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## **FINANCIAL MANAGEMENT MEETING NOTES**

**April 9th, 2013**

**21 N. Park St., Rooms 1106& 1108**

**9:30am to 11:00am**

### **Welcome & Introductions (Dan Langer)**

- Self-Introductions

### **Accounting Services Updates**

#### **Personnel Notes (Dan Langer)**

- Sue Adams is going to Shared Services.
- Janet Larson is coming back as an LTE to assist with the transition.
- Director of Disbursements position will likely be filled in May
- Virginia Brown is currently overseeing all of Accounts Payable

### **Travel Notes**

#### **Southwest Offer (Dan Langer)**

- We are continuing to prepare for July 1 when we will assume travel flexibilities
- An increased volume of consolidated spend will produce discounts and increased service options
- An early example of an incentive to use Concur (contracted booking tool) or full service Fox World Travel: Southwest is offering Rapid Rewards bonus points for sign-up and is making alternative fare classes visible. Log in to Concur for details.

#### **RFP Update (Meghann Suchomel)**

- Reviewed timeline (see PPT)
- July 1 is the contract start date

#### **Guided Entry Tool Update (Stefanie Merucci)**

- This is a tool on the front end of the e-Reimbursement system. User will complete a form and the information will be loaded into the system. It is designed to provide more guidance. The approval process will remain the same.
- Development/testing is going well. Intent was to pilot this summer, but a glitch with default funding must be resolved. This could impact the timeline.

#### **Year-End Letter Planning Schedule (Susie Maloney)**

- Final timetable was reviewed (see PPT and/or handout). There were no date changes (from preliminary version) to this final timetable.
- Note the Change of Department ID Form in the handout packet. This must be completed if adding, deleting, changing departments.

- The HRS form (<https://uwservice.wisc.edu/docs/forms/hr-org-dept-changes-requests.pdf>) must be completed as well if any of the changes documented on the Change of Department ID Form trigger changes in payroll.

### **Summer Service Encumbrances (Susie Maloney)**

- Summer service encumbrances is a manual process and a lot of work for HRS in a short period of time.
- Timeline was reviewed (see PPT). Susie and HRS will work with folks for whom the timeline won't work.

### **"May Multiples" (Susie Maloney)**

- Carla Raatz sent out email to Payroll and Benefits Coordinators April 3, 2013
- FY2014 funding needs to be set up for April and May deductions (posted in July and August) (see PPT)

### **Cash Management (Sharon Hughes/Chris Gunter)**

- **Unclaimed Checks**  
Wires and checks come in and we don't know who they belong to. This process is to help you claim them. RSP had been doing something similar to this with grants very successfully. That's where the idea came from. The Unclaimed Wires/Checks List was demonstrated (see PPT). The list is updated every Friday. If you see something on the list and you have an idea of where it belongs, email Cash Management. You can help reduce the occurrences of unclaimed wires/checks by asking customers to put Dept ID in memo field.
- **Check Scanning**  
This is a tool to deposit checks into the bank faster. Athletics has been using check scanning for 6 years and Cash Management has been piloting it for approximately one year. The big benefit: historical data is stored. You can search checks based on dates, amounts, etc. When you scan a check, it sets up a record in a US Bank file and it batches checks. There are some start-up costs: a dedicated computer (no other use), two-hour set up, four-hour audit, etc. If you want to see a demo, email Sharon.

### **SFS Upgrade (Kerry Morgan)**

- The upgrade is on track for November. Not expecting any interruptions. Testing is basically on time. User testing will be in June/July. By next FMM meeting, we should have an implementation schedule.

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

- Reviewed year-end purchasing deadlines (see timetable in PPT)
- Deadlines follow state law
- **Shop@UW Update & Feedback**  
Shop@UW has been up just about a month. Very interested in feedback. Campus can use the customer service box on website.
  - What we are hearing and what we're working on: Staples---customers are not finding things they purchased in the past in the Staples catalog. Staples went to a new system at the same time we went to Shop@UW. They re-numbered a lot

of their catalog items. If you were buying it before, it's likely still there. Try different search words.

- DOA has asked Grainger to block their products associated with electrical, lighting, etc. Purchasing is working with DOA to see if these can be un-blocked.
- Again, Purchasing would like more feedback from campus about Shop@UW.

#### **Future Meeting Dates**

Financial Management Meetings will be held at 21 N. Park St. in Rooms 1106 & 1108 (except August)  
9:30-11:30AM

June 11, 2013

August 13, 2013\*

October 8, 2013

December 10, 2013

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