CONSTRUCTION ACCOUNTING AND THE CAPITAL PROJECTS ACCOUNTING (CPA) Information System

Construction transactions are to be entered directly into **STAR** only.

Purchase Orders

1) Continue producing a hard copy of the purchase order using the excel PO form.
2) Submit the form to Public Folders.

   Make sure the following information is on the Purchase Order:

   a) DFD Project number
   b) Expenditure line description, e.g., MOVABLE EQUIPMENT, CONSTRUCTION, etc.
   c) Amount being encumbered
   d) Project Manager name
   e) Vendor FEIN #
   f) SFS expenditure ACCOUNT code

   The last two items are new. If you do not have a vendor FEIN#, it may be necessary for UWSA to send a W-9 to the vendor before the encumbrance can proceed. A W-9 will also be necessary if the vendor FEIN # you supply is not on the Wismart vendor file and you do not have an original signed W-9 on file.

3) Please put the above information all in one place, preferably, the lower left-hand corner of the PO. Since the PO is not being entered into Legacy first, the fund and department is not necessary. STAR only needs the above information.

4) You no longer need REQUISITION numbers for the PO's. We will be using a different numbering sequence for each campus since our institution shares one project. Therefore, you will be able to see your PO numbers apart from the rest of the Colleges. Please use RXX0001, RXX0002, etc. The XX is your campus division.

5) UWSA will enter the PO on STAR and will send a copy to Capital Project Accounting for project manager approval.

   NOTE: You do not send a copy to Capital Project Accounting

6) UWSA will receive the approved PO from Capital Project Accounting and send it to the Colleges Central Office.

7) We will then send the Approved PO to the campuses.

8) Meanwhile, the campuses can check the status of approval directly on the website for Capital Project Accounting.

9) The campuses can send the PO to the vendors as soon as they see the approval on the website. You do not need to wait for the hard copy in the mail.

10) If the PO is over $25,000 and not on contract, the PO must come to the Central Office first because it has to be signed by Rhonda Loger, Purchasing Director. Supporting documentation, e.g., bids, must accompany the Purchase Order.

Payment of Invoices:

1) Invoices will be sent directly to UWSA for payment. They will enter them directly on STAR.

   All campuses should indicate the following information on the invoice:

   a) Date of receipt
   b) Approval for payment
   c) Purchase Order number
   d) Partial or final payment

Vendor Refunds:

1) Please send a check along with supporting documentation back to UWSA for any refunds of construction funds.

