FINANCIAL MANAGEMENT MEETING
August 14, 2018

Arriving soon!

WISCONSIN
UNIVERSITY OF WISCONSIN–MADISON

Agenda

Welcome & Introductions	Dan Langer	5 minutes
Introduction for David Murphy including Q&A	David Murphy	30 minutes
Shop@UW Internal Controls Improvement	Casey Wampler/Dan Purcell	20 minutes

Accounting Services – Disbursements Updates

• Purchasing Card Continuous Audit	Rusty Haines	10 minute
• Accounts Payable Updates	Liv Goff/Jennifer Roltgen	20 minutes
	Denise McDearmon	

- ✓ Disbursements to UW Foundations and Affiliates
- ✓ ACH Versus Domestic Wire Payments
- ✓ Stale Dated Check Reclassification
- ✓ Updates to Payments to Individuals Form
- ✓ Check Custody Updates

Student Payment Project Update	Laura Rader	10 minutes
Announcements – Upcoming Events		5 minutes

WISCONSIN
UNIVERSITY OF WISCONSIN–MADISON

Introduction: David Murphy, Associate Vice Chancellor for Finance
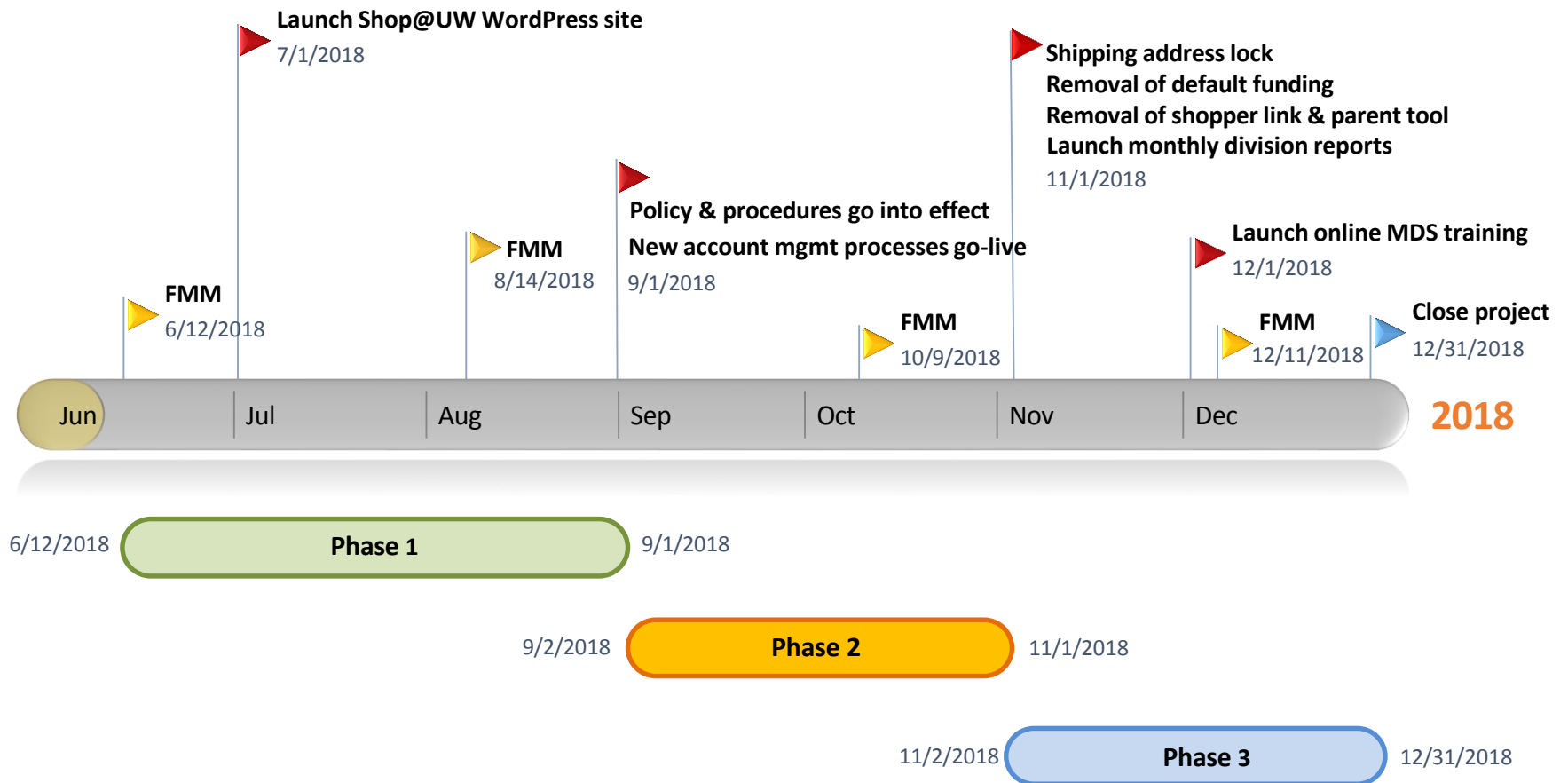
Internal Controls Improvement

