## Agenda

<table>
<thead>
<tr>
<th>Item</th>
<th>Presenter(s)</th>
<th>Duration</th>
</tr>
</thead>
<tbody>
<tr>
<td>Welcome &amp; Introductions</td>
<td>Dan Langer</td>
<td>5 minutes</td>
</tr>
<tr>
<td>Facilities Planning &amp; Management System Assetworks</td>
<td>Jam Rivetna</td>
<td>25 minutes</td>
</tr>
<tr>
<td>Catering Policy</td>
<td>Dave Brinkmeier/ Doreen Forslund</td>
<td>15 minutes</td>
</tr>
<tr>
<td>9.2 Tuition Remission Changes</td>
<td>Lea Erickson</td>
<td>15 minutes</td>
</tr>
<tr>
<td>Custodian Funds System Reconciliations</td>
<td>Rochelle Cushman/ Sara DeMuri</td>
<td>20 minutes</td>
</tr>
<tr>
<td>Replenishable Debit Card</td>
<td>Liv Goff</td>
<td>5 minutes</td>
</tr>
<tr>
<td>Stale Dated Checks Update</td>
<td>Liv Goff</td>
<td>5 minutes</td>
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<tr>
<td>DP/PIR Form</td>
<td>Jennifer Roltgen</td>
<td>10 minutes</td>
</tr>
<tr>
<td>Disbursement Audit</td>
<td>Rusty Haines</td>
<td>10 minutes</td>
</tr>
<tr>
<td>UW System Official Events Policy &amp; UW-Madison Draft Guidelines</td>
<td>Rusty Haines</td>
<td>10 minutes</td>
</tr>
</tbody>
</table>
FP&M Software Replacement

Jam Rivetna
FP&M Physical Plant
rivetna@wisc.edu
Current Software: FME, FacilityFocus

New Software: AiM by Assetworks

ReADY customer interface

Start-up Date: July 1, 2019

Assetworks Functionality

- Work orders
- Project
- Space management
Relevant Related Systems

- Financial Management Portal
- Work Order Portal
- WISDM
- SFS
- Business Services
- Others ???
Financial Management Meeting

All of this will be discontinued except Financial Management
Financial Management Meeting

A significant change…

Assetworks software will be setup to use funding strings, not cost centers, for work requests and projects.
Mutual Understanding of Cost Centers

Campus Facility Managers and Financial Managers can create and modify costs centers and the included funding strings themselves.
Financial Management Meeting

Current Physical Plant Accounting

- Create work request with Cost Center
  - FP&M perform work and collect charges
  - Monthly FP&M billing to SFS

Change funding string in Financial Management Portal anytime prior to billing

Proposed Physical Plant Accounting

- Create work request with Funding String
  - FP&M perform work and collect charges
  - Monthly FP&M billing to SFS

Change funding string in Assetworks prior to commencing work

Note: Need to define process for funding string changes once transactions are posted to work orders in Assetworks.
Notes

- Transportation Dept will still accept Cost Centers and use Financial Management Portal.

- Physical Plant will bypass Financial Management Portal entirely, sending billing directly to SFS with funding strings.
Catering Policy

Dave Brinkmeier and Doreen Forslund
Purchasing Services
Purchasing Policy and Procedure
Number PPP 10

Catering Policy - On and Off Campus
http://www.bussvc.wisc.edu/purch/ppp10.html

Policy:
The decision to have food at a UW event, either on or off campus, presents a number of concerns, including the safe and proper handling of the food, as well as business concerns regarding purchasing and accounting processes and whether the provider has adequate insurance in place. The University has established the following policies as best practices as a precaution against the risk of food-borne illness.
Definition of Vendor Catering

An off-campus catering vendor provides food service for University sponsored programs on property owned or leased by the University, is both licensed and insured, and prepares, transports, sets out and/or serves the food. An insurance certificate with high-risk insurance limits is required.

Catering does NOT include:

Food purchased and prepared by University staff or prepared food (pre-packaged box lunches, sandwiches, cheese trays, pizza, cookies, fruit or similar items) purchased from a licensed restaurant and/or catering operation and served by University staff on property owned or leased by the University. Prepared food may be delivered by the vendor or picked up at the vendor's site by University staff.
How to Obtain Catering Services for an Event

Steps to Take When Considering On-Campus Catering

1. You must first contact the Wisconsin Union Catering and University Housing Catering to ascertain whether they can cater the event.

