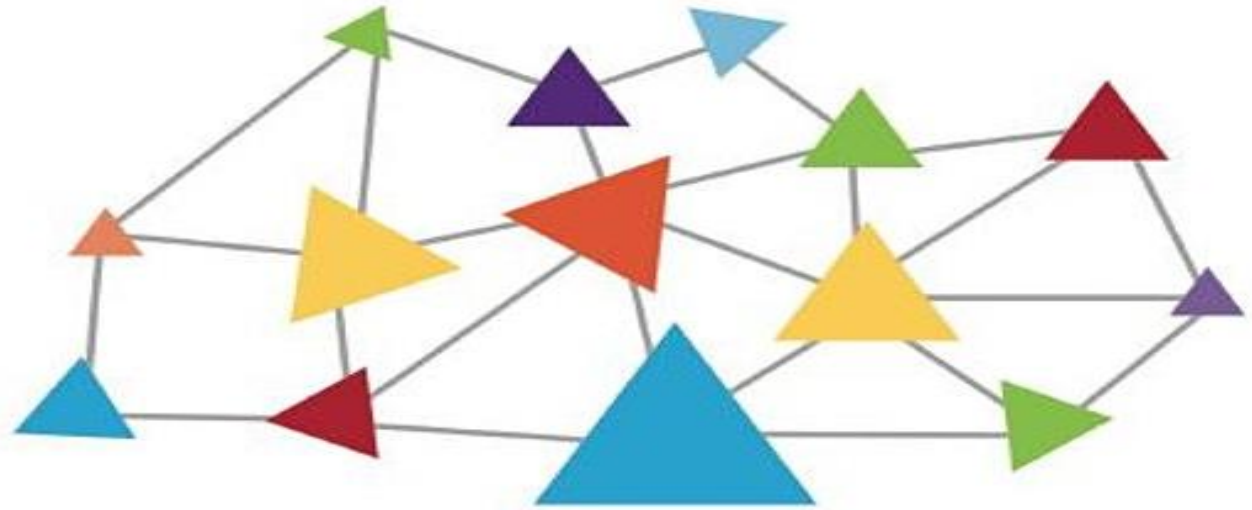


Staying Connected



FINANCIAL MANAGERS' MEETING

April 14, 2020



Agenda

Welcome/Introduction	Dan Langer	5 minutes
Procurement Automation Update	Liv Goff	5 minutes
Disbursement Invoice Submission Updates	Mark Domaszek	5 minutes
COVID-19 Account Codes	Susie Maloney	10 minutes
Fiscal Year-End Deadlines	Lea Erickson	5 minutes
Flight Cancellations Due to COVID-19	Rusty Haines	5 minutes
Purchasing Updates	Lori Voss	10 minutes
Staples Orders		
Purchases / Deliveries		
Continuing Order Requisitions FY21		
Closing Remarks	Dan Langer	5 minutes

Procurement Automation Update

Liv Goff

Disbursements

Division of Business Services

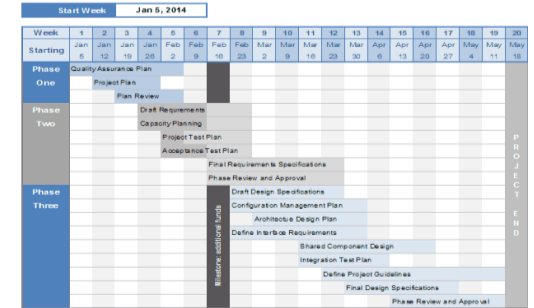


Procure-to-Pay Automation

Project Timeline: Due to the challenging circumstances related to the COVID-19 pandemic, the Procure-to-Pay (P2P) Automation Project timeline has been extended a minimum of one month.

The project website will be updated as more information becomes available

<https://p2p.wisc.edu/>.



Provide Feedback/Ask Questions: There may be questions about the project and the changing timeline – please submit any questions you have at <https://p2p.wisc.edu/share-your-thoughts/>.

Presentations: If you would like us to meet with your team for a presentation on the project, please make a request through the project website at <https://p2p.wisc.edu/share-your-thoughts/>.

