



**WISCONSIN**  
UNIVERSITY OF WISCONSIN-MADISON

# **Financial Management Meeting**

**February 10, 2015**



# Agenda

## Welcome

- Introductions

## Accounting Updates

- Trust fund balance reporting
- Year-end planning
- Fiscal Year-end Funding, Rollover & Other topics
- Managed Travel Program
- Fund balance forecasting questions

Susie Maloney 30 minutes

Ginger Hintz

Susie Maloney 15 minutes

Sue Adams 20 minutes

Rusty Haines 20 minutes

Jim Ekenberg 5 minutes

## Purchasing Update

- Requisition Generator Changes

Steve Carrola 5 minutes

## Other matters

# UW System Trust Funds

- **Post Sunguard Conversion – UWMSN end users having difficulty obtaining trust financial information in WISDM.**
- **Trust presentation in WISDM – New Accounts/New Display:**
  - **6805 - Investments (gains and/or losses) for Intermediate Term (IT) trust fund investments**
  - **6815 - Investments (gains and/or losses) for Long Term (LT) trust fund investments**
  - **9805 - Earnings (gains and/or losses) for Intermediate Term (IT) trust fund investments**
  - **9815 - Earning (gains and/or losses) for Long Term (LT) trust fund investments**
  - **9818 - Realized Gain/Loss (Trust Funds)**

WISDM Display	Fund	Account Codes	Description
Income/Principal Cash Fund	161	6100	The Income Cash Fund shows Fund 161-Income cash on hand.
	162	6100	The Principal Cash Fund shows Fund 162-Principal cash on hand. This is where Principal Cash is invested until it is moved to the Intermediate-Term Fund or the Long-Term Fund quarter
Intermediate Term Fund	162	6810/6805	The Intermediate Term Fund shows the Fund 162-Intermediate Term investment balance
Long Term Fund	162	6815/6820	The Long-Term Fund shows the Fund 162-Long Term investment balance

- **Spending Terms and Conditions – Associated Docs Tab**

Fund-Project: 161-1610155    Project Description: GULSTEEN, GURINE, RES FELLOW    View as: Web    Go

UW Project Type: Endowment Restricted    Project PI: [Dean;](#)

Project Budget: \$0.00    Project Co-PI:

Project Dates: 1/1/1900 - 12/31/9999    Project Status: Open

F&A Base (Rate):    Project Department: 070610: UNDRGRD PRG&SERV\* SCHOLRSHIP

Financials   Personnel   Funding Actions   Requirements   Edits   Cost Share Schedule   Cost Share Expenditures   **Associated Docs**

**Sponsor Billing Invoices**    There are no results to display.

**Other Documents**

Requests	Associated Documents
1610155-1	<a href="#">1610155 Terms and Conditions.docx</a>

# UW System Trust Funds

- **Accounting Services can make available a query of all trust fund balances on a regular, periodic basis including:**
  - 161 - Income cash on hand
  - 162 - Principal cash on hand
  - 162 - Intermediate Term Fund
  - 162 - Long Term Fund
  - 162 - Intermediate Cost Basis
  - 162 - Long Term Cost Basis
- **Forecasted earnings and Shares/Par information would need to be provided by UW System Trust.**
- **Trust Fund Website**
  - **FAQs:** <https://www.wisconsin.edu/trust-funds/user-access/frequently-asked-questions/>

# UW System Trust Funds in WISDM

## Fund 161 Project View

Fund-Project: **161-1610682** Project Description: **SCHULTE, WALTER B. SCHOLARSHIP**  
 UW Project Type: **Expendable Restricted** Project PI: **Chair,;**  
 Project Budget: **\$0.00** Project Co-PI:  
 Project Dates: **7/11/1959 - 12/31/9999** Project Status: **Open**  
 F&A Base (Rate): Project Department: **191200: CHEMICAL ENGR\*CHEM ENGR**

