FINANCIAL MANAGERS’ MEETING
June 8, 2020
Financial Managers’ Meeting

Agenda

Welcome/Introduction  Dan Langer  5 minutes
Cash Management Updates  Omar Siddiqi  20 minutes
WISDM Decommissioning  Lea Erickson  5 minutes
AR/BI Updates  Tricia Johnson  15 minutes
Travel Updates  Rusty Haines  15 minutes
Procurement Automation  Liv Goff  5 minutes
Disbursements Updates  Mark Domaszek/Jennifer Roltgen  10 minutes
Encrypting Sensitive Data  Imad Mouchayleh  10 minutes
Open Q&A  Subject to Questions
Cash Management Updates

Omar Siddiqi
Financial Information Management – Cash Management
Division of Business Services
Unidentified Deposits

Background

• Deposits received via Checks/ACH/Wires into the main deposit account with US Bank
• Incoming Department Wire/ACH Form or Check Deposit Form submitted to Cash Management
• Deposits not traceable back to campus departments held in clearing account PRJ38CM as ‘unidentified deposits.’ Examples:

<table>
<thead>
<tr>
<th>Type of Deposit</th>
<th>Check Issuer's Name or Wire/ACH Originator's Name</th>
<th>Amount</th>
<th>Bank Deposit Date</th>
</tr>
</thead>
<tbody>
<tr>
<td>CHECK</td>
<td>SAFC</td>
<td>12,075.00</td>
<td>6/5/2019</td>
</tr>
<tr>
<td>WIRE/ACH</td>
<td>DEPOSIT CUSTOMER DEPOSIT</td>
<td>12,018.94</td>
<td>6/24/2019</td>
</tr>
<tr>
<td>WIRE/ACH</td>
<td>WIRETRF SBAD TREAS 310</td>
<td>21,542.02</td>
<td>02/21/2020</td>
</tr>
<tr>
<td>CHECK</td>
<td>INDIANA UNIVERSITY CK</td>
<td>12,131.00</td>
<td>2/6/2020</td>
</tr>
<tr>
<td>CHECK</td>
<td>PHOTONIS</td>
<td>11375</td>
<td>3/24/2020</td>
</tr>
</tbody>
</table>
Unidentified Deposits (Cont.)

- Unidentified deposits balance is **$1,000,518***, with transactions dating back many years. *(https://businessservices.wisc.edu/documents/claim-unidentified-deposits/)*
  
  *current as of June 1, 2020*

- Total represents ~500 unidentified/unclaimed transactions. Approx 40 transactions ($>5,000)= $760K.

<table>
<thead>
<tr>
<th>Period</th>
<th>Balance (in 000s of $)</th>
<th>% of total</th>
</tr>
</thead>
<tbody>
<tr>
<td>2014-2017</td>
<td>57</td>
<td>6%</td>
</tr>
<tr>
<td>2018</td>
<td>30</td>
<td>3%</td>
</tr>
<tr>
<td>2019</td>
<td>182</td>
<td>18%</td>
</tr>
<tr>
<td>2020</td>
<td>731</td>
<td>73%</td>
</tr>
<tr>
<td><strong>Total</strong></td>
<td><strong>1,000</strong></td>
<td><strong>100%</strong></td>
</tr>
</tbody>
</table>
Unidentified Deposits (Cont.)

Measures taken to identify appropriate recipients:

- Review information provided in the bank remittance detail
- Follow up with campus departments that have previously claimed deposits from payor
- Contact payors’ to request information on campus recipients
- Publish list of unidentified deposits held in PRJ38CM at least once monthly
- Notify Financial Managers via email each time list is updated
Unidentified Deposits (Cont.)

Challenges:

- Time consuming research with little or no information
- High volume of transactions
- Monthly reconciliations of clearing account
- Manual tracking of unidentified deposits and manual transfer entries to reallocate deposits
Unidentified Deposits (Cont.)

How can we avoid posting items to unidentified?

• Submit Incoming Wire/ACH forms for expected payments ahead of time.
• Best option to post items correctly upon receipt of deposits until a centralized AR system is in place.

Other Useful Tips:

• Wire fee covered by the sender.
• Request customers to include invoice # they are paying and/or department name so we can reach you if we have any queries.
Financial Managers’ Meeting

Unidentified Deposits (Cont.)

