

# Financial Management Meeting

University of Wisconsin-Madison

February 9, 2021



# Agenda

Welcome/Introduction	Dan Langer	5 minutes
Update on GASB 87	Tony Helmke	15 minutes
FY20/FY21 Physical Inventory Update	Amy Rognsvoog/Michael Verhagen	10 minutes
Year-End Timetable	Mary Olson	15 minutes
Gift Management Update	April Cook	10 minutes
Non-Sponsored AR/BI	Tricia Johnson	5 minutes
ATP Update	Susie Maloney	10 minutes
P2P Update	Liv Goff/Lori Voss Mari Ann Ames-Menager	10 minutes
Reducing Credit Card Count and Credit Limit	Meghann Grove	15 minutes
Official Functions and Fundraising	Graig Brooks	10 minutes

# GASB 87 (Lease Accounting)

Tony Helmke

Facilities, Planning and Management (FP&M)

Amy Rognsvoog

Division of Business Services

Sarah Hart McGuinnis

Division of Information Technology (DoIT)

# GASB 87 – Overview

Requires recognition of certain lease assets and liabilities for leases previously classified as operating leases

- Establishes a single model for lease accounting based on the foundational principle that leases are financings of the **right to use** an underlying asset
- **Lessee** recognizes a lease liability and right-to-use lease asset; lease payments are reductions in lease liability and interest expense
- **Lessor** recognizes a lease receivable and a deferred inflow of resources; lease payments are reductions in lease receivable and interest income

## GASB 87 – Lease Definition

A lease is defined as a contract that conveys control of the right to use another entity's nonfinancial asset (the underlying asset) as specified in the contract for a period of time in an exchange or exchange-like transaction

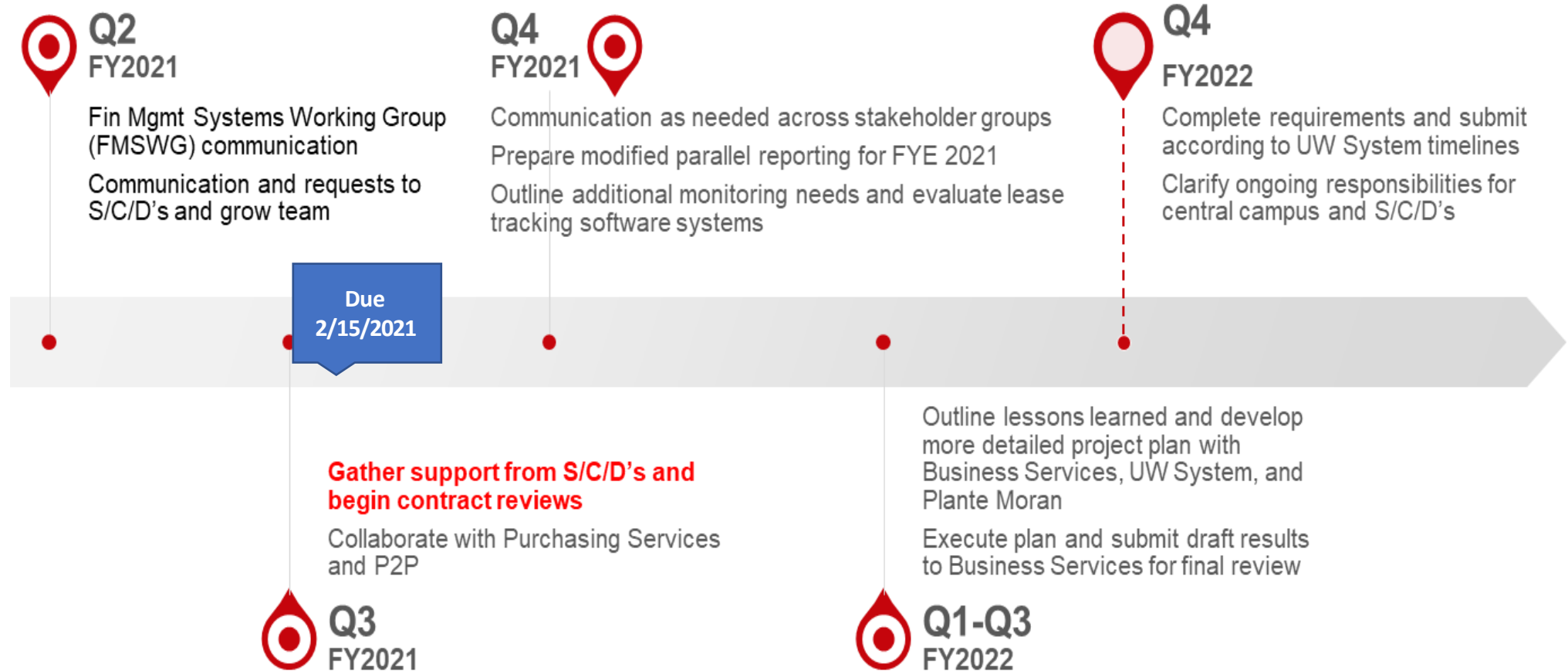
- Examples of nonfinancial assets include land, buildings, vehicles, and equipment

Effective for reporting periods beginning after June 15, 2021 (FY2022); restatement of prior periods required (the standard was delayed in accordance with GASB 95)

## GASB 87 – Scoped-Out Agreements

- Both lessees and lessors can omit the following types of agreements when applying the accounting guidance of GASB 87:
  - Short-term leases (maximum possible term of 12 months, or less, including any options to extend)
  - Leases of intangible assets, biological assets, and inventory
  - Service concession arrangements
  - Supply contracts
  - Title transfer to lessee – *will follow standard purchasing and capital leases processes*

# GASB 87 – Project Plan





## GASB 87 – Next Steps

1. Complete spreadsheet and submit by February 15, 2021 to [tony.helmke@wisc.edu](mailto:tony.helmke@wisc.edu)
2. Obtain copy of contracts – Submission instructions forthcoming





# GASB 87 – Resource Documents

[Leases](#) – *Summary of Standard*

[Implementation Guidance—Leases](#) – *Implementation Guide Q&A*



# GASB 87 – Identified Expense and Revenue Accounts

- 2300 - Rental of Land
- 2305 - Lease of Land
- 2310 - Rental of Space-UW-State Owned
- 2320 - Rental of Space
- 2325 - Lease of Space
- 2330 - Rental of DP Equip
- 2335 - Lease of DP Equip
- 2340 - Rental of Vehicles - Dealership
- 2345 - Lease of Vehicle - Dealership
- 2350 - Rental of Aircraft
- 2355 - Lease of Aircraft
- 2360 - Rental of Other Equip
- 2370 - Lease of Equip
- 2410 - Leasehold Repairs & Maint
- 4485 - Land – Capital Lease
- 4525 - Bldg & Fixtures-Cap Lease
- 4605 - Equipment-Capital Lease
- 4625 - Computer Equip-Cap Lease
- 4635 - Software-Capital Lease
- 4655 - Automobiles-Capital Lease
- 4665 - Trucks & Other-Capital Lease
- 9303 - Rental Income-Other
- 9308 - Lease/Rent Building Corp

# Capital Equipment Physical Inventory Update

Amy Rognsvoog & Michael Verhagen

Property Control

Financial Information Management

Division of Business Services

# We are in a pandemic. Why are we talking inventories?

- Financial statement fraud is a deliberate misrepresentation of the financial condition. One of the top frauds is the overstatement of assets. \*
- Overstating the value
  - Gift In Kind
  - Transfers From Other Institutions
  - Trade Adjustments
  - Fabrications
- Recognizing assets that were never received
  - Positive approval process for payments made associated with 46XX account codes
- Not recognizing when assets leave the University
  - Disposals
  - Transfers to Other Institutions
  - Loans



\* Association of Certified Fraud Examiners, Fraud Basics, November/December 2003 <https://www.acfe.com/article.aspx?id=4294967876>

# Update on FY20 Inventories-In-Progress

- FY20 Physical Inventories
  - [UW System Administrative Policy 300-Interim 02 \(expired 12/31/2020\)](#)
    - FY20 inventories in progress received an extension through June 30, 2021 to complete review.
    - Does not amend the required elements of a physical inventory
- Progress to Date on FY20

COLLEGE/SCHOOL/DIVISION	CARRYOVER TO FY21	CONCLUDED	Grand Total
COLLEGE OF AGRICULTURE & LIFE SCIENCE	4	9	13
COLLEGE OF ENGINEERING	3	7	10
COLLEGE OF LETTERS & SCIENCE	3	3	6
DIVISION OF STUDENT LIFE		1	1
EXTENSION	1	7	8
FACILITIES PLANNING & MANAGEMENT		2	2
PUBLIC MEDIA		2	2
SCHOOL OF EDUCATION		1	1
SCHOOL OF MEDICINE & PUBLIC HEALTH	8	7	15
SCHOOL OF PHARMACY	1		1
UNIVERSITY HOUSING	1		1
VC FOR RESEARCH & GRADUATE EDUCATION	2	4	6
WIS STATE LAB OF HYGIENE	1		1
WIS VETERINARY DIAGNOSTIC LAB	1		1
<b>Grand Total</b>	<b>25</b>	<b>43</b>	<b>68</b>

# FY21 Physical Inventories

- FY21 Physical Inventories
  - Selection of departments limited to the minimal level necessary to adequately respond to compliance and risk requirements for the University.
    - Conversations on selection included RSP, Property Control, and C/S/D leadership
- Schedule available on the Property Control webpage
  - [FY2021 Physical Inventory Schedule](#)
  - DPA communication sent 1.28.21

