

FINANCIAL MANAGEMENT MEETING

April 10, 2018



Do you recognize these places?
Libraries of UW-Madison by Elise Schimke, Class of 2017

Agenda

Welcome & Introductions	Dan Langer	5 minutes
Check Distribution Process Update	Liv Goff	10 minutes
Property Control/Survey Update	Amy Rognsvoog	20 minutes
Purchasing Card and Expense Reimbursement Updates	Rusty Haines	15 minutes
Cash Management Updates	Rochelle Cushman	15 minutes
Audit Related Updates	Dan Langer	15 minutes
Q&A and Other Topics		



Check Distribution Update

Liv Goff

Accounting Services - Disbursements



Check Distribution Update

- Presented at February Financial Managers Meeting
- Presented to Administrative Council and VCFA Directors Meeting
- Received input from departments
- New check distribution process is in effect as of today
- Work with departments and divisions to modify their procedures until May 1

Check Distribution Update (Cont.)

- Accounts Payable no longer sends checks via campus mail, they are sent via US mail
- Checks cannot be mailed to a central person in a division or department. They must be addressed directly to payee.
- Couriers may not pick up checks.
- Checks may be picked up in Accounts Payable office by payee. Identification will be required.
- Divisions and Departments that must pick up checks will be required to submit a *Check Custody Form* signed by the Division CFO. These will be very limited:
 - Entertainer payments
 - Athletic guarantees
- *Check Custody Forms* can be for a one-time use or a period of time. They must have a valid business reason.

Check Distribution Alternatives

<p>Checks sent via Campus Mail to payee's campus address</p>	<p>Accounts Payable staff mails check via US mail to payee's campus address</p> <p style="text-align: center;">Or</p> <p>Check picked up by payee in Accounts Payable office, 21 N. Park St.</p>
<p>Checks sent via campus mail to a centralized department or division address, or are labelled 'care of' or 'attention'</p> <p style="text-align: center;">Or</p> <p>Checks picked up by couriers</p>	<p>Accounts Payable staff mails check via US mail to payees campus address or non campus address</p> <p style="text-align: center;">Or</p> <p>Check picked up by payee in Accounts Payable office, 21 N. Park St.</p> <p style="text-align: center;">Or</p> <p>Checks picked up by a full time UW employee (not a courier) who has completed a check custody agreement (More instructions below)</p>
<p>Checks that need to be mailed with other documents, currently picked up by courier or department representative</p>	<p>Provide up to a 70 character payment message to Accounts Payable with invoice or payment request. This message appears on the check remittance stub to explain the payment. Accounts Payable staff mails check via US mail</p> <p style="text-align: center;">Or</p> <p>Submit attachment to be sent with the check to Accounts Payable office with invoice or payment request. Accounts Payable staff mails check and attachment via US mail</p> <p style="text-align: center;">Or</p> <p>Checks are picked up by a full time UW employee (not a courier) who has completed a check custody</p>

Check Distribution Alternatives (Cont.)

<p>Non-employee e-reimbursement checks mailed to a campus address</p>	<p>Set up non-employee profile with the payee's home address. Accounts Payable staff mails check via US mail</p>
<p>Checks to be distributed to students as a scholarship, prize or award.</p>	<p>Present the student with a certificate</p> <p>Payments can be processed through the Bursar's Scholarship upload, HRS lump sum employee payment, or Accounts Payable, based on published criteria on payments to students.</p> <p>Payments processed through Accounts Payable can be mailed to the student's home address via US Mail or picked up by payee in Accounts Payable office, 21 N. Park St.</p>

Property Control/Survey Update

Amy Rognsvoog
Accounting Services
Property Control



UW-Madison Property Control Team



Amy Rognsvoog
Property Control
Manager

Sandeepa Lama
Property Control
Accountant

Tony Lotten
Property Control
Accountant

Daniel Reddaway
Property Control
Project Accountant

Sara Murphy
Student Intern

Veronica Berger
Student Intern

Property Control Email Account

property@bussvc.wisc.edu

Capital Equipment Initiative Update

- DPA Training Sessions
 - 2017: 26 Capital Equipment sessions (624 people attended)
 - Certified DPAs: To date 74% (151 of the active 204 DPAs)
 - [Register here](#) for training sessions scheduled through May 2019
 - Sessions are FREE and available to all
- Fabrications in Progress = 128 (Est. cost value > \$65.5 mil)
- Untagged Asset Project
 - New with the system conversion in 2016
 - All assets must receive a barcode tag
 - Property Control continuing to work with departments

