



UNIVERSITY OF WISCONSIN PLATTEVILLE

FINANCIAL SERVICES

STAFF

CONTROLLER

Cathy Riedl-Farrey x1435

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Sandi Pitzen x5086

Bobette Handel x5087

GENERAL LEDGER/ TRAVEL:

Bobbie Post x5052

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PURCHASING:

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Dan Hurley x1212

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BUDGET OFFICE:

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Sara Voigts x7163

CAPITAL EQUIPMENT AND INVENTORY:

Susie Rowe x6171

PERKINS LOAN:

Lindsey VanMatre x5156

Vol. 3
March 2014

Financial Services Newsletter

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.

Meet Our Student Workers

Katie Click

Major: Business Administration

Emphasis: Human Resources, Sales and Marketing

Minor: Psychology

Anticipated Graduation: December 2014

Home State: Illinois

Shelly Steffen

Major: Agribusiness

Anticipated Graduation: May 2015

Home State: Iowa

Sarah Gilmour

Major: Business Administration

Emphasis: Human Resources

Anticipated Graduation: May 2014

Home State: Illinois

Dani Miller

Major: Business Administration

Emphasis: Management

Anticipated Graduation: May 2016

Home State: Wisconsin

Mackenzie Johll

Major: Accounting

Anticipated Graduation: May 2017

Home State: Wisconsin



*Bubble gum was invented in 1928 by accountant Walter Dimer.

Controller

Signature Authority

One of Financial Services' requirements is to maintain internal controls in order to safeguard and protect the university's assets. One of those internal control procedures is the signature authority for purchases and charges to institutional budgets, ensuring that all purchases have the appropriate approval.

Departments are in the process of modifying business processes to ensure we are meeting this objective. The link below provides a chart of which individual is authorized to sign the various Financial Services documents: <http://www.uwplatt.edu/files/financial/authorized-signature-list-2014.02.20.pdf>

Training

Financial Services had our first comprehensive training session in July and August 2013 with over 70 participants attending. Based on these trainings, a frequently asked question document was compiled. You can view the presentation and FAQs at:

<http://www.uwplatt.edu/financial/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 e-mailing budget@uwplatt.edu.

PCI Compliance Project

PCI stands for Payment Card Industry, and they require that we follow their Data Security Standards in order to accept credit cards. A consultant will be on campus the last week of March to help the campus review our current policies and procedures and recommend changes so that we can achieve and maintain a compliant status. We hope to be able to provide the campus with additional opportunities after this review. To learn more about PCI and credit card handling, see this website: <http://www.uwplatt.edu/financial/credit-card-compliance>.

Accounts Payable Information

Hiring A Speaker, Guest Lecturer, Entertainer, Or A Group?

Using the Campus Activities office for hiring a speaker, guest lecturer, or entertainer is required.

Before taking any action you need to review [UW-Platteville Negotiation and Contract Guidelines](#) webpage and follow the steps outlined on this page. The guidelines listed on the webpage need to be followed for several reasons. One reason being; there are only a few individuals on campus authorized to sign contracts. **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 the Campus Activities office will assist you in completing.

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 (6) weeks prior to the event for process completion.)**

If you realize you have not contacted the Campus Activities office and the event is happening within less than six weeks, you still need to contact the [Campus Activities office](#). They will still work with you.

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 and this one is no different. Campus Activities can adjust this process to meet your specific needs. If you have any questions, please contact Campus Activities at cpr@uwplatt.edu or 342-7328.



Mandatory Procedures for Incorrect Invoices

The Notice of Good Faith Dispute/Improper Invoice form is located on the Financial Services page. This form must be completed by the department, 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 timelines are Wisconsin laws. This form must be completed by the department; a copy must be forwarded to vendor, Accounts Payable, Purchasing, Central Stores, and a copy retained by the department.

Following is the link to the Notice of Good Faith Dispute/Improper Invoice Form:

http://www.uwplatt.edu/business/forms/good_faith_dispute.pdf

Providing Clothing To Employees

The determination of providing clothing to employees including student workers must be approved by a director or chair of a department or above. The university must comply with federal tax regulations regarding these purchases.

Reportable items purchased for staff include: T-shirts, polo shirts, dress shirts, and jackets. The value of work clothing provided by the employer is not taxable to the employee if: 1) the employee must wear the clothing as a condition of employment, and 2) the clothes are not suitable for everyday wear.

