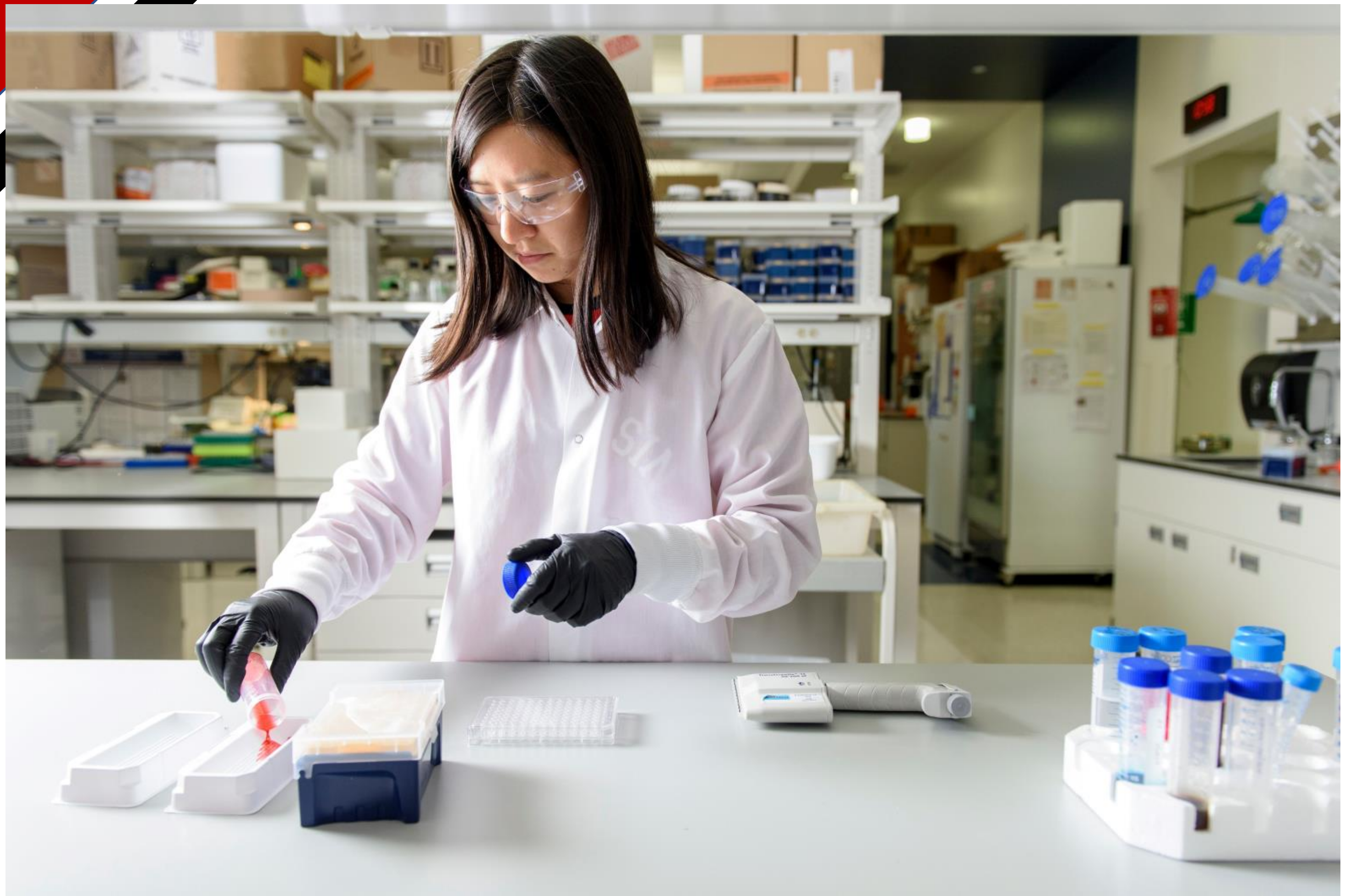
Financial Management Meeting

University of Wisconsin-Madison

October 12, 2021

10:00 a.m.



Stem Cell Research at UW-Madison

Agenda

Welcome/Introduction	Dan Langer	5 Minutes
Job Rotation Program Cohort 1 Updates	Sara Hanson Dylan Mooney Mariah Pampuch Alex Bergendahl	25 Minutes
ATP Design Lead Postings	Susie Maloney	20 Minutes
Accounts Receivable and Billing Update	Tricia Johnson	5 Minutes
Cards for Human Subject Studies	Gian Compuesto	15 Minutes
Purchasing Card Module Implementation	Meghann Grove	20 Minutes
Upcoming Risk Management Training Modules	Jeff Karcher	5 Minutes
Other		

2020-2022 Job Rotation Program Cohort

Dylan Mooney | Mariah Pampuch
Alex Bergendahl | Clara Moen

Financial Managemwnr Meeting | October 12, 2021

Finance Job Rotation Program

Dylan Mooney

Business Services (Assignment I)

- Processed gifts managed through the UW Foundation by reconciling funding to campus departments and fulfilling donation disclosure requirements
- Fulfilled Property Control's capital equipment inventory reporting needs on items by implementing profiles for equipment and ensured accuracy of fabrication requests
- Completed Disbursement Services' travel audits, processed approvals for international, established reimbursement profiles

Perspectives offered :

Context as to how the UW receives funding, expends in manners that are compliant, and accounts for purchases accurately

Expanded upon skills of preparing for audits and coding transactions properly

Office of Research Services, L&S (II)

- Advised PIs on effort (time) reporting requirements for grants, and suggested salary cost transfers as needed, to accommodate sponsor agreements
- Reviewed invoices, overdraft reporting, salary transfers and account coding, to determine project balances prior to closures
- Completed reporting requests: proposal acceptance reviews, departmental effort certification tracking, all departments’ FY20 sponsored award budgets

Perspectives offered:

Internal budgetary considerations: which areas were more/less funded and/or complying with reporting (to receive further funding)

Management of existing grants within the UW

Research and Sponsored Programs (RSP)

- Established awards within SFS and processed modifications (such as extensions) as needed)
- Submitted letters of credit and generated billing materials for NSF grants (post-award accounting activities), budget maintenance
- Maintained billing databases (Perceptive Content, SFS, WIT, SIT, WISER, Excel).

Perspectives offered:

How awards are established, once approved/received, and invoiced throughout their lifecycles

Functions of systems used to account for grants and audit their expenses

Research activities are integral to the UW and it is valuable to know the central research office manages these (since many departments interact with RSP)

School of Human Ecology, Finance and Administration

- Assist with reporting and administrative efforts to identify grant funding, formulate, proposals and budgets, submit awards, and facilitate their receipts to the UW.
- Serve as a liaison to post-award management, to ensure that budget revisions and salary or appointment modifications, are accurately reflected on active grants.

