



Re: Foundation Expense Homework

From Jane Rolfsmeyer <jrolfsmeyer@wisc.edu>

Date Wed 12/11/2024 1:22 PM

To Briana Bechel <briana.bechel@uwrf.edu>

Hi Briana,

Thank you for your response! Making updates later shouldn't be an issue, as the plan is to post the Foundation guidance on a webpage that can be updated as needed.

Happy Holidays!
Jane



Jane Rolfsmeyer, Business Systems Analyst - Expenses

Administrative Transformation Program

University of Wisconsin

jrolfsmeyer@wisc.edu

atp.wisconsin.edu

From: Briana Bechel <briana.bechel@uwrf.edu>

Sent: Wednesday, December 11, 2024 1:06 PM

To: Jane Rolfsmeyer <jrolfsmeyer@wisc.edu>

Subject: Foundation Expense Homework

Good afternoon Jane,

Please see the attached. Our Foundation does have a guidelines PDF that I was considering for the additional information to this page, but at this time that guidance does not match what the procedure will be come Workday. Will it be possible to add the additional policy information at a later date?

Thank you,



Briana Bechel

Grant Accountant | Accounting Services

University of Wisconsin-River Falls

220 North Hall | 410 S. 3rd St. | River Falls, WI 54022

715-425-4653 | uwrf.edu



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

University of Wisconsin-River Falls and University of Wisconsin-River Falls Foundation, 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 incorrect, business email incorrect, bill to correct. Emailed Kirk 12/11/2024.

The screenshot shows the Workday Customer interface for the University of Wisconsin-Superior Foundation, Inc. The header bar is red with the company name and a "Customer" label. Below the header, there is a navigation bar with tabs: Overview, Addresses and Contacts (selected), Contracts, Invoices and Payments, Financial Snapshot, Assigned Roles, Custom Reports, and Process History. Under the "Addresses and Contacts" tab, there are sub-tabs: Contact Information, Customer Contacts (selected), Connection Map, and Document Delivery. The main content area shows a table with 1 item. The table has columns: Contact, Primary Bill-To Contact, Bill-To Contact, Default Bill-To Contact, Phone Number, Email Address, Email Documents, and Comments. The row shows Jeanne Thompson as the contact, with "Yes" for Primary Bill-To Contact, Bill-To Contact, and Default Bill-To Contact. The Email Address is jhomp51@uwsuper.edu. The Email Documents column shows "Customer Invoice". There are "Edit" and "Remove" buttons at the end of the row.

Contact	Primary Bill-To Contact	Bill-To Contact	Default Bill-To Contact	Phone Number	Email Address	Email Documents	Comments
Jeanne Thompson	Yes	Yes	Yes		jhomp51@uwsuper.edu	Customer Invoice	

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

Foundation Account Numbers Example: 19794, 20657

Foundation Name Example: Stone Geology Fund, Agriculture Engineering Technology Fund

The screenshot shows the "Item Details" form in Workday. The form has several fields with red asterisks indicating required information. The fields are: Attendee(s) (with a dropdown menu showing options like Graig Brooks, Jane Rolfsmeyer, Michael Jordan (Bulls), and Mickey Mouse (Disney)), Number of Persons (with a value of 4), Account Number (with a value of 987654321), Business Reason (with a value of Meal overage for recruiting dinner), Merchant (with a value of Harvey House), and Foundation Account Name (with a value of Professor Rolfsmeyer's Foundation Account).

Item Details

Attendee(s) * [X] Graig Brooks [X] Jane Rolfsmeyer [X] Michael Jordan (Bulls) [X] Mickey Mouse (Disney)

Number of Persons * 4

Account Number * 987654321

Business Reason * Meal overage for recruiting dinner

Merchant Harvey House

Foundation Account Name Professor Rolfsmeyer's Foundation Account

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

Foundation account questions to: Kristin O'Malley, kristin.omalley@uwrf.edu, 715-425-3575

Foundation Workday processing questions to: grantaccounting@uwrf.edu

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

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