

# Financial Management Meeting

April 9, 2013



**WISCONSIN**  
UNIVERSITY OF WISCONSIN-MADISON

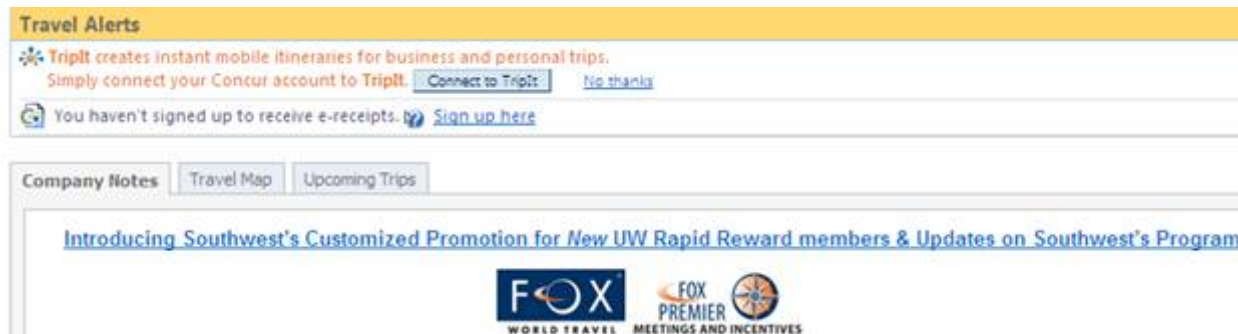
# Agenda

9:30 am	Welcome & Introductions	Dan Langer
9:40 am	Accounting Updates	
	• Travel	
	○ Southwest Offer	Dan Langer
	○ RFP Update	<u>Meghann Suchomel</u>
	○ Guided Entry Tool Update	Stefanie Merucci
	• Year-End Letter Planning Schedule	Susie Maloney
	• Summer Service Encumbrances	Susie Maloney
	• Cash Management	Sharon Hughes/Chris Gunter
	○ Unclaimed Checks	
	○ Check Scanning	
	• SFS Upgrade	Kerry Morgan
	○ General	
	○ e-Reimbursement	
	• Other	Dan Langer
10:30 am	Purchasing Updates	
	• <u>Shop@UW</u> Update & Feedback	Mike Hardiman
	• Other	Purchasing Staff
11:00 am	Q&A	
11:30 am	Adjourn	

# Initial Southwest/Air Tran Contractual Partnership

- Meaningful discounts & increased service options
- Dependent on increased volume through contracted booking channel (currently Concur) or Fox World Travel

## Log Into Concur



- Through link sign up to receive reward points, new Rapid Reward members receive 750 bonus points
- Alternative Southwest fare classes will be visible: Anytime and Business Select
  - *Reserved* for travelers and travel arrangers that use Concur or Fox World Travel full-service **and only** when the fare is within the "lowest available" policy threshold established in Concur.

# Request for Proposal:

## *Corporate Self-Booking Tool and Related Travel Management Services*



*\* Estimated dates*

The RFP may be viewed at

<http://publicnotices.wi.gov/NoticeView.asp?lnid=999918269>.