Casey Wampler and Dan Purcell

Purchasing Services

Material Distribution Services

Division of Business Services

MDS Controls and Compliance Project Timeline

Launch Shop@UW WordPress site
7/1/2018

Shipping address lock
Removal of default funding
Removal of shopper link & parent tool
Launch monthly division reports
11/1/2018

Policy & procedures go into effect
New account mgmt processes go-live
9/1/2018

FMM
8/14/2018

Launch online MDS training
12/1/2018

FMM
6/12/2018

FMM
10/9/2018

FMM
12/11/2018

Close project
12/31/2018

| Jun | Jul | Aug | Sep | Oct | Nov | Dec | **2018** |

6/12/2018 — **Phase 1** — 9/1/2018

9/2/2018 — **Phase 2** — 11/1/2018

11/2/2018 — **Phase 3** — 12/31/2018

Phase 1 – 9/1/2018

- **New Shop@UW Account Set-Up, Existing Account Edits and the Approval Process:** Launch a new online Shop@UW account set-up/revision form with approval workflow.
  - As part of this process we will also be sending each Division a current listing of all open Shop@UW accounts for review. We will be requesting that each Division review this account listing and provide feedback on accounts that should be closed/edited.
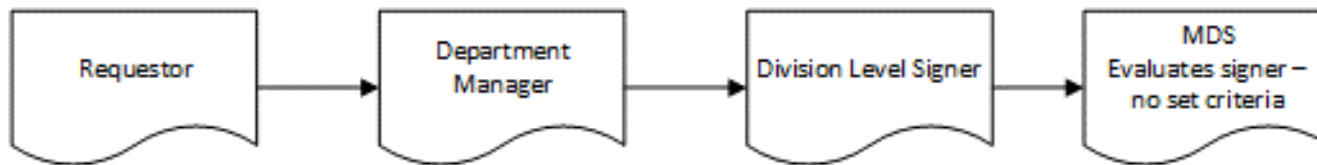- **Parent Account Set-Up, Approval:** Launch a new online form with workflow for parent account set-up and approval.

Shop@UW Account Approvals

Shop@UW Account Action	CFO	CFO's Designee	Supervisor	Communication From Primary Contact Only
New Account Set-Up	X		X	
Parent Account Set-up	X		X	
Primary Contact Update		X	X	
Financial Contact Update		X	X	
Add a PAT User		X	X	
Remove a PAT User		X	X	
Re-activate MD Account		X	X	
Inactivate MD Account		X	X	
Add New Shipping Address		X	X	
Delete Existing Shipping Address		X	X	
Update Funding String		X	X	
Add Child Account		X	X	
Password Reset				X

