

FINANCIAL MANAGEMENT MEETING

April 9, 2019



Agenda

Welcome/Introductions	Dan Langer	5 minutes
Preview: New Business Services Website	Amy Ferguson	30 minutes
UPS Campus Ship Program	Jennifer Roltgen Marty Rostermundt	10 minutes
Purchase Order Invoice Submission and Positive Approval	Jennifer Roltgen	10 minutes
Payment Updates	Mark Domaszek	10 minutes
Accounts Receivable and Billing	Rochelle Cushman Tricia Johnson	15 minutes
Cost Transfer Tool Property Control Workflow	Amy Rognsvoog John Jameson	15 minutes

Preview: New Business Services Website

Amy Ferguson

Content Management, Communication, and Training
Division of Business Services



Core Team

Amy Ferguson

Director of CMCT

Division of Business Services

Bradley Thomas

Marketing & CMS Specialist, Sr.

Division of Business Services

Michelle Bacon

University Relations Specialist

Division of Business Services

Adam Hills-Meyer

Content Strategist, Center for Digital

Accessibility & User Experience

DoIT

Jessica Jones

Team Lead, Center for Digital

Accessibility & User Experience

DoIT

Current Website and Reasons for Change

- People could not find content on the old site and it required the user to know what department housed the content. This is not how users use the web.
- Did not meet ADA accessibility standards
- Was not mobile friendly, which hurts usability and SEO (search engine optimization)
- The website contained more than 1,000 pages
- Website was outdated. UW websites have a new look and theme.

Critical Steps in Development of New Site

- Gathered web analytics and asked our users questions to collect data which helped us determine important content users
- Engaged content experts and campus advisory group to validate the direction for the information architecture of the website (using a task-based, user-centered model)
- Developed groups of tasks that were clear and understandable to users
- Engaged cross-functional content teams to collaborate, share, and iterate new content

Division of Business Services Content Experts

Asset Management

April Cook
Rochelle Cushman
Amy Rognsvoog

Disbursements

Frank Austin
Graig Brooks
Mark Domaszek
Meghann Grove
Rusty Haines
Roseanne Hatfield

Tax Compliance

José Carus

Financial Reporting, Analysis and Systems

Lana Becker
Erik Danielson
Lea Erickson
John Jameson
Simi Ragha

Bursar's Office

Nicole Christianson
Priya Rajani
Cathy Stamm

Purchasing

Doreen Forslund
Lyman Fuson
Carla Parker
Lori Pulvermacher
Sarah Martin
Marty Rostermundt
Casey Wampler

Risk Management

Gwen Ezell
Jeff Karcher

Campus Advisory Group

Sandy Fowler, College of Agricultural & Life Sciences

Jenny Hackel, Space Science & Engineering

Michelle Massen, Letters and Science

Mehdi Rezai, Letters and Science

Russell Schwalbe, VC for Research and Graduate Education

Angela Seitler, College of Agricultural & Life Sciences

Melissa Steinl, Space Science & Engineering

New Website

- Task orientated to meet user needs
- SEO improvements for findability of content
- Includes goals to benchmark performance
- Meets ADA accessibility standards
- Accessible from mobile phone and tablets
- Content is more concise, approximately 400 pages
- Continuity plan to keep the site updated
- Estimated campus launch: May 30, 2019



UPS

Jennifer Roltgen, Accounting Services
Marty, Rostermundt, Purchasing Services

Reasons to Use UPS Instead of FedEx

- Save money: UPS is 10-15% cheaper than FedEx
- Dedicated UPS Sales and Customer Service Representatives to help with issues
FedEx does not offer this service
- UPS Campus Ship invoice payments are automated and require less time to audit

UNIVERSITY OF WISCONSIN-MADISON

UW Search | My UW | Business Services | 'How To' Pages

Search: Go!

