ITEM 1: Year-End Cutoff Dates Joel Heuschele
Link to detail for cut-off dates for fiscal year end 2012 can be found on Accounting Services web page, “Fiscal Year End,” “Cut-off Date Reminders” at:

Question -How firm are the Year-End-Cut-Off deadlines?
Anything received after the deadline will be processed in the new fiscal year. The only exceptions to be considered must be presented by deans or directors with a justifiable reason.

ITEM 2: Purchasing Gail Anderson
Year-end Purchase Requisition Deadlines:
See Accounting Services web page, “Fiscal Year End,” “Cut-off Date Reminders” at:

Purchase Requisitions are accepted after the deadlines, but there is no guarantee that they will be encumbered in FY 2012 or that the expense will apply against FY 2012 budgets. Departments should try to adhere to the deadlines particularly when they require a bid, as the bidding process and research involved can be time consuming.

Pro-Card Updates:
Jake Fox is a new employee – Purchasing Agent. He will be handling P-Card statements and follow-up.

New Pro-Card rules:
● Pro-card will be frozen for late statement turn-in:
  o Supervisors may not know if employees have late statements since no statement is generated if no charges are made.
  o Purchasing, however, can run a report which shows which employees have charges for the month and who has not turned in statements.
● Pro-Card frozen for missing receipts:
  o Receipts must be attached to Pro-Card statement for all charges. Employee must document reason for missing receipt. If there are more than 3 missing receipts in a quarter, pro-card will be frozen until receipts are supplied.
Most vendors can supply receipts if called.

Pro-Card user should do the follow-up to get receipts (not Dean’s Assistants or Academic/Program Associates) for better future compliance from the pro-card user.

Question — Can department assistants be notified of late statements and missing receipts?

Most department assistants felt it would not be a problem to follow up with employees in their departments to help with resolution. It was determined that Purchasing will generate a spreadsheet for the departments on a quarterly basis on the month before a quarter ends (e.g., in May for quarter ending in June) so department assistants have time to follow-up.

ITEM 3: Printing Requisition Deadline

See Accounting Services web page, “Fiscal Year End,” “Cut-off Date Reminders” at:

ITEM 4: Human Resources Tarra Davies-Fox

Summer Appointment Form Deadlines:
See Accounting Services web page, “Fiscal Year End,” “Cut-off Date Reminders” at:

It is the expectation that all summer appointment forms will be submitted no later than August 31, 2012. Late submissions can be a problem as it is difficult for HR to process a payment for someone who has been deactivated in payroll.

Question – Will Global Connections be included in future Business Managers’ Council meetings as they have several summer appointment positions?

Global Connections was invited to this meeting but not able to attend. They will be included in future meeting invites.

Question – Will Academic and Program Associates be included in Business Managers’ Council meetings?

Because of concerns of keeping the meeting size at a reasonable level, there are no plans to include Academic and Program Associates at this time. However, this may be a consideration for the future. At this point, college level attendees will be expected to share information from these meetings with their departments. Meeting minutes will be posted on Accounting Services web site to help with department communication.
Human Resources Updates

- Log on to your My UW System for links to updates on two distinct, new personnel systems to be implemented by July 1, 2013:
  - One for UW Madison
  - One for the rest of the UW System employees

- HR is now in the process of implementing online entry of timesheets, Employee Self Service, and Manager Self Service. LTE’s and classified are already live. Unclassified staff will be the next group. Employees will receive an email from Wendy Helm on training sessions and schedule for online timesheet entry for their particular group. The information will also be available on the HR web page and in Falcon Daily.

- Executive Order 54 – all employees of the University are now mandated reporters. Information on the HR website.

- Classified Staff Advisory Council – election deadline is March 30, 2012. You can contact Cate Dodson or Paul Bladl with questions. The Classified Staff Advisory Council will operate similarly to Academic Staff Council.

ITEM 5: Changes in Employee Reimbursement Method Bonnie Benson

Employee Reimbursement Update:

- All employee reimbursements entered into SFS as of April 2 will be paid by ACH (automatic deposit) for any employee who currently receives payroll payments by ACH. This includes travel expenses, reimbursement of supplies, tuition reimbursement, etc., - anything reimbursed to employees through Accounts Payable.

- Employees who receive paper checks for payroll will receive Accounts Payable reimbursements by paper check.