New Account Workflow

Current State

Paper form is emailed or faxed

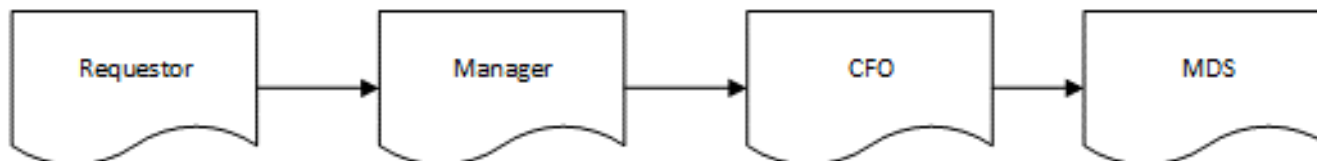| Requestor | → | Department Manager | → | Division Level Signer | → | MDS Evaluates signer – no set criteria |

Starting September 1st

Future State

Gravity flow (workflow to *approve, reject* or *revert* to requestor for revisions)

| Requestor | → | Manager | → | CFO | → | MDS |

Workflow Demo

ACCOUNT SETUP OR REVISION

NEW USERS AND ACCOUNTS

New users from UW campuses will need to set up an account to use Shop@UW.

Please select the link for your campus from the list in the "Account Setup or Revision Request Form" section on this webpage; download the MSWord form to your desktop.

Fill out the document, print, obtain signatures, and submit as directed at the top of the form.

If downloading a file from a web browser is not an option for you, please call the Shop@UW customer service staff and they can email or FAX the form to you: 608-497-4400 or email ShopUW@bussvc.wisc.edu.

EXISTING USERS AND ACCOUNTS

Please select the link for the Account Set-Up or Revision Request form for your campus from the list found in the box at the right; download the MS Word form to your desktop.

If revising an account, check the "Existing Account" option box and enter the existing MD account number in the field at the top of the

ACCOUNT SETUP OR REVISION REQUEST FORMS (MSWORD FORMAT)

Please note that the form was revised April 2017.

Download the MSWord form to your computer; 1) right-click on the link, 2) save the form, and 3) open the file in Microsoft Word.

- UW-Colleges
- UW-Eau Claire (e-form link)
- UW-Extension
- UW-Green Bay
- UW-La Crosse
- UW-Madison
- UW-Milwaukee
- UW-Oshkosh
- UW-Parkside
- UW-Platteville
- UW-River Falls

ntent/uploads/sites/63/2017/04/AcctForm.docx

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Workflow Demo

GRAVITY FLOW NEW ACCOUNT TEST

I'm Trying To: (Select All That Apply)

☐ Add a new MD account

☐ Edit an existing MD account

☐ Add an authorized user to the Pre-Posting Allocation Tool (PAT)

☐ Remove someone from the Pre-Posting Allocation Tool (PAT)

☐ Inactivate an MD account

☐ Re-activate an MD account

☐ Reset a Password

☐ Add an MD number to a parent account

Submit

Workflow Demo

<u>Completed Form Example</u>

https://shopuw.wiscweb.wisc.edu/wp-content/uploads/sites/63/2018/08/screencapture-shopuw-wisc-edu-gravity-flow-new-account-2018-08-01-10_06_30.png

Workflow Demo

- Once the requester submits the form the manager will be notified for approval

Workflow Demo

Example of manager approval page

https://shopuw.wiscweb.wisc.edu/wp-content/uploads/sites/63/2018/08/screencapture-shopuw-wisc-edu-inbox-2018-08-01-10_24_10.png

Workflow Demo

- Once the manager approves the request the Divisions CFO will be notified for approval

"No Reply" <noreply@email.wiscweb.wisc.edu>
to me

Hello CFO,

Casey Wampler would like to Add a new MD account.

Click here to view their application

Shop@UW Customer Service
shopuw@bussvc.wisc.edu
(608) 497-4400

Workflow Demo

- Once approved an email will be sent to Shop@UW Customer Service and to the Requester

Workflow Demo

- If the manager or CFO reverts the request it will be sent back to the requestor. A note must be added for the revert to be sent
- The requester will receive the email below

Your submission has been sent back for review. Please review the following note and resubmit your answer.

