CONTROLLER

Cathy Riedl-Farrey  
608.342.1435

Financial Services requests items being sent to any of the offices in the Financial Services areas include the following information: printed name of person sending the item, phone number, and department number.

Financial Services consists of nine departments, 22 staff members, and several students in three locations—Brigham Hall, Doudna Hall, and Ullsvik Hall. The departments include Accounts Payable, Budget, Cashier’s Office, Controller, Foundation Accounting, General Ledger, Grant Accounting, Textbook Center, and Travel.

We have recently completed several ImageNow technology projects to be more electronic and efficient in our processing. These projects included the purchase requisition process, Foundation Fund Transaction Request Form, General Ledger Transfer Request Form, and Refund Request Form. This year, we will continue with the Direct Charge of Airfare Form and Student Organization Form.

TRAINING

If there is any training you would like Financial Services to conduct, please let us know by contacting Cathy Riedl-Farrey at riedlfac@uwplatt.edu. One-on-one or departmental WISDM trainings can be scheduled through the budget office by emailing budget@uwplatt.edu.

POLICIES AND FORMS

All Financial Services forms can be found at www.uwplatt.edu/financial/forms.

Most Financial Services policies can be found at www.uwplatt.edu/financial/resources. Check out each departmental website for further policies.

Several new policies were published or updated in 2016.

- Backfill Policy
- Balance and Carryover Policy
- Cost Transfer Policy
- Event Invoicing Policy
- Gifts-in-kind Given to the University
- Monthly Department Review Checklist
- Purchased Clothing
- Terms and Definitions

If you have any questions regarding any policy or form, please contact us.

FINANCIAL SERVICES IMPORTANT CUT OFF DATES

ACCOUNTS PAYABLE

Wednesday, June 21
All invoices due

PURCHASING

Monday, April 3
$50,000 and above (not on contract)

Friday, May 12
Cut-off date to encumber funds via a purchase order

Friday, June 30
Last P-card cycle ends

GENERAL LEDGER/TRAVEL

Wednesday, June 14
Chargebacks

Friday, June 16
Direct charge of airfare
General ledger transfers

Wednesday, June 21
Travel expense reports

Friday, July 7
Direct retros/payroll transfers

FOUNDATION ACCOUNTING

Thursday, June 15
Year-end for submitting FTRs to the Foundation

CASHIER’S OFFICE

Tuesday, June 20
Refund checks; year-end carryover to be determined

Wednesday, June 21
Transaction processing

Dates are tentative in accordance with UW System cut-off dates.

The vision of the University of Wisconsin-Platteville Financial Services department is to provide prompt, friendly, and caring service to each and every individual in the conduct of our business functions. In addition, we seek to make our offices great places to work and encourage our staff to be the best they can be and to advance in their careers.
Hiring a Speaker, Guest Lecturer, Entertainer, or Group

Using Campus Programming and Relations for hiring a speaker, guest lecturer, or entertainer is required.

Before taking any action you need to review UW-Platteville Negotiation and Contract Guidelines and follow the steps outlined. These guidelines need to be followed for several reasons. Remember, verbal contracts are binding in Wisconsin and only a few individuals on campus are UW-Platteville contracting agents. Even when a low dollar payment is being made, a UW-Platteville letter of agreement needs to be in place, and a copy of a W-9 is needed before payment can be made. These are items that CPR will assist you with.

Visit the UW-Platteville home page under “C” for contract. The UW-Platteville Negotiation and Contract Guideline information will assist in making your event, speaker, or performance a success while getting your presenter paid on time. The link necessary for use in all contracted events is located on the bottom of the page following the step-by-step process. (Please note the need to begin six weeks prior to the event for process completion.)

If you realize you have not contacted CPR, and the event is happening within less than six weeks, you still need to contact them.

