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## FINANCIAL MANAGEMENT MEETING

Agenda- December 8, 2009  
21 N. Park St, Room 1106/1108  
9:30 am to 11:30 am

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- 9:30 am      **Welcome and Introductions~ Al Benzschawel**  
Please help yourself to some coffee cake and beverages!
- 9:35 am      **Announcements~**
- **Don Miner**
  - **Accounting Services**
    - Working Overtime~ Brown and Laufenberg
    - W9 Compliance~ Carus
      - *See Handout: Implementation of W-9 Compliance*
    - Custodial Advances~ Hughes
    - Travelport Ticket Prizes~ Richardson
      - School of Business with \$72,547
      - Med & Public Health with \$74,021
  - **Purchasing Services**
    - New COR numbering schema
      - Numbers will now start with B plus another alpha character
    - Scams on campus
      - People calling requesting copier SN's: if someone is calling for a meter reading etc, they should be able to tell you what it is. Don't give it out.

### Agenda Items~

- 10:00 am      • **Cliqbook Transition~ Mary Jo Theimer from Fox World Travel**
  - *See Handout: Cliqbook*
  - January 25, 2010 Conversion Date
  - Profiles will carryover, but not charge card information, trip history, and information regarding future trips booked with Travelport.
- 10:15 am      • **AP Invoice Imaging Project Update~ Biltz and Morgan**
  - *See Handout: AP Invoice Imaging Project Overview*
- 10:30 am      • **HRS-SFS Interface Project Updates~ Ramer**
  - The SFS Team is working with the UWS SFS and HRS teams on the HRS-SFS interface projects. They include the



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areas of payroll funding entries, payroll edits, salary encumbrance, salary cost transfers, payroll posting and WISDM reporting. Accounting Services, along with representatives from CALS, SPHM and Engineer are also part of UW-System wide HRS-SFS interface Advisory Group to review major decisions from various teams. There are still a lot of details need to be worked out before we can finalize and see the future processes. We will have more updates in our future FMM meetings.

- 11:00 am**
- **HRS Updates~ Green**
    - *See Handout: HRS Program Release*
    - *See Handout: HRS Proposed Implementation Schedule*
      - April-June 2011: Roll out begins
- 11:20 am**
- **Questions**

### ~ 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:

- February 9, 2010
- April 13, 2010
- June 8, 2010
- August 10, 2010
- October 12, 2010
- December 14, 2010



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### **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

December 14, 2009

To: UW-Madison Divisional Business Representatives

From: Jose A. Carus, Jr.  
Tax Compliance Manager

Subject: Implementation of W-9 Compliance

### Implementation of the W-9 reporting process

1. The UW needs to have a signed legal document on file to support and document the tax information when we make a tax reportable payment. The required document is the IRS W-9 form. The W-9 captures **all** the required tax information for tax reporting. This includes (1) name, (2) business name, (3) type of entity, (3) exempt status, (4) address, (5) taxpayer identification number, and (6) signature. See (<http://www.irs.gov/pub/irs-pdf/fw9.pdf?portlet=3>).
2. Effective January 1, 2010 the UW will be requiring that a completed and signed W-9 be attached to each tax reportable payment request. Tax reportable payment account codes are posted on the Accounting Services web page at <http://www.bussvc.wisc.edu/acct/tax/1009tax.xls>.

### Current Inefficiencies relating to 1099-MISC reporting

#### 1. Inaccurate Required Tax Information

Currently, we obtain tax information by asking the recipient and manually putting this information on the payment request form (PIR, etc.). This procedure has caused many problems such as (1) the recipient unintentionally or intentionally providing the wrong or incorrect taxpayer identification number or registered name to the department, or (2) the department recording the information incorrectly on the payment forms (PIR, etc.).

Our current procedure is inefficient and does not provide accurate supporting documentation to provide accurate tax reporting information to the IRS, DOR, or other agencies in the event of an audit.

#### 2. IRS Vendor Mismatch

When the UW submits the UW System's 1099-Misc tax information to the IRS, the IRS sends back a list of vendors where the combination of our vendor name and taxpayer identification numbers (TIN) does not match up with the IRS's records. UW System (UWSA) gets about 250-300 of these mismatches each year and they must send out requests for W-9s for each of these vendors.