Please fix the account code

Click here to edit your application

Thank you,

Shop@UW Customer Service
shopuw@bussvc.wisc.edu
(608) 497-4400

Workflow Demo

The requester will have an opportunity to edit the form then restart the workflow back at the manager approval step.

https://shopuw.wiscweb.wisc.edu/wp-content/uploads/sites/63/2018/08/screencapture-shopuw-wisc-edu-inbox-2018-08-01-14_50_04.png

Workflow Demo

GRAVITY FLOW FORM DEMO:

Please copy and paste the URL below into a browser.

https://shopuw.wisc.edu/account-set-up-or-revision-request/

Shop@UW Account Stats

Shop@UW New Account Set-Ups - FY 2018

School/College/Division	# of New Accounts
Other System Campus	389
FP&M	127
SCHOOL OF MEDICINE AND PUBLIC HEALTH	84
VC FOR RESEARCH AND GRAD EDUCATION	49
COLLEGE OF AGRICULTURAL & LIFE SCIENCES	46
COLLEGE OF ENGINEERING	37
COLLEGE OF LETTERS AND SCIENCE	33
SCHOOL OF HUMAN ECOLOGY	15
SCHOOL OF EDUCATION	13
SCHOOL OF VETERINARY MEDICINE	9
SCHOOL OF PHARMACY	9
UNIVERSITY HOUSING	7
WISCONSIN UNION	6
DIVISION OF STUDENT LIFE	4
SCHOOL OF NURSING	4
INFORMATION TECHNOLOGY	3
DIVISION OF CONTINUING STUDIES	2
INTERNATIONAL DIVISION	2
WID/MIR	2
WIS VETERINARY DIAGNOSTIC LABORATORY	2
UNIVERSITY POLICE DEPARTMENT	2
ART INSTITUTE	2
FACILITIES PLANNING AND MANAGEMENT	2
DIV-WISCIENCE	1
SCHOOL OF BUSINESS	1
GAYLORD NELSON INST ENVIRONMENTAL STUDY	1
INTERCOLLEGIATE ATHLETICS	1
WISCONSIN STATE LABORATORY OF HYGIENE	1
GENERAL SERVICES	1
CTR FOR HLTH SCI-UNIVERSITY HOSPITALS	1
LAW SCHOOL	1
Grand Total	**857**

Shop@UW Account Edits - FY 2018

School/College/Division	# of Shop@UW Accounts	#of Account Edits - FY18
Other System Campus	3,144	966
SCHOOL OF MEDICINE AND PUBLIC HEALTH	868	267
COLLEGE OF AGRICULTURAL & LIFE SCIENCES	648	199
COLLEGE OF LETTERS AND SCIENCE	523	161
COLLEGE OF ENGINEERING	437	134
VC FOR RESEARCH AND GRAD EDUCATION	304	93
SCHOOL OF VETERINARY MEDICINE	123	38
SCHOOL OF EDUCATION	115	35
SCHOOL OF PHARMACY	84	26
INTERCOLLEGIATE ATHLETICS	79	24
INFORMATION TECHNOLOGY	66	20
GENERAL SERVICES	64	20
SCHOOL OF HUMAN ECOLOGY	60	18
FACILITIES PLANNING AND MANAGEMENT	58	18
WISCONSIN STATE LABORATORY OF HYGIENE	57	18
WID/MIR	52	16
UNIVERSITY HOUSING	45	14
WISCONSIN UNION	43	13
SCHOOL OF BUSINESS	40	12
DIVISION OF STUDENT LIFE	38	12
SCHOOL OF NURSING	29	9
WIS VETERINARY DIAGNOSTIC LABORATORY	21	6
DIVISION OF CONTINUING STUDIES	21	6
INTERNATIONAL DIVISION	21	6
UNIV HEALTH SERVICES	18	6
LAW SCHOOL	17	5
CTR FOR HLTH SCI-UNIVERSITY HOSPITALS	15	5
DIV-WISCIENCE	14	4
GENERAL LIBRARY	13	4
BUSINESS SERVICES	13	4
GENERAL EDUCATIONAL ADMINISTRATION	11	3
GAYLORD NELSON INST ENVIRONMENTAL STUDY	10	3
RECREATIONAL SPORTS	10	3
ENROLLMENT MANAGEMENT	6	2
UNIVERSITY POLICE DEPARTMENT	6	2
ART INSTITUTE	4	1
OFFICER EDUCATION	4	1
GrandTotal	**7,081**	**2,176**

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Next Steps

- Email names of Shop@UW users within your Division that would like to be part of a pilot group to Casey casey.wampler@wisc.edu.

