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.

Financial Services consists of eight departments, 18 staff and several students in three locations – Brigham Hall, Doudna Hall, and Ullsvik Hall. The departments are accounts payable, budget, cashier’s office, controller, general ledger, grant accounting, textbook center, and travel.

**Technology projects**

We have completed the direct charge of airfare from ImageNow technology project in 2017 to be more electronic and efficient in our processing.

Financial Services has updated their QuickBooks version from an enterprise version to the online version at a savings of 67 percent over last year’s software license cost. In order to reduce the number of customizations within that software, we will be pursuing the move of the deposit ticket form to an ImageNow form and workflow in 2018.

The Shared Financial System will be upgrading to 9.2 in October 2018. Similar to the HRS and PASS upgrades, the SFS upgrade will provide a different look but very similar functionality. User testing and training will be conducted in the third quarter of 2018 with go live tentatively scheduled for October 5-9. During the October upgrade time, SFS will not be available for expense reports, so get those Travel Expense Reports in early.

**PCI compliance**

The UW System has contracted with CampusGuard to assist the campuses in maintaining the Payment Card Industry (PCI) compliance. Each department that accepts credit cards will be required to complete the annual self-assessment questionnaire (SAQ) within an online portal in 2018. More information will be shared with the impacted departments as we move through the implementation phase.

**Training**

Financial Services is in the process of developing a comprehensive Financial Planning and Management Training Series. Two modules are now available with more to come. Thank you to the Teaching and Technology Center for assisting with the training development. See all the training available at: [www.uwplatt.edu/financial/training](http://www.uwplatt.edu/financial/training)

During calendar year 2017, over 600 students and staff attended various Financial Services trainings. In fall 2017, over 350 staff completed the required credit card handling training. If there is any training you would like Financial Services to conduct or have feedback on the current training, 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**

Most Financial Services policies can be found at [www.uwplatt.edu/financial/resources](http://www.uwplatt.edu/financial/resources). Check out each departmental website for further policies. All Financial Services forms can be found at [www.uwplatt.edu/financial/forms](http://www.uwplatt.edu/financial/forms). If you have any questions regarding any policy or form, please contact us.

Several new policies were published or updated in 2017.

- Accountable Plan for Travel
- Balance and Carryover Policy
- Candidate Hosted Meal Policy
- Cash Handling Policy
- Change Fund Policy
- Cost Recovery Program Assessment
- Department Manager Manual
- Indirect Cost Recovery Revenue Distribution
- Non-Travel Related E-Reimbursement Procedures
- Purchasing Clothing
- Student Organization Procedures
- Terms and Definitions
- Time and Effort Policy
Accounts Payable / Grant Accounting

Using WebNow for approving invoices


General points to remember:

- Invoices received through mail or email from the vendor are paid in 10 days.
- Invoices are routed through WebNow to the individual assigned to review and approve. That individual will receive an email notification that an invoice is in the queue and needs to be reviewed.
- After an invoice is “routed forward” you will no longer have access to it. If you need a copy of the invoice, remember to print a paper or electronic copy before you select the “Route forward” button.
- Invoices left untouched in WebNow and not routed forward for payment, will automatically be paid after 10 days.
- To stop the automatic payment, select “A_Rejected Problem” > then “Route”. You must then call or email Accounts Payable alerting them to the rejected invoice and why the invoice is not to be paid.
- Never mark an invoice “on hold” or “pending”.

Disputing an invoice

If you have an invoice that you need to dispute, please use the Good Faith Dispute or Improper Invoice Form. Select the form under Accounts Payable at Financial Services Forms.

This form must be completed by the department when there is a dispute regarding services or materials, or an improper invoice.

According to Wisconsin law, a Good Faith Dispute notification must be received by the vendor within 30 days of receipt of the invoice. An improper invoice notification must be received by the vendor within 10 working days of the receipt of the invoice.

New procedure for 233 accounts

All 233 state accounts that are supported by foundation funds will receive a quarterly invoice if that account is operating at a deficit. This new procedure materialized from a recent audit by the Legislative Audit Bureau of foundation relationships. This new procedure will provide consistency, transparency, and timely reimbursement from affiliated entities.

Contact Lana Withrow with questions.

Grant accounting information

The Grants Accounting Office at the University of Wisconsin-Platteville provides post-award financial and accounting services for grants (federal, non-federal, private, and state), cooperative agreements, gifts, and contracts awarded to the university.

The grant accountant will work to maintain compliance with university policies and procedures, Code of Federal Regulations, and the terms and conditions established by the sponsoring agencies.

Below is a summary of provided services:

- Award and project ID set up in UW Shared Financial System
- Financial reporting
- Invoicing and collection
- Time and effort reporting
- Training and assistance to grant recipients

It is the policy of University of Wisconsin-Platteville that costs should be charged to the appropriate sponsored project when first incurred. There are circumstances in which it may be necessary to transfer expenditures to a sponsor project subsequent initial recording of the charge. Those transactions require monitoring for compliance with UW-Platteville policy, federal regulations, sponsor specific guidelines, and the costs principles that underlie fiscal activities on sponsored projects.