Disbursement Invoice Submission Updates

Mark Domaszek

Disbursements

Division of Business Services

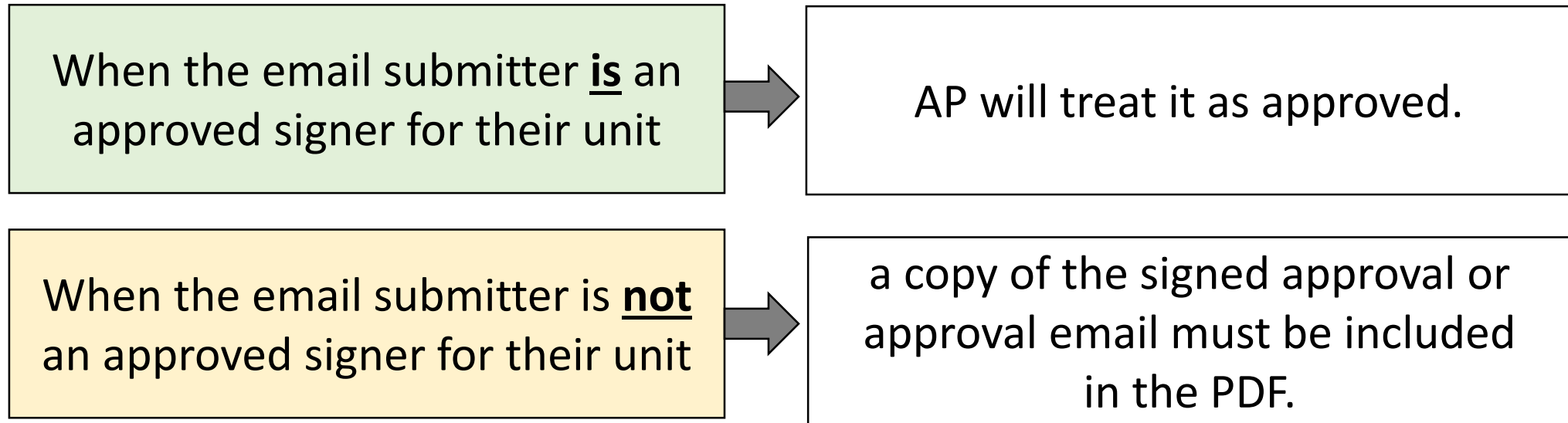


How to Submit Payment Requests

- Submit DPs/PIRs to ap-invoices@bussvc.wisc.edu
- Subject line of "DP" or "PIR"
- Submit each request as a **single** PDF
 - No Word documents
 - No Excel spreadsheets
 - **Nothing in the body of the email**



