Agenda

• Introductions
• Hot Topics, Policy & Procedures, FAQ, Open Questions for each area
  – Cashiers (Brian) -WISDM (Jean)
  – Budget (Katie & Sara)
  – Purchasing (Lew)
  – Capital Equipment (Susie)
  – Accounts Payable/Grants (Margaret)
  – General Ledger (Jean)
  – Travel (Jean)
Cashier’s Office

• Calculate, bill, and collect Tuition and Fees
• Bill and collect Special Course Fees
• Deposit departmental funds
• Disburse student refunds
• Pursue delinquent accounts
Special Course Fees

• Special Course Fee (SCF) information and application can be found at: http://www.uwplatt.edu/academics/coursefee/

• Special Course Fees are defined as charges in addition to the regular instructional fee, segregated fee and tuition. (Materials, field trips, supplementary textbooks, etc. Not to be used for funding salaries)
SCF’s Continued

• SCF’s are reviewed for compliance, sent to the Provost Office for approval, then to the Cashier’s Office for posting to students’ accounts.

• SCF’s are applied to student accounts:
  – Direct Billed
  – Individual Billed
  – Varying out-of-pocket expenses
What can special course fees be used for?

A. To supplement salaries
B. To substitute for adequate regular budget
C. For materials that result in a tangible product that is retained by the student
• Deposit slips can be found at: www.uwplatt.edu/business/forms.html
• Departments must deposit fees within 4 days of receipt [State statute requirement Sec 20.906]
• Post deposit to the correct department, managers can view in WISDM
• Email receipts to department
• PASS revenue is distributed one to two days after being received and is viewable in WISDM.
• Revenue is distributed daily for more timely use. (was semi-monthly in the past)
• Managers should monitor accounts throughout the fiscal year.
Hot Topics

• Carryover Process for FY14
  – Awaiting Vice Chancellor Cramer’s Approval

• FY2013-14 Budget Reductions
  – Joint Committee on Finance actions taken have put UW-Platteville’s anticipated closing balance for FY2017-18 at negative $12.2 million versus the positive $2.0 million closing balance goal.
  – Reduction amounts by division were included in a Financial Management Memo sent on June 20, 2013.
New Policies/Procedures

• Budget Management Principles on Web
  – http://www3.uwplatt.edu/budget/budget-policies

• New Budget Timeline
  – Offers more clarity to departments regarding the budgeting process
Overview:

• Swim-lane flow chart to outline who is responsible for action items and when they are due.
  – [http://www3.uwplatt.edu/files/budget/Budget%20Timeline-2013.05.06.pdf](http://www3.uwplatt.edu/files/budget/Budget%20Timeline-2013.05.06.pdf)

• Budget instructions will be sent out by September 15, 2013.

• Non-Position requests will be due for upcoming year, Position requests will be for 2 years out.

• Each division has flexibility to determine their own process to come up with additional funding requests.
**Question:** My fund 102 account is over budget but I have funds remaining in my TSI account (Fund 131). What should I do?

A. Submit a budget transfer request to transfer budget from TSI to Fund 102.
B. Submit a general ledger transfer request to move some expenses from Fund 102 to TSI.
C. Nothing. The budget office won’t care if I’m over budget!
• How do I look up my budget in WISDM?
• Do all accounts look the same?
• How do I know what I will be charged for fringes?

• Questions?
• Competition. With limited exceptions, state law provides that agencies will award contracts to the lowest responsible bidder.

• Competition brings lower prices and higher quality goods and services

• Purchasing authority is delegated from the Dept of Administration to UW System to UW Platteville.

• All monies, whether from student activity fees, lab fees, private gifts or grants, federal and state grants etc. are considered state funds and all purchasing regulations apply
Contracts

• Statewide contracts: managed by the State Bureau of Procurement (DOA), most are mandatory, provide goods and services commonly purchased by all State agencies

• Agency Contracts – UW System – UW Madison – UW Platteville
• Orders Under $5,000
  – Best judgment
  – Best interest of the University
  – P-card most efficient
Procurement Process

- Orders $5,000 - $50,000 (simplified bidding)
  - Requires three competitive quotes
  - Prices can be obtained from: Catalogs, internet, phone
Procurement Process

• Orders $50,000+

  Require an Official Sealed Bid or Request for Proposal

  – Request for Bid (RFB)
    • Clear specifications
    • Must not restrict competition or limit number of bidders
    • Awarded to lowest bidder meeting specs
    • 1 – 3 month process
Procurement Process