Contracts, payment to individual reports, or letters of agreement, coupled with technical specifics and riders, space needs, publicity, and promotion can be overwhelming. There is no such thing as a one-size-fits-all contract process. CPR can adjust this process to meet your specific needs. If you have any questions, please contact them at cpr@uwplatt.edu.

State of Wisconsin purchasing authority and Board of Regent contract signing authority are very explicit regarding who has legal authority to sign contracts at UW-Platteville on behalf of the board. These are identified under Delegation of Authority on our website.

Individuals in positions that are not explicitly listed under the delegations do not have the legal authority to sign contracts or other agreements including “click-throughs” on behalf of the university and board. Individuals in positions that are listed have the legal authority to sign contracts up to the amounts noted.
VIEWABLE TRANSACTIONS IN WISDM

As of Jan. 1, 2015, we have added the capability of viewing invoices and general ledger transfers paid through WISDM by following these steps:

1. Log in to WISDM. On the top left of the main screen there is a drop down menu titled Main Menu, navigate to Departments then click Search.

2. The search page will appear like the image to the left. Enter the department number in the Dept. field then hit submit.

3. Click on the total expense line—this will show a list of all expense items listed for the account.
1. Click on any voucher number entered on or after Jan. 2, 2015. The number is displayed in blue. By clicking on the voucher number the voucher detail screen will come up.

2. In the upper right hand corner, there is an Associated Documents section with a PDF file in blue underneath with the voucher number. Click on the number to view a copy of the invoice in PDF format.

1. Click on a GL Journal ID. Any transfer journals will start with H.

2. In the upper right hand corner, there is an Associated Documents section with a PDF file in blue underneath with the journal number. If you click on the journal, a copy of the general ledger transfer request and supporting document will be available to view.
BUDGET MODEL

The transition to the Budget Model has been extended by one year, moving the implementation date from July 1, 2017, to July 1, 2018. Extending the implementation date:

- Enables the committees to continue to develop additional capacity for making recommendations on the 2018–19 budget.
- Reduces the institutional stress from the departure of Rob Cramer and upcoming departure of Provost Liz Throop, which will give the interim chief business officer and provost time to become familiar with the model.
- Provides time for additional training and preparation.

For more information, visit Budget Model.

WISDM USER MANUAL

WISDM is a web-based financial reporting system used by our campus. It is a financial data warehouse of all accounting transactions and is part of a Shared Financial System. Transactions in SFS are uploaded to WISDM nightly. A WISDM manual is available for assistance.

If you need additional help with WISDM, one-on-one or departmental WISDM trainings can be scheduled through the budget office by emailing budget@uwplatt.edu.

YEAR END CARRYOVER

The Balance and Carryover Policy has been updated. Please review the document to see what has been revised.

NEW EMPLOYEE

The budget office is pleased to welcome Lori Melby as a new addition to the Budget Office team. She previously worked at Upland Hills Health as a fiscal specialist and brings with her a wealth of knowledge.

CASHIER’S OFFICE

STAFF

<table>
<thead>
<tr>
<th>Name</th>
<th>Phone</th>
</tr>
</thead>
<tbody>
<tr>
<td>Yvette Updike</td>
<td>608.342.1107</td>
</tr>
<tr>
<td>Eddie Johnson Jr.</td>
<td>608.342.1212</td>
</tr>
<tr>
<td>Carol Disch</td>
<td>608.342.5151</td>
</tr>
<tr>
<td>Kathy Elskamp</td>
<td>608.342.5150</td>
</tr>
<tr>
<td>Joyce Seng</td>
<td>608.342.5150</td>
</tr>
<tr>
<td>Jody Thill-Koeller</td>
<td>608.342.5150</td>
</tr>
</tbody>
</table>

