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

Don is welcoming everyone & is going around the room to have everyone introduce themselves

9:40 am Staff Transitions - Don Miner

Assistant Vice Chancellor – begins on Monday, April 16th, Martha Kerner has been with DOA, internal services division for about 15 years, budgeting, processes, PO’s, Martha is very excited and very energetic

Controller – the search team has narrowed down the list to 6-8 candidates, hopefully settled by Late April or Early May

Risk Manager – Jeanne Kritchley her last day was last Friday active recruitment is going on and it might get hired before the end of April it is currently listed for transfer and it will go global next week

Cash Management – Kathy Virnig moved over a couple of desks and she is now handling cash advances, a PD in April for an accountant “management of process” it will deal with cash flow process and reconciliation

9:45 am Travel - Stefanie Merucci & John Varda

June 2012 – Improvements to e-Reimbursement- John is speaking first, talking about APR traveler reimbursement team, Improve Application of Current Policy team: Stefanie’s team, the teams are in the implementation stage, Stefanie is creating an expense report to walk people through the new developments. General information box, fields are being reorganized and renamed for use of travelers, Accounting Summary Page will allow you to view the expense type with detailed information it will not be editable but that might happen in the future, these solutions are currently in development, some things may change in the process Edit Check process – looking to improve process it is currently in development, looking into giving the approvers and auditors to approve those that are submitted incorrectly and looking at the detail pages and giving them a once over, what is required vs. what is not necessary. Some behind the scenes work the Accounting Services Policy team is looking at each policy line by line to make it a better resource for campus. Looking at an over haul of the travel website so that all of the travel information is in one location, also redoing the e-Re page, also changing
the expense type names to better match travelers needs i.e. “baggage fee”, XXXXXXX cohesive information, WISDM reporting working on creating better reports.

Question about default funding, and multiple accounting codes, call the help desk and add the funding line

The changes are in progress:

- General information section
- Summary page
- Edit checks
- Policy updates
- Expense types
- Training materials
- Website and travel planning guide
- Approver and Auditor responsibilities
- How e-Re looks in WISDM

Policy Issues: working group is advocating customer based data

1. Implement meal per diem based on Federal standards
2. Remove airfare comparison requirements
3. July 2013 new travel regulations

Act 32, legislature gave UW System time to set their own rates and plan, July 1, 2013 will go into effect, TMOC will id and recommend travel efficiencies based on industry standards

TMOC update from Dan – Travel survey: location of respondents, UW Madison made up almost half of the respondents, more than half use personal funds, funding sources half come from state or federal, most respondents said that they make their own arrangements and that the prefer to make their own arrangements, the team has been spending time on this question and got feedback from the executive committee to ask more questions and get more detail on the cost side, is it worth it to move toward a standard booking agency, where should the committee focus: travel, meal, reimbursements, mileage
rates, we are on the low end of what is allowable compared to our peer institutions; TMOC website – this would be the main channel for communications out to campuses which is why it would be housed at the system level, it would contain announcements and updates, should go live in weeks rather than months; Current work: airline booking, Overall schedule/Next steps – further analyze airline booking, complete and publish website, report to executive committee in late April, analysis of travel rates, continue to communicate and engage campuses

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

Making improvements to the tool, Jose is working on improvements with Jean Masters, goal is for people to use the tool to generate forms for your own benefit to view codes and you would get paid faster. If you are having problems please contact Hua, goal is to get rid of the paper forms and use the online form only we are going to take the paper form off of the accounting service website.

10:25 am  HRS SFS interface issues – Hua Ramer, Sue Adams & Susie Maloney

Summer Session/Summer Service Funding Entry How-To – Sue’s PPT: quick reference guide, job data in HRS “EmplID” C-basis job first and S-basis or V-basis, check payroll tab, LINK to PPT and reference guide July 25th for summer session jobs/July XX for summer service jobs

WISline April 12 and 19th

Fiscal year funding for 2013 must be changed for all appointments on July 1

HRS payroll changes, website posting

Year End Processing Schedules

HRS June C payroll post on the night of July 6th, no salary cost transfers on June C payroll, 27th payroll for GPR we are trying to post it to a project code, similar to GPR fringes, 27th payroll is encumbered, all grants will be charged, week of July 9 the week FY13 encumbrance will be created,

SFS – Al Wong is going to send out an active dept ID list, let us know if there are any changes or if anything needs to be deleted. DeptID request form, if this change has anything to do with and HRS department, a second form needs to be filled out and sent into the service center. If you have department conversion double check that old department are not HRS department, you may have to change HRS job data and department funding, due in the month of June, June 15th, get them in as you know about them

Revised year end dates, salary cost transfers: deadline of June 20th, June C and B payrolls are processed after this deadline; anything that is not submitted by June 20th will be pushed to FY13

ET’s and AP voucher loads June 27th

E-Re June 28th
JET June 20\textsuperscript{th} 4pm

Non salary transfers in Jet, July 6\textsuperscript{th}, these dates will be posted online

New Department ID’s for FY2013 fund conversion – some of the old funds will no longer exist, deadlines: double check in July, HRS funding budget will update automatically for old employees, for new employees you will have to go in and updated the funding

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

One page hand out from Sharon, our office has received some calls to see if a check is good from UW Madison, due to positive pay none of the checks were cashed by the banks, this is a common attempt two years ago it happened to UW Hospital and last fall it happened with UW Foundation, a file was opened with UW police and they are tracking the fraud. Try to get information from them and not give out any of our information. Get a copy of the check to the cash management inbox follow the 10 steps on Sharon’s handouts.

10:55 am Closing – Don Miner

Mike or Hartley to talk about what is going on in Purchasing they are staffing 4 major projects as part of process improvements and they are very busy so please contact them if things are slipping through the cracks.

Act 32 what should the additional flexibilities be? Stay tuned more to come.

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<tr>
<th>Business Services FY 2011-12 Key Business Plan Objectives</th>
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<tr>
<td>• Make changes to policies and procedures to reflect increased flexibilities provided in the 2011-13 biennial budget.</td>
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<td>• Participate in the Administrative Excellence consulting engagement.</td>
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<td>• Participate in UW Madison Administrative Process Redesign projects.</td>
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<td>• Use of DoIT Help Desk Knowledgebase documents as a way to help users operate our business processes.</td>
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<td>• Implement campus-wide training and certification programs through OHRD.</td>
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<td>• Image documents related to fund 233 gift projects and make these documents accessible through WISDM.</td>
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<td>• Improve the departmental deposit/cashiering process based on the work of the APR team.</td>
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<td>• Obtain UW-Madison’s certification as Payment Card Industry (PCI) compliant for its credit card merchant activities.</td>
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<td>• Improve UW-Madison’s moveable capital equipment inventory by increasing physical inventories and modifying processes for gathering capital equipment information.</td>
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<td>• Develop an improved UW-Madison building ledger integrated with SFS and linked into FP&amp;M/DOA construction management systems.</td>
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- 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 e-Reimbursement to improve the interface between the system and the travelers, auditors and approvers.
- Develop an improved process for setting up non-employees to receive e-Reimbursements.
- 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.