

College of Liberal Studies / Budget Review

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	128	PR	Continuing
Academic Student Fees (including GQA)	131	PR	Continuing
Non-Federal Grants and Contracts	133	PR	Continuing
General Operations Receipts	136	PR	Continuing
Fed aid - Special Projects	144	PRF	Continuing
Fed aid - Work Study	145	PRF	Continuing
Fed aid - Federal Indirect Cost Reimbursement	150	PRF	Continuing
Endowment Trust Fund Income (876)	161	SEG	Continuing
Solid Waste Research and Experiments (279)	190	SEG	Annual
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
Segregated Funds (cash is received)	SEG
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/appstrct.htm>

B. PROGRAMS

Program Codes (aka IBAC)	Description
0	Student Services
1	Institutional Support
2	Instruction
3	Hospitals
4	Research
5	Public Service
6	Academic Support
7	Physical Plant
8	Auxiliary Enterprises
9	Financial Aid
F	Farm Operations
R	Revenue

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

C. CODES & DEFINITIONS

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
2127	Travel-Employe-Foreign Conf	3103	Supplies-Experimental Animals
2130	Travel-Employe-Out State-Conf	3104	Supplies-Classroom, Med, Rec
2140	Travel-Fleet Charges-Vehicles	3105	Supplies-Laboratory
2146	Mvng/Temp Ldg Emp-Taxable	3120	Supplies-Maint/Operational
2147	Moving Exp Emp-Non Taxable	3150	Software-Purchases
2161	Travel-Job Applicant	3194	Comp & Peripherals not Capital
2162	Travel-NonEmpl,Student,Job App	3195	Equip & Furnit not Capitalized
2181	Training & Devlop Career Grad	3425	Insurance-Liability(State)
2184	Training & Development-Job Rel	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	3750	Prizes & Awards
2270	Cellular Service	3780	Conference/Workshop Expenses
2310	Rental of Space-UW/State Owned	3781	Conf/Wkshp Expenses-Educ Prog
2320	Rental of Space	3860	Royalties
2360	Rental of Other Equip	3915	Transfers - Other
2420	Maintenance & Repair-Structure	4604	Equipment
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	5710	Support-NonEmploy&NonUW Studnt
2623	Services - Miscellaneous	9050	Sales Credits-Internal
2650	Services - Internal	9051	Sales Credits-External

Account	Title	Definition
2200	Telecomm-Blanket Encumbrance	Transfers-Telecommunication -Chargebacks and intra-institution cost distribution. Use for both sides of transaction.
2201	Telecomm Services-Centrex	Service-Telecommunication-Recurring charges for all telecommunication services purchased from a private vendor, including Centrex and non-Centrex equipment and services.
2210	Telephone Service-NonSTS Tolls	Service-Telephone-Long Distance -Expenditures for long distance toll calls excluding those made on the State Telephone System (STS). Use Account 2240 for STS calls. Use Account 2250 for STS access lines.
2230	Telephone Service-Install, etc	Service-Telephone-Installations/Modifications/Moves--Nonrecurring charges for installations, moves and changes for Centrex and non-Centrex local service, voice access circuit charges (STS access lines) and the Consolidated Data Network. Either a vendor or the DOA General Services Billing System can bill charges.

