Agenda Items~

10:00am  

• e-Reimbursement Website Updates~ Stefanie Merucci  
  o See Handout 1: Screen Shots  
  o New layout with tabs for easy navigation  
  o Flowchart for roles with quick links for Travel Info and Policies  
  o Easy log-on directly from website and UPK (Self Help) available

10:15am  

• APR Updates~ Alice Gustafson  
  o This is the third year of the APR project- the new project will be moving to Research and Grants  
  o If you have questions, you can go to the APR homepage.  
    http://www.vc.wisc.edu/APR/  
    ▪ Here there is an Executive Summary where you can see the status of current projects.

10:30am  

• DREV Replacement Update~ Sharon Hughes  
  o See Handout 2 and 3: DREV Replacement and Examples of New Forms  
  o Will start processing new fiscal year revenue deposits on April 1.  
  o On a strategic level, this is the last system to move from Legacy to SFS.

10:45am  

• Non-Sponsored WISDM changes~ Hua Ramer  
  o Standardized project information  
    ▪ Will be able to report budgets on non-grant projects  
    ▪ Contact Hua Ramer with any feedback for Non-Sponsored Projects  
  o There will be a form update for Department ID replacements- will require information for carryover balances

11:00am  

• Year-end Letter~ Vera Laufenberg  
  o See Handout 4: Year-end letter

~ Next Meeting ~

Our next 2009 Financial Management Meeting will be held at 21 N. Park Street, Rooms 1106/1108, from 9:30 AM to 11:30 AM on April 14th, 2009
FINANCIAL MANAGEMENT MEETING
Agenda- February 10, 2008
21 N. Park St. Room 1106/1108
9:30am to 11:30am
Travel and Expense Reimbursement

General Information About Travel and Expense Reimbursement

Current Paper Process

- Use the current paper process until notification from Dean's/Divisional Office is received to begin using the web-based application.

e-Reimbursement

- Dean's/Divisional Offices will notify their departments when e-Reimbursement and training is available for Travelers/Alternates, Approvers, and Auditors for their areas.
- Rollout plan for campus Implementation Plan of the e-Reimbursement web-based Travel and Expense Reimbursement system.
- Getting started with e-Reimbursement:
  - Log In to e-Reimbursement
  - Training for e-Reimbursement
  - Online Self-Help (UK)

Updates

Travel Approval Request; new 12/08/2008
(Funds 101, 104, 108, 112, 116, 117, and 402)

- Approval Instructions
- Approval Form
Travel and Expense Reimbursement

Current Paper Process

NOTE: Use the forms and information listed below until notification from Dean's/Divisional Office is received to begin using the web-based application, e-Reimbursement.

General Information

- Contacts
- How-to's
  - Document Airfare, Lodging or Registration Fee Payments Made Over the Web
  - Determine what to Enter in the SSN Field of a TER
- Methods of Payment
  - Purchasing Card (approved for travel)
  - My Company Card (Personal Travel)
- Travel Vendors/UMA Madison

<table>
<thead>
<tr>
<th>Expense</th>
<th>Guidelines</th>
<th>Flowchart</th>
</tr>
</thead>
<tbody>
<tr>
<td>Airfare</td>
<td>Go to...</td>
<td>Go to...</td>
</tr>
<tr>
<td>International Travel</td>
<td>Go to...</td>
<td></td>
</tr>
<tr>
<td>Lodging</td>
<td>Go to...</td>
<td>Go to...</td>
</tr>
<tr>
<td>Meals</td>
<td>Go to...</td>
<td></td>
</tr>
<tr>
<td>Message</td>
<td>Go to...</td>
<td>Go to...</td>
</tr>
<tr>
<td>Registration Fees</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Vehicle Rental</td>
<td>Go to...</td>
<td>Go to...</td>
</tr>
<tr>
<td>Additional Guidelines</td>
<td>Go to...</td>
<td></td>
</tr>
<tr>
<td>Additional Information</td>
<td>Go to...</td>
<td></td>
</tr>
</tbody>
</table>

Forms

- Direct Payment (DP)
- Payment to Individual (PIR)
- Travel Expense Reports (TER)
- Travel Approval Request
  - New: 12/10/2008
  - Ongoing: 10/1, 104, 108, 115, 118, 117, and 402
  - Approval Instructions
  - Approval Form
Travel and Expense Reimbursement

e-Reimbursement

Implementation Plan (Updated January 2009)

NOTE: Deans/Divisional Offices will notify their departments when e-Reimbursement and training is available for Travelers/Alternates, Approvers, and Auditors for their areas.

How e-Reimbursement Works

Expense Reports are created online according to electronic workflow.

