



FINANCIAL MANAGEMENT MEETING

August 12th, 2008

Minutes

9:30 Welcome and Introduction~ Al Benzschawel

- The Good and Bad of Year End
 - What worked?
 - Good response from Accounting Services on questions from Departments
 - Education and Communication
 - Timeliness of information
 - Fast year end closing!
 - Invoices were paid on time
 - JET Tool Usage
 - Editing, etc.
 - Requisition Generator
 - COR Process- Referencing last year's req's
 - New search for what req's have been processed
 - 133/233 transitions
 - UW Foundation Transfers
 - Blanket Orders being \$1.00
 - 998 Rollover
 - WISDM Awards
 - What didn't?
 - Communications!
 - UDDS
 - Encumbrances
 - Closes
 - Conversions
 - Non-Sponsored Project Budgets
 - Examples: 101, 107, 150, 403
 - Time Period Closeout
 - Period 13 Closing coordination with UW-System
 - P-Card- Late posting
 - 132 Balance forward
 - Summer Session Purchasing
 - 233 Date Errors on Transactions
 - COR Process- Global option for schools or colleges
 - WISDM



FINANCIAL MANAGEMENT MEETING

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- Spending balances
- New vs. Old Project Search
- Owning vs. Using Dept (RSP is working on this)
- Gift Accounts- not showing all projects or all depts..
- Spending Edits- not all UDDS show up
- Split funding
- Need fiscal year info on Federal grants
- Could balances be on a main page, rather than the Detail Page?
- Looking forward: What issues may arise with next year's closing and the end of the year payroll being June 30th?

9:45 Update: ATS~ Al Benzschawel

- Communication
 - See “ATS Testing Timeline” and “ATS Implementation Teams”
- Goals of ATS
 - Stefanie Merucci will be leading a Training Team and Functional Support Group
 - Letters and Sciences will begin before November
 - How we will evaluate the project and pilots
 - Office setup will be documented for Auditors and Approvers
 -
- New Travel E-mail: uwtravel@bussvc.wisc.edu.

10:00 Transferring Gift Funds from UW-Foundation~ Don Miner

- New APR improvement processes for Fund 233 (see *UWF Gift Transfer Phase I and Phase II*)
- The UW Foundation “Gift Routing Form” will allow for multiple projects.
 - Departments will leave check number blank

10:30 WISDM~ Hua Ramer

- Year-End Closing Status~ Hua Ramer
 - Departments should be able to see beginning balances on WISDM, which reflects the rollover from last year.
 - No ITD (Inception to Date) balances yet on old projects: Accounting is working with DoIT on transition to new project numbers.
- Non-Sponsored Projects
 - Doesn't show YTD balances
 - Once Grant Reporting is incorporated, departments will be able to see



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edit tabs here

- Looking up Gift Funds
 - Deadline for prior year balances moving to Fund 233
 - Inception to Date Reporting
- Double Encumbrance Issue
 - Resolution for PO/Grant Reporting Problem: Accounting is still working with DoIT to develop a new structure to help. In the meantime, departments should use PO Encumbrance search option to get YTD information for PO Balance.

10:45 Project End Dates~ Ben Biltz

- Will be sending out data to campus about POs that have a project that will exceed its budget control end date.
 - Once a budget control end date has been exceeded, transactions can no longer be posted against the project.
 - A list will be sent to the DBR mailing list 2 to 3 weeks before the end of the month that will identify all POs that contain a project with a budget control end date in the current month. The list will include the PO, account, fund, department, program code, and project. At the end of the month, any POs that are still on the list will be closed.
 - If a PO on the list is still needed, an Encumbrance Management form will have to be sent to Purchasing Services with a new funding string to replace the expired one.
 - **Update since meeting:** At the beginning of every month, two lists will be sent to the DBR list. One will list all POs that contain project that have budget control end dates in the current month. The second will list all POs that have projects with budget control end dates during the next month.