-Request for Proposal

• Award cannot be made strictly on specs or price
• Vendors given opportunity to *propose* how they would provide a product or service
• Price is a major consideration
• Evaluation committee makes decision
• 6 month to 2 year process
Procurement Process

• Sole Source Waiver (Used in Rare Occasions)
  – Unique or Proprietary product available from one source
  – Grant monies (special considerations & requirements)
  – Public emergency
  – May require Governor’s signature
Purchase Orders

- Low Dollar Purchase Orders
- General Purchase Orders
- Blanket Purchase Orders
P-Card

• Used for purchases under $5,000
• No personal liability
• Multiple cards per department
• Eliminate PO’s under $1,000, eventually $5,000
• Saves time, less opportunity for mistakes, less paper, Saves money
• 2% Rebate
Is a p-card dedicated to a Department or Individual?

A. Department
B. Individual
• MBE – State attempts to purchase 5% from minority owned businesses
• Reciprocity-No in state preference, treats vendors based on their home state laws
• Ineligible Vendors – prohibited from doing business with vendors that do not collect and remit sales tax to the state.
• Meals & Events Form
Misconceptions

• Avoid the purchasing department as long as possible
• If another campus can buy it we can too
• State has preferred vendor list
• Bidding is a waste of time
• $100 automatic waiver
Capital Equipment

Susie Rowe Contact for Capital Equipment

New Capital Equipment

- “Capital Equipment” is any single asset with an acquisition cost of $5,000 & has a useful life of at least 2 years
- Capital Equipment also includes certain component parts that comprise a single asset
- All new Capital Equipment has to be tagged and inventoried
- All equipment donations with a current value determined by the donor $5,000 are also capitalized as a donation
• ID tags are issued through central receiving when new equipment arrives on campus along with the capital addition inventory form (green color)

• Sometimes new equipment is delivered directly to a department. The department (usually person on PO) contacts central stores 342-1144 to received an ID tag and capital addition form (green color) for the new capital equipment.

• Department completes the capital addition form and sends it to Susie. Department also affixes ID tag to new capital equipment asset in a visible location if possible.
Moving Capital Equipment from one room or building to another

Complete UW-Platteville Capital Inventory Update form at:
http://www.uwplatt.edu/inventory/forms/updatefm.html
and press submit. Email comes to Susie

Deleting Capital Equipment

Complete UW-Platteville capital inventory deletion form at:
http://www.uwplatt.edu/inventory/forms/deletefm.html
and press submit. Email comes to Susie
Inventory ID Tag Void or Replacement

Complete UW-Platteville Capital Inventory Tag Void form at:
http://www.uwplatt.edu/inventory/forms/voidfm.html and press submit. Email comes to Susie

Susie issues the replacement ID tags not central receiving
Capital Equipment Inventory

• UW-System requires a physical capital equipment inventory be done every two years

• UW-Platteville does the academic departments one year and the administrative departments the following year

• Departments are required to find and confirm that the capital equipment assets are still in their possession or explain what happened. Completed inventory lists go back to Susie.

• UW-Platteville’s auditor sends a student to meet with departments to visually verify the capital equipment assets

• Federal regulations require visual verification of assets and UW-System & Legislative Audit Bureau (LAB) follow this requirement

• Accurate capital equipment inventory is important for insurance purposes for claims due to floods, theft, fire, etc
New Website

• Currently working on New Website:
  Capital Equipment Inventory

Contact person & any questions:

  Susie Rowe
  rowes@uwplatt.edu
  608-342-6171
  2400 Ullsvik Hall
New capital equipment is delivered directly to your department from the vendor. The vendor sets up the equipment and it ready for you to use. Is there anything else that needs to be done?

A. Just use the new equipment
B. No
C. Contact central receiving to receive an ID tag and capital addition form
Contact central receiving to receive an ID tag and capital addition form

The department (usually person on PO) contacts central receiving at 342-1144 to receive an ID tag and capital addition form (green color) for the new capital equipment. Department completes the form and sends it to Susie. Department affixes ID tag to the new capital equipment asset in a visible location if possible.
Accounts Payable

• INVOICES RECEIVED THROUGH MAIL OR EMAIL FROM THE VENDOR

• Any invoice received through the mail or through email will be paid as a net 7. This is done so an invoice can be approved or rejected for payment.

