FINANCIAL MANAGEMENT MEETING
Agenda- April 10, 2012
Grainger Hall, 975 University Avenue, Conference Room – 3070
9:30am to 11:30am

9:30 am  Welcome and Introductions - Don Miner

9:40 am  Staff Transitions - Don Miner
  - Assistant Vice Chancellor
  - Controller
  - Risk Manager
  - Cash Management

9:45 am  Travel - Stefanie Merucci & John Varda
  - June 2012 – Improvements to e-Reimbursement
  - July 2013 new travel regulations

10:15 am  DP/PIR forms and processes – Hua Ramer & Vera Laufenberg

10:25 am  HRS SFS interface issues – Hua Ramer, Sue Adams & Susie Maloney
  - Summer Session/Summer Service Funding Entry How-To
  - Year End Processing Schedules
  - New Department ID’s for FY2013

10:40 am  Fiscal Year End – Susie Maloney, Hua Ramer & Mike Hardiman
  - Deadlines, Year-End Calendar Update
  - FY2013 Fund Number Changes

10:50 am  Inquiries on possible Fraudulent Checks – Sharon Hughes

10:55 am  Closing – Don Miner
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.