COLLEGE/SCHOOL/DIVISION	FY21 SELECTION
COLLEGE OF AGRICULTURE & LIFE SCIENCE	1
COLLEGE OF ENGINEERING	6
COLLEGE OF LETTERS & SCIENCE	3
SCHOOL OF VET MED	1
VC FOR RESEACH & GRADUATE EDUCATION	1
<b>Grand Total</b>	<b>12</b>

# Year-End Timetable

Mary Olson

Financial Information Management  
Division of Business Services



**February 9th, 2021**  
**FY 2021 Timetable for Processing All Transactions**

<b>Transaction Type</b>	<b>Due Date</b>
<b>External Purchase Requisition(s) for FY 2021 with a dollar amount greater or equal to \$50,000</b> may require bidding and must be received in Purchasing Services ( <a href="mailto:purch@bussvc.wisc.edu">purch@bussvc.wisc.edu</a> )	March 19, 2021
<b>External Requisitions</b> for goods and services expected to be delivered in FY 2022 <b>may begin to be created for FY 2021 in the External Requisition Generator in <a href="#">My UW</a>.</b>	April 2, 2021
<b>ShopUW+ Platform Launched on Campus</b>	<b>April 14, 2021</b>
<b>External Purchase Requisition(s)</b> for goods and services expected to be delivered in FY 2022 <b>may begin to be created for FY 2022 in ShopUW+</b>	May 3, 2021
<b>Justification to Carryover Prior Fiscal Year POs.</b> Campus can begin to justify PO rollover.	May 3, 2021
<b>Orders</b> after this date and expected to be received after June 30 <sup>th</sup> must be charged to the new fiscal year, FY 2022. - <b>Purchasing Services will make every attempt to process your request but items not received by due date may be processed in next fiscal year.</b>	May 14, 2021
<b>Purchase Requisition(s) with all approvals obtained for FY 2021 that</b> <ul style="list-style-type: none"> <li>is less than \$5,000</li> <li>is PO from a <b>Delegated</b> department</li> </ul>	May 28, 2021
<b>Non-Catalog Invoices</b> from External Vendors <b>must be received in Accounts Payable</b> , Suite 5301, 21 N. Park St. - <b>Invoices may be submitted after this date, but FY21 processing is not guaranteed.</b>	May 28, 2021
<b>Check/ACH Request Forms and Gift Deposit Routing Forms</b> must be received by UW Foundation in order to guarantee transfer to UW-Madison fund 233 projects by the end of FY 2021.	June 4, 2021
<b>Direct Payments (DP) &amp; Payment To Individual Reports (PIR)</b> must be generated in ShopUW+ with all approvals - <b>Invoices may be submitted after this date, but FY21 processing is not guaranteed.</b>	June 11, 2021
<b>Refund of Receipt</b> form for money deposited with the University as a receipt or sales credit must be generated in ShopUW+* with all approvals - <b>Forms may be submitted after this date, but FY21 processing is not guaranteed.</b> *expected to go live by April 2021	June 11, 2021
<b>Change(s) and approval(s) to existing Purchase Orders</b> must follow the correct procedure depending on when they were created and received in Purchasing Services.  <b>P.O.'s created prior to April 14, 2021</b> - Email Encumbrance Management Form (EMF) to <a href="mailto:purch@bussvc.wisc.edu">purch@bussvc.wisc.edu</a> or <a href="mailto:pofundingstringonly@bussvc.wisc.edu">pofundingstringonly@bussvc.wisc.edu</a> depending on the change.  <b>P.O.'s created after April 14, 2021</b> will need to submit a Change Request within ShopUW+	June 11, 2021

<b>Transaction Type</b>	<b>Due Date</b>
<b>Purchasing Card</b> - 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 11, 2021. The turnaround time varies by merchant. Orders placed the week of June 7, 2021 may or may not post to FY 2021.	June 11, 2021
<b>Catalog (E-Commerce) Deadline</b> – All eCommerce purchases made through ShopUW+ must be placed by end of business day June 11, 2021 to ensure the best chance that the charges are applied to FY21 funding. Orders placed after June 11 may or may not be billed to FY21 depending on product receipt and invoice date.	June 11, 2021
<b>Salary Cost Transfers (SCTs)</b> processed through the <b>Cost Transfer Tool</b> for Fiscal Year 2021 must be fully approved by June 21, 2021 to guarantee entry into Fiscal Year 2021. After this cut-off date, SCT's and Direct Retros will be processed as time permits.	June 21, 2021
<b>Internal invoices / Internal Work Order</b> billings for supplies/services received before July 1, 2021 must be received in Accounting Services, Suite 5301, 21 N. Park St.	June 21, 2021
<b>Internal billings for supplies/services received before July 1, 2021</b> must be received in Accounting Services, Suite 5301, 21 N. Park St.	June 21, 2021
Last Day to justify <b>Carryover of Prior Fiscal Year POs.</b>	June 25, 2021
<b>Voucher uploads must be received in Accounts Payable</b> , Suite 5301, 21 N. Park St. - <b>Uploads may be submitted after this date, but FY21 processing is not guaranteed.</b>	June 25, 2021
<b>Last Day for AP Voucher Entry</b>	June 25, 2021
<b>Check Deposits</b> - Must be received in Cash Management, Suite 5301, 21 N. Park St.	June 25, 2021
<b>All ShopUW+ orders</b> must be shipped and invoices processed by June 29, 2021 to ensure charges are applied to FY21 funding. Orders invoiced after June 29, 2021 will be applied to FY22 funding.	June 29, 2021
Contact for Questions: ShopUW+ Customer Service: <a href="mailto:uwsaproblemsolvers@uwsa.edu">uwsaproblemsolvers@uwsa.edu</a>	
<b>Expense reimbursement (E-Reimbursement)</b> - Expense reports not fully approved by 6:30 pm on June 28, 2021 will not be processed for payment until July 2, 2021 and will be processed in FY 2022.	June 29, 2021 Before 6:30 PM
<b>JET and Cost Transfer Tool – Last day for June FY 2021 (period 12) journal entries</b>	June 30, 2021
<b>JET and Cost Transfer Tool Opens for Period 13</b> - Accounting dates will change to July 1, 2021 (period 13) at 4:00 pm on Wednesday, June 30, 2021. All JET and Non Salary Cost Transfers submitted in the Tool after 4:00 pm June 30, 2021 through July 9, 2021 at 4:00 pm will have an accounting date of July 1, 2021 recorded in FY 2021.	June 30, 2021

<b>Transaction Type</b>	<b>Due Date</b>
<b>Department Bank Deposits</b> - For FY 2021 postings, deposits must be picked up by armored car services or delivered to US Bank before end of day June 30, 2021.	June 30, 2021
<b>Receipt/Sales Credit Transfers</b> - Forms for FY 2021 must be received in Cash Management, Suite 6101, 21 N. Park St by June 30, 2021.	June 30, 2021
<b>Freight</b> - Departments who are currently using any shipping service must make sure that the funding line to be charged is valid for FY 2022. We encourage you to contact your current shipping providers to make sure the funding information has been changed. To update UPS CampusShip funding strings, email changes to <a href="mailto:freight@bussvc.wisc.edu">freight@bussvc.wisc.edu</a> .	June 30, 2021
<b>Central AR (Non-Sponsored)</b> - Last day to upload invoices 6/30/2021 by 2pm. Any invoice uploaded in "READY" status by 2pm on 6/30/21 will be posted in FY21.	June 30, 2021 Before <b>2pm</b>
<b>Central AR (Non-Sponsored)</b> – Last day payments posted to open invoices	June 30, 2021
<b>JET</b> – Last day for <b>JRR</b> (Revenue), entries in JET for FY 2021.	July 2, 2021
<b>Deferred Revenue</b> - Completed forms to record deferred revenue for receipts collected in FY2021 for FY2022 activity must be received in Cash Management, Suite 6101, 21 North Park St. See <a href="#">Deferred Revenue policy</a> .	July 2, 2021
<b>Non-Salary Cost Transfers</b> processed through the <b>Cost Transfer Tool</b> must be approved by 4:00 PM July 8, 2021 to ensure entry for FY 2021.	July 8, 2021
<b>JET</b> – Last day <b>JRB</b> (Internal Billings) and <b>JRT</b> (Non-salary cost transfer) entries in JET for FY 2021.	July 8, 2021
<b>JET &amp; Cost Transfer Tool Down</b> - JET will be turned off from July 8, 2021 at 4:00pm until July 14, 2021 to allow final clean-up for FY 2021.	July 8-14, 2021
<b>PO Encumbrances (FY2021)</b> will begin to occur and be visible in WISER after this date.	July 9, 2021
<b>JET</b> - First day for <b>JRR</b> (Revenue), <b>JRB</b> (Internal Billings) and <b>JRT</b> (Non-Salary Cost Transfer) entry for FY 2022	July 15, 2021
<b>Cost Transfer Tool</b> – First day for FY 2022 entry of Salary Cost Transfers or Non-Salary Cost Transfer in the Cost Transfer Tool.	July 15, 2021

## Timetable Changes for FY21

- Due to the new P2P program and launching the new Shop UW, there are several changes to the FY21 timetable.
- These are tentative dates, and any changes will be communicated as more information is known.
- Timetable can be found on the Business Services website under Year-End Accounting
  - <https://businessservices.wisc.edu/accounting/year-end-accounting/>

# General Reminders

- As of February 1<sup>st</sup>, deferred revenue has been turned on in JET.
- Last FY21 payrolls (no Period 13 payroll)
  - 2021UN06 – Final Calc Date of June 17<sup>th</sup>
  - 2021BW06 – Final Calc Date of June 24<sup>th</sup>
- JET and Cost Transfer Tool are down from:
  - July 8<sup>th</sup> EOD – July 14<sup>th</sup> EOD.
  - July 15<sup>th</sup> they re-open for FY22 processing.

