9:30 am  Welcome and Introductions~ Al Benzschawel

9:35 am  Announcements~
  - Accounting Services
  - Welcome Kristi Partenheimer- Financial Management Supervisor of Operations and Property Control
  - Purchasing Services

9:55 am  Agenda Items~
  - Summary: Year-End~ Laufenberg
    - In June, 30,205 vouchers were processed, a 7,112 increase from last year.
    - AP date of June 17 for PO’s will probably be earlier next year.
    - There were some questions about dates this year. More information will be released next year specifically about what can and cannot be processed after the deadlines on the encumbrance management form.

10:00 am  Summary: First month usage of PAT~ Hardiman
  - System opened June 6 and processed 22,685 transactions with 767 reallocated transactions in the first month.
  - Feedback is being taken into account. Commas are now allowed in currencies, and the cutoff time from last transactions to posting is under consideration.
  - Step by Step User Guide
    http://www.bussvc.wisc.edu/mds/PAT/PATGuide.html
  - GOALS MET:
    - Bring MDS billings, which were being processed through FTP, into Pat to post and show expenses for individual campuses.
    - Reduce Non-Salary Cost Transfers. 25% drop in the first month.
    - Parent account capability. Users will be able to see all “child” accounts
    - In the past, departments received invoices once per month. Now individual invoices show in PAT and users can see billing details as they show up.
  - Send all comments/questions/or feedback to Mike Hardiman.
External Requisition Lookup
- Shows a log of actions on the requisition including Purchasing and Dean’s actions, purchasing agent assignments, and RSP approvals. [http://www.bussvc.wisc.edu/purch/purchinq.html](http://www.bussvc.wisc.edu/purch/purchinq.html)

Updating PO invoice printing to eliminate printing of department copies
- Self-Service Phase: Purchasing Info Inquiry shows where departments can search, view, and print PO. [http://www.bussvc.wisc.edu/purch/purchinq.html](http://www.bussvc.wisc.edu/purch/purchinq.html)
- GOAL: Will go into production in September.
- Contact Mike Matschull with any concerns or feedback.

10:05 am
- Update: e-Reimbursement Rollout~ Richardson
  - Phase II users represent 70% of paper TER’s processed. $1 million dollars worth of reimbursements have been processed.
  - Phase III implementation is schedule for January 2010.
  - Metrics are online at [http://www.bussvc.wisc.edu/acct/TEWeb/metrics.html](http://www.bussvc.wisc.edu/acct/TEWeb/metrics.html)
    - e-Reimbursement system reduced processing time from 13 days to 1.5 days.
    - 53% of ER’s entered by the Traveler.
  - Online training will soon be available.
  - Contact your Division Coordinator with any questions or concerns.

10:20 am
- Update: Non-Salary Cost Transfer~ Richardson
  - 8,000 NSCT’s processed each year, 74% of which are associated with grants, will be covered in Phase III of the APR project. This part of the project focuses on non-grant related NSCT’s.
  - GOAL: eliminating inconsistency, redundancy, and delays in processing; increasing instructions and understanding of the form.
  - Group recommends decentralizing (eliminating audit and review in Accounting Services) and establishing certification requirements to enter these transactions in JET. Will be redesigning the form, establishing policies and procedures, and developing training.

10:35 am
- PR Beginning Balances~ Maloney
  - Final entries of year-end close will be done by the end of next week. After this process, beginning balances and PO encumbrances wills how in WISDM.
FINANCIAL MANAGEMENT MEETING
Agenda- August 11, 2009
21 N. Park St, Room 1106/1108
9:30 am to 11:30 am

10:45 am  • Departmental Deposit Charter~ Hughes
  o This fall Cash Management will be looking into a Department Cashiering program. There is currently no standard cashier process for handling cash, checks, deposits, and posting to SFS.
  o GOALS: improve collection of cash and checks, provide policies and procedures on the process for deposits, document the process, and provide daily reconciliation to general ledger.
  o Implement July 2010.
  o Questions or concerns may be directed to Sharon Hughes in Accounting Services.

10:55 am  • 3rd Party Payments~ Miner
  o Currently ISIS process sends invoices to department representatives responsible for funds and receive coding and form back for payment.
  o GOALS: improve communications between Bursar and departments, avoid second billings for unpaid invoices, and process third party payments more quickly.
  o DBR's and FM's will receive more communications about the process improvements this fall.

11:10 am  • Business Services Strategic Plan~ Miner
  o Strategic plan will be printed on back of future agendas. The FMM groups can help to ensure Business Services is working to promote these projects and designating correct resources to these items. A big push to achieve these goals will be made before HRS comes on at the end of the year and is expected to require a lot of resources.

~ Next Meetings ~
Our next Financial Management Meeting will be held at 21 N. Park Street, Rooms 1106/1108, from 9:30 AM to 11:30 AM on:
- October 13, 2009
- December 8, 2009
- February 9, 2010
- April 13, 2010
- June 8, 2010
- August 10, 2010
- October 12, 2010
- December 14, 2010
FY 10 Business Plan Key Objectives

- Continue participation in projects coming out of the UW Madison Administrative Process Redesign
- Complete the implementation of the e-Reimbursement system for approving and reimbursing employee and non-employee travel-related expenses electronically
- Redesign UW-Madison cashiering activities to use services from CashNet and post revenue directly into SFS at the source of the receipt
- Implement a Pre-Posting Allocation Tool (PAT) to allow customers of UW-Madison internal chargeback centers to redistribute the funding of transactions prior to posting in SFS, thereby reducing non-salary cost transfers
- Implement document imaging for vendor invoices and make images available in WISDM
- Delegate Accounts Payable authority to units that receive a large number of invoices
- Improve support for non-sponsored projects in SFS
- Implement e-billing for student accounts to reduce postage costs and paper usage and provide a more flexible billing and payment system
- Participate in the UW System Human Resource System project to provide an accounting perspective as UW-Madison business processes need to be redesigned
- Define the scope and direction of the UW System Supply Management System software replacement and process improvement projects
- Increase UW-Madison’s use of Wisconsin Certified Minority business and other Small Business Administration targeted vendors
- In conjunction with the Division of International Studies and Programs, develop a strategic risk management plan to support international programs for all UW-Madison schools and colleges that focuses on insurance, safety, and security.
- Continue to document UW-Madison’s financial internal control system and use that as the basis for an Internal Audit plan
FINANCIAL MANAGEMENT MEETING
Agenda - August 11, 2009
21 N. Park St, Room 1106/1108
9:30 am to 11:30 am

~ Notes ~