



Date: September 14, 2010

RE: Accounts Receivable Invoice; Receipt Address Change to Cash Management, 21 N. Park St., Suite 5301

Cash Management and the Bursar's Office have been working together to improve accounts receivable receipt collection and posting for campus departments who use the Bursar's Office as a collection point for their customers. We are changing our two office receipt collection and WISDM posting into one office. Effective August 1, 2010, Cash Management handles both the receipt collection and WISDM posting. As a result of this receipt consolidation process, we will be able to update WISDM with receipt collection information within four business days.

Please update the remit to information on your invoices by October 15, 2010 to the following address:

University of Wisconsin-Madison
Cash Management
Suite 5301
21 N Park Street
Madison, WI 53713-1218

Please review policies and procedures on our web site at:

<http://www.bussvc.wisc.edu/acct/policy/revenue/revpol.html#accountsreceivableinvoices>.

To improve accuracy of financial data postings in WISDM, please review and update your invoice with financial coding standards per Cash Management Accounts Receivable web site:

<http://www.bussvc.wisc.edu/acct/instructions/arinvoice.html>.

Things to remember:

1. Make sure your department sends a copy of the invoice to Cash Management before customer payments are received. If there is not a copy of the invoice at Cash Management, Cash Management will not be able to notify you about the customer receipt and WISDM will not reflect the receipt of this payment in your Department funds until an invoice is provided to Cash Management.
2. If your customers are asking to make payments by Wire/ACH, instruct them to include your DeptID (6-digit number) and Invoice number in the Wire/ACH reference/memo field. This field is 25 characters long.
3. If you want your customers to pay online using a web page, please see UW-Madison E-Payment processing services (E-Pay): <http://www.bussvc.wisc.edu/acct/policy/rpa/tabstorefront.html> for how to set up an electronic receipt storefront.
4. If your Department has adequate separation of duties between staff personnel entering accounts receivable receipts and personnel making the deposit, please check with your Dean/Division Office for approval to collect receipts directly from your customers and to make your own deposits. For procedures, see: "How can I set up a deposit procedure for our department?" at <http://www.bussvc.wisc.edu/acct/policy/revenue/revpol.html#1>.

If you have any questions, please e-mail Cash Management at cashmgt@bussvc.wisc.edu.

Thank you in advance for your assistance in our process improvement effort.

Accounting Services

University of Wisconsin-Madison • 21 N. Park Street, Suite 5301 • Madison, Wisconsin 53715
608/262-1214 • Fax: 608/262-5060 • <http://www.bussvc.wisc.edu/acct/acct.html>