



**WISCONSIN**  
UNIVERSITY OF WISCONSIN-MADISON

# **Financial Management Meeting**

## **April 28, 2014**

# Agenda

- |            |  |  |
|------------|--|--|
| 9:30 a.m.  | Welcome & Introductions                |  |
| 9:35 a.m.  | Accounting Services Updates            |  |
|            | • Year-End Accounting Matters          | Susie Maloney/Jose Carus (5 mins)                |
|            | • P-card System Conversion             | Dan Langer/Steve Carrola/Yvonne Quamme (10 mins) |
|            | • Guided Expense Tool (GET) Update     | Rusty Haines/Stefanie Merucci (5 mins)           |
|            | • DP/PIRs Sign-In/Drop-Off             | Liv Goff (5 mins)                                |
|            | • Cash Balance Forecasting Q&A         | Dan Langer (5 mins)                              |
|            | • Internal Control Project Update      | Dan Langer (5 mins)                              |
|            | • Multi-Factor Authentication          | Susie Maloney (5 mins)                           |
|            | • NACUBO Virtual Training              | Dan Langer (5 min)                               |
| 10:20 a.m. | Service Center Year End HRS Matters    | Colleen Kerl/Sue Adams (25 mins)                 |
| 10:45 a.m. | Purchasing Updates                     |  |
|            | • Purchase Order Rollover              | Kerry Morgan (5 mins)                            |
|            | • Academic Support Services Agreements | Crescent Kringle (10 mins)                       |
| 11:00 a.m. | Q&A                                    |  |
| 11:30 a.m. | Adjourn                                |  |

# Year-End Accounting Matters

## Changes to the Year End Time Table

<http://www.bussvc.wisc.edu/acct/FINAL2014Year-endTimetable4-25-2014.pdf>

- Last Day for Salary Cost Transfers  
June 18<sup>th</sup>, 2014
- Last Day for UWMSN IUJs  
July 3<sup>rd</sup>, 2014
- Last Day for JET (JRB and JRT) & NSCT in Cost Transfer Tool
  - July 6<sup>th</sup>, 2014
  - Transactions posted on 7/4 and over the weekend will be batched on Sunday night (7/6) and appear in WISDM Monday Morning (7/7)

# P card System Conversion

- Implementation deferred to August, 2014
- Issues being addressed by US Bank
  - Client side validation is a critical priority being addressed by US Bank hoping to be addressed in May
  - Custom Statements level III detail
  - Full views on the transaction management screen expected to be addressed in May
- Training likely will be scheduled for late July/early August
- Rollout would be targeted for completion prior to the start of the fall semester

# Guided Expense Tool “GET”

The Guided Expense Tool “GET” was developed in response to campus requests for a more intuitive tool for submitting travel and expense reimbursement.

## Pilot Activity

- June through December 2013
- 700 Unique users
- 1,100 Expense reports submitted
- High customer satisfaction reported at the end of the pilot
  - 96% of Traveler & Alternates who responded to the survey would recommend GET to their colleagues