Division of Business Services

Home
Acronym Index
'How To' Pages
Directory / Addresses
Employment
Related Web Links

Division of Business Services

Division of Business Services Newsletter

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Business Services 'How To' Documents

'How To' pages give brief instructions for performing the most commonly used business functions at UW-Madison along with links to more detailed policy and procedure pages. **Can't find what you need? Please suggest "How To" topics by emailing the webmaster.**

Use the search

A | B | C | D | E

- Shipping: How to Obtain Shipping Services at UW-Madison**
- Shipping: How to Ship a Package Using United Parcel Service (UPS) through MDS
- Shipping: How to Ship UPS with your Purchasing Card
- Signature: How to Get a Document Signed by a University Official

- Frequently asked questions
- UPS representative contact information
- UPS tracking and customer service contact information
- UPS Campus Ship User Setup Form

Please fill this form out before you want to ship a package

Purchase Order Invoice Submission and Positive Approval

Jennifer Roltgen
Accounting Services



Purchase Order Invoice Submission

- Certain departments have Delegation Audit Agreements
- AP-Invoices email box is not being used as intended
- PO invoices should be submitted to Accounts Payable by the **Vendor** with some exceptions

Why

- Information is on the Purchase Order contract the vendor receives

Purchase Order Invoice Submission (Cont.)

Important Information for Suppliers

To ensure prompt payment of invoices, they must be submitted to:

The University of Wisconsin-Madison
Accounts Payable
21 North Park Street, Suite 5301
Madison, WI 53715-1218

Or emailed to: AP-invoices@bussvc.wisc.edu

This is an unattended automated email box, so do not send invoice inquiries to this address. Purchase Order numbers must be included on every invoice. Each unique invoice must be submitted as a unique PDF. Do not combine multiple invoices into a single PDF.

Invoice inquiries should be sent to: uwmsnap@bussvc.wisc.edu

Do not send invoices to the ordering department, order inquiry address, or the delivery address as this will delay payment of your invoice.

Purchase Order Invoice Submission (Cont.)

- Invoices received on **campus** are to be paid within 30 days per State Statute 16.528 or we owe interest
- Reduction of duplicate invoices
- Purchase Orders can be set up for Positive Approval
- Invoices are viewable in WISDM
- Some exceptions are: Delegated Audit Agreement with Accounts Payable, invoices over 30 days old

Purchase Order Invoice Submission (Cont.)

- July 1 we will dispute invoices without correct billing address listed below
- Contact vendors to update billing address

Billing Address:

21 North Park Street, Suite 5301
Madison, WI 53715-1218

Positive Approval

- Positive Approval email asks if this is the final payment
- Make notes on the image if it's the final payment

Payment Updates

Mark Domaszek

Accounting Services – Disbursements



Five-Month Stale Dated Check Report

- Outstanding checks by division
- Check Number, Name, Address, Issue Date, Amount
- Opportunity for outreach at the Division level
- Monthly starting 5/1/19

Voids and Reissues Report

- AP and EX checks voided or reissued in the last month
- Original payment information, new payment information (if reissued)
- Reason, cancel code, requestor, error by
- Monthly, already started

Interpreting Payment Number

Payment / Description	Examples
Check No leading zeros	1414113 or 400001
ACH or PPL One leading zero	0437249
WIR Two or more leading zeros	0001109

Accounts Receivable & Billing

Rochelle Cushman – UW-Madison, Accounting Services

Tricia Johnson – UW Extension, Business Office




UW-Madison Accounts Receivable & Billing (A/R & BI) SFS Modules for Non-Sponsored Billing

- Pilot Departments
 - Medical Physics/Radiation Calibration Lab
 - School of Pharmacy
- Shared Customer File
- Invoicing
 - Departments create bills in SFS
 - Cash Management generates invoices and mails or e-mails invoices
 - Weekly invoicing, which is changing to daily invoicing
 - First invoices sent in December 2018
- Payments received and processed centrally in Cash Management
 - Credit Cards, Checks, & ACH/Wires

