UNIVERSITY OF WISCONSIN PLATTEVILLE

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

Mackenzie Johll
Major: Accounting
Anticipated Graduation: May 2017
Home State: Wisconsin

Xue Xiong
Major: Supply Chain Management
Anticipated Graduation: May 2016
Home State: Wisconsin

Alex Grabowski
Major: Criminal Justice and Political Science
Anticipated Graduation: May 2015
Home State: Wisconsin

McKenzie Burdgick
Major: Criminal Justice
Anticipated Graduation: May 2019
Home State: Illinois

Malorie Edwards
Major: Forensic Investigation; Minor: Criminal Justice
Anticipated Graduation: May 2015
Home State: Illinois

Taylor Riehle
Major: Business Administration
Anticipated Graduation: May 2018
Home State: Wisconsin

Alana Martalock
Major: Mathematics and Mechanical Engineering.
Emphasis: Actuarial Science and Renewable Energy
Anticipated Graduation: December 2018
Home State: Wisconsin

Chelsea Van
Major: Buisness Administration
Anticipated Graduation: December 2015
Home State: Wisconsin

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.

As a reminder, 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 has conducted credit card supervisory training, academic department chair training, and travel expense reimbursement module in 2014. The online credit card training module also went live in 2014. You can view the presentations 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. Version 3.0 became effective January 1, 2015. Credit card security is important to our campus and we continue to strive be compliant. To learn more about PCI and credit card handling, see this website: http://www.uwplatt.edu/financial/credit-card-compliance.

Policies & Forms

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

Accounts Payable Information

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/files/financial/accounts-payable/good-faith-improper-invoice.pdf

Viewable Invoices

As of January 1, 2015 we have added the capability of viewing invoices paid through WISDM.

You can view a copy of an invoice by following these steps:

1. Log into WISDM. Once logged in the main screen will appear. In the top left 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.

4. At this point, you can click on any voucher number entered on or after January 2, 2015. The number is displayed in blue. Once you click on the voucher number you will be brought to the voucher detail screen.

5. The voucher detail screen looks like the one to the right. In the upper right hand corner you will see a PDF file with the voucher number. If you click on the number a copy of the invoice will be displayed in a PDF version.

Purchasing

Reminders for P-Card Holders

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 FY15 will end on June 19.

The p-card can be used for conference registrations and hotel rooms. A copy of an conference/travel agenda must be included with the p-card statement whenever the p-card is used for travel.

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 FY15 must be submitted by **May 15**.

Any purchase order request to change an existing purchase order must be submitted by **May 15.**

Purchase order requests over $5,ooo must be received by **May 15** 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 at least three vendors and copies of the quotes received. Simplified bid purchase requests must be received by **May 16**.

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.

Blanket Orders and Purchase Requests for FY 16

Blanket Orders and Purchase Requests for FY16 will be accepted in the Purchasing office starting May 1.

All FY16 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 FY15 and adjust FY16 Blankets accordingly. This will reduce the amount of change orders and lower the amount of encumbered department funds.

Thank You !!!

Over the last couple of years the Purchasing department has asked departments to move as much spend as possible from purchase orders to the p-card. This allows the campus to take advantage of the rebate received from every p-card purchase. P-card spend in FY 12 was $821,000 and has almost tripled to **$2,457,000 in FY14**. This change in spending practices increased our rebate from $18,700 in FY12 to **$38,500 in FY14***. The university receives a rebate on every P-Card purchase and there is no easier way for a department to save money than use a p-card, which is also the most efficient way to purchase items under $5,000

Year End Cutoff Dates for FY15

The state of Wisconsin's fiscal year ends **June 30**. However, the cutoff date to encumber funds via a Purchase Order is **May 15**. 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.

*All numbers are rounded to avoid complete boredom and to make the purchasing department look more impressive.

General Ledger Information

Chargeback Policy: Implemented October 1, 2014

Chargebacks from the preceding month need be to Financial Services via electronic copy by the 15th of every month for processing to be completed by the 22nd of the month. This will facilitate the department seeing the expense in their account by the 24th of the month. If a department does not get their chargebacks to Financial Services in a timely manner there will be a 1% per month reduction. Financial Services will use this funding to supplement university scholarships.
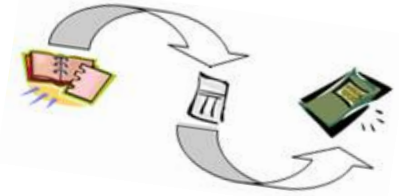
Tentative Year End Cut-off Dates:

Direct Charge of Airfare   **June 19**

Travel Expense Reports   **June 22**

All Invoices Due to Accounts Payable   **June 24**

Chargebacks   **June 15****

GL Transfers   **June 19**

Direct Retros/Payroll Transfers   **July 10**

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

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.

Fiscal Year Transfer

Please look over accounts before Year End as Transfers can NOT be done between years. If a transfer is needed have the General Ledger Transfer form to the General Ledger Office before **June 19th.**

Travel Information

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 hotel communications (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.