Important Information

Incoming Department Wire/ACH Form

You must download this form (top, right hand navigation bar) in order for the fillable fields to be visible. Please complete this form, save, and email to Cash Management (cashmgmt@uwyo.edu) with Incoming Wire, Dollar Amount, and Customer Name in the subject line. For example, ‘Incoming Wire, $1,000, Merck’ would be in the subject line to indicate an incoming wire is anticipated for $1,000 from Merck. Also include in the email an invoice or supporting documentation for the wire or ACH.

Customer Information (person/company sending the wire/ACH)

<table>
<thead>
<tr>
<th>Name:</th>
</tr>
</thead>
<tbody>
<tr>
<td>Address:</td>
</tr>
<tr>
<td>City, State, Zip:</td>
</tr>
<tr>
<td>Country:</td>
</tr>
<tr>
<td>Communication Date:</td>
</tr>
</tbody>
</table>

(The date you communicated the amount due and bank information to the payee/customer.)

Accounting Details

<table>
<thead>
<tr>
<th>Dollar Amount:</th>
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<tbody>
<tr>
<td>(please use commas and a decimal point, ex $1,000.00)</td>
</tr>
</tbody>
</table>

- Check: [ ] Exact Amount
- [ ] Estimated Amount

Program: 
Fund: 
Account: 
Project: 
Department Invoice No: (if applicable)

Your Information

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<thead>
<tr>
<th>Name:</th>
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<tr>
<td></td>
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<tr>
<td>Department:</td>
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<tr>
<td>Phone:</td>
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<tr>
<td>Fax:</td>
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<tr>
<td>email:</td>
</tr>
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Unclaimed Deposits Policy

• At present no policy exists relating to unclaimed deposits. The unclaimed balances accumulate over time and have no designated use for operational, budgeting, investing or financial planning purposes.

• Cash Management is introducing a new policy on unclaimed deposits effective July 1, 2020.

• The objective of the policy is to encourage turn over of unclaimed funds to appropriate recipients in a timely manner and put funds into use if remain unclaimed for extended periods of time.

• Proposed policy is consistent with general practices in Higher Ed and has been vetted by various stakeholders on campus.
Unclaimed Deposits Policy (Cont.)

Policy Detail

• Beginning **July 1, 2020**, any new unclaimed balances older than 12 months at the end of each fiscal year (i.e June 30), will be transferred to General Fund revenue account for redistribution to priority program areas as established by executive leadership.

• Current unclaimed balances:

  The following timelines have been established to claim balances as they currently appear on the unclaimed deposits listing:

<table>
<thead>
<tr>
<th>AGING OF FUNDS</th>
<th>DEADLINE TO CLAIM</th>
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<tbody>
<tr>
<td>Fiscal Year 2019 and Newer Balances</td>
<td>June 30, 2021</td>
</tr>
<tr>
<td>Fiscal Year 2018 and Older Balances</td>
<td>September 30, 2020</td>
</tr>
</tbody>
</table>

• Once transfer occurs, the funds can no longer be claimed by departments. In rare circumstances, exceptions may be allowed but such requests will be assessed on a case by case basis and decision to approve at the sole discretion of the Assistant Vice Chancellor/Controller.
Questions?

Supporting Tools/Resources:

• Unclaimed Deposits Policy

• Incoming Department Wire/ACH Form

• Check Deposit Form
Refund of Receipts Form

• Cash Management and Disbursements teams have worked closely to introduce a new version of Refund of Receipts (RoR) form to establish improved controls and ease of use for users.

• RoR form is used for refunds to the original payee associated with receipt of revenue collected by the University. Examples:
  • Returned or defective merchandise
  • Incomplete services
  • Cancelled conferences/events etc., in compliance with established University policies and procedures.

• Updated RoR form is being issued for use by campus effective as of June 15, 2020. Cash Management will continue to accept old version of RoR forms to be phased out by June 30, 2020.

• Detailed instructions to properly fill out the RoR form will be provided on the intranet.

• Student tuition related refunds/adjustments and housing refunds are largely handled through Student Information System and are not to be submitted using RoR forms.
Refund of Receipts Form (Cont.)

Improved Controls

• Original journal ID (i.e. JRR, IUJ) to be listed to verify original deposit (REQUIRED);
• Invoice details (i.e. Unique invoice number, invoice date) provided to validate appropriate recipients (REQUIRED);
• Review of authorized dean/division signatory approvals (REQUIRED); and
• Supporting documentation with the refund request (REQUIRED).

New Features

• Option to select single (one-time) vendor and recurrent vendors using a drop down menu.
• Sales tax computed automatically by selecting the appropriate county included in a drop down menu option.
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Refund of Receipts Form (Cont.)

