## Agenda

<table>
<thead>
<tr>
<th>Topic</th>
<th>Presenter</th>
<th>Time</th>
</tr>
</thead>
<tbody>
<tr>
<td>Welcome/Introduction</td>
<td>Dan Langer</td>
<td>5 minutes</td>
</tr>
<tr>
<td>ATP Accrual Accounting Recommendation</td>
<td>Susie Maloney</td>
<td>30 minutes</td>
</tr>
<tr>
<td>WISDM Decommissioning</td>
<td>Lea Erickson</td>
<td>10 minutes</td>
</tr>
<tr>
<td>Foreign Gifts and Contracts Reporting</td>
<td>April Cook / Jennifer Rodis</td>
<td>10 minutes</td>
</tr>
<tr>
<td>PCI Non-Compliance Procedure and Refund of Receipt Voucher Upload Process</td>
<td>Omar Siddiqi</td>
<td>15 minutes</td>
</tr>
<tr>
<td>P2P Update</td>
<td>Liv Goff</td>
<td>5 minutes</td>
</tr>
<tr>
<td>Using Wires for Foreign Payments</td>
<td>Jennifer Roltgen</td>
<td>5 minutes</td>
</tr>
<tr>
<td>Stale Dated Check Policy</td>
<td>Denise McDearmon / Sean Kirkeng</td>
<td>15 minutes</td>
</tr>
<tr>
<td>Open Q&amp;A</td>
<td>Subject to Questions</td>
<td>15 minutes</td>
</tr>
</tbody>
</table>
What’s been going on recently?

- In addition to Spring 2020 Department of Education CARES grant funding & accounting for $19.6 million split to cover a portion of student grants and housing refunds:
  - Department of Administration approved $14 million Department of Treasury CARES funding for Spring expenses & commitments made prior to December 2020:
    - $1.9 million for EOC, PPE & Telecommuting related expenses,
    - $3.8 million for restart costs, and
    - $8.3 million for testing and related equipment
- Managing and distributing the range of masks, shields, gloves, aprons and sanitization products.
- Keeping score on the plethora of projects related to restart and ongoing campus safety management costs currently spread across 25 funding sources:

<table>
<thead>
<tr>
<th>Description</th>
<th>Estimated Costs</th>
</tr>
</thead>
<tbody>
<tr>
<td>Restart Supplies &amp; Support Services</td>
<td>$ 4,300,000</td>
</tr>
<tr>
<td>Testing, Tracing and Surveillance</td>
<td>$ 16,303,287</td>
</tr>
<tr>
<td>Quarantine, Isolation and Cleaning</td>
<td>$ 9,358,322</td>
</tr>
<tr>
<td>Other</td>
<td>$ 2,731,027</td>
</tr>
<tr>
<td><strong>Total</strong></td>
<td><strong>$ 32,692,636</strong></td>
</tr>
</tbody>
</table>

- Issued 291 employee loans for $511 thousand in partnership of the Office of Human Resources, Office of Legal Affairs and the Division of Business Services.
What’s been going on recently? (Continued)

• 21 N. Park is being used as a testing location

• Most Division personnel have been working remotely; however, personnel have been regularly present at 21 N. Park and 333 E. Campus Mall to:
  • Service student deposit and refund needs
  • Perform Disbursement pay cycles
  • Deposit other receipts
  • Handle various purchasing activities
  • Process compensation claims.

• Verona Operations has had approximately 25 team members working throughout most of the period since March to service campus needs. Thank you, Verona Team!
What’s been going on recently? (Continued)

• Further, the Procurement to Payment Initiative design and Administrative Transformation Program pre-planning continues!
ATP Accrual Accounting Recommendation

Susie Maloney
Administrative Transformation Program and Division of Business Services
ADMINISTRATIVE TRANSFORMATION PROGRAM

Accrual Accounting Recommendation
Accrual Accounting Recommendation

Why?

- **Decision** about future state is needed for Planning and Design work
  - Informs Chart of Accounts (CoA) design
  - Provides an understanding of change impact
**Current Conditions**
What are we not able to do that we want to do?

