Financial Management Meeting

Agenda

Welcome & Introductions
Dan Langer
5 minutes

Introduction for David Murphy including Q&A
David Murphy
30 minutes

Shop@UW Internal Controls Improvement
Casey Wampler/Dan Purcell
20 minutes

Accounting Services – Disbursements Updates
Rusty Haines
10 minutes
Liv Goff/Jennifer Roltgen
20 minutes
Denise McDearmon

• Purchasing Card Continuous Audit
• Accounts Payable Updates
  ✓ Disbursements to UW Foundations and Affiliates
  ✓ ACH Versus Domestic Wire Payments
  ✓ Stale Dated Check Reclassification
  ✓ Updates to Payments to Individuals Form
  ✓ Check Custody Updates

Student Payment Project Update
Laura Rader
10 minutes

Announcements – Upcoming Events
5 minutes
Introduction: David Murphy, Associate Vice Chancellor for Finance
Internal Controls Improvement

Casey Wampler and Dan Purcell
Purchasing Services
Material Distribution Services
Financial Management Meeting

Division of Business Services

**MDS Controls and Compliance Project Timeline**

- **Launch Shop@UW WordPress site**
  - 7/1/2018

- **Policy & procedures go into effect**
  - 9/1/2018
- **Launch monthly division reports**
  - 11/1/2018

- **Shipping address lock**
  - 12/1/2018
- **Removal of default funding**
  - 12/1/2018
- **Removal of shopper link & parent tool**
  - 12/1/2018

**Phase 1**
- 6/12/2018
- 9/1/2018

**Phase 2**
- 9/2/2018
- 11/1/2018

**Phase 3**
- 11/2/2018
- 12/31/2018

Close project
- 12/31/2018
Phase 1 – 9/1/2018

- **New Shop@UW Account Set-Up, Existing Account Edits and the Approval Process:** Launch a new online Shop@UW account set-up/revision form with approval workflow.
  - As part of this process we will also be sending each Division a current listing of all open Shop@UW accounts for review. We will be requesting that each Division review this account listing and provide feedback on accounts that should be closed/edited.

- **Parent Account Set-Up, Approval:** Launch a new online form with workflow for parent account set-up and approval.
## Shop@UW Account Approvals

<table>
<thead>
<tr>
<th>Shop@UW Account Action</th>
<th>CFO</th>
<th>CFO's Designee</th>
<th>Supervisor</th>
<th>Communication From Primary Contact Only</th>
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<tr>
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<td>X</td>
<td></td>
<td>X</td>
<td>X</td>
</tr>
<tr>
<td>Parent Account Set-up</td>
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<td></td>
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<td>X</td>
</tr>
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<td>Primary Contact Update</td>
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<td>X</td>
<td>X</td>
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<tr>
<td>Financial Contact Update</td>
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<td>X</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Add a PAT User</td>
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<td>X</td>
<td></td>
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<tr>
<td>Remove a PAT User</td>
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<td>X</td>
<td></td>
</tr>
<tr>
<td>Re-activate MD Account</td>
<td></td>
<td></td>
<td>X</td>
<td></td>
</tr>
<tr>
<td>Inactivate MD Account</td>
<td></td>
<td></td>
<td>X</td>
<td></td>
</tr>
<tr>
<td>Add New Shipping Address</td>
<td></td>
<td></td>
<td>X</td>
<td></td>
</tr>
<tr>
<td>Delete Existing Shipping Address</td>
<td></td>
<td></td>
<td>X</td>
<td></td>
</tr>
<tr>
<td>Update Funding String</td>
<td></td>
<td></td>
<td>X</td>
<td></td>
</tr>
<tr>
<td>Add Child Account</td>
<td></td>
<td></td>
<td>X</td>
<td></td>
</tr>
<tr>
<td>Password Reset</td>
<td></td>
<td></td>
<td></td>
<td>X</td>
</tr>
</tbody>
</table>
New Account Workflow

Current State
Paper form is emailed or faxed

Starting September 1st

Future State
Gravity flow (workflow to approve, reject or revert to requestor for revisions)
Workflow Demo

ACCOUNT SETUP OR REVISION

NEW USERS AND ACCOUNTS
New users from UW campuses will need to set up an account to use Shop@UW.

Please select the link for your campus from the list in the “Account Setup or Revision Request Form” section on this webpage; download the MSWord form to your desktop.

Fill out the document, print, obtain signatures, and submit as directed at the top of the form.

