FINANCIAL MANAGEMENT MEETING
February 13, 2018

A SALUTE TO THE PEOPLE WHO MAKE WINTERS ON CAMPUS A LITTLE EASIER

WISCONSIN
UNIVERSITY OF WISCONSIN–MADISON

Agenda

Welcome & Introductions	Dan Langer	5 minutes
Campus Mail & Call for Pick-Up	Liv Goff	10 minutes
Year-End Deadlines	Lea Erickson	15 minutes
9.2 Scope	Liv Goff	10 minutes
Update: Changes in Tax Rules	José Carus	20 minutes
Update: Huron ERP Review	Dan Langer	15 minutes
Pcard, MDS & Refund of Receipt Changes	Dan Langer	15 minutes
Cash Handling for Revenue Producing Activities	Dan Langer	5 minutes
Deferred Revenue	Susie Maloney	10 minutes
CISI: Insurance Coverage Studying Abroad	Jeff Karcher	10 minutes
Q&A and Other Topics		

WISCONSIN
UNIVERSITY OF WISCONSIN–MADISON

Campus Mail and Call for Pick-Up

Liv Goff

Accounting Services

Disbursements

WISCONSIN
UNIVERSITY OF WISCONSIN–MADISON

Campus Mail and Call for Pick-Up

- Internal Audit finding on check handling procedures

- Accounting Services internal check handling procedures are strong

- Campus mail distribution of checks and checks picked up by couriers are not secure

- Reviewing all check distribution procedures

Campus Mail and Call for Pick-Up (Cont.)

Initial plans

- Eliminate Campus mail, send via US mail

- Checks cannot be mailed to a central person in a division or department. They must be addressed directly to payee.

- Couriers may not pick up checks

- Checks may be picked up in Accounts Payable office by payee and identification will be required.

- Divisions and Departments that must pick up checks will be required to submit a form signed by the Division CFO. These will be very limited:
  - ➢ Entertainer payments
  - ➢ Athletic guarantees

Year-End Deadlines

Lea Erickson

Accounting Services

Financial Reporting, Analysis & Systems

WISCONSIN
UNIVERSITY OF WISCONSIN–MADISON

DRAFT - February 7th, 2018
FY 2018 Timetable for Processing All Transactions
DATES SHOWN BELOW ARE FOR RECEIPT IN BUSINESS SERVICES

Transaction Type	Due Date
External Requisitions for FY 2018 with a dollar amount $50,000 & over must be received in Purchasing Services, Suite 6101, 21 N. Park St.	March 30, 2018
External Requisitions for goods and services expected to be delivered in FY 2019 **may begin to be created for FY 2019 in the External Requisition Generator in** My UW.	March 30, 2018
External Requisitions for FY 2018 with a dollar amount $5,000 - $49,999 must be received in Purchasing Services, Suite 6101, 21 N. Park St.	April 16, 2018
Justification to Carryover Prior Fiscal Year POs. Campus can begin to justify PO rollover.	May 1, 2018
Orders after this date and expected to be received after June 30th must be charged to the new fiscal year, FY 2019.	May 18, 2018
Any **external requisition for FY 2018** that • is less than $5,000 • is PO from a **Delegated** department **Must be received in Purchasing Services**, Suite 6101, 21 N. Park St.	June 1, 2018
Invoices from External Vendors **must be received in Accounts Payable**, Suite 5301, 21 N. Park St. - Invoices may be submitted after this date, but FY18 processing is not guaranteed.	June 1, 2018
Direct Payments (DP) & Payment To Individual Reports (PIR) must be received in Accounts Payable, Suite 5301, 21 N. Park St. - Invoices may be submitted after this date, but FY18 processing is not guaranteed.	June 1, 2018
Refund of Receipt form for money deposited with the University as a receipt or sales credit **must be received in Cash Management, Suite 6101, 21 N. Park St.** - Forms may be submitted after this date, but FY18 processing is not guaranteed.	June 1, 2018
Encumbrance Management Forms for FY 2018 approved by your Dean's office **must be received in Purchasing Services.** Email forms to purch@bussvc.wisc.edu. *Changes to the form will be coming in Spring of 2018	June 8, 2018
Check requests and Gift Routing Forms must be received by UW Foundation in order to guarantee transfer to UW-Madison fund 233 accounts by the end of FY 2018.	June 8, 2018
Last Day to justify **Carryover of Prior Fiscal Year POs.**	June 11, 2018