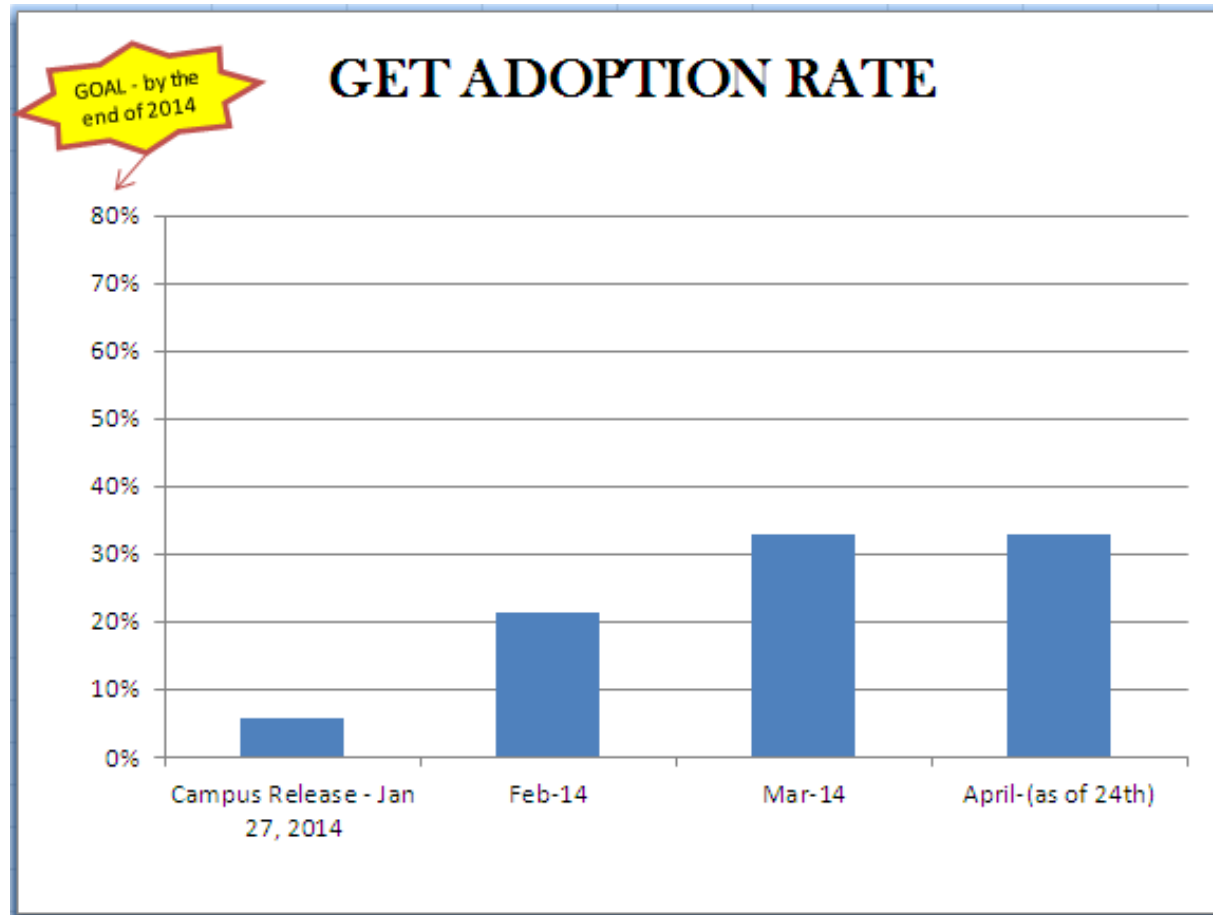
## Primary Goals

### **Timely Submission of Expense Reports**

Expense reports are submitted within 60 days of the last day of travel. On average in FY14, 11% of all expense reports are currently submitted after 60 days.

### **80% Adoption Rate by the end of 2014**

# Guided Expense Tool “GET”



## Current GET usage

- Over 3,500 Unique users
- Over 5,200 Expense reports submitted

# Guided Expense Tool “GET”

## Ongoing Development

### Recent Changes

- Added Business Purpose of Student Travel
- Dates before the departure date are allowed but dates after the return date are not allowed
- Out-of-state travelers coming to Wisconsin, the Billing Type was originally set to in-state. This was changed so that out-of-state is selected for the Billing Type when travelers are coming to Wisconsin but are from another state.
- Meal expense language was changed from “Add Meal” to “Add Daily Meals”
- Fleet vehicle was added as a vendor to the Car Rental expense type instead of being a question up front
- Copy button “error” fixed

### In Process

- Ability to import My Wallet transactions from My Corporate Card
- Ability to view the “Status” of reports in GET
- Fox World Travel/Concur is being added as a vendor to the Travel Agent Fee expense type
- Ability for Alternates to work on expense reports that their Traveler created
- Auto-Lo mileage rate is being removed as an option for non-employee profiles
- Vehicle and Registration categories are able to be selected for non-travel related reports

# Guided Expense Tool “GET”

Get reimbursed at: <https://get.wisc.edu>

Feedback welcome: [getfeedback@lists.wisc.edu](mailto:getfeedback@lists.wisc.edu)

Information on GET demo's at: <http://www.bussvc.wisc.edu/acct/train.html>

Need Help? Contact Stefanie at: [smerucci@bussvc.wisc.edu](mailto:smerucci@bussvc.wisc.edu)



# Travel and Cards

Going forward, if you have requests or questions for members of the Accounting Services Travel and Card team, please contact the following individuals:

***Purchasing Card/Corporate Card Programs:*** [Meghann Suchomel](#) or [pcard@bussvc.wisc.edu](mailto:pcard@bussvc.wisc.edu)

- Note: Yvonne Quamme will continue to be the main contact during the procurement card conversion from PVS Net to Access Online and also will continue to be the primary contact for the duration of the pilot.