If downloading a file from a web browser is not an option for you, please call the Shop@UW customer service staff and they can email or FAX the form to you: 608-497-4400 or email ShopUW@bussvc.wisc.edu.

EXISTING USERS AND ACCOUNTS
Please select the link for the Account Set-Up or Revision Request form for your campus from the list found in the box at the right; download the MS Word form to your desktop.

If revising an account, check the “Existing Account” option box and enter the existing MD account number in the field at the top of the form.

ACCOUNT SETUP OR REVISION REQUEST FORMS (MSWORD FORMAT)
Please note that the form was revised April 2017.

Download the MSWord form to your computer, 1) right-click on the link, 2) save the form, and 3) open the file in Microsoft Word.

- UW-Colleges
- UW-Eau Claire (e-form link)
- UW-Extension
- UW-Green Bay
- UW-La Crosse
- UW-Madison
- UW-Milwaukee
- UW-Oshkosh
- UW-Parkside
- UW-Platteville
- UW-River Falls
Workflow Demo

**GRAVITY FLOW NEW ACCOUNT TEST**

I'm Trying To: (Select All That Apply)

- Add a new MD account
- Edit an existing MD account
- Add an authorized user to the Pre-Posting Allocation Tool (PAT)
- Remove someone from the Pre-Posting Allocation Tool (PAT)
- Inactivate an MD account
- Re-activate an MD account
- Reset a Password
- Add an MD number to a parent account

Submit
Workflow Demo

Completed Form Example

Workflow Demo

• Once the requester submits the form the manager will be notified for approval

Hello Dan Purcell,

Casey Wampler would like to Add a new MD account.

Click here to view their application

Shop@UW Customer Service
shopuw@bussvc.wisc.edu
(608) 497-4400
Workflow Demo

Example of manager approval page

Workflow Demo

• Once the manager approves the request the Divisions CFO will be notified for approval

"No Reply" <noreply@email.wiscweb.wisc.edu>

to me 🙋

Hello CFO,

Casey Wampler would like to Add a new MD account.

Click here to view their application

Shop@UW Customer Service
shopuw@bussvc.wisc.edu
(608) 497-4400

shop@uw
Workflow Demo

- Once approved an email will be sent to Shop@UW Customer Service and to the Requester

Hello,

Your application for Add a new MD account has been approved. A Shop@UW customer service representative will email you in the next 2 business days when your application has been processed.

Thank you,

Shop@UW Customer Service
shopuw@bussvc.wisc.edu
(608) 497-4400
Workflow Demo

• If the manager or CFO reverts the request it will be sent back to the requestor. A note must be added for the revert to be sent
• The requester will receive the email below

Your submission has been sent back for review. Please review the following note and resubmit your answer.

Please fix the account code

[Click here to edit your application](#)

Thank you,

Shop@UW Customer Service
shopuw@bussvc.wisc.edu
(608) 497-4400
Workflow Demo

The requester will have an opportunity to edit the form then restart the workflow back at the manager approval step.

Workflow Demo

GRAVITY FLOW FORM DEMO:
Please copy and paste the URL below into a browser.
https://shopuw.wisc.edu/account-set-up-or-revision-request/
## Shop@UW Account Stats

### Shop@UW New Account Set-Ups - FY 2018

<table>
<thead>
<tr>
<th>School/College/Division</th>
<th># of New Accounts</th>
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<tbody>
<tr>
<td>Other System Campus</td>
<td>389</td>
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<tr>
<td>FP&amp;M</td>
<td>127</td>
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<tr>
<td>SCHOOL OF MEDICINE AND PUBLIC HEALTH</td>
<td>84</td>
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<tr>
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<tr>
<td>COLLEGE OF AGRICULTURAL &amp; LIFE SCIENCES</td>
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<td>SCHOOL OF PHARMACY</td>
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<tr>
<td>UNIVERSITY HOUSING</td>
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<tr>
<td>WISCONSIN UNION</td>
<td>6</td>
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<tr>
<td>DIVISION OF STUDENT LIFE</td>
<td>4</td>
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<tr>
<td>SCHOOL OF NURSING</td>
<td>4</td>
</tr>
<tr>
<td>INFORMATION TECHNOLOGY</td>
<td>3</td>
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<tr>
<td>DIVISION OF CONTINUING STUDIES</td>
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<tr>
<td>INTERNATIONAL DIVISION</td>
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<tr>
<td>WID/MIR</td>
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<tr>
<td>WIS VETERINARY DIAGNOSTIC LABORATORY</td>
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<td>ART INSTITUTE</td>
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<tr>
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<td>GAYLORD NELSON INST ENVIRONMENTAL STUDY</td>
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<tr>
<td>INTERCOLLEGIATE ATHLETICS</td>
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<td>WISCONSIN STATE LABORATORY OF HYGIENE</td>
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<tr>
<td>GENERAL SERVICES</td>
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<tr>
<td>CTR FOR HLTH SCI-UNIVERSITY HOSPITALS</td>
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<tr>
<td>LAW SCHOOL</td>
<td>1</td>
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<tr>
<td>Grand Total</td>
<td>857</td>
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</table>

