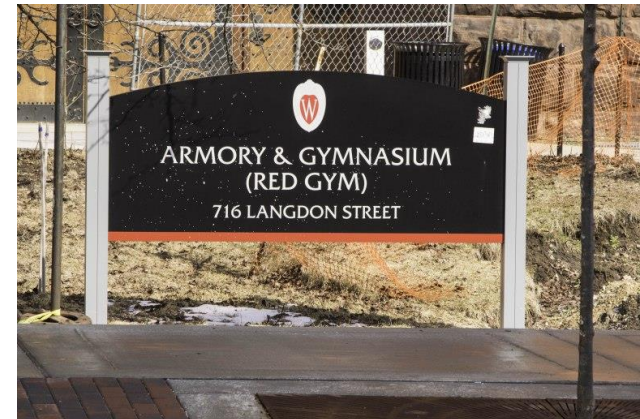
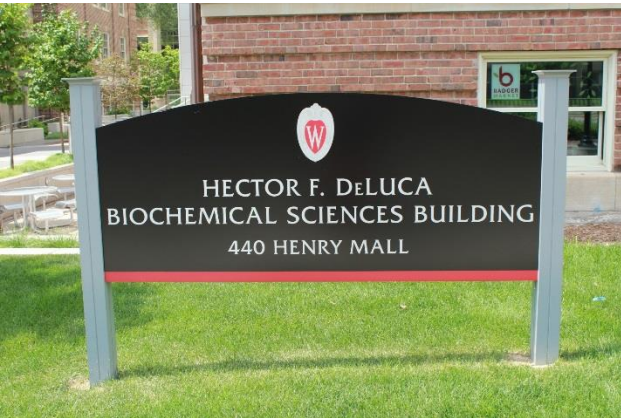


Financial Management Meeting

June 13, 2017



WISCONSIN
UNIVERSITY OF WISCONSIN-MADISON

Agenda

Welcome & Introductions

Bursar Topics Carla Perez 20 minutes

Lodging Policy Update Rusty Haines 10 minutes

Cash Management Reminders Rochelle Cushman 10 minutes

Property Control Updates Amy Wilson 10 minutes

Authorized Signer Process Jennifer Roltgen 10 minutes

Year-end Updates José Carus / Lea Erickson 10 minutes

SFS 9.2 Conversion Susie Maloney 5 minutes

Subaward Information John Varda 15 minutes

Balances Coded to Division 98 Susie Maloney 20 minutes

Open Discussion

Bursar Topics

Payment Plan • Collections • Student Payments

Carla Perez

Bursar

carla.perez@wisc.edu, 262-8927



Lodging Policy Update

Rusty Haines

Accounting Services

rusty.haines@wisc.edu, 890-1864



Lodging Policy

Booking Methods

Travelers and travel arrangers are expected to research rates and reserve lodging using Concur or Fox world Travel to take advantage of potential cost savings. If more cost effective rates are available outside of Concur/Fox World Travel, travelers and travel arrangers may reserve lodging directly with a lodging property or, for external conference reservations, with a conference service/site. Use of internet based lodging brokers or third party sites (e.g., Expedia, Hotels.com, Kayak, Priceline, Airbnb, Hotwire) is prohibited.

Lodging Policy (Continued)

Note:

Conference rates are not available in Concur; however, rates found in Concur/Fox World Travel may be less than conference rates. Travelers and travel arrangers are expected to search Concur/Fox World Travel for their conference hotel(s) prior to finalizing lodging arrangements. Alternatively, travelers and travel arrangers must contact the lodging facility directly or utilize the conference/event link to obtain the conference rate.

Cash Management Reminders

Check Deposits • ACH/Wire Deposits • Custodian Funds • PCI Online Training

Rochelle Cushman
Accounting Services

rochelle.cushman@wisc.edu, 263-2450

Check Deposits

- All checks received are to be restrictively endorsed “For Deposit Only” immediately upon receipt.
- Deposits are to be made within 5 business days of receipt. WI State Statutes, UW System policy, & UW-Madison policy require all cash and check revenues to be deposited into the University’s bank account within one week of receipt.