Year-End Deadlines

Transaction Type	Due Date
Purchasing Card - *All orders must be placed early enough to allow the vendor time to process the transaction and submit the charge to US Bank on or before June 15, 2018. The turnaround time varies by merchant. Orders placed the week of June 11, 2018 may or may not post to FY 2018.*	June 15, 2018
Shop@UW Order Deadline – *All purchases made through Shop@UW and MDS Verona warehouse must be place by end of business day June 15, 2018 to ensure that the charges are applied to FY18 funding. Orders placed after June 15 may or may not be billed to FY18 depending on product receipt date and potential back-order status.*	June 15, 2018
Salary Cost Transfers (SCTs) *processed through the* **Cost Transfer Tool** *for Fiscal Year 2018 must be fully approved by June 18, 2018 to guarantee entry into Fiscal Year 2018. After this cut-off date, SCT's and Direct Retros will be processed as time permits.*	June 18, 2018
Internal invoices / Internal Work Order *billings for supplies/services received before July 1, 2018 must be received in Accounting Services, Suite 5301, 21 N. Park St.*	June 18, 2018
Internal billings for supplies/services received before July 1, 2018 *must be received in Accounting Services, Suite 5301,21 N. Park St.*	June 18, 2018
All **Shop@ UW** *orders must be shipped and invoiced by June 25, 2018 to ensure charges are applied to FY18 funding. Orders invoiced after June 25, 2018 will be applied to FY19 funding.* **Contact for Questions: Shop@UW Customer Service 608-497-4400**	June 25, 2018
Voucher uploads must be received in Accounts Payable, *Suite 5301, 21 N. Park St. - Uploads may be submitted after this date, but FY18 processing is not guaranteed.*	June 26, 2018
Emergency transactions (ET's) - *Final ET's for June and FY 2018 will be processed on Wednesday, June 27, 2018 and distributed on Thursday, June 28, 2018. No ET payments will be made on June 29, 2018. The next day for processing will be July 2, 2018, unless there is an extremely urgent need.*	June 27, 2018 before **9:00 AM**
Last Day for AP Voucher Entry	June 27, 2018
Check Deposits - *Must be received in Cash Management, Suite 5301, 21 N. Park St.*	June 28, 2018
Pre-Posting Allocation Tool (PAT) cutoff – Please note this is different from the standard NOON deadline.	June 28, 2018 before **10:00 AM**
Expense reimbursement (GET/E-Reimbursement) - *Expense reports not fully approved by 6:30 pm on June 28, 2018 will not be processed for payment until July 3, 2018 and will be processed in FY 2019.*	June 28, 2018 Before **6:30 PM**

Year-End Deadlines

Transaction Type	Due Date
JET and Cost Transfer Tool – Last day for June FY 2018 (period 12) journal entries	June 29, 2018
JET and Cost Transfer Tool Opens for Period 13 - Accounting dates will change to July 1, 2018 (period 13) at 4:00 pm on Friday, June 29, 2018. All JET and Non Salary Cost Transfers submitted in the Tool after 4:00 pm June 29, 2018 through July 5, 2018 at 4:00 pm will have an accounting date of July 1, 2018 recorded in FY 2018.	June 29, 2018
Department Bank Deposits - For FY 2018 postings, deposits must be picked up by armored car services or delivered to US Bank before end of day June 29, 2018.	June 29, 2018
Receipt/Sales Credit Transfers - Forms for FY 2018 must be received in Cash Management, Suite 6101, 21 N. Park St by June 29, 2018.	June 29, 2018
Freight - Departments who are currently using any shipping service must make sure that the funding line to be charged is valid for FY 2019. We encourage you to contact your current shipping providers to make sure the funding information has been changed. Please utilize the UPS CampusShip portal to enter default funding strings in a valid funding string format. This will expedite UPS payment processing.	July 2, 2018
JET – Last day for JRR (Revenue), entries in JET for FY 2018.	July 2, 2018
Deferred Revenue - Completed forms to record deferred revenue for receipts collected in FY2018 for FY2019 activity must be received in Cash Management, Suite 6101, 21 North Park St. See Deferred Revenue policy.	July 2, 2018
Non-Salary Cost Transfers processed through the **Cost Transfer Tool** must be approved by 4:00 PM July 5, 2018 to ensure entry for FY 2018.	July 5, 2018
JET – Last day JRB (Internal Billings) and **JRT** (Non-salary cost transfer) entries in JET for FY 2018.	July 5, 2018
JET & Cost Transfer Tool Down - JET will be turned off from July 6, 2018 until July 12, 2018 to allow final clean-up for FY 2018.	July 6-12, 2018
PO Encumbrances (FY2019) will begin to occur and be visible in WISDM after this date.	July 6, 2018
JET - First day for **JRR** (Revenue), **JRB** (Internal Billings) and **JRT** (Non-Salary Cost Transfer) entry for FY 2019	July 13, 2018
Cost Transfer Tool – First day for FY 2019 entry of Salary Cost Transfers or Non-Salary Cost Transfer in the Cost Transfer Tool.	July 13, 2018

SFS 9.2 Upgrade Status

Liv Goff

Accounting Services

Disbursements

SFS 9.2 Upgrade

Final scope decisions will be made February 2018

Projected conversion dates October 6-10, 2018
- SFS will not be available during this time
- Payments, Deposits and Journal entries will not be processed and updates will not be made to WISDM

OCTOBER 2018

SUNDAY	MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY	SATURDAY
	1	2	3	4	5	6 ❌
7 ❌	8 ❌	9 ❌	10 ❌	11	12	13
14	15	16	17	18	19	20

SFS 9.2 Upgrade - Known Changes

Look and Feel
- Tiles
- Work Centers – all of your favorite function groups together

Accounts Payable
- Automated TIN matching to IRS database
- Not implementing the automated Payment request tool (Automated DP PIR toll with workflow)

Accounts Receivable
- Pilots
  - ➢ Medical Physics
  - ➢ SMPH
  - ➢ School of Pharmacy
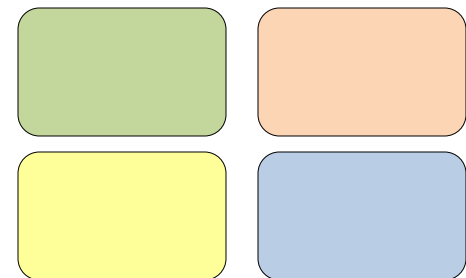
SFS 9.2 Upgrade - Known Changes (Cont.)

