



UWS Spring Financial Services Conference

May 26 & 27, 2010

Chula Vista Resort – Wisconsin Dells

Wednesday, May 26 – Grand Ballroom

- 11:00 Name tag and packets at reception table – Outside Grand Ballroom
- 11:30 Buffet Luncheon - Chophouse
- 1:00 Welcome & Housekeeping items - Grand Ballroom
- 1:10 A/P
Presenter(s) – Janet Larson, UWSA
Future HRS impacts on Accounts Payable
Mass Voucher Load – updates and problem resolution
PeopleSoft/SFS updates and maintenance packs – None scheduled for Fall '10 or Spring '11
Voucher templates – how to create and use
Holding payments
- 1:30 Vendor Management
Presenter(s) – Janet Larson, SFS Team UWSA; Brian Hutchinson, Purchasing UWSA
New Vendor Management Bolt-on
Name2 usage and 1099 reporting
Paying employees of other campuses
Vendor cleansing
MBE data collection/reporting
W-9 and Collection of SSN, EIN and TIN
W-9 Entry of 1099 vendors with Alternate Payment Names or Alternate Withholding Names
“What Name do I use from the W-9?”
WT-11 form collection and vendor entry
Vendors that are corporations and agents for speakers & entertainers

- 2:00 Tax
Presenter(s) – Janet Larson UWSA, Bryan Peters UWSA, Eric Engbloom UWSA, Jose Carus UW
Madison
IRS Vendor Name / TIN Mismatches
1099
1042S
W-9, WT-11
Reporting for non-resident entertainers
Obtaining 1099 and 1042S online (not available at this time)
Payment of legal settlements
Taxation and reporting of legal settlements
Paying vendors with tax levies
Payments to foreign nationals
- 2:30 Break
- 2:45 WISDM - Demo
Presenter – Janet Larson, UWSA
Overview of enhancements
Using WISDM to track and report on paid transactions
- 3:00 Automating the Purchasing Card application process – Demo
Presenter – Terri Gill, UWSA
- 3:30 Standardized UWSA Purchasing Card Training using D2L – Demo
Presenter – Terri Gill, UWSA
- 4:00 Other Policies/Procedures – Terri Gill, Ginger Hintz UWSA
Overview on Fixed Asset process and reporting
Cellphone/Telecommuting policy and procedures
- 5:00 Hotel Check In – Front Desk
- 5:00 Networking - Chophouse Bar
- 6:00 Buffet Dinner – Riverview Room North
- 7:00 Shuttle trip to Ho-Chunk – Shuttle will pick up outside front entrance at 7:00 p.m. sharp
Shuttle will pick up at Ho-Chunk valet entrance and leave for Chula Vista at 9:30 p.m. sharp

Thursday, May 27 – Grand Ballroom

7:00 Hotel Check out

7:00 Breakfast Buffet – Grand Ballroom

8:00 Procurement

Presenter(s) – Rich Lampe, UWSA Purchasing, Dawn Ness, UW Madison MDS

Inter-institutional agreements - when to use and what forms to use

Entertainment Contracts – review rules in regard to payments to corporations

When or when not to have an Academic Support Service Agreement

Procurement and payment methods for non-employee personal services

Best business practices for making routine purchases – contractual and non-contract,

Enforcing compliance with mandatory contracts

Updates to vendor contracts

Requisition work-flow – Plans for automating the process

Pre-Posting Allocation Tool (PAT) - Demo by UW Madison

9:00 Travel and Travel Reimbursements

Presenter – Terri Gill, UWSA

Enterprise Rental Car – Melissa Banigan & Tara Gename

Contract updates

Meal, Lodging and mileage rate increases

Online Expense Report submission and ACH direct deposit of payments

Pre-paying travel expenses

Rationale for Canada and US Possessions being considered out-of-state instead of foreign travel

How far back can employees claim travel reimbursements

Cliqbook issues – including additional/ongoing training

Booking Southwest

10:00 Break

10:15 Campus Roundtable Discussion

Moderators – Terri Gill, Ginger Hintz

Discussion items:

A/P

Best practices & guidelines for including protecting sensitive data (HIPAA) on imaged documents– What are other campuses doing?

Campus procedures – standards for cleansing the vendor file

Handling unclaimed property submissions

Handling stale dated checks and write offs

Documentation requirements for direct payments

Obtaining W9s – including withholding payments

Storing W9s

Payment for research subjects – via gift cards

P-Card Items

Frequently questioned items and compliance processes

- Meals
- Services
- Pre-paid travel

Audit procedures

Card limits to meet study abroad needs

Following up and documenting cardholder requests for additional information

Training the cardholders

Travel and Hosting related

Handling relocation expenses

Payment and reconciliation of travel advances

Acceptable receipting of study abroad expenses

Employee meeting expenses –meals and refreshments

Co-sponsoring non-UW events

Pre-paid travel expenses

Returning expense reports requiring further information/correction

Obtaining original receipts for incidental expenses (i.e. baggage)

12:00 Buffet Lunch – Chophouse/Adjourn