2. If neither the Union nor Housing is available to provide the catering, then the department has approval to follow standard purchasing rules to obtain catering.

3. All vendors who perform catering services on campus must have a City of Madison Catering License, and provide, prior to the event, a current insurance certificate with high-risk insurance limits, which must be forwarded to Risk Management for approval.

4. Purchases must conform to State procurement regulations and any contract must be signed by a University Signatory (Purchasing Office).
How to Obtain Catering Services for an Event (Continued)

Steps to Take When Considering Off-Campus Catering

1. Purchases must conform to State procurement regulations and any contract must be signed by a University Signatory (Purchasing Office).

2. You will need an insurance certificate, approved by Risk Management if you hire a caterer to provide and serve food at a location other than their restaurant.

3. You will not need an insurance certificate:
   • If the meal will be provided and served in a restaurant.
   • If the meal is being provided and served by the hotel kitchen staff or by the hotel caterer where the event/meeting is being held.

If you have questions or need more information, please contact Doreen Forslund.
Events Attended Primarily by UW Employees

https://www.wisconsin.edu/uw-policies/uw-system-administrative-policies/headquarter-city-uw-system-sponsored-events-policy/

Meetings, conferences and training sessions for participation primarily by UW employees (this includes employees from all UW institutions) are subject to the following:

Meetings in non UW facilities are not allowable if additional expenses are incurred by the UW which would not have been incurred if the meetings were held in a UW facility. The only exception is when an adequate UW facility is not available. Justification for not using a UW facility where additional expenses are incurred requires approval of the institution controller.
9.2 Tuition Remission Changes

Lea Erickson
Financial Reporting, Analysis, and Systems
Accounting Services
Tuition Remission Surcharge

• With the 9.2 SFS Upgrade, DoIT was able to re-write the tuition remission program to fix the yearly January split issue, which affected the surcharge for about 300 C-Basis Grad Assistants (RA/TA/PA) every year.
  – Eliminates late June adjustments for Fall/Spring semesters
  – Eliminates hours of work by RSP/Accounting Services to calculate January adjustments

• No updates or changes to A-Basis appointment calculations
New C-Basis Grad Assistant Calculation

• OLD Method: Monthly Rate
  – C-Basis 9 Month Full Time Annual Rate/9 Months = Monthly Rate

• NEW Method: Daily Rate
  – C-Basis 9 Month Full Time Annual Rate/195 (Number of Work Days in 2018-19 Academic Calendar) * Number of Work Days in Pay Period = Daily Rate
# 2018-19 Academic Pay Periods

## University of Wisconsin Service Center
2018-2019 Academic Pay Periods
UW-Madison

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<tr>
<th>Period</th>
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<tr>
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<td>20 21 22 23 24 25 26 27 28 29 30 31</td>
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<tr>
<td>Sep</td>
<td>1 2 3 4 5 6 7 8 9 10 11 12 13 14 15 16 17 18 19</td>
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<tr>
<td>Nov</td>
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<td>Dec</td>
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<td>Jan</td>
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<td>Feb</td>
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<td>30</td>
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<tr>
<td></td>
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Estimating Monthly Surcharges

• Created new FY18-19 Fall-Spring Surcharge Estimate Workbook to help with estimating monthly surcharges. This will be especially helpful when a Grad student has split funding or multiple appointments.
Financial Managers Meeting

December 11, 2018

Cash Management

Custodian Funds System
Access and New Procedures
Custodian Funds System

- **October/November 2017** - Cash Management implemented a system for the purpose of tracking all Custodian Funds, internally for Cash Management’s use

- **December 2017** - Introduction of unique NR numbers and the NR number generator

- **January 2019** – Implementation of next phase, to include online submission of monthly reconciliations for Research and Contingent checking accounts, and view access to Custodian Funds for all individuals involved with the management and control of these funds
Custodian Funds System

Improvements for Cash Management

• Repository for all information and documents associated with each type of fund, which eliminated multiple spreadsheets
• Improved the accuracy and availability of information
• Reporting features, which allow for more timely follow-up on past-due items
• Tracking of completion of required training
• Unique NR numbers for all Custodian Funds, generated directly out of the system
• Many more!
Custodian Funds System

Improvements for Users & Campus Departments

• Online access to information about your Custodian Funds
• Elimination of multiple paper copies of reconciliations
• No more need to e-mail the reconciliations
• View access as to the status of reconciliations
• More to come!
Custodian Funds System

Users – View Access

• When logging into the system, you will have two tabs:

  • **Home** – The home screen will show all Custodian Funds where the user has an assigned role
  • **NR Numbers** – For generating NR numbers for Custodian Funds, this has not changed
Custodian Funds System

Users – View Access

Home Screen – Select view to view details and documents for Custodian Funds or use the search feature to find a Custodian Fund.