   Mailing Address for PO's and Invoices: Accounts Payable

   UWSA

   780 Regent St, Ste 255
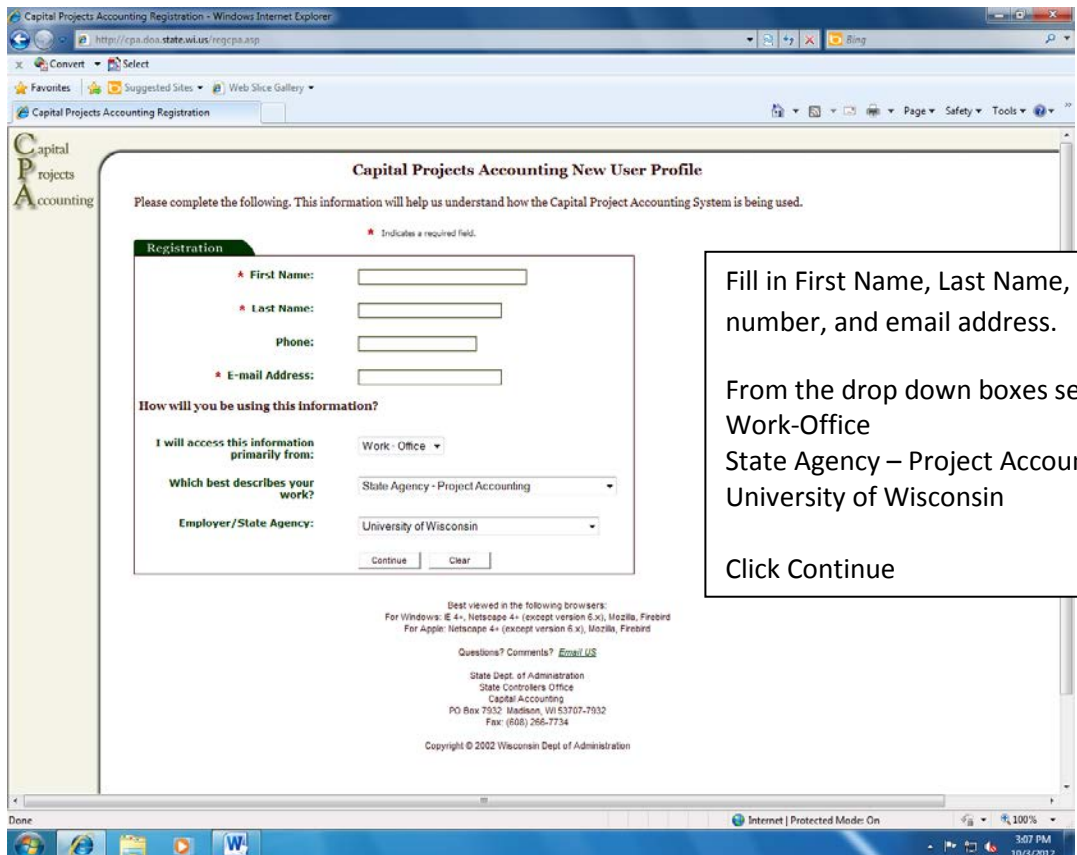