View as: Web

▶ Award ID: **NA** Award Sponsor: **MULTIPLE DONORS**

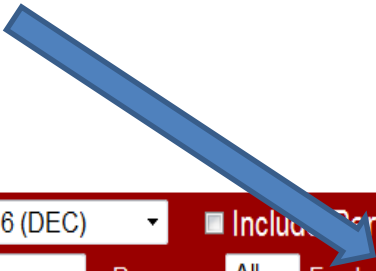
Financials Personnel Funding Actions Requirements Edits Cost Share Schedule Cost Share Expenditures Associated Docs

To access project summary from before July 2006 click [here](#)

Fiscal Year: 2015 Accounting Period: YTD Through thru 6 (DEC)  Include Period 998

Account Tree: MSN\_FUNDORG\_DFLT (DEFAULT) Summary Level: (2)\_FUND\_SUMMARY (DEFAULT) Program: All Fund: 161

Account	Budget	MTD	Actuals	Encumbrances	Balance	% Budget Used
<b>REVENUES</b>						
Revenue & Sales Credits	0.00	9.29	110,154.29	0.00	-110,154.29	
TOTAL	0.00	9.29	110,154.29	0.00	-110,154.29	
<b>EXPENSES</b>						
Expenses	0.00	0.00	5,811.06	0.00	-5,811.06	
TOTAL	0.00	0.00	5,811.06	0.00	-5,811.06	
<b>Income/Principal Cash Fund</b>			<b>35,364.30</b>			
<b>Intermediate Term Fund</b>			<b>0.00</b>			
<b>Long Term Fund</b>			<b>0.00</b>			



# UW System Trust Funds in WISDM

## Fund 162 Project View

Fund-Project: 161-1610682 Project Description: SCHULTE, WALTER B. SCHOLARSHIP  
 UW Project Type: Expendable Restricted Project PI: [Chair;](#)  
 Project Budget: \$0.00 Project Co-PI:  
 Project Dates: 7/11/1959 - 12/31/9999 Project Status: Open  
 F&A Base (Rate): Project Department: 191200: CHEMICAL ENGR\*CHEM ENGR

View as:

▶ Award ID: NA Award Sponsor: MULTIPLE DONORS

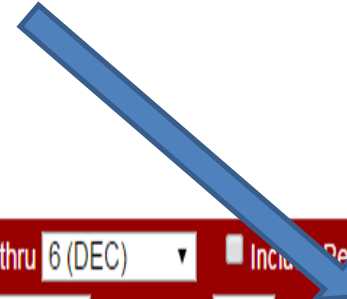
- Financials
- Personnel
- Funding Actions
- Requirements
- Edits
- Cost Share Schedule
- Cost Share Expenditures
- Associated Docs

To access project summary from before July 2006 click [here](#)

Fiscal Year: 2015 Accounting Period: YTD Through thru 6 (DEC)  Include Period 998

Account Tree: MSN\_FUNDORG\_DFLT (DEFAULT) Summary Level: (3)\_MAJOR\_CATEGORY\_SUMMARY (DEFAULT) Program: All Fund: 162

Account	Budget	MTD	Actuals	Encumbrances	Balance	% Budget Used
<b>REVENUES</b>						
Revenue & Sales Credits						
-- Revenues	<a href="#">0.00</a>	<a href="#">0.00</a>	<a href="#">361,829.62</a>	<a href="#">0.00</a>	-361,829.62	
<b>TOTAL</b>	<a href="#">0.00</a>	<a href="#">0.00</a>	<a href="#">361,829.62</a>	<a href="#">0.00</a>	-361,829.62	
<b>EXPENSES</b>						
<b>TOTAL</b>	<a href="#">0.00</a>	<a href="#">0.00</a>	<a href="#">0.00</a>	<a href="#">0.00</a>	0.00	
Income/Principal Cash Fund			0.00			
Intermediate Term Fund			157,657.56			
Long Term Fund			204,172.06			