General Ledger

- Implementing workflow for JET and all other direct entry journals (This is not the Cost Transfer Tool)

- Business Request and Approval (Chartfield Request)

- Provides online within PeopleSoft, functionality to submit request for add or update of Chartfield values

- Provides audit trail of addition and update of Chartfield values

- Request for additional funding string fields on hold

SFS 9.2 Upgrade - Known Changes (Cont.)

Expense

- Keeping GET
- Keeping customized Foundation features
- GET and all customizations will be reviewed again after implementation

KEEP
✓ GET
✓ Customized Foundation Features

Reporting

- All queries will transfer (such as Expense queries)
- Various other reporting changes that shouldn't effect campus

14

Update: Changes in Tax Rules (Moving Expenses)

Jose A. Carus, Jr.

Accounting Services – Tax Compliance

Moving Expense Tax Reporting Changes Effective 01/01/2018

Suspension of exclusion for qualified moving expense reimbursements under Tax Reform

Under prior law (before 01/01/2018), qualified moving expense reimbursements were excludable from an employee's gross income and from the employee's wages for employment tax purposes.

Moving Expense Tax Reporting Changes Effective 01/01/2018

Effective January 1, 2018 through December 31, 2025

The new law <u>suspends</u> the exclusion from gross income and wages for qualified moving expense reimbursements for calendar years 2018 through 2025.

- All moving expenses are considered taxable to the employee and included as taxable income and proper taxes withheld (Federal, State, FICA) based on the <u>W-4</u> (Employee's Withholding allowance Certificate) on file with Payroll for individual employees.

Moving Expense Tax Reporting Changes Effective 01/01/2018

If the Actual Move Happened

Prior to January 1, 2018	Tax Compliance Office will apply tax law in effect prior to January 1, 2018
After December 31, 2017	Tax Compliance Office will apply new tax law effective January 1, 2018

Policy Reference: Policy and Procedure: 601-Tax Compliance, Reporting, and Withholding on Non-Salary Payments under header Federal and State Tax Reporting, W-2 Reporting.

Contact: Questions please contact Tax Compliance Office (jose.carus@wisc.edu) (608-262-0582).

Update: Huron ERP Review

Dan Langer

Division of Business Services

Associate Vice Chancellor and Controller (Interim)

WISCONSIN
UNIVERSITY OF WISCONSIN–MADISON

ERP BUSINESS & SYSTEMS ASSESSMENT

PROJECT OVERVIEW

SCOPE

Assess the ERP systems used by UW-Madison to support the University's core business functions (e.g. Human Resources, Finance, Student Information, Research Administration, and Reporting) and the gaps that exist in fulfilling our functional needs.

PROJECT SPONSORS

Laurent Heller, Vice Chancellor for Finance & Administration

Michael Lehman, Interim Vice Provost for Information Technology and Chief Information Officer

EXECUTIVE STEERING COMMITTEE

Dan Langer
Controller (Business Services)

Lori Voss
Director of Purchasing Services (Business Services)

Wayne Guthrie
Senior Vice President (Staff Operations)

Steve Hahn
Associate Vice Chancellor for Enrollment Management

Scott Hildebrand
Senior Special Assistant to the Vice Chancellor for Finance & Administration

Dave Pagenkopf
Director, Application Development & Integration (DoIT)

Jeanette School
Application Development & integration (DoIT)

Tim Doyle
Application Development & Integration (DoIT)

HURON

PROJECT OVERVIEW: GOALS

UW-Madison has partnered with Huron Consulting Group to perform an institution-wide ERP systems assessment with the following goals:

1   **Identify, inventory, and assess** UW-Madison's Oracle PeopleSoft ERP Systems and attendant modules, sub-systems, and related shadow systems, and **categorize** how UW-Madison uses these systems for certain functions

2   Create a defensible estimate of the **direct and indirect costs** required to operate, support, and employ work-arounds and shadow systems for the in-scope systems/functions