Refund of Receipts Worksheet

Please visit the Business Services website below for additional instructions and guidelines.
https://businessservices.wisc.edu/documents/refunds-of-receipts-sales-credits/

<table>
<thead>
<tr>
<th>Payee Information</th>
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<tbody>
<tr>
<td>Name: Last Name, First:</td>
</tr>
<tr>
<td>Phone:</td>
</tr>
<tr>
<td>Email:</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Payee Mailing Address</th>
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</thead>
<tbody>
<tr>
<td>Mailing Address 1:</td>
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<tr>
<td>Mailing Address 2:</td>
</tr>
<tr>
<td>City:</td>
</tr>
<tr>
<td>State:</td>
</tr>
<tr>
<td>Postal:</td>
</tr>
<tr>
<td>Country:</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Original Transaction Information</th>
</tr>
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<tbody>
<tr>
<td>Original Journal ID (JR, IU):</td>
</tr>
<tr>
<td>Did the original transaction collect sales tax?:</td>
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</tbody>
</table>

<table>
<thead>
<tr>
<th>Business Purpose for Refund</th>
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<tbody>
<tr>
<td>Please provide information and justification of why, when, who, and where.</td>
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</table>

<table>
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<tr>
<th>Foreign Payments: Wire Transfer / Email Check Information</th>
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<tbody>
<tr>
<td>Wire Transfers are used to send funds electronically to another country.</td>
</tr>
<tr>
<td>Draft Checks are used to send funds via check in a foreign currency.</td>
</tr>
<tr>
<td>Is this a Wire Transfer or Draft?:</td>
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</tbody>
</table>

<table>
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<tr>
<th>Delivery/Handling Options</th>
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<tr>
<td>How will the payment be sent?:</td>
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<tr>
<th>Submitter Information</th>
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</thead>
<tbody>
<tr>
<td>Department Contact Name:</td>
</tr>
<tr>
<td>Department Contact Phone:</td>
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<tr>
<td>Department Contact Email:</td>
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</tbody>
</table>

<table>
<thead>
<tr>
<th>Funding Information</th>
</tr>
</thead>
<tbody>
<tr>
<td>Amount: The amount of money being refunded in US Dollars (USD):</td>
</tr>
<tr>
<td>Accounts: The four-digit codes used to categorize the nature of the transaction.</td>
</tr>
<tr>
<td>Fund: The three-digit code used to identify the funding source.</td>
</tr>
<tr>
<td>Project: The seven-character code used to identify the project.</td>
</tr>
<tr>
<td>Department: The six-digit code used to identify the department (UDDIS) to charge.</td>
</tr>
<tr>
<td>Tax/Class: The code used for sales tax information or to give other specific information about the payment.</td>
</tr>
</tbody>
</table>

For more information on the parts of a funding string, please refer to the Coding Information page:
https://businessservices.wisc.edu/accounting/codes/

<table>
<thead>
<tr>
<th>Amount</th>
<th>Account</th>
<th>Fund</th>
<th>Project</th>
<th>Department</th>
<th>Program</th>
<th>Tax Code (Class Code)</th>
</tr>
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</tbody>
</table>

Gross Refund
WISDM Decommissioning

Lea Erickson
Financial Information Management - Financial Reporting, Analysis & Systems
Division of Business Services
WISDM Decommissioning

- UWSystme has notified us that WISDM will be decommissioned on October 29, 2020.
- All user facing modules of WISER have been rolled out. Any enhancements will only be done in WISER going forward (example: new AR/BI pages).
- A communication was sent to all WISDM users on May 28th, 2020.
- Dataview Users: This will not affect the WISDM Dataviews. At the present time there are no WISER Dataviews, so the WISDM Dataviews will continue to function as the data warehouse until such time as WISER Dataviews are available. Significant notice will be provided before any such change will take effect.
WISER Training

• In order to help users prepare for this transition to WISER, we will be offering new training sessions: “WISER for WISDM Users.” Links to each individual session are included in the communication.

• If you do not have experience in either system, or are new to the university, we will continue to also offer sessions of our "Introduction to WISER" class, which is the primary class recommended for new hires. [https://www.talent.wisc.edu/Catalog/Default.aspx?tabid=29&SeriesKey=545](https://www.talent.wisc.edu/Catalog/Default.aspx?tabid=29&SeriesKey=545).

