## FINANCIAL MANAGEMENT MEETING

**Agenda - June 14, 2011**  
**Welcome Center, 21 N. Park St.**  
**Rooms 1106/1108**  
**9:30 am to 11:30 am**

<table>
<thead>
<tr>
<th>Time</th>
<th>Event</th>
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<tbody>
<tr>
<td>9:30 am</td>
<td><strong>Welcome and Introductions</strong> ~ Al Benzschawel</td>
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<td><strong>Agenda Items ~</strong></td>
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<tr>
<td>9:45 am</td>
<td><strong>Purchasing Update</strong></td>
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<td>• Business Scams ~ Mike Hardiman</td>
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<td>• Potential changes in procurement based on the Joint Finance Omnibus recommendations to the legislature ~ Mike Hardiman</td>
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<td>10:10 am</td>
<td><strong>Accounting Services Update</strong></td>
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<td>• Policy on Positive Approvals ~ Vera Laufenberg</td>
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<td>• Electronic Vendor Payments ~ Al Benzschawel</td>
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<td>• HRS Follow-up ~ Hua Ramer/Dwan Schuck</td>
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<td>• E-reimbursement APR ~ Jan Richardson</td>
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<td>• Fiscal Year End ~ AS/PS Staff</td>
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<td>Cost Transfer Tool Entries</td>
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<td>Other questions</td>
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<td>• Accounting Services Personnel Changes ~ Al Benzschawel</td>
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<td>11:00 am</td>
<td><strong>Accounting Services Personnel Transitions and Closing Remarks</strong> ~ Don Miner</td>
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~ Future Meeting Dates ~

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

- August 9, 2011
- October 11, 2011
- December 13, 2011
## FY 2011-12 Key Business Plan Objectives

- Support the creation of the UW-Madison Authority, if it is created in the 2011-13 biennial budget.
- Participate in the Administrative Excellence consulting engagement.
- Participate in UW Madison Administrative Process Redesign projects.
- Use of DoIT Help Desk Knowledgebase documents as a way to help users operate our business processes.
- Implement campus-wide training and certification programs through OHRD.

### Controllership

- Image documents related to fund 233 gift projects and make these documents accessible through WISDM.
- Improve the departmental deposit/cashiering process based on the work of the APR team.
- Obtain UW-Madison’s certification as Payment Card Industry (PCI) compliant for its credit card merchant activities.
- Improve UW-Madison’s moveable capital equipment inventory by increasing physical inventories and modifying processes for gathering capital equipment information.
- Develop an improved UW-Madison building ledger integrated with SFS and linked into FP&M/DOA construction management systems.
- Improve controls over UW-Madison Custodian Accounts.
- Create a new Direct Payment (DP)/Payment to Individual Report (PIR) generator tool integrated with the payment and document imaging processes.
- Expand the use of the Prepayment Allocation Tool (PAT) to more internal chargeback units.
- Complete the implementation of the Cost Transfer Tool by fully automating the workflow for Salary Cost Transfers.

### Student Financials

- Implement an automated student account refund process that will eliminate paper check refunds.
- Improve management of tuition benefits provided to veterans under the Federal and State GI bills.
- Integrate scholarship disbursement and student account with the Common Scholarship Application (CSA).

### 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.
- Complete the package tracking system for MDS deliveries by integrating it into an automated help desk application.
- Increase e-mail notification 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.
- Implement changes to eReimbursement to improve the interface between the system and the travelers, auditors and approvers.
- 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

- Implement a web-based one-stop driver authorization process on the web.
- Develop improved risk management practices for Camps and Clinics conducted at UW-Madison.