BACKGROUND

The implementation of the new Shared Financial System (SFS) has required the re-engineering of business procedures for the processing of financial transactions between UW institutions and between UW-Extension departments. There are still many UW institutions that are in transition between operating their legacy financial systems and implementing SFS. Under this current environment, it is not possible to have consistently applied processes for the transferring of funds between UW institutions. These processes can be expected to evolve until all UW institutions have implemented SFS.

The process used to obtain materials and services from other UW-Extension departments and/or other UW institutions varies depending on the specific circumstances of the “buying” department and the “selling” department. Internal requisitions may continue to be processed to order materials/services from UW-Madison service units or another UW-Extension department. There are certain UW service units that have established alternative procedures not requiring the issuance of an internal requisition. Many UW service units are now accepting payment via a Purchasing Card.

Both UW-Madison and UW-Extension have large service units that have established electronic interface processes between the legacy and SFS accounting systems to streamline the transfer of funds. These processes currently require that charge coding to be in “legacy” format rather than “SFS” format. The primary differences between the legacy and SFS accounting code structures are (1) the legacy accounting system requires the Unit T (for Extension) be provided and in SFS it is not used, (2) the numbers assigned to the 4-digit legacy class codes are generally not the same for the equivalent 4-digit account code in SFS, (3) the SFS equivalent to the legacy 4-digit account number code is a 7-digit project/grant number made up of the 3-digit fund number preceding the 4-digit legacy account number.

Payments to departments in UW institutions other than large UW-Madison service units are generally made through processing a check. Payments to other UW-Extension departments are generally handled as internal transfers.

Special arrangements with other UW institutions regarding shared grants or purchasing specialized services of their staff are covered under UW-System FAP 18 and UW-Extension BSPPD # 10.
MATERIALS/SERVICES FROM UW-EXTENSION DEPARTMENTS

Internal requisitions remain the primary means of ordering materials/services from other UW-Extension departments. Procedures for UW-Extension service units are as follows:

**Conference Centers** – Services may be requested by processing an internal requisition (SFS format) or through use of another form of written communication (i.e. contract/agreement document). Upon completion of the services, the Conference Centers will submit an internal invoice to the “buying” department. An authorized signatory for the “buying” department should sign the invoice and enter the complete coding string (SFS format) to be charged and forward with any required documentation to UW-Extension Accounting Services. Departments may elect to use their Purchasing card to pay for Conference Center services. The Conference Centers will submit a statement to the “buying” department when a Purchasing Card number is provided in advance. If the service involves a “Sponsored Event” the required documentation (i.e., copy of agenda, list of attendees, etc.) should be attached to the Cardholder’s purchasing log.

**Instructional Communications Systems (ICS)** – Services may be requested by processing an internal requisition (legacy format) or by sending an e-mail, memo, etc. ICS will need the coding string (legacy format) to be charged. Departments may elect to use their Purchasing Card to pay for services received from ICS.

**Bulk Mail** – Services should be requested through the UW-Extension Mail Services Web site. By completing a one-time registration the user will gain access to the web site and order form. The coding string to be charged (legacy format) must be entered on the form.

**Mail Services** – Departments should be provided with bar-coded Mail Service charge slips that contain the coding string (legacy format) of the department. The charge slips should be attached to outgoing Federal mail.

MATERIALS/SERVICES FROM UW-MADISON DEPARTMENTS

**Materials Distribution Services (formerly Stores)** – UW-Extension departments that intend to order supplies from MDS must establish an MDS customer account number that will be associated with a (legacy format) coding string. Their Web site is [www.bussvc.wisc.edu/mds/mds.html](http://www.bussvc.wisc.edu/mds/mds.html). MDS will process monthly direct charges to each customer based on supplies ordered. Monthly statements will continue to be provided.

**Car Fleet** – Reservations can be made by phone (262-1307), by fax (265-5948) or by e-mail to fleet@fpm.wisc.edu. The complete coding string (legacy format) to be charged must be provided.
**Transportation Services** – Internal requisitions should continue to be used to order parking permits from Transportation Services. Only one coding string (legacy format) is allowed per requisition.

**Physical Plant** – Internal requisitions should continue to be used to order services from Physical Plant. Only one coding string (legacy format) is allowed per requisition.

**Division of Information Technology (DoIT)**

- **Centrex Telephones**
  
  An internal requisition should be processed to request additions, deletions and changes to Centrex telephone service. Only one coding string (legacy format) is allowed per requisition.

- **Printing Services**
  
  To order printing services, the DoIT Printing Services order form should be completed providing coding (legacy format) under Billing Option 1 “UDDS code for direct chargeback”.

- **Computer Related Services**
  
  An internal requisition should be used to order computer-related services from DoIT. Only one coding string (legacy format) per requisition.

- **Material/Equipment Purchases**
  
  Departments should use a Purchasing card to order and pay for material/equipment purchases from DoIT.

**NOTE:** The above UW-Madison service units have established an electronic interface process between the legacy and SFS accounting systems. This requires providing the service unit a coding string in “legacy” format (i.e. for funds 133, 143, 144, 161 a 4-digit account # is required).

**Other UW-Madison Departments** - The process for obtaining materials/services from other UW-Madison departments varies depending on the requirements of the specific department involved. After the services/materials have been provided, UW-Madison non-service units should submit an invoice to the UW-Extension “buying” department, for approval, direct entry of coding (SFS format) and forwarding to Accounting Services for preparation of payment via a check.

**ACCOUNTING CODE STRUCTURE**

See Appendix A (14-app-a.doc).
ADDITIONAL INFORMATION

Additional information regarding the internal procuring of materials/services can be found on the Business Services Web site (gea/bussvcs/index.cfm). Questions may be directed to Bob Price (608-262-1979).