



# WISDM USER'S MANUAL

## FINANCIAL REPORTING SYSTEM

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## WISDM System Features

- WISDM = **WIS**consin **D**ate **M**art
- Created by UW-Madison **D**ivision **o**f **I**nformation **T**echnology or **D**oIT.
- It is the University of Wisconsin financial data warehouse.
- WISDM is a web-based financial reporting system used by all UW-System campuses.
- Detail and summary financial reports can be downloaded into Excel or PDF file formats.
- Transaction detail in WISDM is loaded via nightly batch loads from PeopleSoft Shared Financial System (SFS) and Human Resources System (HRS). If a batch load fails or is not complete, the information will be listed in the Database Status and an announcement will be posted.
- UW-System closes Accounting Periods on the morning of the eighth day in the following month. Accounting transactions from the previous month may not appear on your WISDM detail until the period is closed (month end status reports should have 'YTD through the previous month' selected as the Time Period for your Report Options on the Account Summary screen).
- WISDM is read-only. You cannot alter the data store in WISDM, but you can adjust the defaults in your profile to suit your needs.
- Purchase orders, vouchers, payments, transfers, internal billings, payroll and other journal detail can be searched and viewed.
- The WISDM Access Request Form, which is required in order to gain access to the system, and this training manual are located on the following web page:  
<https://www.uwlax.edu/business-services/wisdm-financial-reporting-system/>

## Logging into WISDM

The WISDM database contains the official financial activity for UW-La Crosse and is accessible from the UW-La Crosse Homepage. Use the UW-L Quicklinks dropdown menu and select WISDM to bring up the below screen.

Entry to the website will be through this login page. We suggest that you create a bookmark or favorite for this page. Select University of Wisconsin-La Crosse and click the Select button. If you accidentally select the wrong institution, clear your browser's cache and try again.

UNIVERSITY OF WISCONSIN SYSTEM  
**UW**

**UW SYSTEM**

UW System Home -- Authentication Redirector

**Select your organization**

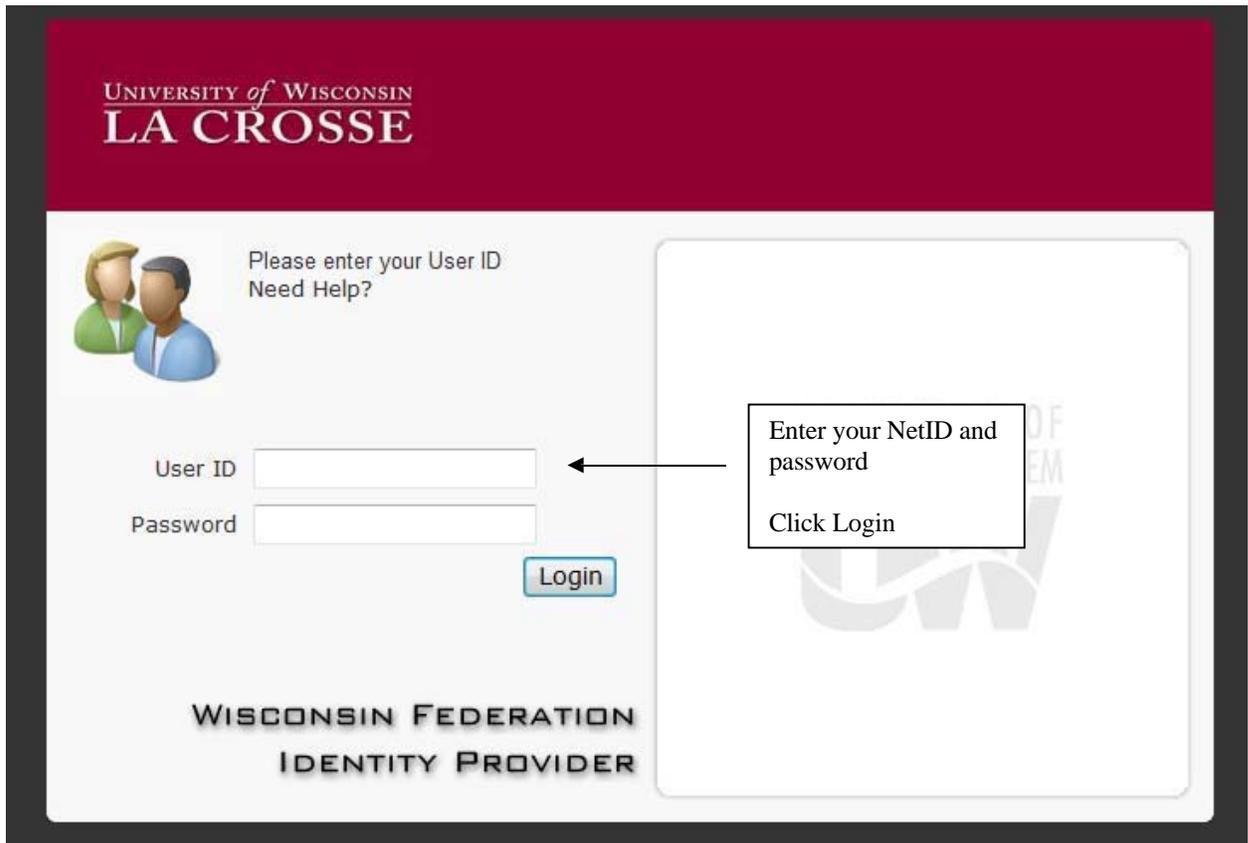
This service requires you to authenticate with your local organization, please select it from the list below.

