FINANCIAL MANAGEMENT MEETING
APRIL 12, 2011
5120 GRAINGER HALL- CAPITAL CONFERENCE ROOM
9:30 TO 11:30 AM

Al Benzschawel welcomed everyone and had a few opening remarks.

Hau Ramer gave WISDM Demo on HRS Changes. Handout is attached.

Kerry Morgan spoke regarding DataView changes with the HRS Implementation.

Janet Larson gave Cost Transfer Workflow Tool, Project Update and System Demo. Looking at May 2nd date for implementation of first version. Handout is attached.

Jose Carus gave DP & PIR Tool, Project Update and Demo. Looking at May 2nd date for implementation of first version. Handout is attached.

Sharon Hughes spoke regarding the Revenue Transfer Tool (JRR) rollout to campus pilot locations.
Similar to JRB & JRT – edit checks coding before uploading into SFS. Unique about this tool, it calculates and collects sales tax and it can create deferred revenue transactions. It replaces the paper Receipt/Sales Credit Transfer Form. It has been used for the past 2 years by the Bursars Office, Athletics, and Cash Mgmt. Ready to roll out to campus with Pilot groups starting end of April thru May. In Pilot groups will be auxiliaries, delegated gift divisions, and divisions/departments that have significant monthly revenue transfers. Training classes tracked thru OHRD, by invite only, pre-requisite of using one of the Jet Tools for at least 3 months. If your group is interested in participating in the pilot training classes, send Sharon shughes@bussvc.wisc.edu or cashmgt@bussvc.wisc.edu a list of names in the next two weeks. Handout is attached.

Kristi Partenheimer spoke regarding IIA (Inter Institution Agreement) information on the forms page for Accounting. The link below will take you to the forms page where you will find a link to the policy (via UW System website), a decision tree on when to use the form and the word document itself. Please use the form on our website as the UW System form does not have the required signature lines. http://www.bussvc.wisc.edu/acct/forms.html#iia

Don noted that while the Cost Transfer Tool is a great invention, we really want to avoid cost transfers by getting the coding correct the first time. To help in this effort, the Pre-Posting Allocation Tool (PAT) was developed and has been used by UW-Madison to reallocate MDS charges before they post to WISDM for about a year. Over 1400 lines are reallocated each month. DoIT charges (except for telephone charges) are now running through PAT as well. People should contact Beth Zemp for further information about the use of PAT for DoIT charges. Year to date the number of Non-Salary Cost Transfer forms received in Accounting Services has dropped 22% from last fiscal year.

Don encouraged divisions to respond to movable capital equipment inventory audit requests received from Accounting Services, so we can keep our inventory of 52,000 movable capital items up-to-date. Auditors have been critical of our processes in this area for the past three years and some Federal agencies are starting to ask for more information. Work is beginning with the Huron consultants brought on to do the benchmarking of our effectiveness, efficiency and flexibility. They are gathering background information in three areas (1) Strategic Sourcing (the procurement process we use for the prime vendor contracts at MDS) (2) Information Technology (are we duplicative in our IT service support, etc?) (3) Organization structure (what is the best org structure for admin support to academic departments?). Alice Gustafson, from the APR project is directing traffic in this area.

Don thanked Al Benzschawel and Jan Richardson for their years of service as they both retire in June, 2011. A search for a Controller/Director of Accounting Services to replace Al is underway. Materials can be found at http://bussvc.wisc.edu/employ/UW-Madison_Controller_Position.pdf FMM members are invited to attend a party at Porta Bella at 3 pm on June 17. Watch for more information.

WISDM Reporting Change with HRS Implementation

Updated April 8, 2011

Change of Data Elements

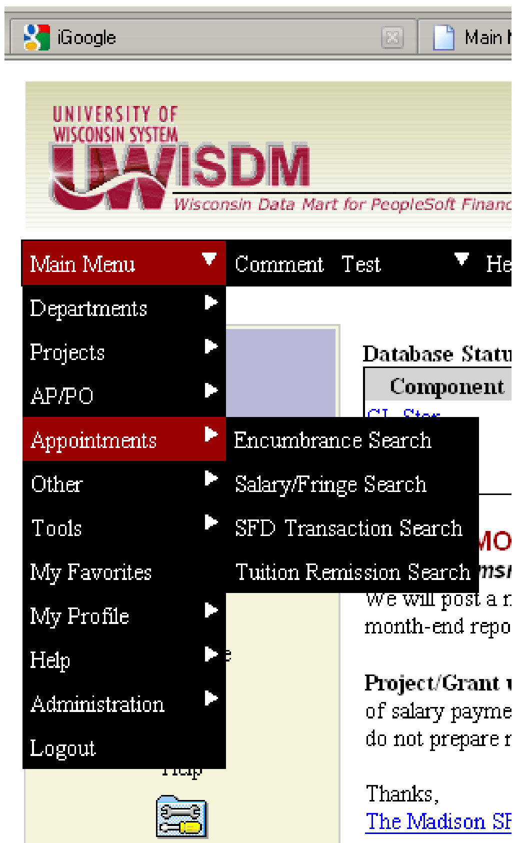
- **Legacy Appt ID:** The legacy Appointment ID will not be used in the HRS. WISDM will only show appointments hired or transferred before April 2011, because new hires or transfers after March 31, 2011 do not have this number. The HRS equivalent field is the combination **of Empl_ID and Empl_Rec_Nbr fields**. If an employee has two active appointments in a pay period, there will be two different Empl_Rec numbers with his/her Empl_ID. Empl_ID is the same as Person_ID that we use today. It's one-to-one relationship with an employee. However, Empl_Rec numbers are not unique in the HRS system, only the combination of Empl_ID and Empl_Rec are unique. Regardless when an employee was hired or transferred, we can use the combination of Empl_ID and Empl_Rec to identify whether this employee has one or multiple appointments during a pay period. We don't need to use legacy appointment ID in our reports.
- **Empl_ID:** This is same as Person ID in the legacy system. For employees hired before March 31, 2011, Empl_ID number is the same as the legacy Person ID number.
- **Empl_Rec_Nbr:** This is Employee Record Number field. It is used with Empl_ID field to uniquely identify a position or appointment in HRS.
- **Pay_Run_ID:** This is the old Calc_ID. It's a 9-character field. Here's the breakdown of the number:
    - Char 1 to 4 is the calendar year. For example 2010, 2011.
    - Char 5 to char 11 is payroll type and pay period. Characters "UNC" means "unclassified payroll", "BW" means "Biweekly classified and student payroll". Classified and student payrolls are run together on the same bi-weekly schedule.
    - Examples:
        - 2010UNC11 = November 2010 unclassified;
        - 2010BW11A = 2010 November A biweekly payroll (for both classified and students in the future);
        - 2011UNC02 = 2011 February unclassified;
        - 2011BW02B = 2011 February B biweekly payroll.
- **Pay_Run_Desc:** The description of Pay_Run_ID field in HRS.
- **Earn Per:** This is the earning period, or a pay period.
- **Empl_Class:** Identifies employee class, similar to legacy appointment type. For example classified, Faculty, student help. For example, code "SH" means "student help".
- **U Ver Nbr:** This is where salary cost transfer numbers will be stored.