• The invoice is entered in the SFS system and sent through Webnow to the individual assigned to view the invoices for the account. The individual assigned to review the invoices will receive an email notification that an invoice is in the queue and needs to be reviewed.
The Webnow Manual provides details on how to approve or reject the invoice. **If no action is taken the invoice will automatically be paid in seven days.**

Below is the link to the Webnow Manual:

• **When you are reviewing invoices in Webnow do not put an invoice on hold!** If you put an invoice on hold accounts payable does not receive notification and the payment is not stopped.

If you do not want an invoice paid, or the invoice needs to be paid from a different account or purchase order, reject the invoice. Then send accounts payable an email explaining why the invoice is not to be paid as submitted.
• **INVOICES RECEIVED THROUGH CAMPUS MAIL:**

When sending an invoice through campus mail for payment the following steps need to be taken:

Invoice needs to be signed and dated by an authorized individual. (If the signature is not legible, please also print the name). If a purchase order is to be used write the number of the purchase order, and if the purchase order has more than one line also lists what line is to be used for payment.
• The following forms can be found on the financial services website in the forms sections under Accounts Payable:

• **Employee Reimbursement Claim Form**

  This form is used when an employee has purchased an item themselves and is to be reimbursed. The individual will not be reimbursed for any sales tax they have paid. This method of purchasing should only be used when circumstances do not allow standard methods of purchasing to be used.
• **Explanation of Prizes, Awards or Gifts**

Policy F46, provides the rules and guidelines of giving prizes, awards or gifts. It is important to review this policy before purchasing a prize, award or gift. Before purchasing and or advertising a prize you must receive approval, complete the “Explanation of Prizes, Awards or Gifts form and submit to the Controller for approval.

• **Good Faith Dispute or Improper Invoice**

This form must be completed when there is a dispute regarding services or materials, or an improper invoice. When the issue is a Good Faith Dispute the vendor must receive notification within 30 days of receipt of invoice. When the issue is an improper invoice the vendor must be notified within 10 working days of receipt of the invoice. These time lines are Wisconsin Laws and must be followed. Contact the accounts payable office immediately when you have an issue with an invoice to determine if this form should be completed. This notice stops interest from accruing. Interest paid out is covered by agency budget and reported to the legislature.
Accounts Payable

• **Payment to Individual Report (PIR)**
  Prompt completion of this form is encouraged after services have been completed. The payment to individual report with a W-9 form attached are to be submitted to the Payroll Department to determine if the individual is on payroll. The payroll department will process payment when they have determined the individual is on UW System payroll. They will send all other PIR forms to the Accounts Payable Department for payment processing. If individual marks they are not a U.S. Resident contact the Accounts Payable Department for assistance in determining additional documentation that will be needed to process the payment.

• **Request for Refund**
  When a refund is needed complete the Request for Refund form and send to the Accounts Payable Department.
• **Payments to Non Resident Aliens**

The procedures for payments to Non Resident Aliens (NRA) vary depending on the country the individual is from. Following is the link to the Tax Policy Page that provides guidelines for these payments:

http://www.bussvc.wisc.edu/acct/policy/tax/taxpro.html

Please work with the accounts payable department when contracting a NRA to ensure proper forms are on file. **Payment will not be made if required documentation is not received.**
If you receive an invoice and there is an item listed that you did not receive how should you proceed?

A. Call company and ask them to issue a corrected invoice.

B. Wait to see if the company realizes the invoice is correct and issues a credit.

C. Complete a Notice of Good Faith Dispute/Improper Invoice Form, or ask Accounts Payable Department to complete the form for you.

D. You wait to send the invoice to the Accounts Payable Department until you have corrected the problem.
Grants

- Grants
- 102 and 104 – System and Internal Grants
- 133 Private Grants
- 144 Federal Grants
- 233 Gifts

Grant request must be submitted through the “Office of Sponsored Programs”. This is University Policy and any grants applied for with out going through Sponsored Programs are not authorized.
Grants

• Before the grant application is submitted a transmittal form needs to be submitted. This form is signed by the Principal Investigator/Project Director, Department Chair, College Dean, Office of Sponsored Programs Director, and Provost/Vice Chancellor or Designee.

• Information is provided on the form to indicate if there is any cash match required with the grant. If there is cash match required the form must list what account will fund the match.

