## Agenda

<table>
<thead>
<tr>
<th>Topic</th>
<th>Speaker</th>
<th>Duration</th>
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<tr>
<td>Welcome &amp; Introductions</td>
<td>Dan Langer</td>
<td>5 minutes</td>
</tr>
<tr>
<td>Purchasing Card &amp; Events Policy Update</td>
<td>Rusty Haines</td>
<td>15 minutes</td>
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<tr>
<td>Gift Policy &amp; Procedure Changes</td>
<td>April Cook</td>
<td>20 minutes</td>
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<tr>
<td>Custodian Funds System &amp; NR Number Generator</td>
<td>Rochelle Cushman</td>
<td>15 minutes</td>
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<td>Shop@UW Overhead Cost Recovery</td>
<td>Dan Purcell</td>
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<td>WISER</td>
<td>Susie Maloney</td>
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<td>Enterprise Fleet Management System Update</td>
<td>Jeff Karcher</td>
<td>5 minutes</td>
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Purchasing Card and Events Policy Update

Rusty Haines
Travel and Cards Program Supervisor
Accounting Services
Purchasing Card Program Update

• Purchasing Card mass reissue and elimination of designated use is deferred from 12/31/17 to allow time to:
  • Address additional Purchasing Card Internal Control observations
  • Pilot and implement Department Purchasing Card Program (see below)

• Reminder: No new designated users may be authorized effective 5/8/17.

• Department Purchasing Card was approved by DOA October 5
  • Would be a Visa Card issued by US Bank and supported by Access Online and distinct from Purchasing Card and Corporate Credit Card programs.
  • Pilot testing and analysis is required prior to full campus implementation; targeted to begin January 2018.
  • DOA has required a full review of the Department Card after the program has been operational for one year.
Purchasing Card Program Update
Department Purchasing Card

• Issued to Departments – Department name on card – Departments can have multiple cards.

• Must have Site Manager and Division Financial Officer approval to receive a Department Card.

• Each card is assigned a Department Card Administrator (DCA)
  • DCA must be an employee of the UW (no students/no student employees)
  • DCA will have an assigned Site Manager
  • DCA is personally responsible for all Department Card activity and requirements
  • DCA’s Site Manager is personally responsible for review/reconciliation of all Department Card activity

• A transaction activity log is required to track the location and use of the card. All other card rules apply (e.g. supporting documentation, business purpose, funding allocation).
Gift Policy and Procedure Changes

April Cook
Gifts Manager
Accounting Services
Use of WFAA Gift Funds Policy
Gift Acceptance & Use Procedures

Published December 2017:
• Use of WFAA Gift Funds Policy 131
• Gift Acceptance Procedure 131.1
• Gift Use Procedure 131.2

These publications replace the Chancellor’s memo dated November 1, 2011
Use of WFAA Gift Funds Policy
Gift Acceptance & Use Procedures

Key highlights:

• Five gift criteria remain the same
• No changes to process for depositing gift funds at WFAA nor for requesting gift funds from WFAA for use
• Note that gift funds are allowed to be deposited on campus in certain circumstances
• Guidance provided in Gift Use Procedure for fundraising events
Gift in Kind Policy & Procedure

Published December 2017:

• Gift in Kind Policy 130
• Gift in Kind Procedure 130.1

These publications replace the RSP memo dated July 19, 1983
Gift in Kind Policy & Procedure

Key updates to process of accepting a Gift in Kind:

• Complete and forward a Gift in Kind Routing Form prior to taking custody of the item(s) being donated
  ✓ Certain donations facilitated through WFAA, see Policy 130
• Additional informational fields have been added to Routing Form for capital equipment items valued at $5,000 or more
• Accepting department will provide a copy of Donor Acknowledgement Letter to Gift Management once issued
Gift Policy & Procedures

Documents and resources can be found on Gift Management page of Accounting Services web site:  
http://www.bussvc.wisc.edu/acct/gifts/gifts.html

Gift Management training is being developed

Contact April Cook with Questions: giftmgt@bussvc.wisc.edu
Custodian Funds System and NR Number Generator

Rochelle Cushman
Cash Management Supervisor
Accounting Services
Custodian Funds System

New Cash Management system mainly for internal tracking purposes of Custodian Funds
NR Number

Current NR Number
- NR followed by a maximum of 7 digits (letters or numbers)
- Identifier for all types of Custodian Funds

NEW NR Number
- NR followed by 7 numbers
- Unique identifier for all types of Custodian Funds
- NR Number Generator for campus departments
NR Number Generator

• To be used for all future Custodian Fund requests
• Campus departments will need to generate an NR number to be used on all paperwork for opening any type of Custodian Fund. 
  ➢ The generated NR number will then be used on all paperwork for the Custodian Fund type that is opened.