Check Deposits

Check Deposit Form

- <http://www.bussvc.wisc.edu/acct/forms.html#ckdf>
- Separation of Duties between the Preparer and Department Approver
- Ensure the Department Approval line is signed by a delegated signature authority
- Include Printed Name of Preparer and Department Approver
- Send completed and signed form and check(s) for deposit to Cash Management at 21 N Park St, Suite 5301

ACH/Wire Deposits

- Request UW-Madison bank account information from Cash Management via e-mail to provide to your customer
- Complete the “Wire - Incoming Department Wire/ACH Form” online (www.bussvc.wisc.edu/acct/forms/wire_in.html)
- Submit invoice to Cash Management via e-mail
- When the ACH or Wire is received in our bank account, Cash Management codes the receipt on a daily JRR transaction
- *Cash Management e-mail: cashmgt@bussvc.wisc.edu*

Custodian Funds

Training Sessions

- Next Scheduled Session:
Thursday, June 15, 2017
9:00-11:00 a.m.
Rooms 1106/1108, 21 N. Park Street
[Register here](#)

Monthly Reconciliations for Replenishable/Research & Contingent Checking Accounts

- Updated Reconciliation Form
- New Late Notice Procedure

New Late Notice Procedures: Replenishable/ Research and Contingent Bank Accounts

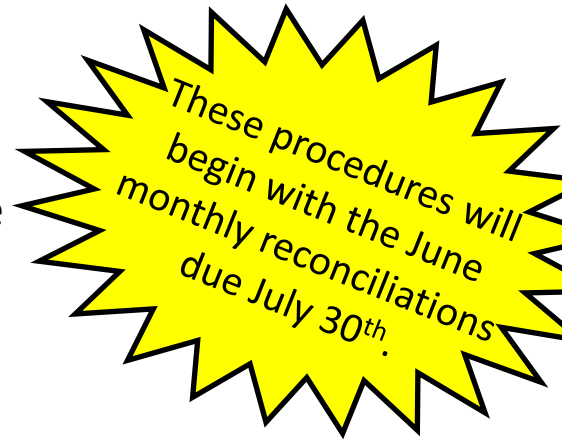
If reconciliation has not been received, Cash Management will send out:

First Notice

Sent at the beginning of the month after the monthly reconciliation is due.

Second Notice

Sent in the middle of the month after the monthly reconciliation is due. It will indicate that the account will be closed if the reconciliation is not received by the end of the month.



Note: Generally, late notices will be sent to the reconciler and your Business Office.

PCI Online Training

Required Annual Online Training

- All DBRs and PCI Site Managers
- Learn@UW Portal
- *Complete by June 30, 2017*

PCI-Help@bussvc.wisc.edu

Property Control Updates

Amy Wilson

Accounting Services

amy.wilson@wisc.edu, 262-8028



Property Control



Past Milestones

- Completed 2 rounds of APR teams involving the campus community
- Completed SFS Asset Management module implementation, December 2016
- Rolled out new Capital Equipment Policy & Procedures, effective January 1, 2017
- Provided training to campus community, started in January 2017

Current State/In-progress

- Implement replacement bar code scanning software & hardware – Target Date of June 27, 2017
- Fit Gap phase for capital equipment tools (e.g., capital equipment user interface, campus reporting, electronic workflow & approval)
 - Includes feedback from DPA focus group

Authorized Signer Process

Jennifer Roltgen

Accounting Services

jennifer.roltgen@wisc.edu, 265-1121



Year-end Updates

José Carus

Accounting Services

jose.carus@wisc.edu, 262-0582

Lea Erickson

Accounting Services

lea.erickson@wisc.edu, 890-1765

Year-end Reporting

Due 7/14/17

- Accounts Receivable - Non Loans
- Deferred Expenses
- Inventories

http://www.bussvc.wisc.edu/acct/policy/tax/FYE_2017_CAMPUS%20PRESENTATION_06012017.pdf

Upcoming Year-end Deadlines

June 16th:

- FY17 P-card orders due
- Shop@UW order deadline

June 19th:

- FY17 Salary Cost Transfers due (fully approved)
- Internal billings/Internal work orders due to Accounting Services

June 28th:

- Last day for FY17 Emergency Transactions (ET's)

June 29th:

- FY17 PAT cutoff
- Expense Reimbursement deadline (fully approved)
- FY17 Check Deposits due to Cash Management

June 30th:

- FY17 Department bank deposits due
- FY17 Receipt/Sales Credit transfers due to Cash Management

July 3rd:

- FY17 Deferred Revenue entries due to Cash Management

July 6th:

- FY 17 Non Salary Cost Transfers due (fully approved)

July 14th:

- FY18 JET & Cost Transfer transactions begin

SFS 9.2 Conversion

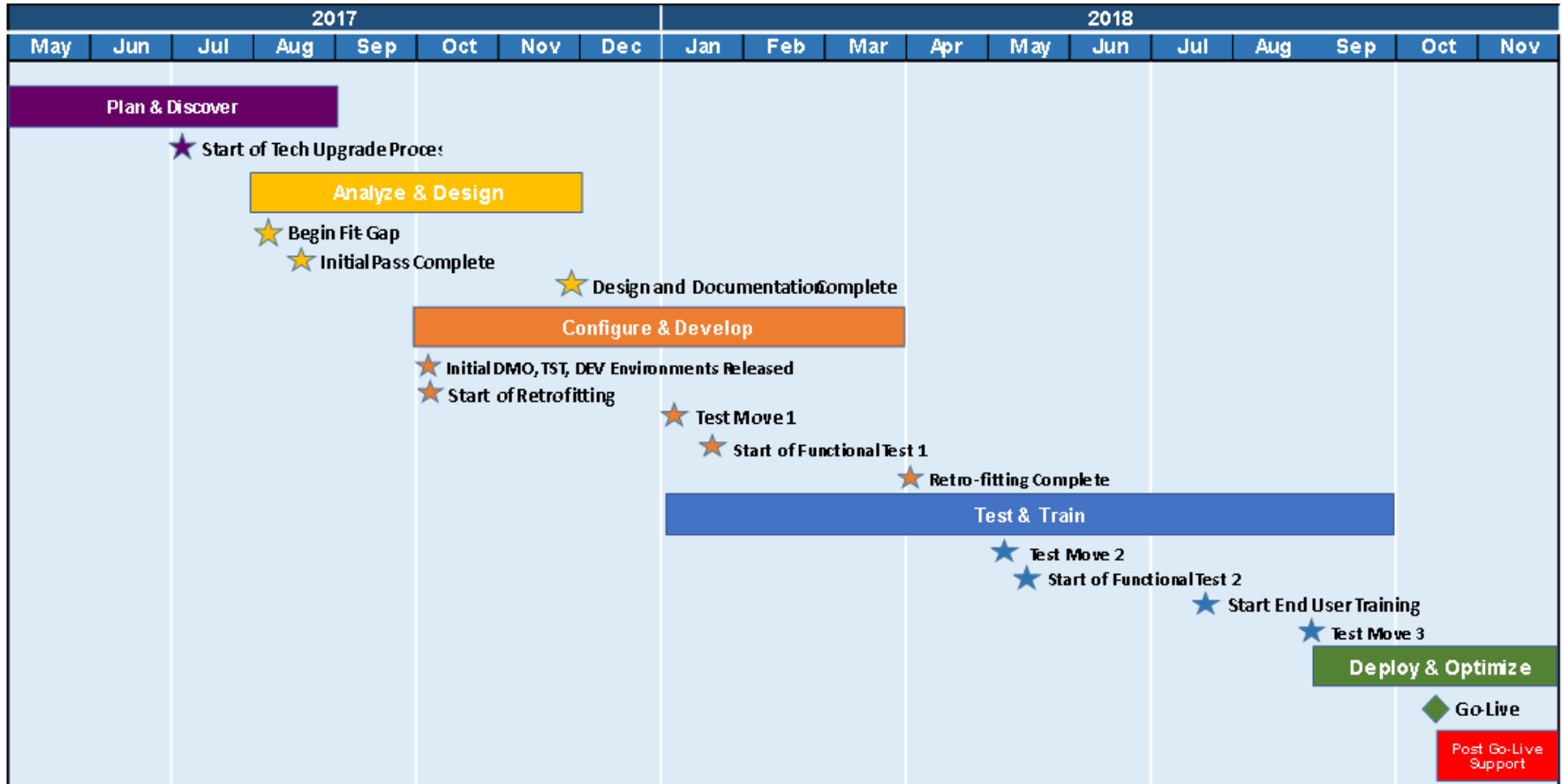
Susie Maloney

Accounting Services

susie.maloney@wisc.edu, 890-3220



SFS 9.2 Conversion



Subaward PO Finalization

John Varda

RSP Non-Federal Post-Award Manager

Research and Sponsored Programs

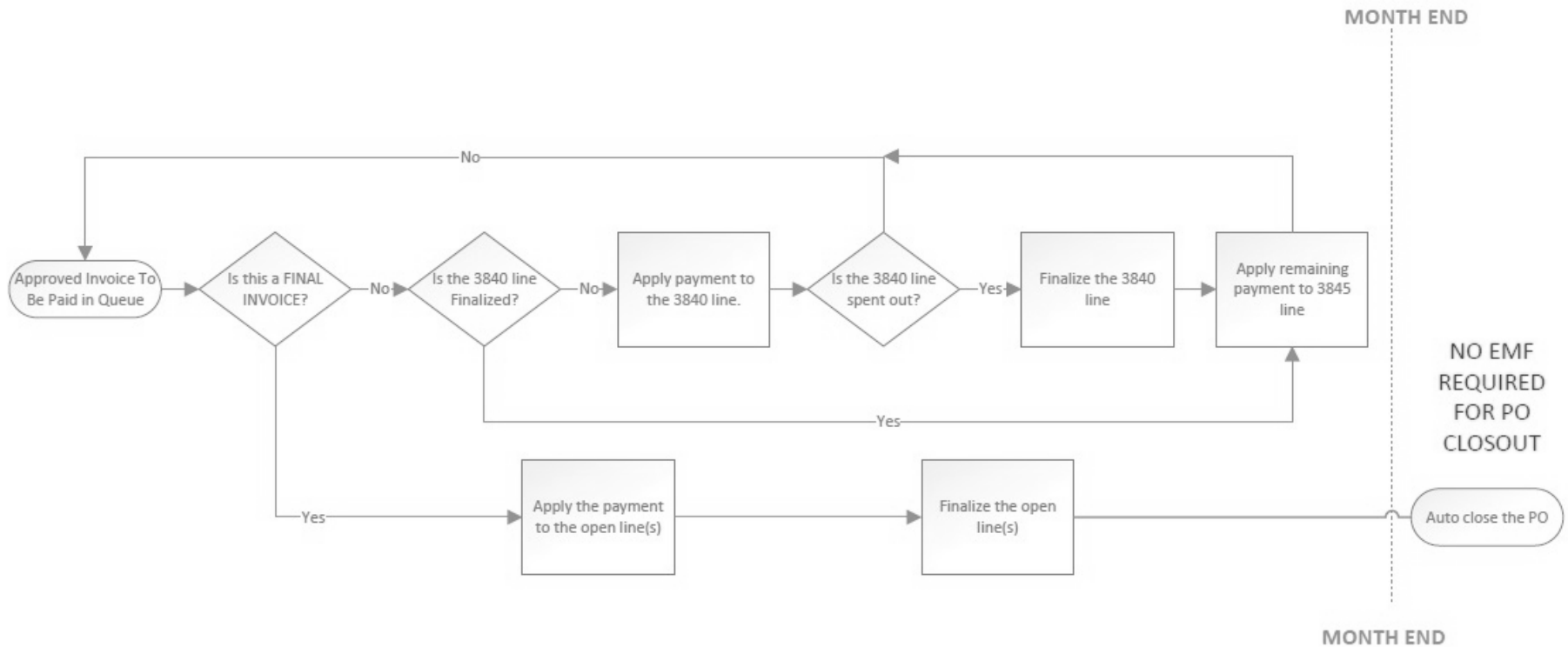
jgvarda@rsp.wisc.edu, 265-5918



Subaward PO Finalization

- Process started November 2016.
- Finalization of 3840 and 3845 lines is to avoid overspend.
 - 3840 is for the first \$25K of a subaward that is subject to F&A.
 - 3845 is for subaward expenses beyond the initial \$25K, not subject to F&A.
- After the final invoice has been identified by PI/Dept, the open 3840 and/or 3845 lines will be finalized and paid. After month end, an automatic process will close the subaward PO.
- If a subaward had its final invoice processed before November 2016, no automatic process will run to close the PO. In that case, contact the RSP post-award accountant to close the PO using an EMF.

Subaward PO Finalization