- Travel advances for travel abroad and travel with student groups will be paid with a paper check.

- Automatic deposit will be deposited to the same bank account as payroll. If payroll is set up to go to multiple bank accounts, automatic deposit will go to the account with the highest priority number (e.g., if a portion of your payroll is set up to be taken first for deposit to a savings account and the remainder to a checking account, ACH reimbursement would go to the remainder account/checking account).

- When multiple reimbursements (more than one Travel Expense Report) are processed on one day into the Accounts Payable system, reimbursement will be combined in to one ACH deposit.
Currently, there is no mechanism that can generate an email notification of an automatic deposit; therefore, it is important that employees keep copies of travel reimbursements submitted so they will be able to identify what an ACH payment is for.

If Accounts Payable changes the amount of an employee reimbursement on a Travel Expense Report Form, the employee will be notified by email of the change.

Payment will appear on employee’s bank statement as electronic deposit, Web authorized payment, etc. with UWRF in the description.

The ACH payment process takes approximately three days for the employee to see the payment on their account once it has been entered into Accounts Payable system.

Question - Who will receive the email notice of changes to expense reports?
The employee being reimbursed is the only person notified of changes to the reimbursement request.

Question - Will outside vendors be paid with ACH?
No, at this time, only payments to employees will be processed as an ACH.

Question - When payment hits the employee bank account, will it be combined with payroll payments?
No, employee reimbursements are processed through Accounts Payable by a completely separate process from Payroll. Accounts Payable accesses only the direct deposit information from HR to reimburse by ACH.

Question - When will an ACH deposit be generated…once a week, biweekly, etc.?
An automatic deposit will be generated for payments entered each time the Accounts Payable check process is run, which is generally on a daily basis.

ITEM 6: New Transfer Request Process Joel Heuschele & Dave Sorenson
Link to detail on new transfer request process can be found on Accounting Services and Accounts Payable web page: http://www.uwrf.edu/AccountingServices/upload/Transfer-Procedures-2.pdf.

Transfers must now be initiated by email to accountingservices@uwrf.edu.

Budget Director, Elizabeth Frueh, must be copied on any budget transfer requests.

Question - Question was asked regarding the number of budget request emails this would generate for Elizabeth.
It was determined that Elizabeth does want to see all budget transfers at present.
Question - Question was asked regarding the necessity for Elizabeth to be emailed on all salary transfer requests.

Joel agreed that Elizabeth should be emailed on salary transfers and will check with her regarding this.

- Required information for email transfer requests:
  - Complete General Ledger Accounting string for units transferred from and to including Fund, Program, Department, Project (when applicable), Account, and Class (when applicable).
  - Dollar amount of transfer.
  - Supporting documentation – copies of emails or correspondence relevant to the transfer. Supporting documentation should clearly justify the need for the transfer if reviewed at a later date.

- Notify appropriate personnel by email. See Accounting Services web site at: http://www.uwrf.edu/AccountingServices/upload/Transfer-Procedures-2.pdf for details on appropriate email notifications.

- Transfer Requests are a negative approval process – as long as all proper email notifications are sent, transfer will be generated unless objection is raised.

Question - Can department assistants be notified in place of Dean of College?

To keep the process consistent, the method of notification outlined above must be used. However, copy of transfer request could be sent to department assistant as well as Dean if requested.

Question - Who should be notified with changes to WISDM department manager names, etc.?

Contact Dave Sorenson. Dave stressed the importance of providing the complete accounting string for all transfers, TER’s, invoice payments, etc. In the past, department codes were generally unique to one fund and program. Now, one department number may be associated with several funds or program numbers. Supplying the entire accounting string assures correct and timely completion of transactions.

Question - What is the Class code?

This is a code used by some areas or departments that is unique to that area (e.g., farm expenses may be coded with a Class code of “M” for milk). It is not a required code.

Question - How long will it take for transfers to be processed?

Generally, the transaction will be processed and posted to WISDM within a week. For follow-up questions on transfers, contact Dave Sorenson or Joel Heuschele.

The meeting was adjourned at 2:00 p.m. with agreement that the Business Managers’ Council will hold a monthly meeting on the fourth Wednesday of the month from 1:00 to 2:00 p.m. in the Chippewa River Room in the UC.