#### 3. Classification of Entities being paid

Tax reportable payments performed by an Individual, Sole Proprietorship, Partnership, or Limited Liability Company (LLC) must be reported on a 1099-MISC while payments to corporations are not reportable. When classifying vendors under our current process, we cannot identify the classification of the payee which leads to misreporting. For example, if the entity is a corporation, but the UW can't document their status, then we must report this income in error.

#### 4. Possible Future Non-Compliance with Wisconsin Department of Administration (DOA) Requirements for Entities being paid

Currently DOA requires all payments and transactions to have a completed and signed W-9 before a payment can be entered into their system for payment. In anticipation of this becoming a DOA mandate, we need to implement this process now.

# CLIQBOOK

Website: <http://www.bussvc.wisc.edu/acct/TEWeb/cliqbook/index.html>

**Conversion Date: January 25, 2010**

## **New System Benefits:**

- Compatibility with all standard internet browsers including Firefox, Safari & Internet Explorer
- User friendly search including a airline fare matrix (including Southwest) that displays by schedule
- Pre-booking access to existing unused non-refundable tickets which will allow travelers to make their flight selection based on their inventory

**Continued Benefits:** Electronic fare auditor which searches for and re-books lower fares as found; 24-hour traveler assistance telephone number; ability to book hotel and rental car with air reservation; ability to cancel a purchased, non-refundable ticket by 5:00 p.m. the following business day without penalty within Cliqbook; UW Frequent Flyer account numbers are pre-populated in each employee profile, allowing travelers to accrue personal points for future business trips as well as allowing the UW to earn free tickets for distribution to campuses.

**What will carry over to the new system:** Most profile information including name, contact information, travel preferences, airline credits, frequent flyer and rewards club numbers and existing relationships between travelers and travel arrangers.

## **What will NOT carry over to Cliqbook:**

- Charge card information
- Past trip history
- Information on any upcoming trips booked in Travelport
- Guest Profiles

## **Conversion Concerns:**

- “Guest” Profiles in Travelport will not carry over to Cliqbook. UW Employees set up with a guest profile are encouraged to set up a new profile in Travelport prior to 5:00 p.m. on Monday, December 21, 2009. Information entered into Travelport after that cut off time and date will not carry over to Cliqbook.
- Any trip information entered in Travelport will NOT carryover to Cliqbook. If a traveler needs to make a change on a future trip that was booked in Travelport he/she will have to contact Fox World Travel in order to make the change. There is no fee for the call.
  - Note: The reservation process will not change during the transition. Fox World Travel will maintain the same level of service as always, with e-mails to traveler, etc.

## **CLIQBOOK IMPORTANT DATES:**

**December 14, 2009** – Memo to all campus travel group contacts announcing transition to Cliqbook, including benefits, deadlines and website address.

**December 18, 2009** – Memo to travelers and travel arrangers, reminding them to update profiles and print upcoming trip information.

**December 21, 2009** – Last day to enter profile information into Travelport and have it carry over to Cliqbook. Information must be entered prior to 5:00 p.m.

**January 11, 2010** – Memo to all campus travel group contacts, encouraging travelers and travel arrangers to sign up for familiarization sessions. Travelers will be reminded to print upcoming trip information and if they have not already updated their travel profile in Travelport, they'll be instructed to wait until the conversion is complete before doing so.

**January 18 – 22, 2010** – Live familiarization sessions will be held on campus during the week. The first live session will be filmed and placed on the travel website for future use.

**January 25, 2010** – Go Live date. Travelport will no longer be accessible. Webinars will be held during the week.

**February, 2010** – Further training will be scheduled as needed.

## **AP Invoice Imaging Project Overview**

FMM Presentation: 12/8/2009

### **What is AP invoice imaging project?**

The project is an effort to implement an imaging product called ImageNow for the Accounts Payable (AP) process at UW-Madison. ImageNow would replace the current paper based process and would allow for invoices to be electronically stored. The project is currently targeted to go into production in the second half of February.

### **What invoices will be included in the project?**

All invoices processed through the Accounts Payable (AP) process, including Direct Payments (DPs), Payment to Individual Reports (PIRs), and Purchase Order (PO) invoices, will be included in the project. The only AP invoices that will not be imaged are Travel Expense Reports (TERs) and Employee Reimbursements (ERs) because these payments will be moved to the e-Reimbursement system.