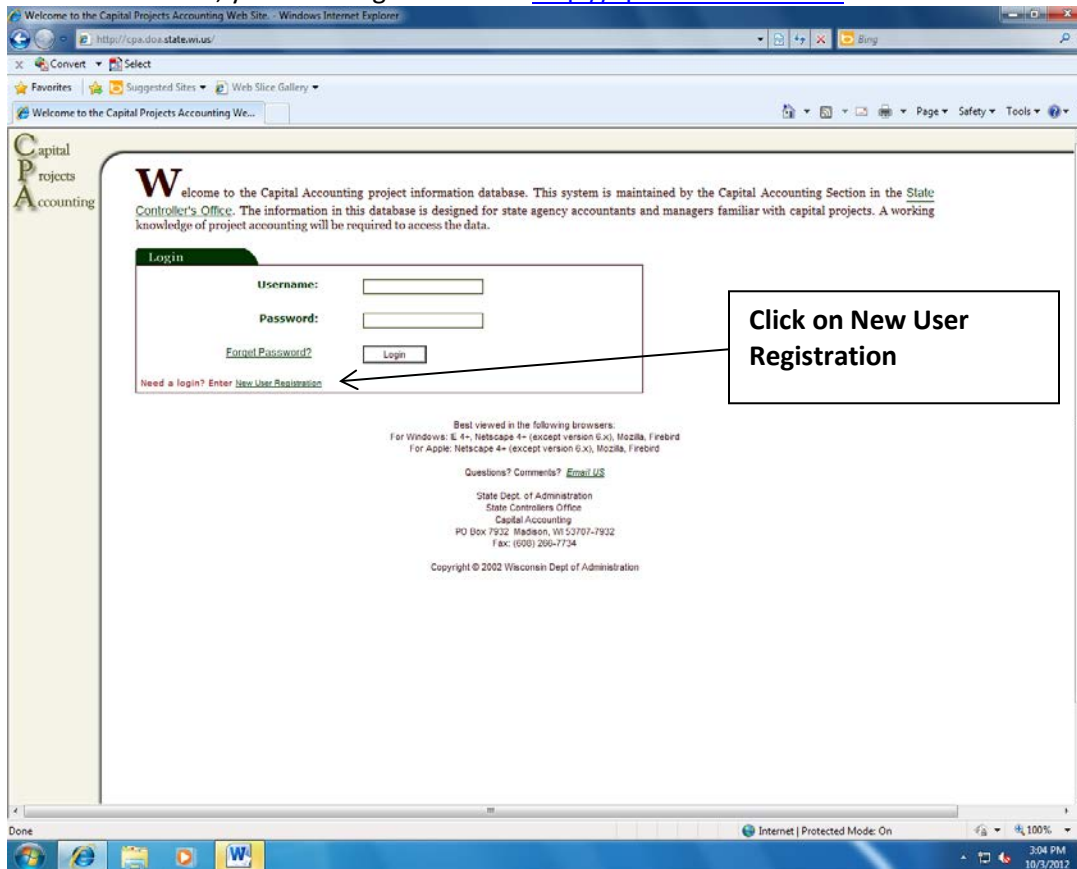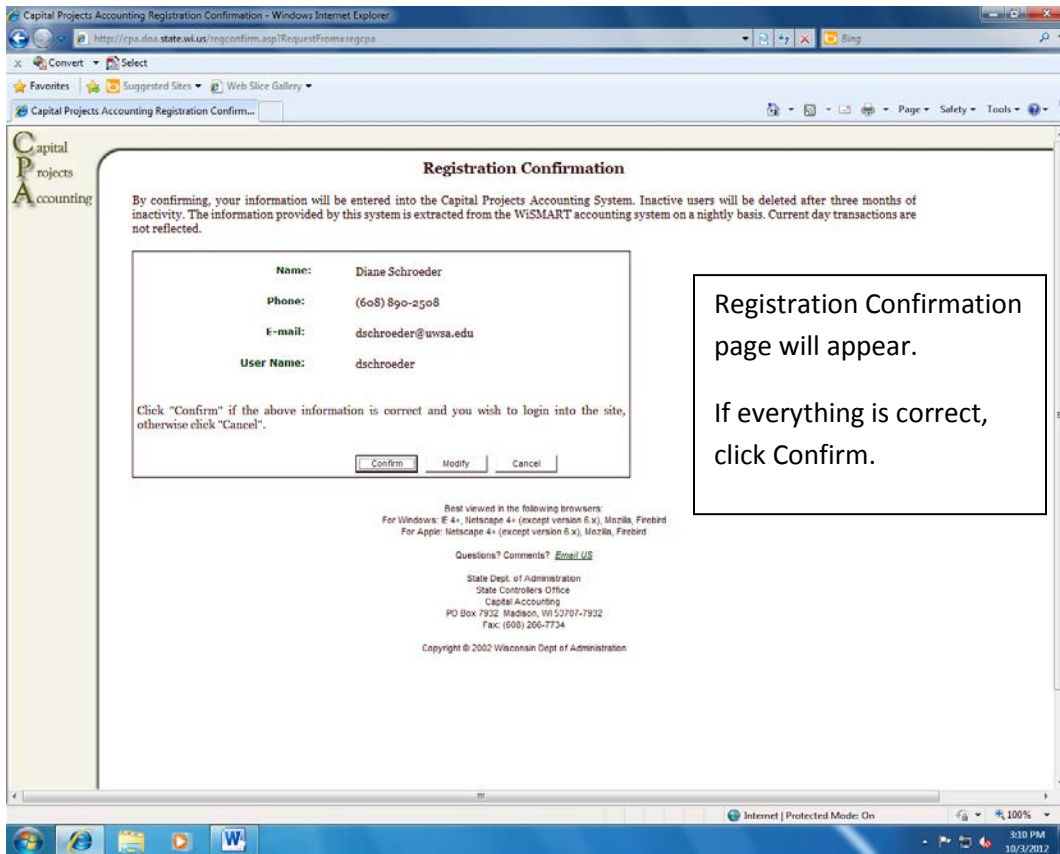
   Madison, WI 53715