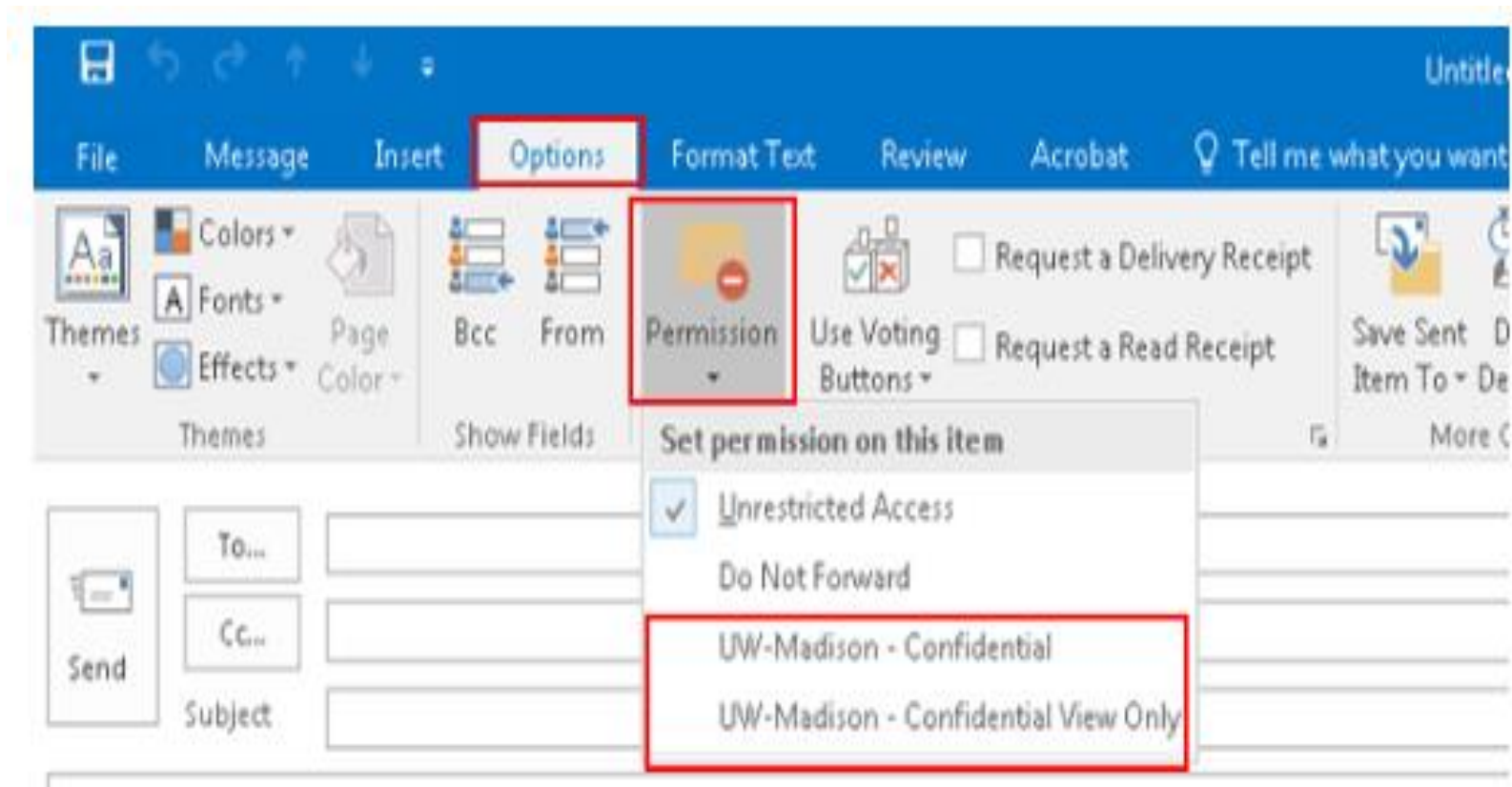
Approvals



If you send a fax, the approval must be included in the fax.

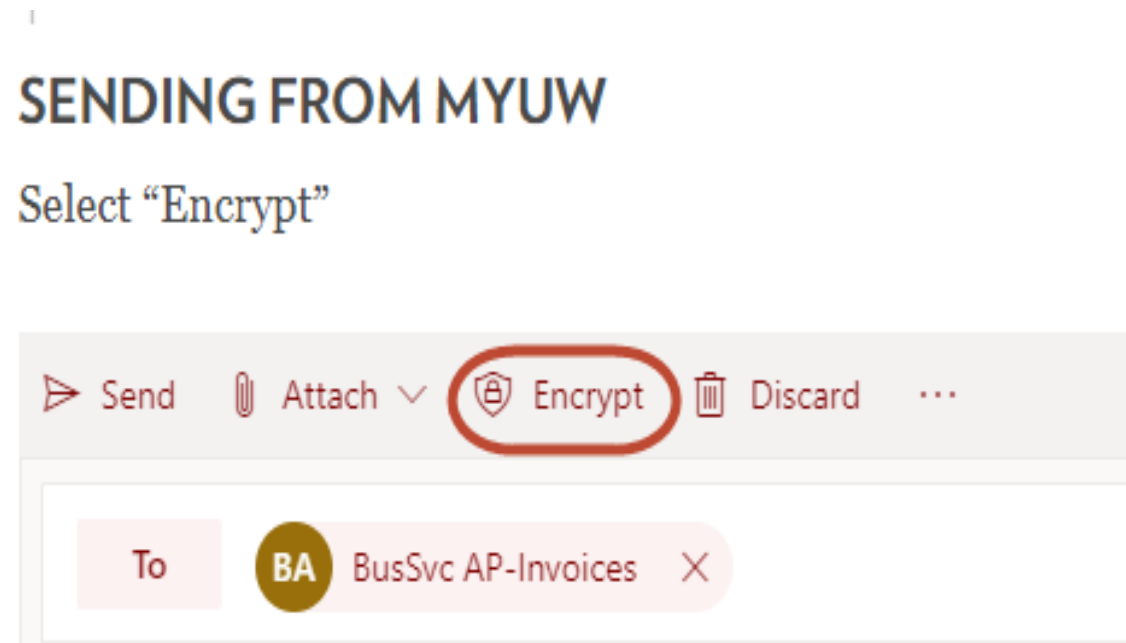
Submitting Confidential Documents to Accounts Payable

Documents containing sensitive information such as a W9, W8Ben, Non-Resident Alien documents, Wire or Banking information, and HIPAA



Submitting Confidential Documents to Accounts Payable (Continued)

Documents containing sensitive information such as a W9, W8Ben, Non-Resident Alien documents, Wire or Banking information, and HIPAA



More Information

- Office 365 Message Encryption (OME)
<https://kb.wisc.edu/page.php?id=82185>
- Automatic reply on ap-invoices
- Business Services Continuity Website
<https://businessservices.wisc.edu/dobs-business-continuity-for-campus/>
- Campus COVID-19 Website
<https://covid19.wisc.edu/>



COVID-19 Account Codes

Susie Maloney

Financial Information Management

Division of Business Services



Tracking COVID-19 in SFS

Many reasons for tracking expenses and revenue loss related to COVID 19

- **UW-Madison**
 - EOC
 - Refunds and cancellations
 - Revenue Loss Projections
 - Long Range Planning
- **UWSA**
 - Financial Response Team
- **FEMA & Federal Stimulus (CARES)**

Tracking COVID-19 in SFS (Continued)

Expense Codes

- New expense codes have been created in SFS for tracking expenses specifically related to COVID -19.
- Please process cost transfers for COVID related expenses posted prior to 4/1/20.
- *3118 - Telecommuting Costs*, is intended for UW costs only.
- *3115 – Other Expenses*, Should be used for Sunk Costs related to Travel – See FAQs for specific examples

