

College of Liberal Studies / ART Accounts

WISDM BASICS

A WISDM user's manual can be found on the Business Services website:

http://www.uwlax.edu/budgetandfinance/accounting/Documents/WISDM_Manual.pdf. This manual will give you a basic understanding of WISDM and even experienced users may find some interesting tidbits of information in the manual.

- I. **Account numbers:** Account numbers consist of three sections: Fund – program – department (i.e. 102-2-282200). An account code is also assigned (generally by Business Services) at time of posting. This code identifies the type of expense (i.e. 2120 is Travel-Employee-Out of State-Bus). Below is the list and definitions of funds, programs and account codes used in the college at this time.

A. FUNDS

Description	Approp. (Fund)	Budget Category	Approp. Type
General Program Operations	102	GPR	Annual
Laboratories	114	GPR	Annual
Auxiliary Enterprises (i.e. Special Course Fees)	128	PR	Continuing
Academic Student Fees (incl. GQA-but GQA accounts are Annual)	131	PR	Continuing
Non-Federal Grants and Contracts	133	PR	Continuing
General Operations Receipts	136	PR	Continuing
Fed aid - Federal Indirect Cost Reimbursement	150	PRF	Continuing
Gifts - General	233	PR	Continuing
Minority and Disadvantaged Programs	402	GPR	Annual

General Definitions	
General Purpose Revenue (allocation from the State)	GPR
Program Revenue (cash is received)	PR
Program Revenue - Federal (cash is received)	PRF

A complete list of funds used by UW System campuses and further definitions can be found at:
<http://www.uwsa.edu/fadmin/sfs/apprstrct.htm>

B. PROGRAMS

Program Codes (aka IBAC)	Description
0	Student Services
2	Instruction
4	Research
6	Academic Support

Detailed definitions of program codes can be found at: <http://www.uwsa.edu/fadmin/activity/index.htm>

C. CODES

Account	Account Description	Account	Account Description
2100	Travel-Employe-In State Bus	2670	Printing & Duplicating-State
2101	Travel Empl Reportable Meals	2675	Printing & Duplicating-NonStat
2115	Travel-Employe-In State-Conf	2680	Serv-Houskeeping & Janitorial
2120	Travel-Employe-Out State-Bus	3100	Supplies
2126	Travel-Employe-Foreign Bus	3101	Supplies-Office
2130	Travel-Employe-Out State-Conf	3103	Supplies-Experimental Animals
2140	Travel-Fleet Charges-Vehicles	3104	Supplies-Classroom, Med, Rec
2146	Mvng/Temp Ldg Emp-Taxable	3105	Supplies-Laboratory
2147	Moving Exp Emp-Non Taxable	3150	Software-Purchases
2161	Travel-Job Applicant	3195	Equip & Furnit not Capitalized
2162	Travel-NonEmpl,Student,Job App	3425	Insurance-Liability(State)
2181	Training & Devlop Career Grad	3430	Insurance-Worker's Comp
2200	Telecomm-Blanket Encumbrance	3700	Postage
2201	Telecomm Services-Centrex	3710	Freight
2210	Telephone Service-NonSTS Tolls	3720	Subscriptions
2230	Telephone Service-Install, etc	3730	Memberships
2240	Telephone Service-STS	3740	Advertising & Notices
2260	Communication-Miscellaneous	3780	Conference/Workshop Expenses
2270	Cellular Service	3781	Conf/Wkshp Expenses-Educ Prog
2310	Rental of Space-UW/State Owned	3860	Royalties
2320	Rental of Space	3915	Transfers - Other
2360	Rental of Other Equip	3998	Discounts Earned
2420	Maintenance & Repair-Structure	4602	Equip-Laboratory & Classroom
2460	Maintenance & Repair- DP Equip	4605	Equipment-Capital Lease
2470	Maintenance & Repair-Vehicles	4800	Books (Print Monographs)
2480	Maintenance & Repair-Other	5709	Support-RA,Fellows,Scholars
2620	Services - Professional	5711	Student Aid-Excluding Loans
2623	Services - Miscellaneous	9050	Sales Credits-Internal
2650	Services - Internal	9051	Sales Credits-External

ART DEPARTMENT ACCOUNTS

- 1) Department Accounts (102 and 131 Funds)
 - a. Managed by John & Tina
 - b. Annual accounts – balances do not carry over to the next fiscal year

- 2) 'Studio' Accounts (102 and 131 Funds)
 - a. Managed by faculty
 - b. Annual accounts – balances do not carry over to next fiscal year
 - c. Deficits will be covered by department account at year end (June 30)