Link for NR Number Generator:

https://www.busserv.wisc.edu/custfundsys/NR-Numbers
NR Number Generator

- On the NR Numbers page, click Create NR Number

- Select Department from drop down.
NR Number Generator

- You can start typing the department ID when you have the drop down selected, so you don’t have to scroll through the entire list.
- If the UDDS is not listed, please contact Cash Management via cstdnfnd@bussvc.wisc.edu and ask us to add the UDDS to the Custodian Funds System.

Financial Management Meeting – December 12, 2017
NR Number Generator

- Click the Create NR Number button

- Unique NR Number will be generated
Custodian Funds Training

Next Training Sessions

Thursday January 11th @ 9 am

Tuesday February 6th @ 9 am

Thursday March 8th @ 9 am

Tuesday April 3rd @ 1 pm
Cost Recovery Methodology
A New Approach

Dan Purcell
Financial Program Manager, MDS/SWAP
Agenda

I. Overview of Shop@UW
II. Current State – MDS Cost Recovery
III. Why Change the Cost Recovery Methodology
IV. Future State – MDS Cost Recovery
V. Impact on the End User
Overview of Shop@UW

- Provides users with an efficient method to order and pay for commonly purchased products
- MDS account used to charge SFS directly for purchases using default funding
- Features negotiated contract prices and terms (e.g. no sales tax, free shipping* & returns, next day delivery, consolidated billing)
- Easily accessible order history & transactional detail

*some exceptions apply to certain vendors
## Types of Products

### Scientific and Laboratory Supplies
- Eppendorf
- IDT
- Promega
- RAININ
- Fisher Scientific
- Rainin Scientific

### Office Supplies
- STAPLES
- ITS

### Facilities and Trades Supplies
- MDS Warehouse
- ANIXER
- Airgas
- Fastenal
- Grainger
- Kranz
- Logic
c

### Computers and Information Technology Supplies
- Dell
ARE YOU PREPARED FOR FISCAL YEAR END 2017?

As we approach Fiscal Year End 2017 you will need to be aware of important deadlines for year-end processing.

June 16, 2017

- All purchases made through Shop@UW and the MDS Verona warehouse must be placed by end of business day on June 16, 2017, to ensure that the charges are applied to FY17 funding.
- Please keep in mind that even if orders are placed by June 16, any potential back-orders may be delayed and could be billed in FY18.
- Orders placed after June 16, 2017, may or may not be billed to FY17 depending on product receipt date and potential back-order status.
Shop@UW Resources

• Shop@UW Training and Tutorials
  – http://www.bussvc.wisc.edu/shopuw/tutorials.html
  – Download PDF’s
  – Watch video
  – Available upon request

• Tools for MD account setup and revision
  – http://www.bussvc.wisc.edu/shopuw/account.html

• Shop@UW customer service
  – Phone 608-497-4400
  – Email shopuw@bussvc.wisc.edu

• Vendor Contact, Return, and Shipping Info
  – http://www.bussvc.wisc.edu/shopuw/contact-vendors.html
MDS Cost Recovery
Current State

• All pricing displayed on Shop@UW is negotiated competitively at the time contracts are awarded.

• In addition to competitive pricing vendors provide negotiated discounts or rebates to MDS for eCommerce support and services. (i.e. Prompt Payment, Batch Processing, Customer Management, electronic invoicing etc.)

• Vendor rebates and discounts are collected and retained by MDS and are used to cover operating expenses. (MDS Facilities, Trucks, Drivers, Jaggaer software, etc.)