- Read the policy and procedures (https://shopuw.wisc.edu/).

- Please share this information with your staff. Contact us if you would like us to present at internal staff meetings.

- CFO's to perform baseline review of all current Shop@UW accounts (we will send this out by 9/1/18).

- User forum?

Feedback and User Testing

Contact Information:

Casey Wampler

Shop@UW Administrator/

Customer Service Supervisor

casey.wampler@wisc.edu

608-497-4401

Dan Purcell

Financial Program Supervisor

dan.purcell@wisc.edu

608-497-4403

Purchasing Card Continuous Audit

Rusty Haines

Travel and Card Team

Accounting Services

WISCONSIN
UNIVERSITY OF WISCONSIN–MADISON

Audit Period 12/30/2017-06/29/2018

Division	Number of Transactions Tested	Total Dollar Amount of Tested Transactions
BUSINESS SERVICES	1	$ 6,273.00
DIVISION OF STUDENT LIFE	4	$ 4,180.77
INFORMATION TECHNOLOGY	3	$ 9,719.97
COLLEGE OF AGRICULTURAL & LIFE SCIENCES	23	$ 34,744.41
DIVISION OF INTERNATIONAL STUDIES	2	$ 157.29
SCHOOL OF BUSINESS	5	$ 16,472.87
SCHOOL OF EDUCATION	8	$ 13,973.45
COLLEGE OF ENGINEERING	14	$ 10,920.61
SCHOOL OF HUMAN ECOLOGY	5	$ 10,163.78
VC FOR RESEARCH AND GRAD EDUCATION	27	$ 79,077.00
GAYLORD NELSON INST ENVIRONMENTAL STUDY	2	$ 1,552.00
INTERCOLLEGIATE ATHLETICS	5	$ 28,549.30
LAW SCHOOL	5	$ 2,005.66
COLLEGE OF LETTERS AND SCIENCE	30	$ 56,134.48
GENERAL LIBRARY	3	$ 6,782.75
SCHOOL OF MEDICINE AND PUBLIC HEALTH	31	$ 84,294.76
SCHOOL OF NURSING	3	$ 55.26
SCHOOL OF PHARMACY	3	$ 2,637.91
UNIV HEALTH SERVICES	3	$ 20,000.00
FACILITIES PLANNING AND MANAGEMENT	1	$ 7,400.40
UNIVERSITY HOUSING	9	$ 12,159.25
SCHOOL OF VETERINARY MEDICINE	3	$ 1,510.98
DIVISION OF CONTINUING STUDIES	1	$ 7.99
WISCONSIN UNION	2	$ 4,316.44
TOTALS	193	$ 413,090.33

Business Purpose

Each transaction on the purchasing card requires a clear business purpose. The business purpose should be clear to the site manager and/or a post-auditor without further inquiry.

Item	Unacceptable	Acceptable
Cooler	For research	For biological tissue transportation for Project XXX123
Sofa	To sit on	Sofa for student lounge in . . . (supply name and address of building)
Tablet computer	Replacing 7 year old tablet	For Dr. Jones for data analysis on Project XXX123
Gift Cards	Incentive	Incentive to complete survey regarding Project XXX123

IDEA Software

- Audit software used by UW System Internal Audit for selecting transactions for Purchasing Card continuous audit

- Use of IDEA facilitates refinement of transaction selection so we can duplicate current UW System audit criteria and create our own transaction selection criteria for future internal audits