STUDENT WORKERS

<table>
<thead>
<tr>
<th>Name</th>
<th>Major</th>
<th>Anticipated Graduation</th>
<th>Home State</th>
</tr>
</thead>
<tbody>
<tr>
<td>Rebecca Brehm</td>
<td>Accounting/Finance</td>
<td>Aug. 2017</td>
<td>Wisconsin</td>
</tr>
<tr>
<td>Katherine Murphy</td>
<td>Business Administration</td>
<td>Aug. 2017</td>
<td>Illinois</td>
</tr>
<tr>
<td>Whitney Winkers</td>
<td>Business Administration</td>
<td>May 2020</td>
<td>Wisconsin</td>
</tr>
</tbody>
</table>

2017 YEAR END NOTICE TO DEPARTMENTS

For the Cashier’s Office to get all transactions processed before the end of the year, we need to stop processing transactions at the end of the day on Wednesday, June 21. This means that after June 21 there should be no financial activity in PeopleSoft. This includes payments, charges, transfers, enrollment deposits, application fees, financial aid, etc. Do not calculate tuition on any accounts or run group posts. Also, there will be no refunds or refund advances during this time. The last run of refunds will be Tuesday, June 20. Refunding will resume Wednesday, July 5. All other activity can be resumed as normal on Saturday, July 1. Contact Yvette Updike with questions at 608.342.1107 or updikey@uwplatt.edu.

E-CHECKS LEAD THE WAY IN ONLINE PAYMENT METHODS

E-check is both the leading form, and the fastest growing form of online payment at UW-Platteville. E-check is convenient and free to the payer simply requiring the payer’s bank routing number and bank account number. E-checks post to PASS using an automated process, requiring less labor in the office. It also helps efforts to use less paper and support sustainability efforts at UW-Platteville. Go online and see page 5 for e-check instructions.

We also accept credit and debit cards online, both carry a 2.5 percent fee. Cash and checks are accepted at the Cashier’s Office, Room 236, Brigham Hall.
FUND TRANSACTION REQUEST

A new and improved Fund Transaction Request process went live in November 2016. The traditional pink form became electronic. This eliminates the need for manually routing documents through campus mail. It starts with an online FTR form and scanned backups to be delivered through ImageNow to approvers and eventually to the Foundation office. This process has sped up reimbursements as well as saving on paper, filing space, reducing potential errors, and making Foundation reports more timely and accurate. [FTR Instructions]

STUDENT ORGANIZATION ON-CAMPUS AGENCY ACCOUNT

Agency accounts are set up for the convenience of student organizations, so they do not have to maintain off-campus bank accounts for their organizations, as well as provide continuity from year to year. All fully approved student organizations are eligible to open an on-campus Agency Account which is an alternative to an off-campus bank account. Financial Services will deposit funds, process payments if sufficient funds exist, and provide monthly reporting. Also, an agency account does not require a tax identification number from the Internal Revenue Service.

To open an on-campus account: either the advisor or an officer of the student organization should contact the General Ledger office, 236 Brigham Hall. The General Ledger office will assist with opening the account. A Student Organization Account Signup Form must be completed prior to opening an account.

Deposits to on-campus student organization agency accounts are made at the Cashier’s Office, 236 Brigham Hall. A deposit ticket must be included with all deposits given to the Cashier’s Office.

Checks for on-campus student organization agency accounts are issued through the Accounts Payable office, 2206 Ullsvik Hall. The Check Request Form must be completed and given to the Accounts Payable office. The Check Request Forms must have documentation included. The Accounts Payable office is working with ITS to streamline the Check Request Form by making this electronic. Be watching for more updates in the future.
CHART OF ACCOUNTS
Due to a security risk with our Chart of Accounts, the file has been authenticated and will require you to sign in to view the document—select the orange button on the General Ledger website, to do so. The Chart of Accounts button can be found on the General Ledger website. If there are any changes please email generalledger@uwplatt.edu along with account manager approval.

GENERAL LEDGER TRANSFERS IN PERCEPTIVE CONTENT
On Feb. 1, the process for submitting GL Transfer forms changed. Submissions for all GL Transfer forms are now submitted online using a web form. To watch the video of how to complete the online GL Transfer visit the General Ledger webpage.

