Financial Management Meeting

December 10, 2013
Agenda

Accounting Updates

• Capital Equipment Inventory (Brenden Hedberg)
• Access Online (Steve Carrola)
• Concur Update (Rusty Haines)
• Guided Expense Tool (GET) (Stefanie Merucci)
• Cash Management (Sharon Hughes)
  ▪ Bank Reconciliation Expectations
  ▪ Receipt Deposit Process Change
  ▪ Electronic Check Scanning

Purchasing Updates

• Draft Event Contract Guidelines (Mike Hardiman)
• Strategic Sourcing Update (Mike Hardiman)
• Shop@UW Update & Interface Upgrade Demo (Mike Matschull)
Financial Management Meeting - Accounting Updates

Property Control – Capital Equipment Inventory

- As of Friday, December 6th, the HCA team has verified over 2,700 assets
- After the first week, the initial “blitz” phase is progressing on schedule
- A copy of the Physical Inventory Schedule can be found on the Property Control Website

- Last week (December 2nd – 6th)
  - AOSS Building
  - Police Department
  - EH&S
  - Veterinary Medicine (Vet Med, Vet diagnostic lab)

- This week (December 9th – 13th)
  - Chamberlin Hall
  - Chemistry
  - Sterling Hall
  - Computer Science
  - Animal Science Area (Animal Science, Livestock lab, Poultry Lab, etc...)
Access Online
Travel – Concur Update

Concur/FWT Transactions FY 2014

- July: $149,353
- August: $418,931
- September: $465,786
- October: $490,768
Pilot Summary & Background

**Original goal:** To provide an alternate interface for infrequent and/or dissatisfied travelers

- Over 600 unique users / over 950 reports submitted
- 96% of 141 Travelers & Alternates who responded to the survey would recommend GET to their colleagues, while demonstrating high user satisfaction
- With the approval of our sponsor, Darrell Bazzell, we will launch full campus implementation in January 2014
- The GET development team will continue to:
  - Gather customer feedback and make improvements to the tool as needed
  - Adding features to GET that were not part of the piloted design

*Note:* In it’s current state, GET is a viable option for approximately 80% of all travelers
Travel – Guided Expense Tool (GET)

Pilot Participants in Guided Expense Tool By Division

Data from June 1, 2013 to December 9, 2013
Cash Management – Bank Reconciliation

Bank Reconciliation Expectations

- Monitor bank accounts to ensure positive bank balances
- Reconcile bank accounts monthly
- Reconcile bank to book detail and custodian advance levels
- Replenish bank accounts monthly based on checks written
- Submit Custodian Fund Accounting Forms monthly
- Use Bank Account Reconciliation User Guide
- Use Custodian Fund User Guide
Cash Management – Bank Reconciliation

Custodian Fund Web Site
http://www.bussvc.wisc.edu/acct/policy/ca/capol.html

User Guide for Establishing and Maintaining Custodian Funds
http://www.bussvc.wisc.edu/acct/CustodianFunds/custfund.html

User Guide for Bank Account Reconciliations
http://www.bussvc.wisc.edu/acct/CustodianFunds/bacctrec.html
Check Deposit Form
http://www.bussvc.wisc.edu/acct/forms.html#ckdf

“Cash Only” Deposit Form
http://www.bussvc.wisc.edu/acct/forms.html#codf
Cash Management – Electronic Check Scanning

Using It
• Athletics
• Cash Management
• Risk Management
• Division of Continuing Studies
• Wisconsin Veterinary Diagnostic Laboratory

In Process of Setting It Up
• College of Engineering Dean’s Office
• Wisconsin TechSearch
• School of Business Dean’s Office

Investigating Using It
• Facilities Planning & Management Dean’s Office
• Wisconsin State Lab of Hygiene
• University Health Services
• University Health Services
• School of Veterinary Medicine
• Education Outreach & Partnerships
• School of Medicine and Public Health Dean’s Office
Purchasing Updates

Draft Event Contract Guidelines
Strategic Sourcing Update
Shop@UW Update and Interface Upgrade Demo
Strategic Sourcing Update
# Dell PC Computer Bundle Change*

<table>
<thead>
<tr>
<th>Device type</th>
<th>Model</th>
<th>Pre-negotiation Price</th>
<th>Negotiated Bundle Price</th>
<th>Cost savings</th>
</tr>
</thead>
<tbody>
<tr>
<td>14&quot; laptop</td>
<td>Latitude E5430</td>
<td>$918</td>
<td>$749</td>
<td>$169</td>
</tr>
<tr>
<td>15&quot; laptop</td>
<td>Latitude E5530</td>
<td>$918</td>
<td>$749</td>
<td>$169</td>
</tr>
<tr>
<td>12&quot; laptop OLD</td>
<td>Latitude E6230</td>
<td>$1,189</td>
<td>$889</td>
<td>$300</td>
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<tr>
<td>12 &quot; laptop NEW</td>
<td>Latitude E7240</td>
<td>$1,324</td>
<td>$949</td>
<td>$375</td>
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<tr>
<td>Desktop standard</td>
<td>OptiPlex 7010 DT</td>
<td>$672</td>
<td>$549</td>
<td>$123</td>
</tr>
<tr>
<td>Desktop Minitower</td>
<td>OptiPlex 7010 MT</td>
<td>$672</td>
<td>$549</td>
<td>$123</td>
</tr>
<tr>
<td>Desktop Small Form</td>
<td>OptiPlex 7010 SFF</td>
<td>$672</td>
<td>$549</td>
<td>$123</td>
</tr>
</tbody>
</table>