The Cost Transfer Policy can be accessed at Financial Services Resources. Reference Appendix A in the policy for grant transfer information. All transfers must be submitted within 90 calendar days from the date posted in WISDM or the fiscal year end deadline, whichever comes first.

FY18 YTD Awarded Grant Reporting

<table>
<thead>
<tr>
<th>Project Type</th>
<th>Amount</th>
<th># of Projects</th>
<th>% of Total</th>
</tr>
</thead>
<tbody>
<tr>
<td>Federal</td>
<td>$980,441</td>
<td>7</td>
<td>34.5%</td>
</tr>
<tr>
<td>Gift</td>
<td>$1,700,509</td>
<td>3</td>
<td>59.8%</td>
</tr>
<tr>
<td>Internal</td>
<td>$10,315</td>
<td>1</td>
<td>0.4%</td>
</tr>
<tr>
<td>Private</td>
<td>$106,205</td>
<td>11</td>
<td>3.7%</td>
</tr>
<tr>
<td>State</td>
<td>$47,908</td>
<td>3</td>
<td>1.7%</td>
</tr>
<tr>
<td><strong>Total</strong></td>
<td><strong>$2,845,378</strong></td>
<td><strong>23</strong></td>
<td></td>
</tr>
</tbody>
</table>

The report above shows the amounts awarded and not the actual receipts. Multi-year grants will appear in the year they are awarded.
Budget Office

STAFF
Sara Voigts
608.342.7163
Areas of focus: Athletics, Enrollment and Student Success, Auxiliary Units
Lori Molby
608.342.3948
Areas of focus: Colleges of BILSA, EMS, and LAE
Julie Rennert
608.342.3965
Areas of focus: Administrative Services, Office of the Chancellor, University Relations, Provost, Diversity and Inclusion

www.uwplatt.edu/
budget
budget@uwplatt.edu

Budget model
Over the last year, UW-Platteville engaged individuals from across the university to help plan and design our institution’s new budget model. This has not been a small effort and all of those contributions are greatly appreciated. We have yielded many benefits from the work and gained some insight on how the budget model can be best designed to achieve the two primary goals of the new budget model:

- Improved methods to decide on resource allocations
- Increased transparency related to how those resource allocation decisions are made

The remaining work will be broken into three phases across the next three years, with the first year being budget year 2018–19. Each phase will provide time to learn and build toward the ultimate budget model and goals.

More communication related to each of the phases and changes that will affect the departments and university will follow as we progress through the process.

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 is available online. Please review the document for information about carryover and balance reporting obligations.

Metrics
The Budget Office strives to post all budget transfers within seven days of receiving the request.

<table>
<thead>
<tr>
<th>Fiscal Year</th>
<th>Number of Budget Journals</th>
<th>Average number of days to post</th>
</tr>
</thead>
<tbody>
<tr>
<td>2014-15</td>
<td>244</td>
<td>1.99</td>
</tr>
<tr>
<td>2015-16</td>
<td>288</td>
<td>2.96</td>
</tr>
<tr>
<td>2016-17</td>
<td>285</td>
<td>4.02</td>
</tr>
<tr>
<td>2017-18 (YTD)</td>
<td>193</td>
<td>3.81</td>
</tr>
</tbody>
</table>

UW System budget planning and forecasting system
The University of Wisconsin System is in the process of replacing its current mainframe budget system with Oracle’s Planning and Budgeting Cloud Services (PBCS) solution. The new system will integrate with SFS, Compensation Administration Took (CAT), Planning Allocation System, and Source of Funds (SOF) system. The new system will allow institutions to budget not only expenses, but also revenue.

The first phase of the implementation will focus on the development of fiscal year 2020 (2019 - 20) annual budget without utilizing the current mainframe legacy budget system. This phase will be completed by December 2018. Future phases of the implementation will include multi-year budgeting, estimating actual expenditures, monitoring, forecasting, and reporting cash balances, tuition and segregated fee setting and modeling, and strategic planning.
2018 year end notice to departments

For the Cashier’s Office to get all the transactions processed before the end of the year, we need to stop processing transactions at the end of the day on Thursday, 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 19.

Refunding will resume on Tuesday, July 10. All other activity can be resumed as normal on July 1. Please pass this on to anyone else who needs to know. Please contact Jay McDermott if you have any questions at 608.342.1107 or mcdermottja@uwplatt.edu.

E-checks

E-checks continue to be our most popular form of online payment. E-check is free to the payer, and requires the payer’s bank routing number and bank account number. Instructions can be found beginning on page 5 at www.uwplatt.edu/files/cashier/online-payments.pdf.

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

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 – no need to fill out checks and envelopes, look for stamps, or run to the post office. E-checks post to PASS using an automated process, requiring less labor in our office. E-check also helps our efforts to use less paper and support our sustainability efforts at UW-Platteville. See the chart below for our recent payment method trends.
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, 2017 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.