3   **Identify gaps** between UW-Madison's **current practices** and **industry best practices**
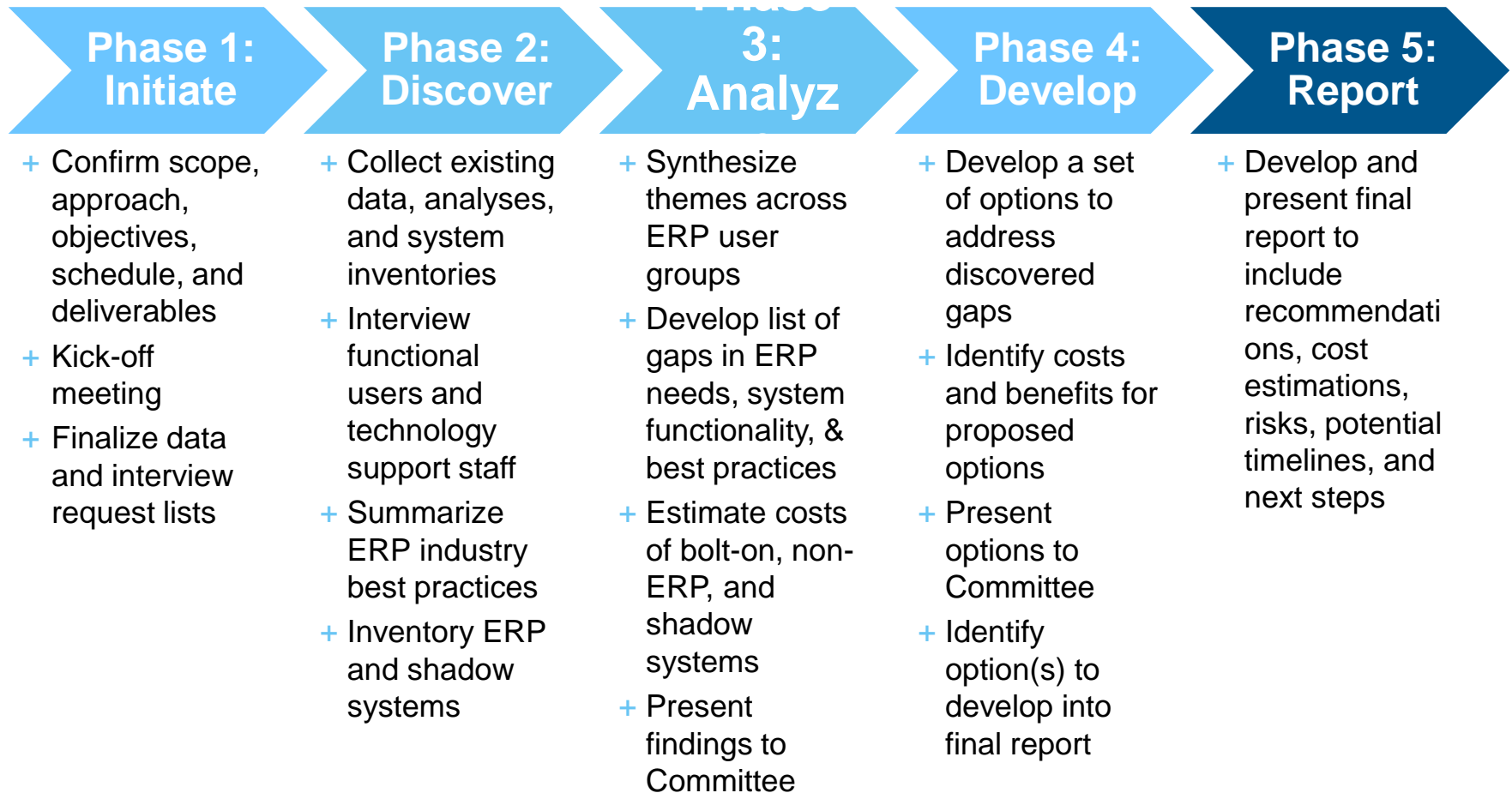
4   Present a **set of options** that UW-Madison could employ to better meet its functional needs through its ERP systems, identifying benefits and costs for each of these options

5   Develop a **set of details, recommendations, and an implementation roadmap for the selected option(s)** into a final report that can be shared with the appropriate stakeholders
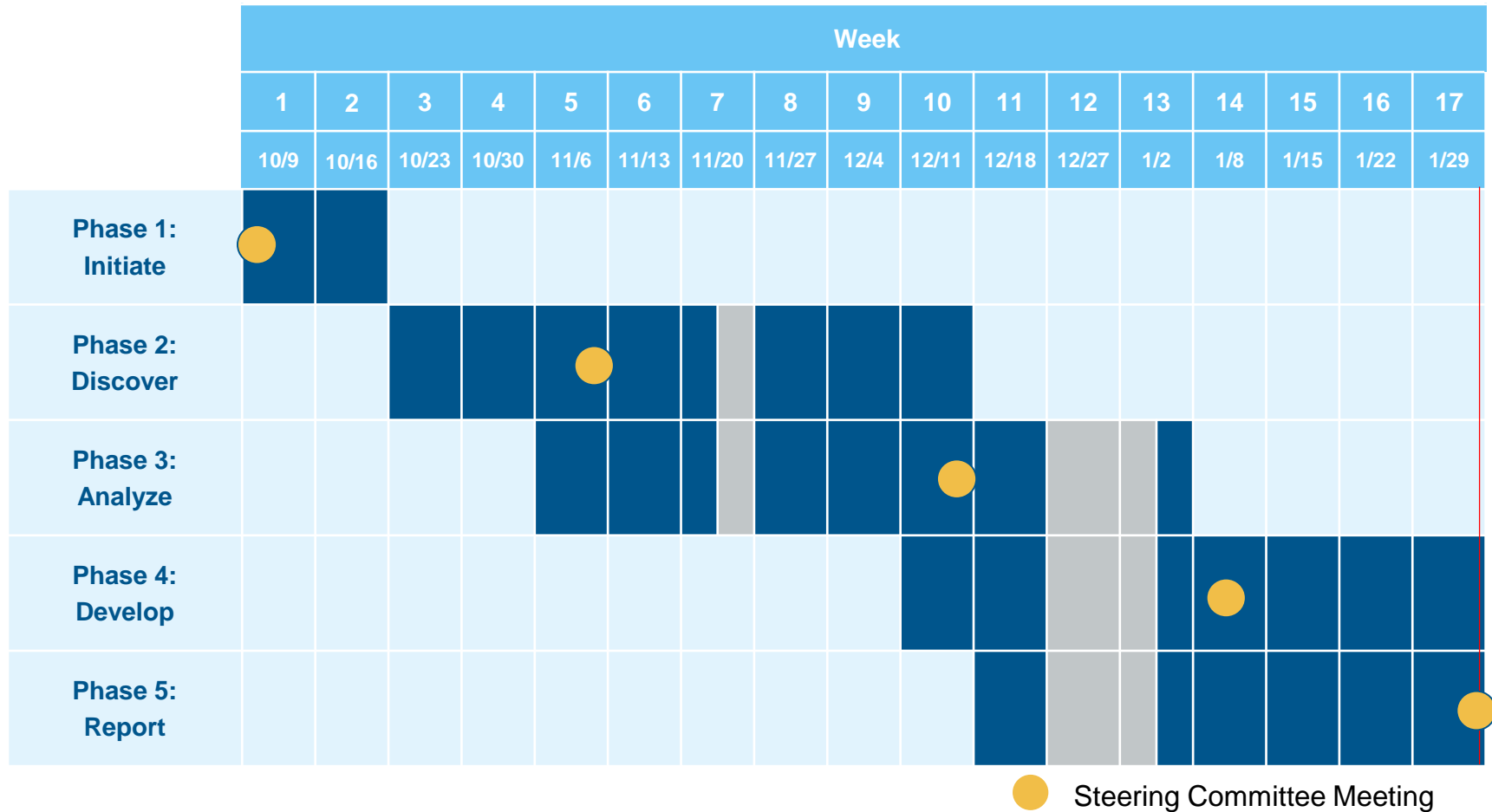
HURON

