

Financial Management Meeting

December 10, 2013



WISCONSIN
UNIVERSITY OF WISCONSIN-MADISON

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)

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)
 - Engineering Mall (Eng. Hall, Eng. Centers, Eng. Research, Mat. Sci. & Eng.)
 - AOSS Building
 - Police Department
 - EH&S
 - Veterinary Medicine (Vet Med, Vet diagnostic lab)

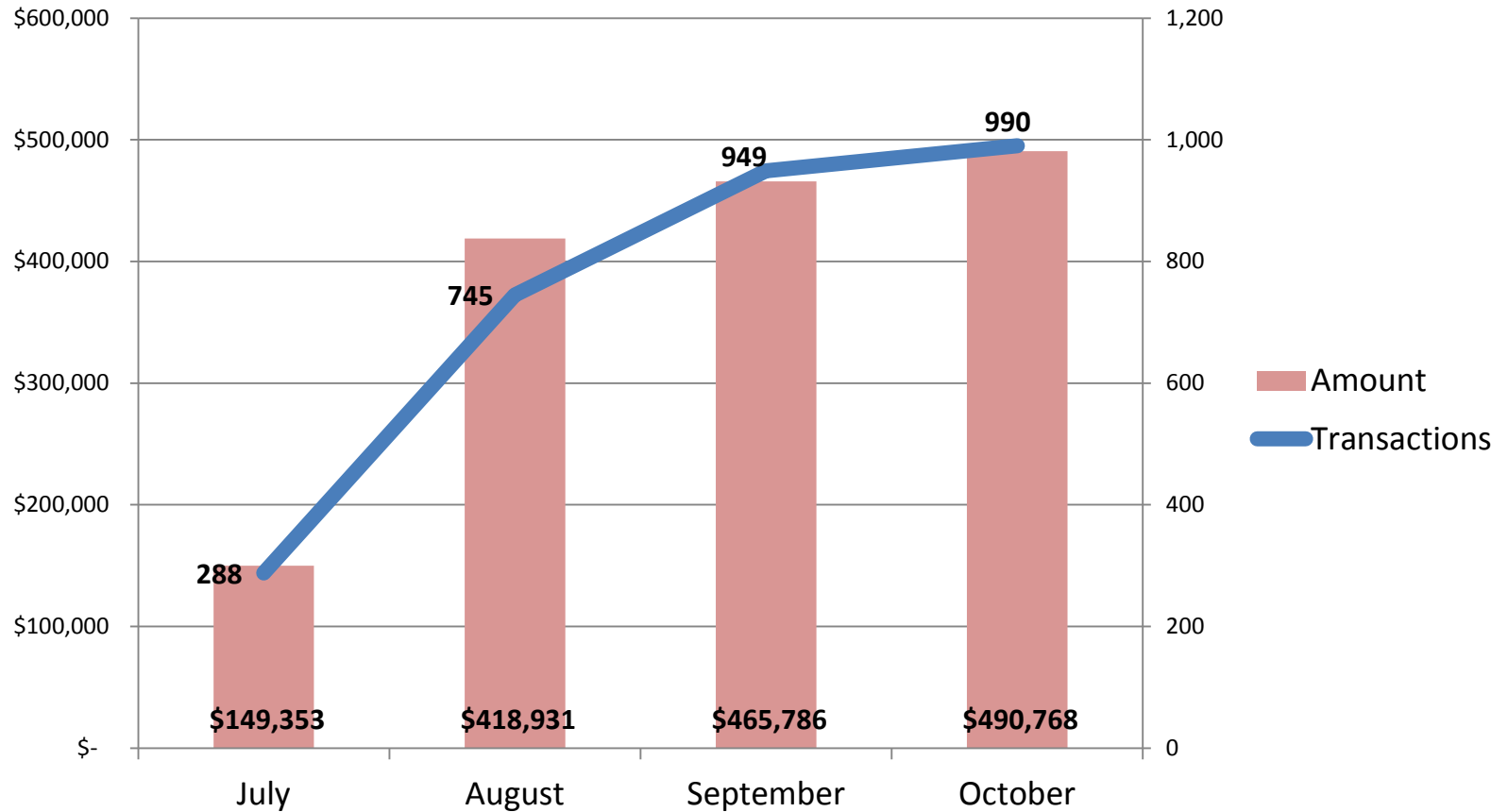
- This week (December 9th – 13th)
 - Chamberlin Hall
 - Chemistry
 - Sterling Hall
 - Computer Science
 - Animal Science Area (Animal Science, Livestock lab, Poultry Lab, etc...)