Balances Coded to Division 98

Susie Maloney
Accounting Services
susie.maloney@wisc.edu, 890-3220

Division 98 Balances

- Divisional Profit and Loss Statements by Fund Category
- Negative Cash Balances
 - Historical Transactions Charged Expenses to Department while Revenue Charged to:
 - Department: 980100
 - Program Code: R
- Clean Up Efforts:
 - Phase 1
 - Correcting Old Project Balances on Major Funds
 - 133, 135, 144, 161, 233
 - Using Allocation Feature within SFS
 - Goal – Year End 2017
 - Eliminating existing business processes
 - Phase 2
 - Correcting balances on remaining funds

Financial Management Meeting

Consolidated Financial Statement									
Business Unit	UWMSN								
Fiscal Year	2016								
Division	ABC								
Division Description	SCHOOL OF ABC								
	FUNDS BY SOURCE								
	GENERAL PROG OPERATIONS	TUITION & FEES	AUXILIARY OPER & HOSPITAL	GENERAL OPERATIONS	GRANTS & CONTRACTS	GIFTS AND ENDOWMENTS	CLEARING/ SUSPENSE	UNSPECIFIED	ALL FUNDS TOTAL
REVENUES									
Revenue	\$0	\$0	\$0	\$1,844,850	\$2,835,042	\$1,378,459	\$0	\$0	\$6,058,351
Revenue Transfers	\$0	\$7,500	\$0	\$96,881	\$275,669	\$94,694	\$0	\$0	\$474,743
TOTAL REVENUE	\$0	\$7,500	\$0	\$1,941,731	\$3,110,711	\$1,473,153	\$0	\$0	\$6,533,094
RedBook Budget	\$5,766,336	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$5,766,336
GPR Fringe Allocation	\$1,789,942	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$1,789,942
Budget Transfers In/Out	\$575,528	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$575,528
TOTAL BUDGET REVENUE	\$8,131,806	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$8,131,806
TOTAL REVENUE & TRANSFERS	\$8,131,806	\$7,500	\$0	\$1,941,731	\$3,110,711	\$1,473,153	\$0	\$0	\$14,664,900
