



Fw: UXT Extra Session: Expenses - Foundation Expenses on Expense Reports

From Jane Rolfsmeyer <jrolfsmeyer@wisc.edu>

Date Thu 11/21/2024 8:05 AM

To Graig Brooks <grraig.brooks@wisc.edu>; ELIZABETH R DRESSEL <erdressel@wisc.edu>

 1 attachment (156 KB)

UWPLT Foundation_Expenses_To Complete.docx;

Hi Graig and Liz,

Platteville's response to the Foundation homework. FYI, I'll be keeping track of what campuses provide feedback in this JIRA [WIP-105626](#) and saving documents here [Campus responses - Foundation info for website](#)

Thanks,
Jane

From: Marie A Wamsley <wamsleym@uwplatt.edu>

Sent: Wednesday, November 20, 2024 6:52 PM

To: Jane Rolfsmeyer <jrolfsmeyer@wisc.edu>; Kirk Anderson <kdanderson3@wisc.edu>

Cc: Jay McDermott <mcdermottja@uwplatt.edu>; Tiffany L Hintze <hintzet@uwplatt.edu>; Elizabeth A Schoenmann <neise@uwplatt.edu>

Subject: RE: UXT Extra Session: Expenses - Foundation Expenses on Expense Reports

Hello Jane & Kirk,

Please find attached details. Kirk, please note, I do have updates to the contact information. Also, please note, we need to setup our Baraboo Foundation as a Customer, also. There information is at the end of the attached. They will not have Expense transactions posted to them, though...Just normal invoicing or Same Day Cash Deposits. All my notes are highlighted in Green.

Please note, for the Foundation Account number, we assumed you were referring to the "Foundation Fund number" and provided examples of these. Please let us know if this was intended to be something else and what that "something else" is. 😊

Please let me know if you have any questions or if you need anything additional.

Thank you,
Marie

Marie Wamsley

Controller | Financial Services

[UW-Platteville](#) | 2205 Ullsvik Hall | 1 University Plaza | Platteville, WI 53818

Office: 608.342.1435

wamsley@uwplatt.edu | uwplatt.edu**From:** Jane Rolfsmeyer <jrolfsmeyer@wisc.edu>**Sent:** Thursday, November 7, 2024 5:25 PM**To: Subject:** Re: UXT Extra Session: Expenses - Foundation Expenses on Expense Reports

Good afternoon everyone,

If you were able to attend the session today, thank you for your participation! The recording and materials are located on the User Experience Testing (UXT) Sharepoint site in the Finance Extra UXT Sessions > Expenses folder. [Here is the link to the Sharepoint site.](#)

I've also attached a copy of the PowerPoint presentation, other documents discussed today, and a list of mapped roles in the Wisc6 UXT Workday tenant that may be helpful when testing and proxy.

The attached document, "Foundation Expenses To Complete" was the homework that was discussed during the meeting. Please have one person from your campus complete the Foundation-related document and return to jrolfsmeyer@wisc.edu by December 20th. This Foundation-related information will be added to a website that Workday users will have access to for reference when completing an expense report. If you have any questions, please don't hesitate to reach out to Graig Brooks, Liz Dressel or Jane Rolfsmeyer and we will be happy to help.

If you have questions, feedback, Sharepoint/UXT tenant security access changes or security access additions, please reach out to your applicable ATP Campus Project Manager. They will be responsible for logging any requests to the ATP project team and keeping you updated on your issue.

Campus	Campus PM Name	Campus PM Email
Eau Claire Stevens Point	Jennifer Joten	jennifer.joten@wisc.edu
Green Bay Stout	Victor Alatorre	victor.alatorre@wisc.edu
La Crosse Parkside	Charles Williams	charles.williams2@wisc.edu
Platteville	Tim Dalby (Platteville)	tim.dalby@wisc.edu
Whitewater	Anne Walaszek (Whitewater)	anne.walaszek@wisc.edu
River Falls Oshkosh	Mark Kravchuk	mark.kravchuk@wisc.edu
Milwaukee	Rebecca Steely	rebecca.steely@wisc.edu
Superior	Cassie Kasler (Superior)	cassie.kasler@wisc.edu
UWSA	Ronald Schwartz (UWSA)	ronald.schwartz@wisconsin.edu


Name of Campus and Foundation (each campus and Foundation will have it's own page)


Please update to: UW-Platteville Foundation and Alumni Association, Inc.