***Concur/Fox World Travel:*** [Yvonne Quamme](#)

***e-Reimbursement/GET:*** [Stefanie Merucci](#)

In addition you can contact any member of the Travel and Card team via email at [uwtravel@bussvc.wisc.edu](mailto:uwtravel@bussvc.wisc.edu) and your email will be answered within 24 hours.

We hope this clarification of responsibilities will enhance our ability to provide outstanding customer service and will make the Travel and Card Area an even more effective campus partner.

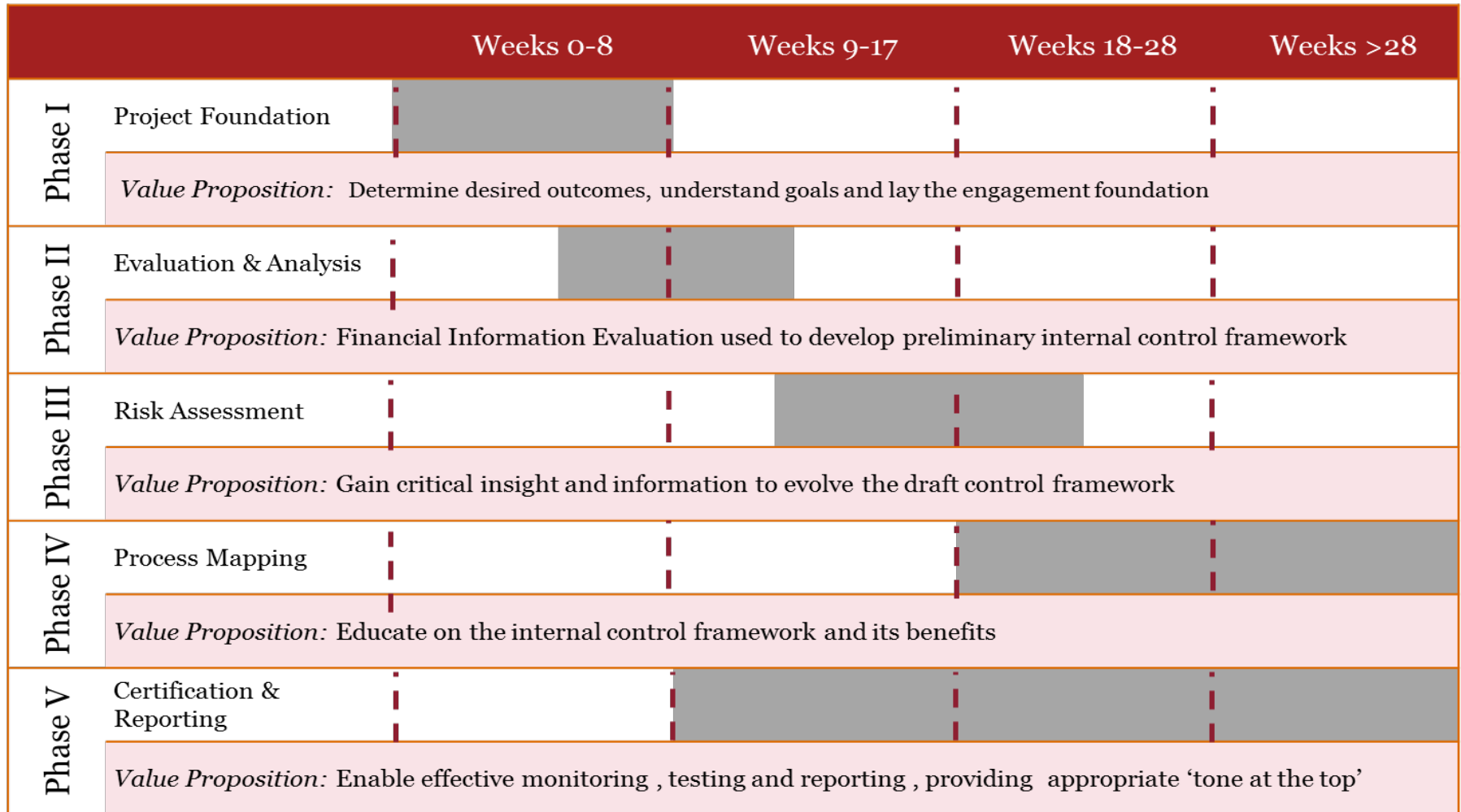
Please feel free to contact [Rusty Haines](#) if you have any questions.