AR/BI Updates

Tricia Johnson
Financial Information Management – Non-Sponsored Accounts Receivable
Division of Business Services
Policy & Procedure Review Steps

- Draft policy & procedures: Oct 4
- Link forms to policy & procedures: Nov 1
- Establish approval & campus rollout steps: Nov 25
- Review & revise with policy committee: Nov 11 - Jan 31
- Share with Financial Management Systems Workgroup (AC sub-team) for review/feedback: Feb 3 - Mar 31
- Post on website: Jun 8
- Present at FMM: Jun 9
- Policies and Procedures active: Jul 1
- Share policy & procedures with existing AR Users & onboarding groups: Apr 28 - May 11
Policy & Procedure Structure

• One policy

• Six procedures
  1. Requesting Customers Procedure
  2. Creating a Bill Procedure
  3. Cancelation or Adjustment of an Invoice Procedure
  4. Write-Off Procedure
  5. Declined Payment Procedure
  6. Refunding a Payment Procedure
Policy & Procedures for non-sponsored accounts receivable provides guidance and parameters for the centralized accounts receivable department and campus departments using the centralized AR option.

Policy & Procedures Link: https://businessservices.wisc.edu/policies-and-procedures/#AccountsReceivablePolicyProcedure

Interested in using the centralized option for Accounts Receivable?

Email us: uwmsnar@bussvc.wisc.edu
New WISER Functions for Centralized Accounts Receivable Invoices
Drilling into Transactions in WISER:

- Can get to invoices by either Find Departments or Find Detailed Transactions.
- Clicking on the invoice number in the Line Description will bring up invoice detail page.
- All non-sponsored invoices have a source of BIN.
- Transactions can be found in revenue funding strings for billing areas and expense funding strings for intra-unit customers.

Transaction Detail - totaling $868.08

<table>
<thead>
<tr>
<th>Amount</th>
<th>Posted Date</th>
<th>Line Descr</th>
<th>JrnL Ln Ref</th>
<th>JrnL ID</th>
<th>JrnL Date</th>
<th>Fund</th>
<th>Dept</th>
<th>Project</th>
<th>Program</th>
<th>Account</th>
<th>Class</th>
<th>Source</th>
</tr>
</thead>
<tbody>
<tr>
<td>$100.00</td>
<td>05/04/2020</td>
<td>AR0015199</td>
<td>ARMSN</td>
<td>BIN050675</td>
<td>05/01/2020</td>
<td>128</td>
<td>024131</td>
<td>6</td>
<td>9300</td>
<td></td>
<td></td>
<td>BIN</td>
</tr>
<tr>
<td>-7.35</td>
<td>05/06/2020</td>
<td>AMER EXPRESS 1480704774 ACH DP</td>
<td>05/05/2020</td>
<td>JRR0324734</td>
<td>05/06/2020</td>
<td>128</td>
<td>024131</td>
<td>6</td>
<td>9300</td>
<td></td>
<td></td>
<td>INT</td>
</tr>
</tbody>
</table>
Invoice Detail Page

AR0001248 Invoice

Billing Unit
ARMSN

Invoice Date
04/17/2019

Customer
AR-0000904 Wisconsin Historical Society Press

Status
Closed

Due Date
05/17/2019

Total Amount
$80.00

Sales Tax Amount
$0.00

Attachments

<table>
<thead>
<tr>
<th>Name</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>104924_Detail_Report_-_Marketing_Team_Offsite.pdf</td>
<td></td>
</tr>
<tr>
<td>ARMSNAR00012480.pdf</td>
<td>Invoice Image</td>
</tr>
</tbody>
</table>
• Additional WISER pages for current AR/BI users

• Current AR/BI users should watch for detailed training coming soon!
Travel Updates

Rusty Haines
Disbursements - Travel & Cards
Division of Business Services
Update on Unused Airline Tickets

• Statistics as of 6/1/2020: 4,500 tickets, $2.3MM
• Negotiation with “Big 4” (Delta, United, American, Southwest) resulted in a UATP card solution. Why it makes sense:
  ✓ Opportunity to fully utilize unused ticket value when travel commences without expending “new” funds to purchase tickets
  ✓ Recognizes there may be travelers who do not have future business travel plans/unwilling to fly and ensure those tickets are used.
  ✓ Booking future flights will be “business as usual” through Concur or directly with Travel, Inc.
  ✓ Division/Department will be made whole for converted tickets
  ✓ Will include non-COVID unused tickets as well
  ✓ FAQs coming
Travel Policy Changes Effective July 1, 2020