Code	Type	Short Description	Long Description
3115	Expense	Other Expenses – COVID	OTHER EXPENSES - COVID. COVID-19 expenses not identified by specific expense type. Examples include research equipment (under \$5,000), DoIT bandwidth software purchases, online learning costs, lab testing equipment (under \$5,000), food for essential employees.
3116	Expense	Housing - Quarantine and Isolation Costs - COVID	HOUSING - QUARANTINE AND ISOLATION COSTS - COVID. COVID-19 costs of operating facilities housing isolated residents, including food costs, cleaning supplies, and purchases of new mattresses.
3117	Expense	Cleaning/Sanitation Costs - COVID	CLEANING/SANITATION COSTS - COVID. Cleaning and sanitation costs specifically related to COVID.
3118	Expense	Telecommuting Costs - COVID	TELECOMMUTING COSTS - COVID. COVID-19 telecommuting costs, including laptops and accessories purchased specifically and only for COVID-19 related activities.
3119	Expense	PPE & Safety Supplies – COVID	PPE & SAFETY SUPPLIES - COVID. COVID-19 personal protective equipment and safety supplies (under \$5,000). Examples: masks, face shields, gowns, and gloves.
4606	Expense	Equipment – COVID	Equipment that has a unit cost of \$5,000 or more and a useful life of more than one year purchased specifically and only for COVID-19 related activities.
5717	Expense	Income Continuation - Scholarship - COVID	INCOME CONTINUATION - SCHOLARSHIP - COVID. COVID-19 income continuation payments posted to student accounts as a scholarship. Must use Program Code 9

Tracking COVID-19 in SFS (Continued)

Revenue Codes

- *Contra* revenue codes have been set up in SFS for tracking refunds related to revenue already collected.
- Please process revenue transfers for COVID related refunds posted prior to 4/1/20.

Code	Type	Short Description	Long Description
9055	Sales Credit	Internal Sales Credit Refunds - COVID	INTERNAL SALES CREDIT REFUNDS - COVID. Used to record internal refunds for cancelled conferences, and/or events or services due to COVID-19.
9211	Revenue	Housing Refunds - COVID	HOUSING REFUNDS - COVID. Used to record housing room refunds due to COVID-19.
9212	Revenue	Meal Plan Refunds - COVID	MEAL PLAN REFUNDS - COVID. Used to record meal plan refunds due to COVID-19.
9213	Revenue	Conference & Event Refunds - COVID	CONFERENCE & EVENT REFUNDS - COVID. Used to record refunds for conferences and other events, such as weddings and career fairs, that will not be held due to COVID-19.
9214	Revenue	Parking Fee Refunds - COVID	PARKING FEE REFUNDS - COVID. Used to record refunds of parking fees due to COVID-19.
9215	Revenue	Program Fee Refunds - COVID	PROGRAM FEE REFUNDS - COVID. Used to record refunds from programs canceled due to COVID-19. Examples include study abroad fees and short course fees.
9216	Revenue	Other Refunds - COVID	OTHER REFUNDS - COVID. Used to record refunds of campus card balances, continuing ed refunds and retail/merchandise refund.
9217	Revenue	Service Fee Refunds - COVID	Used to record refunds of service fees due to COVID-19.

COVID-19 Account Code FAQ



View here on the Division of Business Services Website:

<https://businessservices.wisc.edu/covid-19/covid-19-account-codes-faqs/>

Fiscal Year-End Deadlines

Lea Erickson

Financial Information Management

Division of Business Services



Fiscal Year-End Deadlines

- As of now, there are no changes or extensions to our FY20 year-end deadlines.
- The Year End Timetable was sent out via the DoBS newsletter on February 28th and April 13th. It is also located on our website:
<https://businessservices.wisc.edu/accounting/year-end-accounting/>

TRANSACTION TYPE	DUE DATE
External Requisitions for FY 2020 with a dollar amount \$50,000 & over must be received in Purchasing Services, Suite 6101, 21 N. Park St.	Wednesday, April 1, 2020
External Requisitions for goods and services expected to be delivered in FY 2021 may begin to be created for FY 2021 in the External Requisition Generator in My UW.	Wednesday, April 1, 2020
External Requisitions for FY 2020 with a dollar amount \$5,000 – \$49,999 must be	Wednesday, April 15, 2020

General Reminders

- Even if a due date has passed, please continue to submit transactions/paperwork. Do not hold onto items until after year end.
- Last FY20 payrolls (no Period 13 payroll):
 - 2020UNC06 – Final Calc Date of June 18th
 - 2020BW06 – Final Calc Date of June 25th
- JET and Cost Transfer Tool are down from July 8th (EOD) - July 14th (EOD). July 15th they re-open for FY21 processing.

JUNE 2020

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30				

JULY 2020

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
			1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30	31	

Year-End Reporting

- We are currently compiling a list of individuals who sent in year-end reporting submissions for FY19.
- We will be sending out invitations for training sessions in June regarding the Accounts Receivable, Agency Fund, Inventory, and Deferred Charges & Outflows year-end campus submissions.



