FINANCIAL MANAGEMENT MEETING

Minutes
Tuesday, December 11, 2012
Welcome Center, 21 N. Park St.
9:30am – 11:30am

9:30 am Welcome and Introductions – Martha Kerner and Dan Langer
Welcome notes and intro around the room
Dan is going over the agenda

9:45 am Accounting Services Update


New training coming out, recognized a gap for staff who were new to a financial roll on campus, Accounting Services Primer, this will be offered once a month to campus starting at the end of January 2013, will emphasize the resources that are available to them and who to contact with questions; 90 min to two hour training

Travel Update – Dan Langer
Managed Travel Program
TMOC (Travel Management and Operations Committee)
Add in link to Dan’s presentation
Overview
- 25M FY12 Travel Data graph
- UW Madison Travel Advisory Committee
- RFP going out for an online travel system, July 1, 2013; looking for ease of use

Martha asked questions of the group:
Spouse Travel
User feedback, education of travelers and travel planners – future benefits vs. initial cost saving
Non-employee booking
L&S is working with System’s hired travel agent to book all non-employee travel
Medi is thinking about adding Comp Sci and Chemistry to the pilot
Group travel might also be added to the pilot
Working on figuring out how to bill, possibly through P-Card
Rec Sports
Business School: group travel sends people to the airlines to book
Athletics: Anthony Travel instead of Concur, they require their travelers to use Anthony Travel, it saves time, & it is so beneficial to have an agency to call in emergencies

Dan mentions travel training sessions

New Corporate Cards – Yvonne Quamme
EMB card (microchip card) US Bank has agreed to replace the current cards and replace them with the EMB cards – this is for Corporate Cards, this is to decrease the instances of fraud, these cards will be more widely accepted internationally. The Corporate Card number will stay the same

Encumbrances – HRS Finance Group - Rachel Holmquist & Mark Fernando
Add in link to presentation
First part of presentation was on Encumbrances, Second part was on Fiscal Year End: looking for feedback, meetings will start in January 2013

Gift website and new routing form – Susie Maloney
Brief update on the Gift website, moving over to Accounting Services from RSP http://www.bussvc.wisc.edu/acct/gifts/gifts.html
Gift Routing Form and Gift-in-Kind Routing Form Demo Can a “date form created” field be added?

11:00 am Purchasing Update

Update on Administrative Excellence – Mike Matschull**Get a copy of Mike’s presentation

Feedback on Strategic Sourcing
List of preferred products are listed out on the MDS site, one user: first time use no pictures were on the order page, they did show up later. Steve Carrola gave an example to Martha, previously 16% of purchases were going to the preferred pens now at about 36%, currently preferred pens paper, post-its, binders are available to purchase

Hardware packages – getting ready to negotiate with Vendors, Primary and Secondary

SciQuest Introduction and Demonstration – Mike Matschull
Why Change to SciQuest?
Demo “Shop at UW” within the first year, they would like to have 30 vendors online
Project timeline, User testing phase in January, January and February training to the individual units, Launch March 4, 2013

Dan & Martha wrap-up