Card Program

Access Online

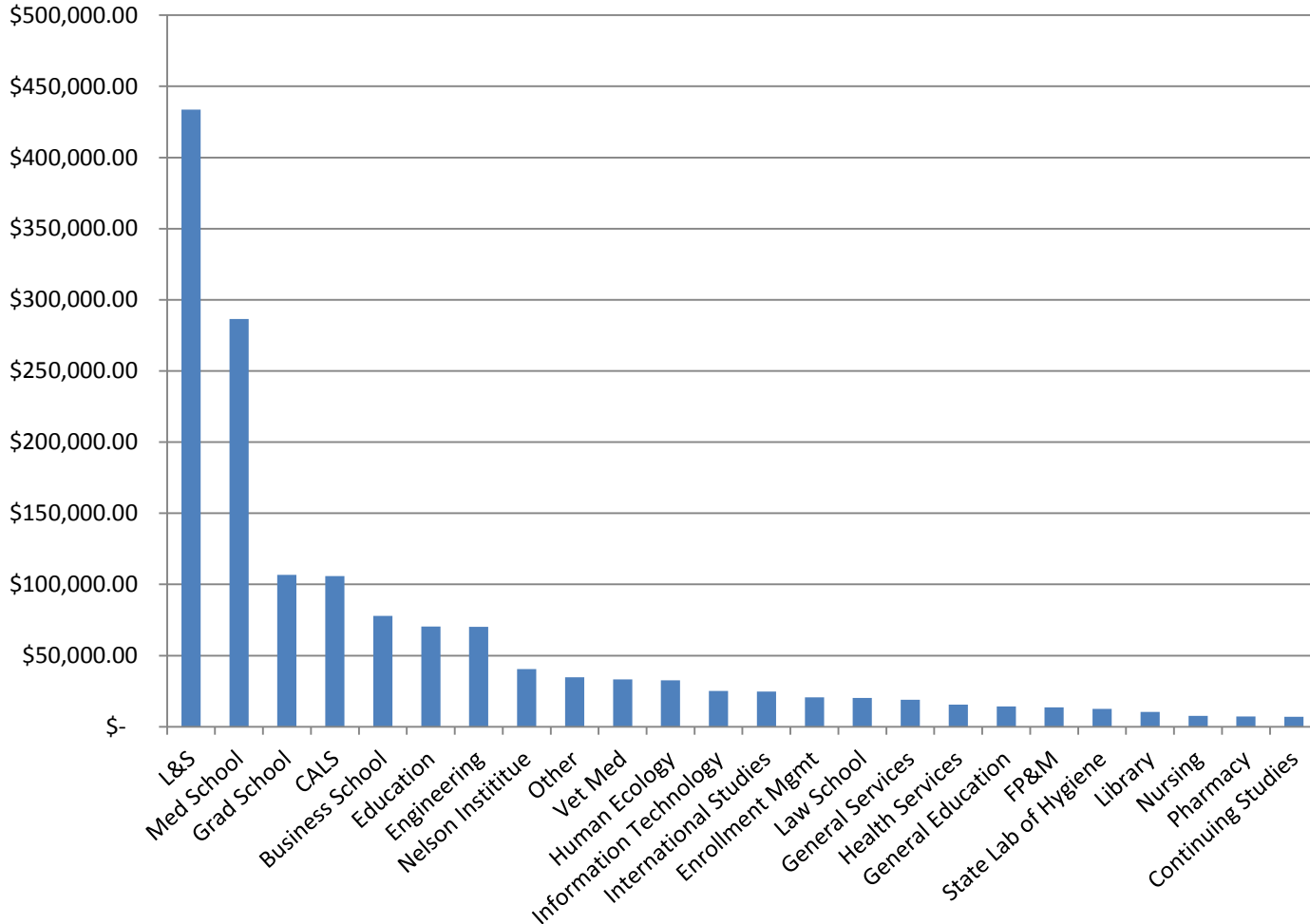
Travel – Concur Update

Concur/FWT Transactions FY 2014



Travel – Concur Update

Concur/FWT By Division FY14



Travel – Guided Expense Tool (GET)