**Relevant Data**
What have we done & what have we learned?

**Drivers to Change**
What is driving the need to change?

**Desired Future**
What will we be able to do that we can’t do now?

**Review & Validation**
Does this seem reasonable or are there objections?
The annual financial reporting cycle for a Financial Program Manager in Housing involves:

**Daily**
- Monitoring cash in and cash out in WISER from Accounts Payable and Deposit Activity (like a checkbook)
- Managing receivables, inventories, depreciation, and accrual entries in Great Plains

**Monthly**
- Reconciling cash to ensure SFS and Great Plains match
- Generating financial reports from Great Plains to distribute to Leadership / Business Owners

**Annually**
- Reporting all receivable and inventory activity for the year to Accounting Services

The annual financial reporting cycle **ends 6 months later**, after:

- Accounting Services reviews, compiles, and sends data to UW-System Administration
- UW-System Administration publishes Annual Financial Report in December
- UW-System Administration creates annual accrual entries for the Annual Financial Report
- Delegation agreements are signed by campus Chief Business Officers (CBOs) attesting to internal controls

CURRENT CONDITIONS
### State Appropriations vs. Other Revenue Sources

GPR funds function differently than all other funds:
- GPR "revenue" doesn’t exist in actuals
- Reporting is difficult when we want to see money across all funds

<table>
<thead>
<tr>
<th>Item</th>
<th>GPR</th>
<th>PR</th>
</tr>
</thead>
<tbody>
<tr>
<td>Cash</td>
<td>No</td>
<td>Yes</td>
</tr>
<tr>
<td>Revenue</td>
<td>Budget</td>
<td>Revenue</td>
</tr>
<tr>
<td>Transfers</td>
<td>Budget</td>
<td>Revenue</td>
</tr>
<tr>
<td>P&amp;L Reporting</td>
<td>Actuals &amp; Budget Ledgers</td>
<td>Actuals Ledger</td>
</tr>
<tr>
<td>Topic</td>
<td></td>
<td></td>
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<tr>
<td>--------------------------------------------</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Current accounting method(s)</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Financial reports</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Users</td>
<td></td>
<td></td>
</tr>
<tr>
<td>System capabilities</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Skillset challenges</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Applicable accruals</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Level &amp; frequency preferences</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>
INTERVIEWS – UW MADISON
INTERVIEWS – UW Institutions

- Eau Claire
- River Falls
- Superior
- Green Bay
- Oshkosh
- Platteville
- Stout
- Stevens Point
- Whitewater
- Milwaukee
- Parkside
- La Crosse

Cash  Accrual
## INTERVIEW DATA

<table>
<thead>
<tr>
<th>01-Accrual</th>
<th>02-Level</th>
<th>03-Frequency</th>
</tr>
</thead>
<tbody>
<tr>
<td>Accruals are necessary for management level decision making and to eliminate the spend and maintenance of ancillary technology.</td>
<td>Most interviewees indicated a desire for sub-department level accruals. This makes sense for most transactions, especially ones that can be done systematically, but certain accruals like capital/depreciation, debt, or pension liabilities should be done at a higher level.</td>
<td>Most interviewees indicated a desire for monthly accruals. The new ERP can be designed to do many accruals systematically/daily. A select few would need to be done manually and monthly.</td>
</tr>
</tbody>
</table>
INTERVIEW DATA

Preferred Accruals

- Payroll: 30%
- Prepaid Expenses: 20%
- Compensated Absences: 15%
- Unearned Revenue & Accounts Receivable: 5%
- Revenues & Accounts Receivable: 5%
- Accounts Payable: 20%
- Year-end Payables: 30%
- Cost of Goods Sold: 10%
- Inventory: 10%
- Depreciation: 0%
- Capital Assets: 0%
- Post-employment Benefits: 0%
- Sub-awards: 15%
- Debt: 0%
- Non-employee Reimbursements: 0%

Preferred Level

- Division: 15%
- Department: 30%
- Sub-department: 56%
KEY TAKEAWAYS

• UW-Madison & Comprehensives
  • Most of our conversations about a transition to accrual were well-received, more concern from the comprehensives who are currently operating mostly in cash basis.
  • Many interviewees had concerns about the need for training
  • There is a large variation in how UW-Madison units are currently managing accruals due to ancillary technology differences and a lack of standardization
  • Budget Office / Accounting Office reporting relationships vary among all campuses

• Big Ten Institutions
  • Most operate in cash and report accruals only at year-end with the exception of Ohio State and University of Iowa
  • State appropriations are received in cash via wire transfer / ACH every month
## DRIVERS TO CHANGE