Requisition Generator~ Mike Matschull

- New Search Tool within Requisition Generator (see *ReqGenPOSearch*)

11:30 Close

Our remaining 2008 Financial Management Meetings will be held on the dates below. 21 N. Park Street, Rooms 1106/1108, from 9:30 AM to 11:30 AM.

- October 14, 2008
- December 9, 2008

[Campus Bus Route 85](#) will drop you off and pick you up in front of the Welcome Center.

**ATS Implementation Teams
Draft 8-14-08**

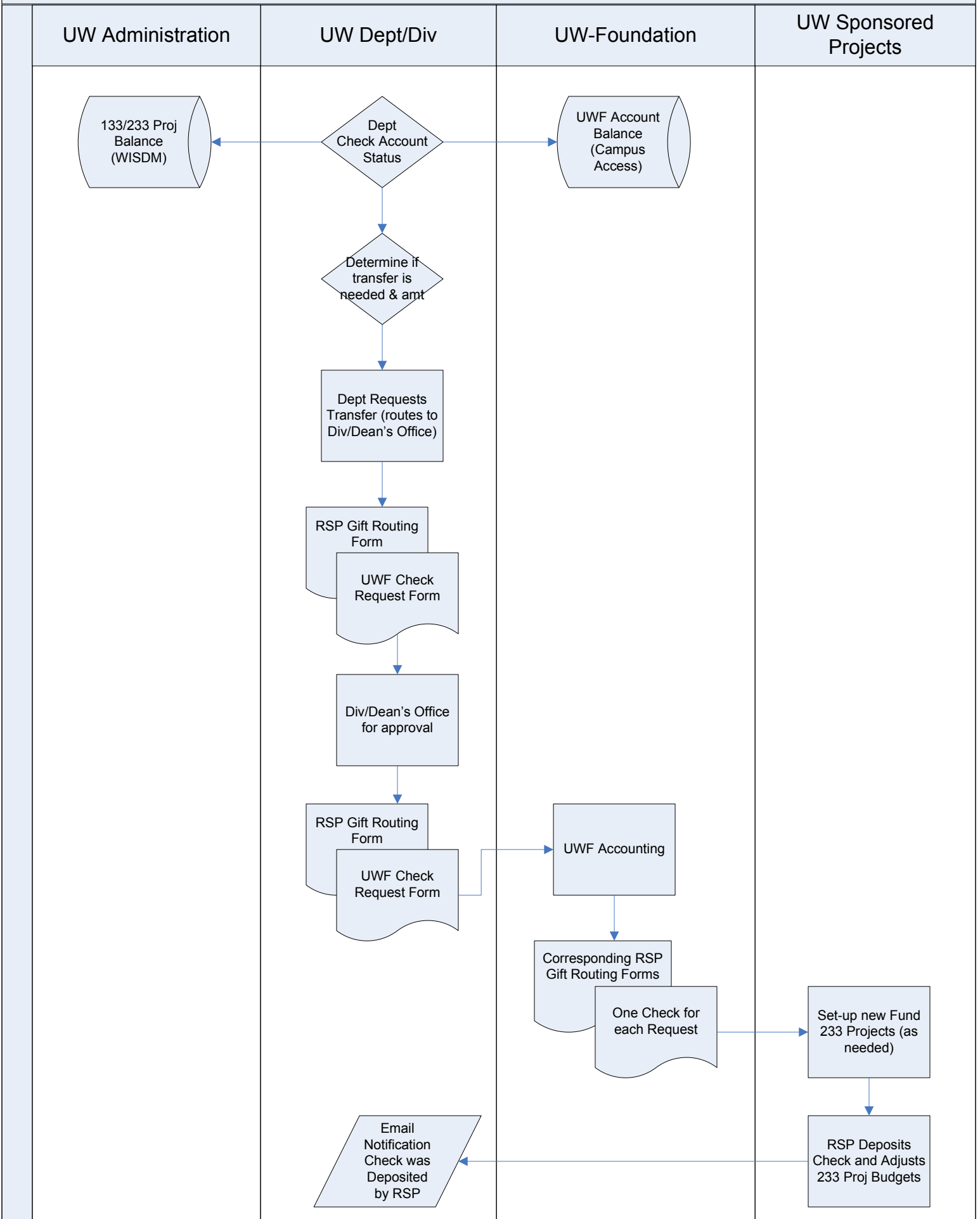
Application Testing	Rollout Planning	Functional Support	Training	Central Administration
Al Benzschawel (Team Lead)	Jan Richardson/Rollout Coordinator (Team Lead)	Sue Adams (Team Lead)	Stefanie Merucci (Team Lead)	Ruth Fruehling (Team Lead)
Terri Gill	Terri Gill	Sandy Baumel	Linda Diring	Margie Burris
Judy Tonstad	Jeanne Rotter	Julie Turk	Chris Thorn	Stefanie Merucci
Jeanne Rotter	Melissa Amos-Landgraf	Sally Erdmann	Janet Deutsch	Sue Adams
Chris Thorn	Ian Thomas	Margie Burris	Mehdi Rezai	
Margie Burris	Janet Deutsch	Pennie Maclean	Sue Adams	
Richard Linton	Sean Kinney	Jan Richardson	Rollout Coordinator	
Ian Thomas	Colleen Sims		Cathy Cuccia	
Sean Kinney			Ian Thomas	
Ruth Fruehling				
Colleen Sims				
Additional Resources (As Needed)				
ATS Project Team	ATS Project Team	ATS Project Team	ATS Project Team	Richard Linton
Hua Ramer	Tamara Walker	Terri Gill	Tamara Walker	Ian Thomas
RSP	Kathy Konicek	Al Benzschawel	Jack Lepak	Terri Gill
Payroll	Brian Rust	Ed Ruotsinoja	Kathy Konicek	George Watson
Kathy Konicek	George Watson	George Watson	OHRD	
Cathy Cuccia			George Watson	
George Watson				