Housekeeping Items

Change to personal use of BIG10 rental car contract with Enterprise/National

- Personal rentals no longer include collision or liability coverage as part of the rental agreement
- Effects all personal rental contracts on or after 8/1/2018 regardless of when the reservation was made
- Does not effect rental contracts with mixed business and personal use

Non-Employee expense reimbursement checks must be sent to the payee's home address

Accounting Services Disbursements Updates

Liv Goff

Jennifer Roltgen

Denise McDearmon

Accounting Services - Disbursements

Disbursement Updates

Consider ACH instead of domestic wire transfers
- Less costly
- Less work for Accounting Services
- Processed faster

Stale dated check clean-up
- Wisconsin state statute mandates checks may be presented for payment 7 years past the date of issuance
- Checks over 1 year old will be transferred to a escheatment liability account (7110)
- Departments may see in and out journal entries to account 7110
- Starting fall 2018
- Annually in May

Check Custody Updates

Standing agreements must be submitted and countersigned before usage

Must be attached to every payment request including

- Voucher uploads
- Refund of Receipt
- Reissued check requests

All checks for pick-up must have the payee's address

- Campus addresses must not be used
- Required for stale dated check follow-up
- Recipient email address encouraged

Disbursements to UW-Madison Wisconsin Foundation and Alumni Association (WFAA) and Affiliates

- UW-Madison WFAA and Affiliates, Accounting Services is requiring increased documentation.

- No longer use generic vendor numbers for payments or refunds to WFAA or Affiliates.

- WFAA and Affiliates vendor numbers will be posted on Accounting Services web site.

- Business purpose and backup documentation must be submitted with payment request.

Direct Payment (DP) and Payment to Individual (PIR) Updates

Revisions to PIR form coming this fall

DP/PIR email box coming this fall
- Documents must be submitted as attached PDF
- Separate PDF for each payment request
- Multiple PDFs may be attached to one email

New ET and DP forms on Accounting Services website

Please do not submit Homeland Security payments as ET
- Homeland Security is always expedited
- ETs are labor intensive

Student Payment Project Update

Laura Rader

Bursar Office

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Student Payment Update

Student Payment Guideline – Draft

- Will be sent to campus next week

Student Payment Tool – Currently Available

- Bursar website: bussvc.wisc.edu/bursar
  - Department Info – Student Payments Tool

Student Payment Update (Continued)

Non-Credit Internship and Research Support Payments

Requirements:

- Not a part of a course requirement.
- Not required for degree completion.
- Educational enrichment experiences.

If all three requirements are true, then it will not need to be included in the FA award calculations.

Processed through the Bursar Office (SIS)

Student Payment Update (Continued)

Non-Credit Internship and Research Support Payments – Setup

- Award program reviewed by OSFA.

- Item Type request – Initial set up will need to be done once the award has been approved.

- Upload to the Bursar Office secure website.

- Refunds will be processed on Thursdays.

Student Payment Update (Continued)

Non-Credit Internship and Research Support Payment – Implementation of SIS process

- Will be available during the fall semester.

Prizes & Competitions – Open to the public

- Will continue discussing how these are handled.

Upcoming Events

Symposium for Research Administrators

Including a Property Control Presentation

September 26, 2018, 8:00 a.m. - 4:00 p.m.

Gordon Dining and Event Center

Register: https://www.talent.wisc.edu/Catalog/Default.aspx?CK=62304

How to Purchase Goods & Services at UW-Madison: Guidance for Importing and Exporting

Presented by UW-Madison Purchasing Services

September 28, 2018, 8:30 a.m. - 12:00 p.m.

21 N Park Street

Register: https://www.talent.wisc.edu/Catalog/Default.aspx?CK=61738

Gift Management Training

Schedule and Registration: https://www.talent.wisc.edu/Catalog/Default.aspx?tabid=29&SeriesKey=1580

Gift Policy: http://www.bussvc.wisc.edu/acct/gifts/Gift%20Funds%20Policy%20131.pdf

Thank you for attending.

Future Financial Management Meetings
Rooms 1106 & 1108, 21 N Park Street
9:30 a.m.

October 9, 2018
December 11, 2018

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