<table>
<thead>
<tr>
<th><strong>Financial data integrity and control is improved</strong></th>
<th><strong>$</strong></th>
<th><strong>University activities are better managed</strong></th>
<th><strong>Financial data is available more frequently</strong></th>
<th><strong>Financial reports are distributed timely &amp; accurately</strong></th>
<th><strong>Assets and liabilities are better managed</strong></th>
</tr>
</thead>
<tbody>
<tr>
<td>- Potential to misrepresent data</td>
<td></td>
<td>- Difficult to plan future operational resource expectations and commitments</td>
<td>- Lack of visibility and transparency</td>
<td>- “Phone in method” to create the Annual Financial Report</td>
<td>- Various methods of tracking and reporting outstanding accounts receivable, inventory, purchase orders, and commitments</td>
</tr>
<tr>
<td>- Delays in identifying problems &amp; risks</td>
<td></td>
<td>- Inability to match revenues and expenses for rate setting</td>
<td>- Inaccurately tracked cash flows and projections</td>
<td>- Time-consuming manual accruals &amp; reporting at year-end</td>
<td></td>
</tr>
<tr>
<td>- Financial data is open to interpretation</td>
<td></td>
<td>- Unable to determine if Revenue Producing Activities (RPAs) are profitable</td>
<td>- Difficulty managing commitments against future cash flows</td>
<td>- Financial reports may not be entirely accurate</td>
<td></td>
</tr>
<tr>
<td>- Inexperienced financial staff reporting on transactions</td>
<td></td>
<td>- More timely data and analysis equals more timely corrections</td>
<td>- More timely data and analysis equals more timely corrections</td>
<td>- Inconsistency in financial statements (matching principle doesn’t work)</td>
<td></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th><strong>Financial data is more consistent and transparent</strong></th>
<th><strong>Financial data is available more frequently</strong></th>
</tr>
</thead>
<tbody>
<tr>
<td>- Different fund sources are reported in different ways (GPR vs. PR)</td>
<td>- More timely data and analysis equals more timely corrections</td>
</tr>
<tr>
<td>- Accrual accounting is being performed in different ways, using different systems</td>
<td></td>
</tr>
<tr>
<td>- Financial reports are being developed at Division or Department Levels due to lack of accruals in SFS</td>
<td></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th><strong>Assets and liabilities are better managed</strong></th>
</tr>
</thead>
<tbody>
<tr>
<td>- Various methods of tracking and reporting outstanding accounts receivable, inventory, purchase orders, and commitments</td>
</tr>
</tbody>
</table>
What is Benefits Realization?
Benefits realization focuses on specific, realistic, and time-bounded gains that result in positive outcomes for staff, while also aligning with the UW’s organizational objectives.

Why?
When benefits are managed well, organizations receive the greatest possible return on their investments.

How?
The ATP team will use metrics and measurable outcomes to track the program’s success and provide accountability.
EXAMPLES OF BENEFITS

**Financial Reporting**
- Financial reporting staff will be able to access data that will simplify financial reporting.
- Management will have access to more information and real-time insight into our financial position.
- Central administration will be able to increase accuracy and eliminate the administrative burden currently necessary to collect and consolidate information for financial reports.
- University leadership will have real-time insight into the financial position of the university.

**Accounts Receivable & Billing**
- University leadership will be able to access consistent, accurate, and timely financial reports, and self-serve with drill-down capabilities when questions arise.

**Financial Close**
- Financial reporting staff will be able to eliminate the administrative burden of preparing financials in third-party systems.
- Management will be able to make timely financial decisions and eliminate the efforts needed at year end with a thoroughly designed monthly close.
- Central administration will be able to prepare financials more frequently and reduce the amount of time needed for preparation.
- University leadership will be able to access consistent, accurate, and timely financial reports, and self-serve with drill-down capabilities when questions arise.