Flight Cancellations Due to COVID-19

Rusty Haines

Disbursements: Travel & Cards

Division of Business Services



Cancelled Airline Ticket Data 4/6/20

- 3,959 cancelled tickets
- Valued at \$2,030,695
- Data updated weekly
- All flights through 5/15 are cancelled



\$1,463,506 Identified Funding

CANCELLED TICKETS WITH KNOWN FUNDING		
Division	# of tickets	\$ Amount
COLLEGE OF LETTERS & SCIENCE	675	\$327,751
SCH OF MED & PUBLIC HEALTH	567	\$275,875
SCHOOL OF EDUCATION	227	\$116,893
INTERNATIONAL DIVISION	140	\$104,622
COLLEGE OF AG & LIFE SCIENCE	165	\$95,343
VC FOR RSRCH & GRAD EDUCATION	162	\$81,936
WISCONSIN SCHOOL OF BUSINESS	150	\$81,734
COLLEGE OF ENGINEERING	109	\$59,180
LAW SCHOOL	64	\$37,067
INFORMATION TECHNOLOGY	63	\$27,325
SCHOOL OF VETERINARY MEDICINE	54	\$27,260
GENERAL SERVICES	59	\$27,110
DIVISION OF CONTINUING STUDIES	49	\$26,131
ENROLLMENT MANAGEMENT	49	\$22,687
SCHOOL OF PHARMACY	44	\$22,429
SCHOOL OF HUMAN ECOLOGY	20	\$14,087
NELSON INST ENVRNMNTAL STUDY	29	\$13,867
WISCONSIN UNION	33	\$13,799
SCHOOL OF NURSING	23	\$11,143
DIVISION OF STUDENT LIFE	24	\$9,850
UW - MADISON EXTENSION	22	\$9,387
OTHER	126	\$58,028
TOTAL	2854	\$1,463,506

Approximately \$600K Gap

- Research shows personal credit card for airfare purchase and no expense report submitted yet
- University policy allows reimbursement prior to trip
- Please encourage expense report submission
 - Offer expense reporting assistance during these uncertain times
- We are planning direct communication to travelers

STAY TUNED!

Purchasing Updates

Lori Voss

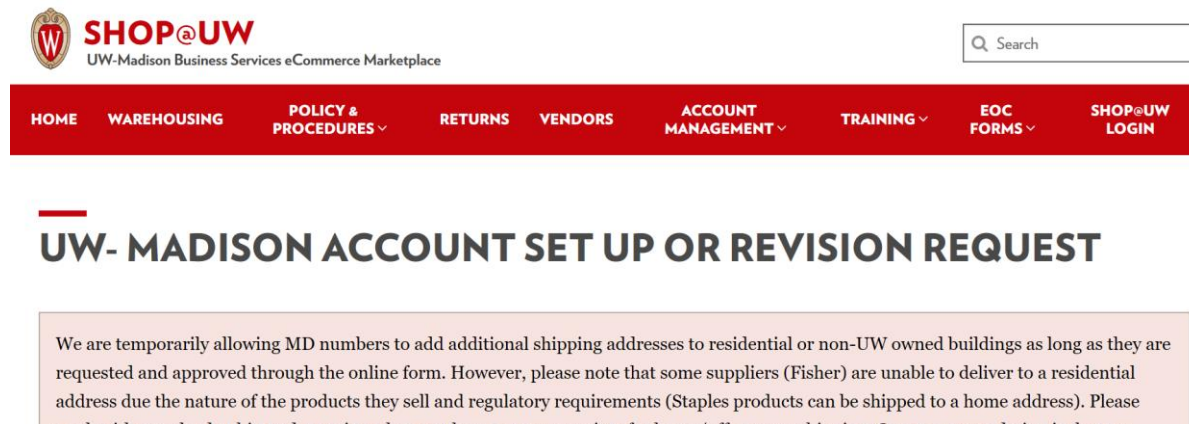
Purchasing Services

Division of Business Services



Staples Orders

There are some suppliers unable to deliver to a residential address due the nature of the products they sell and regulatory requirements, **but Staples is not one of those vendors**. We are temporarily allowing MD numbers to add additional shipping addresses to residential or non-UW owned buildings as long as they are requested and approved through the online form. To request an additional address please use the following form: <https://shopuw.wisc.edu/account-set-up-or-revision-request/>.



Staples Orders (Continued)

- Please work with your leadership to determine what purchases are appropriate for home/off-campus shipping.
- Our recommendation is that pre-approval be obtained from your leadership before shipping anything off-campus and maintain documentation of business purpose and justification for shipping off-campus (e.g. Working from home during COVID-19 pandemic).

