

FINANCIAL MANAGEMENT MEETING

June 11, 2013, 9:30am to 11:30am

21 N. Park St., Rooms 1106 & 1108

64 People Signed In

Meeting Notes

Welcome and Introductions

- Self-introductions beginning with new Accounting Services employees, Laura Rader and Russell Haines

Accounting Updates

Year-end Financial/Tax info requirements (José Carus)

- After July 1, UW-System requests 20 financial reports. Four of these require input from everyone:
 - Accounts Receivable
 - Supplies
 - Deferred Revenue
 - Deferred Expenses
- José provided handouts and reviewed information about each of these four reports
- The biggest concern is making sure information in the reports is accurate
- The reports are first reviewed by UW System, then audited by LAB
- Information for the reports will be due in to José in mid-July. More details forthcoming.
- Contact José if you have questions or would like additional training

Capital Equipment Tracking tool (Brenden Hedberg)

- Brenden demonstrated the new Capital Equipment Tracker
- It is available on the Property Control website (<http://www.bussvc.wisc.edu/acct/propcont/prophome.html>)
- The tracker can be used for active records
- Anyone with a Net ID can use it

Cash Management - Receipt deposit process change (Sharon Hughes)

- Drafts of new deposit documents for cash and checks were reviewed (handouts)
- Cash Management will be contacting user groups to solicit feedback about the process and draft forms
- The deposit process will STAY THE SAME for units with their own deposit slips

Cash Management - Custodian funds update (Sharon Hughes)

- A team of financial leaders has been working to make policies easier to understand and moving procedures to the procedures section
- Memos of Understanding (MOUs) have been created to ensure that all parties involved understand their roles (all MOUs were included in handouts)
- Improvements in bank reconciliation are also in the works

- Beginning in January when replenishments are requested, reconciliation statements will be attached.

Travel Agency/On-Line Booking Tool RFP Update (Meghann Suchomel)

- Current contract with Concur runs through June 30, 2013. It is managed by DOA.
- The RFP process is nearing an end. The decision on awarding a new contract should be finalized in the next few days
- The issue of per diems is being addressed by TOC and decisions about it will come later
- The question was asked, “Is the use of the preferred online booking tool required?” For simple travel, use of the tool is expected campus-wide. L&S, Med School are examples that require it.

Guided Expense Tool (GET) update (Stefanie Merucci)

- This a part of the APR travel team solution
- It is an alternative way (more user friendly) to submit expense reports. It will feed into the e-Reimbursement system. The approval process WILL NOT CHANGE.
- Approximately 30 users from selected divisions are already involved in a pilot, trying it out. In Phase II of the pilot, 500 more users will be added; and in Phase III, 100 more will be added. After each phase of the pilot, feedback will be collected and analyzed, improvements and decisions will be made.
- If all goes according to plan, the GET could be rolled out to campus at the beginning of 2014.

SFS Upgrade testing update (Susie Malone)

- Side note: There currently is no back log of cost transfers. This is a very positive change.
- Everything has gone well with the first two phases of testing for the SFS upgrade. It is on time and under budget. The next phase of testing will be on integrations.
- An SFS outage will be necessary in October. TENTATIVELY, Oct 17-21. This will mean that there will be no access to JET, cost transfers, e-Reimbursement, etc. Emergency transactions will still be available during the outage and WISDM will still be able to be viewed (but no changes can be made). As the time gets closer, confirmation of dates and more details will be communicated.

Purchasing Updates

Strategic sourcing initiatives (Mike Hardiman)

- Mike reviewed a report on purchases of bundled laptops and desktops (see PPT)
- Overall, a greater percentage of computers purchased are not bundled packages
- Also, overall, more money is being spent on non-bundled packages
- Purchasing now has the information available to see who is buying what (much better data than they’ve had in the past)
- The bundling team will next try to find out why so many people are buying non-bundled packages and paying more

Shop@UW updates (Mike Hardiman)

- Shop@UW is expanding by adding more vendors. MSC was just added and Fastenal is in the test phase
- Purchasing is still working to find a solution to blocked access. They have successfully negotiated with DOA to open up the old Grainger product line, so that should help.
- Purchasing is working to address complaints from campus

Shop@UW navigation/search tips (Mike Matschull)

- Staples is still causing frustrations by using abbreviations, not providing sufficient key words, etc.
- It is recommended that once you find a desired product, save it as a favorite
- The Shop@UW website is updated frequently with helpful information and news, tools. You are encouraged to visit regularly.
- Training is offered every two weeks. Go here to register:
<https://www.ohrd.wisc.edu/OHRDCatalogPortal/Default.aspx?tabid=29&CourseGroupKey=42059>
- Mike reviewed the guide for filtering results (handout) and did a demonstration.

Next Financial Management Meeting: August 13, 9:30-11:30AM in Grainger Hall.