

## 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 4.1.30. 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](mailto: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. <b>Must use Program Code 9</b>

<b>Code</b>	<b>Type</b>	<b>Short Description</b>	<b>Long Description</b>
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.