Business Purpose

Justification

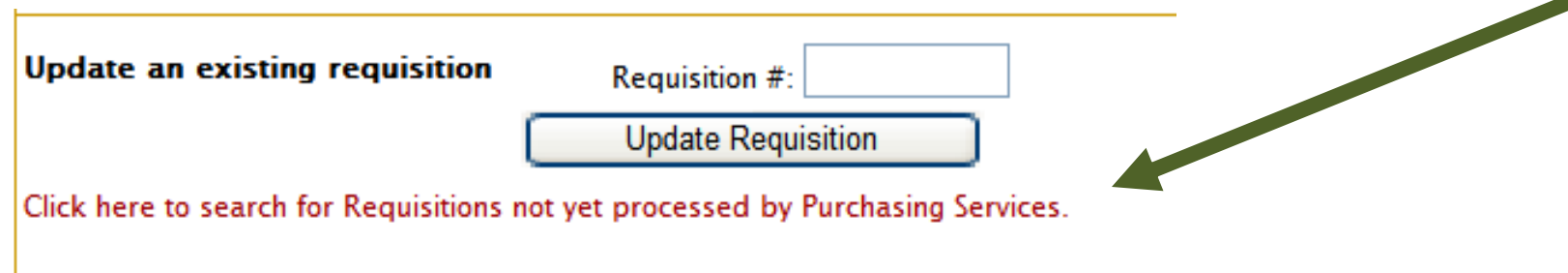
Purchasing Low-Dollar Office Supplies While Telecommuting

<https://businessservices.wisc.edu/procurement-purchasing/purchasing-low-dollar-office-supplies-while-telecommuting/>

- Employees may purchase necessary supplies from alternate resources and have the supplies shipped directly to their remote work location with prior documented approval from their immediate supervisor.
- Use of the purchasing card or reimbursement to an employee are acceptable payment methods.
- Employees are expected to use best-judgment and reason and continue to be good stewards of University resources during this unusual time.

Searching for Requisitions or Continuing Order Requisitions (CORs) in the Requisition Generator

1. Log into My UW and go the Requisition and Number Generator.
2. Click on “Click here to search for Requisitions not yet processed by Purchasing Services” under the “Update an existing requisition” at the bottom of the page.



Update an existing requisition Requisition #:

[Click here to search for Requisitions not yet processed by Purchasing Services.](#)

A green arrow points from the right side of the slide towards the search link.

Searching for Requisitions or Continuing Order Requisitions (CORs) in the Requisition Generator (Continued)

3. Search by "Funding Dept. and/or Project"

External Requisition Generator
[Click here to return to the Main Menu.](#)

Search by NetID

Last Updated by NetID Last Printed by NetID

OR

Search by Vendor name or Vendor Number

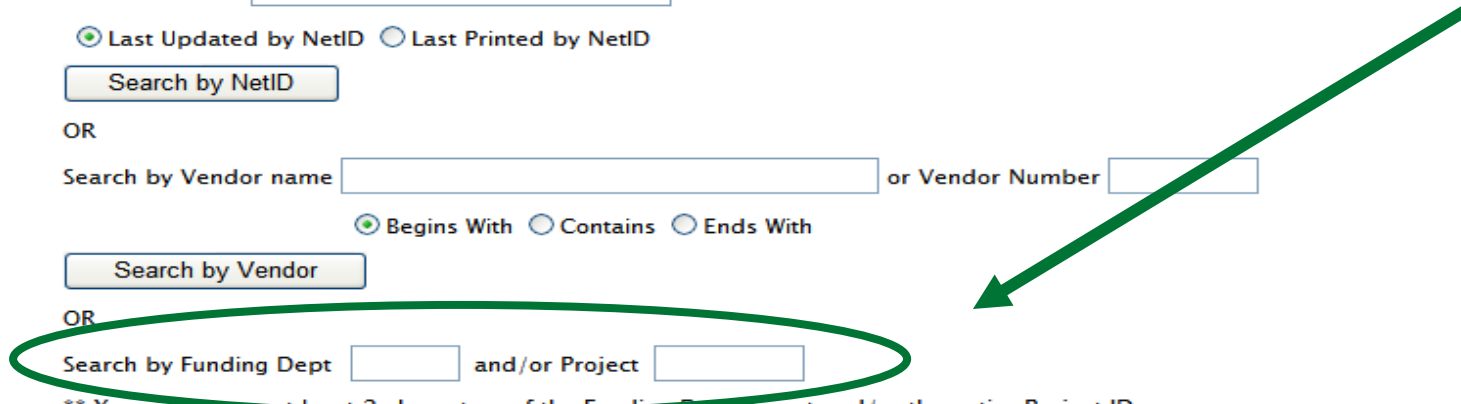
Begins With Contains Ends With

OR

Search by Funding Dept and/or Project

**** You must enter at least 2 characters of the Funding Department and/or the entire Project ID.**

The search results below only contain requisitions that have not yet been processed by Purchasing Services. If you don't see your requisition below, it has been processed into a Purchase Order (PO) and can be found by [searching the Business Services Purchasing system.](#)



Searching for Requisitions or Continuing Order Requisitions (CORs) in the Requisition Generator (Continued)