# UW System Trust Funds Accounting Services Query

Unit	Dep	Projec	Descr	UW Proj Typ	Descriptio	161 income cash	162 Principal Cash	162 Intermedia te Pool	162 Long term Pool	Intermediate Investment Cost	Term Investment Cost
UWMSN	190500	1610346	KURTZ, E M	TF_20	Endowment Restricted	\$ 3,921.21	\$ -	\$ 1,384.50	\$ 6,187.53	\$ 1,101.09	\$ 1,000.00
UWMSN	190500	1610352	BLEYER, C. AND C., SCHOLARSHIP	TF_20	Endowment Restricted	\$ 4,453.35	\$ -	\$ 2.40	\$ 118,495.24	\$ 1.95	\$ 19,150.45
UWMSN	190500	1610415	ENGR. BLDG. CONST. & EQUIP. FD	TF_21	Expendable Restricted	\$ 300.28	\$ -	\$ 3,603.50	\$ -	\$ 2,926.35	\$ -
UWMSN	190500	1610420	HOTALING, EUGENE, MEM FUND	TF_20	Endowment Restricted	\$ 6,035.29	\$ -	\$ -	\$ 135,846.12	\$ -	\$ 30,000.00
UWMSN	190500	1610675	BOHN, DONALD I.-TRUST FUND	TF_21	Expendable Restricted	\$ 2,515.60	\$ -	\$ 12,253.70	\$ 84,322.12	\$ 10,603.33	\$ 25,391.35
UWMSN	190500	1610814	TITUS, WILLARD HULL SCHOLARSHI	TF_20	Endowment Restricted	\$ 9,071.30	\$ -	\$ 1,766.30	\$ 21,118.05	\$ 1,438.57	\$ 5,000.00
UWMSN	190500	1610919	WENDT, KURT F. STUDENT LOAN FU	TF_21	Expendable Restricted	\$ 6,774.75	\$ -	\$ 35,197.30	\$ 17,380.03	\$ 29,059.68	\$ 4,011.86
UWMSN	190500	1610940	LAMONT, DALLAS R SCHOLARSHIP	TF_20	Endowment Restricted	\$ 9,439.94	\$ -	\$ 7,474.20	\$ 426,845.06	\$ 6,097.82	\$ 100,000.00
UWMSN	190500	1611050	BROWN, LEWIS RAYMOND SCHOLARSH	TF_20	Endowment Restricted	\$ 11,390.46	\$ -	\$ 634.30	\$ 344,355.11	\$ 537.71	\$ 97,298.88
UWMSN	190500	1611092	RYAN, GEORGE P. & CLARA C.	TF_21	Expendable Restricted	\$ 7,902.85	\$ -	\$ 29,805.40	\$ 199,758.30	\$ 24,548.39	\$ 51,050.12
UWMSN	190500	1611458	REYNOLDS, BENJAMIN SMITH - AWA	TF_20	Endowment Restricted	\$ 26,194.95	\$ -	\$ -	\$ 434,404.06	\$ -	\$ 224,833.80
UWMSN	190500	PRJ11WY	Mathewson Renewable Energy Fd	TF_21	Expendable Restricted	\$ 6,358.05	\$ 18.90	\$ 116,302.50	\$ -	\$ 104,433.47	\$ -
UWMSN	190500	PRJ34EV	ENGINEERING SCHOLARSHIP FD	TF_20	Endowment Restricted	\$ 15,872.01	\$ -	\$ -	\$ 481,157.01	\$ -	\$ 406,243.37
UWMSN	190800	PRJ86TN	0867-KNAPP	TF_26	Expendable Unrestricted	\$ 3,000.00	\$ -	\$ -	\$ -	\$ -	\$ -
UWMSN	191200	1610442	BURGESS, CHARLES F., SCHOLARS	TF_21	Expendable Restricted	\$ 946.03	\$ -	\$ 35,993.90	\$ 44,683.06	\$ 29,500.06	\$ 16,892.77
UWMSN	191200	1610525	HARR, R.E., CHEM ENGR	TF_21	Expendable Restricted	\$ 12,092.91	\$ -	\$ -	\$ 48,218.91	\$ -	\$ 9,584.70