Perspectives offered

How communications are managed with various and prospective sponsors (or those with grants that are extended), the systems utilized to establish grants (pre-award), such as WISPER, and how budgets are developed (FTE considerations, travel and other research expenditures, examinations of scope of work documents

Final Themes

- Budget maintenance and transaction audits
- Compliance with policy (governed by tiers of entities)
- Documentation, functions of various systems and processes (WISER, etc.)
- Interactions among offices and considerations of all parties' needs (RSP/L&S, for example)

Thank you!

Finance Job Rotation Program

Mariah Pampuch

Finance Rotation Program: Mariah Pampuch

Assignment I: Vice Chancellor of Finance and Administration Office (VCFA)

- Role: Finance
- Key duties & learnings:
  - Collaborated with campus leaders to help build better 131 model
  - Assisted with Debt Ratings
  - University Analysis

Finance Rotation Program: Mariah Pampuch

Assignment II: School of Human Ecology (SoHE)

- Role: Finance
- Key duties & learnings:
  - Assisted with Quarterly Budget
  - Assisted with Financial Projections for FIT
  - Analyzed School Data

Finance Rotation Program: Mariah Pampuch

Assignment III: Business Services

- Role: Cash Management
- Key duties & learnings:
  - Daily Positive Pay, Monthly Reconciliation
  - Supported Cash Management in clean up of unidentified deposits
  - Assisted Audit
  - Help with PCI compliance
  - Assisted FRAS with End of Year duties

Finance Rotation Program: Mariah Pampuch

Assignment IV: Administration Transformation Program (ATP)

- Role: Finance Team
- Key duties & learnings:
  - Support ATP Finance Team by helping run analysis for Cost Benefit, L2, and Budget
  - Assisting P2P on ShopUW+ Reporting

Final Themes

- Built meaningful relationships with different leaders across campus

- Built a solid understanding of financial systems across campus (Budgets, WISER, Grants, Cash Management, Audit, End-of –Year)

- Able to complete challenging projects and tasks within a given time period

HR Job Rotation Program

Alex Bergendahl

Year 1

Rotation 1 Talent Acquisition → Recruitment Specialist

Rotation 2 College of Engineering → HR Generalist

Year 2

Rotation 3 Compensation Strategy (TTC) → Compensation Analyst

Rotation 4 Facilities Planning & Management → HR Specialist

Rotation Key Takeaways

- Talent Acquisition
  - Best practices in recruitment & selection
  - Broad view of campus HR
- College of Engineering
  - Operational HR at division level
  - Focused view of divisional HR
- Compensation Strategy
  - Foundations of compensation structures & project management
  - Analysis of labor market and HR in external market
- Facilities Planning & Management
  - Utilization of people analytics
  - Putting together knowledge of previous rotations

Lessons from the Program

- Understanding of UW HR functions
- Connection to UW HR community
- Well-rounded HR knowledge and skills
  - HR is interconnected
- Value of education and professional development

Questions?

THANK YOU

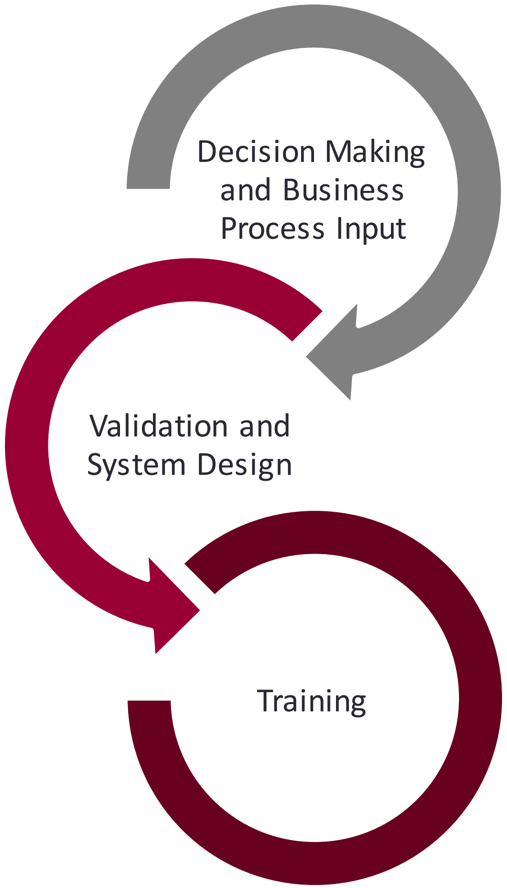
ADMINISTRATIVE TRANSFORMATION PROGRAM

Staffing Update

FMM

October 12, 2021

Stakeholder Involvement at Every Stage



High level of **engagement** throughout all the program stages

Co-create with stakeholders to leverage expertise, insight and feedback to ensure success