Ats implementation teams 08-14-08 rev.2

Week of August 18	Week of August 25	Week of Sept. 1	Week of Sept. 8	Week of Sept 15	Week of Sept 22	Week of Sept.29	Week of Oct. 6	
Unit Testing & Issue Resolution								
Plan for System & Integrated Testing								
Script Writing for System & Integrated Testing								
System & Integrated Testing (includes queries) & Issue Resolution								
					Open testing using TERS			
						Application Sign-off		
							Move to Production	
				Maint. Pack Testing (somewhere in the Fall timeframe)				

APR Transfer & Management of UW Gift Funds Phase I (estimated savings – 9 days)

Revised 7/18/08



Searching for Requisitions in the External Requisition Generator

1. In the External Requisition Generator, to find requisitions that have not yet been processed, choose “Click here to search for Requisitions not yet processed by Purchasing Services” near the bottom of your screen.

UNIVERSITY OF WISCONSIN-MADISON

DIVISION OF BUSINESS SERVICES

Requisition and Number Generator

Note: You must have the free Adobe reader installed on your computer in order to view the requisition document pro
You will be required to reauthenticate if the application is idle for more than 30 minutes. Your session will be abando

Your Name:

Department:

Phone:

Are you a delegated purchasing agent? No
 Yes

Create a new requisition

I require a new requisition number
 I already have a number for this requisition:

Create my new requisition by copying data from this existing requisition:

Update an existing requisition

Requisition #:

[Click here to search for Requisitions not yet processed by Purchasing Services.](#)

Click on the text to begin to search for requisitions not yet processed by Purchasing.

2. You may search for requisitions by one of three methods:
 - a. the NetID of the person who last updated or printed the requisition
 - b. by vendor name or number
 - c. or by any part of the Department ID listed in the requisition funding and/or by Project ID listed in the funding string. You may use any part of the Department ID and the Project ID together or separately in the search. This is the only option where you can combine data.