### **Who is involved in the project?**

Two teams have been created to assist with the project. One team is an internal team consisting of Business Services employees and the other is a campus team with representatives from the following divisions: FP&M, Wisconsin Union, CALS, Veterinary Medicine, Housing, and L&S. We work with the two teams to get requirements on how to use ImageNow to handle payment process, invoice files (departmental copies and the central filing) and WISDM reporting.

### **How will the implementation of ImageNow affect campus?**

There will be two major changes for campus, involving the Positive Approval process and Departmental copies of PO invoices.

Under the current Positive Approval process, the original copy of the invoice is sent to campus via Campus Mail. Once ImageNow is implemented, the Positive Approval process will be handled electronically. Departments will have invoices electronically through on line system.

Once ImageNow is implemented, Departmental Copies of PO invoices will no longer be mailed to campus. Instead, electronic copies of invoices will be made available in WISDM as part of an effort to integrate ImageNow with WISDM. Links to view invoice images will be available in WISDM on both the Voucher detail page and a new search page that is currently under development (see second page for mockups).

For both changes, Accounting Services is working closely with the campus group to ensure that the changes will meet the needs of campus.

# New Voucher Search Mockup

SEARCH CRITERIA

Fund	<input type="text"/>
Dept	is exactly <input type="text"/> <input type="text"/>
Project	<input type="text"/>
Account	is exactly <input type="text"/> <input type="text"/>
Vndr ID	<input type="text"/>
Voucher ID	is exactly <input type="text"/> <input type="text"/>
Invoice Nbr	<input type="text"/>
Vendor Name	is exactly <input type="text"/>
Purchase Order ID	is exactly <input type="text"/>
Date	is exactly <input type="text"/> <input type="text"/>
Description	is exactly <input type="text"/>
Monetary Amount	is equal to <input type="text"/>
Records Per Page	50 <input type="text"/>
Output	Web <input type="text"/>

[Pick Custom Columns...](#)

Voucher ID	Voucher Unit	Invoice No	Invoice Date	Vch Vendor ID	Descr	Vch Vendor Name	Vch Short Vendor Name
<a href="#">00888285</a>	UWMSN	111809	11/18/2009	0000020021	Academic Support Services Agre	MILWAUKEE AREA HEALTH EDUC CENTER SYS	MILAHEC-001
<a href="#">00889692</a>	UWMSN	111809	11/18/2009	0000093814	Renewal: 70-1485-1101SQLBase	UNIFY CORP	UNIFYCORP-001
<a href="#">00889723</a>	UWMSN	111809	11/18/2009	0000133307	0.2 Kg PTIR545/UF	PHOSPHOR TECHNOLOGY	PHOSPHORTE-001
<a href="#">00889724</a>	UWMSN	111809	11/18/2009	0000120595	ImageNow Server Annual Softwar	PERCEPTIVE SOFTWARE INC	PERCEPTIVE-001
<a href="#">00889949</a>	UWMSN	579999111609	11/18/2009	0000568686	HARVEY,ERIN	REFUND OF RECEIPTS	REFUNDRECE-001



## Voucher Detail Page (a link to the image will be added to the page)

 <p style="font-size: small; margin-top: 5px;">Wisconsin Data Mart for PeopleSoft Financials</p>	<p><b>VOUCHER 00899661</b></p>
<a href="#">Main Menu</a> ▾ <a href="#">Comment Test</a> ▾ <a href="#">Help</a>	<a href="#">Add to Favorites</a> <b>UWMSN - 2010</b>

<b>Bus Unit</b>	UWMSN
<b>Invoice No</b>	112009
<b>Invoice Dt</b>	11/20/2009
<b>Vndr ID</b>	0000130908
<b>Short Vndr Name</b>	OWENSELIZA-001
<b>Vndr Name</b>	OWENS,ELIZABETH
<b>Status</b>	Posted
<b>Due Dt</b>	12/3/2009
<b>Discount Due Dt</b>	
<b>Gross Invoice Amt</b>	43.00
<b>Discount Amt</b>	0.00
<b>Freight Amt</b>	0.00
<b>Sales Tax Amt</b>	0.00

### Lines

Vchr Line No	Item ID	Qty Vchr'd	UOM	Unit Price	Descr	Merch Amt
1		1	LOT	43.0000	Academic Support Service Agree	43.00
						43.00

