



WISCONSIN
UNIVERSITY OF WISCONSIN-MADISON

Financial Management Meeting

August 11, 2015

Agenda

Welcome & Introductions

Internal Control Update

Martha Kerner

30 minutes

Meeting/Conference Expenses & Uniform Guidance

Jennifer Rodis

15 minutes

Pcard On-line Refresher Training and Certification

Meghann Suchomel

10 minutes

Travel Update

Rusty Haines

5 minutes

Expense Reimbursements Charged to UW Foundation

Rusty Haines

10 minutes

Accounts Payable Process Change

Liv Goff

15 minutes

Fund Balance Reporting

Dan Langer

10 minutes

General Q&A



Internal Control Update

<http://bussvc.wisc.edu/intcntrls/intcntrls.html>



Purchasing Card Refresher Training

- WHY?
 - Training was developed as a response to audit findings from a 2014 purchasing card review done by UW System Administration.
- WHO?
 - All current purchasing cardholders and site managers
- WHAT?
 - Mandatory online annual refresher training on the use of the purchasing card (not replacing in-person training for new cardholders/site managers)
- WHERE?
 - The course will be accessed from the Purchasing Card Training page at <http://www.bussvc.wisc.edu/acct/purchcd/tabtraining.html>.
- WHEN?
 - Course will be available beginning September 1st
 - Course must be successfully completed by November 30th to remain eligible for card program.



Refresher Training Details

- Qualtrics
- Format:
 - Slides with text and links to useful information
 - Pop-quizzes throughout to assist with review
 - 6-question final quiz – must achieve 100% correct in order to remain eligible for the purchasing card program
- Completion of the course will be tracked internally with friendly reminders to ensure completion



Accounts Payable Updates

- New Supervisors
- Call for Pick-up
 - Non Standard Forms
 - Cover Sheet for Batches
 - CP in upper right corner of individuals or a few



Fund Balance Reporting



General Q&A



Thank you for attending.

Future Financial Management Meetings

Rooms 1106 & 1108, 21 N Park Street

9:30 am - 11:30 am

2015

October 13

December 8

2016

February 11

April 14

June 16

August 11

October 13

December 15