• Information on the form indicates if the award allows for indirects. If the award does not allow for indirects or full indirects a statement is written justifying the value of the award to the campus.
• **Indirect Cost Rates**

The Federal Department of Health and Human Services has approved UW-Platteville’s facilities and administrative costs rate for July 1, 2012 through June 30, 2016 utilizing the modified total direct cost methodology.

"Indirect costs" include the Facilities & Administrative costs such as building maintenance and utilities. UW-Platteville's indirect costs are modified total direct. Modified Total Direct Costs (MTDC) are based on all salary, fringe, supplies, services, travel, and subgrants/subcontracts up to $25,000. Capital expenditures, equipment >$5,000, charges for patient care and tuition remission, rental costs, scholarships, and fellowships as well as the portion of each subgrant/subcontract amounts over the initial $25,000 are excluded from the indirect charge. When indirect costs are charged they will be calculated using UW-Platteville's federally negotiated and approved indirect costs rates.
• UW Platteville’s Indirects Rates are as follows:

  On-Site  40% of Modified Total Direct

  Off-Site  12% of Modified Total Direct
Grants

• Fringe Benefits Rates are reviewed annually and any change to the rates are effective 7/1 – 6/30

• 7/1/2013 – 6/30/2014 Fringe Benefit Rates

  • Faculty & Academic Staff  28.00%
  • Classified Staff           57.00%
  • LTE                       17.00%
  • Project, Teaching & Research Assistants  8.00%
  • Research Associates & Interns      17.00%
  • Ad Hoc Specialist & Undergraduate  8.00%
  • Student Hourly             5.00%
When should you contact the Office of Sponsored Programs regarding grant submissions?

A. After you receive notification that the grant was awarded
B. After you submit the grant proposal
C. Once it has been determined that you will apply for the grant
• Following is a list of web sites that may assist you with grant information:

• **National Science Foundation**:  

• **Omb Circular A-21**  
  Principles for determining applicable costs to grants and other agreements with educational institutions.

• **Omb Circular A-133**  
  Guidance to/from Federal agencies for establishing uniform audit requirements.
• **USDA – United States Department of Agriculture / Agriculture Research Services**
  

• **Government Printing Office (GPO)**

  The core mission of *Keeping America Informed*, dated to 1813 when Congress determined to make information regarding the work of the three branches of Government available to all Americans. The U.S Government Printing Office (GPO) provides publishing and dissemination services for the official and authentic government publications to Congress, Federal agencies, Federal depository libraries, and the American public.

  [http://www.gpo.gov/about/](http://www.gpo.gov/about/)
Approximately how many accounts are represented in the GL?

A. 500  
B. 850  
C. 1450  
D. 1200
• Overview
  – Holds all financial transactions
  – A/P system passes payment information to GL
  – Purchasing passes encumbrance information to GL
  – Payroll passes salary payment and encumbrance information to GL
• GL Transfers
  – GL journals generated to:
    • Move expenses & revenue
    • Chargebacks
    • Distribute charges (Registrations, P-card exp)
    • Move revenue between departmental accounts
    • Distribute insurance premiums & license fees
• Other functions of the General Ledger
  – Recording of debits and credits that are posted at the bank
    • NSF Checks
    • ACH funds from many sources including international students tuition payments
    • Credit card debits and credits for many areas on campus. We have 13 areas on campus that take credit card payments.
– Distribution of receipts from the Cashiers Office

  • After receipting is done by Cashiers the GL office goes into QuickBooks and pulls the receipts for the day. It is brought over on an excel spreadsheet

  • Added to the spreadsheet are the Auxiliary Services daily receipts and the Box Office receipts along with bank debits and credits for the day

  • This combination of daily receipts is posted on a GL journal daily and all backup is scanned and appended to the journal in ImageNow.
What is a Direct Retro?

A. Payment to vendor
B. Salary transfer
C. Supply transfer between accounts
D. Direct charge for services
– Direct Retros are generated utilizing the HRS system.
– There is a form to request Direct Retros.
– Inter-unit Journals-used in place of writing checks to other Universities in UW System
  • These are received from other Universities in UW System by UW-Platteville
  • They are used to pay other Universities in the System
- Scanning to ImageNow
  • Travel Expense Reports to be paid (to A/P)
  • GL journals
  • Inter-unit journals
  • P-card journals

- Organization Accounts
  - 70 Accounts
  - Recognized Student Organizations
How many travel expense reports were processed in FY2012-13?