Account	Title	Definition
2240	Telephone Service-STS	Service-Telephone-STS--Calls made over the STS (State Telecom System-long distance calls accessed by dialing "8") and billed via the DOA General Services Billing System. Use Account 2250 for STS access lines.
2260	Communication-Miscellaneous	Service-Communications-Miscellaneous. Other charges not covered by the above categories or communication services such as television channels, satellite down-link charges, videoconference hook-up charges, internet access, WISNET charges, etc.
2270	Cellular Service	Cellular Service Charges. Cellular service charges, ex. monthly cellular plan fees.
2271	Cellular Equipment	Cellular Equipment Charges - Cellular equipment charges, ex. phones, chargers, and other peripherals.
2310	Rental of Space-UW/State Owned	Rental of Space - UW/State Owned. Rental of workspace, facility use (such as ice arena, theater, swimming pool), parking space, etc. at a UW or state-owned facility.
2320	Rental of Space	Rental of Space - Non UW/State Owned. Rental of workspace, facility use (such as ice arena, theater, swimming pool), parking space, etc. at privately owned facilities when the payments over the term of the agreement are less than \$5000 or when the term of the agreement is one year or less. The terms on the agreement are to be used in this determination, not the terms specified on the purchase order. Use Account 2325 if meets criteria for lease.
2325	Lease of Space	Lease of Space. Lease of workspace, facility use, parking space, etc. when the term of the agreement exceeds one year and the lease does not satisfy the criteria for capitalization. The terms on the agreement are to be used in this determination, not the terms specified on the purchase order. Use Account 2320 if meets criteria for rental .
2330	Rental of DP Equip	Rental of Computer Equipment. Rental of computers, servers and related equipment when the payments over the term of the agreement are less than \$5000 or the term of the agreement is less than one year. See Accounts 4620 & 4625 for capital equipment or lease purchases. Use for software obtained under a leasing arrangement when there is no intent to take ownership. The terms on the agreement are to be used in this determination, not the terms specified on the purchase order. See Account 3150 for purchase of software under \$5000. See Account 3195 for purchase of equipment under \$5000.
2360	Rental of Other Equip	Rental of Other Equipment. Rental of any equipment other than those specifically listed under computer equipment and vehicles when the term of the agreement is one year or less. Includes: Office equipment, copy machines, fax machines. Film/Video Rental, Costumes, Dumpsters, tractors. The terms on the agreement are to be used in this determination, not the terms specified on the purchase order.
2370	Lease of Equipment	Lease of Other Equipment. Rental of any equipment other than those specifically listed under computer equipment and vehicles when the term of the agreement is one year or less. Includes: Office equipment, copy machines, fax machines. Film/Video Rental, Costumes, Dumpsters, tractors. The terms on the agreement are to be used in this determination, not the terms specified on the purchase order.
2420	Maintenance & Repair-Structure	Maintenance and Repair - Structures. Expenses of maintaining and repairing University-owned buildings, structures and attached fixtures, including elevators and parking structures. Use for asbestos abatement/removal. For asbestos disposal charges, use Account 2680. For supplies purchased for maintaining grounds, use Account 3100.

Account	Title	Definition
2460	Maintenance & Repair- DP Equip	Maintenance and Repair - Computer Equipment. Cost of maintenance agreements, labor, parts or other costs associated with maintaining or repairing computer equipment, including technical support of installed software. For maintenance or repair costs included in monthly rental, lease or lease purchase charges, use specific lease or rental Account code.
2480	Maintenance & Repair- Other	Maintenance and Repair - Other Equipment. Payments to internal and external vendors for repair and maintenance of other equipment, including furniture, lawn mowers, trailers, garden equipment, recreation equipment, fire extinguisher recharging, copy machines, printing equipment, broadcast radio, telecommunication, mobile radio and radio paging, audio and video and similar types of equipment. Include cost of maintenance agreements. Use Account 2460 for computer equipment repair. For maintenance and repair to UW owned structures, attached fixtures and grounds, refer to Accounts 2420 and 2400. For repairs and maintenance of leased property, use Account 2410. Use Account 2470 for vehicle repair.
2620	Services - Professional	Services-Professional. Payments of fees and incidental charges for professional, instructional or vocational services. This includes, but is not limited to, services provided by lawyers, accountants, graphic artists, chaplains, teachers, counselors, architects, engineers, entertainers, actuarial services, labor relations specialists, consultants, lecture fees and honoraria. Use for legal services including research, opinion, litigation, collection, consulting, and bond counsel. Use for consultants who actually perform a service but are not acting in an advisory capacity. For management consultants, use Account 2621. For travel-related claims, supported by required receipts as defined in the UW Travel Regulations, use Account 2162. For minimal and infrequent miscellaneous services not classified elsewhere, use Account 2623. For services provided internally, refer to Accounts 2600 and 2650. For medical services, use Account 2630 or 2635. For data/word processing services, use Account 2600 or 2621. For architect and engineering services, refer to Account 4520. For plumbers, electricians, carpenters, mechanics or the other craftsmen if operating as individuals or employed by contractors, use Accounts for maintenance or betterments to capital assets.
2623	Services - Miscellaneous	Example include: Fees for permission to reprint and copyrights. Book Binding Services. Boiler and elevator inspection fees. Commissions on sales. Restocking charges. Record center storage and microfilm services. laundry, dry cleaning, towel and dust mop service, Transportation for blood sample, Payment to foreign entities for non U.W. source services, Real estate taxes for rental properties. For Services provided internally by another department or UW institution, refer to Account 2600 & 2650. For Professional and consultant services, use Accounts 2620 and 2621.
2650	Services - Internal	Services-Internal-State & University. Services and related supplies purchased internally from a UW department, another UW institution or a state agency where there is not another specific Account. Include technical or specialized services provided by internal service departments such as Animal Care Unit, Physical Plant, Cartographic Lab, System Administration Cooperative Services chargebacks, Soil Analysis Lab, WHA TV and Radio, State Records Center, Management Institute, State Laboratory of Hygiene, etc.