- University of Wisconsin - Colleges
- University of Wisconsin - Eau Claire
- University of Wisconsin - Extension
- University of Wisconsin - Green Bay
- University of Wisconsin - La Crosse
- University of Wisconsin - Madison
- University of Wisconsin - Milwaukee
- University of Wisconsin - Oshkosh
- University of Wisconsin - Parkside
- University of Wisconsin - Platteville
- University of Wisconsin - River Falls
- University of Wisconsin - Stevens Point
- University of Wisconsin - Stout
- University of Wisconsin - Superior
- University of Wisconsin - System Administration
- University of Wisconsin - Whitewater

Select

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[Accessibility Policy](#) | [Privacy Policy](#) | [Contact Webmaster](#)

You will then be directed to the login screen where you will enter your NetID and password.



**Time-Out Feature.** The system has a timeout feature that logs you off after a designated period of inactivity. The current page will not disappear as a result, however when you try to use the page again, you will be taken back to the login page to log in again.

## Announcements

The following screenshot is the Announcements screen. This location is commonly used as the default Homepage for the WISDM application.

The screenshot displays the WISDM application interface. At the top left is the University of Wisconsin System logo with the text 'WISDM Wisconsin Data Mart for PeopleSoft Financials'. At the top right is a 'MAIN MENU' button. Below the header is a navigation bar with 'Main Menu', 'Comment', and 'Help' options, and a dropdown menu for 'UWLAC' and '2012'. The main content area is divided into a sidebar and a main panel. The sidebar contains icons for 'Announcements', 'My Favorites', 'My Profile', and 'Help'. The main panel features a 'Database Status' table, a 'Show Inactive Announcements' link, and an 'HRS Updates' link. At the bottom of the page is a calendar for April 2012.

Component	Status	Start Time	End Time	Volume
<a href="#">GL Star</a>	Completed	4/17/2012 4:00:00 AM	4/17/2012 4:21:21 AM	56,592
Project Star	Completed	4/17/2012 4:34:36 AM	4/17/2012 5:22:36 AM	
Payroll Star	Completed	4/17/2012 4:12:10 AM	4/17/2012 4:34:36 AM	

Sun	Mon	Tue	Wed	Thu	Fri	Sat
25	26	27	28	29	30	31
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30	1	2	3	4	5

*Announcements* provides updates about features and enhancements to the system:

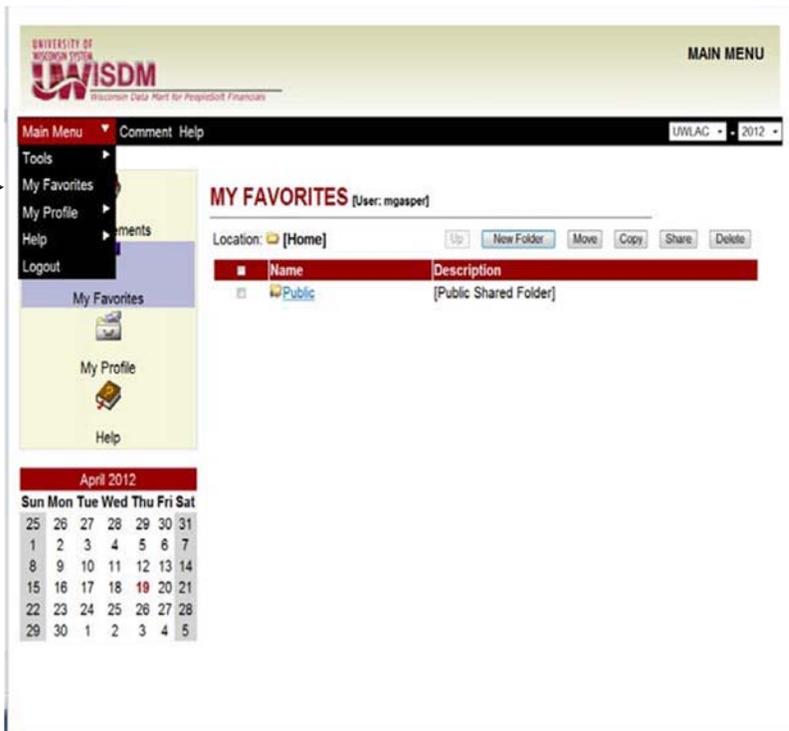
- **Database Status**: Indicates the last time data was refreshed from the SFS or HRS database components.
- **Show Inactive Announcements**: Provides an extensive listing of resolved issues.
- **HRS Updates**: Links to My UW-System web page where you will find updates regarding the Human Resource System.