   FinRpt@uwsa.edu

   (608) 263-6973
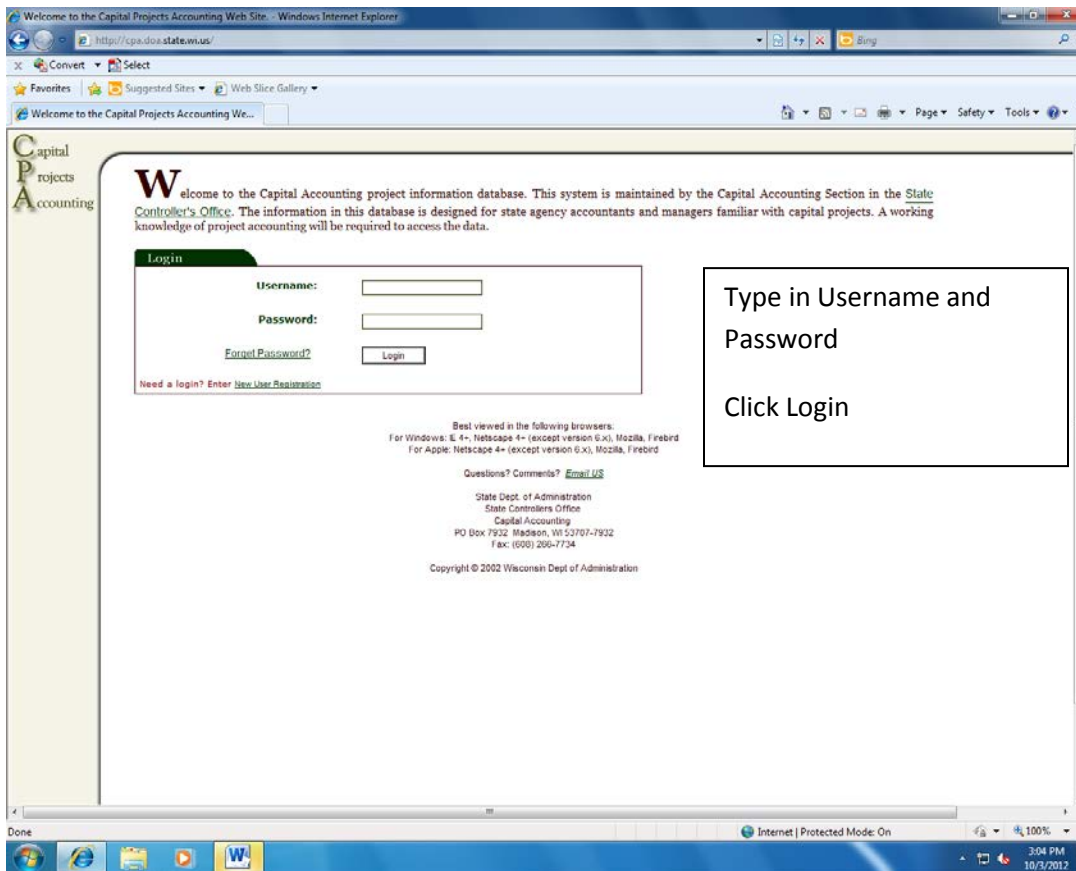
   (608) 262-5316 (fax)