Account	Title	Definition
2670	Printing & Duplicating-State	Printing & Duplicating-State. Expenditures for printing, typesetting and duplicating performed by UW/state printing operations. This includes setup and printing services, Copy Center charges, Central Print Shop services, WISCOMP and paper charges. Included are informational publications, forms, classroom materials, stationery, resale publications, student publications, etc.
2675	Printing & Duplicating-NonStat	Printing & Duplicating-Non State. Expenditures for printing, setup, and duplicating performed by private vendors. Included are informational publications, forms, classroom materials, stationery, resale publications, student publications, etc.
2680	Serv-Housekeeping & Janitorial	Services-Housekeeping & Janitorial. All expenditures for services provided by private vendors or internally. Examples include: rubbish/garbage and snow removal, sanitation services, window washing, floor cleaning and exterminator service. Use for hauling of hazardous waste. For services provided internally by another department or UW institution, refer to Account 2600 & 2650. For laundry, dry-cleaning, and towel & dust mop services, use Account 2623.
3100	Supplies	Supplies -Supplies and materials used for administrative, academic, and program-related purposes in offices, labs, classrooms, health care facilities, libraries, grounds, recreation programs, athletic programs. Include such items as: audio-visual supplies, drafting & photographic, educational, recreational, experimental animals, general office supplies, reference materials, horticultural, agricultural, purchasing card transactions not specifically categorized in other codes, safety supplies for employees, safety shoe allowance and safety glasses, uniforms. For maintenance/operational supplies, use Account 3120. For Materials for resale use Account 3790. For equipment/furniture costing less than \$5,000.00 refer to Account 3195, etc.
3101	Supplies-Office	Use of this code is optional for non-Madison business units. Continue to use Account 3100 if this type of expense does not need to be tracked separately. Definition: Office materials designed primarily for internal office use, such as paper, pencils, pens, plain envelopes, rubber stamps, manual staplers, reference materials, bank-supplied checks, magnetic tapes, floppy disks, locking and security devices, printer ribbons, paper rolls, stock forms, thermal and computer paper, manuals, etc. Also include charges for copying from other than copy centers/duplicating shops.
3102	Supplies - Drafting and Photographic	Use of this code is optional for non-Madison business units. Continue to use Account 3100 if this type of expense does not need to be tracked separately. Definition: Materials and supplies purchased internally or externally and used for drafting or photographic processing, i.e., photographic film, framing and matting materials, blank video tapes, reprographics, supplies for film splicing, microfilm, and x-ray film including the cost of all film processing
3104	Supplies - Classroom, Medical and Recreational	Use of this code is optional for non-Madison business units. Continue to use Account 3100 if this type of expense does not need to be tracked separately. Definition: Materials used for instructional purposes in classrooms, libraries or Extension classes, materials used in educational demonstrations, materials purchased for construction of theatrical props, costumes, etc., chemicals, medical and surgical supplies, footballs, bats, athletic uniforms, paperback books, etc. Also include charges for copying from other than UW copy and duplication center. For non-capital equipment and non-capital furniture use account 3195; drafting and photographic supplies use account 3102.

