

Financial Management Meeting

June 11, 2013



WISCONSIN
UNIVERSITY OF WISCONSIN-MADISON

Agenda

9:30 am	Welcome and Introductions		
9:45 am	Accounting Updates		
	• Year-end Financial/Tax info requirements	José Carus Susie Maloney	20 minutes
	• Capital Equipment Tracking tool	Brenden Hedberg Susie Maloney	10 minutes
	• Cash Management	Sharon Hughes	15 minutes
	○ Receipt deposit process change		
	○ Custodian funds update		
	• Travel Agency/On-Line Booking Tool RFP Update	Meghann Suchomel	10 minutes
	• Guided Expense Tool (GET) update	Stefanie Merucci	10 minutes
	• SFS Upgrade testing update	Kerry Morgan	10 minutes
11:00 am	Purchasing Updates		
	• Strategic sourcing initiatives	Mike Hardiman	5 minutes
	• <u>Shop@UW</u> updates	Mike Hardiman	10 minutes
	• <u>Shop@UW</u> navigation/search tips	Mike Matschull	10 minutes
11:25 am	Other		
11:30 am	Adjourn		

Year-End Financial/Tax Information Requirements

Capital Equipment Tracking Tool

<http://www.bussvc.wisc.edu/acct/propcont/prophome.html>

Cash Management: Receipt Deposit Process Change

Financial Management Meeting



Cash Deposit Form

See Processing Instructions Below

Remit to: Bursar's Office, 333 East Campor Hall # 10501, Madison, WI 53715-1383

Prepared By: *Required* Department Name: *Required* Dept ID: *Required* Date Prepared: *Required*
 Phone No: *Required* E-mail Address: *Required*

Reason for Deposit:

CREDIT:

Dept (4 digit)	Fund (3 digit)	Proj # (4 digit)	Project (7 digit)	Revenue At (Revenue Mask)	Tax Code	County Tax Code Name	Deposit Amount or Grant Sale Enter as negative if annual	Description - REQUIRED FIELD (If using standard)	Check No. (optional- 10 digit max.)	PO No. or Reference No. (optional- 10 digit max.)	Voucher No. (optional- 10 digit max.)	Invoice No. (optional- 12 digit max.)
Total Deposit:							\$0.00					

No of pennies	<input type="text"/>	No of dollars	<input type="text"/>
No of nickles	<input type="text"/>	No of 5 dollars	<input type="text"/>
No of dimes	<input type="text"/>	No of 10 dollars	<input type="text"/>
No of quarters	<input type="text"/>	No of 20 dollars	<input type="text"/>
No of half dollars	<input type="text"/>	No of 50 dollars	<input type="text"/>
No of silver dollars	<input type="text"/>	No ov 100 dollars	<input type="text"/>

Total coins	<input type="text"/>	0.00
Total bills	<input type="text"/>	0.00
Grand Total for Currency	<input type="text"/>	0.00

CASH DEPOSITS ONLY

Approvals Required:		Received by Bursar's Office	
Department Signature	Date	Date	Initials

Remit to: Bursar's Office, 333 East Campor Hall # 10501, Madison, WI 53715-1383

Processing Instructions: <http://www.wisc.edu/sacct/instructions/sarlsr.html>

- The statutes require deposits must be made at least once a week.
- Any revenue deposits involving Funds 133, 233, 144, or 182 which use revenue codes other than 9090 or 9091, must be submitted to Research and Sponsored Programs located at 21 N. Park St., Suite 8401, Madison, WI 53715.
- Any deposit using account code 9090 or 9091 requires the program codes to be either 0, 1, 2, 3, 4, 6, 8, 9, F and it cannot be a program code R.
- If the check includes revenue for Fund 161, send to Cash Management, 21 N Park St, Suite 6101, Madison, WI 53715.
- If the check being deposited has a UW Madison logo and shows the following address: 21 N Park St, Suite 6301, Madison WI 53715, please "void" the check and send it back to Accounting Services File Room, 21 N Park St, Suite

After completing the form, please do the following:
 (a) Prepare in duplicate; one copy will be returned or your receipt if you provide Bursar with a return self-addressed campur envelope.
 (b) Endorse all checks "For Deposit Only to UW Madison Deposit acct 0226" followed by department name or coding.
 (c) Attach checks to form and deliver to Bursar's Office.
 (d) All receipt with checks and cash should be delivered to the Bursar's Office.

