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## FINANCIAL MANAGEMENT MEETING

Agenda- December 14, 2010  
21 N. Park St, Room 1106/1108  
9:30 am to 11:30 am

9:30 am	Welcome and Introductions ~ Al Benzschawel Refreshments will be available
	Agenda Items ~
9:45 am	Purchasing Update – Mike Hardiman
10:10 am	Accounting Services Update <ul style="list-style-type: none"><li>• Accounts Payable Invoice Issues - Vera Laufenberg</li><li>• e-Reimbursement Updates, Receipt Requirements , Appointment end dates, December end of the month cutoff – Janet Deutsch, Jan Richardson</li><li>• Payment Card Industry (PCI) Compliance – Sharon Hughes</li></ul>
11:00 am	Closing Remarks ~ Don Miner

### ~ Future Meeting Dates ~

February 8, 2011      Location: Pyle Center

April 12, 2011      Location yet to be determined

All future meetings will be held at 21 N. Park Street, Rooms 1106/1108, from 9:30 AM to 11:30 AM

June 14, 2011  
August 9, 2011  
October 11, 2011  
December 13, 2011

## Business Services Key Objectives for Fiscal Year 2010-11

### FY 2010-11 Key Business Plan Objectives

- Continue participation in UW Madison Administrative Process Redesign projects.
- Implement expanded campus-wide training and certification programs through OHRD.

### Controllership

- Work with Schools/Colleges and Administrative Units to simplify their Department ID structure by making greater use of the Project ID in the Shared Financial System.
- Improve the Internal Service Center billing process based on the work of the APR team.
- Complete the transition of management of fund 233 activities from RSP to the Controller's Office and delegate appropriate processes to Schools/Colleges and Administrative Units.
- Improve the departmental deposit/cashiering process based on the work of the APR team.
- Assist UW-Madison merchants accepting credit cards with their compliance with Payment Card Industry (PCI) standards.
- Implement the HRS to SFS interfaces as HRS becomes operational, including policies and procedures in the areas of salary and fringe funding, salary cost transfers, salary encumbrances and pay plan processing.
- Improve UW-Madison's moveable capital equipment inventory by increasing physical inventories.
- Improve controls over UW-Madison Custodial Accounts provided to schools/colleges/departments.
- Improve processing of Cost Transfers using the work of the Cost Transfer APR team.

### Student Financials

- Complete the implementation of the Federal Direct Lending Program for Fall term, 2010.
- Improve the processes for managing tuition benefits provided to veterans under the Federal and State GI bills.
- Improve the third party tuition payment process where payment will be made from University funds administered by Schools and Colleges.

### Procurement

- Increase UW-Madison's use of Wisconsin Certified Minority business and other Small Business Administration targeted vendors.
- Participate in the UW-Madison Sustainability Task Force and reflect sustainability requirements in purchasing standards.
- Provide a Recyclopedia to encourage reuse/recycle of materials throughout UW-Madison.
- Add one or two new prime vendors to the MDS e-commerce system.
- Implement a package tracking system in the MDS delivery process.
- Improve the encumbrance change process.
- Enhance e-mail notifications to purchase originators during the purchasing and payment business cycles.
- Convert UW-Madison's Purchasing Card processing from PVS Net software to Access On-Line software from US Bank if it is cost beneficial to do so.
- Develop an improved process for setting up non-employees to receive eReimbursements.
- Expand the use of Cliqbook from Fox World Travel for purchase of airline tickets for business travel.

### Risk Management

- 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 which focuses on insurance, safety and security.
- Develop improved and standardized risk management practices for Camps and Clinics conducted at UW-Madison.