A. 1050  
B. 2992  
C. 5034  
D. 3343
• Travel Expense Report- 60 day deadline
  – Group TER (SUFAC meal & lodging per diems)
  – Individual TER (Navigation and tips on use)
  – New Enhanced TER coming

• Travel Log
  – Used for multiple trips (recruiters, supervisors of student teachers, students in Senior Design)
  – Used by interview candidates
  – Used for international travel for daily travel itemization
• Travel Updates
  – Travel Management Operations Committee (TMOC)
    • Review travel policies and procedures
    • Mission to increase meal & lodging rates to bring in line w/actual costs
    • To increase reimbursement rates must find savings elsewhere
– New travel policy “Purchase & Payment of Business Air Travel”

• Requires all airline reservations be made through one vendor (Fox World Travel)

• All information and reservation system in one place

• The new contract will be in place August 1st

• The new website will be password protected, will be called UW Travel WIsse and will include all information on travel procedures. It will provide guides such as Traveler’s Reference Guide & Visitors Guide and Guides for setting up a travel assistant/arranger & Concur Info
– Concur is the booking tool for Fox World Travel
  • All new registrations will be approved by UW-System
  • Each traveler will be required to create a profile
  • New process in creating a profile
    – Accounts will be assigned a campus Travel P-card # in place of the personal liability credit card that was previously required
    – At the time of booking it will be necessary to generate a Direct Charge of Airfare form plus documentation within one week of booking and send it to the Travel Office. The Travel Office will match the forms to the bimonthly billing, pay the bill and distribute the airfare charges to the appropriate accounts.
Concur allows for booking of car rental and will incorporate our booking code from the Big10 car rental contract.

Concur allows for booking hotel rooms and assuring tax exempt status whenever possible.

- You must continue to book hotel rooms within the max because no changes in lodging max are available yet.
- Fed Rooms program will be available a little later and will provide rooms within the out-of-state maximums.
- Fed Rooms will not necessarily help with in-state lodging and you are not required to book lodging in Concur.
– Meal maximums increased - TER is being updated
  • In-state max= $8/breakfast, $10/lunch, $20/dinner
  • Out-state max= $10/breakfast, $15/lunch, $25/dinner
– Car rental information
  • Payment for gas included in car rental bill isn’t reimbursable
  • Prepaid fuel option should not be taken
– Fox World Travel de-activated some profiles (30)
  • To get your profile re-activated contact the Travel Office
  • Get your profile completed before migration Aug. 1
• Search & Screen/Interview Candidates
  – The candidates are screened and those selected are invited to interview
  – Prior to the interview
    • Candidate should be sent a travel log
    • Candidate should be sent a Visitor’s Guide
  – After the interview
    • Candidate should have filled out the travel log and added all expenses including those in route home and should attach detailed receipts except for meals. Dept will generate a TER and attach the log form
- Car Rental for interview candidate
  
  • If possible the department should reserve a vehicle using our Big 10 contract vendor
  
  • Department should make it clear they are just reserving the vehicle and the traveler is to sign for and pay for the rental car and that under no circumstance should they bill the University directly
  
  • Significant savings because of our discount and insurance included
  
  • Should instruct candidate to return car with a full tank of gas
  
  • The form “Request For Authorization To Reimburse Applicant for Interview Expenses” has been discontinued however, the TER for the candidate must have the signature of the Dean or Division head in order to be processed.
Moving Expenses

There is now a standard form if any moving expenses are to be reimbursed. This form is filled out and signed by the Dept. chair & the Vice Chancellor of Admin. Svcs. The “Relocation/Temporary Lodging Expense Pre-Approval Form” copy is sent to the candidate and the Travel Office.

Moving expenses have 3 categories. Direct costs of a move, incidental costs, and temporary lodging. After the move the candidate submits a TER.
• Overview
• Setup Options
• Summary Page
• Tips/tricks to Use of WISDM
  – Pick Custom Columns
  – Ordering columns
  – View As
  – On detail page you can sort columns
• Reports
  – Department
    • Search
    • Rollup
  – Project
  – AP/PO
    • PO Search
    • Encumbrances
    • Voucher#
    • Vendor
– Payroll
  • Encumbrance Search
  • Salary/Fringe Search

– Other
  • Journal Search
  • Transaction Search
  • Custom Search
  • Create a Custom Search

– Tools
  • Budget Control Report
  • Project Budget Control Report
Questions/Comments