# FY 2013 Timetable for Processing All Transactions

DATES SHOWN BELOW ARE FOR RECEIPT IN BUSINESS SERVICES

<i>Transaction Type</i>	<b>Due Date</b>
<b>External Requisitions for FY 2013 with a dollar amount \$50,000 &amp; over</b> must be received in Purchasing Services, Suite 6101, 21 N. Park St.	April 1, 2013
<b>External Requisitions may begin to be created for FY 2014 in the External Requisition Generator in <a href="#">My UW</a>.</b>	April 1, 2013
<b>External Requisitions for FY 2013 with a dollar amount \$5,000 - \$49,999</b> must be received in Purchasing Services, Suite 6101, 21 N. Park St.	April 22, 2013
<b>Justification to Carryover Prior Fiscal Year POs.</b> Campus can begin to justify PO rollover.	May 1, 2013
<b>Orders</b> after this date and expected to be received after June 30 <sup>th</sup> must be charged to the new fiscal year, FY 2014.	May 24, 2013
Any <b>external requisition for FY 2013</b> that <ul style="list-style-type: none"> <li>• is less than \$5,000</li> <li>• is PO from a Delegated department</li> </ul> <b>Must be received in Purchasing Services, Suite 6101, 21 N. Park St.</b>	June 7, 2013
<b>Invoices</b> from External Vendors <b>must be received in Accounts Payable, Suite 5301, 21 N. Park St.</b>	June 7, 2013
<b>Encumbrance Management Forms</b> for FY 2013 approved by your Dean's office <b>must be received in Purchasing Services.</b> Email forms to <a href="mailto:purch@bussvc.wisc.edu">purch@bussvc.wisc.edu</a> .	June 14, 2013
<b>Direct Payments (DP) &amp; Payment To Individual Reports (PIR) must be received in Accounts Payable, Suite 5301, 21 N. Park St.</b>	June 14, 2013
<b>Refund of Receipt</b> form for money deposited with the University as a receipt or sales credit <b>must be received in Cash Management, Suite 6101, 21 N. Park St.</b>	June 14, 2013
Last Day to justify <b>Carryover of Prior Fiscal Year POs.</b>	June 17, 2013
All <b>prime vendor and MDS core stock orders</b> must be processed by June 17, 2013 to ensure charges are applied to FY13 funding. Orders placed after June 17, 2013 may or may not be billed to FY13 depending on product receipt date and potential back-order status. <b>Contact for Questions: MDS Customer Service 608-497-4400</b>	June 17, 2013
<b>Salary Cost Transfers (SCTs)</b> processed through the <b>Cost Transfer Tool</b> for Fiscal Year 2013 must be fully approved by June 19, 2013 to guarantee entry into Fiscal Year 2013. After this cut-off date, SCT's and Direct Retros will be processed as time permits.	June 19, 2013
<b>Internal invoices / Internal Work Order</b> billings for supplies/services received before July 1, 2013 must be received in Accounting Services, Suite 5301, 21 N. Park St.	June 21, 2013
<b>Purchasing Card</b> - All orders must be placed early enough to allow the vendor time to process the transaction and submit the charge to US Bank on or before June 21, 2013. The turnaround time varies by merchant. Orders placed the week of June 17, 2013 may or may not post to FY 2013.	June 21, 2013

# FY 2013 Timetable for Processing All Transactions

DATES SHOWN BELOW ARE FOR RECEIPT IN BUSINESS SERVICES

<i>Transaction Type</i>	<i>Due Date</i>
<b>Internal billings for supplies/services received before 7/1/13</b> must be received in Accounting Services, Suite 5301, 21 N. Park St.	June 21, 2013
<b>Emergency transactions (ET's)</b> - Final ET's for June and FY 2013 will be processed on June 26, 2013 and distributed on June 27, 2013. No ET payments will be made between June 27, 2013 and July 1, 2013. The next day for processing will be July 2, 2103, unless there is an extremely urgent need.	June 26, 2013 before 9:00 AM
<b>Last Day for AP Voucher Entry</b>	June 26, 2013
<b>E-Reimbursement</b> - Expense reports not fully approved by 8 AM on June 28, 2013 will not be processed for payment until July 2, 2013 and will be processed as FY 2014. No e-Reimbursement payments will be made on June 29,2013, June 30, 2013 or July 1, 2013. The next day for processing will be July 2, 2013.	June 28, 2013 Before 8:00 AM
<b>JET and Cost Transfer Tool – Last day for June FY 2013 (period 12) journal entries</b>	June 28, 2013
<b>JET and Cost Transfer Tool Opens for Period 13</b> - Accounting dates will change to July, 1, 2013 (period 13) at 4 pm on Friday, June 28, 2013. All JET and Non Salary Cost Transfers submitted in the Tool after 4pm June 28, 2013 through July 5, 2013 at 4pm will have an accounting date of July 1, 2013.	June 28, 2013
<b>Vendor Refund Deposits</b> - Must be received in Cash Management, Suite 6101, 21 N. Park St.	June 28, 2013
<b>Department Bank Deposits</b> - For FY2013 postings, deposits must be picked up by armored car services or delivered to US Bank before end of day June 28, 2013.	July 1, 2013
<b>Freight</b> - Departments who are currently using any shipping service must make sure that the funding line to be charged is valid for FY 2014. We encourage you to contact your current shipping providers to make sure the funding information has been changed.	July 1, 2013
<b>Receipt/Sales Credit Transfers</b> - Forms for FY 2013 must be received in Cash Management, Suite 6101, 21 N. Park St by July 1, 2013.	July 1, 2013
<b>Non-Salary Cost Transfers</b> processed through the Cost Transfer Tool must be approved by 4:00 PM July 5, 2013 to ensure entry for FY 2013.	July 5, 2013
<b>JET – Last day for JRR (Revenue), JRB (Internal Billings), and JRT (Non-salary cost transfer) entries in JET for FY 2013.</b>	July 5, 2013
<b>JET &amp; Cost Transfer Tool Down</b> - JET will be turned off from July 6, 2013 until July 14, 2013 to allow final clean-up for FY 2013.	July 6-14
<b>PO Encumbrances (FY2014)</b> will begin to occur and be visible in WISDM after this date..	July 9, 2013
<b>JET - First day for JRR (Revenue) entry for FY 2014</b>	July 15, 2013
<b>JET - First day for JRB (Internal Billings) and JRT (Non-Salary Cost Transfer) entry for FY 2014.</b>	July 15, 2013
<b>Cost Transfer Tool – First day for FY 2014 entry of Salary Cost Transfers or Non-Salary Cost Transfer in the Cost Transfer Tool.</b>	July 15, 2013