**Research Administration**
- University leadership will have real-time insight into the financial position of the university.
Monthly Modified Accruals
• All funds
• Most entries systematically generated in new ERP
• Combination of Sub-department and Division level

Reporting Layers
• Report cash or accrual
• Ability to level up or down depending on user’s needs

Training
• Develop qualifying competencies for Accrual Accounting

Year-end Reporting
• Manual activity significantly reduced
• Shortened timeline

GPR Recorded as Revenue

DESIRED FUTURE STATE
Consistent Modified Approach – All Units/Funds
Accrual

**BALANCE SHEET**

<table>
<thead>
<tr>
<th>ASSETS</th>
<th>2019</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>CURRENT ASSETS</strong></td>
<td></td>
</tr>
<tr>
<td>Cash</td>
<td>$53,333,624.02</td>
</tr>
<tr>
<td>Accounts Receivable</td>
<td>$3,911,767.20</td>
</tr>
<tr>
<td>Allowance for Doubtful Accounts</td>
<td>$(39,512.80)</td>
</tr>
<tr>
<td>Inventory</td>
<td>$1,657,887.00</td>
</tr>
<tr>
<td>Prepaid Expenses</td>
<td>$42,991.00</td>
</tr>
<tr>
<td><strong>TOTAL CURRENT ASSETS</strong></td>
<td>$58,906,756.42</td>
</tr>
<tr>
<td><strong>FIXED (LONG-TERM) ASSETS</strong></td>
<td></td>
</tr>
<tr>
<td>Property, Plant, and Equipment</td>
<td>$308,821,413.51</td>
</tr>
<tr>
<td>(Less Accumulated Depreciation)</td>
<td>$(118,364,625.00)</td>
</tr>
<tr>
<td><strong>TOTAL FIXED ASSETS</strong></td>
<td>$190,456,788.51</td>
</tr>
<tr>
<td><strong>TOTAL ASSETS</strong></td>
<td>$249,363,544.93</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>LIABILITIES AND NET POSITION</th>
<th>2019</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>CURRENT LIABILITIES</strong></td>
<td></td>
</tr>
<tr>
<td>Salaries and Fringe Payable</td>
<td>$133,078.00</td>
</tr>
<tr>
<td>Compensated Absences</td>
<td>$27,582.25</td>
</tr>
<tr>
<td>Unearned Revenue</td>
<td>$18,632,031.14</td>
</tr>
<tr>
<td>Accounts Payable</td>
<td>$249,189.00</td>
</tr>
<tr>
<td><strong>TOTAL CURRENT LIABILITIES</strong></td>
<td>$19,041,880.39</td>
</tr>
<tr>
<td><strong>NET POSITION</strong></td>
<td></td>
</tr>
<tr>
<td>Net Position</td>
<td>$230,321,664.54</td>
</tr>
<tr>
<td><strong>TOTAL NET POSITION</strong></td>
<td>$230,321,664.54</td>
</tr>
<tr>
<td><strong>TOTAL LIABILITIES AND NET POSITION</strong></td>
<td>$249,363,544.93</td>
</tr>
</tbody>
</table>

Net effect of Deferred Revenue and Accounts Receivable on an Accrual Basis is $13M lower in January. Housing has large cash receipts for Spring Semester that will be earned over the next several months.

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Cash

**BALANCE SHEET**

<table>
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</tr>
<tr>
<td><strong>TOTAL CURRENT ASSETS</strong></td>
<td>$53,333,624.02</td>
</tr>
<tr>
<td><strong>LIABILITIES AND NET POSITION</strong></td>
<td></td>
</tr>
<tr>
<td>Deferred Revenue</td>
<td>$2,111,494.14</td>
</tr>
<tr>
<td><strong>TOTAL CURRENT LIABILITIES</strong></td>
<td>$2,111,494.14</td>
</tr>
<tr>
<td><strong>NET POSITION</strong></td>
<td></td>
</tr>
<tr>
<td>Net Position</td>
<td>$51,222,129.88</td>
</tr>
<tr>
<td><strong>TOTAL NET POSITION</strong></td>
<td>$51,222,129.88</td>
</tr>
<tr>
<td><strong>TOTAL LIABILITIES AND NET POSITION</strong></td>
<td>$53,333,624.02</td>
</tr>
</tbody>
</table>

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Significant $ differences
Differences in what is displayed

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22
Net effect of Deferred Revenue and Accounts Receivable on an Accrual Basis is $13M lower in January. Housing has large cash receipts for Spring Semester that will be earned over the next several months.
The annual financial reporting cycle for UW-Madison involves:

- Daily Monitoring of real-time balances

**Monthly Close**
- Reviewing automated journal entries
- Completing manual journal entries

**Monthly Reporting Cycle**
- Reviewing Balance Sheet
- Reviewing Income Statement

The annual financial reporting cycle ends in **2-3 months**, after:

- UW-System Administration completes necessary manual entries
- UW-System Administration creates & publishes Annual Financial Report
REVIEW & VALIDATION

Does this recommendation seem reasonable?
We are seeking consensus before we present our recommendation to the Executive Sponsors of ATP.