Help

- How to Use Online Self-Help (PDF)
  - Online Self-Help (PDF) for Internet Explorer
  - Online Self-Help (PDF) for All Browsers
- DOT Help Desk

Getting Started

- Login
- Training
- Business Purpose
- Expense Type
- Non-Employee Travel
- e-Mail Notification
- Workflow

Payment Types

- My Corporate Card
- University Prepaid P-Card

Special Features

- Cash Advance
- Foundation Payments
- Service Hotel Expenses
- My Wallet (Reporting My Corporate Card expenses)
- Splitting Expenses Request
- Travel Authorization

Additional Information about electronic workflow is linked below:

- Traveler/Alternate
- Non-Employee
- Approver
- Auditor
- Division Coordinator
Travel and Expense Reimbursement

Travelport for UW–Madison

Critical Alert about Travelport (June 11, 2008):

- The contracted site for online booking of airfare for official UW–Madison business-related travel with Fox World Travel is **Travelport**. Please use only the Travelport Traveler Resource Center at https://portal.fwworldtravel.com/wwmadison/

- Do not use Fox World Travel’s leisure web site at www.gofox.com for booking official UW–Madison business-related travel. The benefits of the UW–Madison contract such as the monitoring for fare reductions, void options, seat check, management of non-refundable ticket inventory, etc. will not apply to bookings made on www.gofox.com.

More Information About Travelport

Information about Travelport, UW–Madison’s contracted online airfare booking tool provided by Fox World Travel, is provided below. Links include information about the methods of payment, the background, and benefits of the program.

- Information about U.S. Bank Corporate Travel Card
- UW–Madison Purchasing Card Program
- Register for Travelport
- UW–Madison Travelport Traveler Resource Center

- Please note that Travelport is compatible with only Internet Explorer and Netscape browsers (see system requirements).

- Travelport Q&A

Travelport Familiarization Sessions are Scheduled

Learn from our Fox World Travel representative, during monthly online WebEx sessions, how Travelport works and have a chance to ask questions. WebEx sessions are offered, via the web, to State of Wisconsin Travelport users on the first Monday of every month, 10-11 AM (CST).

Please review the instruction sheet, Travelport On-line Booking Familiarization Session for Madison.pdf, when you pre-register as space is limited.

We strongly encourage travel arrangers, travel coordinators, and those who manage travel to attend these sessions. Before Travelport can be used, individuals must register and complete a profile similar to what is required of other online services.

1. Instructions about how to register in Travelport can be found at http://www.bussec.wisc.edu/acs/travel/otr/reference/travelport/UWModElt-Emp.pdf
2. Sign in to Travelport at http://portal.fwworldtravel.com/wwmadison/ to access your profile. *NOTE: Fields indicated by a blue asterisk are required. Other information for your profile can be added at any time.
3. Find a link on the home page of your profile called Travelport Familiarization Schedule to find information on the WebEx familiarization sessions. Please make sure you have your profile set up in Travelport BEFORE you schedule a WebEx familiarization session.
4. Please use the instruction sheet, Travelport On-line Booking Familiarization Session for Madison.pdf, which outlines how to register and participate with the online WebEx session offered by Fox World Travel. *NOTE: You must register with Fox World Travel if you wish to join the online WebEx session.

Travelport Contact Information

E-mail travelport@business.wisc.edu or contact Christine Lazar with questions about Travelport or to request additional Travelport training for your Division, School, or
Travel and Expense Reimbursement

Trip Planning

- County Lookup
- International Travel
  - Foreign Exchange Rates
  - Foreign Meal and Lodging Maximums
- Lodging
  - In-state Lodging
- Meals
- Mileage Reimbursement
  - Mileage Calculator
- Receipt Requirements
- Vehicle Rental
  - Contract
Online Self Help (UPK)

UW-Madison has selected to promote the use of a PeopleSoft self-help application called the User Productivity Kit or UPK. Use the Help link for assistance when using the e-Reimbursement web-based application to complete, approve, and audit the expense report or travel authorization request.

Online Self Help (UPK) for the Internet Explorer (IE) Browser

1. Click on the Help link in the e-Reimbursement application.

Two versions of online self help (UPK) are available:

Online Self Help (UPK) for the Internet Explorer (IE) Browser

- UPK developers are able to produce step-by-step instructions displayed with a web-based application called the UPK Player. The UPK Player displays instructions and images about using the e-Reimbursement application in an online animated movie. There are four interactive playback modes with which to use the UPK player: See-It, Try-It, Know-It, and Do-It. The UPK Player only works with the Internet Explorer (IE) browser.

Online Self Help (UPK) for All Browsers

- UPK developers are able to publish UPK content in a non-interactive format for the Web (HTML). Step-by-step instructions and images about using the e-Reimbursement web-based application are displayed. The HTML content is viewable in most browser applications for the Windows, Macintosh, and Linux environments.