EXPENDITURES									
Sales Credits	(\$16,494)	\$0	\$0	(\$36,619)	(\$1,865)	\$0	\$0	\$0	(\$54,978)
TOTAL SALES CREDITS	(\$16,494)	\$0	\$0	(\$36,619)	(\$1,865)	\$0	\$0	\$0	(\$54,978)
Permanent Salaries	\$5,459,827	\$921,245	\$0	\$906,995	\$1,175,017	\$1,334,042	\$0	\$0	\$9,797,127
LTE & Student Salaries	\$81,800	\$4,789	\$0	\$200,629	\$29,305	\$89,074	\$0	\$0	\$405,595
Fringe Benefits	\$1,789,942	\$296,125	\$0	\$437,044	\$439,556	\$436,595	\$0	\$0	\$3,399,262
Supplies	\$646,759	\$64,639	\$0	\$499,759	\$1,046,300	\$811,689	\$0	\$0	\$3,069,146
Capital	\$1,279	\$0	\$0	\$0	\$0	\$38,076	\$0	\$0	\$39,355
Special Purpose	\$0	\$1,256	\$0	\$0	\$0	\$655,886	\$0	\$0	\$657,142
Financial Aid	\$12,521	\$0	\$0	\$2,257	\$0	\$207,108	\$0	\$0	\$221,887
TOTAL EXPENDITURES	\$7,992,127	\$1,288,053	\$0	\$2,046,685	\$2,690,178	\$3,572,470	\$0	\$0	\$17,589,514
Expense Transfers	(\$400)	\$0	\$0	\$0	\$74,310	(\$7,270)	\$0	\$0	\$66,640
TOTAL SALES CREDITS, EXPENDITURES, TRANSFERS	\$7,975,233	\$1,288,053	\$0	\$2,010,066	\$2,762,623	\$3,565,200	\$0	\$0	\$17,601,176
TOTAL	\$156,573	(\$1,280,553)	\$0	(\$68,335)	\$348,087	(\$2,092,048)	\$0	\$0	(\$2,936,275)
BEGINNING CASH BALANCE	\$0	\$0	\$0	\$771,686	(\$7,301,526)	(\$16,578,252)	\$175	\$0	(\$23,107,916)
BEGINNING GPR CARRYOVER/CARRYSHORT	\$6,557	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$6,557
PLUS CURRENT YEAR REVENUE	\$8,131,806	\$7,500	\$0	\$1,941,731	\$3,110,711	\$1,473,153	\$0	\$0	\$14,664,900
LESS CURRENT YEAR EXPENSES	(\$7,975,233)	(\$1,288,053)	\$0	(\$2,010,066)	(\$2,762,623)	(\$3,565,200)	\$0	\$0	(\$17,601,176)
ENDING FUND BALANCE	\$163,130	(\$1,280,553)	\$0	\$703,352	(\$6,953,439)	(\$18,670,299)	\$175	\$0	(\$26,037,635)