PROJECT OVERVIEW: APPROACH

The project is structured in five phases, with the following general objectives and deliverables in each.

Phase 1: Initiate	Phase 2: Discover	Phase 3: Analyze	Phase 4: Develop	Phase 5: Report
+ Confirm scope, approach, objectives, schedule, and deliverables + Kick-off meeting + Finalize data and interview request lists	+ Collect existing data, analyses, and system inventories + Interview functional users and technology support staff + Summarize ERP industry best practices + Inventory ERP and shadow systems	+ Synthesize themes across ERP user groups + Develop list of gaps in ERP needs, system functionality, & best practices + Estimate costs of bolt-on, non-ERP, and shadow systems + Present findings to Committee	+ Develop a set of options to address discovered gaps + Identify costs and benefits for proposed options + Present options to Committee + Identify option(s) to develop into final report	+ Develop and present final report to include recommendations, cost estimations, risks, potential timelines, and next steps

HURON

PROJECT TIMELINE

The Huron project team has delivered their final presentation.

	Week																
	1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17
	10/9	10/16	10/23	10/30	11/6	11/13	11/20	11/27	12/4	12/11	12/18	12/27	1/2	1/8	1/15	1/22	1/29
Phase 1: Initiate	●																
Phase 2: Discover					●												
Phase 3: Analyze										●							
Phase 4: Develop														●			
Phase 5: Report																	●

● Steering Committee Meeting

HURON

PROJECT OVERVIEW: SCOPE

The following major areas and business functions are included in scope for this assessment. Definitions for system classification (bolt-on and shadow) are also provided.

Functions in Scope:

FINANCE	HR	STUDENT	RESEARCH
Accounts Payable	Absence Management	Academic Advisement	Award Management
Accounts Receivable & Billing	Benefits	Admissions	Billing & AR
Asset Management	Core HR	Financial Aid	Compliance
Budgeting	Payroll	Recruiting	F&A Cost Processing
Cash Management	Performance Management	Student Financials	Project Management
Financial Management (GL)	Profile Management	Student Records	Proposal Management
Purchasing	Recruiting		
Travel and Expense	Time and Labor		

← **REPORTING:** a standalone function required by all other functions →

Each documented system was categorized by area and function. In some cases, a given system performs multiple functions, and was categorized based on the primary function for consistency.

System Classifications:

Bolt-on: An add-on to the core ERP system which supplements its functionality and is easily integrated into the core ERP. May be custom developed or provided by a third-party vendor

Shadow: A standalone system with a specific functionality that does not integrate directly with the core ERP; an application not under the jurisdiction or support of a centralized IT department; may be a third-party vendor product.

HURON

DATA COLLECTION: INTERVIEWS

Huron conducted 66 interviews with 154 individuals to understand the systems used by units across campus and develop a system inventory.

Campus Area	Individuals Interviewed
Central & Auxiliary	80
Academic Units	57
UW System Administration	17
Total:	**154**

154 Individuals Interviewed

60+ Hours of Interviews

66 Interviews

Huron interviewed individuals in the following areas:

- 14 Schools and Colleges
- Provost
- Division of Enrollment Management
- Division of Student Life
- Office of Human Resources
- Madison Budget Office
- Division of Business Services

- DoIT
- Auxiliary Operations Analysis
- University Housing
- Wisconsin Union
- FP&M
- University Libraries
- Transportation Services

- UW Police Department
- University Health Services
- Recreational Sports
- University Athletics
- Office of the VCRGE
- AIMS
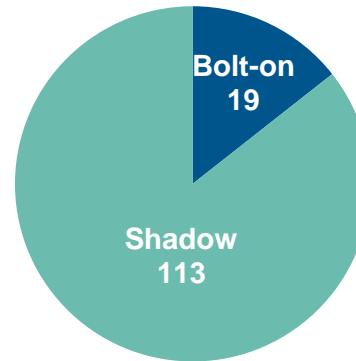- UW System Administration