Confirm Foundation/Customer Account information is complete and accurate in Workday

Find Customers report, Select "Primary Foundation" and click the magnifying glass next to your Foundation name, Click on Addresses and Contacts, Customer Contacts.

Address is ok, but the Contact name needs to be updated. Please remove Josh Boots, and please update to: "Foundation Accounting", email: foundation@uwplatt.edu

UW-Platteville Foundation, Inc.  Customer

Customer ID UWPLT_CUS_99998 Address 1500 Ullavik Hall
Platteville, WI 53818-0254
United States of America  foundation@uwplatt.edu

Approval Status Approved  Navigate Customer Hierarchy

Overview **Addresses and Contacts** Contracts Invoices and Payments Financial Snapshot Assigned Roles Custom Reports Process History

Contact Information Customer Contacts Connection Map Document Delivery

Address 1 Item

Address	Usage	Visibility	Effective Date	Address Reference ID
1500 Ullavik Hall Platteville, WI 53818-0254 United States of America	Business (Primary) Billing	Public	08/14/2024	ADDRESS_REFERENCE-6-528089

Email 1 Item


Email Address	Usage	Visibility
foundation@uwplatt.edu	Business (Primary)	Public

Overview **Addresses and Contacts** Contracts Invoices and Payments Financial Snapshot Assigned Roles

Contact Information **Customer Contacts** Connection Map Document Delivery

Add Set Up Bill-To Contacts

Item

Contact	Primary Bill-To Contact	Bill-To Contact	Default Bill-To Contact	Phone Number	Email Address
Josh Boots	Yes	Yes	Yes		 bootsj@uwplatt.edu

If this is not accurate please email Kirk Anderson kdanderson3@wisc.edu with any changes.

Provide an example of Foundation Account Numbers and Foundation Name (Naming Convention) to be on the website so employees can complete in their Expense Report

R2765 Athletics Support
U7710 Accounting Prg
U7000 Agriculture Prg
R3080 Art Masbruch Fund
C9010 Construction Safety Summit
GG000 Foundation General Ops Fund
S1155 G.H. Anderson Structural Eng

Item Details

Attendee(s)	*	<div> X Graig Brooks ... </div> <div> X Jane Rolfsmeyer ... </div> <div> X Michael Jordan (Bulls) ... </div> <div> X Mickey Mouse (Disney) ... </div>
Number of Persons	*	4
Account Number	*	987654321
Business Reason	*	Meal overage for recruiting dinner
Merchant		Harvey House
Foundation Account Name		Professor Rolfsmeyer's Foundation Accou

List of names/email addresses/phone numbers of who to contact with any Foundation account questions. (likely the Expense Foundation Specialist at a minimum)

Molly Parrish, email: parrishmol@uwplatt.edu, phone: 608-342-7581

Lynelle Korntved, email: korntvedl@uwplatt.edu, phone: 608-342-1326

Any additional policies or information you would like to have on this page for go live or any links to existing pages

UW-Platteville Foundation Expenditure policy attached.

Please send completed information to Jane Rolfsmeyer at Jane Rolfsmeyer jrolfsmeyer@wisc.edu by December 20th.

VERY IMPORTANT....

Only setup for Daily Cash Sales or Invoicing....There will be No Expense Reporting to these

We also need a customer setup for:

Friends of The Campus, Inc.

1006 Connie Road

Baraboo, WI 53913

We would set them up to "Mail" the invoice.

The treasurer is the main contact. Her name is Jen Stewart: stewartje@uwplatt.edu;

Sales Items will be added, as needed.