Provide stakeholders opportunities to **participate** and share feedback

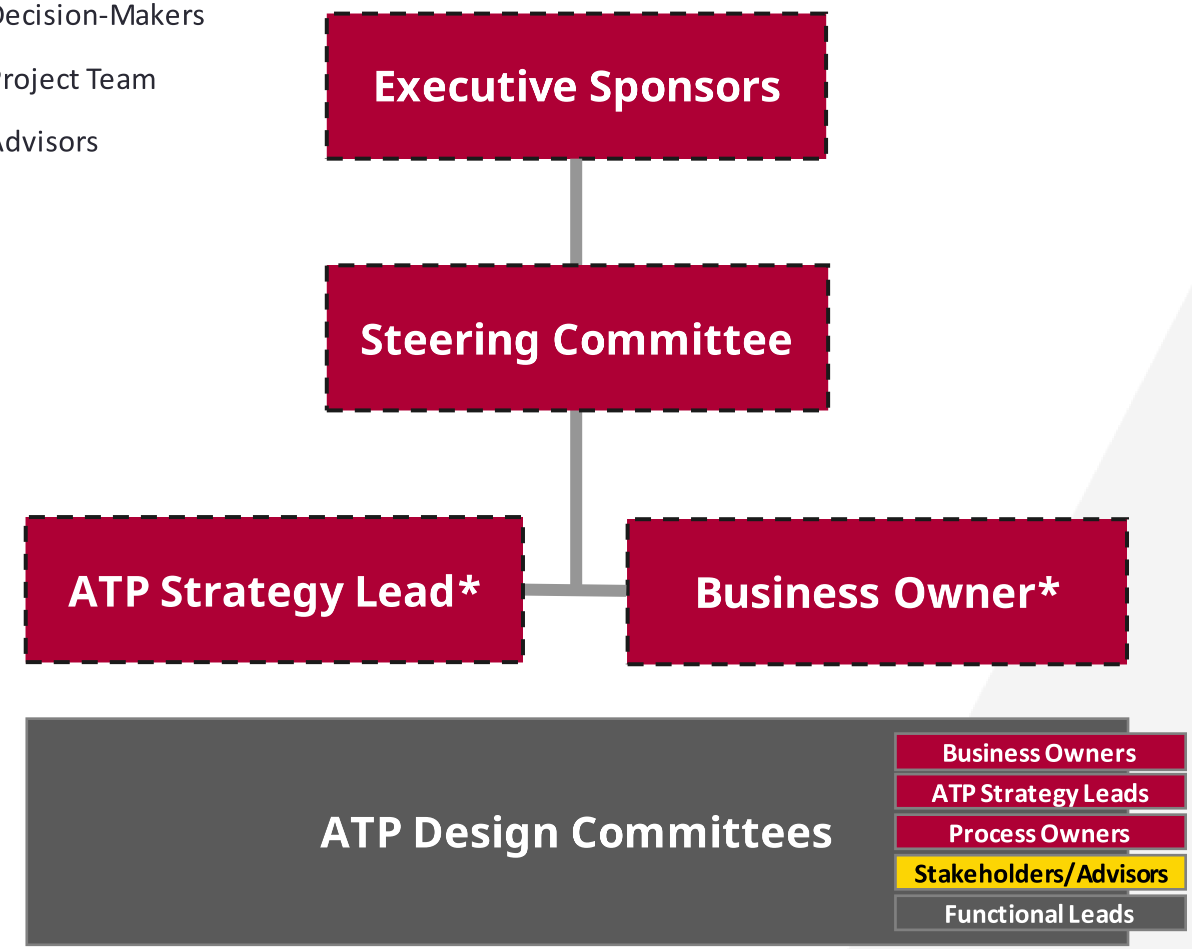
Inform stakeholders about decisions, milestones, and program updates

Workday and Business Process **Training** at the appropriate time

ATP Governance Framework

KEY
= ATP Decision-Makers
= ATP Project Team
= ATP Advisors

ATP Key Decision-Making Roles



**Individual decision-making role*

Alignment to Business Process Design

Program Authority. Approval authority for key decisions within the scope of ATP's charter and purpose and significant 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 using the established threshold guidance.

ATP Design Committees

Involvement from a broad range of stakeholders with experience from:

Design Committee Members

- Central Administrative Groups
- Business Process Owners
- Functional Stakeholder Groups
- UW System Campuses
- Schools/Colleges/Divisions

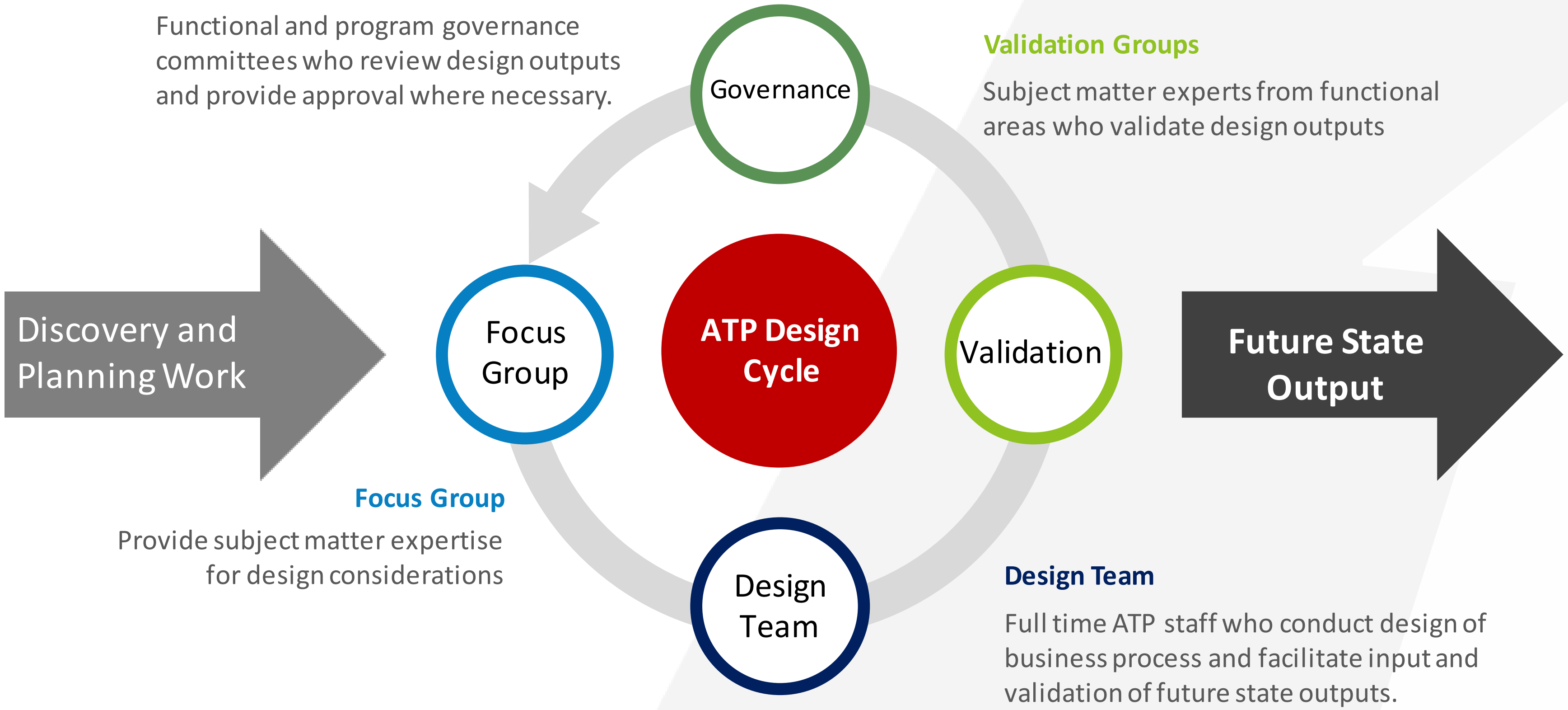
Business Process Transformation Cycle

Governance Committees

Functional and program governance committees who review design outputs and provide approval where necessary.

Validation Groups

Subject matter experts from functional areas who validate design outputs



Focus Group

Provide subject matter expertise for design considerations

Design Team

Full time ATP staff who conduct design of business process and facilitate input and validation of future state outputs.