Division 98 Balances

Unit	Fund	Project	Account	Descr	Sum Amount	Dept	
UWMSN	233	233AS08	1051	Academic Staff - Annual	105,199.92	272100	
UWMSN	233	233AS08	1533	Univ Staff Project - Hourly	24,110.30	272100	
UWMSN	233	233AS08	1536	Univ Staff - Excep Perf Award	229.00	272100	
UWMSN	233	233AS08	1771	Student - Hourly	2,880.00	272100	
UWMSN	233	233AS08	1975	Academic-Fringe-Gift/Fed Trf	33,098.79	272100	
UWMSN	233	233AS08	1979	Univ Staff-Fringe-Gift/Fed Trf	9,661.07	272100	
UWMSN	233	233AS08	1984	Student-Fringe-Gift/Fed Trf	72.00	272100	
UWMSN	233	233AS08	2130	Travel-Employe-Out State-Conf	457.36	272100	
UWMSN	233	233AS08	2201	Telecomm Services-Centrex	561.34	272100	
UWMSN	233	233AS08	2210	Telephone Service-NonSTS Tolls	9.78	272100	
UWMSN	233	233AS08	2240	Telephone Service-STS	127.78	272100	
UWMSN	233	233AS08	2620	Services - Professional	3,306.39	272100	
UWMSN	233	233AS08	2620	Services - Professional	120.00	279000	
UWMSN	233	233AS08	2650	Services - Internal	11,064.87	272100	
UWMSN	233	233AS08	2670	Printing & Duplicating-State	1,491.59	272100	
UWMSN	233	233AS08	2675	Printing & Duplicating-NonStat	6,862.38	272100	
UWMSN	233	233AS08	2851	Lodging - Out of State	1,072.99	279000	
UWMSN	233	233AS08	3101	Supplies-Office	348.95	272100	
UWMSN	233	233AS08	3195	Equip & Furnit not Capitalized	3,330.00	272100	
UWMSN	233	233AS08	3730	Memberships	407.00	279000	
UWMSN	233	233AS08	3930	Transfer-Ovrhead Allow-133&144	15,049.91	272100	
UWMSN	233	233AS08	6100	Cash	(165,900.01)	272100	Cash Balance by Department
UWMSN	233	233AS08	6100	Cash	(1,599.99)	279000	Cash Balance by Department
UWMSN	233	233AS08	6100	Cash	167,500.00	980100	Cash Balance by Department
UWMSN	233	233AS08	7100	Accounts Payable	-	272100	
UWMSN	233	233AS08	7100	Accounts Payable	-	279000	
UWMSN	233	233AS08	9050	Sales Credits-Internal	(51,961.42)	272100	
UWMSN	233	233AS08	9500	Gifts & Donations	(167,500.00)	980100	All Revenue to Division 98