# My Favorites

This screen allows you to manage searches for the department(s) that you have been authorized to access. Favorites are an easy way to quickly navigate to searches that are frequently run.



You can also navigate to My Favorites using the Main Menu dropdown box as illustrated below:



## My Profile

- You can change default settings in My Profile depending on the level of detail you want to display in the summary report.
- Do not change your logon password in the WISDM application. Your logon will be your NetID username and password.

UNIVERSITY OF WISCONSIN SYSTEMS  
**WISDM**  
Wisconsin Data Mart for PeopleSoft Financials

MAIN MENU

Main Menu Comment Help UWLAC 2012

**MY PROFILE**

[Account Tree Level Defaults](#) Set what default detail level your account trees will display on the WISDM Summary Report.

[Change Password](#) Change the password for your user account.

When I log into WISDM, I'd like to immediately see:

A predefined location: Announcements

One of my saved Favorites: Accountancy

[Update](#)

April 2012

Sun	Mon	Tue	Wed	Thu	Fri	Sat
25	26	27	28	29	30	31
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30	1	2	3	4	5

- My Profile can also be accessed through the Main Menu dropdown box.
- You can change your Startup page setting on this screen. ***Please note:*** you may not have permission to use many of the locations listed in the dropdown box in which case you will receive this message when you logon:
  - o *“WISDM cannot carry out your request because you do not have the required permissions. To request new permissions, please contact your WISDM administrator. [Click here to safely return to the main menu.](#)”*

**Generally, new permissions will not be available as they are linked to individual security settings that are established by our campus when your user account is set up.**

# Help

- The Help icon lists a variety of helpful resources, but some of the documentation needs to be updated and UW-System staff is responsible for the content.
- Documentation may also pertain to functions that are not available to many UW-L campus users.



April 2012						
Sun	Mon	Tue	Wed	Thu	Fri	Sat
25	26	27	28	29	30	31
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30	1	2	3	4	5

## HELP

<a href="#">UW System WISDM FAQ</a>	A WISDM FAQ (Frequently Asked Questions) on the UWSA website.
<a href="#">UW System WISDM Documentation</a>	Read the base user manual for the application.
<a href="#">Online Glossary</a>	Browse a dictionary of terminology that is used within the WISDM system.
<a href="#">Suggestion or Comment</a>	Make a general comment or suggestion that will be sent to the WISDM development staff.
<a href="#">About WISDM</a>	Displays program title, copyright, and version information.
<a href="#">Releases</a>	Displays the additions, fixes, and corrections of WISDM for each released version.

### Accessibility Statement:

It is the intent of the WISDM web site to provide information that is accessible to all. Our web site is based on the Technical Standards of section 508 part 1194.22. If you find any of the site content to be inaccessible, please [contact us](#).

- You can also access the Help screen by using the Main Menu dropdown box.
- The Help link on the Main Menu tool bar opens a window with much of the information that is covered to this point and provides different "Help" than what is found on this screen.
- Contact links listed on the WISDM screens will direct you to UW-System DoIT staff and they should **NOT** be contacted. If you have questions or need assistance, you should contact UW-L Business Services at 5-8554.

## Basic Department Search

- Our campus UWLAC is listed on the Main Menu Toolbar. The fiscal year defaults to the current year, but the fiscal year can be changed depending on your search criteria. UW-La Crosse converted to WISDM in FY 2007. Any searches of older fiscal year data will not produce reliable results.
- Select My Favorites using the icon or from the Main Menu dropdown box and open the Public Folder

The screenshot shows the WISDM web interface. At the top, the 'MAIN MENU' is visible with a dropdown menu showing 'UWLAC' and '2012'. A box labeled 'UW Campus' points to the 'UWLAC' dropdown, and a box labeled 'Fiscal Year' points to the '2012' dropdown. Below the main menu, there is a 'MY FAVORITES' section for user 'mgasper'. The location is '[Home]/Public'. A table lists three folders: 'Dean of CBA', 'Dean of Liberal Studies', and 'Dean of Science & Health'. To the left of the favorites section is a sidebar with icons for 'Announcements', 'My Favorites', 'My Profile', and 'Help'. At the bottom left, there is a calendar for April 2012.