Design Committees-make up may shift at various points during the BP cycle

Staffing Strategy

Priorities

ATP needs experienced UW Resources

Open & Fair Recruitment Process

Streamlined, Lean Design Teams

Preparation for Future State

Staffing Strategy

Round 1

- Active recruitments for IT Strategy Lead, Data and Analytics Lead, PM Lead
- ATP has identified certain design team lead roles to hire now, during the Planning Stage
- Most Individuals working on ATP will be 100% assigned to ATP
- This is a first wave of hiring and additional positions will be posted on a rolling basis per workstream needs

ATP Staff will have the opportunity to:

- Design efficient business processes which meet your (campus, division and/or department's) business requirements and operational needs
- Develop in-depth understanding of Workday's functions and capabilities
- Build connections and strong working relationships with other campus thought-leaders
- Play an important role in building the business processes which will support our future administrative functions

Design Team Leads

- Facilitate collaboration, engagement and process design with subject matter experts, stakeholders and governance
- Collaborate and coordinate with other DTLs on cross functional processes and dependencies
- Responsible for assigned business processes throughout project stages
- Coordinate with L&D to develop training
- Review, analyze and assess current state operational needs and requirements
- Design draft business processes for future state
- Ensure alignment of business process with system, campus, division and department needs

Finance Priority positions for hiring

Finance Team Roles & Business Process Responsibility

First Round Hires for Lead Roles

Second Round

Accounts Receivable & Internal Billing Lead
- Customer Set Up
- Customer Contracts
- Accounts Receivable
- Billing
- Intra/Inter Unit Billing

Cash Management
- Bank Reconciliation
- Bank Account and Financial Institution Setup
- Settlement Process
- Payment Handling
- Payment Returns
- Merchant Accounts

Expenses
- Spend Authorization
- Expense Report Process Design
- Travel Cards

General Ledger Lead
- COA & GL Design
- Financial Reporting Support
- Accrual Accounting Design
- Financial Consolidation Support
- Period Close Processes
- Gifts & Endowments
- Tuition Remission

Budget Lead*
- Budget Planning & Forecasting
- Position Management
- Budget Spend Control

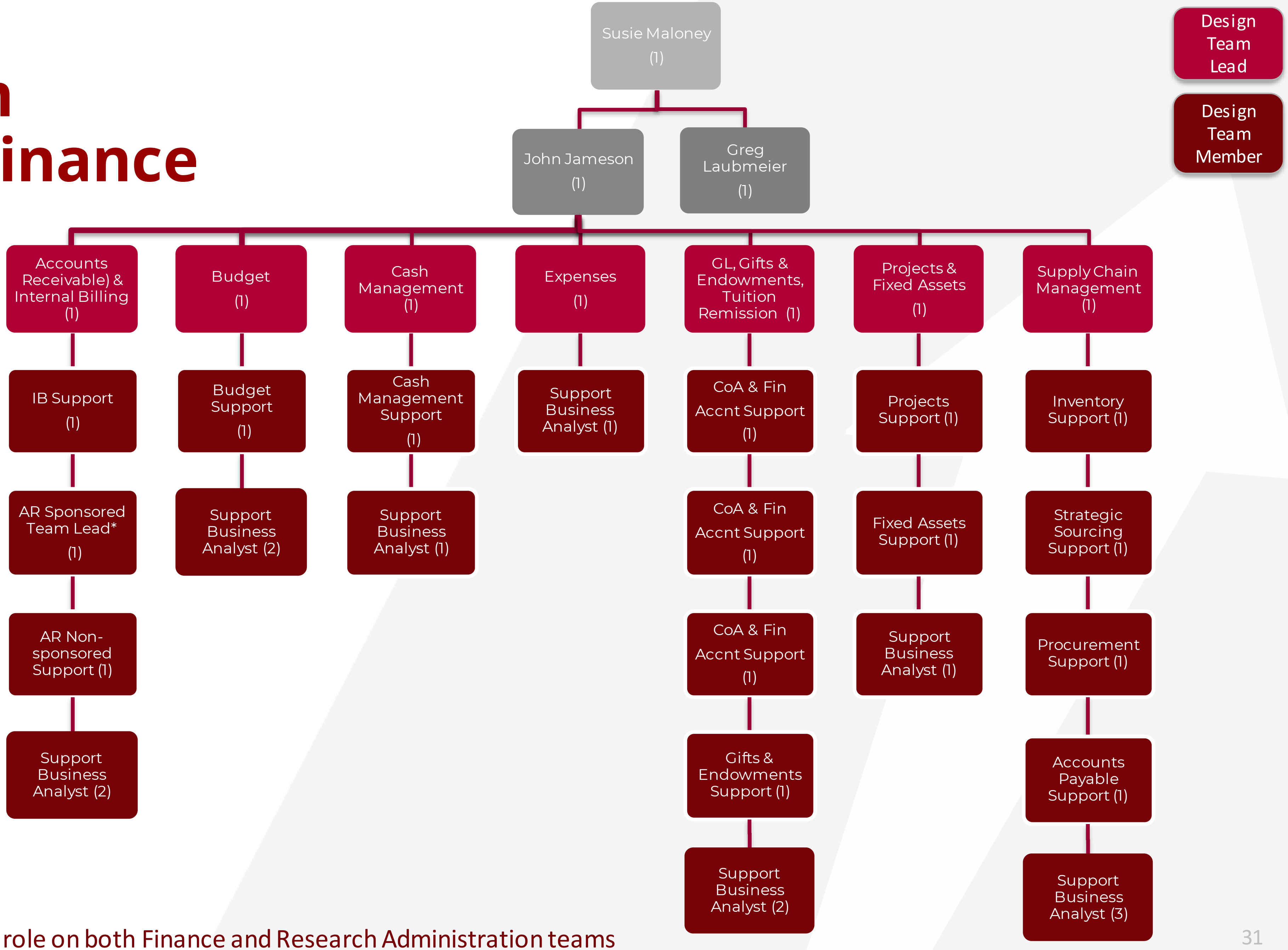
Supply Chain Management Lead*
- Supplier Setup / Management
- Supplier Contracts
- Accounts Payable
- Manage Inventory
- Fulfillment & Issue
- Controls and processing delivery of goods
- Inventory Count
- Purchase Items
- Requisitions & Sourcing / Purchase Orders
- Supplier Catalog Punchouts

Projects Lead
- Fixed Assets and Capital Asset Setup
- Capital Projects Accounting
- Project Capitalization and Depreciation
- Asset Tracking, Maintenance and Accounting

*Scope of Business Processes included in ATP still pending – Lead jobs will be posted once scope decisions have been made.