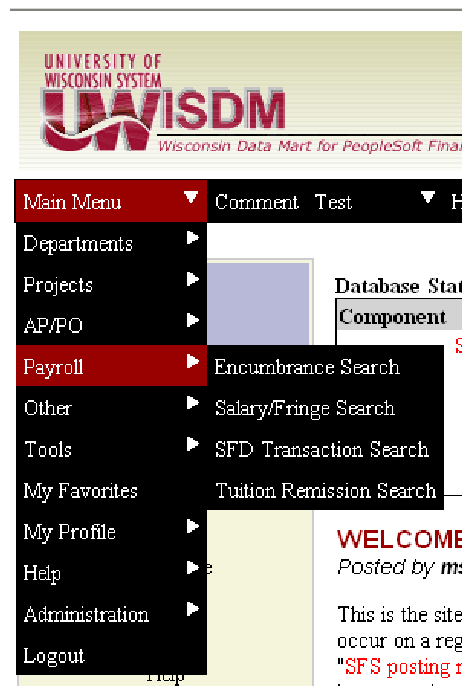
Change to Search and Report Screens

The Appointments search menu will be changed to “Payroll” search.

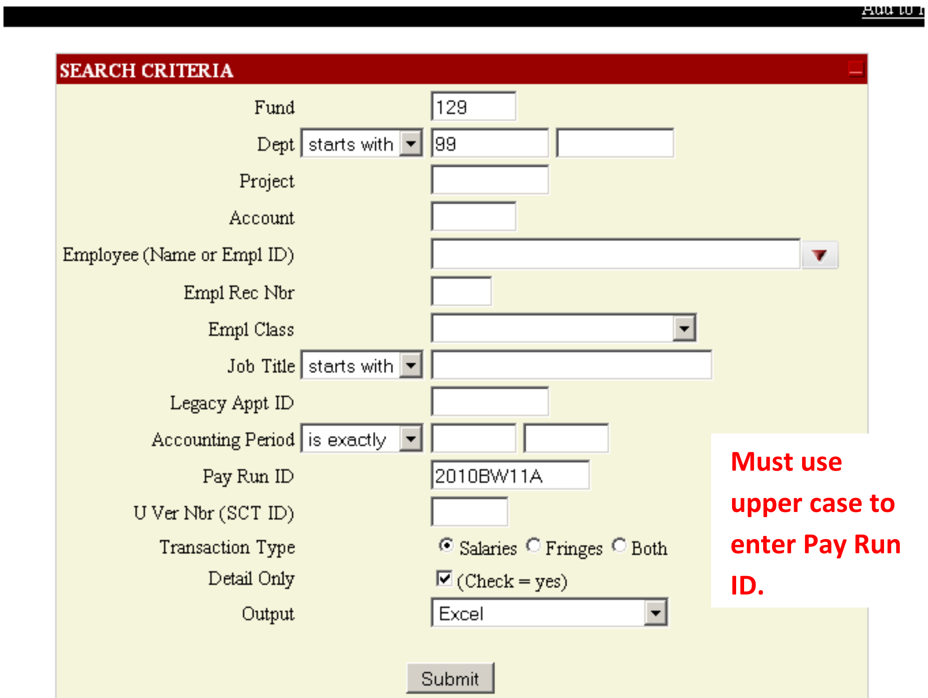
The SFD Search screen will be used for payroll reports before HRS implementation. For both old and new salary fringe reports, we should use the WISDM Salary Fringe Search screen as follows:

Appointment menu is changed to “Payroll” menu. Select Salary/Fringe Search for individual payroll data.