Account	Title	Definition
3120	Supplies- Maint/Operational	Supplies - Maintenance/Operational -Supplies used by UW personnel to maintain, repair and operate buildings and equipment, both UW/state-owned and privately owned. Supplies used by UW personnel to maintain, repair and operate buildings and equipment, both UW/state-owned and privately owned. Include janitorial, housekeeping and shop supplies, kitchen supplies, plumbing, painting, dishes, small or hand-held tools, laundry supplies, supplies used to repair furniture, fixtures and building equipment, etc. Use Account 3100 for supplies purchased not related to maintenance & operations. For repair and maintenance by private vendors or UW/state agencies, refer to Accounts 2410 or 2420. Use Code 3130 for supplies purchased to repair and maintain vehicles.
3150	Software Purchases	Software-Under \$5,000 Software < \$5,000. Purchase or lease of software, including site and concurrent licenses, where the intent is to take ownership and the payments for the software are less than \$5,000. Use this code when per site/user cost for Microsoft Office products, site licenses, upgrades etc. is less than \$5,000. For software purchases over \$5,000, use Account 4630.
3151	Software Maintenance Payments	Maintenance and support payments for purchased software.
3165	Food & Food Service Contracts	Food and Food Service Contracts - All expenditures for food requiring further processing used in meal preparation or meals purchased from external or internal vendors. Include board for housefellows, resident assistants and resident directors. Include meals for food service evaluators, UW Athletes, Headstart, Champ and Upward Bound participants not in travel status. Include food for child care centers, recreational, social and non-business activities. For meals for UW sponsored meetings, conferences, camps, workshops, etc. or for orientation expenses, refer to Account 3780
3194	Computers and Related Peripherals - Not Capitalized	Computers and Related Peripherals - Not Capitalized - Computers and related peripherals which are not capitalized, which when purchased separately would individually cost less than \$5,000. Items include, but are not limited to: Modems, printers, scanners, laptops, keyboards, monitors, hard drives, misc, etc. For non-capital equipment and non-capital furniture (including printer stands), use account 3195.
3195	Equip & Furnit not Capitalized	Equipment and Furniture - Not Capitalized - Equipment and furniture which are not capitalized or inventoried, individually cost less than \$5000, and have an anticipated useful life of more than one year. Items shall include, but not be limited to: Air Conditioners, appliances and kitchen equipment, beds and dressers, desks and credenzas, draperies and blinds, microscopes and lab equipment, musical instruments, printer stands, rugs and carpeting unattached, tables and chairs, telephones, fax machines, typewriters, calculators. For data/word processing software, refer to Account 3150. For furniture items which become part of a new building or building addition, capitalize and use Account 4520 regardless of the cost.
3700	Postage	Postage - Charges from the US Postal Service or via General Services Billing System for postage stamps, metered mail, special delivery, registered mail, parcel post, postal express, bulk mailing services, campus mail services, and annual mailing fees. Include these services purchased in foreign countries. For freight shipments by common carriers, use Account 3710. For FedEx, UPS, etc. use Account 3710.
3710	Freight	Freight and Handling - Inbound and outbound freight shipments by common carriers, UPS, Federal Express, Purolator, etc. Include customs charges and package express not applicable to vendor purchases. Include third party charges.