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.

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.

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 Expense Report Updates

E-Reimbursement was implemented on November 3, 2014. If you are having problems submitting or questions on filling the form out please call our office for a one-on-one training sessions.

If you are having trouble using the link in your e-mail please use the following steps.

- From the home Page go to the A-Z index
- Click on T for Travel Information
- Click on Travel Information
- Under the Map click on Travel Expense Report
- Follow the instructions on this screen to log into E-Reimbursement
- Once Logged in either click on Modify or click on Approve

Travel Regulations of Interest

1201 - Travel and Expense - Purchase and Payment of Business Air Travel: Effective January 5, 2015.

All travelers are required to make air reservations using business travel dates, and routes, schedules and air carriers that provide the lowest rates. All airline reservations, paid in full or part with University funds, must be made with Fox World Travel, either with agents or within the Concur self-booking tool. 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.

Let the Travel Office know if you need the University Central Travel Card on your profile.

Effective July 1, 2015 any airfare that is purchased outside of Concur or Fox World Travel, will not be paid or reimbursed by the University.

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 (ITS) tags their assets. The ITS tag number is burnt orange and says "Property of UW-Platteville." This is a confusing issue to campus employees because they think 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. 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 (burnt orange color)

The Capital Equipment and Inventory website is located at: http://www.uwplatt.edu/inventory

If you are deleting capital equipment from inventory, please use the UW-Platteville Capital Inventory Deletion form located at: https://www.uwplatt.edu/inventory/inventory-deletion-form?wssl=1

Remember if you move any capital equipment from one room to another room or from building to another building, please use the UW-Platteville Capital Inventory Update Form located at: https://www.uwplatt.edu/inventory/inventory-update-form?wssl=1

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

Cashier's Office

2015 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 22. This means that after June 22 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.

E-Checks, E-Billing and Guest Access

E-Billing continues in the Cashier's Office and Guest User Access is now in full swing. Students can assign Guest User Access to a third party through the web-based PASS or the mobile application, PASS Express. Students can grant access to any or all of the following categories: Pay/View What I Owe; View Account Activity: View Class Schedule; View Contact Information; View Financial Aid; View Grades; View holds; and View To Dos. Instructions can be found here: (PASS) https://kb.uwplatt.edu/page.php?id=39763 OR (PASS Express) https://kb.uwplatt.edu/page.php?id=39764

E-Check continues 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 at: http://www.uwplatt.edu/cashier/methods-payment

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 free to the payer, and requires the payer's bank routing number and bank account number. Instructions can be found at: http://www.uwplatt.edu/files/cashier/online-payments.pdf

Payment Methods Usage in Cashier's Office
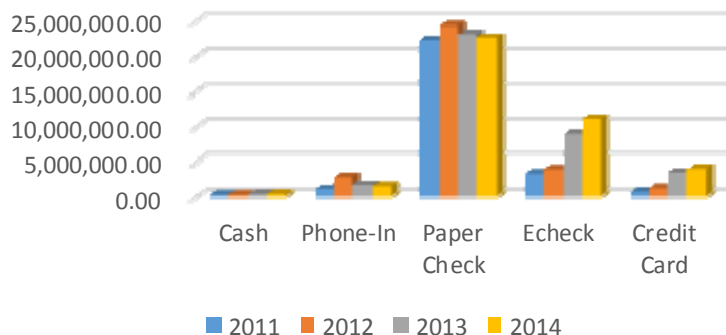
Why use E-Check? E-Check is convenient. No need to fill out envelopes, look for stamps, or run to the post office. E-Checks post to PASS using an automated process, requiring less labor in our office. E-Check also helps our efforts to use less paper and support our sustainability efforts at UW-Platteville. See the chart on the left for our recent payment method trends. We would like to see the volume of E-Checks equal the volume of paper checks by 2017.

Budget Office

BUDGET ASSESSMENT PROJECT—Huron Consulting

UW-Platteville's current budget process will be evaluated, with the intent of identifying and adopting a new model that is best fit for UW-Platteville. For more information on this project, visit the Budget Assessment and Implementation Initiative website:

http://www.uwplatt.edu/budget-assessment

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, one on one or departmental WISDM trainings can be scheduled through the budget office by e-mailing budget@uwplatt.edu.

E-mail address:

budget@uwplatt.edu

Webpage for budget updates:

http://www.uwplatt.edu/budget

Year End Carryover

Stay tuned for information regarding year-end carryover.

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 15**
- **April 1st** $50,000 and Above (Not on Contract)

Accounts Payable

- All invoices due **June 24**

General Ledger/Travel

- Direct charge of Airfare **June 19**
- Travel Expense Reports **June 22**
- Chargebacks **June 15**
- General Ledger Transfers **June 19**
- Direct Retros/Payroll Transfers
- **July 10**

Cashiers

- Transaction processing **June 22**
- Refund Checks **June 19**

Year End Carryover

- To Be Determined