Design Team Structure - Finance

Design team members may be assigned to cross-functional workgroups, with the workgroup reporting through the appropriate functional leads, e.g., Student Workgroup; Payroll Workgroup



* AR Sponsored Team Lead will have a dual role on both Finance and Research Administration teams

HR Priority positions for hiring

HR Team Roles & Business Process Responsibility

Core HR & PM Lead
- Core HR (19 BPs)
- Position Management

Talent Management Lead
- Talent Management
- Recruiting
- Onboarding/Offboarding
- Performance Management
- Learning Management

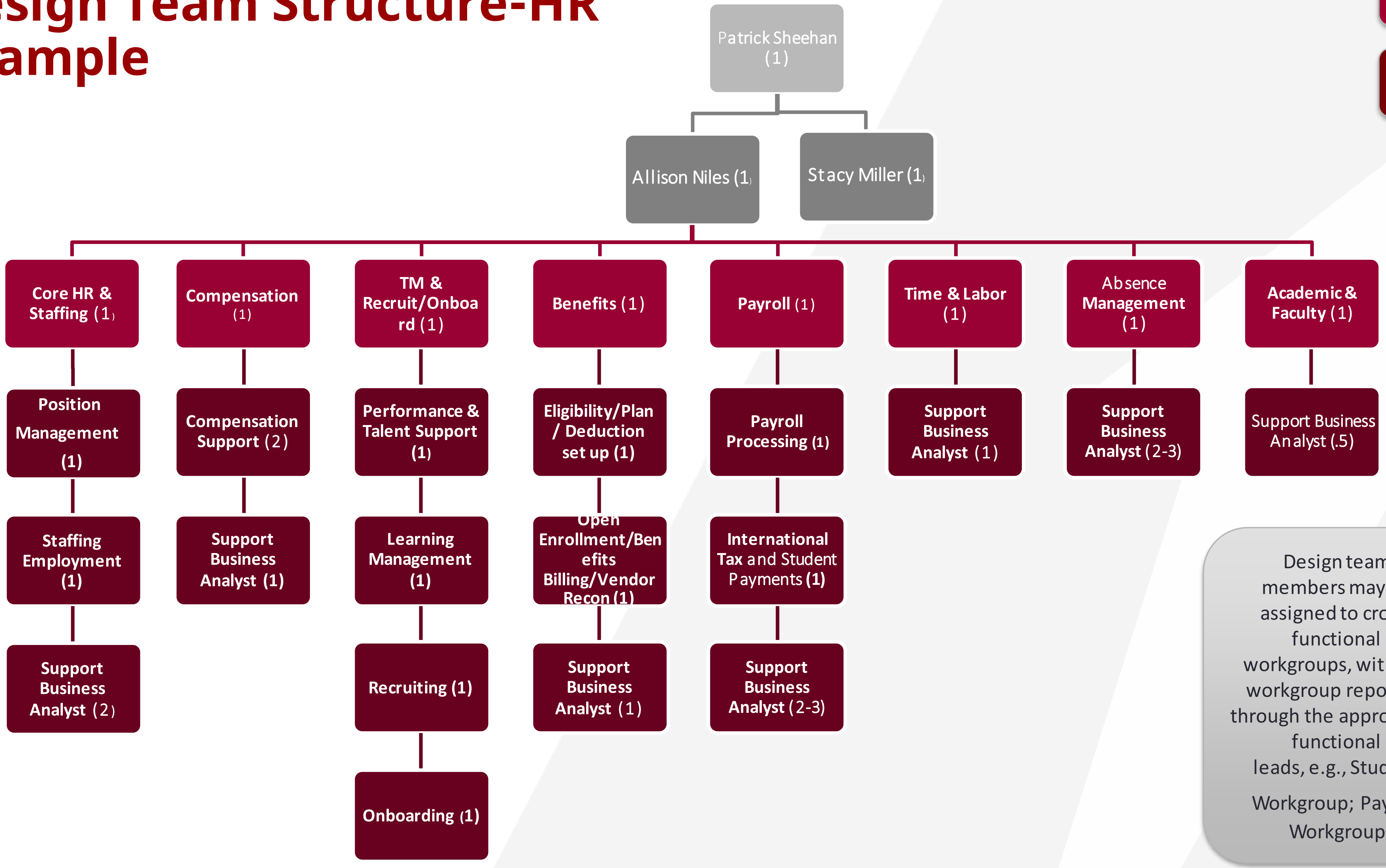
Benefits Lead
- Eligibility/Plan/Deduction set up
- Open Enrollment/benefits Billing/Vendor Recon

Payroll Lead
- Payroll Processing
- International & Student
- Labor Distribution

Time and Labor Lead
- TL & Payroll
- TL & Absence Management

Academics Lead
- Academic & Affiliate Appointments
- Manage Faculty Tenure Tracking

Design Team Structure-HR Example



Design Team Lead

Design Team Member

Design team members may be assigned to cross-functional workgroups, with the workgroup reporting through the appropriate functional leads, e.g., Student Workgroup; Payroll Workgroup

Priority positions for hiring

Leadership Team and project-wide

- Project Management Lead
- IT Strategy Lead
- Reporting & Data Strategy Lead
- Business Analysts

Priority positions for hiring

Research Admin Team

- Project Manager
- Change Management Support

- Compensation Compliance Lead
- Grants & Agreements Lead
- Sponsored Billing and Receivables Lead*
- Business Analyst (2)

Priority positions for hiring

IT Team

- IT Strategy Lead (active posting)
- Business Analysts (#)

- Conversions Lead
- Integrations Lead
- Security Lead

Timeline

High level project timeline of the stages

- As we end planning, we will have more detail on scope and schedule

<table>
<tr><th colspan="4">2021</th><th colspan="4">2022</th><th colspan="4">2023</th><th colspan="4">2024</th><th colspan="4">2025</th><th colspan="4">2026</th></tr>
<tr><td>Q1</td><td>Q2</td><td>Q3</td><td>Q4</td><td>Q1</td><td>Q2</td><td>Q3</td><td>Q4</td><td>Q1</td><td>Q2</td><td>Q3</td><td>Q4</td><td>Q1</td><td>Q2</td><td>Q3</td><td>Q4</td><td>Q1</td><td>Q2</td><td>Q3</td><td>Q4</td><td>Q1</td><td>Q2</td><td>Q3</td><td>Q4</td></tr>
<tr><td colspan="2">Prepare</td><td colspan="3">Planning</td><td colspan="4">Architect / Design</td><td colspan="5">Configure & Prototype</td><td colspan="4">Test</td><td colspan="2">Deploy</td><td colspan="4">Contingency & Stabilization</td></tr>
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What's next?