### Shop@UW Account Edits - FY 2018

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<th># of Account Edits - FY18</th>
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<td>COLLEGE OF LETTERS AND SCIENCE</td>
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<tr>
<td>WISCONSIN STATE LABORATORY OF HYGIENE</td>
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<tr>
<td>WID/MIR</td>
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<td>WISCONSIN UNION</td>
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<td>SCHOOL OF BUSINESS</td>
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<tr>
<td>DIVISION OF STUDENT LIFE</td>
<td>12</td>
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<td>SCHOOL OF NURSING</td>
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<tr>
<td>WIS VETERINARY DIAGNOSTIC LABORATORY</td>
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<tr>
<td>DIVISION OF CONTINUING STUDIES</td>
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<tr>
<td>INTERNATIONAL DIVISION</td>
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<td>UNIV HEALTH SERVICES</td>
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<tr>
<td>LAW SCHOOL</td>
<td>5</td>
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<td>CTR FOR HLTH SCI-UNIVERSITY HOSPITALS</td>
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<td>DIV-WISCiENCE</td>
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<td>GENERAL LIBRARY</td>
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<td>BUSINESS SERVICES</td>
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<tr>
<td>GENERAL EDUCATIONAL ADMINISTRATION</td>
<td>3</td>
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<td>GAYLORD NELSON INST ENVIRONMENTAL STUDY</td>
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<tr>
<td>RECREATIONAL SPORTS</td>
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<td>ENROLLMENT MANAGEMENT</td>
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<td>ART INSTITUTE</td>
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<tr>
<td>OFFICER EDUCATION</td>
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<tr>
<td>Grand Total</td>
<td>2,176</td>
</tr>
</tbody>
</table>
Next Steps

• Email names of Shop@UW users within your Division that would like to be part of a pilot group to Casey casey.wampler@wisc.edu.
• Read the policy and procedures (https://shopuw.wisc.edu/).
• Please share this information with your staff. Contact us if you would like us to present at internal staff meetings.
• CFO’s to perform baseline review of all current Shop@UW accounts (we will send this out by 9/1/18).
• User forum?
Feedback and User Testing

Contact Information:

Casey Wampler
Shop@UW Administrator/
Customer Service Supervisor
casey.wampler@wisc.edu
608-497-4401

Dan Purcell
Financial Program Supervisor
dan.purcell@wisc.edu
608-497-4403
Purchasing Card Continuous Audit

Rusty Haines
Travel and Card Team
Accounting Services
## Audit Period 12/30/2017-06/29/2018

<table>
<thead>
<tr>
<th>Division</th>
<th>Number of Transactions Tested</th>
<th>Total Dollar Amount of Tested Transactions</th>
</tr>
</thead>
<tbody>
<tr>
<td>BUSINESS SERVICES</td>
<td>1</td>
<td>$6,273.00</td>
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<tr>
<td>DIVISION OF STUDENT LIFE</td>
<td>4</td>
<td>$4,180.77</td>
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<tr>
<td><strong>TOTALS</strong></td>
<td>193</td>
<td>$413,090.33</td>
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</table>
Financial Management Meeting

Business Purpose

Each transaction on the purchasing card requires a clear business purpose. The business purpose should be clear to the site manager and/or a post-auditor without further inquiry.