April 2012						
Sun	Mon	Tue	Wed	Thu	Fri	Sat
25	26	27	28	29	30	31
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30	1	2	3	4	5

- This is the list of the departments that you have been approved to view.
- If you are only approved for one department, the summary for that department will open.
- **REMEMBER: At the beginning of the fiscal year, department summaries will not appear in WISDM until there has been a transaction posted to the department (i.e. budget, expense, encumbrance or payroll).**

## Summary Report Navigation

The Summary report is the report created when selecting a department from your list of Favorites. Note that you can click on any of the blue amount links to 'drill down' to the transaction detail information.

**UNIVERSITY OF WISCONSIN SYSTEM**  
**WISDM**  
*Wisconsin Data Mart for PeopleSoft Financials*

**SUMMARY REPORT**

Main Menu    Comment    UWLAC - 2012

View Format    View as: Web    Go

**REPORT OPTIONS:**

Project Option: Only Departments  
 Time Period: YTD through 10 (APR) [Advanced](#)  
 Account Tree: ACCOUNT (DEFAULT)  
 Drilldown Level: UWS Major Accounts (DEFAULT)  
 Program: All  
 View: Figures

**FUND(S):**  
102

**DEPARTMENT(S):**  
087000 Marketing  
 Manager: Achenreiner, Gwen  
 Excluding Projects  
[Rollup](#)

Account	Budget	MTD	Expenses	Encumbrances	Balance	% Budget Used
<b>EXPENSES</b>						
Expenses						
-- Salary Permanent	<a href="#">580,085.00</a>	<a href="#">0.00</a>	<a href="#">440,007.53</a>	<a href="#">123,741.54</a>	16,335.93	97
-- LTE/Student	<a href="#">19,366.00</a>	<a href="#">1,142.06</a>	<a href="#">11,854.98</a>	<a href="#">0.00</a>	7,511.02	61
-- Fringe Benefits	<a href="#">156,431.66</a>	<a href="#">77.11</a>	<a href="#">156,472.36</a>	<a href="#">0.00</a>	-40.70	100
-- Supplies & Expense	<a href="#">46,321.75</a>	<a href="#">1,760.03</a>	<a href="#">38,418.61</a>	<a href="#">200.66</a>	7,702.48	83
-- Capital Expense Budget	<a href="#">0.00</a>	<a href="#">43.29</a>	<a href="#">346.32</a>	<a href="#">173.16</a>	-519.48	
<b>TOTAL</b>	<a href="#">802,204.41</a>	<a href="#">3,022.49</a>	<a href="#">647,099.80</a>	<a href="#">124,115.36</a>	30,989.25	96

### REPORT OPTIONS:

- Reports can be viewed in Excel or in a PDF Format, by selecting the “View As” dropdown.
- **Project Option:** Select Department Only, Project Only or Both Project and Department. You should usually pick both project and department.
- **Time Period:** The default is the current fiscal year and accounting period. You may change the accounting period by selecting another period in the dropdown list. To change the fiscal year, use the fiscal year drop down box on the Main Menu Toolbar.
- **Account Tree:** Options include the ACCOUNT view shown above, ACCOUNT\_NO\_FRINGE, ALL\_ACCT\_MAJCLASS and EXT\_SBDC\_REPORT
- **Drilldown Level:** Levels can be changed to provide additional details for each Account Tree Option. The levels range from 2-4, with level 2 including only the totals, and level 4 providing the most detail lines.
- **View:** Figures or Chart. The default is Figures. Chart View is displayed on the following page:

# Summary Report - Chart View

UNIVERSITY OF WISCONSIN SYSTEM  
**UWISDM**  
Wisconsin Data Mart for PeopleSoft Financials

**SUMMARY REPORT**

---

Main Menu ▼ Comment

UWLAC - 2012 ▼

---

**REPORT OPTIONS:**

Project Option: Only Departments ▼

Time Period: YTD through 10 (APR) ▼ [Advanced](#)

Account Tree: ACCOUNT (DEFAULT) ▼

Drilldown Level: UWS Major Accounts (DEFAULT) ▼

Program: All ▼

View: Chart ▼

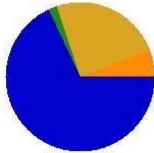
View as: Web ▼ Go

**FUND(S):**

102

**DEPARTMENT(S):**

087000 Marketing  
Manager: Achenreiner, Gwen  
Excluding Projects  
[Rollup](#)



% of Expenses	Account	Amount
68.0%	Salary Permanent	440,007.53
1.8%	LTE/Student	11,854.98
24.2%	Fringe Benefits	156,472.36
5.9%	Supplies & Expense	38,418.61
0.1%	Capital Expense Budget	346.32
<b>Total</b>		<b>647,099.80</b>

# Transaction Detail Navigation

The Account Tree and Drilldown level have been changed in this view. To get to Summary Detail view, click on an expense amount listed on the Summary Report view.