- Review open positions at jobs.wisc.edu
- Apply
- Recommend to your direct reports that they apply
- Reach out to members of the functional workstreams with questions;
    - HR - Allison Niles or Patrick Sheehan
    - FIN - Susie Maloney or John Jameson
    - RA - Kurt McMillen or Crystal Jones
    - IT -
    - CM – Colleen Howes

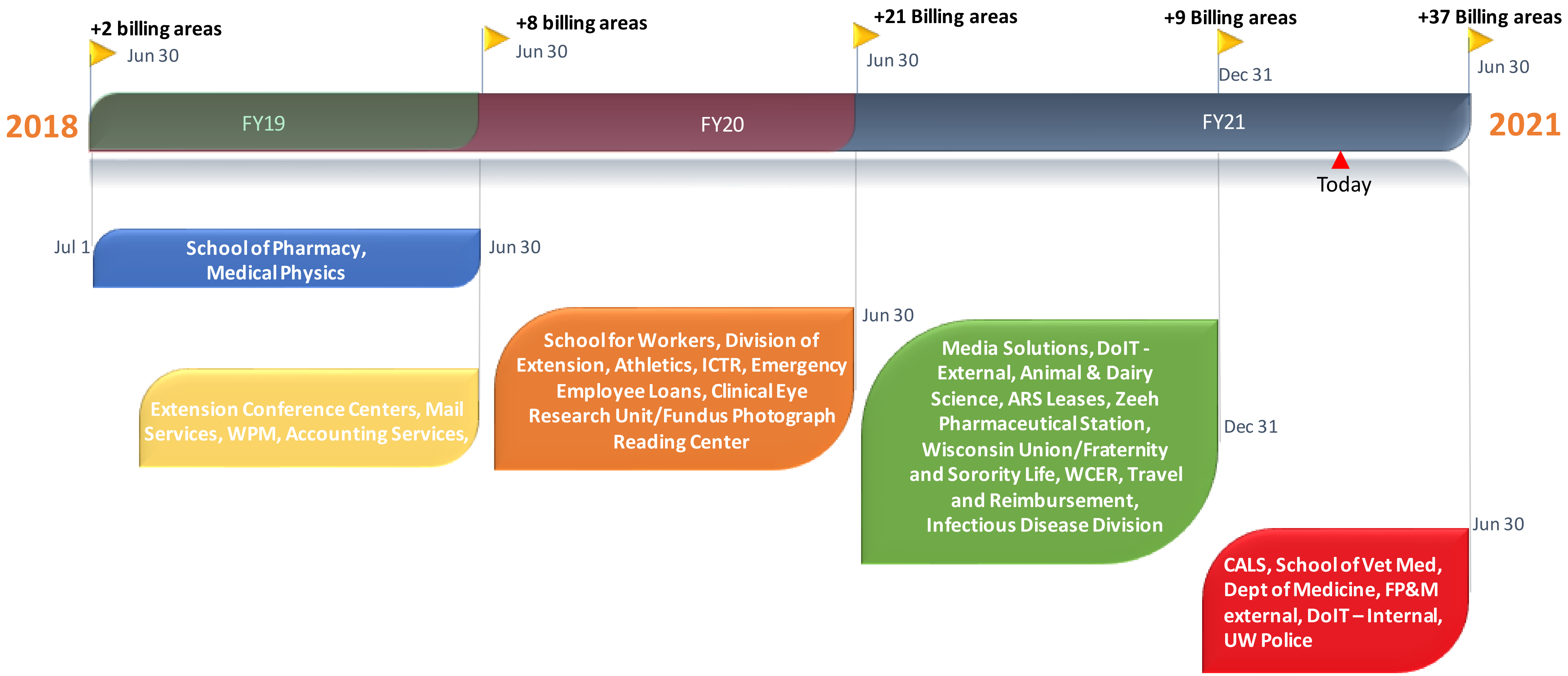
Questions or Feedback?

Financial Management Meeting

Non-sponsored AR/BI

Tricia Johnson
Centralized Non-sponsored Accounts Receivable
Division of Business Services

Growth in Billing Areas Using Central Accounts Receivable



Financial Management Meeting

New Onboarding Structure & Presentation for Areas Interested in Learning More

❖ Presentation created for areas interested in learning more about the system; before onboarding – 30 minutes

❖ Onboarding Structure:

1. Overview/introductions – 30 minutes
2. On-your-own trainings
   1. Customers - 20 minutes
   2. Preparing a Bill – 1 hour
   3. Adjusting, Canceling or Writing off invoices – 20 minutes
   4. Inquiries and Reports – 20 minutes
   5. Conversion to Accrual Basis revenue recognition – 20 minutes
   6. Reconciling Sales orders to revenue & AR – 20 minutes
3. Questions/Next Steps/Go live – 30 minutes

On-your-own training modules will be available to all existing users along with new users and will be available for reference as needed.

Financial Management Meeting

What do areas that use central AR think of the system?

FPM was hesitant to implement the Central Accounts Receivable process as we were concerned with yet one more system we had to learn and manage. However, I can honestly say that by moving forward with the implementation we have discovered that we have been able to significantly streamline our business processes, implement internal controls, and we have reduced our AR aging! The Central AR team was extremely knowledgeable and helpful when were setting up, testing, and then has fully supported us when after we went live with the system. Use of the Central AR module has helped us to reduce the amount of effort FPM staff spends on AR and collections and it has been an extremely positive change for FPM.

Dawn Ness, FP&M

The billing process through central AR has created many efficiencies in our business processes and saving us time (we no longer are receiving/processing invoice related checks here, or having to take credit cards over the phone, fewer journal entries to distribute payments to different fundings, and my favorite, fewer campus reporting that we need to do, cause central AR takes care of it!)

Fariba Kiani, School of Vet. Med.

I primarily use Central A/R for internal invoices, and I really like that the overall process involves fewer steps and fewer people. Everything I enter posts right away instead of waiting in a queue. Our CALS accountants are wonderful, but even they aren't that quick!

Jen Kaney, CALS

Central AR mails invoices and statements for our billing department as well as processing the payments for those invoices. This improves our internal controls by providing separation of duties for my team as they are the ones that produce the invoices. We look forward to improving the current processes as we gain more experience with the Central AR team.