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Check Deposit Form

See Processing Instructions Below

Email to: Cash Management, 21 N. Park St. Suite 8184, Madison, WI 53745-1248

Prepared By: *Required* Department Name: *Required* Dept ID: *Required* Date Prepared: *Required*
 Phone No: *Required* E-mail Address: *Required* No. of Checks: *Required*
 Branch for Deposit:

CREDIT:												
Dept (5 digits)	Fund (3 digits)	Proj (4 digit)	Project (7 digits)	Sub ID (less or blank)	Account (4 digits)	Tax Code	County Tax Code Name	Deposit Account or Grant Sale <i>Enter as required (journal)</i>	Description - <i>REQUIRED FIELD</i> <i>(limit is 58 Characters)</i>	PO No. or Journal ID <i>(10 digits max.)</i>	Check No. <i>(10 digits max.)</i>	Issuing No. or Transfer ID <i>(12 digits max.)</i>
								Total Deposit:		\$0.00		

DRAFT
for checks only

10 characters maximum.
This field is not required.

Approval Required:				Approval Required:				Received by Cash Management			
Department Signatory	Date	Division/Dept's Office Signatory	Date	Date	Date	Date	Initials				

Email to: Cash Management, 21 N. Park St. Suite 8184, Madison, WI 53745-1248

<https://www.wisconsin.gov/cashmanagement>

1. Wisconsin State statutes (chap. 20.905) require all payments/receipts to be deposited within 5 business days. 2. Deposits involving Funds 132, 144, using revenue codes, must be submitted with a copy of the WISPER form to be reviewed and approved by Research and Sponsored Programs (RSP). 3. Deposits involving Fund 333, using revenue codes, must be submitted with a donor intent letter and gift routing form.	4. Deposit using account code 9050 or 9051 requires the program codes to be either 0, 1, 2, 3, 4, 5, 6, 9, P and it cannot be a program code R. 5. If the check being deposited has a UW-Madison logo and shows the following address: 21 N Park St, Suite 8201, Madison, WI 53715, please "void" the check and send it back to Accounting Services File Room, 21 N Park St, Suite 8201, Madison, WI 53715.
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Cash Management

Custodian Fund Web Site

<http://www.bussvc.wisc.edu/acct/policy/ca/capol.html>

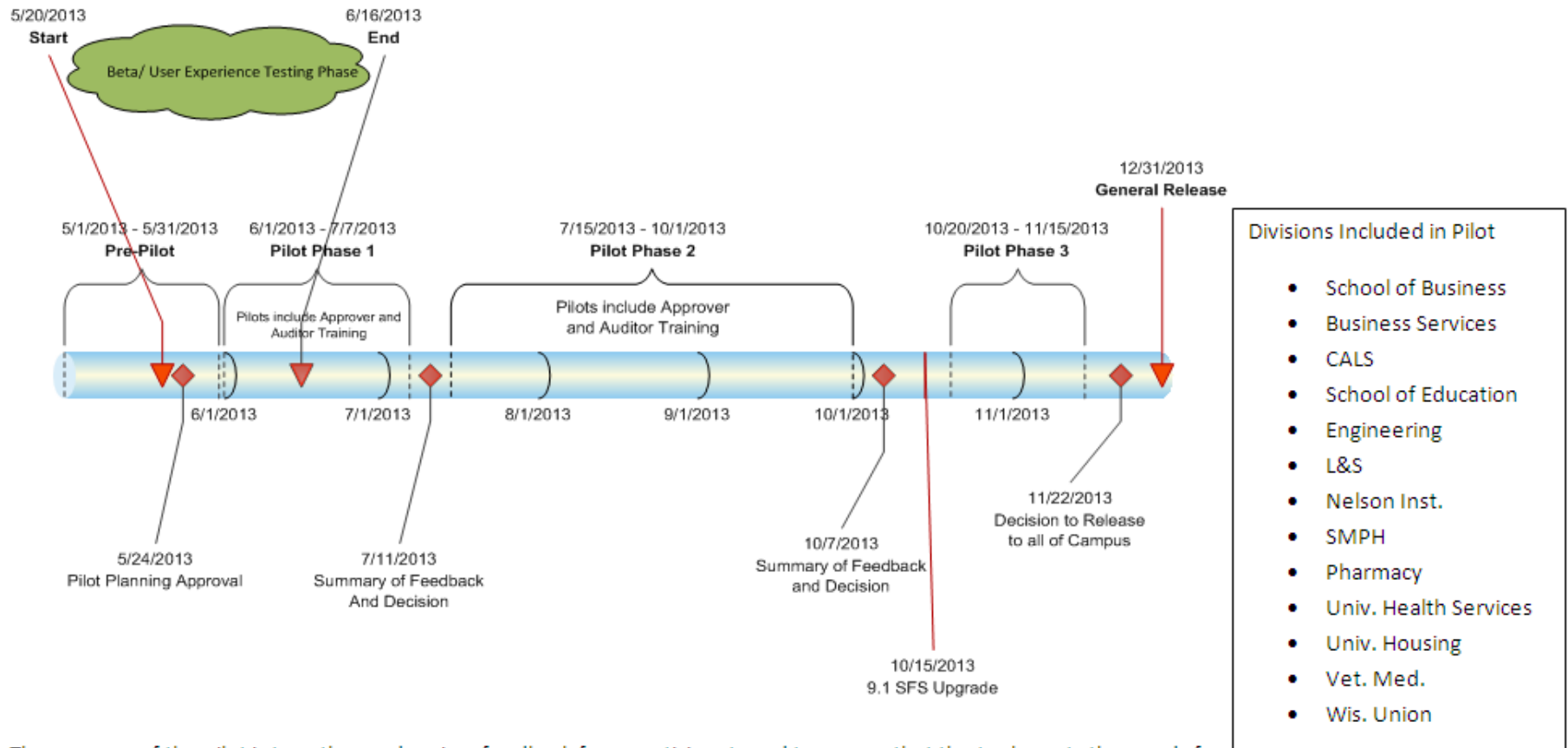
User Guide for Establishing and Maintaining Custodian Funds