HURON

PROJECT UPDATE: FINAL SYSTEMS INVENTORY

In total, Huron has documented 350 distinct shadow and bolt-on systems that comprise the current ERP landscape at UW-Madison.
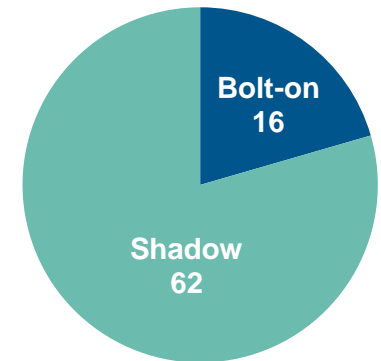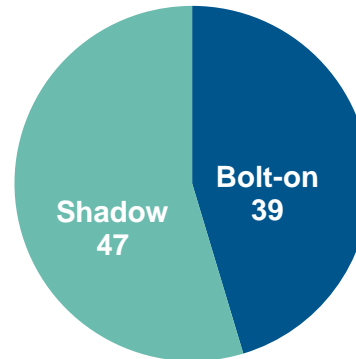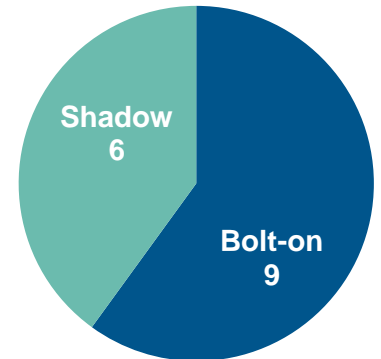
SYSTEMS BY AREA[1]

Reporting 39
Research…
Student 86
Finance 132
HR 78

350
Total Systems
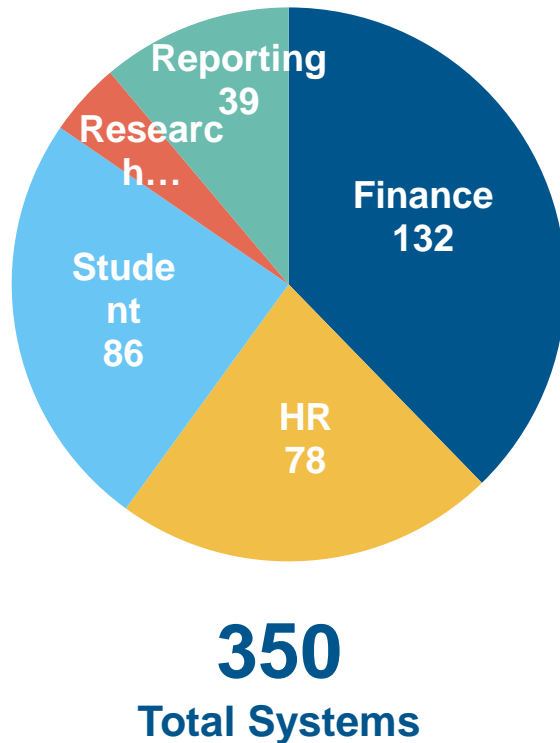
FINANCE BY CLASSIFICATION[1]

Bolt-on 19
Shadow 113

HR BY CLASSIFICATION[1]

Bolt-on 16
Shadow 62

STUDENT BY CLASSIFICATION[1]

Shadow 47
Bolt-on 39

RESEARCH BY CLASSIFICATION[1]

Shadow 6
Bolt-on 9

The ERP Systems Inventory is comprised of systems that were documented during campus stakeholder interviews and from data provided, and is not inclusive of every system used across campus.
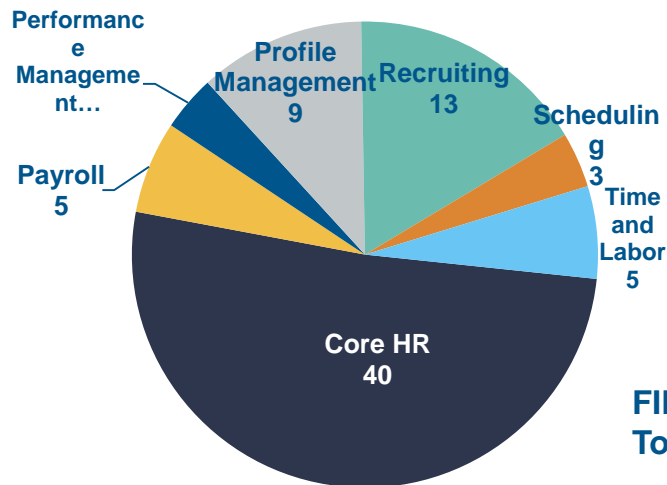
1. Does not include systems classified as "Core ERP"
2. All reporting systems are classified as shadow

HURON

SYSTEMS INVENTORY: FUNCTION BREAKDOWN

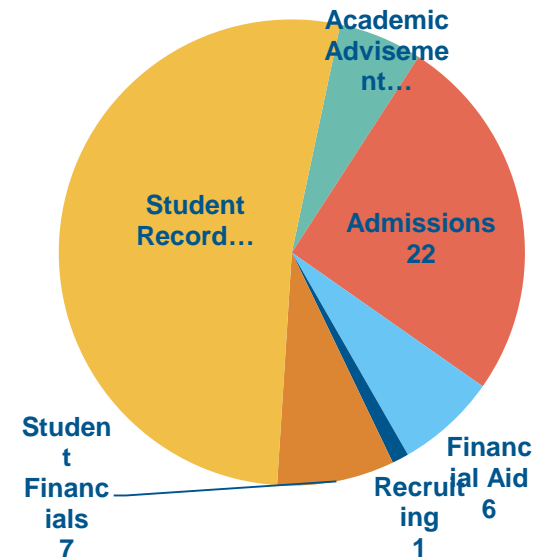Within the HR, Finance, and Student Information areas, the documented systems were broken down by function.
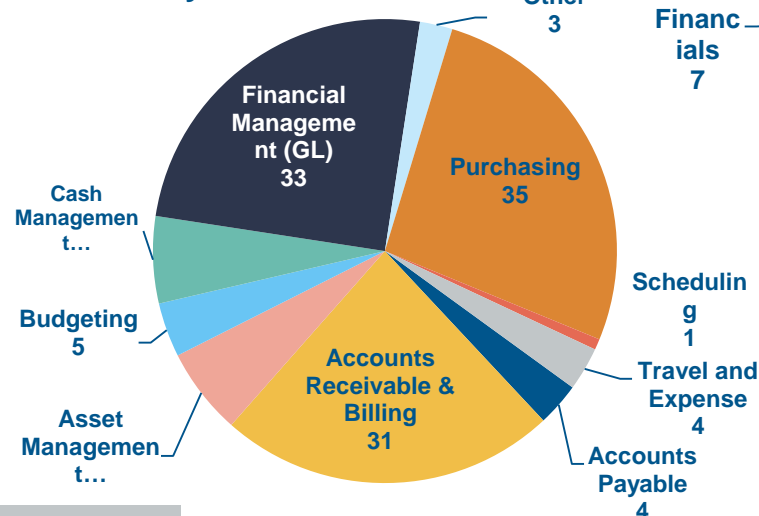
HR SYSTEMS BY FUNCTION
Total systems: 78