UWMSN	191200	1610611	HOUGAN, OLAF A PROFESSORSHIP	TF_21	Expendable Restricted	\$ 13,653.63	\$ -	\$ -	\$ 57,917.07	\$ -	\$ 43,218.85
<b>UWMSN</b>	<b>191200</b>	<b>1610682</b>	<b>SCHULTE, WALTER B. SCHOLARSHIP</b>	<b>TF_21</b>	<b>Expendable Restricted</b>	<b>\$ 35,364.30</b>	<b>\$ -</b>	<b>\$ 157,657.50</b>	<b>\$ 204,172.06</b>	<b>\$ 147,601.79</b>	<b>\$ 197,024.24</b>
UWMSN	191200	1610688	BOCK, JOHN E.-CHEMICAL ENGINEE	TF_21	Expendable Restricted	\$ 102,139.00	\$ -	\$ 102,229.90	\$ 638,935.54	\$ 87,885.33	\$ 181,680.04
UWMSN	191200	1610801	STOREY, MIRIAM E. FUND	TF_21	Expendable Restricted	\$ 2,453.98	\$ -	\$ 9,166.20	\$ 11,338.46	\$ 7,527.79	\$ 3,746.95
UWMSN	191200	1610886	STEENBOCK PROF IN ENGINEERING	TF_20	Endowment Restricted	\$ 54,346.88	\$ -	\$ -	\$ 966,723.87	\$ -	\$ 250,380.10
UWMSN	191200	1610992	CHEMICAL ENGINEERING	TF_21	Expendable Restricted	\$ 3,013.04	\$ -	\$ 34,088.40	\$ -	\$ 28,123.13	\$ -
UWMSN	191200	1611250	MAC ARTHUR JOHN D CHAIR-PROF R	TF_21	Expendable Restricted	\$ 2,151.94	\$ -	\$ 2,088.40	\$ -	\$ 1,773.76	\$ -
UWMSN	191200	1611338	HODGE, W. - SCHOLARSHIPIN CHEM	TF_20	Endowment Restricted	\$ 6,370.47	\$ -	\$ 108,936.90	\$ 165,958.83	\$ 90,620.04	\$ 61,412.75
UWMSN	191200	1611645	HOECHST CELANESE FOUNDATION-CH	TF_21	Expendable Restricted	\$ 1,412.30	\$ -	\$ 15,978.00	\$ -	\$ 12,915.23	\$ -
UWMSN	191200	1611731	FAHIEN, RAYMOND--SCHOLARSHIP F	TF_21	Expendable Restricted	\$ 1,885.53	\$ -	\$ 3,148.50	\$ 38,128.63	\$ 2,632.90	\$ 30,311.05
UWMSN	191200	PRJ49AC	ROGERS	TF_22	Designated Endowment Rest	\$ 80,837.57	\$ -	\$ -	\$ 778,001.46	\$ -	\$ 678,618.79
UWMSN	191200	PRJ49YE	0488-HILL	TF_26	Expendable Unrestricted	\$ 25,575.00	\$ -	\$ -	\$ -	\$ -	\$ -
UWMSN	191200	PRJ86WF	0488-Hill	TF_26	Expendable Unrestricted	\$ 25,027.50	\$ -	\$ -	\$ -	\$ -	\$ -
UWMSN	191500	1610368	OWEN, RAY & THEO, SCHOLARSHIP	TF_20	Endowment Restricted	\$ 818.73	\$ -	\$ -	\$ 31,269.56	\$ -	\$ 5,620.00
UWMSN	191500	1610496	JONAS, HYMEN, AWARDS	TF_20	Endowment Restricted	\$ 1,546.80	\$ -	\$ 20,750.20	\$ 2,742.87	\$ 18,135.95	\$ 675.00
UWMSN	191500	1610922	MC LEAN, J.C. & NELLIE	TF_21	Expendable Restricted	\$ 337.95	\$ -	\$ 4,147.60	\$ -	\$ 3,631.88	\$ -
UWMSN	191500	1611066	EDL, JOHN--SCHOLARSHIP FUND IN	TF_20	Endowment Restricted	\$ 913.87	\$ -	\$ -	\$ 48,778.86	\$ -	\$ 25,058.63