The Capital Project Accounting website is updated daily so each of you can view PO approval, encumbrances and expenditures by project number. Below are instructions for logging on the first time and steps to view capital project accounting transactions:

To utilize the CPA, you must register. Go to http://cpa.doa.state.wi.us

Click on New User Registration

Fill in First Name, Last Name, Phone number, and email address.

From the drop down boxes select:
Work-Office
State Agency – Project Accounting
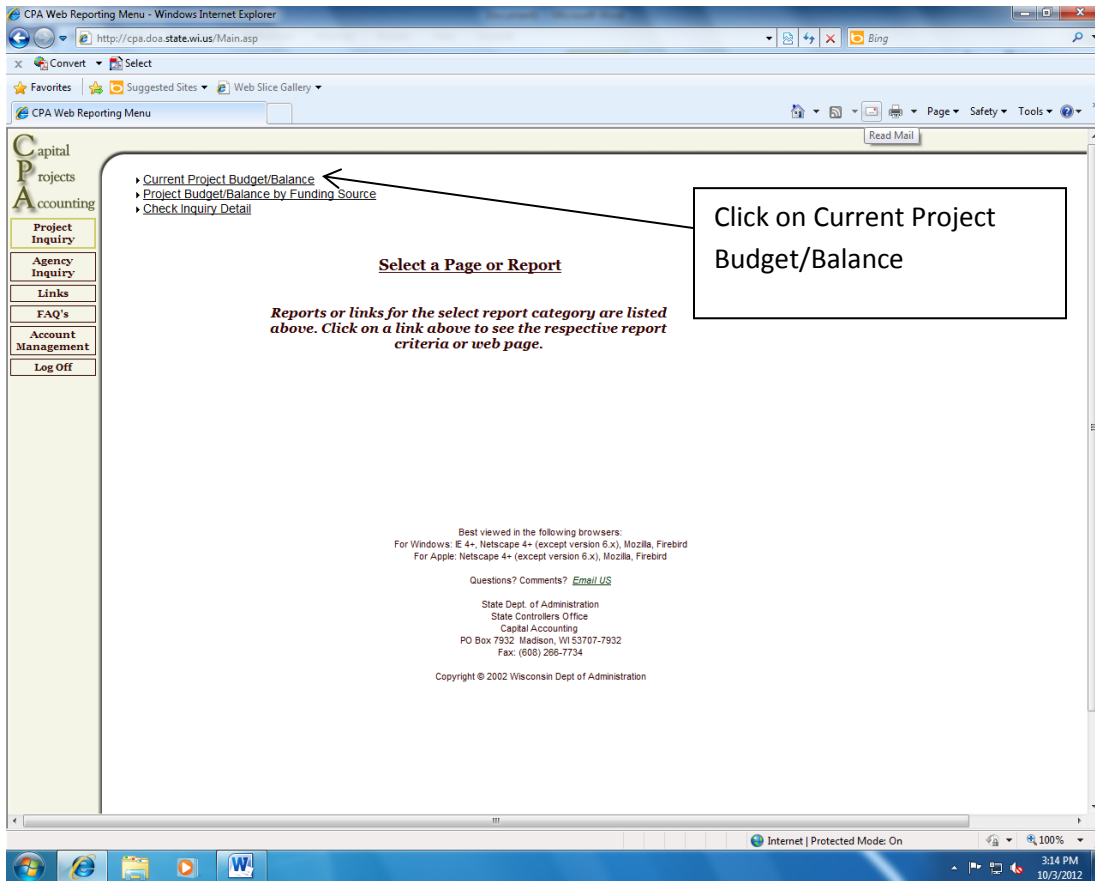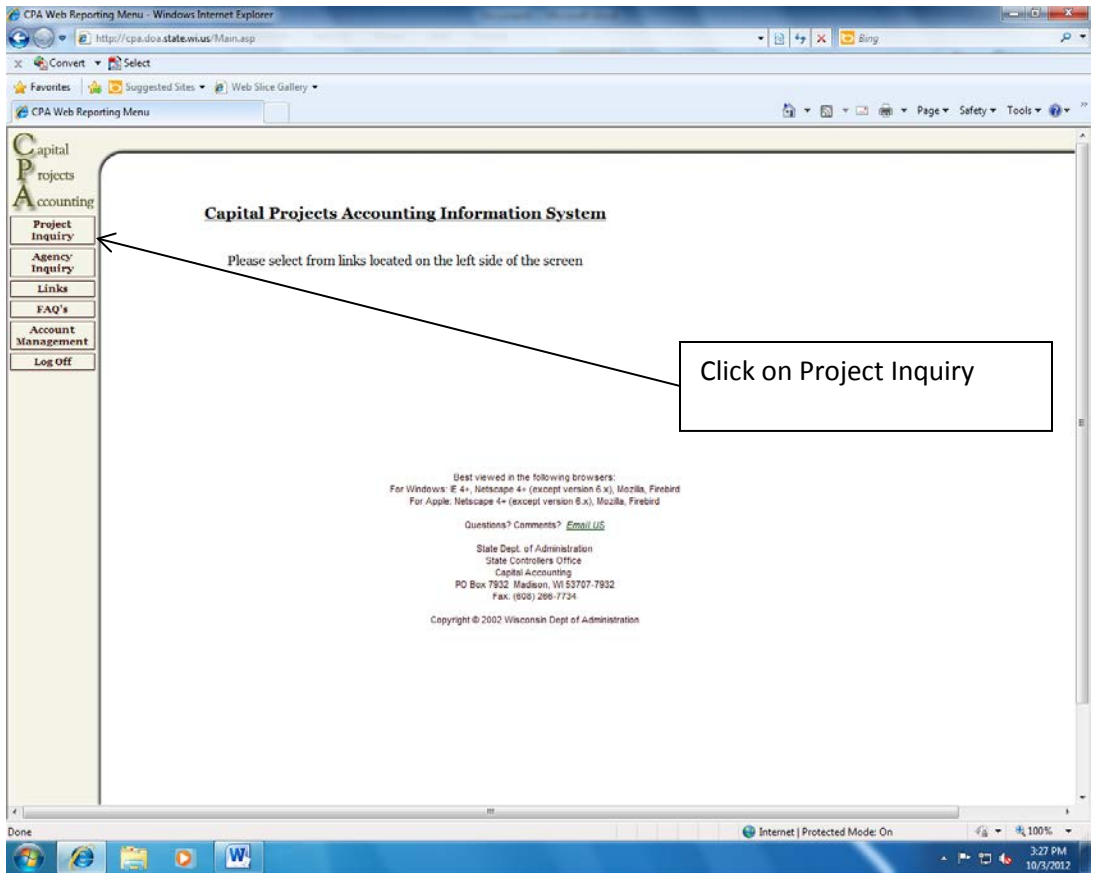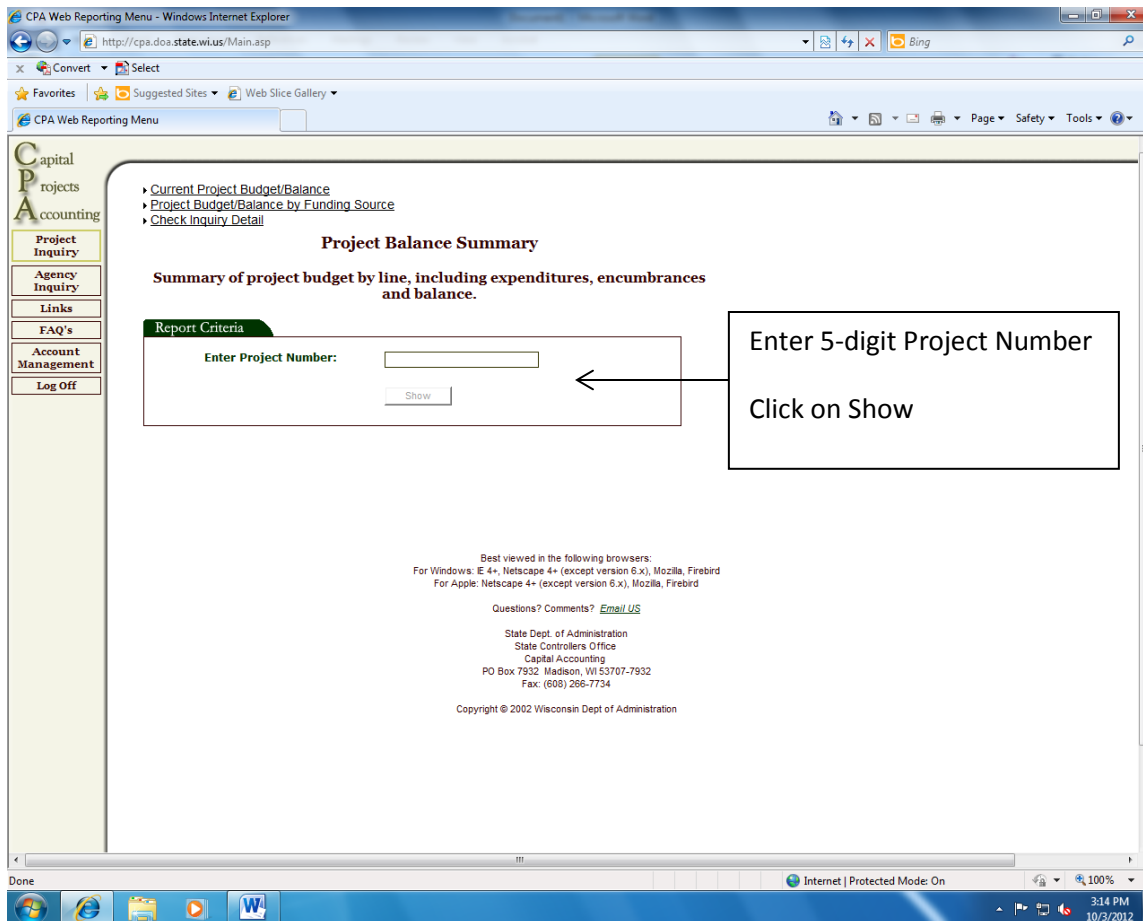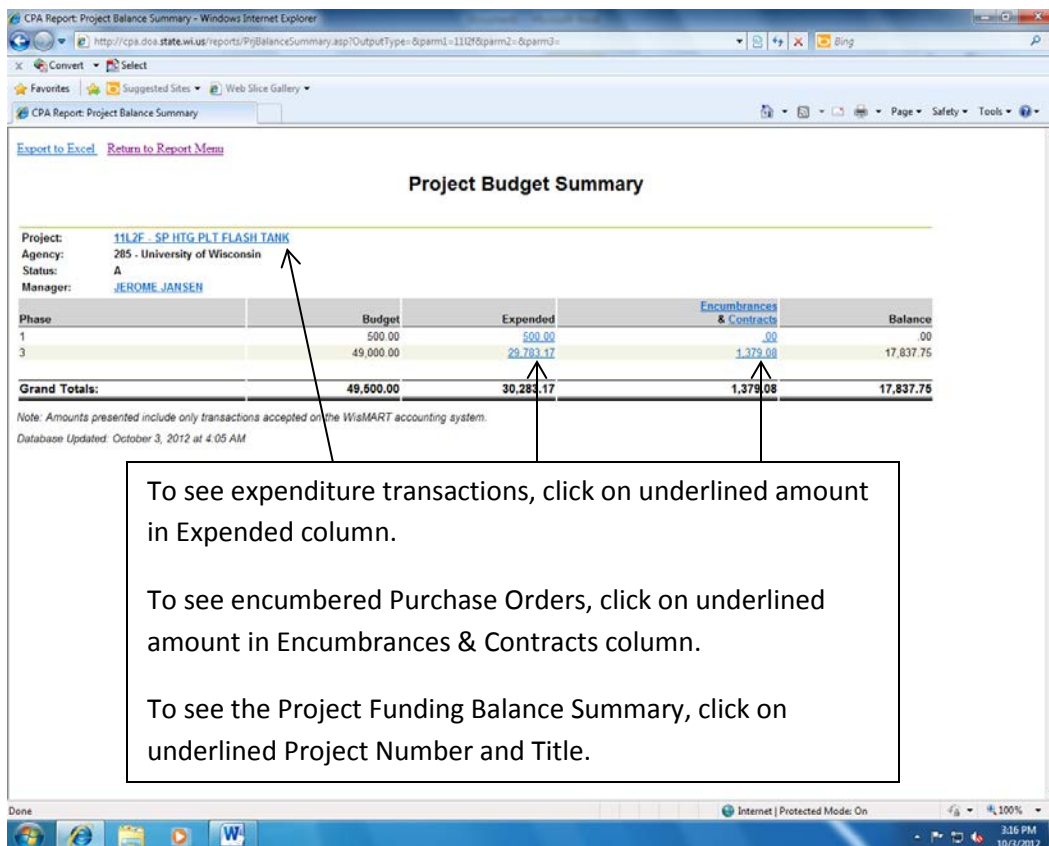University of Wisconsin