Pilot Summary & Background

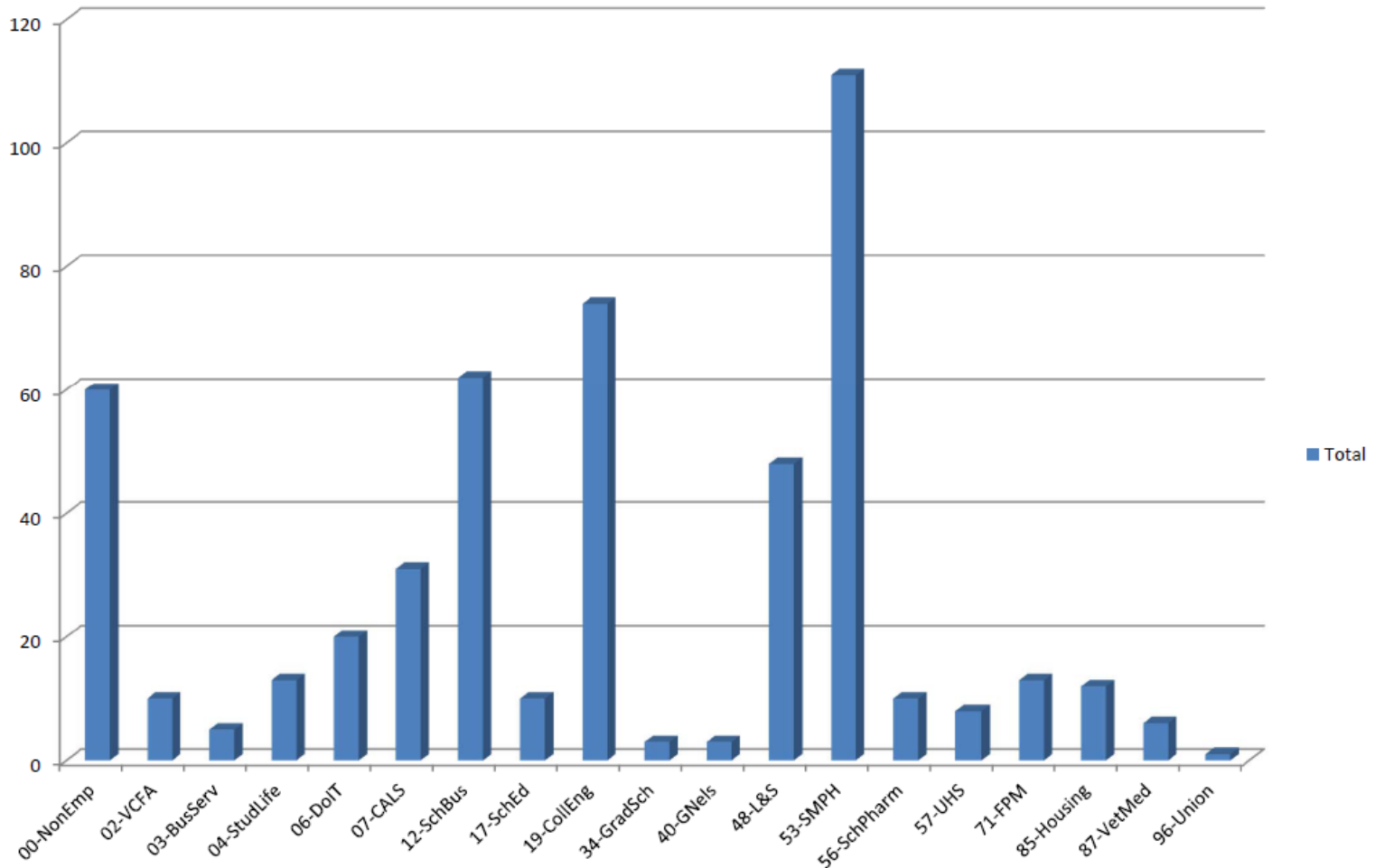
Original goal: To provide an alternate interface for infrequent and/or dissatisfied travelers