UW-Madison Accounts Receivable & Billing (A/R & BI) SFS Modules

Example Invoice for Non-Sponsored Billing

		INVOICE																																																									
		Invoice No:	AR0001053																																																								
		Invoice Date:	4/1/19																																																								
		Page:	1 of 1																																																								
Bill To:		Customer Number:	AR-0000598																																																								
[Redacted]		Payment Terms:	NET 30																																																								
Accounts Payable		PO ID:	1192515794																																																								
105 East Idaho St.		Order No:	60409																																																								
Boise ID 83712		Due Date:	5/1/19																																																								
United States		AMOUNT DUE:	1,317.27 USD																																																								
Please Remit To:																																																											
UW Madison Accounting Services																																																											
PO Box 78004																																																											
Milwaukee WI 53278-8004																																																											
United States																																																											
To pay by credit card, visit https://charge.wisc.edu/UWInvoicePayment/																																																											
The charge will appear on your credit card statement as UW-MADISON ACCTG SVCS CM.																																																											
For billing questions, please call 608/265-3858																																																											
<table border="1"><thead><tr><th>Line</th><th>Identifier</th><th>Description</th><th>Quantity</th><th>UOM</th><th>Unit Amt</th><th>Original Net Amount</th></tr></thead><tbody><tr><td>1</td><td></td><td>Co-60 (In Water) Calibration</td><td>1.00</td><td></td><td>825.00</td><td>825.00</td></tr><tr><td>2</td><td>Model: N30013 (S/N: 005170)</td><td>First Electrometer Scale</td><td>1.00</td><td></td><td>200.00</td><td>200.00</td></tr><tr><td>3</td><td>Model: MAX-4000 (S/N: F110216)</td><td>Added Electrometer Scales</td><td>3.00</td><td></td><td>90.00</td><td>270.00</td></tr><tr><td>4</td><td>Model: MAX-4000 (S/N: F110216)</td><td>Shipping</td><td>1.00</td><td></td><td>12.27</td><td>12.27</td></tr><tr><td>5</td><td></td><td>Handling</td><td>1.00</td><td></td><td>10.00</td><td>10.00</td></tr><tr><td colspan="6">Subtotal:</td><td>1,317.27</td></tr><tr><td colspan="6">Amount Due:</td><td>1,317.27</td></tr></tbody></table>				Line	Identifier	Description	Quantity	UOM	Unit Amt	Original Net Amount	1		Co-60 (In Water) Calibration	1.00		825.00	825.00	2	Model: N30013 (S/N: 005170)	First Electrometer Scale	1.00		200.00	200.00	3	Model: MAX-4000 (S/N: F110216)	Added Electrometer Scales	3.00		90.00	270.00	4	Model: MAX-4000 (S/N: F110216)	Shipping	1.00		12.27	12.27	5		Handling	1.00		10.00	10.00	Subtotal:						1,317.27	Amount Due:						1,317.27
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Please include a copy of this invoice with your payment																																																											

UW-Madison Accounts Receivable & Billing (A/R & BI) SFS Modules

Example E-mail Sent with Invoice to External Customer for Non-Sponsored Billing

- *E-mail comes from an Accounting Services shared e-mail address*

Attached is an invoice from UW-Madison, Medical Physics, for review and payment.

Invoice #: AR0001053

Invoice Date: 2019-04-01

Amount Due: \$1,317.27

Due Date: 2019-05-01

We appreciate your prompt payment.

Thank you,
UW-Madison Accounting Services



UW-Madison Accounts Receivable & Billing (A/R & BI) SFS Modules for Non-Sponsored Billings

Data on Invoices Sent

Month	Number	Amount
December 2018	110	\$123,190.27
January 2019	278	\$237,402.85
February 2019	330	\$296,307.85
March 2019	289	\$346,503.09
TOTALS	1,007	\$1,003,404.06

Data on Payments Received

Month	Number	Amount
December 2018	7	\$17,439.34
January 2019	146	\$166,200.77
February 2019	112	\$123,469.51
March 2019	173	\$184,073.64
TOTALS	438	\$491,183.26

UW-Madison Accounts Receivable & Billing (A/R & BI) SFS Modules for Non-Sponsored Billing

Aging Analysis/Review & Collection process is being completed by Cash Management.

Aging Summary as of March 2019

Aging Period	Amount
Current	\$294,537.69
1 – 30 Days Past Due	\$151,001.53
31 – 60 Days Past Due	\$23,770.69
61 – 90 Days Past Due	\$42,910.89
TOTALS	\$512,220.80


- Plan for the Collection Process:
 - 1st Month Invoice sent
 - 2nd Month Statement sent
 - 3rd Month Dunning letter sent
 - 4th Month Second dunning letter sent
 - 5th Month Invoice sent to collections

UW Extension Transition for Non-Sponsored Accounts Receivable & Billing (A/R & BI)

- Timeline (Internal & External Customers)
 - April 1st = Conference Center & Bulk Mail
 - May 1st = Pyle Registrations
 - July 1st = Co-Operative Extension & WI Public Media
- Intra-Unit Billings
 - Revenue & Expenses recorded at the time of the invoice
 - Intra-unit journals will begin with BIN, rather than IUJ
 - Shared Customer File
 - Departments create bills in SFS
 - Daily invoicing
 - Cash Management generates and e-mails invoices