Fiscal Year Transfer
Please look over accounts before year end as transfers CANNOT be processed between years. If a transfer is needed have the General Ledger Transfer form to the General Ledger office before Friday, June 17.

COST TRANSFER POLICY—EFFECTIVE APRIL 2016
The purpose of the policy is to define the appropriate uses of a transfer, define the roles and responsibilities of the account manager and the authorized signer, and achieve a timeline for transfers between accounts to be accomplished. Transfers need to be completed within 90 days of the journal date in WISDM. Timeliness of general ledger, grant, or Foundation transfers are necessary so current account balance information is available in WISDM.

EMPLOYEE REIMBURSEMENT
The Employee Reimbursement Claim Form is moving to E-reimbursement for electronic approvals and payment. If the form is being used to reimburse a student, a non-employee set-up form will need to be submitted to the Purchasing office before the E-reimbursement form can be submitted.

Employee Reimbursement Claim paper forms will not be accepted after March 1. Any questions should be directed to the Travel office at 608.342.1346 or Accounts Payable at 608.342.1162.

STAFF
Bobbie Post
608.342.5052
Carissa Menke
608.342.5154

STUDENT WORKERS
Michael Lau
Major: Accounting
Anticipated Graduation: December 2017
Home State: Wisconsin
Frida Gonzalez
Majors: Biology, Chemistry, and Forensic Investigation
Anticipated Graduation: May 2020
Home State: Illinois

TENTATIVE YEAR END CUT-OFF DATES
Dates are tentative in accordance with UW System cut-off dates.

June
Thursday, June 15
Chargebacks*
Friday, June 16
Direct charge of airfare
General ledger transfers
*See Chargeback Policy

July
Wednesday, June 21
Invoices due to Accounts Payable
Travel expense reports
Friday, July 7
Direct retros/payroll transfers
Purchasing Capital Equipment and Inventory

Orders Less than $5,000/Orders Over $5,000/Change-Close Order Requests

Orders that total less than $5,000 are considered best-judgment purchases. These requisitions will be accepted through June. (Orders that total less than $5,000 will be processed as Low Dollar Orders and will not be encumbered.) Any purchase order that requires funds to be encumbered (>=$5,000) in FY17 must be submitted by May 12. Any purchase order request to change an existing purchase order must be submitted by May 12. Purchase order requests over $5,000 must be received by May 12 for anticipated needs during June.

Orders $5,000 to $49,999

A Simplified Bid is required for these purchases. Departments are delegated authority to obtain their own competitive price quotes. Include with the purchase requisition a written bid tabulation showing prices from the last three vendors and copies of the quotes received. Simplified bid purchase requests must be received by May 12. Purchases over $50,000 (not on contract) require a sealed bid process. Generic specifications must be sent to the Purchasing office no later than April 3 to begin the sealed bid process.

Blanket Orders and Purchase Requests for FY18

Blanket orders and purchase requests for FY18 will be accepted in the Purchasing office starting May 1. All FY18 purchase requests will be processed in the order in which they were received and sent to the departments and vendors beginning July 1. Blanket purchase orders will not be processed for vendors that accept P-Cards (excluding special circumstances).

Please review blanket purchase orders for FY17 and adjust amounts for FY18 blankets accordingly. This will reduce the amount of encumbered department funds.

Year-End Cut-Off Dates for FY17

The state of Wisconsin’s fiscal year ends June 30. However, the cut-off date to encumber funds via a purchase order is May 12. Therefore, purchase requisitions must be received in the Purchasing office before the dates shown below if you want to encumber funds this year. Submit year-end requisitions as soon as possible so all orders can be processed before the deadline. Certain transactions will not encumber funds. You will need to plan ahead and make those types of purchases in a time frame allowing payment to be made in the current fiscal year. Purchases that do not encumber funds include, but are not limited to, local purchase orders, low dollar orders, Central Stores orders, and P-Card transactions.