4. Enter the UDDS/Dept. ID that was used on last year's COR or on the requisition and click "Search by Dept. /Project"

External Requisition Generator

[Click here to return to the Main Menu.](#)

Search by NetID

Last Updated by NetID Last Printed by NetID

OR

Search by Vendor name or Vendor Number

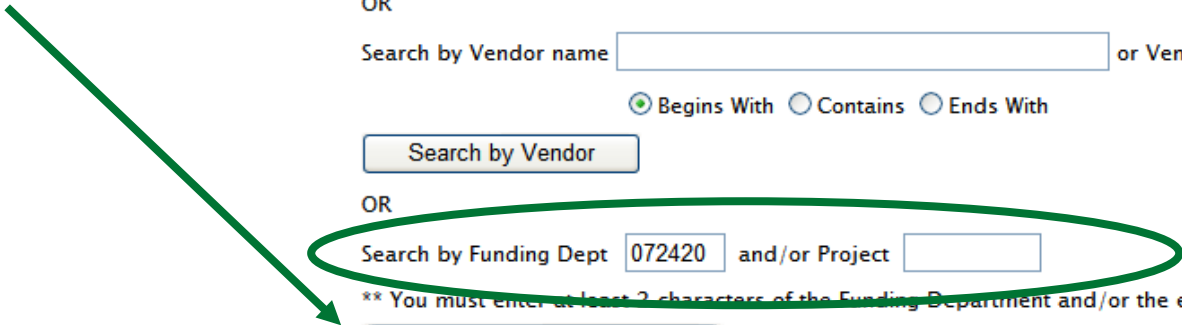
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Search by Funding Dept and/or Project

** You must enter at least 2 characters of the Funding Department and/or the entire Project ID.

The search results below only contain requisitions that have not yet been processed by Purchasing Services. If you don't see your requisition below, it has been processed into a Purchase Order (PO) and can be found by [searching the Business Services Purchasing system.](#)



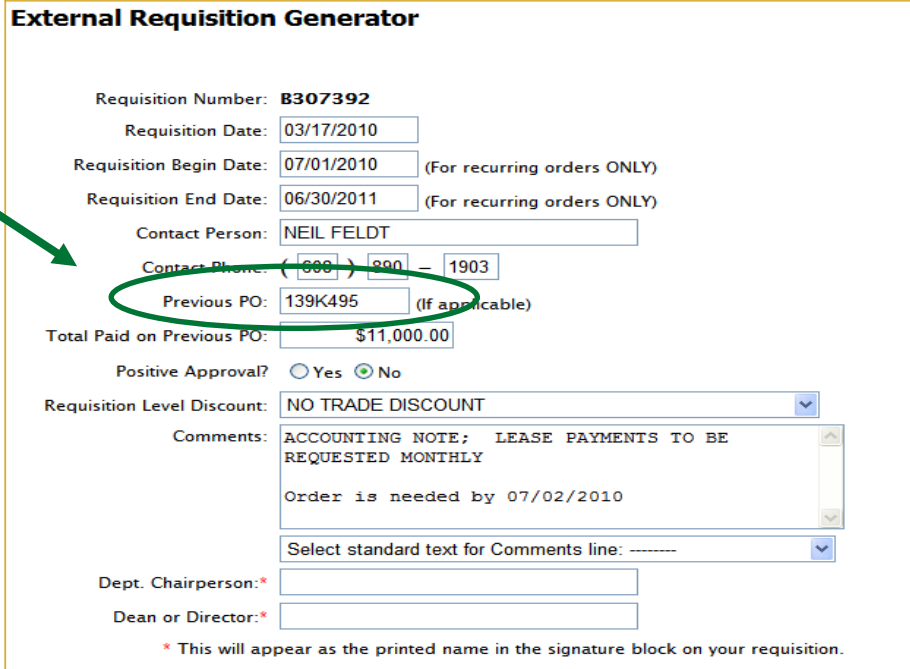
Searching for Requisitions or Continuing Order Requisitions (CORs) in the Requisition Generator (Continued)

5. A list of all the requisitions/CORs that have that UDDS/Dept. ID in the funding will come up.

Requisitions for Funding Dept 072420				
	Requisition	Req Date	Vendor	Last Updated
🔍	B307392	03/17/2010	GOBEL, MARIO	05/17/2010 10:20:49
🔍	B307414	03/17/2010	STEINER ELECTRONICS	05/12/2010 08:55:06
🔍	B307366	03/17/2010	VETTERLI TOWER SERVICE	03/17/2010 09:17:37
🔍	B307322	03/17/2010	ALLIANT ENERGY	03/17/2010 09:17:36
🔍	131K294	04/13/2009	WESTPHAL & CO	06/23/2009 10:00:53
🔍	137K745	05/08/2009	BSW	05/08/2009 18:36:07
🔍	B213500	04/17/2009	IDN H HOFFMAN	04/17/2009 09:13:58
🔍	B213570	04/17/2009	ALLIANT ENERGY	04/17/2009 09:13:58
🔍	B213846	04/17/2009	BROADCAST SUPPLY WORLDWIDE	04/17/2009 09:13:58
🔍	B213872	04/17/2009	DORN HARDWARE	04/17/2009 09:13:58
🔍	B213986	04/17/2009	SENNHEISER ELECTRONIC CORP	04/17/2009 09:13:58
🔍	B214071	04/17/2009	FULL COMPASS SYSTEMS	04/17/2009 09:13:58
🔍	B214126	04/17/2009	STEINER ELECTRONICS	04/17/2009 09:13:58