Do you have any objections?
We encourage you to think about reasons why this recommendation could not be accommodated (i.e. unique requirements).

Do you have questions or feedback to share?
Please reach out to Susie Maloney - susie.maloney@wisc.edu.
WISDM Decommissioning

Lea Erickson
Financial Information Management
Division of Business Services
WISDM Decommissioning – Two Weeks Away

• UW-System has notified us that **WISDM will be decommissioned on October 29, 2020.**

• All user facing modules of WISER have been rolled out. Any enhancements are only being done in WISER going forward.

• A reminder communication was sent to all WISDM/WISER users on September 21st, 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 Trainings

• **NEW Training Videos**: For those who may need a refresher on certain modules or prefer to learn on your own, please refer to the following training videos: https://www.wisconsin.edu/sfs/reporting/wisdm-and-wiser/#wiser-training-videos

• To help users prepare for this transition to WISER, training is available
  o WISER for WISDM Users (for experienced WISDM users)
  o Introduction to WISER (for new hires and those with no experience in either system)
  o WISER training schedule and registration available here: https://www.talent.wisc.edu/Catalog/Default.aspx?tabid=29&SeriesKey=545

• The following links are for Grants related training and information on WISER projects and grants management: https://www.talent.wisc.edu/OHRDCatalogPortal/default.aspx?serieskey=356. Existing WISDM users should attend "RED: Highlights of WISER Projects for Grants Management" and new staff should attend "RED: WISER for Grants Management". Additional documentation can be found here: https://www.rsp.wisc.edu/WISER/.
DOA FY20 COVID Expense Funding

• DOA has reviewed a list of our FY20 COVID expenses and has agreed to send funding to cover ~$1.9M of these expenses. EOC Central expenses are ~$1.2M of the balance, the remaining ~$700K will be credited out to the divisions.

• DOA reviewed and approved eligible items from campuses in the following categories:
  o Cleaning/Sanitation Costs
  o PPE & Safety Supplies
  o Technology Costs
  o Telecommuting Costs

• We will be transferring approved expenses via JET JRT off FY20 funding onto the DOA Fund 144 grant.

• We will send each division/dean’s office the list of expenses and funding strings that will be credited. For GPR funded expenses, we will need to follow the Refund of Prior Year Expenditure guidelines.
DOA FY21 COVID HEIFA Funding

• We submitted DOA a list of FY21 COVID expenses and DOA has agreed to send funding to cover \~$1.27M of these expenses. EOC Central expenses are \~$715K of the balance, the remaining \~$555K will be credited out to the divisions.

• Expenses include items charged to new COVID account codes.

• We will be transferring approved expenses via JET JRT off FY21 funding onto the DOA Fund 144 grant.

• We will send each division/dean’s office the list of expenses and funding strings that will be credited.
Department of Education
Sec 117 Reporting Requirements
Gifts from and Contracts with Foreign Sources

April Cook, Financial Information Management, Business Services
Jennifer Rodis, Research and Sponsored Programs
• Historically reported: name of foreign source, country of foreign source, and dollar amount(s) received
• Receipts are reported each July and January based on when $ threshold is met
Changes to Required Reporting

Revised reporting requirements published in April 2020

• Qualifying amounts received at intermediary organizations are to be included
  *(Intermediary = entity other than institution that receives gift from or enters into contract with foreign source that is for the benefit of the institution)*

• Contract receipts now specifically include the following:
  o Tuition for students paid by a foreign source
  o Intellectual property license fees received from a foreign source
  o Data or materials sold or leased to a foreign source

• Details about foreign sources now being requested:
  o Type of entity or individual & citizenship
  o Subsidiary or agent of foreign source
  o Foreign source address

• Contracts for indefinite amount of money encouraged to be included
More to Come

Workgroup Formed

- Will develop guiding principles regarding what to include in reporting
- Will develop information collection process to capture potentially reportable receipts
- Will develop training for campus Divisions
PCI Non-Compliance Procedure and Refund of Receipt Voucher Upload Process

Omar Siddiqi
Financial Information Management
Division of Business Services
PCI Non-Compliance Procedure

• PCI Non-Compliance Procedure (404.C) introduced w.r.t PCI Compliance Policy (Policy #404), effective as of September 1, 2020