June 2021						
SUN	MON	TUE	WED	THU	FRI	SAT
		1	2	3	4	5
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30			

July 2021						
SUN	MON	TUE	WED	THU	FRI	SAT
				1	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	30	31

# Year-End Reporting

- We will be sending out invitations for training sessions in June regarding the Accounts Receivable, Fiduciary Activities, Inventory, and Deferred Charges & Outflows year-end campus submissions.
  - Accounts Receivable deadline to DOA pushed up to 7/31/21
  - Campus information to Business Service Office will be due around mid-July. More information will be communicated on this closer to year-end.

Training



More Information



# Gift Management Updates

April Cook  
Accounting Services  
Division of Business Services

# UW Foundation Team Updates

## New staff in the UW Foundation Disbursements team

- Toni Rossmiller
- Nate Ames

## Clearly label UWF Check/ACH Requests

- [help@uwardvancement.org](mailto:help@uwardvancement.org)
- Subject line includes:
  - “UWF Check Request” (*preferred*)
  - “WFAA Check Request”
  - “Check Request”
- Begin body of email with “Attn: Disbursements”



## Transaction Description Changes in ARW

Invoice Number will now be the Check/ACH Request number

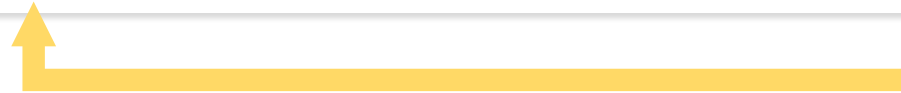
Old Transaction Description:

Journal Type	Pmt # for HA/AP	Transaction Description	Transaction Amount
AP	17898	BOR ACCTNG SVCS-233B656-CHAIRMAN'S DISCRETIONARY FUND	(\$60,000.00)

## Transaction Description Changes in ARW (Cont.)

### New Transaction Description:

Journal Type	Pmt # for HA/AP	Transaction Description	Transaction Amount
AP	17898	BOR ACCTNG SVCS-66024-233B656CHAIRMAN'S DISCRETIONARY	(\$60,000.00)



#### University of Wisconsin Foundation Check/ACH Request

Request # 66024

*Date of Request:* 12/4/2020  
*Unit:* Agricultural and Life Sciences  
*Department:* Food Science  
*Contact Name:* Verhage, Marcia  
*Phone:* 6082637033  
*Email:* verhage@wisc.edu

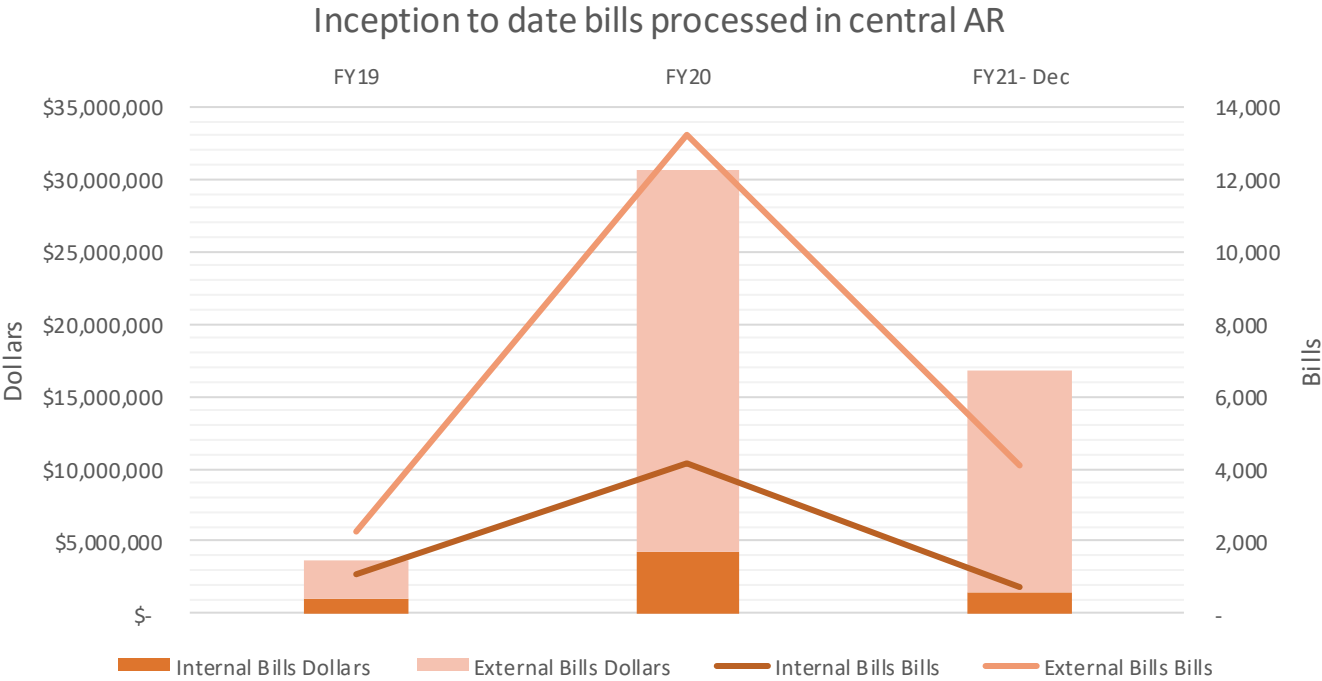
# Non-Sponsored AR/BI

Tricia Johnson

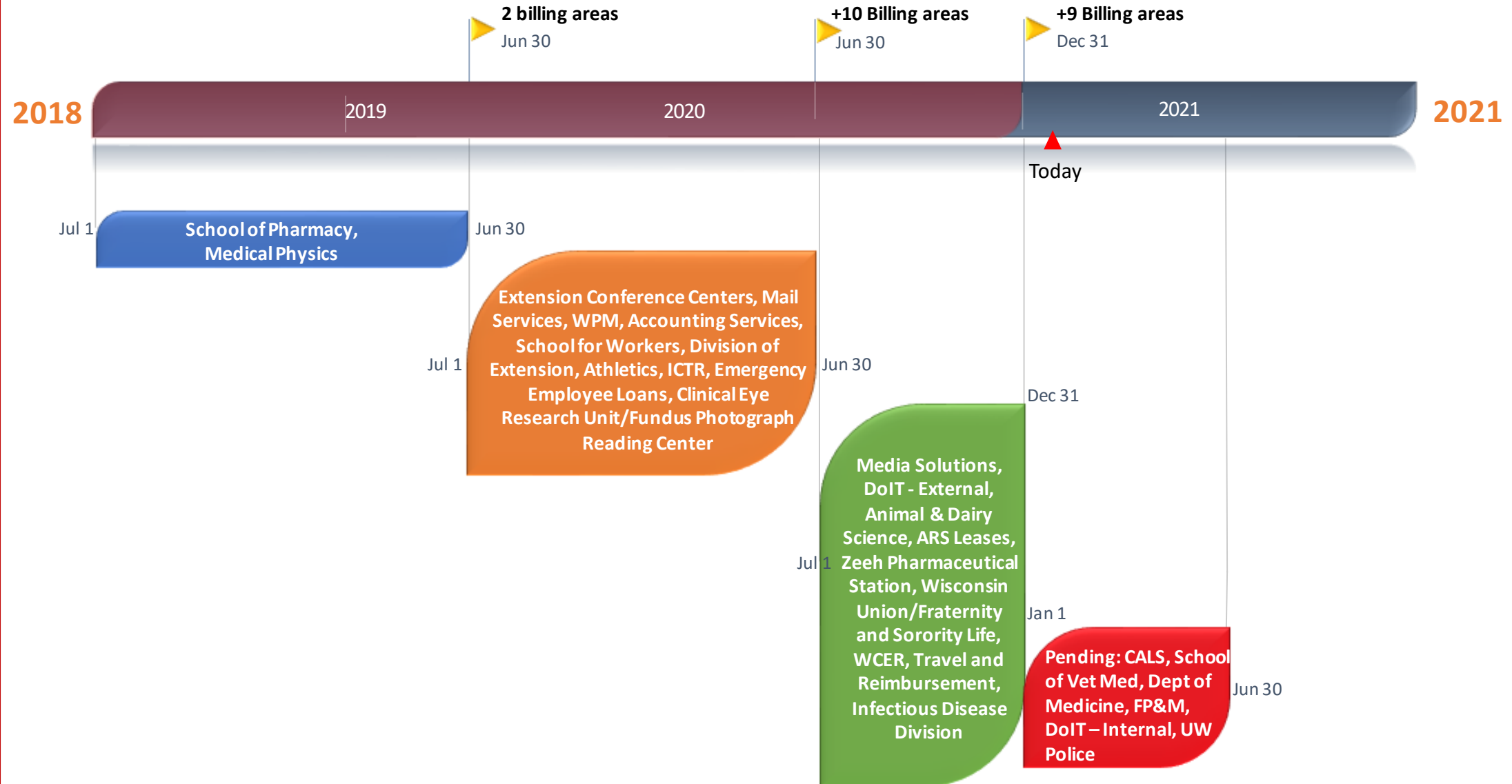
Centralized Non-Sponsored Accounts Receivable  
Division of Business Services

# Growth of Invoices in Central Accounts Receivable

	Internal Bills		External Bills		Inception to date	
	Bills	Dollars	Bills	Dollars	Bills	Dollars
FY19	1,108	\$ 1,054,222	2,249	\$ 2,561,394	3,357	\$ 3,615,616
FY20	4,127	\$ 4,211,396	13,242	\$ 26,485,992	17,369	\$ 30,697,388
FY21- Dec	705	\$ 1,456,613	4,087	\$ 15,373,985	4,792	\$ 16,830,598
Totals	5,940	\$ 6,722,231	19,578	\$ 44,421,371	25,518	\$ 51,143,602



# Growth in Billing Areas Using Central Accounts Receivable



# Interested in centralizing your accounts receivable?

Contact us!