It is not enough that the employee wear distinctive clothing; the employer must specifically require the clothing as a working condition. Nor is the test met because the employee does not, in fact, wear the work clothes away from work. The clothing must not be suitable for taking the place of your regular clothing. The value of safety shoes or boots, safety glasses, hard hats, and work gloves provided and maintained by the employer are not taxable if the payments or reimbursements are substantiated under the accountable plan rules. Clothing that costs less than \$15 will be considered de minimis and excluded from the employee's taxable income. See the full campus policy at: <http://www.uwplatt.edu/files/financial/purchased-clothing-policy.pdf> Further information regarding taxable fringe benefits can be found at: [Federal-State Reference Guide](#).

Purchasing

Year End Cutoff Dates

The state of Wisconsin's fiscal year ends June 30. However, the cutoff date to encumber funds via a Purchase Order is May 16. Therefore, purchase requisitions must be received in the Purchasing office before the dates shown below if you want to encumber the 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 purchasing card transactions.

April 1

Purchases \$50,000 and Above (Not on contract)

Purchases over \$50,000 require a sealed bid process. Generic specifications must be sent to the Purchasing office no later than April 1 to begin the Sealed Bid process.

June 1

Only orders less than \$5,000 will be processed during the month of June. Please plan ahead to submit requisitions over \$5,000 before June 1 for anticipated needs during June.



May 16 last date to encumber FY14 Funds

Orders less than \$5,000 / Orders over \$5,000 / Change and 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 FY14 must be submitted by May 16.

Any purchase order request to change an existing purchase order must be submitted by May 16.

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 at least three vendors and copies of the quotes received. Simplified bid purchase requests must be received by May 16.

Amazon Purchases — Sales Tax

On Nov. 1, 2013, Amazon began charging sales tax on their sales. Individuals who purchase from Amazon on behalf of the university will need to enroll in the Amazon Tax Exemption Program (ATEP) and submit exemption documents. Please note that we will not be able to file a *universal* exemption for the university, and all users of Amazon will need to file for the exemptions. If you haven't already enrolled in the ATEP, please see the Purchasing webpage for the information and forms needed.



Reminders for P-Card Holders

Using the P-Card saves money: The university receives a rebate on every P-Card purchase. Per the 2012 P-Card Survey done by RPMG Research:

- Average cost of traditional purchase order process was \$91 per transaction
- Average cost of a P-Card transaction was \$20, saving \$71 per transaction

The P-Card is the most efficient way to purchase items under \$5,000

All purchases made with a P-Card are tax exempt; check receipts before leaving the store or approving on line 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 FY14 will end on June 20.

Blanket Orders and Purchase Requests for FY 15

Blanket Orders and Purchase Requests for FY15 will be accepted in the Purchasing office starting May 1.

All FY15 Purchase Requests will be processed in the order in which they were received and sent to the departments and vendors beginning July 1.

Please review Blanket Purchase Orders spend for FY14 and adjust FY15 Blankets accordingly. This will reduce the amount of change orders and lower the amount of needless funds.

NEW For FY15

In an effort to reduce the amount of Blanket Orders in FY15, we are requesting departments use their P-Cards to pay for the monthly maintenance charges on copiers rather than using a blanket purchase order. As noted in the P-Card Holders section, this allows the university to receive a rebate on all copier maintenance charges. Methods to pay copier maintenance with a P-Card vary per vendor, the Purchasing department will be contacting departments individually to provide details.

Capital Equipment and Inventory Information

Capital equipment has always been tagged with a capital ID tag number that is a white color and says "UW Platteville Capital." This summer Information Technology Services started tagging their assets. The ITS asset tag number is a burnt orange color and says "Property of UW-Platteville." This has become a confusing issue to campus employees because they think that the equipment is already capitalized for capital inventory when they see the burnt orange ID tag on the equipment. The equipment has not been capitalized in the UW Capital Inventory System until the white "UW Platteville Capital" ID tag is on the equipment. As it turns out, 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.



Capital Equipment Inventory ID Tag (white color)



ITS Asset ID Tag (Information Technology Services- burnt orange color)

The website for Capital Equipment and Inventory has been updated. You can visit the website and check it out at:
<http://www.uwplatt.edu/inventory>

Any questions on Capital Equipment and Inventory, please contact Susie Rowe at: rowes@uwplatt.edu or call 342-6171.