UW Extension Transition for Accounts Receivable & Billing (A/R & BI)

Example Intra-Unit Invoice

 WISCONSIN UNIVERSITY OF WISCONSIN-MADISON Lowell Center	INVOICE Invoice No: AR0000095 Invoice Date: 4/3/19 Page: 1 of 1
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Bill To: UW-Madison Test [REDACTED] Madison WI 53597 United States	Customer Number: 555222 Order Number: PO1616 Order Date: 03/01/2019 3/1/19 Thru 3/31/19 AMOUNT PAID: 926.00 USD
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THIS INVOICE HAS BEEN PAID VIA INTRA-UNIT BILLING. NO ACTION ON YOUR PART NEEDED.

For billing questions, please call 608/265-3858

Line	Identifier	Description	Quantity	UOM	Unit Amt	Original Net Amount
1	Boxing Class	19-Mar	1.00		614.00	614.00
	This line item has been charged to your funding: 491003-136-6-2623 Event #3234 Beginner Boxing Class					
2	Boxing Class	19-Mar	1.00		312.00	312.00
	This line item has been charged to your funding: 491003-136-6-2623 Event #3234 Beginner Boxing Class					
	Total Paid:					926.00

UW Extension Transition for Accounts Receivable & Billing (A/R & BI)

Example E-mail Sent with Intra-Unit Invoice

- *E-mail comes from an Accounting Services shared e-mail address*

Attached is an invoice from UW-Madison, Lowell Center.

Invoice #: AR0000095

Invoice Date: 2019-04-03

Amount Paid: \$926.00

This invoice was paid via Intra-Unit Billing. No further action is needed.

Thank you,

UW-Madison Accounting Services



UW-Madison Non-Sponsored Accounts Receivable & Billing (A/R & BI)

Future Plans

We are aware that additional UW-Madison departments are interested in exploring intra-unit and external billings through A/R & BI. We are planning to work with other departments on this functionality after fiscal year end and the transition with UW Extension.

Cost Transfers of Capital Equipment

John Jameson and Amy Rognsvoog
Accounting Services



Current State

- General ledger transfers involving costs associated with capital equipment are generated by departments using the Non-salary Cost Transfer Tool. Review of the transfer is completed by Property Control after the expenses post to the general ledger.
- RSP is aligned in the workflow for changes to 133/144 costs. Currently, RSP is requesting review by Property Control and uploading documentation behind the scenes prior to approval.
- Capital equipment reclassifications may impact title or valuation and therefore restrictions exist. Since review is completed after the posting, additional labor would be required by the department to submit corrections.

Question

How do we create transparency in the review process, efficiently handle communications that reduce the labor of correcting restricted transactions, and effectively track these communications for future reporting requirements?



Future State

- Property Control will be added to the approval workflow for cost transfers that involve coding to accounts in the 46XX range.
- Order for workflow routing of 46XX transactions
 - Division Approver
 - Property Control
 - RSP (If project funded)
- Any questions on open cost transfers should be directed to the Property Control team at property@bussvc.wisc.edu. Please do not send directly to individual Property Accountants.
- Anticipated launch April 15, 2019

Who can sign?

Current person(s) eligible to sign:

- Sandeepa LAMA
- Anthony J LOTTEN
- Cindy GILLIS
- AMY ROGNSVOOG



Cost Transfer Tool

Log in as John JAMESON | [Home](#) [Sign Out](#)

OK

Quick Search:

[Help](#)

Non-Salary Cost Transfer

Transfer Nbr: N000000725
Preparer: John JAMESON
Routed to (Owner): John JAMESON
Details of Transfer: property approval test

Date of Request: 03/14/2019
Status: 2 - Waiting for Approvals

[Details](#) [Documentation](#) [Route for Assistance](#) [Approvals](#) [History](#) [Posting](#)

Required Approvals

4 total signatures required. 4 signatures remaining.

	Signature Role	For	Signed by	Signed on
	Principal Investigator	Project PRJ91VI		Who can sign?
	Division Representative	Division 48		Who can sign?
	Property Control Approver			Who can sign?
	RSP Accountant	Project PRJ91VI		Who can sign?

Thank you for attending.

Future Financial Management Meetings

Rooms 1106 & 1108, 21 N Park Street
9:30 a.m.

Tuesday, June 11, 2019
Tuesday, August 13, 2019
Tuesday, October 15, 2019
Tuesday, December 10, 2019