Searching for Requisitions or Continuing Order Requisitions (CORs) in the Requisition Generator (Continued)

6. Look for the vendor of the COR and click on the magnifying glass to select it. Double check the previous PO number to make sure it is the correct COR. Once you have verified it is correct, open it to update and add funding



The screenshot shows the 'External Requisition Generator' form. A green arrow points to the 'Contact Person' field, which contains 'NEIL FELDT'. A green circle highlights the 'Previous PO' field, which contains '139K495'. The form includes various date fields, a contact phone number, and a comments section.

External Requisition Generator

Requisition Number: **B307392**

Requisition Date: 03/17/2010

Requisition Begin Date: 07/01/2010 (For recurring orders ONLY)

Requisition End Date: 06/30/2011 (For recurring orders ONLY)

Contact Person: NEIL FELDT

Contact Phone: (888) 890 - 1903

Previous PO: 139K495 (If applicable)

Total Paid on Previous PO: \$11,000.00

Positive Approval? Yes No

Requisition Level Discount: NO TRADE DISCOUNT

Comments: ACCOUNTING NOTE; LEASE PAYMENTS TO BE REQUESTED MONTHLY
Order is needed by 07/02/2010

Select standard text for Comments line: -----

Dept. Chairperson:*

Dean or Director:*

* This will appear as the printed name in the signature block on your requisition.

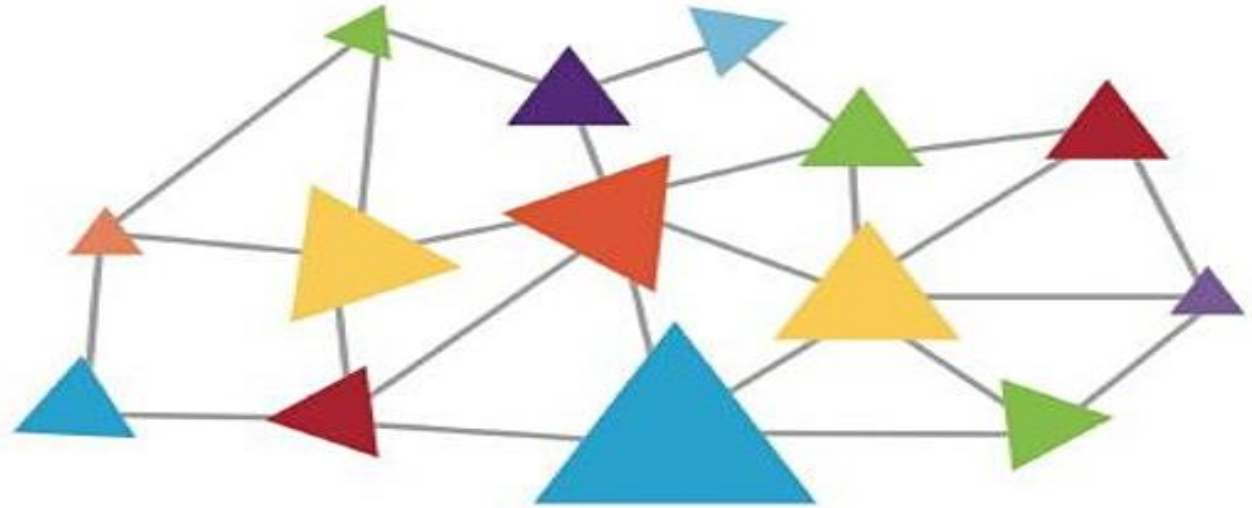
Searching for Requisitions or Continuing Order Requisitions (CORs) in the Requisition Generator (Continued)

7. An electronic copy of the COR should be sent to the Dean's office via email for approval. The approval e-mail and electronic copy should be sent via e-mail to Purchasing Services.

For questions on creating and updating CORs in Requisition Generator e-mail purch@bussvc.wisc.edu.



Thank you for
joining!



Future Financial Managers' Meetings*

Rooms 1106 & 1108, 21 N Park Street

9:30 a.m.

Tuesday, June 9, 2020

Tuesday, August 11, 2020

Tuesday, October 13, 2020

Tuesday, December 15, 2020

*Dates/locations are subject to change



WISCONSIN
UNIVERSITY OF WISCONSIN-MADISON