My Accounts

Research and Contingent Accounts - Select View next to the account to submit a reconciliation, and/or view details of the account.

Temporary Funds, Change Funds, Petty Cash, TBA and Administrative Accounts - select View next to the account to view details of the account.

<table>
<thead>
<tr>
<th>Account Type</th>
<th>Status</th>
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<tbody>
<tr>
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<tr>
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<table>
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<th>NR Number</th>
<th>Depart Num</th>
<th>Department</th>
<th>Status</th>
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<td></td>
<td>NR10019</td>
<td>538900</td>
<td>MSNiMPhPSYCHIATRYYPSYCHIATRY</td>
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</tr>
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Custodian Funds System

Users – View Access

- Using a research account as an example, once the account is selected, all of the details of the account are accessible. This is the top half of the Account Overview.
Custodian Funds System

Users – View Access

- This is the bottom half of the Account Overview
Custodian Funds System

Reconcilers - *Research and Contingent Accounts*

- **January 2019** reconciliations will be submitted directly into the system by the end of February 2019
- Select **Reconcile Account** to submit your monthly reconciliation

![Reconcile Account Table](image_url)
Custodian Funds System

Reconcilers - *Research and Contingent Accounts*

- Using the drop down, select the month you are submitting the reconciliation for, select save and start to attach all of your documents.
Custodian Funds System

Reconcilers - *Research and Contingent Accounts*

Required Documents for each monthly Reconciliation

- Completed/Balanced Bank Reconciliation Worksheet
- Check logs/registers to reflect checks written, outstanding checks and ending monthly balance
- Stop-payment printout(s) from SinglePoint
- Copy of Bank Statement
Custodian Funds System

Future

- Workflow for online submission of periodic replenishments which will replace the use and routing of the Custodian Fund Accounting Form
- Reporting features to help with management of Custodian Funds
- Notifications when there is an action required
- Workflow for online submission of MOUs
Custodian Funds System

Show & Tell Sessions – details and locations will be shared as soon as they are available
Custodian Funds System

QUESTIONS??
Replenishable Debit Card

Liv Goff
Disbursements
Accounting Services
Stale Dated Checks Update

Liv Goff
Disbursements
Accounting Services
DP/PIR Form

Jennifer Roltgen
Disbursements, Accounts Payable
Accounting Services
New DP/PIR Form

• DP/PIR Form Demo → http://www.bussvc.wisc.edu/acct/forms.html#dc
• Benefits of using the new form
  - Ease of use
  - Allow adding and removing of funding strings
  - Easy to modify for repeat use
  - Figures out tax withholding for Nonresident Aliens
  - Able to see the form as you update it
  - Lists required forms
• Accounts Payable will not be accepting old DP, PIR or ET forms including Excel and Engineering forms after January 1, 2019
• Accounts Payable will not take modified copies of our forms. They must be our original forms
• Current Forms are available on the Accounting Services Website under Forms
Disbursement Audit

Rusty Haines
Disbursements/Travel & Cards
Accounting Services
Internal Purchasing Card Audit Update

1. Divisional Purchasing Card Audits
   - Started February 24, 2018
   - 30 Divisions have been audited to date
   - 5 more Divisions will be completed between now and February, 2019
   - 45 warnings and 1 card revocation

   - Transactions will be identified using IDEA software coupled with SFS data analytics. Short example of IDEA transactional search:
     - @Isini("AMAZON",MERCHANT_NAME) .OR. @Isini("BEST BUY",MERCHANT_NAME) .OR. @Isini("WHOLE FOODS",MERCHANT_NAME) .OR. @Isini("TARGET",MERCHANT_NAME) .OR. @Isini("RESTAURANT",MERCHANT_NAME) .OR. @Isini("MENARDS",MERCHANT_NAME) .OR. @Isini("HOME DEPOT",MERCHANT_NAME) .OR. @Isini("PAYPAL",MERCHANT_NAME) .OR. @Isini("SQ *",MERCHANT_NAME) OR ITEM_DESCRIPTION) .OR.@isini("ALCOHOL", ITEM_DESCRIPTION) .OR.@isini("APPLE", ITEM_DESCRIPTION) .OR.@isini("ARMANI", ITEM_DESCRIPTION) .OR.@isini("BABY", ITEM_DESCRIPTION) .OR.@isini("BANK", ITEM_DESCRIPTION) .OR.@isini("BAR"
   - The list will “mature” as the audit findings dictate
Expense Report Auditing Update

