

Financial Managers December 10, 2013

Meeting Minutes

Welcome

- Introductions – Dan Langer

The UW – Madison Financial Forum is scheduled for February 25, 2014 at Union South. The morning session will focus on a high level overview regarding the topic of internal controls and why it is important in an academic setting. The afternoon session will be geared towards financial personnel across campus.

Accounting Updates

- Capital Equipment Inventory – Brenden Hedberg

HCA Asset Management identified 2,700 items in the first week initial inventory blitz which is up to 3,500 as of 12/9/13; HCA acknowledged the pre-work done on campus based on the awareness level at the facilities with which they have inventoried. Thank you to all the staff members that have been able to assist and guide the vendor during their visit. Schedules for future buildings are available on the property control web page [Property Control Site](#)

- Access Online – Steve Carrola

There will be a p-card software conversion to Access Online, replacing PVS Net. The other state systems have already converted. US Bank will be discontinuing support for PVS Net. The new software is expected to provide:

- Better reporting
- Real time fund coding validation, and
- Mass reallocations

Cards will need to be cancelled and reissued with the plastic will look totally different. Card holders will need to login to get the statements every two weeks.

A pilot group will be formed in late December, client system validation (funding validation) is targeted by UWS in place by the end of January, pilot beginning in February, and tentatively targeting a mid to late April campus rollout.

- Concur Update – Rusty Haines

Successfully launched July 1, with usage growing significantly in most recent three months. Analysis and preparation is beginning to monitor non-contract travel purchases via p card with actions to begin in 2014.

- Guided Expense Tool (GET) Updates – Stefanie Merucci

Darrell Bazzell approved GET rollout to the full campus. There will be continued development once it rolls out to campus. Cash advances are not going to be in GET, at least for the near term. Further, expense report revisions cannot be passed back from e reimbursement to GET; revisions must be made in e-Reimbursement.

- Cash Management Updates – Sharon Hughes

Bank Reconciliation Expectations – New forms and user guide with examples provided; can use Quicken/QuickBooks as long as checks are reported in check number order, monthly reconciliation

Cash Deposit and Check Deposit – New forms, re-naming for clarity, continue to handle cash through the Bursar's office; Cash Management team will still continue to handle checks

Check Scanning – two new units participating in use of check scanners. The estimated cost to convert to check scanners will be posted to the web site; new computer, transaction security, set-up charge, etc..

Purchasing Updates

- Draft Event Contract Guidelines – Mike Hardiman

Guidelines provided to clarify contract responsibilities between UW Foundation and UW Madison subject to the type of event involved.

- Strategic Sourcing Update – Brian Hutchinson and Mike Hardiman

Dell Computer Bundles – one of the computer options in the bundle has changed, and although on the surface it looks as though the price is higher than the prior machine offered, with the software Dell included the price is lower. The spread between cost of Apple versus Dell machines continues to be significant. Bundles account for 40% of computer related spends, excluding pcard purchases which are not currently available data.

Remanufactured Toner, EIS is the vendor, savings about \$90K over the last few months

Lab supplies, looking for data, trying to use Shop@UW for this information, most of the suppliers have been brought on in August and September

- Shop@UW Update & Interface Upgrade & Interface Upgrade Demo – Mike Matschull

Many new vendors since last FMM update 4 months ago. There has also been an interface upgrade which will push out to campus mid-January. There are training sessions available through OHR registration on the new interface. Contact Mike Marean if you would like Purchasing/SWAP staff to present this new info to your teams