

Daily / Weekly Recommended Tasks

- 1_____ **Positive Pay:** Verify that there are no Positive Pay exceptions via US Bank SinglePoint. Exception decision deadline is 2 p.m. daily. See Banking section of Controller 101.
- 2_____ **Out of Balance Journal Verification:** Run out of balance Queries and Nvision reports on the Actuals Ledger. The nVision report to determine if chart fields are out of balance can be found by opening SFS and selecting UW nVision – nVision Report Submit Center – Category : OPERATIONS – Sub Category : Out of Balance. Run OOB_3 or OOB_5 as appropriate.
- 3_____ **Out of Balance Verification With DOA (Orphans):** Run DOA Balance report Queries and nVision reports on the Actuals Ledger. The query to determine if chart fields are out of balance can be found by opening SFS and selecting UW nVision – nVision Report Submit Center – Category: OPERATIONS – Sub Category : DOA_REPORTS. Run DOA_CHK5. All orphans must be cleaned up before year end close.
- 4_____ **Deposits:** Moneys collected or received for or in behalf of the state or which are required by law to be turned into the state treasury must be deposited in or transmitted to the state treasury at least once a week (Wisconsin Statutes section 20.906). See Accounts Receivable / Receipts section of Controller 101.
- 5_____ **Prompt Pay:** The UW System must pay interest on certain invoices not paid or disputed within 30 days (earlier if required for a specific commodity by statute or contract) after receipt of a properly completed invoice or receipt and acceptance of the property or service (whichever is later) (Wisconsin Statutes sections 16.528 and 16.53(2)). See Accounts Payable section of Controller 101.