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
August 12th, 2008

- 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
Looking up Gift Funds
  o Deadline for prior year balances moving to Fund 233
  o Inception to Date Reporting

Double Encumbrance Issue
  o 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
  o Will be sending out data to campus about POs that have a project that will exceed its budget control end date.
    o Once a budget control end date has been exceeded, transactions can no longer be posted against the project.
    o 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.
    o 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.
    o 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
  o 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**

<table>
<thead>
<tr>
<th>Application Testing</th>
<th>Rollout Planning</th>
<th>Functional Support</th>
<th>Training</th>
<th>Central Administration</th>
</tr>
</thead>
<tbody>
<tr>
<td>Al Benzschawel (Team Lead)</td>
<td>Jan Richardson/Rollout Coordinator (Team Lead)</td>
<td>Sue Adams (Team Lead)</td>
<td>Stefanie Merucci (Team Lead)</td>
<td>Ruth Fruehling (Team Lead)</td>
</tr>
<tr>
<td>Terri Gill</td>
<td>Terri Gill</td>
<td>Sandy Baumen</td>
<td>Linda Diring</td>
<td>Margie Burris</td>
</tr>
<tr>
<td>Judy Tonstad</td>
<td>Jeanne Rotter</td>
<td>Julie Turk</td>
<td>Chris Thorn</td>
<td>Stefanie Merucci</td>
</tr>
<tr>
<td>Jeanne Rotter</td>
<td>Melissa Amos-Landgraf</td>
<td>Sally Erdmann</td>
<td>Janet Deutsch</td>
<td>Sue Adams</td>
</tr>
<tr>
<td>Chris Thorn</td>
<td>Ian Thomas</td>
<td>Margie Burris</td>
<td>Mehdi Rezai</td>
<td></td>
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<tr>
<td>Margie Burris</td>
<td>Janet Deutsch</td>
<td>Pennie Maclean</td>
<td>Sue Adams</td>
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</tr>
<tr>
<td>Richard Linton</td>
<td>Sean Kinney</td>
<td>Jan Richardson</td>
<td>Rollout Coordinator</td>
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<tr>
<td>Ian Thomas</td>
<td>Colleen Sims</td>
<td>Cathy Cuccia</td>
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<tr>
<td>Sean Kinney</td>
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<td>Ian Thomas</td>
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<tr>
<td>Ruth Fruehling</td>
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<tr>
<td>Colleen Sims</td>
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</table>

### Additional Resources (As Needed)

<table>
<thead>
<tr>
<th>ATS Project Team</th>
<th>ATS Project Team</th>
<th>ATS Project Team</th>
<th>ATS Project Team</th>
<th>Richard Linton</th>
</tr>
</thead>
<tbody>
<tr>
<td>Hua Ramer</td>
<td>Tamara Walker</td>
<td>Terri Gill</td>
<td>Tamara Walker</td>
<td>Ian Thomas</td>
</tr>
<tr>
<td>RSP</td>
<td>Kathy Konicek</td>
<td>Al Benzschawel</td>
<td>Jack Lepak</td>
<td>Terri Gill</td>
</tr>
<tr>
<td>Payroll</td>
<td>Brian Rust</td>
<td>Ed Ruotsinoja</td>
<td>Kathy Konicek</td>
<td>George Watson</td>
</tr>
<tr>
<td>Kathy Konicek</td>
<td>George Watson</td>
<td>George Watson</td>
<td>OHRD</td>
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<td>Cathy Cuccia</td>
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<td>George Watson</td>
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Ats implementation teams 08-14-08 rev.2
<table>
<thead>
<tr>
<th>Week of August 18</th>
<th>Week of August 25</th>
<th>Week of Sept. 1</th>
<th>Week of Sept. 8</th>
<th>Week of Sept 15</th>
<th>Week of Sept 22</th>
<th>Week of Sept 29</th>
<th>Week of Oct 6</th>
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<tbody>
<tr>
<td>Unit Testing &amp; Issue Resolution</td>
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<td></td>
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<tr>
<td>Plan for System &amp; Integrated Testing</td>
<td></td>
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<tr>
<td>Script Writing for System &amp; Integrated Testing</td>
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<tr>
<td>System &amp; Integrated Testing (includes queries) &amp; Issue Resolution</td>
<td></td>
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<tr>
<td>Open testing using TERS</td>
<td></td>
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<tr>
<td>Application Sign-off</td>
<td></td>
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<tr>
<td>Move to Production</td>
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<tr>
<td>Maint. Pack Testing (somewhere in the Fall timeframe)</td>
<td></td>
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</table>
APR Transfer & Management of UW Gift Funds Phase II