- 3) Special Course Fee accounts (128 Fund)
 - a. Managed by faculty
 - b. Continuing accounts – balances roll over to next fiscal year
 - c. Deficits will be covered by department account at year end (June 30)
 - d. **Only items specified & approved on the Special Course Fee form can be expensed to these accounts**

- 4) Grant Accounts (Can be any fund type)
 - a. Managed by faculty or department (depending on who “owns” the account)
 - b. Balances will roll over for one year if not used in grant year; exception is IRE grants which **must** be used in the year granted
 - c. CLS Dean’s office signs off on expenses and will not allow a deficit

- 5) Photo 'Store' (128 Fund)
 - a. Managed by Photo faculty
 - b. Continuing account – balance rolls over to next fiscal year
 - c. Deficits will be covered by department account at year end (June 30)

(See next two pages for WISDM examples)

Studio Account Example (102 Fund)

UNIVERSITY OF WISCONSIN SYSTEM
WISDM
Wisconsin Data Mart for PeopleSoft Financials

SUMMARY REPORT

Main Menu UWLAC - 2011

View as: Web Go

REPORT OPTIONS:

Project Option: Only Departments
 Time Period: YTD through 13 (CLOSE) [Advanced](#)
 Account Tree: ACCOUNT_NO_FRINGE (DEFAULT)
 Drilldown Level: Detail Accounts
 Program: All

FUND(S):
 102

DEPARTMENT(S):
 Manager: Terpstra, Jennifer
 Excluding Projects
[Rollup](#)

Account	Budget	MTD	Expenses	Encumbrances	Balance	% Budget Used
EXPENSES						
Expenses						
-- Supplies & Expense						
---- Supplies & Expense						
----- Consumable Supplies						
----- [3100] Supplies	500.00	0.00	29.00		471.00	
----- [3104] Supplies-Classroom, Med, Rec	250.00	0.00	69.29	0.00	180.71	
----- [3194] Comp & Peripherals not Capital	0.00	0.00	299.99	0.00	-299.99	
----- Miscellaneous Expenses						
----- [3720] Subscriptions	0.00	0.00	100.00	0.00	-100.00	
TOTAL	750.00	0.00	498.28	0.00	251.72	66

Callouts:
 - No revenue category (pointing to Project Option)
 - Budget = Spending limit (pointing to Budget column)
 - Click to see detail (pointing to [3100] Supplies)
 - Balance left to spend \$251.72 (pointing to TOTAL Balance)

- Total spending cannot be over the Total Budget (in this example \$750).
- Detail budget amounts (i.e. \$500 for supplies) are a “best guess” and more or less can be spent in this category, as long as total spending is less than the Total Budget.

Special Course Fee Account Example (128 Fund)

Account	Budget	MTD	Actuals	Encumbrances	Balance	% Budget Used
REVENUES						
Total Revenue & Sales Credits						
-- Revenue (Non Sales Credit)						
---- Tuition Revenue						
----- Semester 1 - Tuition & Fees	0.00	0.00	5,580.00		-5,580.00	
----- Semester 2 - Tuition & Fees	0.00	0.00	6,130.00	0.00	-6,130.00	
TOTAL	0.00	0.00	11,710.00	0.00	-11,710.00	
EXPENSES						
Expenses						
-- LTE/Student						
---- Student Salary						
----- Student Wages Regular	0.00	0.00	1,171.63	0.00	-1,171.63	
-- Fringe Benefits						
---- Fringes Benefits						
----- Other Fringes	0.00	0.27	62.10		-62.75	
-- Supplies & Expense						
---- Supplies & Expense						
----- General Services	0.00	0.00	45.80	0.00	-45.80	
----- Consumable Supplies	2,700.00	0.00	16,518.25	0.00	-13,818.25	612
TOTAL	2,700.00	0.27	17,798.43	0.00	-15,098.43	659
Current Year Operating Net			-6,088.43			
Add Prior Year Cash Balance			6,105.45			
Sub-Total			17.02			
Conversion to Cash Basis:						
Current Year Adjustment: Deferred Revenue			0.00			
Current Year Adjustment: Accounts Payable			0.00			
Current Year Adjustment: Accounts Receivable			0.00			
Calculated Cash Balance (Periods 0-13)			17.02			
Actual Cash - Account 6100			17.02			

- Revenue is posted to WISDM when students pay their fees.
- Order fall supplies after July 1 so the expense is in the correct fiscal year.