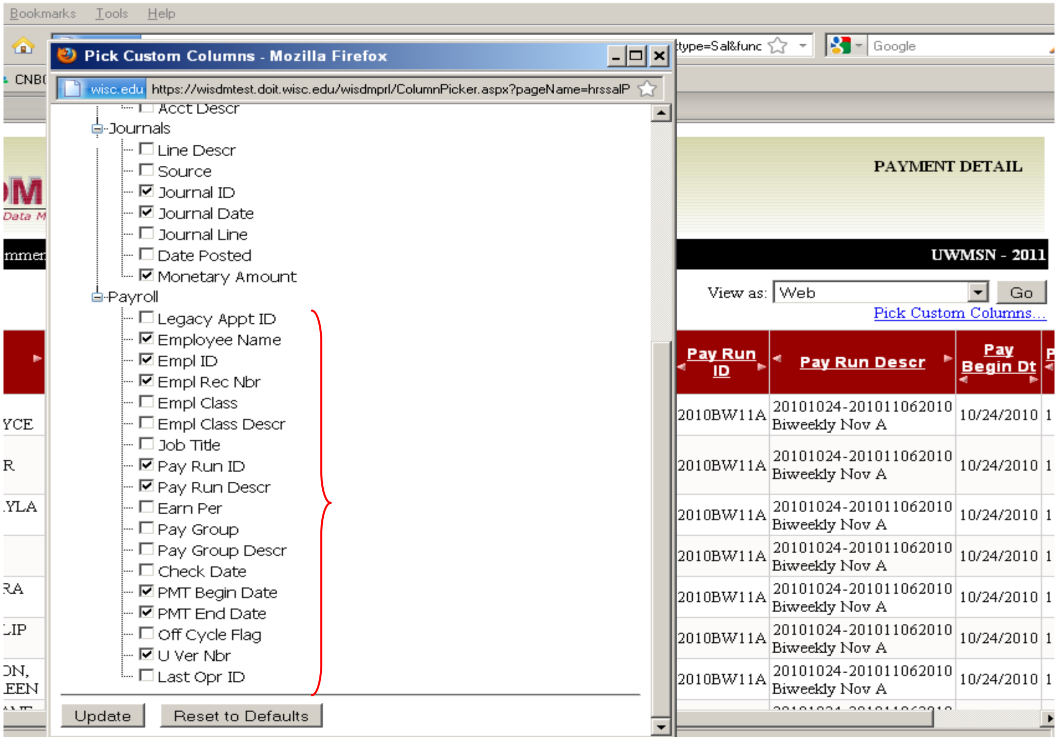




Example: Search payroll by fund, department and pay run. You can also search by employee data or project ID.



When detail report is returned, click on “**pick custom columns**” in the upper right corner to select the fields in the report. The selected fields will be saved in the future reports.



Click Here to update payroll fields in your report.

Cost Transfer Workflow Tool Introduction

Financial Managers Meeting

April 12,2011

Cost Transfer Workflow Tool

APR Cost Transfer Tool Team

Charged to create a web-based tool, with workflow, to process Non-Salary and Salary Cost Transfers.

Cost Transfer Workflow Tool Roles

Role	Processing allowed	Certification Required
Preparer	Create transfers	None. All campus users with UW Madison My UW NetID login authentication can use the tool to create a transfer
Principal Investigator	Approve transfers Create Transfers Delegate Approval Authority	None. PIs are identified through Project Set-up and will only have approval rights for their projects. Must have My UW NetID.
Division Submitter/Approver	Manage Division Users Approve Transfers to Submit to SFS Create Transfers Delegate Approval authority to another user with the same role only to cover absences	Certification Required - These Approvers must be certified through the Accounting Services/RSP training on Cost Transfer Policy. Approvers have the ability to send journals directly into SFS General Ledger.

Cost Transfer Workflow Tool

What is it?

- A web-based cost transfer tool that will process Non-Salary <u>and</u> Salary Cost Transfers. For Salary Cost Transfers, this tool will process both Legacy and HRS Payroll Transactions
- When will this be available?

  Rollout is scheduled for May 2011

Cost Transfer Workflow Tool

Features:

- **No paper routing. No printing out of forms. No manual signatures.**
- **Significant reduction in time, completely electronic process.**
- **Preparer knows where the transfer is "in process" at all times through dashboard.**
- **Workflow approval process – initiator can route to a specific individual for approval or additional input.**
  - **PIs automatically in approval process when their project is transferred "to" or "from". New feature. PIs can also delegate responsibility.**
  - **RSP accountant automatically has last approval for sponsored projects**
  - **Capability for PIs and other approvers to designate a delegate for the approval process**
  - **All notifications are via e-mail – easy to monitor, along with a "user friendly" dashboard.**

Cost Transfer Workflow Tool

- **Dashboard for users with information they need to know, such as,**
  - **Transfers "In Process"**
  - **Completed transfers**
  - **Transfers needing action (Applies to Division Approvers and PIs)**
- **Excellent Audit Trail - Each user can create comments and attach documentation**
- **Rejection process to send transfer back, with comments, to Dean's Office or prepared, etc.**
- **Requires a source transaction directly from WISDM – prevents initiators from entering non-existent or incorrect "from "accounting. Less manual work.**
- **Validation of account coding at the time of entry**
- **Ability to search for a transfer at any time**
- **Unique Transfer number will be in WISDM**

Cost Transfer Workflow Tool – Approver Dashboard

Cost Transfer Tool

Impersonate | Logged in as TIMOTHY B LABONNE | Home Sign Out

Quick Search:

Main Menu

Create a new Non-Salary Cost Transfer...
Transfer expenses from one or more funding sources to one or more different funding sources for all expenses that are not related to payroll or personnel.

Create a new Salary Cost Transfer...
Transfer salary expenses from one or more funding sources to one or more different funding sources for all expenses related to payroll or personnel.

Find a Transfer...
Search for an existing transfer record to find its current status, content, and view full auditable history.

View Cost Transfer Policies...
Read about cost transfer policies and procedures.

View reports...
View reports and stats on the use of the cost transfer tool.

Manage Divisions...
View and assign staff members that are division representatives.

Manage RSP Accountants...
Map SFS billing specialists to employee directory info.

Change my account preferences...
Change your user account settings such as email options.

About...
View program copyright, version, and change log information.

Sign Out
Quit the application.