# Cash Balance Forecasting

- Major GPR and PR Funds (101, 128, 131, 136, 150 and 189); Five categories
  1. *Academic Student Fees*: This category includes all cash balances on separately budgeted Fund 131 programs, all cash balances on Fund 189 for credit extension programs, and all Fund 101 carryover.
  2. *General Operations*: This category includes all Fund 136 cash balances.
  3. *Auxiliary Enterprises*: This category includes all Fund 128 cash balances.
  4. *Federal Indirect Cost Reimbursement*: This category includes all Fund 150 cash balances.
  5. *All Other Unrestricted Program Revenue*: This category includes a variety of relatively small specific-purpose program revenue appropriations.
- Explanations should be provided for all positive or negative estimated year-end fund balances. Additionally, for positive estimated year-end fund balances, the explanations should identify the amounts committed by contract, encumbrance or DSF (Division of State Facilities) building project.
- Questions regarding the *Academic Student Fee* or *Federal Indirect Cost* categories, contact Tim Norris (263-4707) in the Budget Office
- Questions regarding the *General Operations* and *Auxiliary Enterprises* categories contact Donna Halleran (265-3443) in the Office of Auxiliary Operations Analysis.
- **Forecasts are to be submitted to [dlanger@bussvc.wisc.edu](mailto:dlanger@bussvc.wisc.edu) by May 2, 2014**

# Internal Control Project Update

## *Proposed Project Plan*



**DRAFT**

# Multi-Factor Authentication

## What is it?

- Multi-Factor Authentication (MFA)
  - Enhance sign-on authentication for SFS
  - In addition to the traditional user name and password, One time Password (OTP) will be required
  - Two options – Key Fob or Smartphone App

Key Fob (RECOMMENDED)



Smartphone App



# Multi-Factor Authentication

## Who Will Need a OTP Device?

- Any SFS users that has a SFS security role other than the following:
  - UW\_EX\_Employee
  - UW\_Wisper\_User
  - UW\_DYN\_PO\_WORKFLOW
  - UW\_EX\_Approver
  - UW\_EX\_PrepayAuditor
  - UW\_EX\_ExpenseAnalyst
  - UW\_EX\_NCAAReview
- Received my E-mail on 4/22/2014?
  - You have a role that requires OTP

## When will OTP be required?

- DoIT Staff: May 6<sup>th</sup>, 2014
- Rest of UWMSN: June 3<sup>rd</sup>, 2014

# Multi-Factor Authentication

## How to Get your OTP Device

- Step One - Request:
  - Log onto: <https://uwdigitalid.wisconsin.edu/>
  - Follow instructions outlined in 4/22/2014 e-mail
- Step Two - Retrieve:
  - Attend one of the distribution sessions
  - Will need two forms of I.D.
    - WisCard and one other Governmental issued ID

<b>Fob Distribution/Activation Sessions</b>		
24-Apr	8:00 AM - 12:00 PM	Agricultural Hall Room 250
28-Apr	12:00 PM - 4:00PM	Health Sciences Learning Center Room 2158
1-May	8:00 AM - 12:00 PM	21 North Park Room 1108
5-May	1:00 PM - 3:00 PM	Memorial Library Room 124
8-May	8:00 AM - 12:00 PM	780 Regent St Room 212
12-May	12:00 PM - 4:00 PM	Grainger Hall Room 1070
15-May	12:00 PM - 4:00 PM	21 North Park Room 5045
22-May	8:00 AM-12:00 PM	Bascom Hall, Room 99
29-May	8:00 AM - 12:00 PM	Veterinary Medicine Room 2259

# Multi-Factor Authentication

## How to Exchange Current OTP Device:

- No request needed
- Two Options:
  - Attend a distribution session
  - Contact a Madison LRA (Local Registration Authority)
    - DoIT Techstore, 1210 W Dayton St
    - 21 North Park, Room 5060
- Bring ONE form of ID and unwanted device
  - Knowledge Base Document:  
<https://kb.wisc.edu/helpdesk/page.php?id=33241>

# NACUBO Virtual Training

**FASB Update** - Hear about FASB agenda items relevant to higher education.

## **Wednesday, May 14**

Session Broadcast: 12:00 - 1:15 pm ET

Speaker Q&A: 1:15 - 1:30 pm ET

**Affordable Care Act and How it Translates to Higher Education** - This session explains compliance imperatives with specific implications for higher education.