Email: UWMSNAR@bussvc.wisc.edu

Submit an Onboarding Information form:

<https://businessservices.wisc.edu/accounting/accounts-receivable/>

## Onboarding Information Form

If you are interested in moving your non-sponsored accounts receivable process, fill this form out. We will reach out to you for further discussion

**Contact Name \***

First

Last

**Department \***

**Email \***

**Number of Customers**

**External Customers**

**Internal Customers**

# ATP UPDATE

Financial Management Meeting

February 9<sup>th</sup>, 2021

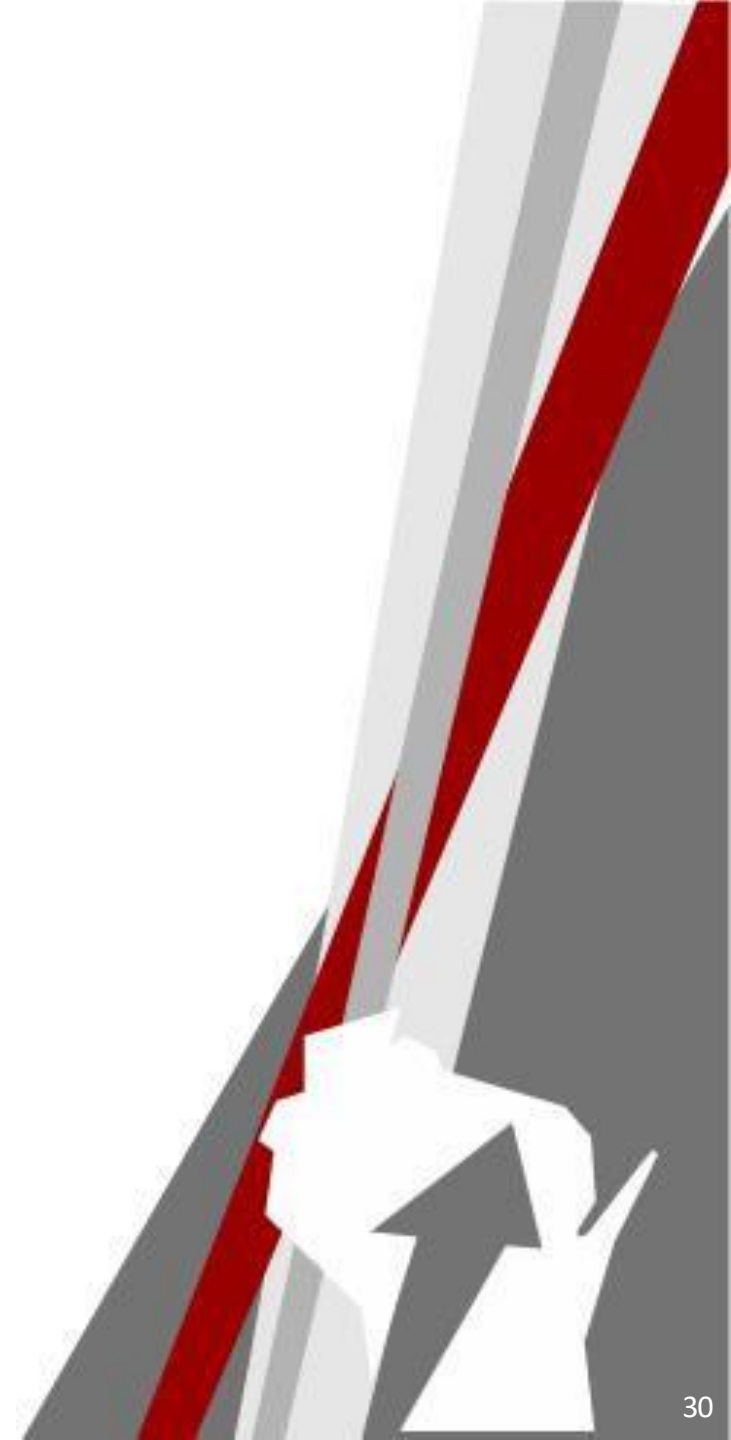
Susie Maloney





# AGENDA

- Notice of Intent - Workday
- Governance Framework/Forums
- Review upcoming activities





## ADMINISTRATIVE TRANSFORMATION PROGRAM

<https://atp.vcfa.wisc.edu/2021/01/19/notice-of-intent-to-select-workday-uw-erp/>

### **ATP ISSUES NOTICE OF INTENT TO SELECT WORKDAY ERP**

The University of Wisconsin System issued January 7 a notice of the intent (NOI) to select Workday to provide an enterprise resource planning (ERP) system to replace the Human Resource System (HRS) and the Shared Financial System (SFS) at all UW institutions.

Workday was identified as the top candidate by the Administrative Transformation Program (ATP) software selection committee, which reviewed proposed solutions and vendor demonstrations in January 2020.

- Nearly 400 subject-matter experts from across the System participated in the ERP vendor demonstrations.
- The NOI is the first step in contract negotiations with Workday; a contract with Workday has not yet been negotiated or signed.
- Workday's cloud-based software will integrate the UW's many disconnected administrative systems within a single, universally accessible platform.
- The procurement process is ongoing; questions or feedback can be sent to [atp@vc.wisc.edu](mailto:atp@vc.wisc.edu).

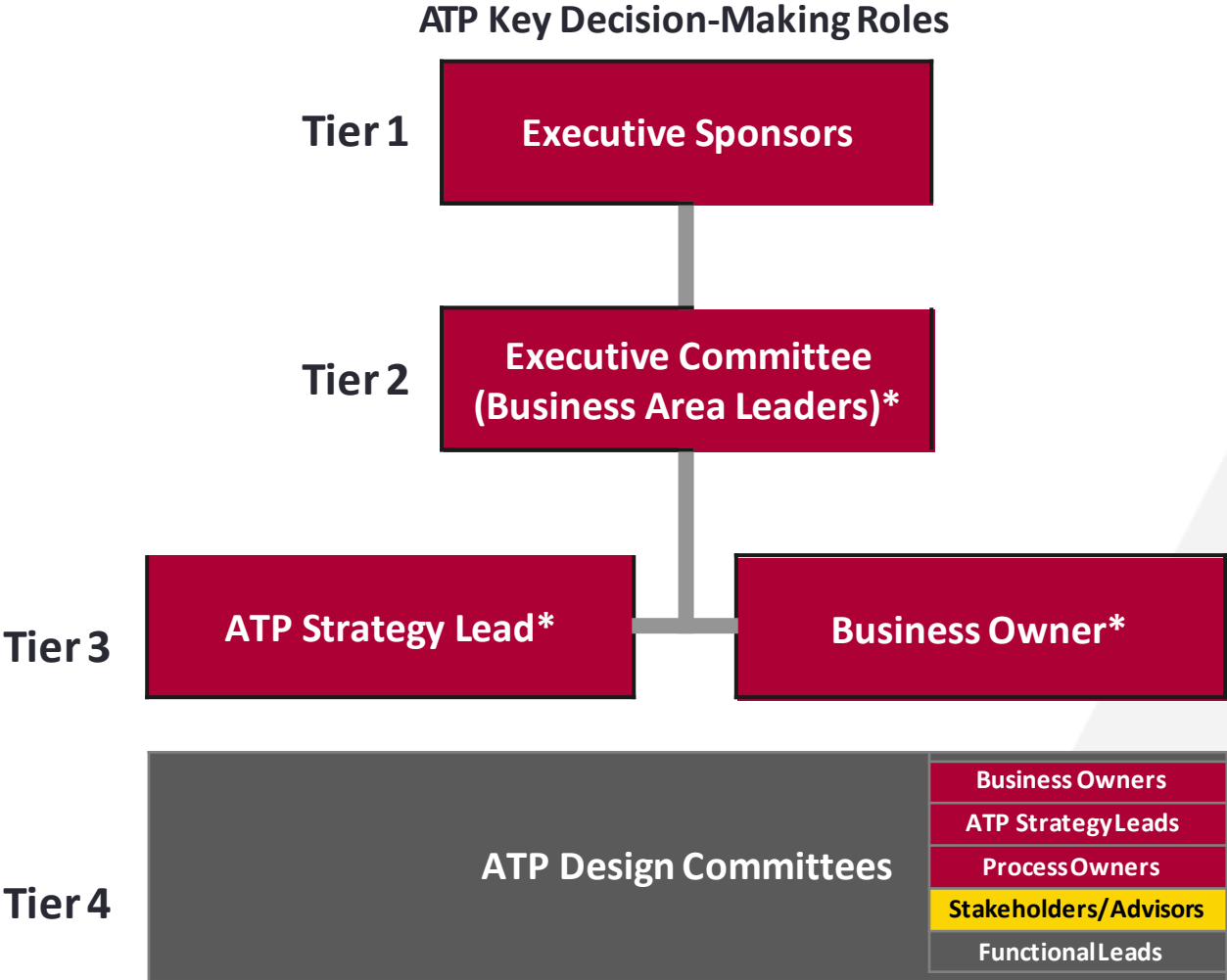
# ATP GOVERNANCE FRAMEWORK

KEY

= ATP Decision-Makers

= ATP Project Team

= ATP Advisors



## Alignment to Business Process Design

**Program Authority.** Approval authority for key decisions within the scope of ATP’s charter and purpose and significant Tier 1 design decisions.

**Business Area Designs.** Approval authority for key decisions that affect a Business Area Leader’s respective area (Human Resources, Finance, Research Administration) after appropriate stakeholder engagement and input.