1. Pre-Payment

- Currently piloting centralized expense auditing
  - Need was identified by the Travel Advisory Group (TAG) finding of a lack of uniformity of travel policy interpretation and enforcement on campus
  - TAG recommended uniformity can best be accomplished by centralizing the policy compliance role in Accounting Services and preserving the funding assignment role in the Departments or Divisions
  - Ongoing pilot with Extension, Botany, Journalism and Center for Healthy Minds. Near term will add two departments in SMPH
Expense Report Auditing Update (Cont’d)

2. Post-Payment
   • Post-payment expense auditing will be IDEA/data analytics driven
     ✓ Audit focus and scope will be expanded based on analysis of findings

3. Expense Report audit findings
   • Specific Division/Department audit findings and statistics will be tracked and shared with Division CFO’s
   • Division/Department will be responsible for any required employee repayment or possible disciplinary action
Questions?
Official Functions Policy

Rusty Haines
Disbursements, Travel and Cards
Accounting Services
New UW System Policy 312, Official Functions (revised 11/5/2018):
https://www.wisconsin.edu/uw-policies/uw-system-administrative-policies/official-functions-2/

Pertinent Policy Requirements:
• All expenses for Official Functions must be pre-approved in writing by the Approving Authority
• The Approving Authority must verify every event, even if mostly social in nature, will “substantially advance or contribute to the institution’s mission"
• The source of funds for expenses related to official functions must be gifts, program revenue or trust funds, not general purpose revenue (GPR)
• The Approving Authority must review the Donor intent associated with the source of funds and any fund restrictions
• The Approving Authority must be prepared to defend the approval of an Official Function Event should there be an open record or audit related inquiry
• Approving Authority is a Chancellor, Vice Chancellor or Dean
• No alcohol expense
UWSA Policy 312 Examples of Official Functions

• Functions for parents of preregistering students.
• Inauguration ceremony for a new President or Chancellor.
• Functions for graduating classes and their parents.
• Alumni Homecoming functions.
• Functions for community leaders, prominent visitors, legislators and officials, or leaders of educational programs.
• Functions for Board of Visitors or officials from other public or private institutions.
• Functions related to opening of new facilities and dedication ceremonies. The preponderance of people in attendance must be from outside the institution.
• Functions for officially recognized student groups.
• Functions and recognition functions to honor distinguished faculty, staff and students for significant, meritorious achievements
UW-Madison Proposed Additional Examples of Official Functions

• Fundraising and alumni events
• Faculty, staff and student recruitment events
• One housing hunting trip for faculty or staff (restricted to employee and spouse/significant other)
• Employee recognition and morale/team building events such as honoring an employee retiring or separating from the University with at least 5 years of service and annual holiday/general appreciation events (one event per department or division)
• Nominal gifts (less than $50.00) or flowers related to employee major life events such as weddings, births, or death in a family
• Meal expenses associated with an Official Function that exceed the University meal maximums but are less than $100.00 per person including alcohol
• Lodging costs paid by the University for non-UW employees attending an Official Function exceeding the lodging maximums
• Airfare costs paid by the University for non-UW employees attending an Official Function are not restricted to economy/coach class fares
Other Important Considerations

• An expense associated with a spouse/significant other/guest attending an Official Function is allowable if supported with a documented purpose for the attendance of the spouse/significant other/guest and the cost of attendance is proportional to the value added to the event by the spouse(s)/significant other(s)/guest(s).

• Any purchase or service of alcohol must be reimbursed through SFS, charged to Account Code 6240 and billed to the Wisconsin Foundation and Alumni Association (WFAA); or, via check request to WFAA.

• There will be discussion between the University and WFAA regarding the correct source(s) of funds for these expenses including Community Funds and Discretionary Funds.
Questions?
Thank you for attending.

Future Financial Management Meetings
Rooms 1106 & 1108, 21 N Park Street
9:30 a.m.

W, February 13, 2019
T, April 9, 2019
T, June 11, 2019
T, August 13, 2019
T, October 15, 2019
T, December 10, 2019