Performance Management…
Profile Management 9
Recruiting 13
Scheduling 3
Payroll 5
Time and Labor 5
Core HR 40

STUDENT SYSTEMS BY FUNCTION
Total systems: 86

Academic Advisement…
Student Record…
Admissions 22
Student Financials 7
Recruiting 1
Financial Aid 6

FINANCE SYSTEMS BY FUNCTION
Total systems: 132

Other 3
Financial Management (GL) 33
Purchasing 35
Cash Management…
Budgeting 5
Scheduling 1
Travel and Expense 4
Asset Management…
Accounts Receivable & Billing 31
Accounts Payable 4

HURON

NEXT STEPS: MOVING FORWARD

The following items were completed before the February 1 Executive Steering Committee meeting.

Huron

+ Refine system gaps & best practices
+ Present best practice information from peer university system(s)
+ Define options by function/sub-function
+ Prioritize options in a roadmap
+ Make recommendations for the future

Preview of Phase 4 and 5 deliverables

+ Prioritization of available options based on feedback from the Executive Sponsor + a summary of the rationale for the prioritization of selected options
+ A final report offering a recommendation and necessary details for the option selected previously

HURON

SYSTEMS INVENTORY: STRUCTURE

Huron documented the following characteristics for each discovered shadow or bolt-on system to develop the ERP systems inventory.

Sys ID	Area	Business Application	Description	Function	Subfunction	Classification	Vendor	Unit
1	2	3	4	5	6	7	8	9

1. **Sys ID:** Unique identifier for the system in the inventory
2. **Area:** Finance, Human Resources, Reporting, Research, or Student
3. **Business Application:** System title or reference name
4. **Description:** General system overview indicating usage, integrations and purpose
5. **Function:** Major function accomplished by the system (from defined functions in scope)
6. **Sub-function:** Where applicable, sub-functions accomplished by the system
7. **Classification:** Core ERP, Bolt-on, Shadow
8. **Vendor:** The third-party vendor providing the system (including DoIT and AIMS)
9. **Unit(s):** The functional owner of the system as well as any applicable secondary and tertiary units that may be users of the system

HURON

Pcard, MDS and
Refund of Receipts Changes

Dan Langer

Division of Business Services

Associate Vice Chancellor (Interim) and Controller

WISCONSIN
UNIVERSITY OF WISCONSIN–MADISON

Purchasing Card

- Enhance Card Request practices - formal card request workflow including supervisor and divisional financial officer approval.

- Department card pilot beginning in next several days; pending US Bank separate company limit hurdles required for department cards.

- Initiating scheduled site manager/card holder audits by Division of Business Services.

- Performing annual review of card and single purchase credit limits and if determined limit not necessary, Division of Business Services will be notifying limit will be reduced.

Materials Distribution Services (MDS)

- Will be initiating formal MDS number request workflow which will include supervisor and divisional financial officer approval.

- Policies and procedures being updated including authorized user guidance and periodic review of transactions.

- Active discussions with UW System and other institutions to shift to direct Shop@UW – PeopleSoft interface; intermediate term project 12-24 months.

Refund of Receipts

- Segregation of duties and audit policies and procedures launched

- Update check handling policies and procedures
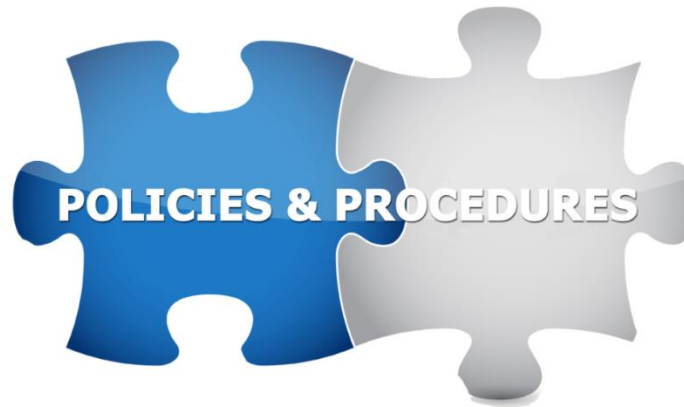
Cash Handling for Revenue Producing Activities

Dan Langer

Division of Business Services

Associate Vice Chancellor (Interim) and Controller

WISCONSIN

UNIVERSITY OF WISCONSIN–MADISON

Training Goals

Ensure our cash collection procedures include internal controls.

Enhance our business practices.

Help to better protect our employees, departments, and the University.

Address training/certificate deficiencies noted in a recent UW System audit .