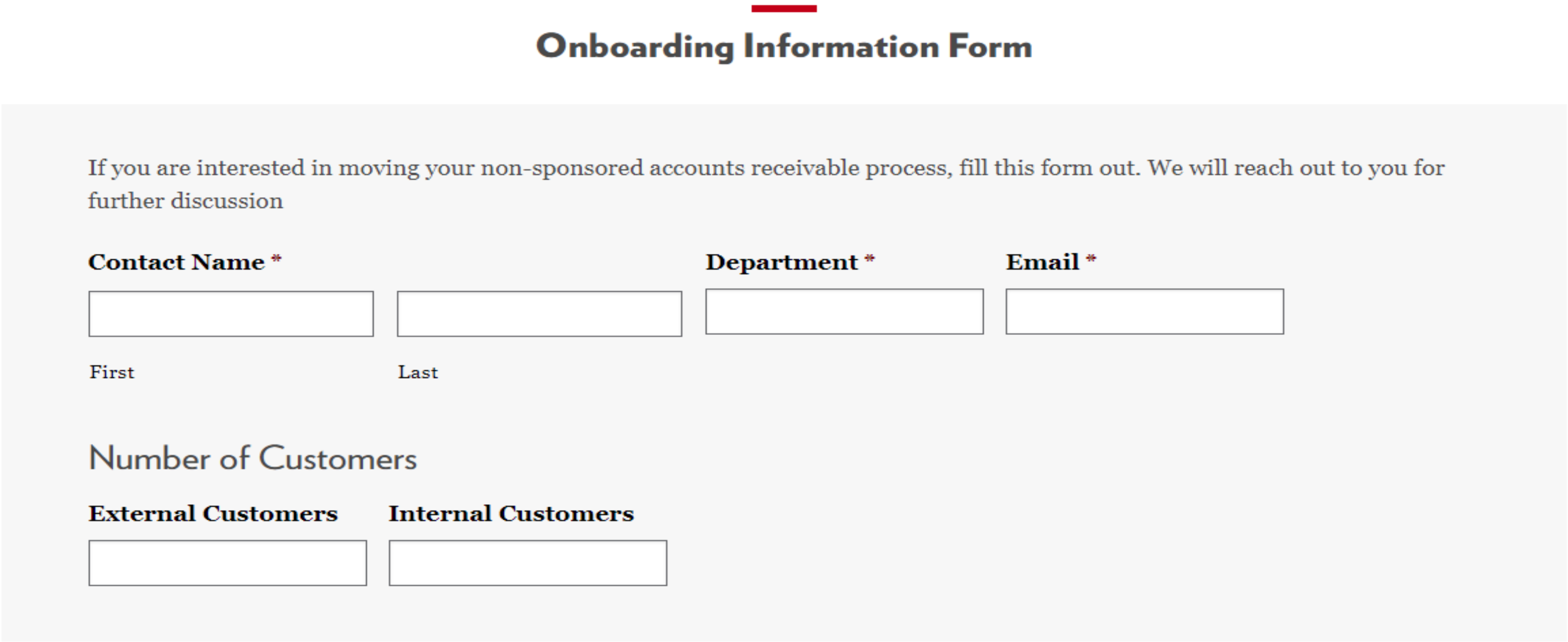
Rachael Cannistraro, DoIT

Interested in centralizing your A/R?

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 *		Department *	Email *
First	Last		

Number of Customers

External Customers	Internal Customers

Cards for Human Subject Studies

Gian Compuesto
Cash Management
Division of Business Services

Financial Management Meeting

Overview

- Cash Management team working in collaboration with U.S. Bank has initiated a reloadable debit card program to provide an alternative method of payment to checks in research studies
- Provides an opportunity to replace or convert current replenishable checking bank accounts in use
- Pilot program with three studies utilizing reloadable cards. Feedback received from users we have talked to has been very positive.
  - Much easier to manage than a check book
  - Division of labor is good
  - Easy to setup
  - Participants appreciate instant nature of payment
    - Susan Wanta, Department of Psychology (pilot program user)

U.S Bank Prepaid – Focus Blue

- Reloadable debit card program through U.S. Bank
  - Alternative payment method to checks from Replenishable Checking Accounts
- Ideal for use with long term studies that have recurring payments to the same participant
- Instant issue or mailed, personalized cards
- Cardholder has cash access as well as point of sale functionality. Cash withdrawals and ATM fees apply (minimal)

Financial Management Meeting

Advantages of Using Reloadable Cards

- Payment is electronic to reloadable debit card
- Payment is available instantly. No need for participant to deposit check or have a checking account. Funds are available on card once activated.
- Ability to make batch payment uploads
- Segregations of duties within U.S. Bank Admin Website
- Generate payment and account reports within U.S. Bank Admin Website
- No outstanding checks to keep track of
- Study subject information remains confidential. ID info (e.g. SSN, DOB) not required if requested to not be included in program build.

Setup Overview

- Focus Blue accounts opened by department or subdepartment to fund authorized amount in adjustment account
  - Multiple studies possible within the same Focus Blue account
- Custodian Fund Replenishment to replenish account back to authorized amount
  - Monthly reconciliation to determine amount of replenishment
    - No more outstanding checks
- Functions similar to current Replenishable Checking Accounts
- Requires lead time of <u>at least 4 weeks</u> to Cash Management as each program is custom built by U.S. Bank

Multiple Card Funding Options

- Instant Funding via Administrative Website – preferred method
  - Funds are available to cardholders immediately
  - Transactions are processed instantly
  - Manual one card funding
  - Batch load funding (multiple cards)

- ACH Direct Deposit – Just like direct deposit to a bank account
  - Single card funding
  - Batch load funding (multiple cards)

Account Roles Overview

- Each Focus Blue account has a Custodian, Reconciler, and at least two Coordinators.
  - Custodian - A UW-Madison employee who is responsible for monitoring the custodian fund.
  - Reconciler - A UW-Madison employee who is responsible for performing reconciliations and replenishments.
  - Coordinator – UW-Madison employees, one who registers cards and participants and another who is responsible for funding of the cards.

Financial Management Meeting

Administrative Roles

Different Levels of Roles – determine access, segregation of duties, and improve internal controls

Select ✓ one Role Group	Role Group 1	Role Group 1.1	Role Group 1.2	Role Group 1.3	Role Group 2.1	Role Group 2.2	Role Group 2.3	Role Group 3.1
View program and card information View routing number, account numbers, and cardholder info	X	X	X	X	X	X	X	X
View load history View ACH loads from your organization		X	X	X	X	X	X	X
Edit cardholder information Change fields such as cardholder address			X	X	X	X		X
Support Administrative Users Reset passwords for other Administrative Website Users				X				X
Register and order cards Register instant issue cards and/or order personalized cards					X	X		X
Access Adjustment Account Add/remove funds from cards real-time					X		X	X
Manage Card Inventory Change instant issue card quantity and address information					X	X		X

Financial Management Meeting

Campus Rollout

- Pilot Groups
  - Psychology
  - Cardiovascular Medicine
  - Surgery

- Projected campus roll out - 3rd Quarter FY22

- Possibility to switch over current Replenishable Checking Accounts

Questions

Please contact below with any questions:

Gian Compuesto, CPA
Cash Management Senior Accountant | Accounting Services
University of Wisconsin-Madison
Telephone: (608) 262-6874
Email: gian.compuesto@wisc.edu

Purchasing Card Module Implementation

Meghann Grove
Disbursements, Travel & Card Team
Division of Business Services

What is the Purchasing Card Module?