Transfers needing action by Me (6)

Transfer Nbr	Created on	Owner	Details	Status
N000000016	10/22/2010	TIMOTHY B LABONNE	something	3 - Waiting to Post
N000000003	10/4/2010	TIMOTHY B LABONNE	Transfer of Visa application fees which are an unallowable expense on federal grant QD30. to capex 1...	2 - Waiting for Approvals
N000000014	10/19/2010	TIMOTHY B LABONNE	Non-sponsored cost transfer testing of validation, approvals, and other logic.	3 - Waiting to Post
N000000017	10/22/2010	TIMOTHY B LABONNE	These expenses are being transferred from 101-4 to Pike's 144-PRJ28HA (which is the fund belonging t...	1 - Working
N000000018	11/1/2010	TIMOTHY B LABONNE	Lorem ipsum dolor sit amet, consectetur adipiscing elit. Morbi justo metus, laoreet ut gravida non, ...	2 - Waiting for Approvals
N000000019	11/3/2010	TIMOTHY B LABONNE	Test of employee resolution strategy for the PI and RSP employees.	3 - Waiting to Post

Open Transfers Prepared by Me (6)

Transfer Nbr	Created on	Owner	Details	Status
N000000016	10/22/2010	TIMOTHY B LABONNE	something	3 - Waiting to Post
N000000003	10/4/2010	TIMOTHY B LABONNE	Transfer of Visa application fees which are an unallowable expense on federal grant QD30. to capex 1...	2 - Waiting for Approvals
N000000014	10/19/2010	TIMOTHY B LABONNE	Non-sponsored cost transfer testing of validation, approvals, and other logic.	3 - Waiting to Post
N000000017	10/22/2010	TIMOTHY B LABONNE	These expenses are being transferred from 101-4 to Pike's 144-PRJ28HA (which is the fund belonging t...	1 - Working
N000000018	11/1/2010	TIMOTHY B LABONNE	Lorem ipsum dolor sit amet, consectetur adipiscing elit. Morbi justo metus, laoreet ut gravida non, ...	2 - Waiting for Approvals
N000000019	11/3/2010	TIMOTHY B LABONNE	Test of employee resolution strategy for the PI and RSP employees.	3 - Waiting to Post

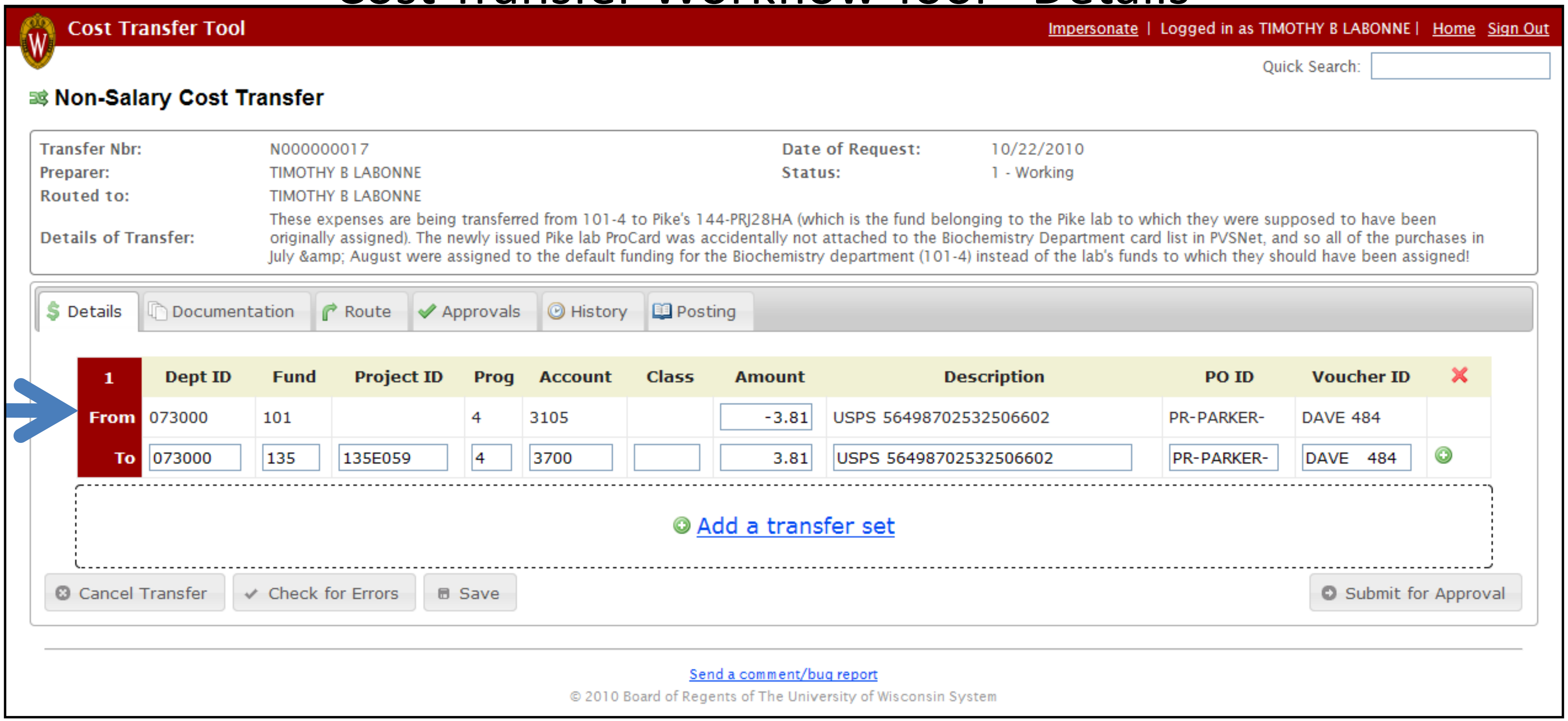
Completed Transfers Prepared by Me (3)

Not finding the transfer you're looking for? Search for it...

ADMINISTRATIVE PROCESS REDESIGN

WORKING TOGETHER FOR SERVICE EXCELLENCE

Cost Transfer Workflow Tool - Details



Cost Transfer Tool

Impersonate | Logged in as TIMOTHY B LABONNE | Home Sign Out

Quick Search:

Non-Salary Cost Transfer

Transfer Nbr:	N000000017	Date of Request:	10/22/2010
Preparer:	TIMOTHY B LABONNE	Status:	1 - Working
Routed to:	TIMOTHY B LABONNE		
Details of Transfer:	These expenses are being transferred from 101-4 to Pike's 144-PRJ28HA (which is the fund belonging to the Pike lab to which they were supposed to have been originally assigned). The newly issued Pike lab ProCard was accidentally not attached to the Biochemistry Department card list in PVSNet, and so all of the purchases in July & August were assigned to the default funding for the Biochemistry department (101-4) instead of the lab's funds to which they should have been assigned!		