**UNIVERSITY OF WISCONSIN SYSTEM**  
**UWISDM**  
 Wisconsin Data Mart for Project/Task Financials

SUMMARY REPORT

---

Main Menu UWLAC - 2012

**REPORT OPTIONS:**

Project Option: Only Departments

Time Period: YTD through 13 (CLOSE) [Advanced](#)

Account Tree: ACCOUNT\_NO\_FRINGE

Drilldown Level: Detail Accounts (DEFAULT)

Program: All

View: Figures

View as: Web

**FUND(S):**  
102

**DEPARTMENT(S):**  
087000 Marketing  
Manager: Achenreiner, Gwen  
Excluding Projects  
[Rollup](#)

Time period, Account Tree and Drilldown Level can be changed in Report Options to obtain additional detail

Account	Budget	MTD	Expenses	Encumbrances	Balance	% Budget Used
<b>EXPENSES</b>						
<b>Expenses</b>						
-- Salary Permanent						
-- Unclassified Salary						
--- Faculty/Academic Salary						
--- [1002] Faculty - Academic	524,493.00	0.00	292,383.45	119,877.58	1,231.96	100
--- [1005] Faculty - Lump Sum	2,730.00	0.00	2,099.69	0.00	600.01	78
--- [1052] Academic Staff - Academic	53,459.00	0.00	41,587.00	11,781.43	130.57	100
--- Grad Assistants						
--- [1212] Project/Program Asst-Academic	5,062.00	0.00	3,937.06	1,124.93	12.39	100
-- Classified Salary						
--- Permanent Classified						
--- [1531] Classified - Hourly	14,361.00	0.00	0.00	0.00	14,361.00	0
-- LTE/Student						
--- LTE Salary						
--- [1601] LTE - Hourly	17,898.00	0.00	10,108.00	0.00	7,788.00	57
--- Student Salary						
--- Student Wages Regular						
--- [1771] Student - Hourly	1,500.00	0.00	1,748.06	0.00	-248.06	115
-- Supplies & Expense						
--- Travel Expenses						
--- [2115] Travel-Employee-In State-Conf	0.00	0.00	400.00	0.00	-400.00	
--- [2120] Travel-Employee-Out State-Bus	500.00	0.00	1,499.96	0.00	-799.96	260
--- [2130] Travel-Employee-Out State-Conf	6,355.00	0.00	1,700.27	0.00	4,654.73	27
--- [2161] Travel-Job Applicant	0.00	0.00	10.00	0.00	-10.00	
--- Telephones						
--- [2200] Telecomm-Blanket Encumbrance	2,800.00	0.00	1,635.60	0.00	1,164.40	58
--- [2230] Telephone Service-Install, etc	20.00	0.00	0.00	0.00	20.00	0
--- [2240] Telephone Service-STS	100.00	0.00	132.93	0.00	32.93	133
--- Rent/Leases						
--- [2310] Rental of Space-UW/State Owned	0.00	0.00	47.00			
--- Maintenance & Repair						
--- [2420] Maintenance & Repair-Structure	50.00	0.00	799.00			1600
--- [2450] Maintenance & Repair-Other	0.00	0.00	53.97			
--- General Services						
--- [2670] Printing & Duplicating-State	3,200.00	0.00	72.47			2
--- [2675] Printing & Duplicating-NonStat	50.00	0.00	108.54	0.00	-58.54	217

By clicking on the amount links, you can drilldown to view the transaction detail

UNIVERSITY OF WISCONSIN SYSTEM  
**WISDM**  
 Wisconsin Data Mart for PeopleSoft Financials

**SUMMARY DETAIL**

UWLAC - 2012

**Custom Columns**

Click on Pick Custom Columns link to select the amount of detail that you want to view for your report

View as: Web  [Pick Custom Columns...](#)