• Previously proposed broad changes put on hold due to COVID
• Changes effective July 1:
  ✓ 2 recognized exemptions to airfare policy
  ✓ Permitted use of Airbnb
  ✓ Prepayment of lodging when required
  ✓ Passport fees when required for business travel
  ✓ Real ID costs will not be reimbursed
  ✓ Up to mid-size SUV allowed without further justification
  ✓ Day trip meal allowance allowed when a meal is provided
  ✓ 90 day accountable plan applies to resubmitted expense reports
Transition to Travel Incorporated July 1, 2020

• Starting July 1 Travel Incorporated is University’s employee travel service provider
  • Fox continues to provide group travel (>10 travelers) services
  • Anthony Travel continues to service Athletic travel
• Travel Incorporated training/open house registration and contact information on UW TravelWIse
• Existing Concur profiles and Administrative Groups will be migrated to Travel Incorporated
• Service Fee Comparison to Fox service fees
Procurement Automation Update

Liv Goff
Disbursements
Division of Business Services
**PROCURE-TO-PAY AUTOMATION**

**Goal**
The goal of the Procure-to-Pay (P2P) Automation project is to streamline and standardize purchasing, payments, supplier management, sourcing, and contracting across the UW System, while strengthening internal controls.

**Scope**
- Implementation of a suite of integrated modules supporting source-to-settle transactions
- Integration to SFS/PeopleSoft
- Analysis of campus shadow/bolt-on systems for potential replacement
- Merging the UW-Madison Vendor File and UWSA Shared Vendor
TAKE THE P2P SURVEY

What is the survey about?
Ease of use and level of satisfaction with current purchasing and payables tools

Who should take the survey?
Employees who use Contracts, Requisitions/POs, DPs, PIRs, PCards, Shop@UW, or P2P reporting tools to fulfill their job duties

How can the survey be accessed?
• Emails were sent to several distribution lists including FMM
• The link is on the project website
• Share the link with colleagues
Volunteer to Support Configuration or Testing

Configuration Focus Group
Call for: ~40 individuals
Participants would help by:
• Conducting a critical review of the configuration and provide feedback to ensure design and build meets the needs of diverse users
• Validating feedback has been integrated into the tool
• Becoming superusers of the tool so they help review and refine training documents, job aids, and other materials
• Training campus users in their area
• Supporting go-live activities in their area
• Being a resource to other users on campus including after deployment
• Providing feedback on adoption
Design and Configuration Timing:
• Procurement module – July to September
• A/P modules – September to November

User Acceptance Testing (UAT) Group
Call for: ~100 individuals
Participants would help by:
• Testing the new system
• Performing end-user validation
• Supporting go-live campus activity in their area
• Reviewing and provide feedback on training materials, job aids, user documentation
• Being a resource to other users on campus
UAT Timing:
• Engage in October for testing in November through March

To Volunteer
Submit your name, email address and preference (Configuration or Testing) on the ‘Share your thoughts’ page of the website.
While you are there...

1. Bookmark the site
2. Sign-up for project updates
3. Take the survey
4. Communicate with the project team
   - Ask a question
   - Provide input
   - Volunteer
5. Download FAQs and talking points
Disbursements Updates

Mark Domaszek/Jennifer Roltgen
Disbursements
Division of Business Services
W-9 Required for Reqs Starting 10/1/2020

- Only required for new or reactivated vendors
- Continuation of supplier file clean up in preparation for SHARE conversion
- W-9s are used to accurately and uniquely identify suppliers and prevent the creation of duplicate vendors
- Communicated to delegated purchasing agents in March
- W-9s required for DPs and PIRs starting in November of 2019
International Checks Suspended Due to Covid

- US Postal Service (USPS) has temporarily suspended international mail acceptance for certain destinations
- Suspension affects a majority of countries worldwide
- Until further notice Disbursement Services will no longer attempt to mail international payments
- All payments to foreign countries must be sent via wire or draft
- Divisions will be contacted regarding existing payments that are being rejected by USPS for reissue as a wire
Updates to the Authorization to Sign Financial Form

• New use
• New forms added
• Removed Travel Advance
• Questions
• Link to form

https://businessservices.wisc.edu/documents/authorization-to-sign-financial-forms/
Authorization to Sign Financial Forms (Divisional Business Office)

Use to provide signature authorization for various transactions to Accounting Services. Submit an updated form as staffing changes occur and annually, with the beginning of each new State fiscal year.

