

## WISDM Notes

The WISDM system contains the official campus' financial activity. The information is downloaded from the Peoplesoft Shared Financial System (SFS) on a nightly basis. The system is accessible through the following website:

<http://authhub.wisconsin.edu/?app=WISDM>

You will want to create a bookmark or favorite for this page. You may want to edit your bookmark name, since it will probably say 'login'. A suggested name is 'WISDM Login'.

From the dropdown box in the authorization hub, select UW-La Crosse. Enter your campus email username and password. Click Login.

If you are not currently authorized for WISDM, you should complete an authorization request form located at: <http://www.uwlax.edu/budgetandfinance/accounting/Documents/WISDM2AuthorizationRequest.pdf>

### Time-Out Feature:

The System has a timeout feature that logs you off when there has been no activity for a lengthy period. You will then have to reenter your Username and Password.

**REMEMBER: At the beginning of the fiscal year, an account will not show up until there has been a transaction posted to that account (i.e. expense, payroll)**

## Budget & Finance Contacts

Kathy Hanratty 785-8552

- Chargebacks
- Expense Transfers
- Revenue Transfers

Cristen Houlihan 785-8545

- Cash Deposits
- Cashier's Office
- Student Accounts

Paula Lund 785-8488

- Grants

Tiep Nguyen 785-8011

- Auxiliary Budgets

Shirley Pettygrove 785-8596

- Travel
- Accounts Payable

785-8611

- Travel

Jill Pintz 785-8568

- Budget

Sharon Radtke 785-8554

- Budget

Cheryl Roland 785-8448

- Budget
- Expense Transfers
- Revenue Transfers
- Chargebacks



## Budget & Finance Reference Guide for

## Budget Transfer Policy and Procedures

## Departmental Deposits

## Non-Salary Payment Transfer Request

## Special Course Fees

## WISDM Notes

**This is a pocket guide, and it is not intended to provide all details of Budget & Finance policies. Specific questions should be addressed to Budget & Finance.**

All forms referenced in this guide are available at the Budget & Finance web site: <http://www.uwlax.edu/budgetandfinance>.

**2010**

## **Budget Transfer Policy and Procedures**

Budget transfers are the mechanism used to modify funds identified in the Red Book. The Red Book budgets reflect approved spending authority for the various funds programs (activities) and organization (UDDS) codes.

When completing a budget transfer, the losing and gaining funds (appropriation) must be the same. Departments should monitor their budgets to insure that existing spending authority by major budget line is adequate for the remainder of the fiscal year. When a department determines that spending authority will not be adequate, a request for budget transfer should be initiated. The transfer should be based on anticipated needs for the remainder of the fiscal year, and should be initiated before a lack of funds forces a hold on transactions.

The following procedures will be followed in processing budget transfers.

- The individual/department initiating the budget transfer request should prepare the request on the budget transfer form, including the amount(s) to be transferred, the appropriate accounting codes and a brief description of the reason for the transfer request.
- The request should be sent to the Dean/Division Officer who is authorized to approve budget transfers for that particular area.
- That individual indicates approval of the transfer by signing and forwarding the transfer request form to the Budget Office.
- The Budget Office will post it on the Shared Financial System.

The Budget Transfer Form is located at: <http://www.uwlax.edu/budgetandfinance/budget/BudgetForms.htm>

## **Departmental Deposits**

UW-L Budget & Finance is the only UW-L department authorized to have a bank account. All other departments are prohibited from opening a bank account to deposit University funds, and all receipts collected by any department are considered University funds and must be deposited through the Cashier's Office.

Weekly deposits are required by Wisconsin State Statutes. Receipts totaling more than \$1,000.00 should be deposited daily.

All departments should complete a Deposit Remittance Form when depositing funds through the Cashier's office.

There are separate forms for taxable and non-taxable receipts available at: <http://www.uwlax.edu/budgetandfinance/bussvs/forms.htm>

## **Expense/Revenue Transfer Request**

Expenses should be in the applicable account. Expense/Revenue transfer requests move payments/credits from the account already charged/credited to another account. An explanation should be provided for the expense transfer. Expense transferred must be approved by Department Chair or the account manager.

[Transfers which are normally acceptable include expenses required to be split or pro-card expense that need to be recoded. These transfers should be performed monthly.](#)

The Expense Transfer Form is located at: <http://www.uwlax.edu/budgetandfinance/bussvs/forms.htm>

## **Special Course Fees**

UW-L may assess special course fees to pay for certain instructional costs that were not intended to be covered by UW-L's tuition instructional budget. Special Course Fees **MAY NOT** be used as a substitute for obtaining adequate regular budget support for the credit course. Special course fees shall be used solely for approved purposes and in support of the credit courses for which the fees were assessed. [The college dean's office and the UW-L Controller are the approving authorities for these fees.](#)

[Required special course fees must be clearly specified in the UW-L Timetable, and all special course fee requests must be submitted and approved prior to the start of registration each term. Each department will receive an email prior to the start of registration requesting a list of all course fees that should be charged for that term.](#)

UW-L must bill students for all approved special course fees through the university billing process. Collecting special course fees in the classroom is prohibited, and faculty or instructors may not collect fees from students.

Special course fees **MAY** be charged in the following situations:

- For materials that result in a tangible product that is retained by the student.
- For transportation and admission costs incurred on field trips required in course instruction.
- For supplementary textbooks and resource materials not available from Textbook Rental.