Und	Dept	Project/Grant	Prog	Acct	Sub-Class	Monetary Amt	Descr	Acct Descr	PO	Vchr ID	Date Posted	Jrnl Line Ref	Jrnl Date	Source	GL Jrnl ID	Vch Vendor Name
102	087000		2	2420		85.74	CHALK/WHITE/BULLETIN BOARD RE	Maintenance & Repair-Structure			8/4/2011	BM-1038547	7/28/2011	INT	<a href="#">91054</a>	
102	087000		2	2420		28.96	MISC ELECTRICAL REPR	Maintenance & Repair-Structure			8/17/2011	BM-1038227	8/4/2011	INT	<a href="#">91078</a>	
102	087000		2	2420		479.58	INTERIOR PAINTING	Maintenance & Repair-Structure			8/30/2011	BM-1038506	8/25/2011	INT	<a href="#">91119</a>	
102	087000		2	2420		23.13	SHELVES REPR/INSTALL	Maintenance & Repair-Structure			10/6/2011	BM-1039925	9/29/2011	INT	<a href="#">91201</a>	
102	087000		2	2420		2.96	KEYS AND LOCKS	Maintenance & Repair-Structure			10/6/2011	BM-1040193	9/29/2011	INT	<a href="#">91201</a>	
102	087000		2	2420		9.91	KEYS AND LOCKS	Maintenance & Repair-Structure			11/7/2011	BM-1040411	10/27/2011	INT	<a href="#">91291</a>	
102	087000		2	2420		169.62	CHALK/WHITE/BULLETIN BOARD RE	Maintenance & Repair-Structure			12/2/2011	11/17 CHGB	11/17/2011	INT	<a href="#">91359</a>	
102	087000		2	2420		-169.62	CHALK/WHITE/BULLETIN BOARD RE	Maintenance & Repair-Structure			12/7/2011	11/17 CHGB	11/18/2011	INT	<a href="#">91359</a>	
102	087000		2	2420		169.62	CHALK/WHITE/BULLETIN BOARD RE	Maintenance & Repair-Structure			12/7/2011	BM-1040310	11/30/2011	INT	<a href="#">91359</a>	
						799.90										

Information can be customized to provide the detail in the way you want to view it.

- The columns can be sorted ascending (one click) or descending (two clicks) order by clicking on the underlined heading name of the column.
- To move the columns to the right or left, click on the left and right arrows below the column heading.
- To customize the screen view of transactions, select PICK CUSTOM COLUMNS in the upper right. See example on page 15.
- You can select which columns you wish to see when you are viewing the transaction information in WISDM. Put a check mark in the box next to the information you wish to have displayed. **The recommended columns to select are Fund, Dept, Project, Program, Acct, Sub-Class, Acct Descr, Line Descr, Journal ID, Journal Date, Date Posted, Journal Line Ref, Monetary Amount, PO ID, Voucher ID, and Vchr Vendor Name. Invoice Number and Invoice Date** are helpful in inquiring about Accounts Payable transactions. You may also want to select **Pay Run ID and Pay Run Description, Empl ID and Empl Rec Nbr** to assist in viewing payroll data. Click "Update" to refresh the page with your new selections.
- WISDM will take you back to the screen you were previously viewing and display the page with updated settings.
- Any changes you made will be saved, so the next time you use WISDM your new setting will remain in effect.
- If you do not want to save the changes you have made, go back to the original detail screen using the Back button at the top left of the screen or click the "Reset to Defaults" button.

## Pick Custom Columns

Check the columns you wish to see on the current page, then click "Update" to refresh the page with the new column view. You can also choose "Reset to Defaults" to revert your column profile to the default layout.

All Columns

- Chartfields
  - Fund
  - Dept
  - Project
  - Program
  - Acct
  - Sub-Class
- Chartfield Descriptions
  - Acct Descr
- Time
  - Accounting Period
- Journals
  - Ledger
  - Line Descr
  - System Source
  - Source
  - Journal ID
  - Journal Date
  - Journal Line
  - Date Posted
  - Journal Line Ref
  - Monetary Amount
- Purchasing
  - PO ID
  - PO Date
  - PO Ref
  - PO Vendor ID
  - PO Vendor Name
  - PO Short Vendor Name
  - PO Buyer Name
- Vouchers
  - Voucher ID
  - Invoice Nbr
  - Invoice Date
  - Vchr Vendor ID
  - Vchr Vendor Name
  - Vchr Short Vendor Name
  - Leg Invoice Nbr
- Budget
  - Leg Bud Tfr
  - Leg Bud Rsn
  - Scenario Code
- Payroll
  - Legacy Appt ID
  - Empl ID
  - Empl Rec Nbr
  - Empl Class
  - Empl Class Descr
  - Job Title
  - Pay Run ID
  - Pay Run Descr
  - Earn Period
  - Pay Group
  - Pay Group Descr
  - Check Dt
  - Off Cycle Flag
  - U Ver Nbr

# Report Views

- **View as: Web** is the default option and will return the results to the screen.

- To view or copy information into an Excel spreadsheet, simply click on **View as: Excel** in the upper right corner of the Summary or Detail report.
- The spreadsheet will open in Excel. You can save the information in Excel to your computer or network drive just as you save any other file.