You Were Invited Because…

Your department is engaged in revenue producing activities.

Your department is not an auxiliary.
(They have their own training.)

You are responsible for the cash handling process
within your department.

A certificate is necessary for your responsibilities as a cash handler.

HERE

BY
INVITATION

WISCONSIN
UNIVERSITY OF WISCONSIN–MADISON

In This Training, You Will Learn:

1. The role of internal controls in your department, including:

   - How to control the collection of cash
   - How to assign accountability
   - How to appropriately separate duties

2. The steps involved in the cash collection process at UW-Madison

3. The expected internal controls associated with each step

WISCONSIN
UNIVERSITY OF WISCONSIN–MADISON

Deferred Revenue

Susie Maloney

Accounting Services

Financial Information Management

WISCONSIN
UNIVERSITY OF WISCONSIN–MADISON

What is Deferred Revenue?

Deferred revenue refers to advance payments for products or services that are to be delivered in the future. The recipient of such prepayment records unearned revenue as a liability on a balance sheet, because it refers to revenue that has not yet been earned, but represents products or services that are owed to a customer. As the product or service is delivered over time, it is recognized as revenue on the income statement.

Source: "Deferred Revenue Definition | Investopedia"
https://www.investopedia.com/terms/d/deferredrevenue.asp

UW System Administration Policy/Procedures

Advance Fee Collections

https://www.wisconsin.edu/financial-administration/download/accounting_procedures/UWSA-policy_advancefees.pdf

Processing Guidelines for Advance Fee Collections Future Year Receipts Collected before July 1

- All advanced fees must be recorded as Deferred Revenue in the general ledger by end of current fiscal year.

- No amounts can remain in a revenue account at the end of the current fiscal year.

Deferred Revenue - Campus Examples

A department is holding a conference in July 2018. External conference attendees send payments for fees starting in April 2018.
- Cash – Must be deposited in current FY, within 5 business days.
- Revenue – Not earned until Conference occurs in FY2019. Receipt is recorded as deferred revenue in FY2018.

A department will be providing a service to an external customer in August 2018. The customer sends us a check for the services in June 2018.
- Cash – Must be deposited in current FY, within 5 business days.
- Revenue – Not earned until the service is provided in FY2019. Receipt is recorded as deferred revenue in FY2018.

A department will be providing services to another UW department in August 2018 and pre-bills for the services in June because there are GPR funds to be spent.
- In general it is not appropriate to pre-bill when the customer is internal.

Deferred Revenue

Deferred Revenue Timeline - Conference Example

A department is holding a conference in July 2018. External conference attendees send payments for fees starting in April 2018.

4/1/2018	6/30/2018	7/1/2018
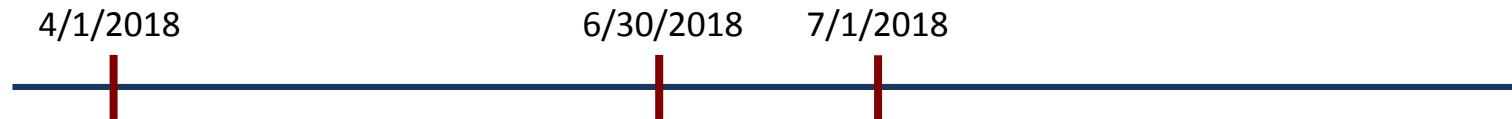
Receipt of Conference Fees

- Cash Must be Deposited in Current FY
- We have incurred a liability because activity has not occurred. Deferred Revenue needs to be recorded

Debit: Cash
Credit: Deferred Revenue

Conference Occurs

- Liability has been eliminated
- Revenue needs to be recognized

Debit: Deferred Revenue
Credit: Revenue

Cash Management Reminders & Update

- *Checks are to be made payable to UW-Madison or Board of Regents.*

- *All checks received are to be restrictively endorsed "For Deposit Only" immediately upon receipt.*

- *Deposits are to be made within 5 business days of receipt.*

- *Update to Outgoing Wire/Draft Form & Instructions* (Access here)

Cultural Insurance Services International (CISI)

New Credit Card Option for Individual Self-Enrollment

Jeff Karcher

Risk Management

CISI Coverage

- Provides Medical, Travel, Emergency Assistance, and Liability Coverages

- Mandated by UWSA for all University of Wisconsin students studying/traveling abroad under a UW sponsored program

- Strongly recommended for UW-Madison faculty and staff

- Separate program available for dependents as well

NEW - CISI On-Line Credit Card Purchase Option for Self-Enrollment

- Allows participants to enroll themselves directly (with credit card) in the CISI group insurance plan created for UW-Madison sponsored international programs and activities. To purchase coverage via credit card go to https://www.mycisi.com/CISIPortalWeb/pub/SelfEnrollment.aspx?sponsor=UWMAD and follow enrollment instructions. Individuals may contact UW-Madison Risk Management (262-8926), riskmgmt@bussvc.wisc.edu for complete details.

- Individuals may use personal credit card or *My Corporate Card*. Do not use P-Card at this time.

- Upon successful completion of self-enrollment, individuals will quickly receive an email directly from "CISI Enrollments" containing their personalized ID enrollment card, consulate letter as well as a detailed coverage brochure with claim form and contact information.

NOTE: This does not replace existing enrollment methods, rather excellent option for individual or "last-minute" situations.

Thank you for attending.

Future Financial Management Meetings
Rooms 1106 & 1108, 21 N Park Street
9:30 am - 11:30 am

April 10, 2018
June 12, 2018
August 14, 2018
October 9, 2018
December 11, 2018