# UW System Trust Funds in WISDM

## Project Fund Balance – WISDM Old Project Search

UNIVERSITY OF WISCONSIN SYSTEM  
**WISDM**  
Wisconsin Data Mart for PeopleSoft Financials

**PROJECT SEARCH**

Main Menu Comment My Projects Add to Favorites UWMSN

Departments ▶ d transactions from before July 2006 click [here](#)  
Projects ▶ My Projects meaningful results n-grants projects.  
AP/PO ▶ Project Search  
Payroll ▶ Award Funding Action Report  
Expense Reimbursement WISPER Search  
Other ▶ Grants Payment Activity Search  
My Favorites ▶ Old Project Search  
My Profile ▶  
Help ▶  
Logout

View as: Web Go

**SEARCH CRITERIA**

Fund   
Project ID   
Award ID   
Department ID starts with   
Department Name starts with   
PI\* or Co-PI Name starts with    
Sponsor Name starts with    
Reference Award Nbr starts with   
Project Description starts with   
Project Status <=  4-Hold - Reject all transactions   
Project Fund Balance <=  \$   
Project End Date <=

[Reset Search](#)

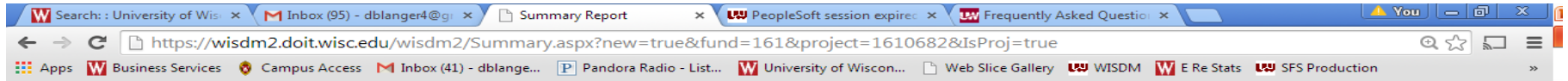
Access the project search used prior to the 2008 Program Release.

Balance Type: Budget Financials as of: FEB - 2015



# UW System Trust Funds in WISDM

## Project Fund Balance



UNIVERSITY OF WISCONSIN SYSTEM **WISDM** Wisconsin Data Mart for PeopleSoft Financials SUMMARY REPORT

Main Menu Add to Favorites UWMSN - 2015

[View GPR Report](#) View as: Web Go

[View Program Revenue - Standard Report](#)

[View Program Revenue - Financial Report](#)

[View Project/Grant Report](#)

**REPORT OPTIONS:**

Project Option: All Projects Summarized

Time Period: YTD through 8 (FEB) [Advanced](#)

Account Tree: MSN\_FUNDORG\_DFLT (DEFAULT)

Drilldown Level: (3) MAJOR\_CATEGORY\_SUMMARY (DEFAULT)

Program: All

Include Period 998:

View: Figures

**PROJECT/GRANT:**

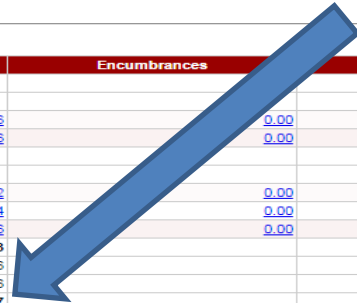
1610682 SCHULTE, WALTER B. SCHOLARSHIP

Manager: CHAIR,

Start Date: 7/11/1959

End Date: 12/31/9999



Account	Budget	MTD	Actuals	Encumbrances	Balance	% Budget Used
<b>REVENUES</b>						
Revenue & Sales Credits						
-- Revenues	0.00	0.00	145,481.16	0.00	-145,481.16	
<b>TOTAL</b>	<b>0.00</b>	<b>0.00</b>	<b>145,481.16</b>	<b>0.00</b>	<b>-145,481.16</b>	
<b>EXPENSES</b>						
Expenses						
-- All Salaries	0.00	0.00	4,667.52	0.00	-4,667.52	
-- Fringe Benefits	0.00	0.00	1,143.54	0.00	-1,143.54	
<b>TOTAL</b>	<b>0.00</b>	<b>0.00</b>	<b>5,811.06</b>	<b>0.00</b>	<b>-5,811.06</b>	
Beginning Fund Balance			-68,978.93			
Plus Current Year Revenue			145,481.16			
Less Current Year Expenses			5,811.06			
<b>Current Fund Balance</b>			<b>70,691.17</b>			



## UW System Trust Funds WISER Plans

- A meeting to gather requirements is scheduled for February 11<sup>th</sup>.
- Will be using the SunGard/PAL Portfolio Review *(next slide)* page as the baseline.
  - Units
  - Description
  - Unit Price
  - Cost
  - Market Value
- Target completion – July 2015