• PCI DSS establish compliance standards that merchants are required to adhere to for UW-MSN to stay in good standing

• Deficiencies exist if cardholder data not stored, processed, or transmitted as per the PCI DSS standards non-compliance and potential data breach risks

• Hefty fines, reputational risk or even lose use of credit card privileges

• Policy and procedures intended to educate merchants as to their responsibilities and enforce disciplinary actions (including suspension or termination of merchant accounts) in extreme cases
PCI Non-Compliance Procedure (Continued)

• Cybersecurity (DoIT) and Cash Management (DoBS) will jointly conduct and document review of campus merchant accounts w.r.t PCI DSS in the form of an annual Risk Assessment.

• Risk level rating provided based on the Risk Assessment (see next slide).

• Merchants expected to take remedial actions to address compliance issues by next annual review or a designated deadline mutually agreed upon depending on severity of issues.

• Most merchants do an excellent job with PCI compliance.

• PCI team will continue to provide guidance and support to merchants in a joint effort to ensure compliance.
### PCI Non-Compliance Procedure (Continued)

<table>
<thead>
<tr>
<th>Risk level</th>
<th>Description</th>
<th>Examples</th>
<th>Remediation</th>
</tr>
</thead>
<tbody>
<tr>
<td>Level 0</td>
<td>No instances of non-compliance identified</td>
<td>N/A</td>
<td>N/A- In good standing</td>
</tr>
<tr>
<td>Level 1</td>
<td>Minor instance(s) of non-compliance identified</td>
<td>• Incomplete PCI Security Awareness Training</td>
<td>Compliant procedures must be implemented as of the next annual review</td>
</tr>
<tr>
<td></td>
<td></td>
<td>• Missing or incomplete device inspection logs</td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td>• Missing business procedures</td>
<td></td>
</tr>
<tr>
<td>Level 2</td>
<td>Significant instance(s) of non-compliance identified</td>
<td>• Working with unsupported technology</td>
<td>Compliant procedures must be implemented as of a designated deadline which has been agreed upon with the merchant</td>
</tr>
<tr>
<td></td>
<td></td>
<td>• Lack of security regarding access to physical devices and technology</td>
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</tr>
<tr>
<td></td>
<td></td>
<td>• Failure to implement appropriate procedures to resolve Level 1 non-compliance</td>
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</tr>
</tbody>
</table>

*Examples do not represent an exhaustive list of non-compliance issues. Please refer to PCI DSS for full range of compliance considerations.*
PCI Non-Compliance Procedure (Continued)

If measurable progress has not been made towards achieving compliance, the following disciplinary steps will be executed in this order, unless an appropriate deviation is determined:

1. Requirement to attend in-person Merchant Card Processing Training
2. Notification from PCI review team of Level 1 non-compliance
3. Notification from PCI review team of Level 2 non-compliance
4. Temporary suspension of merchant account for up to 9 months
5. Permanent termination of merchant account
PCI Non-Compliance Procedure (Continued)

Contacts:
pci-help@bussvc.wisc.edu

Questions?
Refund of Receipts (RoR) - Voucher Upload Process

A review of voucher upload process was completed with the help of departments that currently have a voucher upload delegation agreement in place, and particularly as it related to submission of RoRs.

Some observations made include:

- Classification of refunds not being applied consistently across the departments (for example: reimbursements, inter-departmental billings, revenue-sharing payments etc.)
- Insufficient documentation of departmental refund process
Refund of Receipts (RoR) - Voucher Upload Process

• *Refund of receipt is a repayment of funds from the original payee to the original payor*

• Refunds most commonly occur in standard sales transactions, when a customer returns goods to the seller and receives a refund at that time.

• Typical examples include: ticket sale refunds, rental equipment returns, cancelled conferences, returned or defective merchandise etc.