Fund	Dept	Project/Grant	Prog	Acct	Sub-Class	Monetary Amt	Descr	Jml Line Ref	Acct Descr	PO	Vchr ID	Date Posted	Jml Date	Source	GL Jml ID	Vch	Vendor Name
102	87000		2	4605		14.43	LEASE AGREEMENT ON SHARP MX-M4	00180566	Equipment-Capital Lease	0000016208	00180566	4/11/2012	4/11/2012	APA	AP00291990		SHARP ELECTRONICS CORPORATION
102	87000		2	4605		14.43	LEASE AGREEMENT ON SHARP MX-M4	00180566	Equipment-Capital Lease	0000016206	00180566	4/11/2012	4/11/2012	APA	AP00291990		SHARP ELECTRONICS CORPORATION
102	87000		2	4605		14.43	LEASE AGREEMENT ON SHARP MX-M4	00180566	Equipment-Capital Lease	0000016204	00180566	4/11/2012	4/11/2012	APA	AP00291990		SHARP ELECTRONICS CORPORATION
							43.29										

Please note: Excel will drop every leading "0" in any field that contains a number beginning with "0"

- To view as a PDF file, click on **View as: PDF**
- The PDF will open in Adobe Reader. You can save the PDF as you would any other file.
- The PDF does not import all columns of information if you select Letter size as indicated below:

# Voucher Detail Navigation

- Descriptions on Accounts Payable (A/P) expenses are either the PO item description or payment details entered by the A/P staff.
- Click on the Voucher ID number in the Vchr ID column to inquire on check payments for a particular invoice or payment request.

UNIVERSITY OF WISCONSIN SYSTEM <span style="float: right;">SUMMARY DETAIL</span>																			
WISDM <small>Wisconsin Data Mart for PeopleSoft Financials</small>																			
Main Menu <span style="float: right;">UWLAC - 2012</span>																			
Fund: 102 <span style="float: right;">Click on Voucher ID link</span>																			
Department: 087000																			
Excluding Projects																			
<a href="#">Back to Summary Report</a>																			
<input checked="" type="checkbox"/> Include Payroll Detail <span style="float: right;">View as: Web <input type="button" value="Go"/></span>																			
<a href="#">Pick Custom Columns...</a>																			
Fund	Dept	Project/Grant	Prog	Acct	Sub Class	Monetary Amt	Descr	Jrnl Line Ref	Acct Descr	PO	Vchr ID	Date Posted	Jrnl Date	Source	GL Jrnl ID	Invoice No	Vch Vendor Name	Pay Run ID	Pay Run Descr
102	087000		2	3195		6,159.54	OFFICE FURNITURE AS PER ATTACH	00167828	Equip & Furnit not Capitalized	<a href="#">0000015399</a>	<a href="#">00167828</a>	7/25/2011	7/25/2011	APA	<a href="#">AP00271965</a>	109386677	STAPLES ADVANTAGE		
102	087000		2	3195		8,279.85	OFFICE FURNITURE AS PER ATTACH	00167829	Equip & Furnit not Capitalized	<a href="#">0000015398</a>	<a href="#">00167829</a>	7/25/2011	7/25/2011	APA	<a href="#">AP00271965</a>	109386676	STAPLES ADVANTAGE		
102	087000		2	3195		12,047.90	MISC. OFFICE FURNITURE FOR WIM	00167830	Equip & Furnit not Capitalized	<a href="#">0000015313</a>	<a href="#">00167830</a>	7/25/2011	7/25/2011	APA	<a href="#">AP00271965</a>	109386675	STAPLES ADVANTAGE		
102	087000		2	3195		147.80	DELIVERY AND INSTALLATION	00167830	Equip & Furnit not Capitalized	<a href="#">0000015313</a>	<a href="#">00167830</a>	7/25/2011	7/25/2011	APA	<a href="#">AP00271965</a>	109386675	STAPLES ADVANTAGE		
102	087000		2	3195		295.00	QUALITY SIGN ON 2ND AVE 0824	ACHENREINE	Equip & Furnit not Capitalized			10/31/2011	10/25/2011	INT	<a href="#">9704090211</a>				
102	087000		2	3195		300.00	QUALITY SIGN ON 2ND AVE 0725	ACHENREINE	Equip & Furnit not Capitalized			10/31/2011	10/25/2011	INT	<a href="#">9702080811</a>				
						27,230.09													

## Example of Voucher Detail

		VOUCHER 00167828
Main Menu ▾ Comment Help		UWLAC - 2012

**Bus Unit** UWLAC  
**Invoice No** 109386677  
**Invoice Dt** 7/15/2011  
**Vndr ID** 0000071506  
**Short Vndr Name** STAPLESADV-001  
**Vndr Name** STAPLES ADVANTAGE  
**Status** Posted  
**Due Dt** 8/14/2011  
**Discount Due Dt**  
**Gross Invoice Amt** 6,159.54  
**Discount Amt** 0.00  
**Freight Amt** 0.00  
**Sales Tax Amt** 0.00

### Lines

Vchr Line No	Item ID	Qty Vchr'd	UOM	Unit Price	Descr	Merch Amt
1		1	LOT	6,159.5400	OFFICE FURNITURE AS PER ATTACH	6,159.54
						6,159.54