<table>
<thead>
<tr>
<th>Item</th>
<th>Unacceptable</th>
<th>Acceptable</th>
</tr>
</thead>
<tbody>
<tr>
<td>Cooler</td>
<td>For research</td>
<td>For biological tissue transportation for Project XXX123</td>
</tr>
<tr>
<td>Sofa</td>
<td>To sit on</td>
<td>Sofa for student lounge in . . . (supply name and address of building)</td>
</tr>
<tr>
<td>Tablet computer</td>
<td>Replacing 7 year old tablet</td>
<td>For Dr. Jones for data analysis on Project XXX123</td>
</tr>
<tr>
<td>Gift Cards</td>
<td>Incentive</td>
<td>Incentive to complete survey regarding Project XXX123</td>
</tr>
</tbody>
</table>
IDEA Software

• Audit software used by UW System Internal Audit for selecting transactions for Purchasing Card continuous audit

• Use of IDEA facilitates refinement of transaction selection so we can duplicate current UW System audit criteria and create our own transaction selection criteria for future internal audits
Housekeeping Items

Change to personal use of BIG10 rental car contract with Enterprise/National

- Personal rentals no longer include collision or liability coverage as part of the rental agreement
- Effects all personal rental contracts on or after 8/1/2018 regardless of when the reservation was made
- Does not effect rental contracts with mixed business and personal use

Non-Employee expense reimbursement checks must be sent to the payee’s home address
Accounting Services
Disbursements Updates

Liv Goff
Jennifer Roltgen
Denise McDearmon

Accounting Services - Disbursements
Disbursement Updates

Consider ACH instead of domestic wire transfers
- Less costly
- Less work for Accounting Services
- Processed faster

Stale dated check clean-up
- Wisconsin state statute mandates checks may be presented for payment 7 years past the date of issuance
- Checks over 1 year old will be transferred to a escheatment liability account (7110)
- Departments may see in and out journal entries to account 7110
- Starting fall 2018
- Annually in May
Check Custody Updates

Standing agreements must be submitted and countersigned before usage

Must be attached to every payment request including

- Voucher uploads
- Refund of Receipt
- Reissued check requests

All checks for pick-up must have the payee's address

- Campus addresses must not be used
- Required for stale dated check follow-up
- Recipient email address encouraged
Disbursements to UW-Madison Wisconsin Foundation and Alumni Association (WFAA) and Affiliates

• UW-Madison WFAA and Affiliates, Accounting Services is requiring increased documentation.

• No longer use generic vendor numbers for payments or refunds to WFAA or Affiliates.

• WFAA and Affiliates vendor numbers will be posted on Accounting Services web site.

• Business purpose and backup documentation must be submitted with payment request.
Direct Payment (DP) and Payment to Individual (PIR) Updates

Revisions to PIR form coming this fall

DP/PIR email box coming this fall
  • Documents must be submitted as attached PDF
  • Separate PDF for each payment request
  • Multiple PDFs may be attached to one email

New ET and DP forms on Accounting Services website

Please do not submit Homeland Security payments as ET
  • Homeland Security is always expedited
  • ETs are labor intensive
Student Payment Project Update

Laura Rader
Bursar Office
Student Payment Update

Student Payment Guideline – Draft
  • Will be sent to campus next week

Student Payment Tool – Currently Available
  • Bursar website: bussvc.wisc.edu/bursar
    ▪ Department Info – Student Payments Tool
Student Payment Update (Continued)

Non-Credit Internship and Research Support Payments

**Requirements:**
- Not a part of a course requirement.
- Not required for degree completion.
- Educational enrichment experiences.

If all three requirements are true, then it will not need to be included in the FA award calculations.

Processed through the Bursar Office (SIS)
Student Payment Update (Continued)

Non-Credit Internship and Research Support Payments – Setup

- Award program reviewed by OSFA.
- Item Type request – Initial set up will need to be done once the award has been approved.
- Upload to the Bursar Office secure website.
- Refunds will be processed on Thursdays.
Student Payment Update (Continued)

Non-Credit Internship and Research Support Payment – Implementation of SIS process
  • Will be available during the fall semester.

Prizes & Competitions – Open to the public
  • Will continue discussing how these are handled.
COMING SOON

Upcoming Events
Upcoming Events

Symposium for Research Administrators
Including a Property Control Presentation
September 26, 2018, 8:00 a.m. - 4:00 p.m.
Gordon Dining and Event Center

How to Purchase Goods & Services at UW-Madison:
Guidance for Importing and Exporting
Presented by UW-Madison Purchasing Services
September 28, 2018, 8:30 a.m. - 12:00 p.m.
21 N Park Street

Gift Management Training
Schedule and Registration: https://www.talent.wisc.edu/Catalog/Default.aspx?tabid=29&SeriesKey=1580
Thank you for attending.

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

October 9, 2018
December 11, 2018