- 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>

Cash Management – Receipt Deposit Process Change

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



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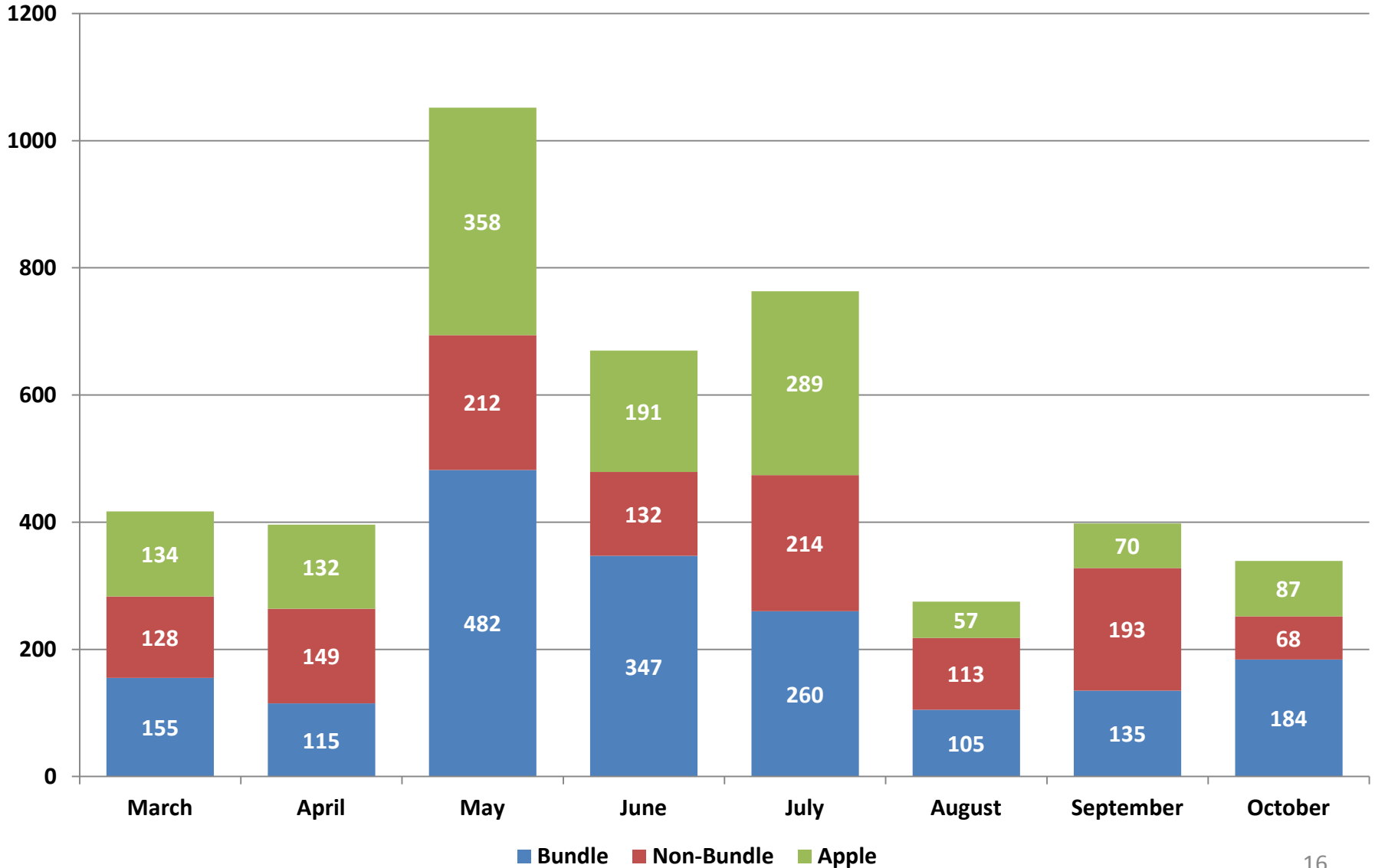
Dell PC Computer Bundle Change*

Device type	Model	Pre-negotiation Price	Negotiated Bundle Price	Cost savings
14" laptop	Latitude E5430	\$ 918	\$ 749	\$ 169
15" laptop	Latitude E5530	\$ 918	\$ 749	\$ 169
12" laptop OLD	Latitude E6230	\$ 1,189	\$ 889	\$ 300
12 " laptop NEW	Latitude E7240	\$ 1,324	\$ 949	\$ 375
Desktop standard	OptiPlex 7010 DT	\$ 672	\$ 549	\$ 123
Desktop Minitower	OptiPlex 7010 MT	\$ 672	\$ 549	\$ 123
Desktop Small Form	OptiPlex 7010 SFF	\$ 672	\$ 549	\$ 123

