FINANCIAL MANAGERS’ MEETING
April 14, 2020
Financial Managers’ Meeting

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/](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/](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/](https://p2p.wisc.edu/share-your-thoughts/).
Financial Managers’ Meeting

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

When the email submitter **is** an approved signer for their unit

AP will treat it as approved.

When the email submitter **is not** an approved signer for their unit

a copy of the signed approval or approval email must be included in the PDF.

If you send a fax, the approval must be included in the fax.
Financial Managers’ Meeting

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

SENDING FROM MYUW

Select “Encrypt”
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.

<table>
<thead>
<tr>
<th>Code</th>
<th>Type</th>
<th>Short Description</th>
<th>Long Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>3115</td>
<td>Expense</td>
<td>Other Expenses – COVID</td>
<td>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.</td>
</tr>
<tr>
<td>3116</td>
<td>Expense</td>
<td>Housing - Quarantine and Isolation Costs - COVID</td>
<td>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.</td>
</tr>
<tr>
<td>3117</td>
<td>Expense</td>
<td>Cleaning/Sanitation Costs - COVID</td>
<td>CLEANING/SANITATION COSTS - COVID. Cleaning and sanitation costs specifically related to COVID.</td>
</tr>
<tr>
<td>3118</td>
<td>Expense</td>
<td>Telecommuting Costs - COVID</td>
<td>TELECOMMUTING COSTS - COVID. COVID-19 telecommuting costs, including laptops and accessories purchased specifically and only for COVID-19 related activities.</td>
</tr>
<tr>
<td>4606</td>
<td>Expense</td>
<td>Equipment – COVID</td>
<td>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.</td>
</tr>
<tr>
<td>5717</td>
<td>Expense</td>
<td>Income Continuation - Scholarship - COVID</td>
<td>INCOME CONTINUATION - SCHOLARSHIP - COVID. COVID-19 income continuation payments posted to student accounts as a scholarship. Must use Program Code 9</td>
</tr>
</tbody>
</table>
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.

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

### CANCELLED TICKETS WITH KNOWN FUNDING

<table>
<thead>
<tr>
<th>Division</th>
<th># of tickets</th>
<th>$ Amount</th>
</tr>
</thead>
<tbody>
<tr>
<td>COLLEGE OF LETTERS &amp; SCIENCE</td>
<td>675</td>
<td>$327,751</td>
</tr>
<tr>
<td>SCH OF MED &amp; PUBLIC HEALTH</td>
<td>567</td>
<td>$275,875</td>
</tr>
<tr>
<td>SCHOOL OF EDUCATION</td>
<td>227</td>
<td>$116,893</td>
</tr>
<tr>
<td>INTERNATIONAL DIVISION</td>
<td>140</td>
<td>$104,622</td>
</tr>
<tr>
<td>COLLEGE OF AG &amp; LIFE SCIENCE</td>
<td>165</td>
<td>$95,343</td>
</tr>
<tr>
<td>VC FOR RSRCH &amp; GRAD EDUCATION</td>
<td>162</td>
<td>$81,936</td>
</tr>
<tr>
<td>WISCONSIN SCHOOL OF BUSINESS</td>
<td>150</td>
<td>$81,734</td>
</tr>
<tr>
<td>COLLEGE OF ENGINEERING</td>
<td>109</td>
<td>$59,180</td>
</tr>
<tr>
<td>LAW SCHOOL</td>
<td>64</td>
<td>$37,067</td>
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<tr>
<td>INFORMATION TECHNOLOGY</td>
<td>63</td>
<td>$27,325</td>
</tr>
<tr>
<td>SCHOOL OF VETERINARY MEDICINE</td>
<td>54</td>
<td>$27,260</td>
</tr>
<tr>
<td>GENERAL SERVICES</td>
<td>59</td>
<td>$27,110</td>
</tr>
<tr>
<td>DIVISION OF CONTINUING STUDIES</td>
<td>49</td>
<td>$26,131</td>
</tr>
<tr>
<td>ENROLLMENT MANAGEMENT</td>
<td>49</td>
<td>$22,687</td>
</tr>
<tr>
<td>SCHOOL OF PHARMACY</td>
<td>44</td>
<td>$22,429</td>
</tr>
<tr>
<td>SCHOOL OF HUMAN ECOLOGY</td>
<td>20</td>
<td>$14,087</td>
</tr>
<tr>
<td>NELSON INST ENVRNMNTAL STUDY</td>
<td>29</td>
<td>$13,867</td>
</tr>
<tr>
<td>WISCONSIN UNION</td>
<td>33</td>
<td>$13,799</td>
</tr>
<tr>
<td>SCHOOL OF NURSING</td>
<td>23</td>
<td>$11,143</td>
</tr>
<tr>
<td>DIVISION OF STUDENT LIFE</td>
<td>24</td>
<td>$9,850</td>
</tr>
<tr>
<td>UW - MADISON EXTENSION</td>
<td>22</td>
<td>$9,387</td>
</tr>
<tr>
<td>OTHER</td>
<td>126</td>
<td>$58,028</td>
</tr>
<tr>
<td>TOTAL</td>
<td>2854</td>
<td>$1,463,506</td>
</tr>
</tbody>
</table>
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/](https://shopuw.wisc.edu/account-set-up-or-revision-request/).
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).
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 to 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.
3. Search by “Funding Dept. and/or Project”
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”
5. A list of all the requisitions/CORs that have that UDDS/Dept. ID in the funding will come up.
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.
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*