Details | Documentation | Route | Approvals | History | Posting

1	Dept ID	Fund	Project ID	Prog	Account	Class	Amount	Description	PO ID	Voucher ID
From	073000	101		4	3105		-3.81	USPS 56498702532506602	PR-PARKER-	DAVE 484
To	073000	135	135E059	4	3700		3.81	USPS 56498702532506602	PR-PARKER-	DAVE 484

Add a transfer set

Cancel Transfer | Check for Errors | Save | Submit for Approval

Send a comment/bug report

Data entry screen makes it clear what is being transferred

"From" line is pulled over from WISDM. Users cannot change original accounting string. Original transaction can not be exceeded but can be split.

Cost Transfer Workflow Tool - Documentation

Help

Non-Salary Cost Transfer

Transfer Nbr:	N000000149	Date of Request:	04/11/2011
Preparer:	JANET M LARSON	Status:	1 – Working
Routed to:	JANET M LARSON		
Details of Transfer: [Change]	Test Transfer for FMM		

Details | Documentation | Route for Assistance | Approvals | History | Posting

Attachments

Add Attachment

File Name	Notes	Attached by	Date	Delete
Cost transfer Workflow Tool Roles.docx	Imforomation about this transfer	JANET M LARSON	4/11/2011 1:04:05 PM	✗

Comments

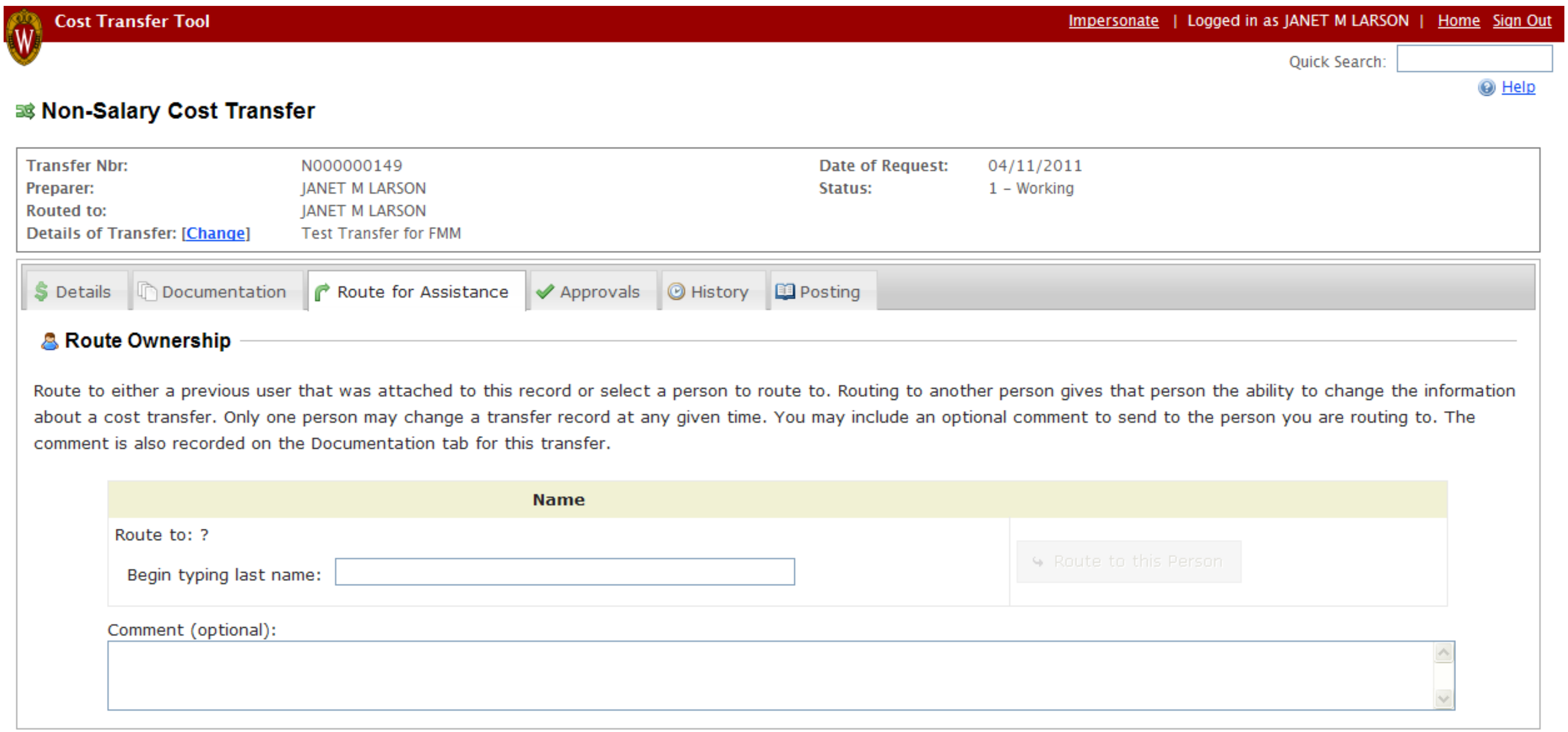
Add Comment

JANET M LARSON commented on 4/11/2011 1:04:29 PM -
This transfer is to move the cost to Purchasing