- Part of the Shared Financial System (SFS)
- Implementing on December 11, 2021
- Will replace use of U.S. Bank’s Access Online
- SFS will be the system of record for purchasing card supporting documentation and approvals.

Purchasing Card Module Roles

- **Reconciler (cardholder):** responsible for reviewing purchasing card transactions, attaching required supporting documentation, providing a business purpose, and verifying transactions for approval.
- **Approver (site manager):** responsible for reviewing transactions, supporting documentation and provided business purposes, and approving transactions for transfer to WISER
- **Reviewer:** view-only access, typically assigned to auditors

Transaction Reconciliation Procedure

1. Cardholder makes a purchase using their purchasing card.
2. U.S. Bank sends a daily file to UWSA including previous day's transaction activity. File is loaded into SFS.
3. Cardholder receives an email notification from SFS stating a transaction(s) is ready for reconciliation.
4. Cardholder accesses transaction via the Purchasing Card Module, reviews the transaction for appropriateness, attaches the required supporting documentation, provides a business purpose, performs funding allocation (optional), verifies the transaction, and notifies the site manager (electronically).
5. Site Manager receives an email notification from SFS stating a transaction(s) is ready for reconciliation.
6. Site Manager reviews the transaction, supporting documentation, business purpose, and funding allocation, then approves the transaction as appropriate.
7. Transaction is posted to WISER.

Transaction Notification Email

From: do-not-reply@sfs.uwsa.edu <do-not-reply@sfs.uwsa.edu>
Sent: Friday, October 9, 2020 3:28 PM
To: Richard Linton <richard.linton@doit.wisc.edu>
Subject: Your Procurement Card Transaction(s) Have Arrived

The following transaction(s) has arrived:

Card Issuer: US Bank Corp
Unique Account ID: ************5410 (Visa)
Billing Date: 2020-10-01

Please click the following link to reconcile your transactions:
https://test.sfstest.wisconsin.edu/psp/sfdev/EMPLOYEE/ERP/c/MANAGE_PROCUREMENT_CARDS.CC_RECON_WB.GBL?Page=CC_RECON_WB&Action=U&EMPLID=00541418&CREDIT_CARD_VENDOR=UWOSH&CC_SECURITY_ID=393135&BILLING_DA
10-01

Note: Please do not reply. This is a system generated message.

Note: *Purchasing Card Module will NEVER reference the last four digits of the account number; only the Unique Account ID.*

Financial Management Meeting

The "Reconcile Statement" Page

Reconcile Statement

Procurement Card Transactions

Empl ID 00424848 **Name** CUTLER,JOSHUA A

Card Number ************2526 **Card Provider** UWMSN

The Card Number field is populated with the Unique Acct ID assigned by US Bank, not the Card Acct #.

Bank Statement

1-7 of 7 View All

		Trans Date	Merchant	Billing Amount	Currency	Transaction Amount	Currency	*Status	Business Purpose	Attach-ments	
1	☐	09/17/2021	COMBI-BLOCKS	1,389.00	USD	1,389.00	USD	Staged			3105/101/561000
2	☐	09/17/2021	THOMAS SCIENTIFIC HOLDIN	42.66	USD	42.66	USD	Staged			3105/101/561000
3	☐	09/29/2021	GENSCRIPT USA INC.	305.82	USD	305.82	USD	Staged			3105/101/561000
4	☐	09/30/2021	INNOVATIVE RESEARCH INC	187.00	USD	187.00	USD	Staged			3105/101/561000
5	☐	09/29/2021	SP * AMERICAN MARINE	208.88	USD	208.88	USD	Staged			3105/101/561000
6	☐	09/19/2021	UPS*0000578240210918	102.59	USD	102.59	USD	Staged			3105/101/561000
7	☐	09/29/2021	AMZN MKTP US*2C9YN15Q0	65.00	USD	65.00	USD	Staged			3105/101/561000

☑ Select All ☐ Clear All Stage Verify Approve

Search Notify Approver(s) Split Line Distribution Template

Save Refresh

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Anticipated Benefits of the Purchasing Card Module

- Daily reconciliation – shorter timeframe between date of purchase and posting to WISER
- Ability for cardholders to allocate funding
- Electronic approvals
- Central access to supporting documentation
- No more edit deadlines!
- Automated reminders

Additional Upcoming Changes

- Unique Account ID
- Eliminating current hierarchy and assigning cardholders to site managers via default Department ID
- No longer 1:1 relationship between cardholder and site manager
- Changes to current application (behind the scenes)
- Changes to Site Manager Form and request process
- More accessible training
- No longer need cardholder/site manager calendars
- Ability to monitor timeliness of reconciliation

Timeliness of Reconciliation

- **UW3013 – Purchasing Card Policy** will be updated to note:

  Purchasing cardholders and site managers must reconcile purchasing card transactions within 30 days of the transaction posting date.

- If a transaction is not fully approved after 30 days, it will be "System-Closed" and posted to WISER.
- Will be tracked internally and treated as non-compliance.
- Cardholders and site managers will be required to complete a "Post-System-Close" reconciliation

Financial Management Meeting

Training

- Online training will be available beginning October 15, 2021
- Includes annual refresher
- Separate courses for cardholders and site managers
- **Must complete by December 11, 2021 in order to remain eligible for the purchasing card program**

Timeline

15 Oct.

Online training available

November - December

Weekly online Q&A sessions available

11 Dec.

GO LIVE! (cardholders and site managers begin reconciling transactions posted 12/11/2021 or later in the Purchasing Card Module)

17 Dec.

Final edit deadline in Access Online for the 12/10/2021 billing period

Financial Management Meeting

Questions

Questions may be directed to meghann.grove@wisc.edu.

Upcoming Risk Management Training Modules

Jeff Karcher
Office of Risk Management
Division of Business Services

Financial Management Meeting

FYI - Office of Risk Management Upcoming Training Modules

- Risk Management Training Modules available by March 2022
  - Risk Management - Introduction (planned for December 2021)
  - Risk Management - Property Protection Overview
  - Risk Management - Liability Overview
  - Risk Management - School/College/Division Financial Overview
  - Worker's Compensation: training currently offered directly with various groups. TBD on other general sessions.
- Will offer the sessions remotely for now via MS TEAMS.
- Once ready, will send out further details and registration information.

Other topics/questions?

Thank you for joining!

Next Meeting Date:

Tuesday, December 14, 2021