3. Clicking on the Help link in the e-Reimbursement application opens a window with two options: UPK and PeopleBooks. Click on the UPK link to open the self-help application called User Productivity Kit.

The UPK application, when opened in the Internet Explorer browser, is divided into panels: 1) Outline, 2) Concept, and 3) Playback Mode. The Outline contains module titles indicated by a Purple Book icon. The topics for UW-Madison e-Reimbursement help are located under the Enterprise Expenses 8.9 module topic.
About the DoIT Help Desk

The Help Desk plays a key role in helping DoIT fulfill its strategic direction: "Provide Outstanding Delivery of Technology Services." We are committed to customer service excellence by making support resources readily available 24 hours a day, providing an excellent online knowledgebase and well-trained professional staff to answer your questions, and by continuously looking for ways to improve and expand services.

Contact Us

- By phone: 608-262-HELP (4357), 8:00 AM - 1:00 AM
- By email: help@doit.wisc.edu
- In person:
  - Walk-in Help Desk, 1210 W. Dayton St. (9:45 AM - 5:00 PM weekdays)
  - Satellite Walk-in Help Desk, Memorial Union (Sun 12 PM - 8 PM, Mon - Thurs 10 AM - 8 PM, Fri 10 AM - 5 PM)

By live chat: Live with an Agent! (8:00 AM - 10:00 PM)
- On the web: http://helpdesk.wisc.edu

Services

The Help Desk offers technical support services through multiple channels including telephone, walk-in, and the web.

Policies

We support most of the products and services DoIT provides to the campus. Support means diagnosing computing problems, answering questions, configuring and fixing software, and managing your case if assistance from other people is required. To ensure high-quality, rapid support to all customers, we have instituted some basic policies.

Student Leadership Program

We also support the educational mission of the university by offering student employees an opportunity to gain real-world work skills through our Student Leadership Program.

Employment Opportunities

In addition to the Student Leadership Program, we are often looking for qualified, customer-friendly part-time staff. We have a great workplace with lots of opportunity for both student employees and full-time permanent staff.

Support Stats

We regularly publish statistics on what we do including our support call volume, website hits, and top supported products.
DREV Replacement

1. Background
   - Revenue transactions are still on Legacy using DREV
   - DREV program will be shut down after July 1, 2009
   - Need to move off of DREV to SFS starting Spring of 2009
   - Move will be performed in stages – beginning with Cash Management in April 2009
   - Departments can participate as a pilot beginning April 2009 – discuss with your Deans Office and contact Cash Management.
   - New product will be a type of JET Tool

2. Starting with FY2010 transactions, all revenues will be processed with the new JET Revenue tool using SFS coding.

3. To process revenue transactions related to FY2010, will need to use new Receipt/Sales Credit Transfer Form. (This is similar to the non-salary cost transfers and inter-department billings.)

4. Beginning on April 1st, 2009, will be able to process deferred revenue for FY2010 by using a new form called “Receipts/Sales Credit Transfer Form (Deferred Revenue) - FY2010“ (1)

5. All revenue forms will be updated to reflect these changes.
   - (2) Receipt/Sales Credit Deposit Form
   - (3) Receipt/Sales Credit Transfer Form
   - (4) Accounts Receivable Invoice Form

6. Updates on this Project will be posted to the Accounting Services web site:  http://www.bussvc.wisc.edu/acct/acct.html

   The new Revenue procedure/forms will be posted to Cash Management web site: http://www.bussvc.wisc.edu/acct/cashmgt.html

Contact info:
Sharon Hughes:  shughes@bussvc.wisc.edu  608-262-1305
Receipt/Sales Credit Deposit Form

Department: Accounting Services
Address: University of Wisconsin-Madison, 21 N. Park Street, Suite 6101, Madison, WI 53715

Phone #: Ck Number: Name of payee:
Ck Date: Dept # Fund Prog Project Activity ID Account Tax Code Amount - Enter as Negative (-) Amt Description - REQUIRED FIELD (Limit to 30 Characters) Journal Line Ref or PO Number Voucher No Invoice No

Total Credits: $0.00

Reason payment has been credited:

Credit Report Ref

Prepared By: Date of Request: 03/10/09

Departmental Representative: Date
Accounting Services: Date

Processing Instructions:
Prepare in duplicate; one copy will be returned as your receipt if you provide Bursar with a return self-addressed campus envelope.
Endorse all checks "For Deposit Only to UW Madison Deposit acct 0226" followed by department name or coding

Note: all Receipt Deposit Forms with checks and cash should be delivered to:
Bursar Office
333 East Campus Mall # 10501
Madison, WI 53715-1383
Receipt/Sales Credit Transfer Form