**End-to-End Process Designs.** Approval authority for key decisions that affect a Functional Area (e.g., Core HR, Assets) after appropriate stakeholder engagement and input.

**Sub-Process Designs.** Approval authority for decisions that do not need to be escalated as determined by the Strategy Leads using the established threshold guidance.

*\*Individual decision-making role*

# KEY DECISION THRESHOLD

DECISION ESCALATION THRESHOLD	
1 Executive Sponsors	<p>Approval authority for decisions within the scope of ATP's charter and purpose.</p> <ul style="list-style-type: none"> <li>• Decisions that significantly impact the current ways of working (i.e. operating model)</li> <li>• Decisions that will have a material end user impact or known as a "hot topic" or "pressure point" for the university</li> </ul>
2 Executive Committee (Business Area Leader)	<p>Approval authority for decisions that affect a business area (Human Resources, Finance, Research Administration) after appropriate engagement.</p> <ul style="list-style-type: none"> <li>• Decisions that will impact another business unit, organization or team, and requires escalation to raise awareness outside of project team</li> <li>• Decisions that will have a material impact or known as a "hot topic" or "pressure point" that affects a business area</li> <li>• Decisions that will have cross-functional and/or cross-business area impact</li> </ul>
3 Strategy Lead + Business Owner	<p>Approval authority for decisions that affect a business functional area (Human Resources, Finance, Research Administration) after appropriate engagement.</p> <ul style="list-style-type: none"> <li>• Decisions that will impact another business unit but requires minimal escalation to the business</li> <li>• Decisions that will have a material impact or known as a "hot topic" or "pressure point" that affects a functional area</li> </ul>
4 Design Teams	<p>Approval authority for end-to-end process designs within the charter, scope, schedule and budget of the ATP program. Escalation at the Strategy Lead's discretion or if it meets criteria for a key decision on the Materiality Scale.</p> <ul style="list-style-type: none"> <li>• Majority of design decisions will be made within Design Teams</li> <li>• Strategy Leads as triage point for escalation beyond the Design Teams</li> </ul>

# GOVERNANCE FORUMS

## KEY



= ATP Decision-Makers



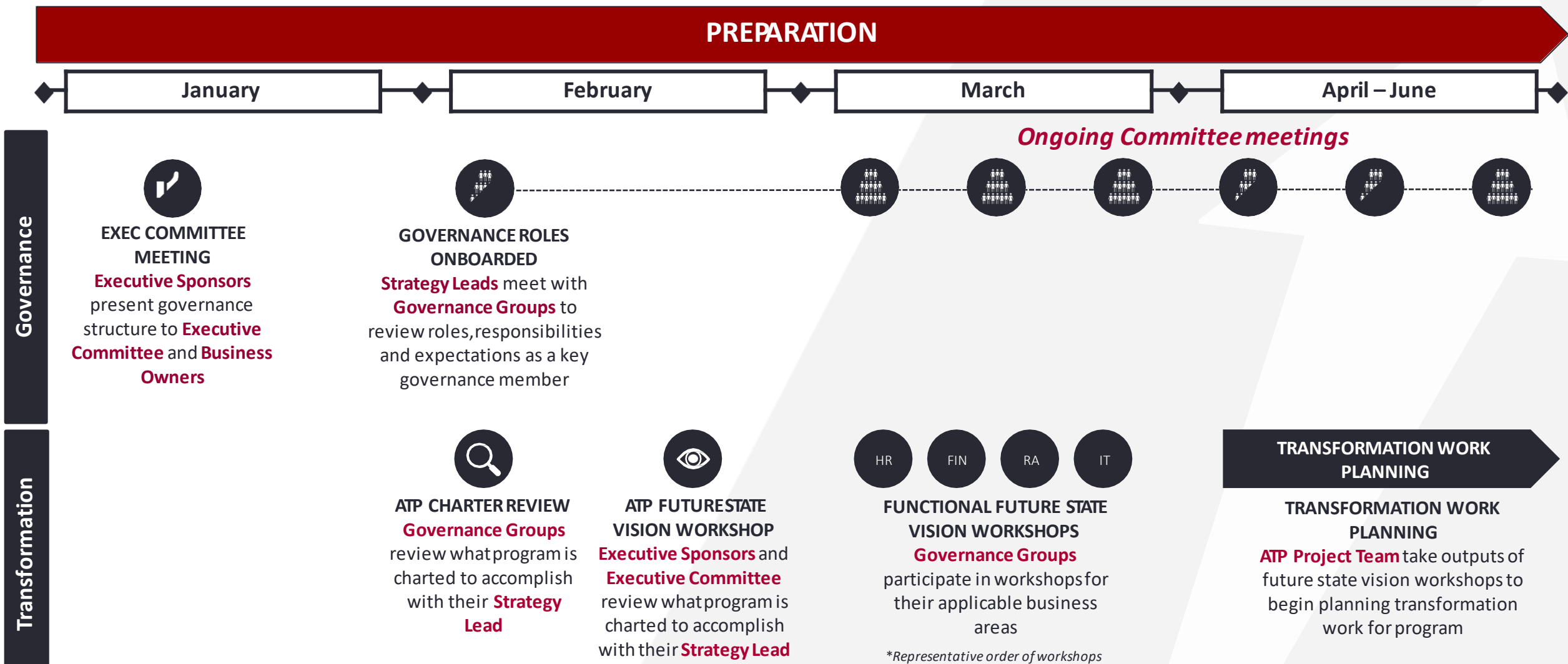
= ATP Project Team



= ATP Advisors

	Purpose	Chaired By	Participants
<b>Executive Sponsors</b>	Set vision and strategic direction; approve project goals, scope, and budget; and resolve material issues; Final authority in resolving issues and decisions.	Nick Tincher + Steve Kish	<div>  Executive Sponsors                      ATP Strategy Leads (based on agenda)                 </div> <div>  Project Leadership                 </div>
<b>Executive Committee</b>	Direct and develop solutions with Project Team; engage in cross-functional solution recommendations; and confirm phase gate criteria are met for their business area.	Nick Tincher + Steve Kish + Strategy Leads	<div>  Business Area Leaders                      Project Leadership                 </div> <div>  ATP Advisors                      ATP Strategy Leads                 </div>
<b>Cross-Functional Committee</b>	Validate solutions, facilitate business decision-making/escalations, and provide cross-workstream direction in alignment with institutional goals, project guiding principles, and key project milestones; confirm phase gate criteria are met for the Functional Area.	Strategy Leads	<div>  Business Owners                      ATP Strategy Leads                 </div> <div>  ATP Advisors                 </div>
<b>Design Committees (HR, Finance, Research Admin, IT)</b>	Execute the established business process design methodology and work with the Functional Area teams to achieve ATP goals.	Co-Chaired by: Strategy Leads+ Functional Lead	<div>  Business Owners                      Stakeholders/Advisors                 </div> <div>  Process Owners                      Functional Leads                 </div> <div>  ATP Strategy Leads                 </div>

# UPCOMING ACTIVITIES





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# PROCURE-TO-PAY AUTOMATION

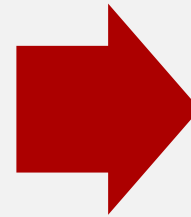
Topics:

*Update*  
*P2P Tools Overview*  
*Engagement*

**Liv Goff • Lori Voss • Mari Ann Menager**



# PROCURE-TO-PAY'S NEW LOOK



**ShopUW+**

*new Procure-to-Pay platform*

**ShopUW+**  
Essentials

*new training resources website*

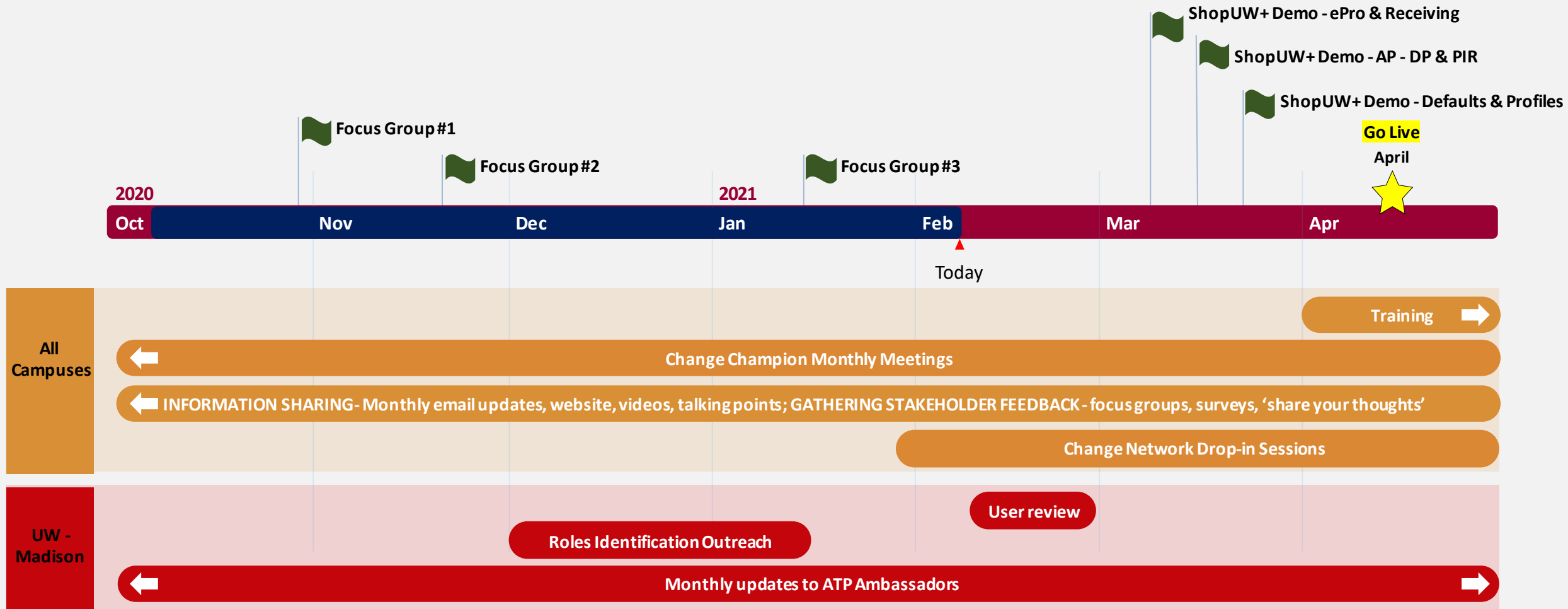
*The + in ShopUW+ reflects the transformation in UW System's purchasing and accounts payable system → added functionality, ease of use, and more*