## **Thursday, May 15**

Session Broadcast: 12:00 - 1:00 pm ET

Speaker Q&A: 1:00 - 1:15 pm ET

**The Confluence of Internal Audit, Compliance and Risk Management** - This session covers the process of bringing together diverse areas within a complex environment to achieve meaningful and efficient integration between internal audit and departments.

## **Thursday, May 15**

Session Broadcast: 1:45 - 3:00 pm ET

Speaker Q&A: 3:00 - 3:15 pm ET

**Washington Update** - While Congress remains divided on key issues, the agencies have moved forward on a number of initiatives. Learn about upcoming rule changes and other Obama administration initiatives.

## **Friday, May 16**

Session Broadcast: 12:00 - 1:00 pm ET

Speaker Q&A: 1:00 - 1:15 pm ET

**Data Mining/Fraud Detection**- Are you drowning in a sea of digital data? In this session, participants will learn what data to analyze, what specific relationships to look for within a data set and what the results of those analytics mean.

## **Friday, May 16**

Session Broadcast: 1:45 - 3:00 pm ET

Speaker Q&A: 3:00 - 3:15 pm ET





# Madison FMM Presentation

## April 28, 2014

*The Service Center Mission is to provide "best in class" HRIS and customer service to support the effective management of the University of Wisconsin System's Human Capital at the highest value.*

# Fiscal Year End – Getting Started

FYE testing began in March

- Testing March – July payrolls
- Testing also includes
  - Budget Import & Funding Rollover
  - Encumbrance Reversal
  - Encumbrance Initialization
  - Direct Retros (salary cost transfers)

Contact Sue Adams if

- Interested in participating with testing
- Have questions or specific scenarios that need testing
- [sjadams2@uwsa.edu](mailto:sjadams2@uwsa.edu)

Check the FYE mail list to ensure correct people are receiving updates

- <https://uwservice.wisc.edu/directories/index.php?institution=&division=&dept=&groups=&lists=39&mode=position>
- Send requests for mailing list updates to [uwsccommunications@sc.wisc.edu](mailto:uwsccommunications@sc.wisc.edu)

# Fiscal Year End Communications

## FYE Communication Methods

- Finance/FYE Website <https://uwservice.wisc.edu/administration/finance.php>
- Email from Service Center Communications Team
  - Depending on subject content, communications will be sent to:
    - FYE Mail List
    - Campus HRS Site Leads
    - Controllers
    - Communications Leads
    - Campus/Divisional Payroll & Benefits Coordinators
    - Campus CBOs
    - Budget Officers
    - UW Madison FMM group
- Hot Topics Wislines
  - Topics announced in advance so appropriate representatives can participate
  - Currently Scheduled for April 29 and June 10
- Weekly Affinity Group Calls – campus specific for HR and payroll/benefit coordinators (as needed)
- Campus specific meetings
  - HRS Coordinators
  - FMM Meetings

# Fiscal Year End Key Dates

March 15	FYE Testing Began
April 1	Dual year edits available
May 17 or May 24(tbd)	Short Work Break Job Data Row Insert
May 31 – June 1	Unclassified Pay Plan Job Data Row Insert
June 6-8	Budget Import
June 9-13	Funding Rollover
June 9-13	Encumbrance Full Reversal
June 18	Salary Cost Transfers (SCTs) processed through Cost Transfer Tool for FY 2014 must be fully approved by June 18 to guarantee entry into FY 2014. After this cutoff date, SCTs will be processed as time permits
June 20	Final 2014UNC06 Monthly Calc and Confirm
June 20	Classified Pay Plan Job Data Row Insert
July 3	Final 2014BW06B Biweekly Calc and Confirm
July 7-11	Encumbrance Initialization Process
July 14	First day Salary Cost Transfers entered in the Cost Transfer Tool will be posted in FY 2015
July 17	Final 2014BW07A Biweekly Calc and Confirm
July 24	Final 2014UNC07 Monthly Calc and Confirm
August 26	Return from Short Work Break, C-Basis Pay Plan Job Data Row Insert