Account	Title	Definition
		For services provided by U.S. Postal Service, use Account 3700.
3720	Subscriptions	Subscriptions - Subscriptions to newspapers, magazines, cable TV services, and other periodicals. Use Account 4820, 4830, 4860 & 4870, domestic & foreign periodicals including electronic periodicals for permanent additions to libraries. The subscription must be in the name of the institution.
3730	Memberships	Memberships - Membership dues in associations and organizations. Membership normally should be in name of institution. State funds may not be used for individual memberships for employees in CPA societies, Unions, WI Bar Associations, etc.
3740	Advertising & Notices	Advertising and Notices - Payments to newspapers, magazines, advertising agencies, radio and television stations, etc. Included are: Promotional advertising, Ads for employment of personnel, display ads, mailing lists, publication of official notices including procurement and constructions bids.
3750	Prizes & Awards	Prizes and Awards - Prizes and awards such as cash, plaques and trophies, including engraving. Cash awards to employees for meritorious or distinguished service, exceptional performance, etc., must be paid through the payroll system.
3780	Conference/Workshop Expenses	Meeting/Conference Expenses - Cost of meals, lodging, refreshment break and other expenses incurred for a business meeting, conference, seminar, orientation session, reception, educational programs, etc. Charges are usually billed on invoices from hotels, restaurants, travel agencies and airlines or from on-campus food service. Other examples: camps, study abroad programs, workshops, etc. where fee is inclusive. Refer to Code 2101 for nonovernight meal costs which are reimbursed to an employee. Include Continuing Education/extension programs. For registration fees paid to enable an employee to attend such events, use the appropriate travel code. For food service contracts, refer to Account 3165.
3781	Conference/Workshops - Educational Programs	Conference/Workshops - Educational Programs Cost of meals, beverages, transportation, lodging, tours, admission fees, including incidental costs for rental of equipment, space, etc., directly associated with educational programs such as Continuing Education/Extension programs where the costs are included in the registration fee.
3860	Royalties	Royalties - Royalty payments to all types of entities.
4605	Equipment-Capital Lease	Capital Lease-Equipment & Furniture - Lease of equipment and furniture not identified elsewhere when the lease agreement meets the criteria of a Capital Lease.
5710	Support-NonEmploy & NonUW Studnt	Support - Non-Employees and Non-registered UW Students-(Reportable when payment is to a non-resident alien)Support payments, including travel related, to individuals not registered as a student in the UW System and who do not receive degree counting credit. ? Scholarship awards to students who must be registered at an academic institution outside the UW System. Include direct payments to vendors for expenses incurred on the individual's behalf. Reimbursements or payments to employees or to non-employees who render a service to the University, should be processed as payroll or payment for services as appropriate. For use with other than Activity 9. For nonresident aliens include mailing address and Social Security number, if any.

II. **Fund Comparisons:** Most of the college accounts fall into the GPR and PR fund categories. Below is a comparison of the characteristics of these fund types.

	GPR	PR
1.	No revenue is received, only budget.	Revenue reflects actual cash received.
2.	Sales credits reflect cash activity, if any.	Actual Cash balance is what is available to spend.
3.	Budgets are an allocation and reflect what is available to spend.	Budgets required if account has regular planned expenditures . Budgets are the “best guess” of expenditures but revenue determines what can be spent. The exception is GQA accounts where revenue is known at the start of the year and budgets reflect the allocation of the revenue.
4.	In the S&E section, expenses are not limited to the line item budget amounts. Budget amounts will be moved to reflect actuals at year end. Expenditures should not be more than the total S&E budget. With permission of the Dean, Student Help funds can be used for S&E.	In the S&E section, expenses are not limited to the line item budget amounts. For GQA accounts only, budgets will be moved to reflect actuals at year end and expenditures should not be more than the total S&E budget.
5.	Budget transfers are used to move budget between accounts in the GPR budget category only. These transfers will show in the Budget column detail.	Revenue transfers are used to move cash between accounts in the PR budget category only. The transfers will show in the Actuals column detail.
6.	Expense transfers are used to move expenses between accounts in any category. The transfers will show in the Actuals column detail.	Expense transfers are used to move expenses between accounts in any category. The transfers will show in the Actuals column detail.