General Ledger Information

FYI - A Reminder On New Procedures That Became Effective In November of 2013



Authorized Individual

Manager	Additional Signator	Supervisor	WebNow	VC Admin Services
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General Ledger

Direct Retro (Salary Transfer)	X	X		
General Ledger Transfer Form	X	X		
Catering Invoices	X	X		

An "X" in a column indicates which individual is authorized to sign. Only one authorized individual is required to sign the document. For example, on the General Ledger Transfer Form, the manager OR additional signator can sign. If the manager of an account wishes to designate someone as an additional signator, please e-mail Lindsey VanMatre at vanmatrel@uwplatt.edu with the change. Approvals that are accepted are written signatures on the documents that are then scanned and sent via e-mail to the General Ledger e-mail, an e-mail approval, or an electronic signature. All above listed forms must be electronically sent, no more paper copies.

Tentative Year End Cut-off Dates:

Direct Charge of Airfare **May 21**

Travel Expense Reports **June 13**

All Invoices Due to Accounts Payable **June 13**

Chargebacks **June 20**

GL Transfers **June 20**

Direct Retros/Payroll Transfers **July 9**

*If any of the following dates change we will notify all

Documentation

We have implemented the need for documentation for all Direct Retros and General Ledger Transfer Forms. Documentation can be a copy of a P-Card statement, an invoice, a screen shot of WISDM, etc. If you have a question on appropriate documentation, please either e-mail generalledger@uwplatt.edu or call x1346.



Travel Information

Travel Expense Report Updates

We are working towards a more efficient way of getting the reimbursement back to the traveler. Highlights of the new Travel Expense Module coming in the fall:

- Streamline expense reimbursement processes – money in pocket quicker
- Corporate Card transactions and Approved Travel authorizations automatically populated in expense reports
- Allowable amounts and preferred merchants identified within the process
- Corporate Card transactions paid directly to US Bank
- Ability to submit expense reports without having to be in the office
- Ability to track expense reports, travel authorizations, and cash advances to see where they are in the approval process



STAY TUNED FOR MORE UPDATES!

Registration

We are no longer processing credit card registrations. The preferred method of payment is the P-Card. P-Card applications are available at <https://secure.uwsa.edu/PRODUCTION/pcard/>. If a check is required by the organization holding the event for the registration, a purchase order will need to be filled out along with the documentation sent to purchasing office.

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.

Travel Regulations of Interest

1201 - Travel and Expense - Purchase and Payment of Business Air Travel: Effective July 1, 2013.


When transport by commercial airline is authorized (for employees, students, or guests), the reservation must be booked through the contracted self-booking tool or travel management company if the travel is individual domestic or non-complex international airfare. This can be found on the UW TravelWise website Log in using your net ID and password. The link to book airfare is the blue book online button. If you are new to Fox World travel there is a First Time User link under the Book Online button.

Hotel

The P-Card can now be used for hotel rooms. Charges other than the room will need to go on a personal card. Examples of other charges would be room service and Internet service. Any hotel charges over the state maximums will require reimbursement of the P-Card account.

Third party vendors such as hotels.com should never be used when reserving hotel rooms due to regulation requirements. The regulations state the hotel receipt needs to be an original, itemized receipt. See below for an example.

Some hotels are outsourcing the registration desk to third party vendors. It is essential to listen for key phrases when booking hotel rooms. For example, they may say the hotel needs to be pre-paid. We are not allowed to pre-pay hotel. If you think the hotel has outsourced the registrations desk to third party or would like to avoid the situation it would be wise to call the hotel using the local number.



John Doe
123 Sample Road
City, State 12345

Arrival: 02/20/2012
Departure: 02/22/2012
Room: 101
Page: 1

Folio No. 1234567890

Date	Description	Debit	Credit
02/20/12	Room	135.99	
02/20/12	Room Tax (8%) * Room	10.88	
02/21/12	Room	135.99	
02/21/12	Room Tax (8%) * Room	10.88	
02/21/12	Room Service	12.99	
	Sandwich Salad Combo		
	Fruit Cup		
	Grapefruit Juice		
02/21/12	Laundry Service	15.00	
02/22/12	VISA XXXXXXXXXX1234 01/14		321.73

Balance: \$0
PAID IN FULL

Signature _____

Thank you for being our guest! We look forward to accommodating you again in the future.

Stay connected with us for the latest offers:
Web: <http://www.starresortspa.com>
Twitter: StarResortSpa

Star Resort & Spa | 1150 King Georges Post Road | Edison, NJ 08854 | 800-782-7636



* Many people believe the term "bean counter," used to describe an over-zealous or detail-obsessed accountant, dates back centuries. In fact, it's only been around since the 1970s.