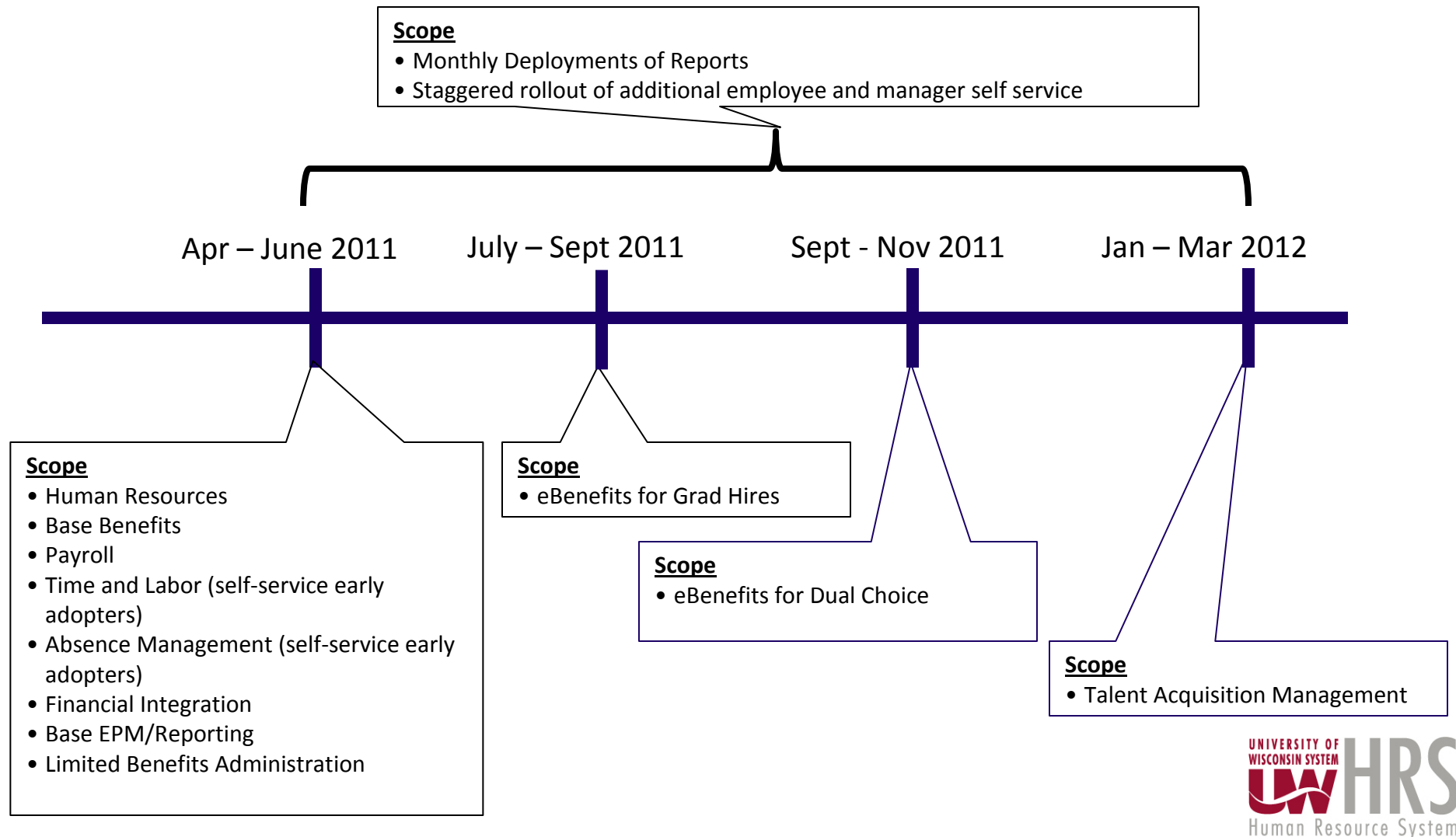
### Distribution

Vchr Line No	Distrib Line No	Acct	Fund	Dept	Project/Grant	Prog Code	Sub-Class	Qty Vchr'd	Monetary Amt
1		1 2162	133	195010	133JN90	4		0.1111	43.00
									43.00

### Payments

Bank Code	Payment Ref	Short Vndr Name	Payment Dt	Payment Amt	Status	Pd Amt
USBAN	601722	OWENSELIZA-001	12/4/2009	43.00	Paid	43.00
				43.00		43.00

# HRS Proposed Implementation Schedule



# HRS Proposed Implementation Schedule