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

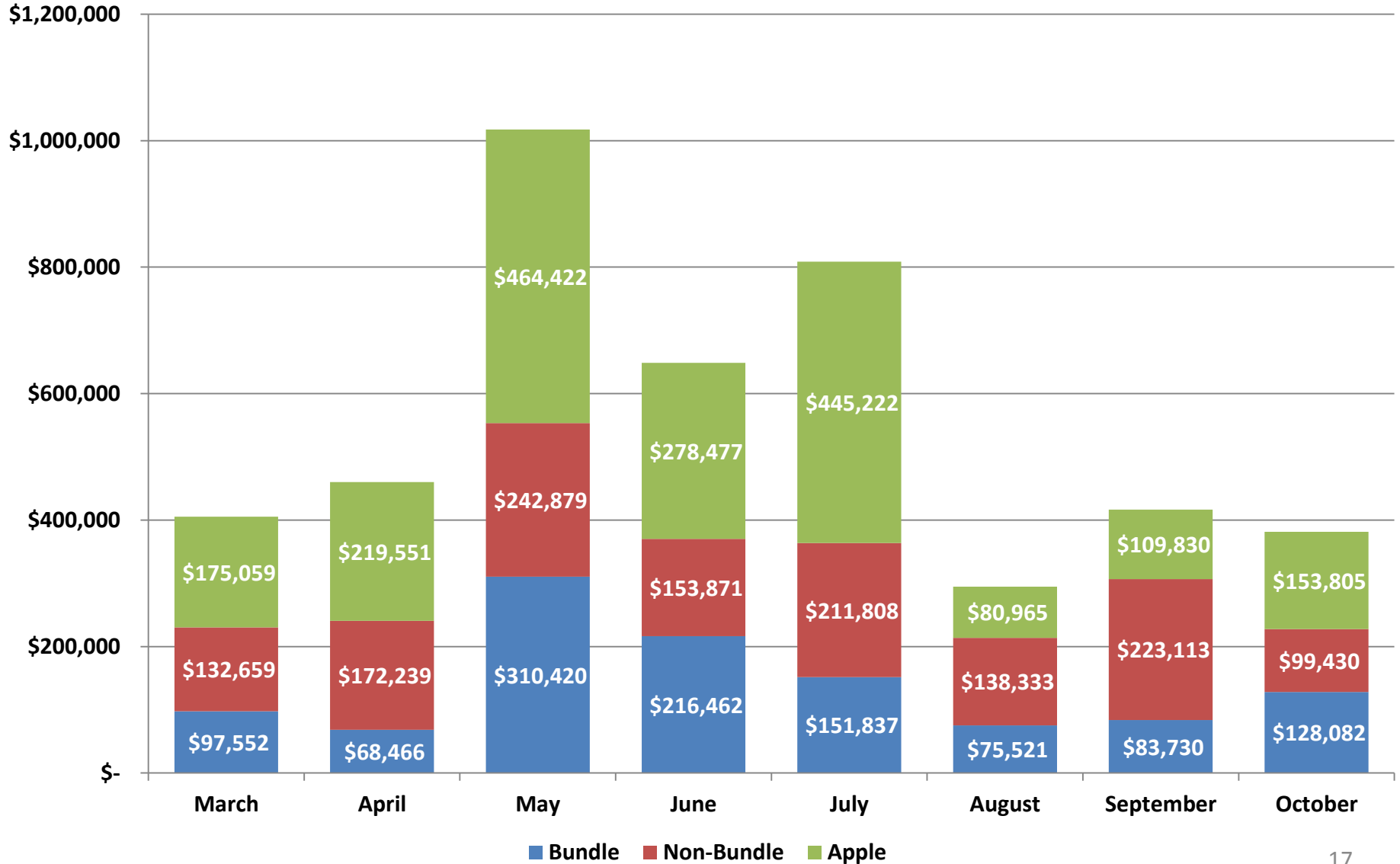
Computer Bundle Purchases

Total Bundles = 1,800 Non-Bundles = 2500



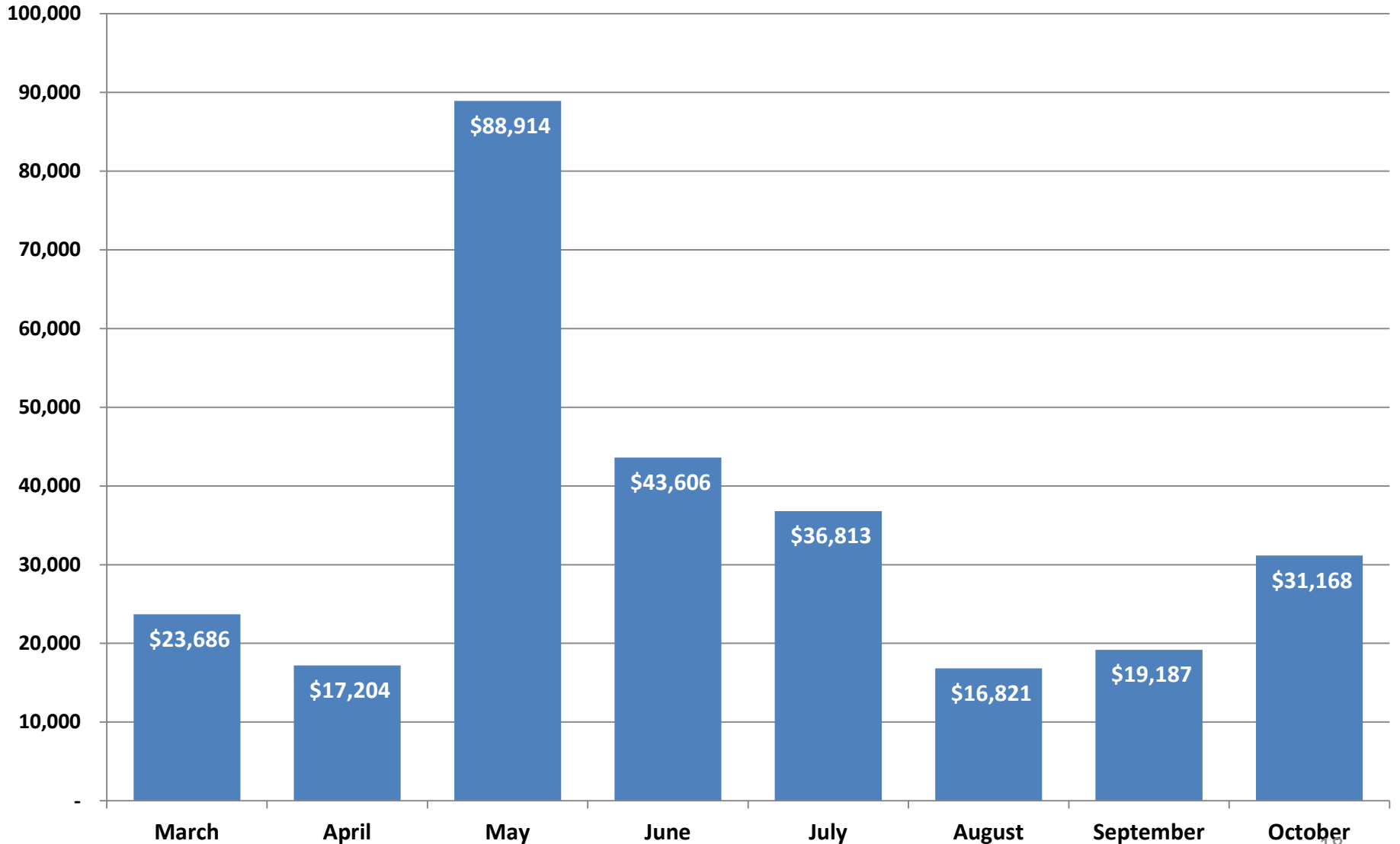
Computer Bundle Expenditures

Bundles = \$1.1 million Non-Bundles = \$3.3 million



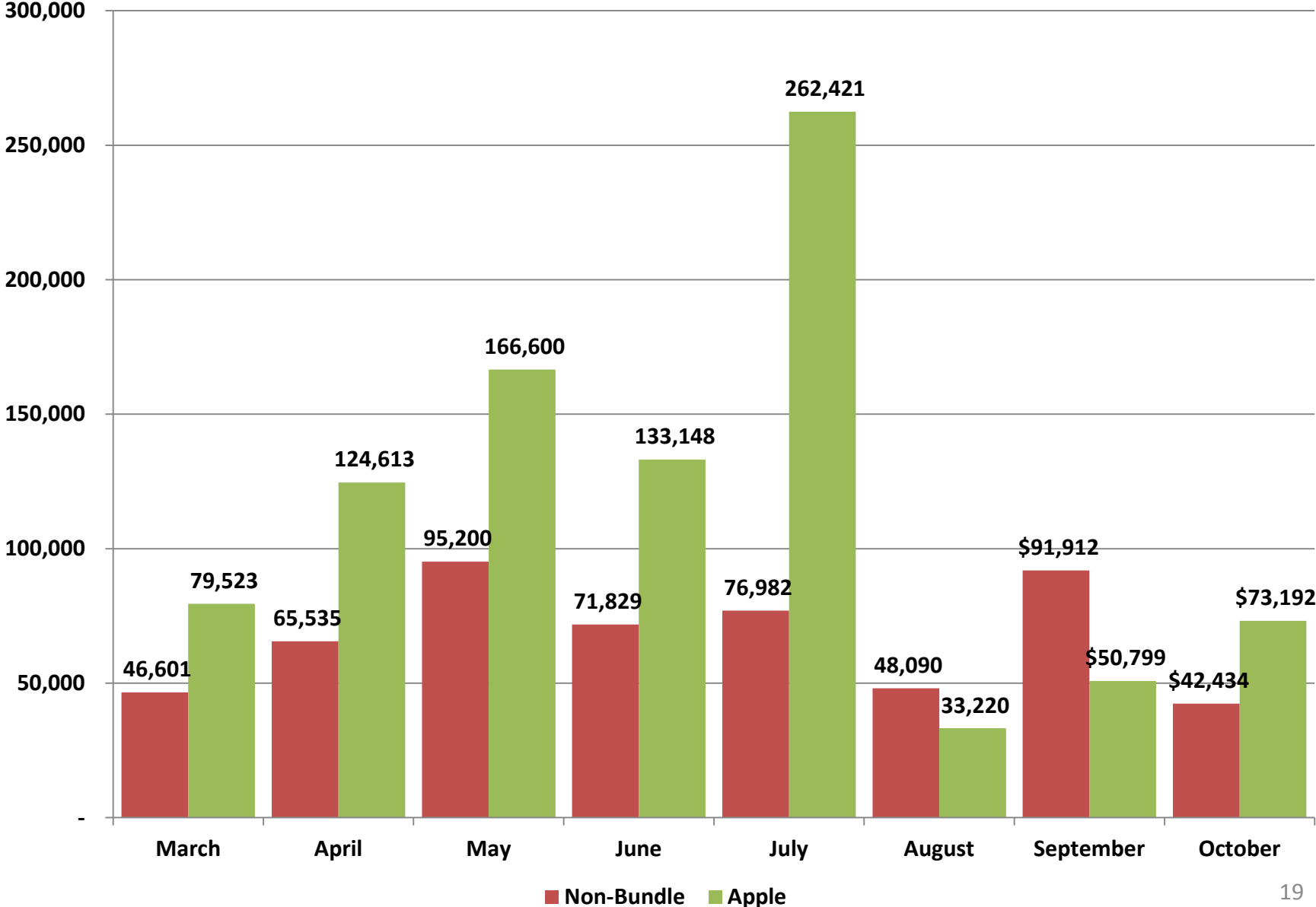
Savings on Computer Bundle Purchases

Total = \$277,000



Potential Savings Had a Bundle Been Purchased

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



Remanufactured and New Toner Cartridges Purchases

Sep. 15 – Nov. 30, 2013

	Quantity	Expenditures
EIS Remanufactured	987	\$ 28,781
New (OEM)	3,107	\$ 293,009
Total	4,094	\$ 321,790

Savings and Potential Savings

	Quantity	Expenditures	Savings	Potential Savings
EIS	987	\$ 28,781	\$ 89,066	—
New	1,888	\$ 221,209	—	\$ 148,702

Top Model Price Comparison

Catalog Number	Staples	EIS	Discount
HEWCE505A	\$ 73	17	77%
CE278A	65	13	81%
CE410A	74	40	46%
Q6470A	121	29	76%
HEWCC531A	99	24	76%
HEWCC530A	101	73	28%
CC532A	99	24	76%
HEWCC533A	99	24	76%
CE412A	100	39	61%
CE411A	100	39	61%

Shop@UW Interface Upgrade

- Tuesday, January 14th 2014
- Only navigation is changing
 - Shopping, searching, and other functionality remain the same
- Navigation Options Quick Reference Guide (today's handout) available at:
<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 16th 2014, Room 5045 at 21 N Park St.
 - Shop@UW Open Lab Help Session
 - January 16th 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