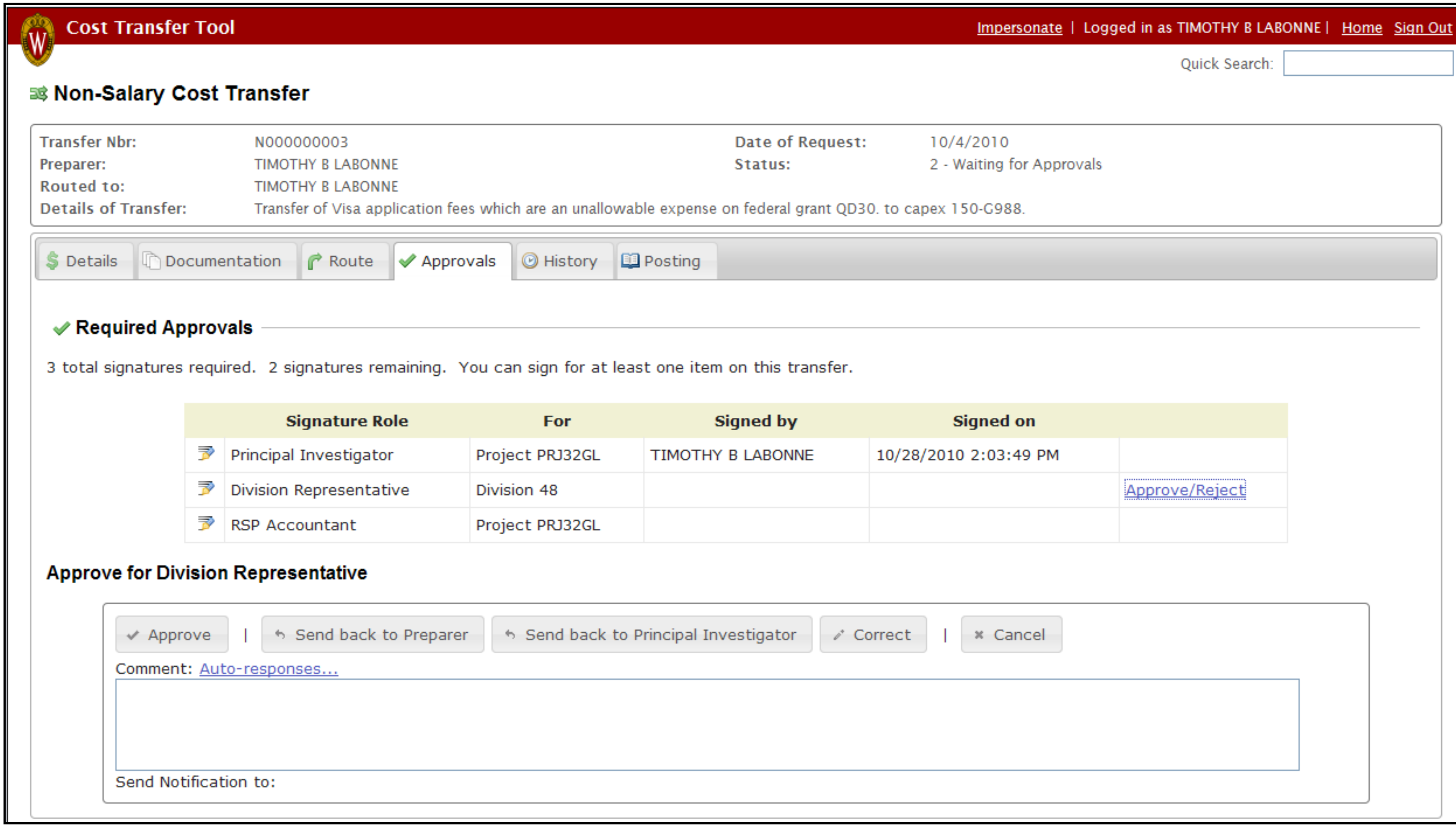
ADMINISTRATIVE PROCESS REDESIGN

WORKING TOGETHER FOR SERVICE EXCELLENCE

Cost Transfer Workflow Tool – Route For Assistance



Cost Transfer Workflow Tool - Approvals


Cost Transfer Tool
Impersonate | Logged in as TIMOTHY B LABONNE | Home Sign Out
Quick Search:

Non-Salary Cost Transfer

Transfer Nbr:	N000000003	Date of Request:	10/4/2010
Preparer:	TIMOTHY B LABONNE	Status:	2 - Waiting for Approvals
Routed to:	TIMOTHY B LABONNE		
Details of Transfer:	Transfer of Visa application fees which are an unallowable expense on federal grant QD30. to capex 150-G988.		

Details | Documentation | Route | Approvals | History | Posting

Required Approvals

3 total signatures required. 2 signatures remaining. You can sign for at least one item on this transfer.

Signature Role	For	Signed by	Signed on	
Principal Investigator	Project PRJ32GL	TIMOTHY B LABONNE	10/28/2010 2:03:49 PM	
Division Representative	Division 48			Approve/Reject
RSP Accountant	Project PRJ32GL			

Approve for Division Representative

Approve | Send back to Preparer | Send back to Principal Investigator | Correct | Cancel

Comment: Auto-responses...

Send Notification to:

Cost Transfer Workflow Tool – History

Cost Transfer Tool

Impersonate | Logged in as JANET M LARSON | Home Sign Out

Quick Search:

Help

Non-Salary Cost Transfer

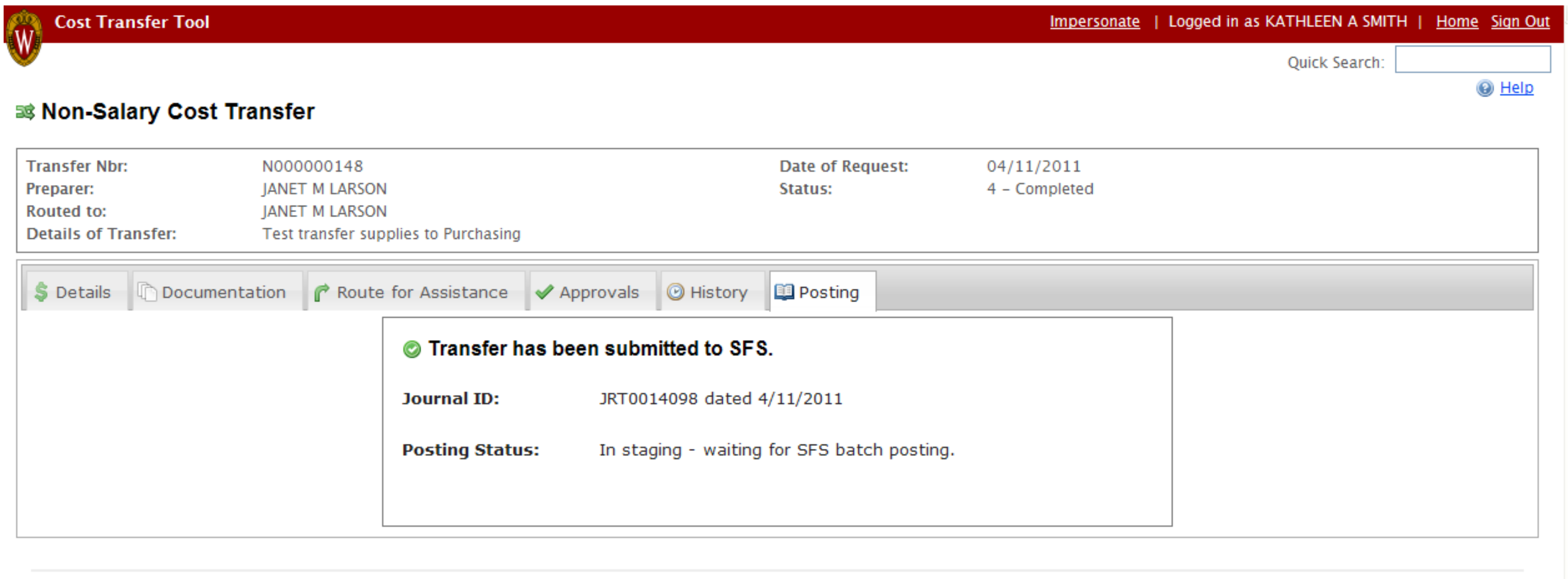
Transfer Nbr:	N000000148	**Date of Request:**	04/11/2011
Preparer:	JANET M LARSON	**Status:**	2 – Waiting for Approvals
Routed to:	JANET M LARSON		
Details of Transfer:	Test transfer supplies to Purchasing		

Details | Documentation | Route for Assistance | Approvals | History | Posting

History

Event	Additional Details	Date	User
Status Changed	Status changed to 2 - Waiting for Approvals.	4/11/2011 12:20:50 PM (**0d 0h** 48**m** ago.)	JANET M LARSON
Created	Record was created.	4/11/2011 12:14:53 PM (**0d 0h** 54**m** ago.)	JANET M LARSON

Cost Transfer Workflow Tool – Posting



ADMINISTRATIVE PROCESS REDESIGN
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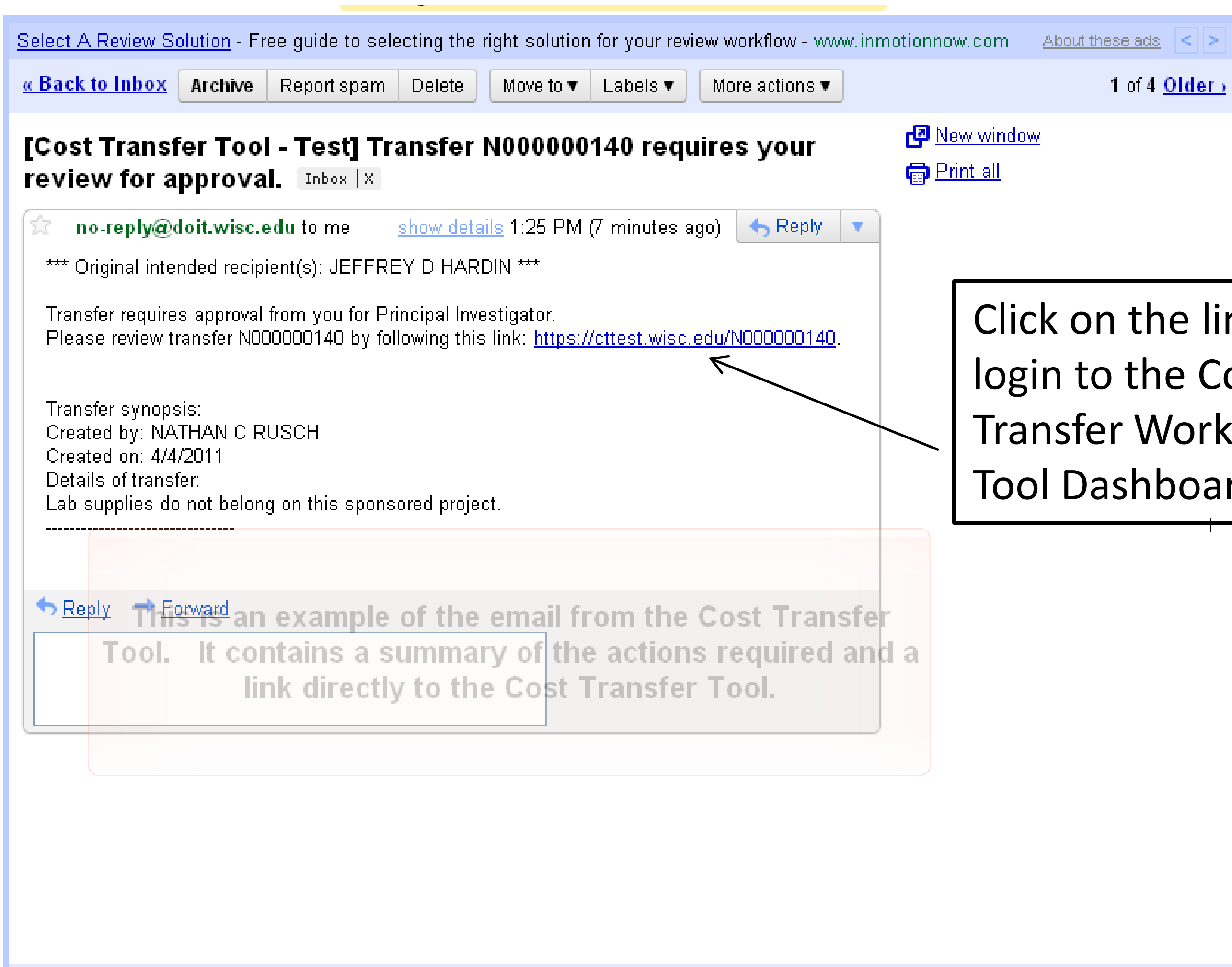
Cost Transfer Workflow Tool – Sample E-mail



Click on the link or login to the Cost Transfer Workflow Tool Dashboard.

