FINANCIAL MANAGEMENT MEETING

February 14, 2011

9:30 am  Welcome and Introductions – Don Miner

9:45 am  Purchasing Updates – Mike Hardiman

   Administrative Excellence - Update on Strategic Sourcing

   Staff Update – Bradley Thomas

10:15 am  Accounting Updates

   • Staff Comings and Goings – Don Miner
     o Jim Ekenberg - WISDM
     o Dana Coshenet - Gifts
     o Kathy Virnig - Custodian Fund

   • Operations Update – Susie Maloney
     o Year End letter and Calendar
     o ARRA Reporting
     o *March 28th Closing

   • Cash Management Updates—Sharon Hughes
     o PCI Compliance and Training Sessions
     o Things you used to do with Kathy Virnig

   • Research Subject Payments – Jose Carus
     o New website with flowchart and instructions
     o Changes to WISDM and imaging to maintain confidentiality
     o Using Gift Cards for payment

   • Travel – Jan Richardson
     o APR Traveler Reimbursement Team
     o UWS Policy Team

11:30 am  Closing Comments – Don Miner

   • Succession planning update – Don Miner

**Possible items for April meeting**

Conversion of purchasing card software from PVSnet to Access On Line
Further update on travel policies
Paying for fund raising and related events
Salary Cost Transfers – progress at linking the Cost Transfer tool to SFS
### Business Services FY 2011-12 Key Business Plan Objectives

- Make changes to policies and procedures to reflect increased flexibilities provided 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.