Click Continue

After you click Confirm, the login page will appear.

The main menu page will appear.

http://cpa.doa.state.wi.us/Main.asp

Capital Projects Accounting Information System

Please select from links located on the left side of the screen

Project Inquiry
Agency Inquiry
Links
FAQ's
Account Management
Log Off

Click on Project Inquiry

Best viewed in the following browsers:
For Windows: IE 4+, Netscape 4+ (except version 6.x), Mozilla, Firebird
For Apple: Netscape 4+ (except version 6.x), Mozilla, Firebird

Questions? Comments? *Email US*

State Dept. of Administration
State Controllers Office
Capital Accounting
PO Box 7932 Madison, WI 53707-7932
Fax. (608) 266-7734

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http://cpa.doa.state.wi.us/Main.asp

▸ Current Project Budget/Balance
▸ Project Budget/Balance by Funding Source
▸ Check Inquiry Detail

Project Inquiry
Agency Inquiry
Links
FAQ's
Account Management
Log Off

Click on Current Project Budget/Balance

Select a Page or Report

Reports or links for the select report category are listed above. Click on a link above to see the respective report criteria or web page.

Best viewed in the following browsers:
For Windows: IE 4+, Netscape 4+ (except version 6.x), Mozilla, Firebird
For Apple: Netscape 4+ (except version 6.x), Mozilla, Firebird

Questions? Comments? *Email US*

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State Controllers Office
Capital Accounting
PO Box 7932 Madison, WI 53707-7932
Fax: (608) 266-7734

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The Project Budget Summary will appear.

Screen that appears after clicking underlined amount in Expended column.

Screen that appears after clicking underlined amount in Encumbrances & Contracts column.

Screen that appears after clicking on underlined Project Number and Title.

To see Transactions that are pending, approved within the last 2 weeks, or denied within the last 2 weeks:

Click on Agency Inquiry

Click on Pending Transactions

Select Univ of Wisconsin System from drop down box and click Show

The list of pending transactions will be for all UW institutions sorted by institution and then by document number.

Screen that appears for Pending Agency Transactions.

To make any changes to your user account:

Click on Account Management

Click on Edit Account to change your name, phone number, email address, etc.

Click on Change Password to change your password.

http://cpa.doa.state.wi.us/Main.asp

Bing

x Convert ▾ Select

Favorites | Suggested Sites ▾ Web Slice Gallery ▾

CPA Web Reporting Menu

Page ▾ Safety ▾ Tools ▾

Capital
Projects
Accounting

Project Inquiry

Agency Inquiry

Links

FAQ's

Account Management

Log Off

Capital Projects Accounting Information System

Please select from links located on the left side of the screen

To exit the system, click on Log Off

After approximately 30 minutes of non-use in the system, it will time-out and give you a message box. Click the OK in the message box and the login page will appear to log back in.

Best viewed in the following browsers:
For Windows: IE 4+, Netscape 4+ (except version 6.x), Mozilla, Firebird
For Apple: Netscape 4+ (except version 6.x), Mozilla, Firebird

Questions? Comments? Email US

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Done

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10/3/2012

Construction Accounting Process

The State's accounting system (STAR) requires specific data elements for purchase orders and invoice transactions. The data elements are listed below.

UW institutions should submit purchase orders and invoices with these data elements clearly indicated. Also include any appropriate back-up documentation for purchase orders.

Once the purchase orders and invoices have been audited, the data is entered into the State's accounting system (STAR). Final approvals usually take 5-10 business days. Approved transactions are then viewable on the DOA Capital Projects Accounting (CPA) website.

REQUIRED PURCHASE ORDER DATA ELEMENTS:
1. Vendor FEIN#
2. Project #
3. Phase (expenditure) line from Project Budget Summary
4. SFS Account Code
5. Commodity Code

REQUIRED INVOICE DATA ELEMENTS:
1. Purchase Order #
2. Invoice #
3. Indicate Partial or Final payment

Helpful Information/Tips:

If the vendor for a purchase order is not in the STAR vendor file, then UWSA will ask the institution if they have a copy of the W9. If the institution does not have a W9 for the vendor, then UWSA will fax or email a request for a W9 to the vendor.
Note: the PO cannot be entered into STAR until the W9 has been received by UWSA.

The NIGP Commodity Code is a 5-digit # consisting of Commodity Class (3-digits) Sub Class (2-digits).
For example: 425-07 (425=Furniture: Office 07=Chairs, Wood)
Note: STAR does not accept 00 for the 2-digit sub class.

Make sure to include shipping charges as a purchase order item. STAR will allow up to $100 over the original PO amount (there must be just one invoice payment in order for this to apply).

List the required purchase order and invoice data elements either directly on the purchase order and invoice or in the email to FinRpt@uwsa.edu.

If a purchase order and invoice are received together, the purchase order will need to be encumbered and approved in STAR first. Then the invoice will be entered in STAR for payment.

Construction Accounting Flow Chart

UW Institution (except Madison)

PO – Initiate purchase orders based on campus procurement policies & guidelines. Email scanned documents to UWSA FinRpt@uwsa.edu.
Note: Send PO promptly; do not hold until the invoice is received.

Invoices – Approve invoices for partial or final payment. Email scanned invoices to UWSA FinRpt@uwsa.edu.

Note: The State's Prompt Pay Law is applicable to Construction Accounting: see Prompt Pay under Definitions.

UW System Administration (UWSA)

PO – Enters a PO in STAR; sends the PO documents to the DOA State Controller's Office (SCO) for approval/denial.

