

Tracking COVID-19 Activities in the Accounting System (SFS)

Madison Advisory Council and Financial Managers:

This communication is intended to outline how UW-Madison is tracking expenses and refunds related to COVID-19 activities in SFS (Shared Financial System).

UW-Madison has been working with UWSA to identify activities directly related to COVID-19 that could be easily tracked with an account code. We would like to track all expenses related to COVID-19 and have set up accounts for requirements we are currently aware of. We have also set up revenue accounts intended to be *contra* revenue accounts so we can account for refunds/losses separately from the revenues originally posted. By using these account codes, we can more easily identify and report COVID-19 related activities.

This is the current list of accounts that will be set up and available on 4.1.20. If you feel you have a need for an additional account code or you have any questions about using these accounts, please contact Susie Maloney, Director of Financial Information Management susie.maloney@wisc.edu.

COVID Account Codes

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

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. <i>Additional Clarification: Campus is working with UW Extension to correctly code refunds for events managed by them.</i>
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. <i>Additional Clarification: This code should be used for refunding deposits for space usage. Refund of registration fees to external participants for events should be coded to 9216.</i>
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. <i>Additional Clarification: This code should be used for refunding registration fees to external participants for meetings and other events. Refunds to internal participants should be coded to 9055. Campus is working with UW Extension to correctly code refunds for events managed by them.</i>
9217	Revenue	Service Fee Refunds – COVID	Used to record refunds of service fees due to COVID-19.