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DIVISION OF BUSINESS SERVICES

Requisition and Number Generator

[Click here to return to the Main Menu.](#)

Search by NetID

Last Updated by NetID
 Last Printed by NetID

OR

Search by Vendor name or Vendor Number

Begins With
 Contains
 Ends With

OR

Search by Funding Dept and/or Project

**** You must enter at least 2 characters of the Funding Department and/or the entire Project ID.**

The search results below only contain requisitions that have not yet been processed by Purchasing Services. If you don't see your requisition processed into a Purchase Order (PO) and can be found by [searching the Business Services Purchasing system](#).

To begin your search:

- Enter a NetID or
- Vendor name or number or
- Department ID and/or Project ID (from the funding string of the req)

The search returns a set of requisitions matching the criteria entered. Click the magnifying glass to the left of the requisition number to see the details of the requisition and edit or print them if necessary.

The search results below only contain requisitions that have not yet been processed by Purchasing Services. If you don't see your requisition processed into a Purchase Order (PO) and can be found by [searching the Business Services Purchasing system](#).

Requisitions last updated by MAMATSCH

Requisition	Req Date	Vendor	Last Updated
059K920	07/01/2008	ASSOCIATED BIOMEDIC SYSTEMS	07/01/2008 12:38:49
045K662			05/29/2008 14:48:39
028K361	04/08/2008	ASSOCIATED BIOMEDIC SYSTEMS	04/08/2008 09:24:36
010K684	02/11/2008	ASSOCIATED BIOMEDIC SYSTEMS	03/17/2008 13:32:54
017K076	02/28/2008	ASSOCIATED BIOMEDIC SYSTEMS	02/28/2008 13:48:47

Click to see req details

To find requisitions not listed here, click the text to go to another search tool.

If your requisition does not appear in the search results list, it has most likely been processed by Purchasing Services. Click the "searching the Business Services Purchasing system" text to go to this search tool.

- The link takes you to the main menu of the Purchasing Information Inquiry on the web. Using the Purchasing Information Inquiry, you may search for requisitions and Purchase Order information after they are processed by Purchasing Services. To view requisition tracking information and details about your requisitions, choose the "Requisition Inquiry". To view details and payment data for Purchase Orders, choose "Purchase Order Inquiry".

BUSINESS SERVICES
PURCHASING SERVICES

Main Purchasing Information Inquiry Menu

Choose to view PO and payment data

Please select one of the following choices:

- [Purchase Order Inquiry](#): View details about your purchase order, including payment information.
- [Requisition Inquiry](#): View details about your requisition.
- Vendor Inquiry: Get address, phone information, status, commodities, cross-references, vendor characteristics and orders.
 - [By Vendor Number](#)
 - [By Vendor Name or Vendor Address](#)
- [Order or Requisition Lookup by UDDS](#)
- [Order Lookup by NIGP Code or NIGP text](#)
- [NIGP Code \(commodity code\) Lookup](#): This inquiry is used to look up an NIGP code (commodity code) assigned to a specific pr allow you to search for purchase orders or requisitions issued for a particular commodity.
- [Order and Item Message Description Lookup](#): This inquiry is used to look up a message description or its abbreviated code.
- [Purchase Order Codes](#): These codes are used by UW Madison Purchasing Agents when preparing requisitions and Purchase Order Purchasing System.

Choose to view req and tracking data

The Requisition Inquiry shows all log data for each requisition and will show all the requisition data once a requisition is created by Purchasing. If the requisition is only listed in the requisition generator (and not yet processed by Purchasing) only the last updated and/or printed data from the External Requisition Generator will be available (as shown below) or any log data entered by Purchasing about when the paper requisition was received or where it may have been routed.