Invoices – Enters a voucher in STAR to pay the invoice.

Note: Institutions will be notified when DOA SCO denies any PO's and vouchers.

DOA State Controller's Office (SCO)

PO – Forwards PO's to Project Manager (PM) for approval/denial. PM's are given 2 weeks to review PO's. Notifies UWSA of approved/denied PO's.

Invoices – Approves/denies direct charges that do not reference a PO.

Prints and mails checks to vendors.

Note: PO and voucher transactions are updated daily in the DOA Capital Projects Accounting (CPA) website.

University of Wisconsin System

CONSTRUCTION ACCOUNTING PROJECTS REFERENCE GUIDE

Email Contact: FinRpt@uwsa.edu

Telephone Contact: (608) 263-6973

Overview

Effective November 2004, the University of Wisconsin System Administration (UWSA) began performing the capital project accounting for all UW institutions (except UW Madison). Previously, capital projects accounting was performed by UW Madison for all institutions.

UWSA Responsibilities:

UWSA serves as the liaison between the UW institutions and the State Department of Administration (DOA) State Controllers (SCO) for all issues related to accounting for UW construction projects.

Enters purchase orders (PO's) and invoices (vouchers) into STAR.

Assists UW institutions with the DOA Capital Projects Accounting (CPA) website.

Assists UW Madison with the vendor file and other uses of STAR.

DOA State Controller's Office (SCO) Responsibilities

The SCO, along with the Project Manager (PM), is responsible for approving all construction PO's. If the PO is not within the project's scope or if there is not sufficient budget, it will be denied. UWSA will notify institutions when PO's or direct charge vouchers are denied.

Maintains STAR. All state agencies and institutions use STAR to enter vendors, purchase orders, and invoice payments for capital accounting projects. The data from STAR is updated nightly and is made available on the DOA Capital Project Accounting (CPA) website.

DEFINITIONS

PO – Institution purchase order encumbered by UWSA in Wismart, with a unique PO number.
TIP: On the CPA website, PO encumbrances are found by clicking the amount in the Encumbered column.

Voucher – Document entered in STAR to pay an invoice, with a unique number.
TIP: On the CPA website, payments are found by clicking the amount in the Expended column or in the Encumbered column.

Direct charge voucher documents that do not reference a PO are found by clicking the amount in the Expended column.

Invoices may be processed in one of three ways:
1. As a payment to a vendor that references an encumbered PO.
2. As a direct charge to reimburse an Institution as long as no PO has been encumbered for that same payment.
NOTE: Encumbered PO's should not be paid by an Institution and then submitted back to UWSA for a reimbursement.

Phase (Expenditure) Line - required for PO's
1 = Design & Supervision   2 = Work by Agency
3 = Construction   4 = Movable Equipment

Project # - 5-digit number used to identify a specific project. STAR transactions use an 8-digit project code.

Project Manager (PM) – DOA Division of State Facilities (DSF) specialist who approvals all construction PD's. They also work with the Institutions on issues regarding project expenditures.

Prompt Pay – The UW System must pay interest on its invoices not paid or disputed within 30 days after receipt of a properly completed invoice OR receipt and acceptance of the property or service (whichever is later).

Vendor FEIN # - 9-digit Federal Employee Identification Number required to be submitted on a W9 for all vendors entered in STAR.

Capital Projects Accounting Information System

The DOA Capital Projects Accounting (CPA) Information System provides financial information on the State of Wisconsin projects funded entirely OR in part by the Building Trust Fund (BTF) or the Capital Improvement Fund (CIF). The database is updated daily from Wismart. This tool provides institutions the information needed to manage construction encumbrances and expenditures.

To utilize the CPA, you must first register. Go to http://cpa.doa.state.wi.us; click on "New User Registration".

New User Registration – Enter your User Name, Password, Confirm Password, and then click "Continue".

New User Profile – Enter your First Name, Last Name, and email address. From the drop down menu, please choose the following:
Work-Office for primary access
State Agency-Project Accounting for work description
University of Wisconsin for 2nd box in work description
Click "Continue"

Registration Confirmation – If the New User Profile information is correct, click "Continue". You will now be able to login to the CPA!

Login – Enter your User Name and Password. Click "Login"

To view project detail, click on **"Project Inquiry"** then click on **"Current Project Budget/Balance"**. Next enter the 5-digit project number and click "Show".

PROJECT BUDGET SUMMARY – this is the screen that has columns showing the project's Phase, Budget, Expended, Encumbrances, and Balance.

Expended – each Phase (expenditure line) of the project has a link that can be clicked to see all payments.

Encumbrances – the link will list PO's in alpha order.

Project/Title – this link will show the Project Budget Funding Summary for all phases of the projects.

Note: The CPA website will time out after approximately 30 minutes of non-use. Just click the "OK" in the message box and log in again.