Division 98 Balances

Unit	Fund	Project	Account	Descr	Sum Amount	Dept	
UWMSN	233	233AS08	1051	Academic Staff - Annual	105,199.92	272100	
UWMSN	233	233AS08	1533	Univ Staff Project - Hourly	24,110.30	272100	
UWMSN	233	233AS08	1536	Univ Staff - Excep Perf Award	229.00	272100	
UWMSN	233	233AS08	1771	Student - Hourly	2,880.00	272100	
UWMSN	233	233AS08	1975	Academic-Fringe-Gift/Fed Trf	33,098.79	272100	
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UWMSN	233	233AS08	2130	Travel-Employe-Out State-Conf	457.36	272100	
UWMSN	233	233AS08	2201	Telecomm Services-Centrex	561.34	272100	
UWMSN	233	233AS08	2210	Telephone Service-NonSTS Tolls	9.78	272100	
UWMSN	233	233AS08	2240	Telephone Service-STS	127.78	272100	
UWMSN	233	233AS08	2620	Services - Professional	3,306.39	272100	
UWMSN	233	233AS08	2620	Services - Professional	120.00	279000	
UWMSN	233	233AS08	2650	Services - Internal	11,064.87	272100	
UWMSN	233	233AS08	2670	Printing & Duplicating-State	1,491.59	272100	
UWMSN	233	233AS08	2675	Printing & Duplicating-NonStat	6,862.38	272100	
UWMSN	233	233AS08	2851	Lodging - Out of State	1,072.99	279000	
UWMSN	233	233AS08	3101	Supplies-Office	348.95	272100	
UWMSN	233	233AS08	3195	Equip & Furnit not Capitalized	3,330.00	272100	
UWMSN	233	233AS08	3730	Memberships	407.00	279000	
UWMSN	233	233AS08	3930	Transfer-Ovrhead Allow-133&144	15,049.91	272100	
UWMSN	233	233AS08	6100	Cash	-	272100	Post Allocation - Cash = \$0
UWMSN	233	233AS08	6100	Cash	-	279000	Post Allocation - Cash = \$0
UWMSN	233	233AS08	6100	Cash	-	980100	Post Allocation - Cash = \$0
UWMSN	233	233AS08	7100	Accounts Payable	-	272100	
UWMSN	233	233AS08	7100	Accounts Payable	-	279000	
UWMSN	233	233AS08	9050	Sales Credits-Internal	(51,961.42)	272100	
UWMSN	233	233AS08	9500	Gifts & Donations	(167,500.00)	980100	Post Allocation - Revenue moved off 980100
UWMSN	233	233AS08	9942	Trfs-Same Funds/Same Unit	(165,900.01)	272100	Post Allocation - Revenue moved to Dept ID
UWMSN	233	233AS08	9942	Trfs-Same Funds/Same Unit	(1,599.99)	279000	Post Allocation - Revenue moved to Dept ID
UWMSN	233	233AS08	9942	Trfs-Same Funds/Same Unit	167,500.00	980100	Post Allocation - Revenue moved off 980100

Thank you for attending.

Future Financial Management Meetings

Rooms 1106 & 1108, 21 N Park Street

9:30 am - 11:30 am

August 8, 2017

October 10, 2017

December 12, 2017