Average Time for Transfers – YTD FY18

<table>
<thead>
<tr>
<th>Reason for Transfer</th>
<th>Average of Days for processing</th>
</tr>
</thead>
<tbody>
<tr>
<td>Correction</td>
<td>11.65</td>
</tr>
<tr>
<td>Operations (Distributions)</td>
<td>3.83</td>
</tr>
<tr>
<td>Year End Entries</td>
<td>3.70</td>
</tr>
<tr>
<td>Grand Total</td>
<td>5.92</td>
</tr>
</tbody>
</table>

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, which includes tuition reimbursement, is completed in 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.

---

June

- **Friday, June 15**
  - Chargebacks*

- **Monday, June 18**
  - All invoices due

- **Friday, June 22**
  - General ledger transfers

*See Chargeback Policy

---

July

- **Wednesday, June 27**
  - Direct charge of airfare
  - Travel expense report

- **Wednesday, July 4**
  - Direct retros/payroll transfers

---
Purchasing Capital Equipment and Inventory

P-card information
Currently, campus wide there are 475 cards issued to faculty and staff. In FY17 use of the p-card generated a rebate over $80,000 for campus. Campus p-card spend was $5.2 million with 15,245 transactions. Every transaction is audited in the purchasing department; we need your help to streamline that process.

Before sending your statement to the Purchasing Office:
- Make a copy of your statement with receipts for your records
- Staple the statement together, do not paperclip
- If you have small receipts, tape or glue them to an 8x11½ sheet of paper
- If you are paying for lodging or a conference registration be sure to include an agenda; this is the number one item we have to request

The last p-card statement period for FY18 will end on June 29.

Orders less than $5,000/Orders over $5,000/Change-close order requests
Orders that total less than $5,000 are considered best-judgement 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, they will be listed in WISDM.) Any purchase order that requires funds to be encumbered (> $5,000) in FY18 must be submitted by May 11. Any purchase order request to change an existing purchase order must be submitted by May 11. Purchase order requests over $5,000 must be received by May 11 for anticipated needs during June.

Purchases $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 11.

Orders over $50,000
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 FY19
Blanket orders and purchase requests for FY19 will be accepted in the Purchasing Office starting May 1. All FY19 purchase requests will be processed in the order in which they were received and sent to the departments and vendors beginning July 1. Blanket orders will not be processed for vendors that accept p-cards (excluding special circumstances).

Please review blanket purchase orders for FY18 and adjust amounts for FY19 blankets accordingly. This will reduce the amount of encumbered department funds.

Year-end cut-off dates for FY18
The state of Wisconsin’s fiscal year ends June 30. However, the cut-off date to encumber funds via a purchase order is May 11. Therefore, purchase requisitions must be received in the Purchasing Office before that date 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.

Reallocating p-card charges
All p-card holders can have access to reallocate their p-card charges on the U.S. Bank website, rather than doing a General Ledger transfer. When using U.S. Bank to reallocate, all charges must be reallocated by the Friday after the end of a statement period. The access form, directions to set up an account, and directions to reallocate are all in the p-card manual on the purchasing website or by contacting the purchasing department.
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 equipment may end up with both of these ID tag numbers on one piece of equipment. To the right is an example of the two ID tag numbers.

A physical inventory of campus capital equipment is done every year. We rotate every other year between academic departments and non-academic departments. This year we will be doing a physical check of all academic capital equipment.

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.

Changes in travel policies

- The mileage rates are now following the federal rate of $.545 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 are now a 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
- Relocation expenses are now taxable to the employee per IRS guidelines

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 signor and supervisor along with the itinerary attached. The completed form with attachments need to be sent to the Travel Office within seven days of booking airfare.

Tax exempt card

The travel and purchasing offices have 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 FY18 (July 1, 2017-Feb. 9, 2018): 1,535

TRAVEL WEBSITE: We have updated our website. You can subscribe to our travel blog to have travel updates delivered right to your email. Take a look at the website at https://www.uwplatt.edu/financial/travel.

To subscribe, click on subscribing to our feed at the bottom.
Financial Services Important Cut Off Dates

**Accounts Payable**
- Monday, June 18
  - All invoices due

**Purchasing**
- Tuesday, April 3
  - $50,000 and above
    - (not on contract)
- Friday, May 11
  - Cut-off date to encumber funds via a purchase order
- Friday, June 29
  - Last p-card cycle ends

**General Ledger/Travel**
- Friday, June 15
  - Chargebacks
- Friday, June 22
  - General ledger transfers
- Wednesday, June 27
  - Direct charge of airfare
  - Travel expense report
- Wednesday, July 4
  - Direct retros/payroll transfers

**Cashier’s Office**
- Tuesday, June 19
  - Refund checks
- Thursday, June 21
  - Transaction processing

**Budget**
- Year-end carryover to be determined

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