(See Next two pages for WISDM examples)

GPR Example (102 Fund)

Summary Report - Windows Internet Explorer

https://wisdm2.doit.wisc.edu/wisdm2/Summary.aspx?i

1. No revenue category

3. Budget = Spending limit

Account	Budget	MTD	Expenses	Encumbrances	Balance	% Budget Used
EXPENSES						
Expenses						
-- Salary Permanent						
---- Unclassified Salary						
----- Faculty/Academic Salary	748,356.00	99,003.08	724,900.80	0.84	23,454.36	97
---- Classified Salary						
----- Permanent Classified	33,032.00	2,562.30	30,771.76	2,260.24	0.00	100
-- LTE/Student						
---- Student Salary						
----- Student Wages Regular	2,180.00	590.30	5,530.22	0.00	-3,350.22	254
-- Fringe Benefits						
---- Fringes Benefits						
----- Unclassified Fringes	351,869.28		79	0.00	-3,665.51	101
----- Classified Fringes	0.00		44	0.00	-14,679.44	
-- Supplies & Expense						
---- Supplies & Expense						
----- Travel Expenses	11,998.00	0.00	7,227.73	0.00	4,770.27	60
----- Telephones	5,114.00	20.46	5,327.08	0.00	-213.08	104
----- Rent/Leases	12.00	0.00	117.00	0.00	-105.00	975
----- Maintenance & Repair	1,072.00	0.00	907.38	0.00	164.62	85
----- General Services	4,025.00	126.36	2,295.68	0.00	1,729.32	57
----- Consumable Supplies	11,706.00	700.00	6,144.05		5,561.95	52
----- Miscellaneous Expenses	1,065.00	12.38	845.56		219.44	79
Total Sales Credits						
-- Sales Credit						
---- Sales Credits						
----- [9050] Sales Credits-Internal	0.00	0.00	-4,105.00	0.00	4,105.00	
TOTAL	1,170,429.28	133,927.23	1,150,176.49	2,261.08	17,991.71	98

5. Click to see detail

2. Sales Credits reflect "cash"

4.

Summary Detail - Windows Internet Explorer

https://wisdm2.doit.wisc.edu/wisdm2/Detail.aspx?level=1&node=TRAVEL&measure=

Prog	Acct	Acct Descr	Descr	Monetary Amt	GL Jnl ID	Date Posted	Jrnl Line Ref	Jrnl Date	PO	Vchr ID	Vch Vendor
2	2100	Travel-Employe-In State Bus	REDBOOK BUDGET	3,900.00	10000	12/4/2009	10000	11/14/2009			
2	2100	Travel-Employe-In State Bus	ADDITIONAL TRAVEL-CLS	5,564.00	10118	3/5/2010	10000	2/9/2010			
2	2161	Travel-Job Applicant	TOURE TRAVEL	705.00	10128	4/7/2010	280107	4/6/2010			
2	2161	Travel-Job Applicant	HOWELL TRAVEL	395.00	10128	4/7/2010	280107	4/6/2010			
2	2161	Travel-Job Applicant	ADABRA TRAVEL	1,103.00	10128	4/7/2010	280107	4/6/2010			
2	2162	Travel-NonEmpJ,Student,Job App	MLG APR ALLEN	331.00	10449	5/27/2010	10449	5/11/2010			
				11,998.00							

5. Budget transfers

PR Example (128 Fund)

Summary Report - Windows Internet Explorer

https://wisdm2.doit.wisc.edu/wisdm2/Summary.aspx?new=true&fund=128&dept=28

1. Revenue received

Account	Budget	MTD	Actuals	Encumbrances	Balance	% Budget Used
REVENUES						
Total Revenue & Sales Credits						
-- Revenue (Non Sales Credit)						
---- Tuition Revenue						
----- Summer Tuition & Fees	0.00	0.00	6,650.00	0.00	-6,650.00	
TOTAL	0.00	0.00	6,650.00	0.00	-6,650.00	
EXPENSES						
Expenses						
-- Supplies & Expense						
---- Supplies & Expense						
----- Travel Expenses	2,250.00	0	874.79	0.00	1,375.21	39
----- Rent/Leases	0.00	0.00	180.00	0.00	-180.00	
----- Consumable Supplies	13,000.00	0.00	1,737.69	0.00	11,262.31	13
TOTAL	15,250.00	0.00	2,792.48	0.00	12,457.52	18
Current Year Operating Net			3,857.52			
Add Prior Year Cash Balance			4,775.47			
Sub-Total			8,632.99			
Conversion to Cash Basis:						
Current Year Adjustment: Deferred Revenue			139.74			
Current Year Adjustment: Accounts Payable			0.00			
Current Year Adjustment: Accounts Receivable			0.00			
Calculated Cash Balance (Periods 0-13)			8,772.73			
Actual Cash - Account 6100			8,772.73			

3. Budgets are estimates

2. Actual funds available

4.