# TOOLS SUPPORTING P2P IN FUTURE STATE

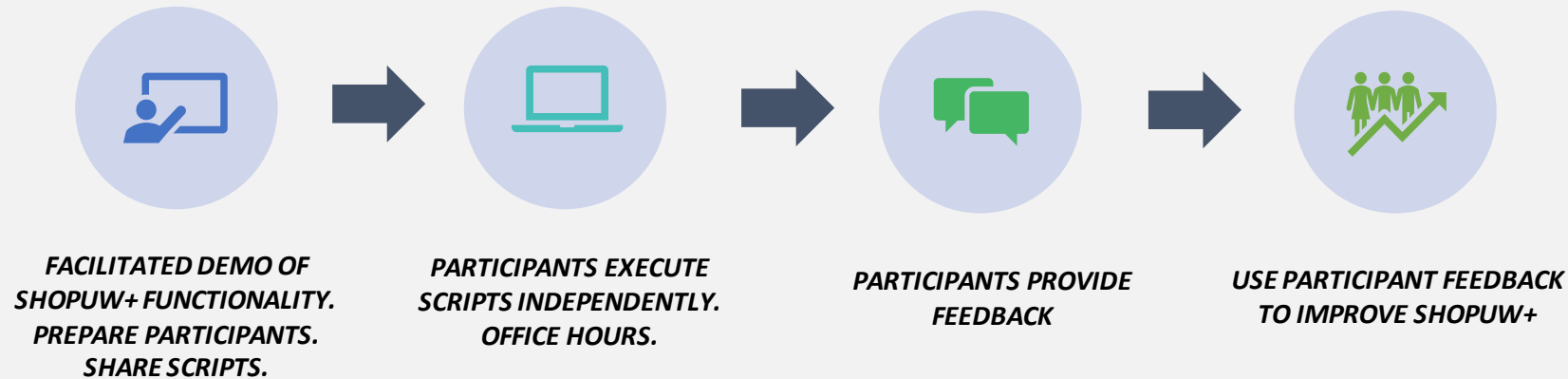
A NEW  
INTEGRATED  
PLATFORM!

Current Tool	Eliminated	Limited Use	No Change	Future Tool
Shop@UW Website (including Shop@UW forms)	✓			ShopUW+ Essentials
XRG Requisition Generator	✓			ShopUW+ PR or Requisition
Select Purchasing and AP Paper Forms	✓			Electronic forms (Requisition, DP, PIR, ROR, Encumbrance Mgmt Forms/Change Request)
Web-based Contract Search Tool		✓		Contract Repository
PAT (Pre-Posting Allocation Tool)	✓	(DoIT billing, Airgas, MDS Storage)		Web tool to allocate funding prior to purchase
MDS Numbers		✓		Single Sign On/NetID & password
Shop@UW/MDS Customer Service		✓		ShopUW+ support provided by UW System Problem Solvers
Shop@UW Account Revision and Request Form	✓			End-users will manage their own profile
Shop@UW Transactional Reports		Available during transition period		ShopUW+ Reports (Document Search)
SFS as financial system of record			✓	SFS as financial system of record ( <a href="#">see ATP</a> for details on future state)
PCard Tools (no change as a result of P2P)			✓	
Insurance Certificate	PHASE II			Submitted through electronic vendor portal

# ShopUW+ CAMPUS ENGAGEMENT TIMELINE



# ShopUW+ USER REVIEW - FEBRUARY



**150 CAMPUS REVIEWERS**

## Objectives:

- Gather input for consideration by design teams and for continuous improvement
- Provide an opportunity for users to experience workflow and other functionality in ShopUW+ using test scripts prior to go-live
- Develop campus subject matter expertise; answer questions and glean FAQ content for ShopUW+ Essentials training website

**Timing:** 2-week testing window starting in mid-February

**Participants:** Targeting 150 participants with representation from every school, college and division

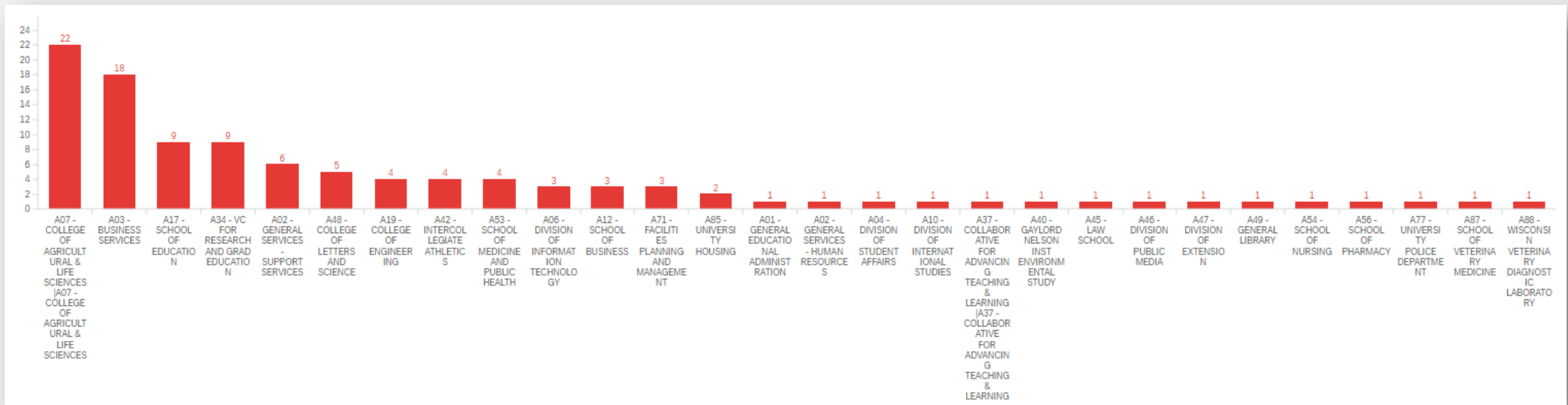
# FMM – 2-MINUTE AWARENESS SURVEY RESULTS

- Target group: Financial Managers
- Goal is to determine whether this group:
  - Is aware of the project
  - Is receiving adequate information to date
  - Knows where to look for information
  - Has specific information needs
- Timeline:
  - Open survey – Nov 20
  - Close survey – Dec 4
- Survey tool: Qualtrics

1. Are you aware of the P2P Automation Project?  
☐ Yes  
☐ No
2. Do you feel comfortable with the level of information you have received about P2P Automation to date?  
☐ Yes  
☐ No
3. Do you know where to find information on P2P Automation?  
☐ Yes  
☐ No
4. Briefly, what information on P2P Automation would it helpful to have?  
Open text field

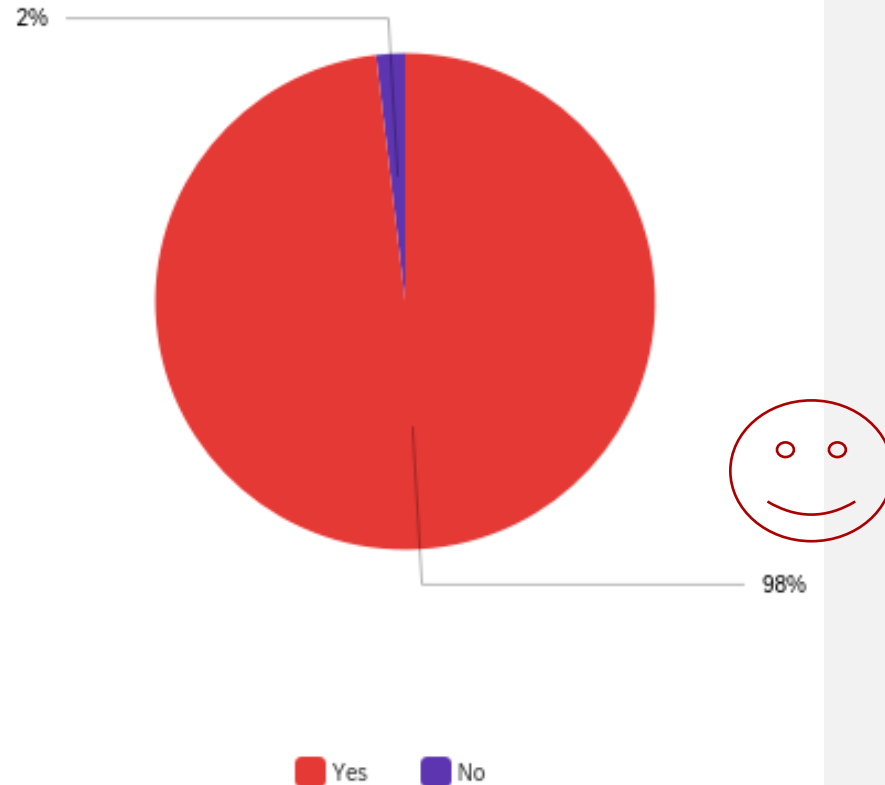
# DEMOGRAPHICS

- 107 surveys were completed
- Representatives from 28 Schools, Colleges, Divisions responded to the survey
- 20% of respondents were from CALS, 16% from Division of Business Services, followed by 8% from The School of Education and VCRGE
- 15 areas had just one respondent; 11 areas are not represented in the data



# AWARENESS & INFORMATION FEEDBACK

Q1. Are you aware of the P2P Automation Project?