*Note that the team is currently in the process of updating the other bundle configurations to include additional options, based on campus feedback*
Computer Bundle Purchases

Total Bundles = 1,800   Non-Bundles = 2,500
Computer Bundle Expenditures

Bundles = $1.1 million   Non-Bundles = $3.3 million
Savings on Computer Bundle Purchases

Total = $277,000

March: $23,686
April: $17,204
May: $88,914
June: $43,606
July: $36,813
August: $16,821
September: $19,187
October: $31,168
Potential Savings Had a Bundle Been Purchased

Total non-bundle = $539,000   Total Apple = $924,000

- March: Non-Bundle $46,601, Apple $79,523
- April: Non-Bundle $65,535, Apple $124,613
- May: Non-Bundle $95,200, Apple $166,600
- June: Non-Bundle $71,829, Apple $133,148
- July: Non-Bundle $76,982, Apple $262,421
- August: Non-Bundle $48,090, Apple $124,613
- September: Non-Bundle $33,220, Apple $50,799
- October: Non-Bundle $42,434, Apple $73,192
## Remanufactured and New Toner Cartridges Purchases
### Sep. 15 – Nov. 30, 2013

<table>
<thead>
<tr>
<th></th>
<th>Quantity</th>
<th>Expenditures</th>
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<tr>
<td>EIS Remanufactured</td>
<td>987</td>
<td>$ 28,781</td>
</tr>
<tr>
<td>New (OEM)</td>
<td>3,107</td>
<td>$ 293,009</td>
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<tr>
<td><strong>Total</strong></td>
<td>4,094</td>
<td><strong>$ 321,790</strong></td>
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Savings and Potential Savings

<table>
<thead>
<tr>
<th>Quantity</th>
<th>Expenditures</th>
<th>Savings</th>
<th>Potential Savings</th>
</tr>
</thead>
<tbody>
<tr>
<td>EIS</td>
<td>$28,781</td>
<td>$89,066</td>
<td>$ —</td>
</tr>
<tr>
<td>New</td>
<td>$221,209</td>
<td>$ —</td>
<td>$148,702</td>
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</table>
# Top Model Price Comparison

<table>
<thead>
<tr>
<th>Catalog Number</th>
<th>Staples</th>
<th>EIS</th>
<th>Discount</th>
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</thead>
<tbody>
<tr>
<td>HEWCE505A</td>
<td>$73</td>
<td>17</td>
<td>77%</td>
</tr>
<tr>
<td>CE278A</td>
<td>65</td>
<td>13</td>
<td>81%</td>
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<tr>
<td>CE410A</td>
<td>74</td>
<td>40</td>
<td>46%</td>
</tr>
<tr>
<td>Q6470A</td>
<td>121</td>
<td>29</td>
<td>76%</td>
</tr>
<tr>
<td>HEWCC531A</td>
<td>99</td>
<td>24</td>
<td>76%</td>
</tr>
<tr>
<td>HEWCC530A</td>
<td>101</td>
<td>73</td>
<td>28%</td>
</tr>
<tr>
<td>CC532A</td>
<td>99</td>
<td>24</td>
<td>76%</td>
</tr>
<tr>
<td>HEWCC533A</td>
<td>99</td>
<td>24</td>
<td>76%</td>
</tr>
<tr>
<td>CE412A</td>
<td>100</td>
<td>39</td>
<td>61%</td>
</tr>
<tr>
<td>CE411A</td>
<td>100</td>
<td>39</td>
<td>61%</td>
</tr>
</tbody>
</table>
Shop@UW Interface Upgrade

- Tuesday, January 14\textsuperscript{th} 2014
- Only navigation is changing
  - Shopping, searching, and other functionality remain the same
- Navigation Options Quick Reference Guide (today’s handout) available at:
  \url{http://www.bussvc.wisc.edu/shopuw/links/InstructionGuides/NavigationUpgradeChanges-QuickRefGuide.pdf}
- Upcoming Face-to-Face Training
  - How to Use Shop@UW (1.5 hrs)
    - January 16\textsuperscript{th} 2014, Room 5045 at 21 N Park St.
  - Shop@UW Open Lab Help Session
    - January 16\textsuperscript{th} 2014, Room 5041 at 21 N Park St.
2014
Financial Management Meetings
Rooms 1106/1108
9:30-11:30AM

February 11, 2014
April 15, 2014
June 10, 2014
August 12, 2014
October 14, 2014
December 9, 2014