



**Division of
Business Services**

**All Team
Conversation**

October 18, 2019



Some FY 2019 Accomplishments

Administrative Transformation Project (ATP)	Functional initial data gathering towards developing a chart of accounts better serving financial management needs.
Division Web Site	Implemented Division website upgrade to WordPress, reviewing and reducing 1,000 web content pages to 400 and improving consistency and optics.
Return to Work Program	Completed the development of formal policy and achieved agreement from campus leadership to hire RTW Coordinator and implement program.
Extension & Wisconsin Public Media Restructuring	All Division units were involved at some level in the restructuring.
Procure-to-Pay (P2P)	Facilitated across campus shadow and bolt-on purchasing/AP system user interviews to help inform P2P Business Case developed/approved by President Cross.
Tuition/Housing Combined Bill	Prepared for Spring FY20 combined undergrad tuition and housing invoicing.
Replenishable Athletics Debit Card Program	Introduced meal per diems using preloaded debit cards for student athletes, eliminating cash and also winning a collaborative Administrative Improvement Award.
Organizational Changes	Bursars Office, Content Management, Communications, Change Management & Training, AR-Billing, Purchasing and Risk Management.

Some FY 2019 Accomplishments - continued

Capital Equipment	Completed 40 departmental capital equipment physical inventory reviews representing approximately 41% of total University assets.
10 Year Cash Analysis	Completed a 10 year historical cash balance analysis in preparation for exploring potential investment opportunities.
Gift Fund Flexibility	Finalized compliant gift fund use policy flexibilities favorably received by campus colleagues including Dean's, Financial Officers and other personnel.
Affiliate Evaluation	In compliance with UW System and State Legislative Directives, implemented a campus-wide affiliate reporting methodology.
Financial Internal Control Advisory Services	Appointed a Director of Financial Internal Control Advisory Services and developed a first financial risk and control matrix specific to gifts as a pilot.
Verona Core Stock Management	Partnered with Facilities Planning & Management to migrate receipt, storing and delivery of CORE stocks previously handled by a 3rd party vendor.
Non-Sponsored Accounts Receivable and Billing	Implemented Department pilots and Conference Services to centralized Accounts Receivable and Billing using SFS functionality.
Community	Engaged team members driving active social and inclusive programs, including recently launched FANTASTIC ACTION/ATTITUDE NOTICED (FAN) program.

FY 2020 Goals & Challenges

Administrative Transformation Project (ATP)

Director of Financial Information Management commitment to ATP with likely engagement of other Division team members.

Student Loan Collections

Worked towards introducing use of Wisconsin Department of Revenue to assist with student loan collections.

Return to Work Program

Strategic partner participation in the implementation of a formalized return to work program.

GET Decommissioning

Decommission the Guided Expense Tool (GET) expense report system, eliminating a shadow system.

Procure to Pay (P2P)

Complete pre-planning and start P2P system implementation, which will actively involve Division team members.

Tuition/Housing Combined Bill

Fully implement the undergrad combined housing and tuition billing project teaming with University Housing.

FY 2020 Goals & Challenges - continued

Cash Balance Investing

Work with leadership and other appropriate constituents to invest cash balances, including developing related policy and procedural guidance.

WISER

Develop new WISER search pages including Capital Assets and Non-Sponsored AR and Billing.

Accounts Receivable and Billing

Build formal policies & procedures and develop a credit and collections function to support the Non-Sponsored Accounts Receivable and Billing unit.

VCFA Survey

Identify opportunities for further community and other improvements following outcomes of early 2020 VCFA EID Survey.

CASHNet

Evaluate activating Bursar CASHNet e-Market functionality, collaborating with Admissions, potentially reducing CASHNet databases and introducing real time student account posting.



Conversation