Q2. Do you feel comfortable with the level of information you have received about P2P Automation to date?

Yes (58%, 62)

No (42%, 45)

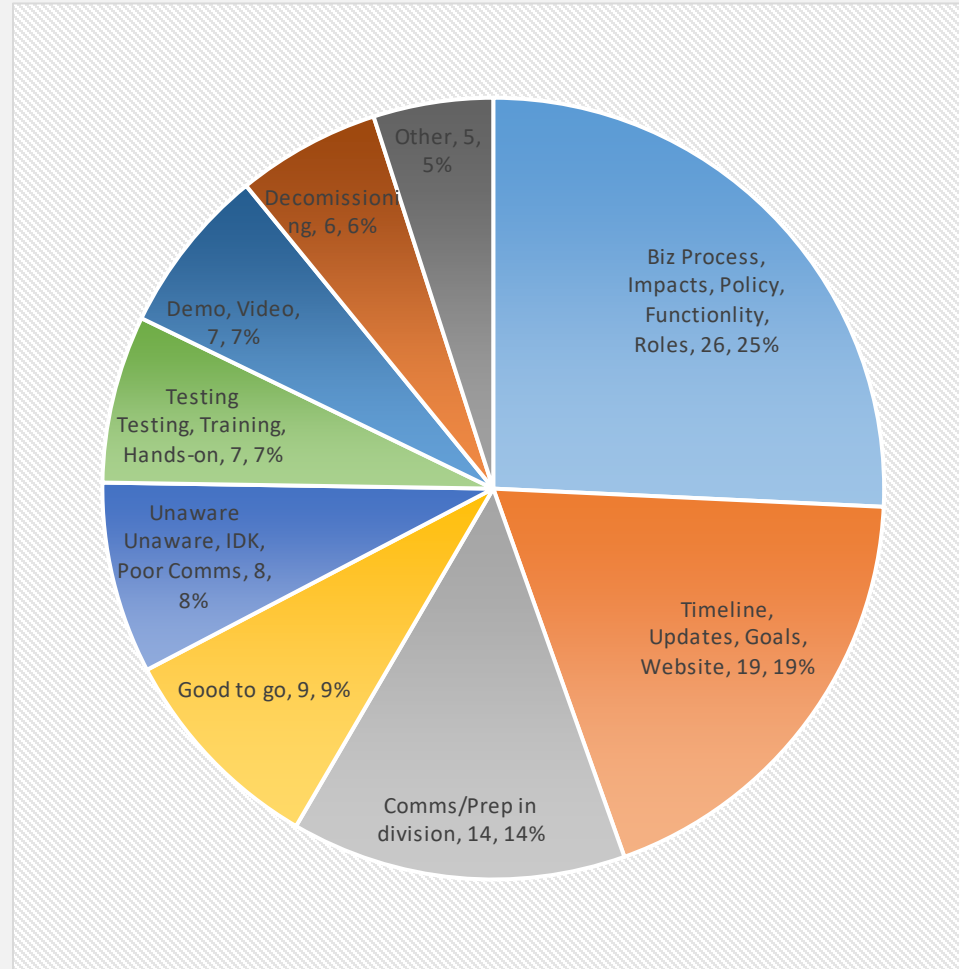
Q3. Do you know where to find information on P2P Automation?

Yes (71%, 76)

No (29%, 31)

Opportunities

## Q4. BRIEFLY, WHAT INFORMATION ON P2P AUTOMATION WOULD BE HELPFUL TO HAVE?



Category	Response %	Resources
Functionality, policy, business process impacts	25%	<a href="#">Business Transformation – 9 min Video</a> <a href="#">Full P2P Presentation – 90 min Video</a>
Timelines, updates, goals, website	19%	Website: <a href="https://p2p.wisc.edu/Timeline">https://p2p.wisc.edu/Timeline</a> Sign-up for monthly email updates on the home page, on the bottom right. Note: If you received this update or are on the FMM distribution list, you're already signed-up. <a href="#">Goals</a>
Communications to prepare divisions	14%	We are partnering with representatives from every school, college and division on the UW-Madison campus to prepare at the division level. Consult the <a href="#">P2P Transformation Partner List</a> to identify the contact in your division.
No information needed	9%	N/A
Weren't sure	8%	N/A
Testing, training, hands-on	7%	A campus engagement timeline was developed and will be posted on the website soon.
Videos, demos	7%	<a href="#">Videos</a> Demos will be available in March.
Decommissioning	6%	Our primary focus is launching ShopUW+. Information on this topic will be shared as it becomes available.
Other	5%	N/A



# OUR P2P TRANSFORMATION PARTNERS

Division #	School, College or Division Name	Name	Role	Dept/Unit	Email Address	Phone
1	General Education Administration	Dan Jonas	Budget and Finance Manager	Chancellor's Office	<a href="mailto:DANIEL.JONAS@WISC.EDU">DANIEL.JONAS@WISC.EDU</a>	(608) 890-4247
2	General Services - Support Services	Dan Jonas	Budget and Finance Manager	SUPPORT SERVICES	<a href="mailto:DANIEL.JONAS@WISC.EDU">DANIEL.JONAS@WISC.EDU</a>	(608) 890-4247
3	General Educational Administration ASU	Lindsay Blang	budget & finance for OHR	ASU - Admin support unit - AIMS, VCFA, OHR, Payroll, Business	<a href="mailto:lksblang@wisc.edu">lksblang@wisc.edu</a>	no phone listed
4	Division of Student Life	Sue Duhr	SR BUDGET PLANNER/S	VCSA ADMINISTRATION	<a href="mailto:SUE.DUHR@WISC.EDU">SUE.DUHR@WISC.EDU</a>	(608) 263-5707, (608)
5	Division of Enrollment Management	Kelly Layton	FINANCIAL SPECIALIST ADVANCED	CORE OPERATIONS-ENROLLMENT MANAGEMENT	<a href="mailto:kelly.layton@wisc.edu">kelly.layton@wisc.edu</a>	(608) 262-5215
6	Division of Information Technology	Colleen Reilly	Financial Progr Mgr	Purchasing	<a href="mailto:colleen.reilly@wisc.edu">colleen.reilly@wisc.edu</a>	(608) 262-5674
7	College of Agricultural and Life Sciences	Sandra Fowler	Assistant Dean	CALS Business Services	<a href="mailto:sandy.fowler@wisc.edu">sandy.fowler@wisc.edu</a>	(608) 262-3947
10	Division of International Studies	Poli Hyseni	Budget Manager	Dean's Office	<a href="mailto:poli.hyseni@wisc.edu">poli.hyseni@wisc.edu</a>	(608) 262-9511
12	School of Business	Katie Austin	Director of Business Services	Financial Management Office	<a href="mailto:katie.austin@wisc.edu">katie.austin@wisc.edu</a>	(608) 890-3322
17	School of Education	Toby Schellhase	ACCOUNTANT - JOURNEY	DEAN'S OFFICE	<a href="mailto:toby.schellhase@wisc.edu">toby.schellhase@wisc.edu</a>	(608) 262-1765
18	Arts Institute	Dan Jonas	Budget and Finance Manager	Administration	<a href="mailto:daniel.jonas@wisc.edu">daniel.jonas@wisc.edu</a>	(608) 890-4247
19	College of Engineering	Lori Snyder	Accountant	Fiscal Affairs	<a href="mailto:lori.snyder@wisc.edu">lori.snyder@wisc.edu</a>	(608) 262-4081
27	School of Human Ecology	Michael Kukula	Senior Financial Specialist	School of Human Ecology Business Office	<a href="mailto:kukula@wisc.edu">kukula@wisc.edu</a>	(608) 890-2195
34	Vice Chancellor for Research and Graduate Education	Russell Schwalbe	Asst Vice Chancellor	Accounting	<a href="mailto:russell.schwalbe@wisc.edu">russell.schwalbe@wisc.edu</a>	(608) 262-8386
37	Collaborative for Advancing Learning and Teaching	Jessica Belcher	Admin Director/Finance & HR Manager	WISCIENCE/Collaborative for Advancing Learning & Teaching	<a href="mailto:jbelcher2@wisc.edu">jbelcher2@wisc.edu</a>	608-263-0478
40	Nelson Institute for Environmental Studies	Colleen Godfriaux	Associate Dean	Administration	<a href="mailto:clgodfriaux@wisc.edu">clgodfriaux@wisc.edu</a>	(608) 262-6435
42	Athletics	Marcel DuBois	Senior Procurement Specialist	ATHLETIC BUSINESS OFFICE	<a href="mailto:mcd@athletics.wisc.edu">mcd@athletics.wisc.edu</a>	(608) 262-0354
45	Law School	Jennifer Gardner	Accountant	Law School General	<a href="mailto:jennifer.gardner@wisc.edu">jennifer.gardner@wisc.edu</a>	(608) 262-6297
46	Public Media	Paul Breen	Director of Business Services	Director's Office	<a href="mailto:paul.breen@wisc.edu">paul.breen@wisc.edu</a>	(608) 263-2115
47	Extension	Lisa Lake	Accountant	Extension, Office of Financial Services	<a href="mailto:lisa.lake@wisc.edu">lisa.lake@wisc.edu</a>	no phone listed
48	College of Letters and Science	Mehdi Rezaei	Assistant Dean	L&S Administration	<a href="mailto:mehdi.rezaei@wisc.edu">mehdi.rezaei@wisc.edu</a>	(608) 263-2317
49	General Libraries	Jaime Bauman	FINANCIAL PROG MANAGER III	ADMINISTRATIVE SERVICES	<a href="mailto:jaimebauman@wisc.edu">jaimebauman@wisc.edu</a>	(608) 262-8191
52	State Lab of Hygiene	Mark Conklin	Head of Purchasing & Acc Payable	Wisc State Lab Hygiene	<a href="mailto:mark.conklin@slh.wisc.edu">mark.conklin@slh.wisc.edu</a>	(608) 262-8802
53	School of Medicine and Public Health	Darlene Wood	ASC DIR, UNSPEC	FISCAL AFFAIRS	<a href="mailto:dwood2@wisc.edu">dwood2@wisc.edu</a>	(608) 263-4931
54	School of Nursing	Padmini Prashanth	Financial Programs Supervisor	School of Nursing	<a href="mailto:pprashan@wisc.edu">pprashan@wisc.edu</a>	(608) 263-5159
56	School of Pharmacy	Julie A Steinle	Financial Specialist	Business Services	<a href="mailto:julie.steinle@wisc.edu">julie.steinle@wisc.edu</a>	(608) 265-8070
57	University Health Services	Holly Yan	Manager	Budget & Finance	<a href="mailto:hyan@wisc.edu">hyan@wisc.edu</a>	(608) 262-0131
63	Officer Education	Anna DeLong	Program Associate - civilians	Military Science/Officer Education	<a href="mailto:adelong2@wisc.edu">adelong2@wisc.edu</a>	(608) 262-3411
71	Facilities Planning and Management	Dawn Ness	Assistant Director - Business Operations &	Business Operations & Purchasing	<a href="mailto:dawn.ness@wisc.edu">dawn.ness@wisc.edu</a>	(608) 265-4215
77	University Police	Cindy Blankenship	ACCOUNTANT SENIOR CONF	OFFICE	<a href="mailto:CINDY.BLANKENSHIP@WISC.EDU">CINDY.BLANKENSHIP@WISC.EDU</a>	(608) 262-4529
80	University Recreation and Wellbeing	Jeff Sailor	FINANCIAL PROG SUPV	ADMINISTRATION	<a href="mailto:JEFF.SAILOR@WISC.EDU">JEFF.SAILOR@WISC.EDU</a>	(608) 890-2158
85	University Housing	Laura Morris	ADMIN OFFICER	BUSINESS SERVICES	<a href="mailto:laura.morris@housing.wisc.edu">laura.morris@housing.wisc.edu</a>	(608) 262-8706
87	School of Veterinary Medicine	Fariba Kiani-Ananraki	Assistant Director - Business Services	SVM Business Services	<a href="mailto:fariba.kiani@wisc.edu">fariba.kiani@wisc.edu</a>	(608) 263-9801
88	WI Veterinary Diagnostic Lab	Brenda Anderson	UNIV BUS SPEC SUP	ADMINISTRATION	<a href="mailto:brenda.anderson@wvdl.wisc.edu">brenda.anderson@wvdl.wisc.edu</a>	(608) 262-5432
93	Division of Continuing Studies	Steven Nofle	FINANCIAL SPECIALIST SENIOR	ADMIN & FINANCE	<a href="mailto:steven.nofle@wisc.edu">steven.nofle@wisc.edu</a>	(608) 262-4660
96	Wisconsin Union	Lisa King	Financial Manager	Accounting	<a href="mailto:lmking3@wisc.edu">lmking3@wisc.edu</a>	(608) 265-2446
98	Budget Office	Jennifer Klippel	DIR, BUDGET	MADISON BUDGET OFFICE	<a href="mailto:jennifer.klippel@wisc.edu">jennifer.klippel@wisc.edu</a>	(608) 890-1842