PURCHASING SERVICES
Requisition Inquiry

Enter the requisition number:

Display of requisition log data from External Requisition Generator

Action	Date
LAST UPDATED IN REQ GENERATOR	07/01/2008

[Return to Purchasing Inquiry Menu](#)

- To search for information on Purchase Orders, return to the main menu of the Purchasing Information Inquiry and choose "Purchase Order Inquiry". If you would like to search for all the POs pertaining to your department choose "Order or Requisition Lookup by UDDS" and enter your UDDS (or part of your UDDS) and a specified date range to search for.

BUSINESS SERVICES
PURCHASING SERVICES

Main Purchasing Information Inquiry Menu

Choose Purchase Order Inquiry to obtain information about processed POs.

Please select one of the following choices:

- [Purchase Order Inquiry](#): View details about your purchase order, including payment information.
- [Requisition Inquiry](#): View details about your requisition.
- Vendor Inquiry: Get address, phone information, status, commodities, cross-references, vendor characteristics and orders.
 - [By Vendor Number](#)
 - [By Vendor Name or Vendor Address](#)
- [Order or Requisition Lookup by UDDS](#)
- [Order Lookup by NIGP Code or NIGP text](#)
- [NIGP Code \(commodity code\) Lookup](#): This inquiry is used to look up an NIGP code (commodity code) assigned to a supplier to allow you to search for purchase orders or requisitions issued for a particular commodity.
- [Order and Item Message Description Lookup](#): This inquiry is used to look up a message description or its abbreviated code.
- [Purchase Order Codes](#): These codes are used by UW Madison Purchasing Agents when preparing requisitions and Purchase Orders in the Purchasing System.

To find all the POs entered for your UDDS, choose "Order or Requisition Lookup by UDDS"

Enter a PO number to retrieve all the data pertaining to that Purchase Order.

PURCHASING SERVICES
Order Inquiry

Enter the requisition number: and/or the vendor number:

(Optional) Enter a date range in the format MM/DD/YYYY:
(Beginning) / / (Ending) / /

[Return to Purchasing Inquiry Menu](#)

Choose the "Order Detail" button if you would like to see further details of the order and any payment information from WISDM.

PURCHASING SERVICES
Orders

Order Detail	Req#	Vendor#	Vendor	Date	Amount	Type
Order Detail	055K355	111568	OMNICELL TECHNOLOGIES	8/5/2008	\$5,496.00	MC

[Return to Purchasing Inquiry Menu](#)

This brings up all the PO details and the payment information as seen below.

PURCHASING SERVICES
Order Base

Review Requisition #: [055K355](#) Vendor #: [111568](#)

OMNICELL TECHNOLOGIES
1201 CHARLESTON RD
MOUNTAIN VIEW, CA 94043

Agent: **JUDY MILLARD** at (608) 262-6335

Current Order Date: 8/5/2008

Current Order Printed: 8/5/2008

Order Amount: \$5,496.00

Total Paid: [\\$0.00](#)

Terms: N30 (NET 30 DAYS - NO CASH DISCOUNT)

Pricing Method: NET (NO TRADE DISCOUNT)

Number of Lines: 1

UDDS: A878450

Type: MC (MAINTENANCE ORDER - FIRM PRICING)

Print Format Type: REG (REGULAR PURCHASE ORDER)

Approval Type: N

Status: O

Previous Order#:

Next Order#:

Begin Date: 6/1/2008

End Date: 5/31/2009

Order Message:

VENDOR NOTE: VALIDITY OF THIS PURCHASE ORDER AND CONTRACT IS DEPENDENT UPON YOUR MEETING THE INSURANCE REQUIREMENTS STATED ON THE REVERSE SIDE OF THIS PURCHASE ORDER.

Order Items

Item #1	Quantity	Units	Unit Price	Total Price
	1	TERM	\$5,496.00	\$5,496.00
Description:	Service Agreement: Listed Equipment			