LAB Audit 2017/2018



College of Agric. & Life Science	
PARKER, DAVID G	Biochemistry
College of Engineering	
MANTHEY, DENNIS P	Engineering - Physics
LUCKEY WINTERS, ALYSSA	Wisconsin Energy Institute
NOLL, RICK	Engineering Exper Station
College of Letters & Science	
LEFKOW, AIMEE	Physics
NIELSEN, JEFFREY	Chemistry
PARTER, DAVID W	Computer Science
SZABO, MICHELLE L	Geoscience
VANDER GEEST, RICHARD D	Astronomy
VOGTSCHALLER, JEFFREY S	Botany
School of Medicine & Public Health	
CRAVEN, ANDREW C	Radiology
JOHNSON, CARL A	Carbone Cancer Center
KRONBERG, JOANN M	Medical Physics
OLIVA, JOSEPH M	Biomolecular Chemistry
RAVEL, RONALD D	Dept. of Medicine
SCHUMANN, PAULA J	Cell & Regenerative Biology
School of Pharmacy	
CUTLER, JOSHUA A	Pharmacy
VC For Researcg & Grad Education	
BROWN, PATRICIA A	Biotechnology Center
JURMU, DEBRA L	Primate Research Center
STEINL, MELISSA R	Space Science & Engineering
TORKILDSON, JANET	Waisman Center
WI State Lab of Hygiene	
CEDERGREN, DAVID A	State Lab

FY18 Physical Inventories

- 30 Physical Inventories scheduled
- Currently 43% (13 of 30) are completed
- New Scanning Technology
- Departments are actively working to create internal efficiencies for how to facilitate.
 - Property Control email 1 week prior to scheduled inventory to confirm with DPA
 - Property Control standardized email to Dept. Chair and College/School/Division Financial Contact
- FY18 analytics to be shared with FMM fall of 2018

Capital Equipment Initiative Next Steps

- Survey launched March 14, 2018
Deadline was Friday, March 23, 2018
- Recipients of Survey (483 people):
 - ✓ FMM Distribution List
 - ✓ Active DPA
 - ✓ College/School/Division Capital Equipment Financial Contact
- Survey responses are currently being analyzed
- General topics in the responses were
 - Reporting Needs
 - Automation of Forms
 - Procedure Updates



Purchasing Card & Expense Reimbursement Updates

Rusty Haines
Accounting Services
Travel and Cards



Purchasing Card & Expense Reimbursement Updates

- Effective April 2018 all applications for a Purchasing Card or Department Purchasing Card will require approval by the Employee's Supervisor and the Division CFO.
- Effective with the PeopleSoft 9.2 upgrade scheduled for October, 2018, receipts and supporting documentation for GET and eRe expense reports must be attached electronically.
- Purchasing Card Site Managers may not be a Purchasing Card or Department Purchasing Card cardholder.

Cash Management Updates

Rochelle Cushman

Accounting Services

Cash Management



Custodian Funds

Updated Policy & Procedures

- 1 Policy
- 7 Procedures
 - One procedure for each type of Custodian Fund that covers the opening, maintaining, and closing procedures
- *Drafts available for review in the near future*

New Monthly Reviews of Select Checking Accounts

- Starting in April 2018
- Replenishable/Research & Contingent
 - Review of Reconciliations
 - Review of Cleared Checks & Check Log

Trainings

Payment Card Industry (PCI)

- Merchant Card Processing: PCI Compliance for New Site Managers and New DBRs
 - April 19, 2018 at 8:30 am to 12:00 pm
 - 21 N Park St. Room 5045
 - Registration available [here](#) on OHRD
 - Annual Renewal Training will be in Canvas

Cash Handling for Revenue Producing Activities (RPAs)

- Sessions Scheduled through May 2018
- Sign up [here](#) if you received an e-mail invite

Audit Related Updates

Dan Langer

Division of Business Services

Associate Vice Chancellor and Controller (Interim)



- Internal Control Plan Development
- External Audit Firm - Plante Moran
- Internal Audit
 - Contract & Purchasing Audit
 - Bank Account Audit
 - Foundation Transaction Audit 11/1/17-3/31/18 Period
 - Potential FY19 Internal Audits
 - Shop@UW
 - Interdepartmental/institution expense allocation & billing
 - Tax compliance management/oversight
- LAB Foundation Audit
 - Unique identifiers for each affiliated organization
 - Monitor time for personnel working for both UW and an affiliated entity
 - Annually assess affiliate relationships

Thank you for attending.

Future Financial Management Meetings

Rooms 1106 & 1108, 21 N Park Street

9:30 am - 11:30 am

June 12, 2018

August 14, 2018

October 9, 2018

December 11, 2018