# SUMMER SERVICE ENCUMBRANCES

## Recommendation – not encumbering summer service employees

- Manual process for HRS to clear out FY 2014 encumbrances
- Encumbrances visible in WISDM:
  - Beginning of June
  - End of July
  - August
- Large amounts of processing and Manual Corrections in a short period of time

# Summer Service Encumbrances

## Timeline

- June Encumbrances created when V-basis appointments are set up – April & May
- June Encumbrances cleared along with all of FY 2013 – Late June
- July and August Encumbrances Created with all of FY 2014
  - After July 15<sup>th</sup>
- Manual Reversal of Summer Service Encumbrances - late August



## “May Multiples”

### C-basis employer share of insurance paid July and August

- FY2014 Funding needs to be set up for April (posting early July) and May (posting in August) deductions
- E-mail from Carla Raatz sent to Payroll and Benefit Coordinators (4/3/2013)
  - Included April Deduction Prepay Load List
  - Health/Life/Income Continuation Insurance Plans

Division	
48 - L&S	2,718
17 - Education	410
12 - Business	287
19 - Engineering	264
07 - CALS	173
45 - Law School	93
34 - Grad School	93
27 - SOHE	58
56 - Pharmacy	49
54 - Nursing	46
10 - Int. Studies	44
53 - SMPH	43
40 - Nelson Inst.	38
87 - Vet Med	14
Less Than 5:	
01 - Chancellor	
02 - General Services	
04 - Dean of Students	
57 - UHS	
96 - Wisconsin Union	

# Unidentified Deposits

## How to Claim Wires and Checks

### How to Notify Cash Management about Finding Deposited Checks, Wires and ACHs at UW - Madison

1. Review the [Unidentified Deposit List](#).
2. Copy of the line item on the list which belongs to you or make sure you identify the item by the Description, Check number or ACH/Wire Memo, the Amount, and the Bank Deposit Date.
3. Email this information to [Cash Management](#) and cc your Dean Office/Division Office to the email. In the email, please describe why this belongs to you and your contact information (name, department, phone number, email) and your funding (Fund, DeptID, Project ID (if applicable), Program Code, Account Code).
4. Send with the email a copy of your invoice which supports this incoming money/check.
5. If there is no invoice, then send supporting documents which would indicate why this money belongs to you.
6. Cash Management will send back a confirmation to you after completion of the review and approval process.
7. Questions about this procedure, please contact [Limin Tang](#) or [Sharon Hughes](#).

Note: Cash Management and your Deans Office/Division Office reserves the right to review and approve your requests to claim this money.

Unidentified Revenue Deposits (Wire/ACH/Checks)														
3/28/2013														
Money has been claimed, waiting for invoice														
Money has been claimed, waiting for journal transfer														
NA Not Applicable														
Type of Deposit	Bank Claimed	Bank Refused	Transfer (Y/N)	ESP (Y/N)	Other (Y/N)	Check Num seen	Other	CUSTOMER / VENDOR	Bank Dep Date	OUTSTANDING	ACH/Wire Memo/Check Info (Inv. #)	CHECK #	CHECK DATE	BEING CLAIMED
WIRE/ACH								INSTIT ROUSSY DIR AFF ID42799670	06/18/12	656.54	ID42799670 MICHEL MONDINI			
WIRE/ACH								UNIVERSITAT POMPEU FABRA PLACA	12/27/12	750.00	FACTURA UWP-101612			
WIRE/ACH								MEDYAG SANITARY WARE	02/21/12	751.00	OSA PAYMENT			
WIRE/ACH								DEUTSCHLAND RADIO	11/03/11	755.79	HONORARABRECHNUNG			
WIRE/ACH								MCGRAW-HILL	11/03/12	1,100.00	AL092312RR			
WIRE/ACH	NA	NA	N	N	N	Y		COM4 TREAS 310	03/26/13	1,370.00	INV.21915SEC			Space Science & Engineering

# Check Scanning

[https://singlepoint.usbank.com/cs70\\_banking/logon/sbuser](https://singlepoint.usbank.com/cs70_banking/logon/sbuser)



# 2013 Financial Management Meetings

9:30-11:30AM

June 11, 2013

21 N Park Street

August 13, 2013

Grainger Hall

October 8, 2013

21 N Park Street

December 10, 2013

21 N Park Street