• The amount of these rebates and discounts are not disclosed to the customer.
Why Change the Cost Recovery Methodology?

• Federal interest in whether allocations of costs and discounts related to purchases have been applied according to federal cost accounting standards

• Federal regulations are in place to ensure that federal awards are not overcharged for internal services compared to other sources of funding
  – Institution may not discriminate between assessment of costs for supporting activities related to federal awards and costs for supporting activities related to non-federal funding sources
  – Cost allocation must be designed to recover only the aggregate cost of the services provided

• UW-Madison currently differs from peer institutions in recovering costs for eCommerce operations by using vendor discounts and rebates

• Biennial review of operating expenses will likely result in rate adjustments
MDS Cost Recovery

Future State

• Vendor pricing on Shop@UW remains negotiated by contract.

• In accordance with Federal rules, all vendor discounts and rebates will be passed on to the customer. These discounts and rebates will be applied directly at the point of purchase.

• MDS will recover its operating costs by applying an overhead cost recovery rate that has been calculated for each vendor.

• This new funding model will provide a more stable source of funding for eCommerce at UW-Madison and improves transparency of the Shop@UW purchasing process.
Current State - Final Cart Review

Final Cart Review for MD00062

NOTE: Hover over the vendor number to see the vendor name.

<table>
<thead>
<tr>
<th>Vendor</th>
<th>Item</th>
<th>Description</th>
<th>Unit Price</th>
<th>Qty</th>
<th>Qty Avail.</th>
<th>Total Price</th>
<th>Delete?</th>
</tr>
</thead>
<tbody>
<tr>
<td>15194</td>
<td>125328</td>
<td>Sharpie Fine Point Permanent Markers, Black, 12/pk (30001)</td>
<td>$5.15</td>
<td>2</td>
<td></td>
<td>$10.30</td>
<td>X</td>
</tr>
<tr>
<td>83074</td>
<td>24WG11</td>
<td>Adhesive Transfer Tape Acrylic 2 mil</td>
<td>$185.18</td>
<td>1</td>
<td></td>
<td>$185.18</td>
<td>X</td>
</tr>
<tr>
<td>135967</td>
<td></td>
<td>CPLCCT-SLM COMPRESSION TOOL</td>
<td>$78.42</td>
<td>1</td>
<td></td>
<td>$78.42</td>
<td>X</td>
</tr>
</tbody>
</table>

Subtotal: $273.90

If you wish to continue shopping, select Store Lobby and navigate from there. If your order is complete, please select Continue to Shipping Info.
Future State – Final Cart Review
Future State - “Click Here for more detail”

<table>
<thead>
<tr>
<th>Vendor</th>
<th>Item</th>
<th>Description</th>
<th>Qty Avail.</th>
<th>Unit Price</th>
<th>Qty</th>
<th>Discount</th>
<th>OCR Fee</th>
<th>Total Price</th>
<th>Delete?</th>
</tr>
</thead>
<tbody>
<tr>
<td>15194</td>
<td>125328 Sharpie Fine Point Permanent Markers, Black, Dozen Box</td>
<td>$5.15</td>
<td>2</td>
<td>$(0.62)</td>
<td>$0.62</td>
<td>$10.30</td>
<td>X</td>
<td></td>
<td></td>
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<tr>
<td>63074</td>
<td>24WWG11 Adhesive Transfer Tape Acrylic 2 mil</td>
<td>$185.18</td>
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<td>$(7.41)</td>
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<td>$(1.57)</td>
<td>$2.85</td>
<td>$79.70</td>
<td>X</td>
<td></td>
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</tr>
</tbody>
</table>

Subtotal: $279.13
### Estimated savings of $66,000 over the course of the fiscal year.

### More than 50% of all Shop@UW spend is with Fisher and VWR.
• Estimated additional cost of $28,000 over the course of the fiscal year.
• Over 72% of all Shop@UW spend is with Grainger, MDS Warehouse, and Crescent.
MDS Cost Recovery

• Users will benefit from increased transparency regarding the costs associated with Shop@UW services and how those expenses are allocated.

• MDS is working with Business Services leadership to plan for improvements in procurement strategy and tools, in partnership with colleagues at UW System and UW Milwaukee, and with the help of Huron through their ERP Assessment of the Shared Financial System.