<table>
<thead>
<tr>
<th>UW Administration</th>
<th>UW Unit</th>
<th>UW-Foundation</th>
</tr>
</thead>
<tbody>
<tr>
<td>UW Datawarehouse</td>
<td>UW Gift Transfer Request Tool</td>
<td>UWF Datawarehouse</td>
</tr>
<tr>
<td></td>
<td>Check Account Status</td>
<td></td>
</tr>
<tr>
<td></td>
<td>Determine if transfer is needed &amp; amt</td>
<td></td>
</tr>
<tr>
<td></td>
<td>Determine if new 233 acct is needed</td>
<td></td>
</tr>
<tr>
<td>Set-up new non-sponsored 233 Project (via Project Lite)</td>
<td>Request made using UWF Gift Transfer Tool</td>
<td>UWF Accounting</td>
</tr>
<tr>
<td>UW Accounting Cash Management</td>
<td>UW Gift Transfer Request Tool Updated (reflects transfer)</td>
<td>Update Datawarehouse</td>
</tr>
<tr>
<td>UW Accounting Cash Management Clearing Acct</td>
<td>Update Datawarehouse</td>
<td></td>
</tr>
<tr>
<td>Match Individual Transfer Request to Wire amount</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Wire Transfer Request Amount</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>
# 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.

---

**Requisition and Number Generator**

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

- **Your Name:** [MIKE MATSCHULL]
- **Department:** [036500]
- **Phone:** [608-262-4555]
- **Are you a delegated purchasing agent?**  
  - [ ] No  
  - [x] Yes

[Set/Update User Preferences]

- **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: [ ]

[Create New Requisition]

- **Update an existing requisition**
  - **Requisition #:** [ ]

[Update Requisition]

---

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.

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.

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.
3. 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”.

**Main Purchasing Information Inquiry Menu**

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 product 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 Order Purchasing System.

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: 559K320

<table>
<thead>
<tr>
<th>Action</th>
<th>Date</th>
</tr>
</thead>
<tbody>
<tr>
<td>LAST UPDATED IN REQ GENERATOR</td>
<td>07/01/2008</td>
</tr>
</tbody>
</table>

[Begin Query]

[Return to Purchasing Inquiry Menu]
If the requisition has already been processed, all the requisition information in addition to the logs and tracking data will be available (as seen below).

**Purchasing Services**

**Requisition Base**

<table>
<thead>
<tr>
<th>Req #: 055K355</th>
<th>Status: R (RELEASED)</th>
</tr>
</thead>
<tbody>
<tr>
<td>Contact UDDS: A 87 8450</td>
<td>Contact Name: STEVEN WALL</td>
</tr>
<tr>
<td>Amount: $5,496.00</td>
<td>Type: MC (MAINTENANCE ORDER - FIRM PRICING)</td>
</tr>
<tr>
<td>Req. Date: 6/19/2008</td>
<td>Dept. Contact: STEVEN WALL at (608) 263-9905</td>
</tr>
<tr>
<td>Vendor #: 111568</td>
<td>Name: OMNICELL TECHNOLOGIES</td>
</tr>
<tr>
<td></td>
<td>1201 CHARLESTON RD</td>
</tr>
<tr>
<td></td>
<td>MOUNTAIN VIEW, CA 94043</td>
</tr>
<tr>
<td>Agent: JUDY MILLARD at (608) 262-6335</td>
<td></td>
</tr>
<tr>
<td># of Line Items: 2</td>
<td># Attachments: 0</td>
</tr>
<tr>
<td>Terms: N30 (NET 30 DAYS - NO CASH DISCOUNT)</td>
<td>Discount: NET (NO TRADE DISCOUNT)</td>
</tr>
<tr>
<td>Begin Date: 6/1/2008</td>
<td>End Date: 5/31/2009</td>
</tr>
<tr>
<td>Exp. Date: 0/0/0</td>
<td>Previous Req:</td>
</tr>
<tr>
<td>Req Message:</td>
<td>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.</td>
</tr>
</tbody>
</table>

**Requisition Items**

<table>
<thead>
<tr>
<th>Item #1</th>
</tr>
</thead>
<tbody>
<tr>
<td>Quantity</td>
</tr>
<tr>
<td>1</td>
</tr>
</tbody>
</table>

**Description:**

| 1-Cell OmniSupplier Color Touch w/Pharmacy
| 1-Cell OmniSupplier w/Pharmacy
| 3-Cell OmniSupplier w/Pharmacy |
4. 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.

Choose Purchase Order Inquiry to obtain information about processed POs.

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: 055k355 and/or the vendor number: ____________

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

Begin Query  Reset Fields

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

<table>
<thead>
<tr>
<th>Order Detail</th>
<th>Req#</th>
<th>Vendor#</th>
<th>Vendor</th>
<th>Date</th>
<th>Amount</th>
<th>Type</th>
</tr>
</thead>
<tbody>
<tr>
<td>Order Detail</td>
<td>055K355</td>
<td>111568</td>
<td>OMNICELL TECHNOLOGIES</td>
<td>8/5/2008</td>
<td>$5,496.00</td>
<td>MC</td>
</tr>
</tbody>
</table>

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**

<table>
<thead>
<tr>
<th>Item #1</th>
</tr>
</thead>
<tbody>
<tr>
<td>Quantity</td>
</tr>
<tr>
<td>Units</td>
</tr>
<tr>
<td>Unit Price</td>
</tr>
<tr>
<td>Total Price</td>
</tr>
<tr>
<td>Description</td>
</tr>
</tbody>
</table>