# Q&A

- ✓ October – Focus Group #1
- ✓ December – Focus Group #2
- ✓ January – Focus Group #3
- February – ShopUW+ User Review
- March - Demos
- April – Training & Go-live

Visit the project website for videos, updates, timelines, talking points and more: <https://p2p.wisc.edu/>

# Reducing Purchasing Card Count and Credit Limits

Meghann Grove  
Travel & Card Team  
Division of Business Services

## Why are we doing this?

- UW System Administration and Interim President Thompson directed each campus to identify ways to reduce the number of purchasing cards and overall credit limit associated with the card program.
- Unused cards/credit expose the university to uncontrolled risk.
- Purchasing cards allow users to bypass negotiated contracts and other available purchasing avenues, resulting in uncontrolled spend.



# Metrics

Date	11/06/2014	03/18/2016	11/30/2016	06/30/2017	01/02/2020	01/04/2021
<b>Total Number of Cards</b>	2,149	2,064	Unknown	2,137	2,642	2,588
<b>Total Credit</b>	Unknown	Unknown	\$35,718,994	\$32,641,495	\$33,487,994	\$31,705,995

- *Increases due to elimination of designated use in May 2018 and acquisition of UW-Extension in July 2019.*
- *Gap periods in FY18 and 19 when data was not readily available.*

## Potential Tactics

- Close idle accounts (inactive for > 12 months) or reduce the cycle credit limit to \$1.
- Distribute individual purchasing card spend data to Divisional Chief Financial Officers for analysis annually; maintain accounts as directed.
- Provide/explore alternate payment methods to reduce the need for “backup” cards in each department (e.g. Department Card held by Divisional Business Office, U.S. Bank Instant Card).
- Analyze card-specific data to identify spend that would more appropriately have gone through alternate payment avenue (e.g. ShopUW+).
- Collaborate with Divisional Business Offices to transition from multiple cards per person (with very limited exceptions).

# Idle Accounts by Division

Division	Card Count	Credit Limit
03 – Business Services	1	\$10,000
06 – DoIT	3	\$15,000
07 – CALS	4	\$40,000
10 – International Division	5	\$25,000
19 – College of Engineering	4	\$35,000
34 – VCRGE	3	\$70,000
37 – Collaborative for Advancing Teaching/Learning	2	\$11,000
47 – Wisconsin Extension	5	\$28,000
48 – L&S	5	\$55,000
49 – General Library	1	\$10,000
52 – WI State Lab of Hygiene	1	\$5,000
53 – SMPH	8	\$80,000
54 – School of Nursing	1	\$5,000
63 – Officer Education	1	\$5,000
85 – Housing	1	\$20,000
96 – WI Union	3	\$10,000
<b>Total</b>	<b>48</b>	<b>\$424,000</b>

# Cardholders with Multiple Accounts by Division

Division	Number of Cardholders	Number of Cards
03 – Business Services	1	2
04 – Division of Student Life	1	2
07 – CALS	7 1	2 28
10 – International Division	1	2
17 – School of Education	3	2
10 – College of Engineering	7 2	2 3
27 – School of Human Ecology	1	2
34 – VCRGE	5 1	2 3
42 – Athletics	1	2

Division	Number of Cardholders	Number of Cards
42 – Athletics	1	2
46 – Public Media	1	2
48 – L&S	14	2
53 - SMPH	6	2
56 – School of Pharmacy	1	2
87 – School of Veterinary Medicine	1	2
88 – WVDL	1	2
96 – WI Union	2 2 2 2	2 4 5 7



## Next Steps

- Please provide feedback to [meghann.grove@wisc.edu](mailto:meghann.grove@wisc.edu).
- Hoping to implement some processes in FY21, but others in FY22 after implementation of P2P/ShopUW+.



# Official Functions and Fundraising

Graig Brooks  
Travel and Cards  
Division of Business Services

# Official Functions

- “Reasonable and moderate expenditures... that may have a social component but substantially advances or contributes to University’s mission.”
  - **Divisional discretion** – form and signature required
  - Allowable on **UW funding** (except alcohol)
- 
- UW funding = funds on deposit with the University, including 233
  - WFAA funding = funds on deposit with the Foundation (not 233)

# Fundraising

- Fundraising expenses (*WFAA definition: engagement, cultivation or stewardship of UW alumni, donors and stakeholders*) are charged directly to WFAA funding, not allowable on UW funding
  - Out-of-pocket or Corp Card expense reimbursed through e-Reimbursement – **no P-Card, DP, PIR, Ext Req.**
  - WFAA can direct-pay vendors for WFAA-organized events
  - Examples:
    - Events held primarily for fundraising
    - Thank you cards to donors
    - Donor meals
- Fundraising events must be organized by WFAA – PLAN AHEAD!!!
  - <https://about.uwadvancement.org/policies/wfaa-policies-for-event-and-registration-services-for-campus-sponsored-events/>

# The Gray Area

- Events with both a *fundraising component* **and** a *business purpose covered under Official Functions*
  - Division is responsible for establishing the primary purpose of the event
  - If *primary* purpose of event is fundraising, event expenses belong on Foundation funding
- Examples:
  - Golf Outing
    - Most likely held to raise funds; belongs on WFAA funding.
    - If being charged to UW funding, must be processed as an Official Function. Division is responsible for identifying the business-related component of the event and defending it as an allowable UW expense (employee morale, function for community leaders, recruitment, etc.)
  - Holiday Party for Employees
    - Allowable on UW funding under Official Functions
    - Even if alumni/donors attend, event primarily held for business purpose allowed under Official Functions
    - Specific fundraising activity (e.g. raffle) could be separated and charged to WFAA

Thank you for joining!

Future Meeting Dates:

Tuesday, April 13, 2021

Tuesday, June 8, 2021

Tuesday, August 10, 2021

Tuesday, October 12, 2021

Tuesday, December 14, 2021