Reminders for P-Card Holders

- All purchases made with a P-Card must be Wisconsin sales tax exempt; check receipts before leaving the store or approving online purchases.
- All P-Card statements with itemized receipts must be turned into the purchasing department two weeks after the end of the statement period. The last P-Card cycle for FY17 will end on June 30.
- The P-Card can be used for basically all university expenses with the exception of individual meals and entertainment. A copy of a conference/travel agenda must be included with the P-Card statement whenever the P-Card is used for travel.
Beginning May 1, purchasing will no longer process General Ledger transfers listed on the P-Card statement. We will allow cardholders to reallocate funds within US Bank rather than doing a GL transfer. The first step in this process is to set an account at US Bank, directions for setting up an account:

1. Go to https://access.usbank.com
2. Click Register Online
3. Enter Short Name: stwisc
4. Enter your Account Number and expiration dates
5. User ID’s must be 7 to 12 characters in length and can be alpha or numeric
6. Passwords must be 8 to 20 characters in length with at least one alpha and one numeric character
7. User Verification is used to authenticate your account if you forget your user ID or Password
8. When establishing your profile you must click “Additional Account” to enter more than one card
9. When entering information in self registration if any of the information is not valid the system returns an error message. You have three attempts to correct the information. If all three attempts fail, the account with incorrect information will be locked out from self registration. You will need to contact U.S. Bank Customer Service at 877.887.9260 to unlock your account.

Training will be held for the new process plus demo videos are available online.

The Capital Equipment and Inventory website has all the forms needed to make any changes under the “FORMS” tabs. There are forms to add or delete capital items and an “UPDATE” form to use if the equipment is moved to a different location (room or building).

Any questions on Capital Equipment and Inventory, please contact Lew Bettinger at bettingerl@uwplatt.edu or call 342.1221.

Capital Equipment and Inventory Information

Capital equipment has always been tagged with a capital ID tag number that is white and says “UW Platteville Capital.” Information Technology Services tags their assets. The ITS tag number is burnt orange and says “Property of UW-Platteville.” The equipment has not been capitalized in the UW Capital Inventory System until the white “UW Platteville Capital” ID tag is on the equipment. Some pieces of the equipment may end up with both of these ID tag numbers on one piece of equipment. To the left is an example of the two ID tag numbers.
**CHANGES IN TRAVEL POLICIES**

- The mileage rates are now following the federal rate of $.535 per mile. The turndown rate remains at $.352 per mile.
- Any expenses not fully submitted within 90 days of the return date of the trip are not reimbursable.
- Third party vendors such as hotels.com are not reimbursable.
- Fox World Travel/Concur should be used to book most hotels unless staying at a conference site and the conference rate is less.
  - Meals move to Meals and Incidentals Per Diem (Latin for per day); one day trip meals are $15 which is taxable to the employee.
  - For Lodging rates and Meals and Incidental Per Diem use the rate calculator at Lodging Maximums and M&IE Per Diem Allowance Calculation | UW TravelWise.

**DIRECT CHARGE OF AIRFARE**

When using the University Central Travel Card for airfare purchases, a direct charge of airfare form must be filled out. This should be approved by the account manager/additional signator and supervisor along with the itinerary attached. The completed form with attachments needs to be sent to the travel office within seven days of booking airfare.

**TAX EXEMPT CARD**

The travel office has laminated tax exempt cards available if you do not have one. These cards should be used for travel in Wisconsin and will save your department a significant amount of money. You can use the cards for meals and lodging.

**TOTAL EXPENSE REPORTS PROCESSED IN FY17 (JULY 1, 2016—FEB. 9, 2017): 1,620.**

**AUDITOR SEND BACKS: 397**

Some of the most common reasons for send backs are requested by traveler, conference documentation, mileage documentation, missing receipts, incorrect mileage rate claimed, and documentation is unviable. When attaching documentation do not use .png, as these are not viewable in all browsers.