Internet | Protected Mode: Off

Summary Detail - Windows Internet Explorer

https://wisdm2.doit.wisc.edu/wisdm2/Detail.aspx?leve

6. Expense transfers

Prog	Acct	Acct Descr	Descr	Monetary Amt	GL Jrnl ID	Date Posted	Jrnl Date	PO	Vchr ID	Vch Vendor Name
2	3195	Equip & Furnit not Capitalized	MAC PRO, QUAD	2,704.00	AP00221782	8/11/2009	8/11/2009	0000012071	00132170	APPLE INC
2	3195	Equip & Furnit not Capitalized	APPLE LED CINEMA DISPLAY	799.00	AP0022178			0000012071	00132181	APPLE INC
2	3195	Equip & Furnit not Capitalized	APPLE INC	-799.00	92633	6/10/2010	6/10/2010			
2	3195	Equip & Furnit not Capitalized	APPLE INC	-2,704.00	92633	6/11/2010	6/10/2010			
				0.00						

Internet | Protected Mode: Off

III. Special Accounts

- A. **Startup Accounts:** All new hires will have their own startup account. At a minimum they normally include a moving allowance and funds for a computer and printer. They may also include lab equipment, additional travel, etc.

For GQA hires, initial budgets are set when the position is allocated but since budgets are negotiated with the Dean at time of hire they may change. For GPR/102 positions, the account will be setup with their total startup budget. If startup funds are not completely used the first year, they can be carried over to the next year if it is stated in the contract.

- B. **Search & Screen Accounts (GQA positions only):** Used for search and screen expenses (ads, candidate travel and faculty interviewing expenses). Up to three faculty meals per candidate can be charged to search and screen, more than this will be the responsibility of the department. GPR/102 search and screen expenses are charged to the department 102 account and the expenses are reimbursed from the Dean’s office as additional budget.

- C. **GQA Department Accounts:** Used for the on-going support of GQA faculty. The account will have budgets for salary & fringes for your GQA faculty along with travel and S&E budgets. Budget and revenue will be loaded into the account (1), but at the end of the fiscal year revenue not used will be “reallocated”, revenue does not carry over to the next year.

The travel funds can be used by other department members if not needed by GQA faculty. Any expenses directly associated with GQA faculty should be posted to this account (phone charges, equipment purchases, etc.). Since it is not required that department’s keep separate supply cabinets for GQA faculty, a portion of your general supply and classroom purchases should also be posted to this account

1. Initial budget and revenue.

Account	Budget	MTD	Actuals		Net Used
REVENUES					
Total Revenue & Sales Credits					
-- Revenue (Non Sales Credit)					
---- Transfers					
----- [9968] Transfers-Same Fund/Diff Units	0.00	0.00	154,278.00	0.00	-154,278.00
TOTAL	0.00	0.00	154,278.00	0.00	-154,278.00
EXPENSES					
Expenses					
-- Salary Permanent					
---- Unclassified Salary					
----- Faculty/Academic Salary	99,843.00	0.00	16,802.09	88,737.00	-5,696.09 106
-- Fringe Benefits					
---- Fringes Benefits					
----- Unclassified Fringes	45,835.00	0.00	2,624.97	0.00	43,210.03 6
----- Other Fringes	0.00	0.00	10,191.62	0.00	-10,191.62
-- Supplies & Expense					
---- Supplies & Expense					
----- Travel Expenses	3,900.00	0.00	0.00	0.00	3,900.00 0
----- Consumable Supplies	4,700.00	10.46	613.32	0.00	4,086.68 13
TOTAL	154,278.00	10.46	30,232.00	88,737.00	35,309.00 77
Current Year Operating Net			124,046.00		
Add Prior Year Cash Balance			0.00		
Sub-Total			124,046.00		
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)			124,046.00		
Actual Cash - Account 6100			124,046.00		