<http://www.bussvc.wisc.edu/acct/CustodianFunds/custfund.html>

Travel Agency/On-Line Booking Tool RFP Update

Guided Expense Tool (“GET”) Pilot Summary

Objective: To provide an alternative user-friendly experience to e-Reimbursement for submission of travel and expense report.



The purpose of the pilot is to gather and review feedback from participants and to ensure that the tool meets the needs for submitting standard travel and expense reimbursement prior to full campus release. The pilot phases are targeted to impact the following users:

- Beta / User Acceptance Testing – 30 users
- Phase 1 – approximately 30 users
- Phase 2 – approximately 500 users
- Phase 3 – approximately 100 users

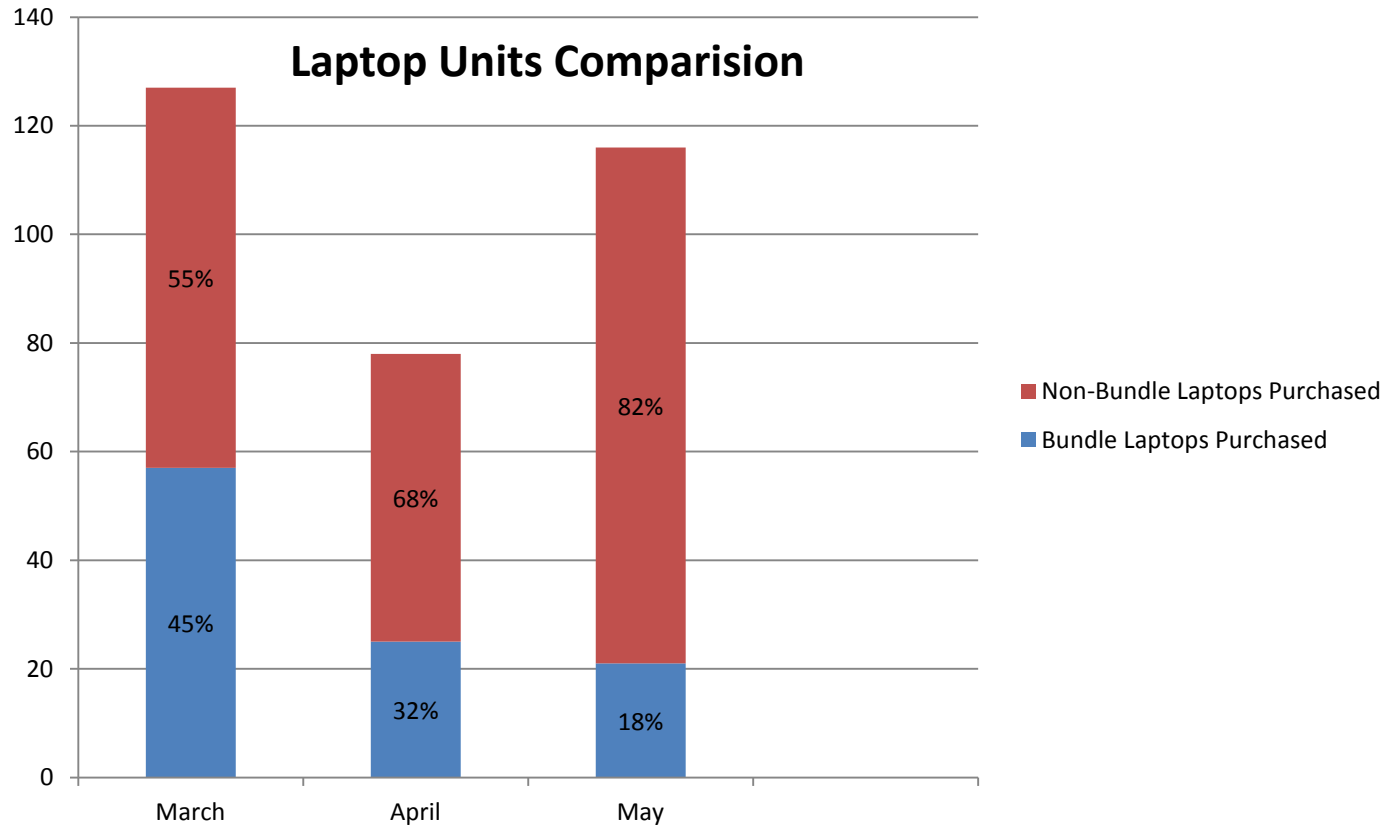
SFS Upgrade Testing Update

Strategic Sourcing Computer Bundles Acceptance Report

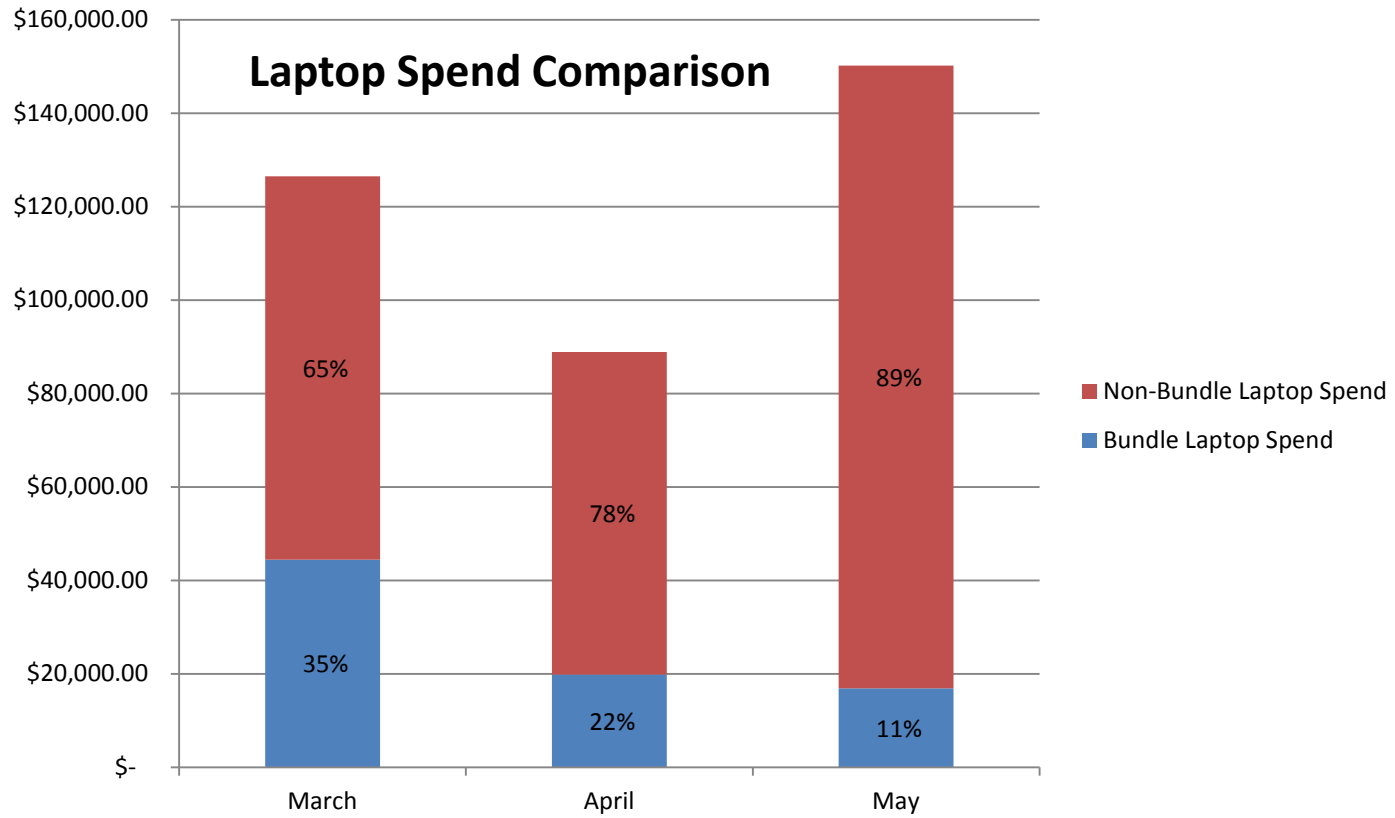


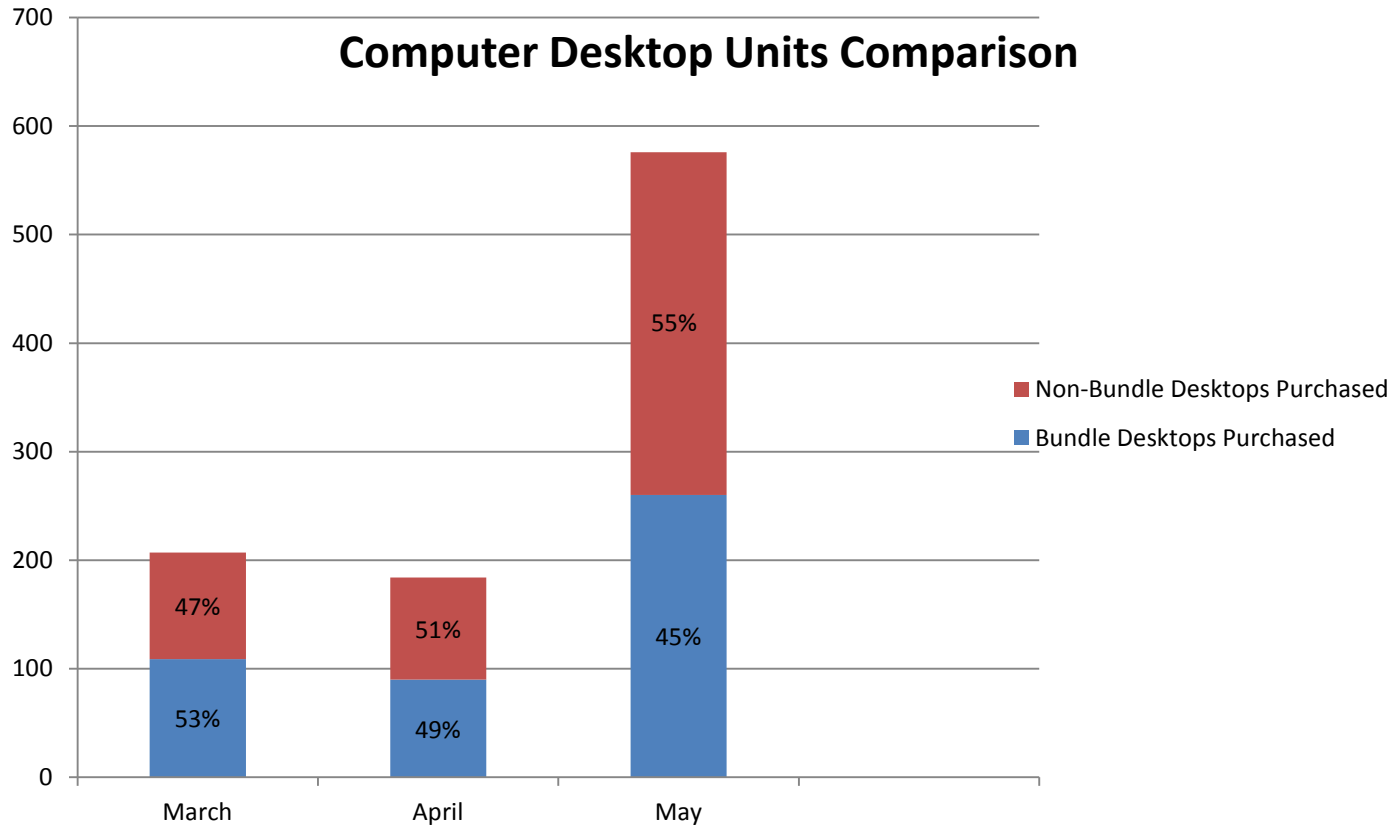
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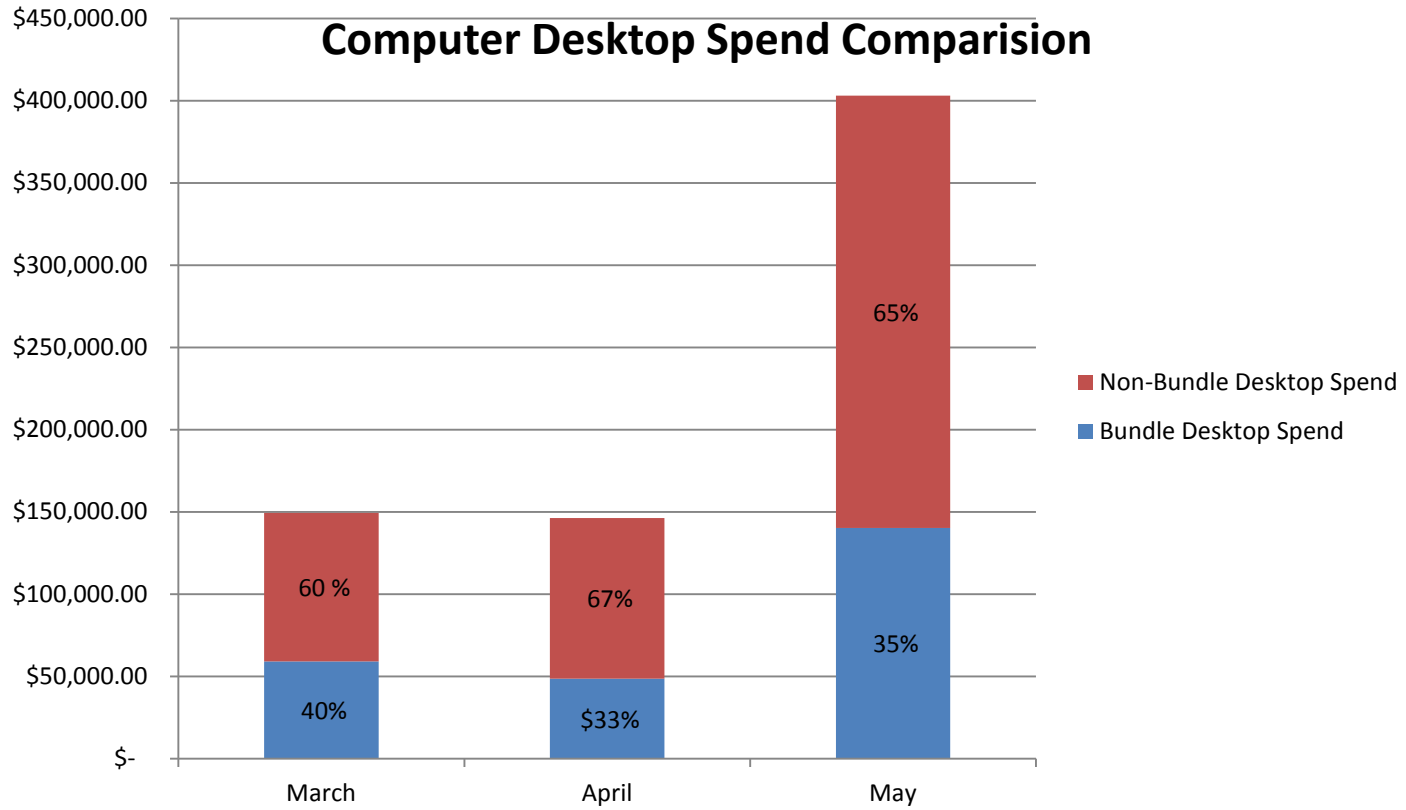