20 **All dates tentative and subject to change**

# Fiscal Year End – What's New?

## Not Much!

- SFS Upgrade Implications
  - New Error Messages
  - Funding is now budget checked for some project funding – Produces “Budget Does Not Exist” error
  - Funding Edit checks are more stringent
  - We are hopefully nearing resolution for complex funding entries on funding entry page
- We anticipate some edit checking on funding rollover – Department ID, project expiration
- To ensure proper sequencing, Finance Team will coordinate Job Data row insertion for:
  - Pay Plan
  - Short Work Break
  - Other Job Data entries

# Fiscal Year End Best Practices

- Ensure that all employees Fiscal Year 2014 funding has been updated through 6/30/2014
- Be aware that other HRS activities and their timing impact FYE
  - Pay Plan
  - Summer Prepays
  - Short Work Break
  - Job Data Changes
- C-Basis employees with prepaid insurance must have funding continuously in place over the summer to fund benefit payments, even though no salary is paid
- Submit salary cost transfers/direct retros now to avoid year end processing crunch
- Service Center is working to reduce salary cost transfers/direct retros due to default/suspense funding caused by:
  - Work Study setup
  - Off cycle paychecks
  - Calendar year end payroll, many a result of off cycle paychecks
  - Summer Prepaid Fringes because funding was not setup
  - New hires/rehires/transfers at start of each semester

# FYE - How Funding Is Populated

## Manual Funding Entry

- Most accurate method of funding entry
- Recommended for complex funding entries (e.g., more than 4 funding lines)
- Optimal funding entry date is no more than 30-60 days in advance due to potential subsequent Job Data entries

## Budget Import

- Project numbers must be included where applicable, otherwise budget import fails for that employee

## Funding Rollover

- Convenient, but allows greater potential for future funding issues because rollover is artificially forcing system to insert data
- Mass Job Data row insertions (such as pay plan) in combination with funding row insertions require specific sequencing actions
- Only active employees have funding rolled over
- Only active department and projects will be rolled over

# FYE - How Funding Is Populated, cont'd

## Department Level Funding

- Rolled over from previous fiscal year
- Recommended best practice is that each appointing department be setup with a department level funding
- Department level funding is generally intended to serve as a “stop gap” measure to prevent transactions that stop payroll processing for all employees at all campuses and to quickly identify payroll funding aberrations
- Recommend using a funding that is likely to remain valid for a period of several years in the future
- The Funding Edit Error Inquiry Report and the No Appt-Level Funding Report are intended to proactively identify transactions that are being charged to department level funding while a payroll is in calc



# FYE – Payrolls That Cross Fiscal Years

## Payrolls that cross FY14 / FY15

- 2014BW07A payroll for bi-weekly employees (6/29/14 – 7/12/14)
- 2014UNC07 V-Basis and S-Basis monthly payroll (A-Basis does not cross fiscal year)

## Correct funding is extremely important for all employees on these payrolls

- Salary cost transfer processing for current fiscal year may no longer be available
- Funding as of June 30 is used for funding rollover

# Payrolls That Cross Fiscal Years - Biweekly

## Biweekly Pay Schedule Classified and Student Hourly

Pay Period	Pay Run ID	Pay Period	Pay Date
Jul A	2014BW07A	06/29/2014 - 07/12/2014	07/24/2014

Crosses Fiscal Year

### Fiscal Year 2014:

- Populates funding for 6/29/2014 - 6/30/2014 of 2014BW07A pay period
- Funding is for 2/7 of Week 1 payroll if employee has an active appointment on 6/29/2014, even if employee did not actually work on 6/29 or 6/30
- A FY 2014 funding entry with an effective date of 6/29/2014 is needed if FY 2015 funding changes from FY 2014 funding if the entire 2014BW07A pay period should be charged to the new FY 2015 funding
- Entire pay period will be posted to FY 2015, whether or not funding is changing between fiscal years