*Student tuition-related refunds/adjustments and housing refunds are primarily handled through Student Information System and are not to be submitted using RoR forms or voucher uploads.*
Refund of Receipts (RoR) - Voucher Upload Process

- Effective immediately, we are introducing some changes to the voucher upload process as it relates to submission of RoRs

- Submit a newly formatted voucher spreadsheet for ‘true’ refunds only
  - RoR checklist to be submitted (see next slide)
  - Denote ‘RoR’ in ‘Additional Information’ column in the spreadsheet
  - Rest of the spreadsheet is still the same

- Voucher upload can be used only if at least >5 vouchers per upload. If not, submit refunds using manual RoR forms. ([https://businessservices.wisc.edu/documents/refunds-of-receipts/](https://businessservices.wisc.edu/documents/refunds-of-receipts/))

- Refund voucher upload must be submitted to Cash Management and Disbursements at the same time for review and processing

- Detailed instructions will be provided to the departments
## Refund of Receipts (RoR) - Voucher Upload Process

<table>
<thead>
<tr>
<th>Description</th>
<th>Yes/No</th>
<th>Notes</th>
</tr>
</thead>
<tbody>
<tr>
<td>Is this a valid refund of receipt (i.e not a payment to a vendor, reimbursement, or a purchase order)?</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Have we ensured the submitted refunds have not already been issued and processed?</td>
<td></td>
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<tr>
<td>Does appropriate supporting documentation exist for the refund claim (i.e original invoice, original receipt etc.,)?</td>
<td></td>
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</tr>
<tr>
<td>Please note supporting documentation for refunds may be requested by Accounting Services.</td>
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<tr>
<td>Has sales tax been adjusted on refunds being issued (as appropriate)?</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Has the refund been approved by the authorized signatory on file?</td>
<td></td>
<td></td>
</tr>
<tr>
<td>If there are any changes in authorized signatory, please send them to the Disbursements team in Business Services.</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

Prepared by:  
Dated:
Refund of Receipts (RoR) - Voucher Upload Process

Contacts:
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voucherupload@office365.wisc.edu

Questions?
P2P Update

Liv Goff
Disbursements
Division of Business Services
Currently working on Procurement, Accounts Payable, Integrations and Contracts Design

A system-wide team has been launched to support Learning & Development

Representatives from all campuses will participate in focus groups beginning in late-October

Every school, college and division has identified or is in the process of identifying a P2P Transformation Partner to serve as a main point of contact for their area

The project schedule is falling behind due to staffing constraints

Project Website https://p2p.wisc.edu/
TEAMS SUPPORTING THE PROJECT

Design Teams
- Accounts Payable Design
- Contracts Design
- Procurement Design
- Interface Design
- RMM (Chemical Inventory Management)

Work Teams
- Benefits Realization
- Customer Support
- Data Storage & Reporting
- Decommissioning
- Imaging
- Learning & Development
- Project Budget
- Policies & Procedures
- Shared Vendor File
- Taxonomy
- Vendor Enablement
P2P AUTOMATION PROJECT

Phase 1: Focus
- Business Process Redesign
- Process Standardization: Institutions
- Training and Communications

Phase 1: Functionality
- Buy-To-Pay/eProcurement
- Contract Repository

Phase 2: Focus
- Process Standardization: Central Units
- Sourcing Process Coordination w/State
- Postproduction Support Processes

Phase 2: Functionality
- Contract Workbench
- Supplier Management
- Project Based Procurement
- Electronic Sourcing
- Analytics
- Chemical Inventory Management

Phase 1 Go-Live – April 2021

Phase 2 Go-Live – January 2022
Using Wires for Foreign Payments

Jennifer Roltgen
Disbursements
Division of Business Services
All Payments to Foreign Countries Must Be Sent by Wire

- Checks are frequently returned to Accounts Payable
- Eliminates rework of check payment costing time and money
- Vendors get their payments faster

Wire Fees Have Been Reduced

- International Transfer in Foreign Currency $0 (No Fee)
- International Transfer in US dollars $16.00
- Domestic Transfers in US dollars $2.25
Link to Outgoing Wire Form

https://businessservices.wisc.edu/documents/outgoing-wire-draft-form/

Questions?
Stale Dated Check Policy

Denise McDearmon, Disbursements
Sean Kirkeng, Disbursements
Division of Business Services
Stale Dated Check Policy

- Checks that have not been cashed or cleared the bank within **six months** of issue date are stale dated.
- Disbursements, with the help of departments, will attempt to contact payees of stale dated checks.

- Checks older than **one year** will be voided without reissue with funds returned to the original funding string, if open.

- Payees can claim funds up to **six years**. A new payment request is required for voided checks.
- Handling of checks drawn from Sponsored Projects will need to be coordinated with RSP to determine if reissue, void or escheatment is appropriate.
Thank you for joining!

Future Meeting Dates:
Tuesday, December 15, 2020
Tuesday, February 9, 2021
Tuesday, April 13, 2021