Transfer Jml ID#: JRR

Prepared By: 
Department: 
Name & #: 
Phone #: 
Required
Email: 
Address: 
Required

Date of Request: 03/10/09

Description - REQUIRED FIELD (Limit to 30 Characters)

DEBT:

<table>
<thead>
<tr>
<th>Dept #</th>
<th>Fund</th>
<th>Prgm</th>
<th>Project ID</th>
<th>Activity ID</th>
<th>Account</th>
<th>Tax Code</th>
<th>Amount - Enter as Positive (+) Amt</th>
<th>Description - REQUIRED FIELD</th>
<th>Journal Line Ref or PO Number</th>
<th>Voucher No</th>
<th>Invoice No</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

Add Debit Row

Total Debits: $0.00

CREDIT:

<table>
<thead>
<tr>
<th>Dept #</th>
<th>Fund</th>
<th>Prgm</th>
<th>Project ID</th>
<th>Activity ID</th>
<th>Account</th>
<th>Tax Code</th>
<th>Amount - Enter as Negative (-) Amt</th>
<th>Description - REQUIRED FIELD</th>
<th>Journal Line Ref or PO Number</th>
<th>Voucher No</th>
<th>Invoice No</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

Add Credit Row

Total Credits: $0.00

Approvals Required:

Departmental Representative Date: 
Accounting Services: Date: 

Processing Instructions:

After completing form please use one of the following options:
(a) Save and send as an attachment to Cashmgmt@bussvc.wisc.edu
(b) Print and fax to Cash management at 608-262-5060
(c) Print and send by Campus Mail to Cash Management 21 N Park St, Suite 6101
Date: February 10, 2009

To: Deans, Directors, Division Business Representatives, Department Chairpersons, and Department Contacts
(For distribution to those involved in preparing requisitions and processing financial transactions)

From: Al Benzschawel, Director of Accounting Services
Mike Hardiman, Director of Purchasing Services

Subject: Deadline dates for FY 2009 transactions and encumbrance dates for FY 2010 requisitions

Below you will find instructions that will assist your staff in processing FY 2009 requisitions and transactions and also advise them of encumbrance dates for FY 2010 requisitions.

FY 2009 Requisition Deadlines

All FY 2009 requisitions must arrive at Purchasing Services by 12:00 PM on the date indicated in the timetable in order to guarantee processing before year-end. Please consider the time needed for Department and Dean/Director approval, and campus mail delivery in order to meet these deadlines.

NOTE: All external goods or services ordered after May 29, but expected to be invoiced by June 25 and received by June 30, must be encumbered or charged to the current fiscal year. All other orders after May 29 expected to be received after June 30 must be charged to the new fiscal year.

FY 2010 External Requisition Encumbrance Dates

Beginning April 6, 2009, FY 2010 external requisitions may be created in the external Requisition Generator in MyUW, approved by the Dean’s Office and submitted to Purchasing Services (21 N. Park St. Suite 6101) for processing. Prior to April 6, 2009, your FY 2010 funding will not validate in the External Requisition Generator in MyUW. Encumbrances will not begin to occur and be available in WISDM until sometime after July 2, 2009 when posted to SFS. FY 2010 purchase orders including maintenance agreements, lease purchases, and rentals will be mailed as they are processed. Department phone-in authority for FY 2010 best judgment orders (less than $5,000) may not be used for materials or services which will be received or invoiced before July 1, 2009.

FY 2010 Summer Session Dates

Summer Session requisitions will follow the guidelines for normal fiscal year separation of transactions, meaning that items expected to be received by June 30, 2009, should be processed as FY2009 requisitions and items expected to be received July 1, 2009, or later should be processed as FY 2010.
Deadline Dates for Processing FY 2009 Transactions

Be advised that transactions received by the dates stated on the timetable could be returned to you if there are problems or questions (i.e. insufficient information, inappropriate or invalid purchase order numbers, items on an invoice not on the purchase order, etc.). Payment will be processed when the transaction is problem-free (most likely in FY 2010).

Transactions received after these dates will be processed on a first-come/first-served basis. Charges will be applied to the funds in the fiscal year in which they are processed.

If you have any questions, call Veronica Olson 262-9460 (internal invoices, internal work orders, and payment transfer requests), Jan Richardson (TERs) at 262-5656, or Vera Laufenberg (external invoices, direct payment billings, employee reimbursements, and PIRs) at 262-0525.

Please share this information with all appropriate staff. This memo, along with the attached table, is also available on the Business Services Homepage under Accounting Services at http://www.bussvc.wisc.edu/acct/ddtime.html.

xc: Travel Contacts, FMM, DBR
Delegated Agents
Donald L. Miner, Business Services
Mike Marean, Materials Distribution Services

Timetable for Processing Transactions