• While other methodologies were considered, this was the only viable option that promotes equitable contribution from all funding sources.
Questions / Feedback
WISER

Susie Maloney
Financial Information Reporting
Interim Director
Accounting Services
What is WISER?

- WISER is a modern, web-based Enterprise Reporting tool that has been developed by DoIT for all campuses in the UW System.
- WISER contains financial and demographic data from SFS, HRS and certain legacy transactions presented as online reports and transactional line detail.
- Currently department, expense, transaction, and payroll reports are available.
- In the future project, AP/PO, and funding validation searches will be available.
- WISER will be implemented using a phased rollout approach with the Department Search, Transaction Search, and Payroll Reports going live in mid-December.
- Don’t Worry! WISDM isn’t going away yet!
WISDM vs WISER

WISER offers a toned down, sleek, more user friendly interface for reporting and transactional data searches.
WISER gives users the ability to add tiles to the home screen for quick and easy saved searches and fewer clicks when navigating.
WISER Department Search

- WISER combines WISDM Department Search and Department Rollup
  - Includes fund filtering based on GPR, Non-GPR, or all funds
What’s New?

• Multi-year searches display up to five years of expenses
• Expense Categories: Financials Summary, Personnel, Purchasing, and Expense Reports
  • Streamlined look and feel
  • More intuitive drill down slider to adjust detail level
• Scope Up feature allows users to jump up one level or straight to the Division level when they select the Department Tree
WISER includes Multi Year reporting capabilities for Department Searches
WISER Payroll Search

- Use the Salaries & Encumbrances search to find salary and commitments for a selected employee or department.
- Can select to display salaries only, fringes only or both salaries and fringes.
- Results will be for fiscal year identified in upper right hand corner.
WISER Payroll Search

• Results of search will open in new page. To edit search, click on the looking glass icon.

• Results will provide the Total Amount Paid for the Fiscal Year, the begin and end dates of the encumbrance, the pay year, Original Encumbrance Amount, Liquidated Amount and Encumbrance Balance.
• The journal ID appears at the top of the window with header information below
• If there are attachments they will be located in the new Attachments section
• Click Export to Excel to open the journal lines in an Excel spreadsheet
WISER Transaction Search

- Use the Transaction Search to find specific transactions by Fund, Department, Journal ID, Project or many other criteria.
- Click the More Options link to open even more search criteria.
WISER Access/WISDM Main Menu During Transition

- WISER Access through WISDM
Training Options

• Large group informational sessions in December
• WISER training will replace WISDM training beginning January

- WISER Info Session 12/08/2017 1-2:00PM Biochem 1211
- WISER Info Session 12/20/2017 10-11AM Biochem 1211
- WISER Training 1/12/2018 1-3:30PM Room 5041, 21 N Park St
- WISER Training 2/16/2018 1-3:30PM Room 5041, 21 N Park St
- WISER Training 3/14/2018 1-3:30PM Room 5041, 21 N Park St

➤ Sign Up for the above at https://www.talent.wisc.edu/Catalog/Default.aspx under Business Services Topics

• Offering additional WISER Training Session in January and February
• A new WISER section will be available on the Accounting Services website with materials and information
• Departments can request a training for their area as needed
Tentative Timeline

December 2017
• Department, Payroll, and Transaction Searches go live

February 2018
• AP/PO Searches go live

April 2018
• Project Searches go live
Enterprise Fleet Management System (EFMS) Update

Jeff Karcher
Director
Risk Management
Enterpise Fleet Management System (EFMS)

- 8000 plus individuals authorized in the new system.
- Reminder, to register go to https://fleetportal.wi.gov/my.policy for registration.
- Note - Working with DOA on follow-up to number of issues with the EFMS.
- Call or email with questions 262-8925, jeff.karcher@wisc.edu
Thank you for attending.

Future Financial Management Meetings
Rooms 1106 & 1108, 21 N Park Street
9:30 am - 11:30 am

February 13, 2018  ●  April 10, 2018  ●  June 12, 2018  ●  August 14, 2018

October 9, 2018  ●  December 11, 2018

Happy Holidays