### Fiscal Year 2015:

- Populates funding for 7/1/2014-7/12/2014 of 2014BW07A pay period
- Funding is for 5/7 of Week 1 payroll plus Week 2 payroll, if employee has an active appointment as of 7/1/2014

Funding Chart Fields Are Setup by Controllers Office (Accounting Services)

# Payrolls That Cross Fiscal Years - Monthly

- Campus: Madison (AG1)

Pay Run ID	Pay Group	Period Begin Date	Period End Date	Payment Date
2014UNC07	ARG A-basis	07/01/2014	07/31/2014	08/01/2014
Crosses Fiscal Year	→ Summer Session	06/23/2014	07/20/2014	08/01/2014
Crosses Fiscal Year	→ Summer Service	06/26/2014	07/25/2014	08/01/2014

- Fiscal Year 2014:
  - Populates funding for 6/23-6/30 (S-Basis) or 6/26-6/30 (V-Basis) of 2014UNC07 pay period for employees with an active appointment at the start of the pay period
  - A FY 2014 funding entry with an effective date of 6/23 (S-Basis) or 6/26 (V-Basis) is needed if FY 2015 funding changes from FY 2014 funding if the entire 2014UNC07 pay period should be charged to the new FY 2015 funding
  - Entire pay period will be posted to FY 2015, whether or not funding is changing between fiscal years
- Fiscal Year 2015:
  - Populates funding for 7/1/2014 – through end of pay period
- Funding Chart Fields Are Setup by Controllers (Accounting Services)

# Tip: How To Save Funding Entry Criteria

- Saving Funding Entry Criteria for Efficient Entry
- Can be setup for a variety of situations; this example is for two fiscal years
- Navigation: Set Up HRMS>Product Related>Commitment Accounting>Budget Information>Budget Funding Data Entry
- *Hint:* Save this navigation as a favorite

## Funding Data Entry

Enter any information you have and click Search. Leave fields blank for a list of all values.

Find an Existing Value | [Add a New Value](#)

SetID:	begins with	SHARE	<b>First two lines are prefilled</b>
Business Unit:	begins with	UWMIL	
Department:	begins with		<b>Enter fiscal year</b>
Fiscal Year:	=	2014	
Budget Level:	=	Appointment	<b>Select Appointment</b>
Position Number:	begins with		
EmpID:	begins with	00000000	<b>Enter 8 zeros</b>
Empl Rcd Nbr:	=		

Include History  Correct History

Search | Clear | [Basic Search](#) | **Save Search Criteria** | **SAVE**

[Find an Existing Value](#) | [Add a New Value](#)

# Tip: How To Save Funding Entry Criteria

- Saving the Search Criteria

## Funding Data Entry

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### Save Search As

Name the search and then click Save.

Name of Search:   **Name the search**

The saved search will contain these values:

SetID: begins with SHARE  
Business Unit: begins with UWMIL  
Department: begins with  
Fiscal Year: = 2014  
Budget Level: = Appointment  
Position Number: begins with  
EmplID: begins with 00000000  
Empl Rcd Nbr: =

  [Return to Advanced Search](#)  **SAVE**

- Repeat steps for Fiscal Year 2015


# Tip: How To Save Funding Entry Criteria

- Using Saved Search Criteria
- *Hint:* ALWAYS copy Empl. ID from any available electronic source (e.g., Job Data, a spreadsheet, an e-mail, etc.)

## Funding Data Entry

Enter any information you have and click Search. Leave fields blank for a list of all values.

Find an Existing Value | Add a New Value

Use Saved Search: **FY 2015**  **Select Fiscal Year from Drop Down**

SetID: begins with SHARE


Business Unit: begins with UWMIL

Department: begins with

Fiscal Year: = 2015

Budget Level: = Appointment

Position Number: begins with

EmplID: begins with 00000000  **Double click the 8 zeros; paste Emp. ID; press Enter**

Empl Rcd Nbr: =

Include History  Correct History

Search Clear Basic Search Save Search Criteria Delete Saved Search

No matching values were found.

Find an Existing Value | Add a New Value

- Funding entry screen will immediately display

Questions??

# Future Financial Management Meetings

Rooms 1106 & 1108, 21 N Park Street

9:30-11:30AM

**2014**

June 10

August 12

October 14

December 9