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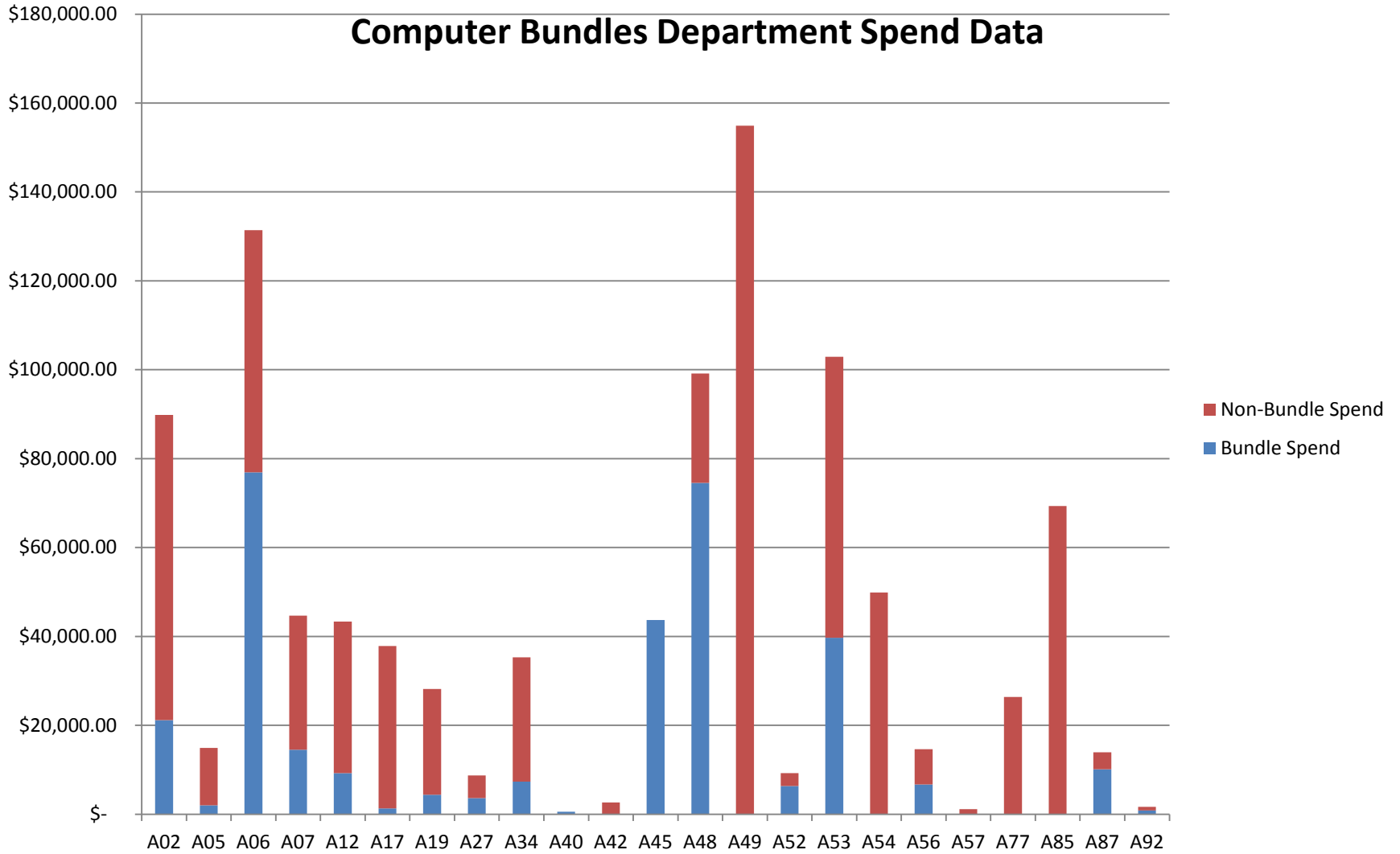