<table>
<thead>
<tr>
<th>School/College/Division:</th>
<th>Department ID:</th>
</tr>
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<table>
<thead>
<tr>
<th>Name</th>
<th>Signature</th>
<th>Title</th>
<th>Phone No.</th>
<th>Forms Authorized to Sign for FY</th>
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</table>

Approved:

Dean/Director

Forms:
Direct Payment = DP
Outgoing W2 or W2 Form = WIR
Payment to Individual = PIR
Refund of Receipts = ROR
Requisition = Req.

File name: Authorization_to_Sign.docx
Last Update: 2/19/2020
Encryption vs Encryption Permissions

Imad Mouchayleh
Financial Internal Control Advisory Services
Division of Business Services
Encryption is the process of encoding information by converting the original information, known as plaintext, into an alternative form known as ciphertext, where only authorized users can decipher a ciphertext back to plaintext and access the original information.

Users of Office 365 within the @wisc.edu domain and UW-Madison implementation of Office 365 can use Outlook Desktop (enclosed) or Outlook Web to encrypt a message. Both platforms use the same encryption setting.
What Encryption Does and Means

Encrypting a message provides end-to-end and user-to-user protection.

Encryption protects a message in set no matter where the message resides and in transit.

Encryption does not prevent intercepting a message but denies the intelligible content to a would-be interceptor (potential hacker).
How to Decrypt or Decipher an Encrypted Message

Users within the @wisc.edu domain are not required to decrypt, decipher or obtain a passcode to view an encrypted message. Microsoft Office 365 automatically decrypts a message exchanged within the @wisc.edu domain and the UW-Madison implementation of Office 365.

Users outside the @wisc.edu domain i.e., @gmail.com, @yahoo.com, @hotmail.com, @icloud.com etc., will be prompted to an Outlook webpage to obtain a one-time passcode (decryption key) to view and read the message in a browser window.
What Encryption Permissions Do Or Mean

Encryption permissions are restrictions users set to restrict what other users can or cannot do after decrypting a message i.e., edit, save, copy, forward, forward as attachment, reply, CC, BCC, or print.

Users cannot remove the encryption permissions set by the sender.

Encryption permissions apply to the message content but not simultaneously to the attachment. For example, a user who receives a “Do Not Forward” restricted message, cannot forward, copy, edit, reply, CC. or BCC, and print the message itself, but will be able to download, save, and share/forward the attachment in a new message.
What Encryption Permissions Do Or Mean (Cont.)

Unrestricted Access

Is Outlook 365 default setting.

Users within and outside the @wisc.edu domain will have unrestricted access to view, edit, copy, save, forward, forward as attachment, reply, CC, BCC, save, and print the message and attachment.
Encrypt-Only

Encrypts a message end-to-end and user-to-user transmission within and outside the @wisc.edu domain.

Once decrypted, a message becomes unrestricted.

Users must separately encrypt an attachment (i.e., encrypt with a password a PDF file in adobe).
Do Not Forward

Users within the @wisc.edu domain will be able to only reply to the sender.

Users within and outside the @wisc.edu domain will not be able to copy, edit, save, forward, forward as attachment, print, CC, and BCC other users within or outside the @wisc.edu domain.

Users within and outside the @wisc.edu domain will be able to view, download, save, and share/forward the attachment with other users within and outside the @wisc.edu domain.
UW-Madison – Confidential

Can only be used within the @wisc.edu domain or UW-Madison implementation of Office 365.

Users within the @wisc.edu domain will be able to view, reply, forward, and forward as attachment the message and attachment to other users within or outside the @wisc.edu domain.

Users within the @wisc.edu domain will not be able to edit, copy, save, or print the message.

Users outside the @wisc.edu domain will be prompted to obtain a onetime passcode. Regardless, they will not be able to view or interact with either the message or attachment.
UW-Madison – Confidential View Only

Can only be used within the @wisc.edu domain or UW-Madison implementation of Office 365.

Users within the @wisc.edu domain will be able to only view the message and attachment.

Users within the @wisc.edu domain will not be able to edit, copy, save, print, forward, forward as attachment, reply, CC, or BCC users within and outside the @wisc.edu domain.
Open Q&A
Thank you for joining!

**Future Financial Managers’ Meetings**

Rooms 1106 & 1108, 21 N Park Street When In-Person
9:30 a.m.

- Tuesday, August 11, 2020
- Tuesday, October 13, 2020
- Tuesday, December 15, 2020

*Dates/times/location are subject to change*