Direct Charge of Airfare

When using the university Central Travel Card for airfare purchases, a direct charge of airfare form must be filled out. The form must have the appropriate signatures. For example, the supervisor and the account manager along with the itinerary attached. The completed form with attachments needs to be sent to the travel office **within seven days** of booking airfare.



WISDM-User Manual

WISDM is a web-based financial reporting system to be used by our campus. It is a financial data warehouse of all accounting transactions and is part of a Shared Financial System (SFS). Transactions in SFS are uploaded to WISDM nightly. There is a WISDM manual available now at:

http://www.uwplatt.edu/business/files/wisdm_manual.pdf or through the UW-Platteville home page/Campus Resources/"W"/WISDM User's Manual.

If you need additional help with WISDM you should contact Bobbi Post at 342-1346 (direct line 5052) or Lindsey VanMatre at 342-1706 (direct line 5156).



Events–Meal Payment Form

Before incurring any food expenses it is very important that you review the Events–Meal Payment form and follow the procedures described. http://www.uwplatt.edu/business/forms/events_meal_payment.pdf

When submitting the form for payment to the Accounts Payable office or the General Ledger office it is important to ensure that you have completed all the required procedures outlined on the form to ensure that payment is made in a timely manner.

On the second page of the form, the signature that is required by the approving official is the person who is the account manager or authorized signator. If you are not sure who the manager or authorized signator is, please refer to the chart of accounts.

Budget Office

Check out our new features!

Webpage for budget updates:

<http://www.uwplatt.edu/budget>

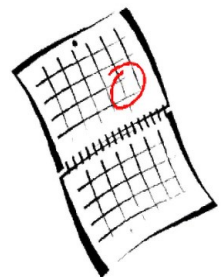
New e-mail address:

budget@uwplatt.edu



Year End Carryover

- The following funds automatically carryover 123, 128, 132, 134, 136, 150, 161, 189, 228, 233
- The following funds rollover only if the grant period extends beyond the fiscal year–133 and 144
- Fund131 has a combination of automatic carryover and requested carryover. These accounts automatically carryover-1031xx-2631xx and 5831xx
- To carryover on Fund 102 or Fund 131 (except those noted in preceding bullet), a request must be submitted by the division leader to the budget office with a plan for the use of the carryover funds. This plan is needed to communicate planned uses of the funds internally and externally as needed. **Please submit your request by July 25, 2014.**
- Before TSI departmental funds can be carried over, all GPR departmental funds must be fully expended.



Cashier's Office

Changes Coming Soon: Updates to E-Billing and Guest Access

In today's campus world, nearly everything seems to be online. E-everything, if you will. In order to move forward technologically and streamline our processes, last year the Cashier's office implemented online billing, or e-bills. The most obvious issue with e-billing is the need for guest access. Many students prefer to have the bill go to their parents, or another third party. We are working on guest access and hope to have it in place in the near future. Guest access allows the student to share billing information and payment options with their parents, or up to three other people the student chooses to grant access. Guests will receive e-mail notifications when bills are produced. Each person will be able to view the bill, view statements of the account, and make payments online. In addition, we continue to improve our process of providing paper bills to students who do not have access to PASS and the online bill. These students include special students and students who have left school with a remaining balance to pay.

2014 Year End Notice to Departments

For the Cashier's office to get all of the transactions processed before the end of the year we need to stop processing transactions at the end of the day on Monday, June 23. This means that after June 23 there should be no financial activity in PeopleSoft. This includes payments, charges, transfers, enrollment deposits, app fees, financial aid, etc. Do not calculate tuition on any accounts or run group posts. Also, there will be no refunds or emergency loans during this time. The last run of refund checks will be June 19.

Refunding will resume on July 2, all other activity can be resumed as normal on July 1. Please pass this on to anyone else who needs to know. Please contact Brian Bird if you have any questions at 342-1107 or birdbr@uwplatt.edu.



Re-cap on Cut-off Dates

Purchasing

- Fiscal year ends on **June 30**
- Cut-off date to encumber funds via a Purchase Order is **May 16**
- **April 1st** \$50,000 and Above (Not on Contract)

Accounts Payable

- All invoices due **June 13**

General Ledger/Travel

- Direct charge of Airfare **May 21**
- Travel Expense Reports **June 13**
- Chargebacks **June 20**
- Journal entries for transfers **June 20**
- Direct Retros/Payroll transfers **July 9**

Cashiers

- Transaction processing **June 23**
- Refund Checks **June 19**

Year End Carryover

- Submit request by **July 25**