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A01	GENERAL EDUCATIONAL ADMINISTRATION	A53	SCHOOL OF MEDICINE AND PUBLIC HEALTH
A02	GENERAL SERVICES	A54	SCHOOL OF NURSING
A03	BUSINESS SERVICES	A55	PSYCHIATRIC INSTITUTE
A04	DIVISION OF STUDENT LIFE	A56	SCHOOL OF PHARMACY
A05	ENROLLMENT MANAGEMENT	A57	UNIV HEALTH SERVICES
A06	INFORMATION TECHNOLOGY	A63	OFFICER EDUCATION
A07	COLLEGE OF AGRICULTURAL & LIFE SCIENCES	A71	FACILITIES PLANNING AND MANAGEMENT
A10	DIVISION OF INTERNATIONAL STUDIES	A77	UNIVERSITY POLICE DEPARTMENT
A12	SCHOOL OF BUSINESS	A80	RECREATIONAL SPORTS
A15	CONSERVATION - M I S	A85	UNIVERSITY HOUSING
A17	SCHOOL OF EDUCATION	A86	UNIVERSITY OUTREACH
A19	COLLEGE OF ENGINEERING	A87	SCHOOL OF VETERINARY MEDICINE
A27	SCHOOL OF HUMAN ECOLOGY	A88	WIS VETERINARY DIAGNOSTIC LABORATORY
A34	GRADUATE SCHOOL	A90	STORE D
A37	INSTITUTE FOR BIOLOGY ED	A91	STUDENT LOANS
A40	GAYLORD NELSON INST ENVIRONMENTAL STUDY	A92	WID/MIR
A42	INTERCOLLEGIATE ATHLETICS	A93	DIVISION OF CONTINUING STUDIES
A45	LAW SCHOOL	A95	VETERANS BOOKS AND SUPPLIES
A48	COLLEGE OF LETTERS AND SCIENCE	A96	WISCONSIN UNION
A49	GENERAL LIBRARY	A97	GENERAL UNIVERSITY SPACE
A50	CTR FOR HLTH SCI-ADMINISTRATION	A98	UNIT-WIDE
A51	CTR FOR HLTH SCI-UNIVERSITY HOSPITALS	A99	STUDENT WORK-STUDY PROGRAM
A52	WISCONSIN STATE LABORATORY OF HYGIENE		

