



FINANCIAL MANAGEMENT MEETING

Meeting Notes
August 13, 2013
Grainger, Room 2120
9:30am to 11:50am

Welcome and Introductions

Accounting Updates

- **SFS Upgrade (Susie Maloney)**
 - Testing is being done now
 - A document is being finalized to distribute to campus. It will list all tools being affected (e-Reimbursement, cost transfer, PAT tool, etc.) and deadlines before upgrade.
 - Upgrade is targeted for Oct 22, 2013 with the shared financial system down from October 16-22, 2013.

- **Travel Flexibilities (Rusty Haines)**
 - Since the last Financial Management Meeting, the new contract with Fox World Travel (FWT) went into effect (August 1, 2013)
 - Concur (the online booking tool) can be accessed via Accounting Services' travel website, <http://www.bussvc.wisc.edu/acct/travel/index.html>
 - The handout, "Why Use Concur?" was reviewed. See handout here: <http://www.bussvc.wisc.edu/acct/travel/UseConcurV6.pdf>
 - One objective is to increase travel reimbursements in the future. By consolidating travel through Concur/FWT, savings will help offset the increasing travel costs.
 - Concur training is available. The first three two-hour sessions will be offered August 22. Two more days of Concur training sessions will be offered (September and October). Attendance is encouraged. Register on OHRD: <https://www.ohrd.wisc.edu/OHRDCatalogPortal/Default.aspx?tabid=29>

- **Guided Expense Tool (GET) (Stefanie Merucci)**
 - Information on Slides 7-13 was reviewed. See PowerPoint.
 - Completing an expense report using GET was demonstrated to show the highlights of the tool.

- **Foundation Overview (Geoffrey McCloskey/Steve Hudson)**
 - Geoff and Steve explained what the Foundation is and what it does. Slides 14-32 provide details of their presentation. See PowerPoint.

Purchasing Updates

- **Computer Bundles (Lori Voss)**
 - Information on Slides 33-45 was reviewed. See PowerPoint.

- **Shop@UW (Mike Matschull)**
 - New vendors added this week: Qiagen and Fastenal.
 - See Shop@UW updates at: <http://www.bussvc.wisc.edu/shopuw/shopuw.html>
 - Training is available. Training schedule: <http://www.bussvc.wisc.edu/shopuw/training-schedule.html>
 - Shop@UW will NOT be affected by SFS outage for update.

- **Other Strategic Purchasing Updates (Mike Hardiman)**
 - E-Commerce is the most efficient way to purchase. We have reduced paper invoices by 57%.
 - Consolidating spend transactions to fewer vendors allows us to capture savings.
 - Looking ahead, the aim is to consolidate SKUs
 - Slides 48-57 provide details and examples of consolidating vendors and consolidating SKUs. See PowerPoint

Future Meeting Dates

**Financial Management Meetings will be held at 21 N. Park St. in Rooms 1106 & 1108
9:30-11:30AM**

October 8, 2013
December 10, 2013

2014

February 11, 2014
April 15, 2014
June 10, 2014
August 12, 2014
October 14, 2014
December 9, 2014