# Portfolio Review

Investment Segments	Cost	Market	% of Portfolio	Summary Charts
Cash	62.02	62.02	0.07	 <a href="#">Portfolio %</a>
<u>SHORT TERM INVESTMENT FUNDS</u> 161	10,276.61	10,276.61	12.17	 <a href="#">Market Value</a>
<u>INVESTMENT FUNDS</u> 162	23,839.07	74,098.22	37.76	
<b>TOTAL ACCOUNT</b>	<b>34,177.70</b>	<b>84,436.85</b>	<b>100.00</b>	

## INVESTMENTS

ACCOUNT SUMMARY | INVESTMENTS | TRANSACTION ACTIVITY

Units	Description	Unit Price	Cost	Market Value	Last Priced
<b>SHORT TERM INVESTMENT FUNDS</b>					
10,276.61	INCOME CASH FUND 161	1.000	10,276.61	10,276.61	02/14/2001
	Total SHORT TERM INVESTMENT FUNDS		10,276.61	10,276.61	
<b>INVESTMENT FUNDS</b>					
90.48	INTERMEDIATE - TERM FUND	101.028	8,839.07	9,140.98	01/31/2002
12,656.61	LONG - TERM FUND ) 162	5.132	15,000.00	64,957.24	12/31/2001
	Total INVESTMENT FUNDS		23,839.07	74,098.22	
	<b>TOTAL ACCOUNT INVESTMENTS</b>		<b>34,115.68</b>	<b>84,374.83</b>	

# Questions?



# UW-Madison Financial Managers Meeting Finance Team Presentation February 10, 2015

*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 Issues Preview

## Funding Entry and Rollover Issues

- It is a goal of the Service Center Finance Team to continuously improve the methods and processes used to populate new fiscal year funding.
- Manual entry of new fiscal year appointment level funding ideally would not occur more than 90 days in advance.
- For campuses/divisions/department using encumbrances, it is important that funding entry be completed for all affected employees by the date of encumbrance calculation.
- Recommended best practice is to periodically enter funding for employees who have never had a manual funding entry.
- The lack of edit checking on funding rollover allowed invalid and expired funding to be populated in employees' funding screens.
- Population of expired/invalid funding causes a variety of undesirable issues:
  - C-Basis summer prepaid insurances do not fund correctly
  - Encumbrances calculate on closed projects
  - Preliminary and final payroll calcs have high rates of default transactions

# Fiscal Year End Issues Preview

## Funding Entry and Rollover Issues (continued)

- Incomplete or incorrect funding setup for new departments can cause the payroll to fail for all employees at all campuses.
- Payrolls that cross fiscal years create special funding challenges.

## FY16 Rollover Plan

- Invalid Funding will not be rolled over
- Service Center will develop a report that identifies issues with invalid funding
- Institutions will have time to correct invalid funding

# Fiscal Year End Issues Preview

## Direct Retro Issues At Fiscal Year End

- Campuses are encouraged to keep current with direct retro processing
- The Service Center anticipates implementing a cutoff date for requesting technical fixes
- Timing of the last payroll to be charged to FY 2015 may not offer the opportunity to process direct retros for this payroll.



# Miscellaneous Reminders

- The Service Center will be processing five payrolls in February. As a result, February direct retro processing dates will be limited, especially at month's end.
- The number of calendar year end payroll transactions posting to Suspense and/or Default can be minimized or eliminated by ensuring that department level funding is in place for every appointing department.
- Ensure that both salary and fringe WISDM postings are being reviewed on an ongoing basis for all salary and fringe transactions.

# Questions

Questions??

# Future Financial Management Meetings

Rooms 1106 & 1108, 21 N Park Street

9:30 am - 11:30 am

## 2015

April 15\*

June

August 11

October 13

December 8

\*The April 14<sup>th</sup> meeting has changed time and date due to a scheduling conflict. It will be held on **Wednesday, April 15, 2015 from 8:30 a.m. to 10:00 a.m., in the same location**