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## FINANCIAL MANAGEMENT MEETING NOTES

February 12<sup>th</sup>, 2013

21 N. Park St., Rooms 1106 & 1108

9:30am to 11:30am

### Welcome, Introductions & Business Services Updates (Martha Kerner)

Business Services is in the very early stages of strategic planning. Prominent themes identified so far include:

- Providing the best service
- Being the best partner with financial offices on campus

Financial Managers were asked for ideas relating to **how** Business Services can provide the best service and be a best partner. Send input to Martha ([mkerner@bussvc.wisc.edu](mailto:mkerner@bussvc.wisc.edu), 262-0063).

### Accounting Updates

- **Staffing Updates** (Dan Langer)
  - After 38 years of state service, Vera Laufenberg is retiring this week.
  - Filling of positions in process:
    - Advanced Accountant (just closed)
    - Financial Specialist 2 – Project (just closed)
    - Director of Financial Reporting and Analysis (final stages)
    - Director of Disbursements (posted soon)
- **Year End Letter and Calendar** (Susie Maloney)
  - Year-end letter and calendar distributed at meeting. Electronic copy will be on the website by the end of today (<http://www.bussvc.wisc.edu/acct/dddates.html>)
  - Some dates may change (System dates). All dates should be final in April.
- **Tuition Remission** (Susie Maloney)
  - We are experiencing a problem similar to last year. 250 students could have potential problems. Letter with names is going out today.
- **Corporate Cards** (Yvonne Quamme)
  - International travelers have requested a card with a microchip which offers greater security
  - US Bank has agreed to issue Corporate Cards with chips
  - New Corporate Cards will be going out to all current Corporate Card users
  - New cards will have the same account number, PIN, security code, expiration date. They will not require activation.
- **Past Due Card Accounts** (Yvonne Quamme)
  - After 180 days, amount due gets deducted from our rebate
  - Currently, Purchasing Card Site Managers are not responsible for Corporate Cards
  - Would it be helpful to receive a notice of past due accounts? Yes.
  - Notice will be sent at 120 days past due
- **SFS Upgrade** (Kerry Morgan)
  - SFS/PeopleSoft upgrade scheduled for mid-November

- Everything is on schedule and going according to plan
- Upgrade should be invisible

### **Purchasing Updates** (Mike Hardiman)

A forum was held in June with campus representatives to identify purchasing-related wants and needs. The following emerged:

1. Need for more tools for e-commerce (easier to find right products, best prices, standards for purchasing)
  2. Standardizing a few units of PCs would drive down the price
  3. PAT tool is well-liked. Enhancements welcome.
- **Shop@UW Update** (Mike Matschull)
    - Have been testing since December, including a half-day with a campus focus group
    - An announcement to all current MDS account holders about Shop@UW will be going out today
    - Training sessions scheduled Feb 18 – Mar 8
    - Training is recommended for Financial Managers for administrative reasons (even if they are non-users)
    - Current MDS site will come down on March 1st; new Shop@UW site will go live at Noon on March 4th
    - Accounts will have same log in, password, parent account
    - Shop@UW website: [www.bussvc.wisc.edu/shopuw/shopuw.html](http://www.bussvc.wisc.edu/shopuw/shopuw.html)
  - **PAT Tool** (Mike Marean)
    - PAT tool is used to re-allocate purchases from default funding prior to posting. Re-allocation can be by amount, percentage, etc. This helps reduce the need for cost transfers after the fact.
    - New calendar is now on the PAT tool website that shows edit deadlines
    - Mike demonstrated PAT tool enhancements
    - Training is available in both video format and step-by-step text PDF format
    - Contact Mike with questions or requests for assistance ([mmarean@bussvc.wisc.edu](mailto:mmarean@bussvc.wisc.edu), 497-4401)
  - **Computer Bundles** (Lori Voss)
    - Work group has been studying UW-Madison computer purchases/needs
    - We've spent approximately 7.5 million on desktops and laptops (4.75 million on Dell products; 3.75 million on Apple products)
    - Goal: save money, save time, make it easier to purchase a desktop/laptop
    - Identified one standard desktop (\$550)
    - Identified three standard laptop bundles (All Dell, \$750-890). Similarly equipped Apple products are much more expensive.
    - Currently negotiating standard monitor prices

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### • **Viewing Detailed Payroll/Benefits in WISDM** (Sue Adams)

Sue discussed the importance of regularly checking payroll/benefits information in WISDM and offered a brief demonstration. See handouts.

## **Future Meeting Dates**

**All 2013 meetings will be held at 21 N. Park St. in Rooms 1106 & 1108**

**9:30 AM - 11:30 AM**

**April 9, 2013**

**June 11, 2013**

**August 13, 2013\***

**October 8, 2013**

**December 10, 2013**

**\*The August meeting will be held at Grainger Hall.**