Shop@UW

<http://www.bussvc.wisc.edu/shopuw/shopuw.html>



Filtering Search Results Quick Reference Guide

SEARCH BY SUPPLIER

Follow these steps to limit an item search to a specific supplier in Shop@UW instead of searching across all possible hosted supplier catalogs.

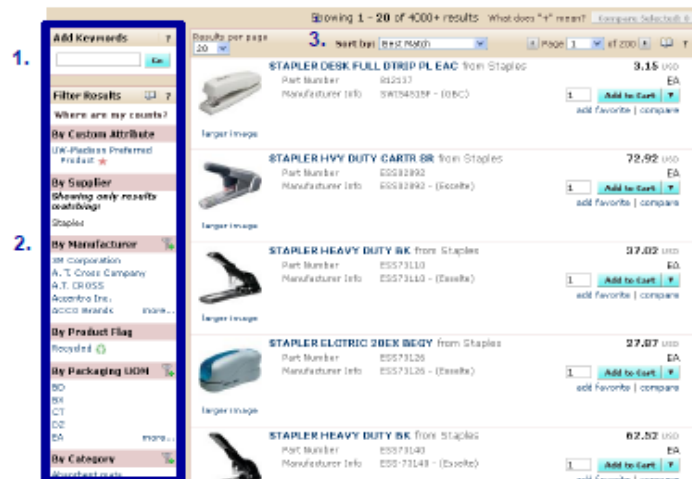
1. From the Home/Shop page, click on the icon for the supplier in the Shop at a Hosted Supplier Catalog section.
2. In this example, the shopper wants to search only the Staples catalog. When the Staples icon is selected, a pop-up window displays as shown below.
3. Enter the search criteria and then click the Search button **Search**.



FILTERS

Depending on the criteria entered, the search results that come back could number in the thousands. Use filters to narrow the search results further.

- Assume that in the example above the shopper searched for a stapler at Staples. The search for "stapler" returns over 4,000 results.
- As shown below, on the left-side of the screen, different filter options appear that can be used to refine search results further.



1. ADD KEYWORDS

- a. Add additional keywords to narrow search results further. For our example, add electric in the Add Keywords field and click the Go button **Go**.



- b. To remove a keyword, delete the keyword and then click the Go button **Go**.

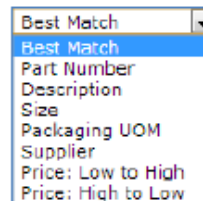
2. ADDITIONAL FILTER OPTIONS

Use additional filter options to refine search results further by supplier, manufacturer, product flag, packaging UOM (unit of measure), and category.

- a. To see additional options for any filter, click the "more..." link next to the filter.
- b. This example uses the *By Manufacturer* filter to see results for Staples and Swingline.
- c. To make more than one selection, click the "add filter" icon next to *By Manufacturer*.
- d. Select the checkbox next to each manufacturer to filter by.
- e. Select the Filter button **Filter**.
- f. The search results have now been narrowed significantly.
- g. Click the "decrease filter" icon to remove a selected filter.

3. SORT BY

- a. Select the **Sort by** drop down to sort the search results. The first 4,000 results are sorted.
- b. From the search result page, select the sort by drop-down menu. You will see a menu similar to the one below:



NOTE: The Price: Low to High and Price: High to Low sort options are only available if you have less than 200 search results. If you have more than 200 search results, you will have to refine your search further before using these options.

- c. Choose the appropriate sort by criteria.
- d. The search results are sorted by the selected criteria.

Find Shop@UW online at <http://www.shopuw.wisc.edu>.

2013 Financial Management Meetings

9:30-11:30AM

August 13, 2013

October 8, 2013

December 10, 2013

Grainger Hall

21 N Park Street

21 N Park Street