Cost Transfer Workflow Tool

Transfer number will be available in WISDM in Journal Description

UNIVERSITY OF WISCONSIN SYSTEM
UWISDM
Wisconsin Data Mart for PeopleSoft Financials

Main Menu ▼ Comment

GL Jrnl ID	JRT0014076
Jrnl Date	3/7/2011
Acct Period	9
Ledger	ACTUALS
Source	INT
Status	Posted
Descr	COST TRANSFER N000000082
System Source	EXT
Jrnl Total Lines	10
Jrnl Total Debits	93.00
Jrnl Total Credits	93.00

ADMINISTRATIVE PROCESS REDESIGN
WORKING TOGETHER FOR SERVICE EXCELLENCE

Cost Transfer Workflow Tool - Demo

Cost Transfer Workflow Tool Policy Training

Cost Transfer Policy and Training

APR Cost Transfer Team

Dean's Office Cost Transfer Policy certification Training required for Workflow Approval Process

Cost Transfer Workflow Tool

- Questions or Comments?

DP & PIR TOOL (Payment Request Automation Project)

FMM Meeting
04/12/2011
Presenter: Jose A. Carus, Jr.

Background (also posted at Accounting Services Items of Interest Web Page at http://www.bussvc.wisc.edu/acct/acct.html)

Business Services is working with a campus project team to evaluate and enhance the Payment Request Tool that was originally developed by the College of Engineering Dean's Office. The campus representatives on the team include Gene Masters (College of Engineering Programmer), Katie Austin (College of Engineering), Eric Thornton (School of Business), and Rose Budig (School of Education).

Based on the team's analysis and recommendation, the tool will incorporate the business rules for various payment types, including account codes, information for taxes, required documents/attachments, and instructions.

Other improvement suggestions that the committee is looking into for implementation in calendar year 2011 include:

- Explore the possibility to load files for prize, award, and scholarship payments.
- Be able to save a completed form for repeated future use of similar payments.
- Link the tool to edits program to verify funding information.
- Link the tool to the SFS vendor look up to search, verify, select, and retrieve vendor information from vendor file into the tool.

Users can submit the payment requests and the attached documents electronically to Accounting Services for processing.

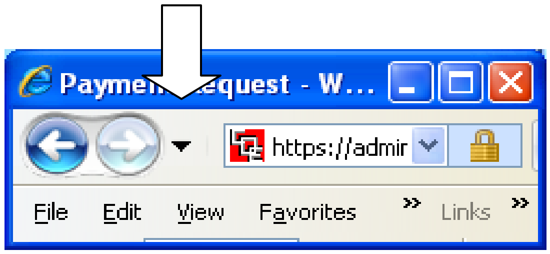
Please send your questions/comments to Hua Ramer: hramer@bussvc.wisc.edu, Jose Carus, Jr.: jcarus@bussvc.wisc.edu, or any of the campus representatives on the team.

System Locations

- The Current Production System (2007) is located at https://admin.engr.wisc.edu/.
- The Test System (2011) is located at https://admin.engr.wisc.edu/dp_pir_test/index.php

Helpful Navigational Hint: On the Test System (2011), if you are using Internet Explorer (IE), and you want to go back to a certain page you can click on the arrow shown below and it will give you a list of pages that you can go back to. This works anytime you use IE for anything.

For Previous Page List Click this Arrow



Status Update:

- When will test system (2011) be moved to production:

  Tentatively scheduled for May 2, 2011

Areas Not Addressed in Test System (2011)

- Multiple taxes are not being addressed in the Test System (2011). For example, if a Nonresident Alien (NRA) is also an entertainer making $3,200 or more then both Federal NRA taxes and State Entertainer (WT-11) taxes need to be withheld from this person. Under the Test System (2011) only one tax can be calculated and withheld thus in the above situation the resulting DP or PIR needs to be adjusted manually.

- For Entertainers only the 6% WI Entertainer tax rate will be calculated on the Test System (2011). As decided by the DP & PIR Tool Committee, if the 6% rate is reduced due to information (letter) from WI DOR then the resulting DP or PIR needs to be adjusted manually by the user. Options for different rates will not be programmed in the Test System (2011).

- Restrictions on the type of payments that are allowed on specific Visas are not addressed the Test System (2011).

Test System Output Samples Shown at FMM Meeting Demo:

DP PIR
SAMPLES.PDF

FMM – JRR Roll Out Info

4/12/11

SFS and Cash Mgmt team – roll out to campus

Jet Revenue Transfer Tool – called JRR

Similar to JRB & JRT – edit checks coding before uploading into SFS

Unique about this tool, it calculates and collects sales tax and it can create deferred revenue transactions

It replaces the paper Receipt/Sales Credit Transfer Form

Past 2 years – Bursars Office, Athletics, and Cash Mgmt

Ready to roll out to campus

Pilot groups starting end of April thru May

In Pilot groups will be auxiliaries, delegated gift divisions, and divisions/departments that have significant monthly revenue transfers.

Training classes tracked thru OHRD, by invite only, pre-requisite of using one of the Jet Tools for at least 3 months.

If your group is interested in participating in the pilot training classes, send me (Cash Mgmt) list of names in the next two weeks.