](#) (see above "Closing PO's")
  
- Year End PO rollover (Mike Matschull)
  - Will be handled in SFS this year
  - See <http://www.bussvc.wisc.edu/sfs/progre1/end.html> for more specifics.
  - 133 gift funded POs will be converted to 233 by Business Services staff

10:30

WISDM – Ben Biltz

- PO Rollover impact
  - **SEE HANDOUT "PO Rollover and WISDM"**
  
- Double Encumbrance Issue
  - For Inception to Date (ITD) project reporting, rolled encumbrance amounts will be doubled in WISDM
  - A solution to this problem is being worked on, though the delivery date is not known at this time.
  
- If a fix is not in place by the beginning of the new fiscal year, the year to date (YTD) option on the old project search can be used to get the correct remaining PO encumbrance balance.

10:45	<p>Non-Sponsored Project Update</p> <ul style="list-style-type: none"> <li>• 133 to 233 – Hua Ramer <a href="#">SEE HANDOUT “Conversion of Fund 133 to 233 Gift Projects and Its Impact on Financial Transactions”</a> <ul style="list-style-type: none"> <li>○ Conversion tables on the web at <a href="http://www.bussvc.wisc.edu/acct/sfs/133_233ProjectList-Department.xls">http://www.bussvc.wisc.edu/acct/sfs/133_233ProjectList-Department.xls</a> (listed by department) and <a href="http://www.bussvc.wisc.edu/acct/sfs/133_233ProjectList-ProjectID.xls">http://www.bussvc.wisc.edu/acct/sfs/133_233ProjectList-ProjectID.xls</a> (listed by project ID)</li> <li>○ NSCT transfers between old FY08 133 and new 233 FY09 accounts will be handled by central Acctg staff. <ul style="list-style-type: none"> <li>▪ <b>Non-salary cost transfers for FY09:</b> If transfer from is on 133 project coding that has been converted to 233, we would prefer departments to use 233 coding on the form to speed up the process.</li> </ul> </li> <li>○ How to find old and new 133/233 transactions in WISDM: see handout linked above.</li> <li>○ Transfer cut-off dates: see handout linked above.</li> <li>○ P-card defaults for 133 gift accounts will be converted automatically.</li> </ul> </li> <li>• <a href="#">New web site, form, and instructions</a> – Janet Deutsch <ul style="list-style-type: none"> <li>○ Accounting Services website: On the left, under “Areas” click “Non-Sponsored Projects” <ul style="list-style-type: none"> <li>▪ Request Form is posted with instructions. New address for submission: <a href="mailto:sfsetup@bussvc.wisc.edu">sfsetup@bussvc.wisc.edu</a> (see bottom of form)</li> </ul> </li> </ul> </li> </ul>
11:15	<p>Our remaining 2008 Financial Management Meetings will be held on the dates below. All are confirmed to be held at 21 N. Park Street, Rooms 1106/1108, from 9:30 AM to 11:30 AM.</p> <ul style="list-style-type: none"> <li>• August 12, 2008</li> <li>• October 14, 2008</li> <li>• December 9, 2008</li> </ul> <p><a href="#">Campus Bus Route 85</a> will drop you off and pick you up in front of the Welcome Center.</p>