**What is Open Book?**

- Pursuant to s. 16.413, Wis. Stats, DOA must create a searchable website that contains all state agency expenditures, including salaries and fringe benefits; each grant made by a state agency; and each contract entered into by an agency.

- DOA plans to accomplish this in 3 phases:
  - Phase 1 - all operating expenses, including travel, vendor payment data, and purchasing card (pcard) detail;
  - Phase 2 - employee salary and fringe benefits, including name, agency, class, gross pay, and year-to-date gross pay (fringe benefits data will **not** be listed for individual employees); and
  - Phase 3 - grants made or contracts entered into, including capital projects and VendorNet contracts, by fiscal year.
Operating expenses, including travel, vendor payment data, and purchasing card (pcard) detail:

- Payment data is sent to DOA bi-weekly and include:
  - Payee / Vendor
  - Fund
  - Account
  - Category (grouping of accounts like travel, supplies, etc.)
  - Date
  - Amount
  - Payment type (check, ACH, etc.)

- UW data is not broken out by institution in Open Book
- UW data includes all FY13 and forward expenditures
- Other agencies include data back to FY08
- Archive plans expected to match record retention policies
Operating expenses, including travel, vendor payment data, and purchasing card (pcard) detail:

- Data presentation oddities
  - Voided payment data are not included (overstating expenditures)
  - Individual pcard transactions are included as well as the lump sum payments to the bank (overstating expenditures)
  - Pcard transactions are presented in two categories - Travel or Supplies

- Private and confidential data are redacted as appropriate
  - Aid payments and student payments and refunds
  - Names of human research subjects
  - Payments made to individuals determined by OHR and Legal Counsel to need protective status
  - Data scrubbed for SSN
Operating expenses, including travel, vendor payment data, and purchasing card (pcard) detail:

- **Implementation**
  - Go-Live January 2, 2014 after nearly one year of delays
  - UW Capital Asset data already in WISMART (DOA’s accounting system) included

- **Prior to implementation**
  - UW certified that we’ve properly redacted data
  - UW provided a contact person for answering questions and handling information requests
  - UWSA identified a contact person from each institution
Open Book - Phase 1

Open Book Inquiries
Phase I (Operating Expenses)
Information Flow

Initial Open Book Inquiry

Lisa Hull
UW-Madison
UNIVERSITY RELATIONS

Information sent to Lisa

UW-SYSTEM ADMINISTRATION

Campus Program Manager

Does question require gathering ANY information related to expenses? (e.g., documentation, spreadsheets, expense policies/procedures, etc.)

NO

YES

Martha Kerner
BUSINESS SERVICES

Gather Data

Gains Insights

Notifies VCFA

Requests Legal Advice

Darrell Bazzell
VCFA

Ben Griffiths
Andrew Norman
LEGAL AFFAIRS

Campus Units

Accounting Services

January 2014
Phase 2 - employee salary and fringe benefits, including name, agency, class, gross pay, and year-to-date gross pay (fringe benefits data will not be listed for individual employees).

Phase 3 - grants made or contracts entered into, including capital projects and VendorNet contracts, by fiscal year.

**NOTE:** Implementation dates and further details not yet available for these phases.