### Distribution

Vchr Line No	Distrib Line No	Acct	Fund	Dept	Project/Grant	Prog Code	Sub-Class	Qty Vchr'd	Monetary Amt
1		1 3195	102	087000		2		1	6,159.54
									6,159.54

### Payments

Bank Code	Payment Ref	Short Vndr Name	Payment Dt	Payment Amt	Status	Pd Amt
FRSTR	165050	STAPLESADV-001	9/15/2011	26,635.09	Paid	6,159.54
				26,635.09		6,159.54

Check number and date payment was issued

- The vendor's name, invoice number and invoice date are displayed in the header.
- The check number is shown under "Payment Ref".
- "Payment Dt" is the date the check was issued.
- Payment information will be blank until check is issued in A/P.
- The gross amount of the invoice is listed in the header and under Lines and Distribution, but the actual Payment Amount may be different if additional invoices were paid on the same check.

# Procurement Card Expense Details

- Procurement Card expenses are loaded to SFS biweekly via a file from US Bank.
- We assign a four digit journal prefix beginning with "97" followed by 00-25. The last six digits of the journal ID number are the date that the billing period closed and the file was created by US Bank (MMDDYY).
- The original journal date is same as the date in the journal ID number and the date of the US Bank Statement for the cycle of charges.
- All Procurement Card expense transfers (to correct account # or transfer expense to a different department) are processed with the original journal ID # and the current date.
- The Descr for the expense is the vendor name followed by a four digit MMDD designation for the date of the purchase.
- The ten-digit Journal Line Ref is the name of the procurement cardholder.

UNIVERSITY OF WISCONSIN SYSTEM														SUMMARY DETAIL						
WISDOM														Wisconsin Data Mart for Peoplesoft Financials						
Main Menu														Comment						
Fund: 102														UWLC - 2012						
Department: 087000																				
Excluding Projects																				
<a href="#">Back to Summary Report</a>																				
<input checked="" type="checkbox"/> Include Payroll Detail																				
View as: Web														<a href="#">Pick Custom Columns</a>						
Fund	Dept	Project/Grant	Prog	Acct	Sub-Class	Monetary Amt	Descr	Jrnl Line Ref	Acct Descr	PO	Vchr ID	Date Posted	Jrnl Date	Source	GL Jrnl ID	Invoice No	Vch Vendor Name	Pay Run ID	Pay Run Descr	
102	087000		2	3101		300.00	QUALITY SIGN ON 2ND AVE 0725	ACHENREINE	Supplies-Office			8/18/2011	8/8/2011	INT	9702080811					
102	087000		2	3101		73.58	OFFICE DEPOT #405 0801	ACHENREINE	Supplies-Office			8/18/2011	8/8/2011	INT	9702080811					
102	087000		2	3101		-300.00	QUALITY SIGN ON 2ND AVE 0725	ACHENREINE	Supplies-Office			10/31/2011	10/25/2011	INT	9702080811					
102	087000		2	3101		240.00	AMERICAN MARKETING ASSOC 0815	ACHENREINE	Supplies-Office			8/22/2011	8/19/2011	INT	9703081911					
102	087000		2	3101		88.35	STAPLESCONTRACTCOMMERCIAL 0809	ACHENREINE	Supplies-Office			8/22/2011	8/19/2011	INT	9703081911					
102	087000		2	3101		99.00	CRAIN SUBSCRIPTIONS 0815	ACHENREINE	Supplies-Office			8/22/2011	8/19/2011	INT	9703081911					
102	087000		2	3101		-99.00	CRAIN SUBSCRIPTIONS 0815	ACHENREINE	Supplies-Office			10/31/2011	10/25/2011	INT	9703081911					
102	087000		2	3101		-240.00	AMERICAN MARKETING ASSOC 0815	ACHENREINE	Supplies-Office			10/31/2011	10/25/2011	INT	9703081911					
102	087000		2	3101		40.00	BLP*BUSINESS WEEK 0825	ACHENREINE	Supplies-Office			9/7/2011	9/2/2011	INT	9704090211					
102	087000		2	3101		99.98	OFFICE DEPOT #405 0823	ACHENREINE	Supplies-Office			9/7/2011	9/2/2011	INT	9704090211					
102	087000		2	3101		30.00	TWX*TIME MAGAZINE 0824	ACHENREINE	Supplies-Office			9/7/2011	9/2/2011	INT	9704090211					
102	087000		2	3101		295.00	QUALITY SIGN ON 2ND AVE 0824	ACHENREINE	Supplies-Office			9/7/2011	9/2/2011	INT	9704090211					
102	087000		2	3101		19.65	STAPLESCONTRACTCOMMERCIAL 0818	ACHENREINE	Supplies-Office			9/7/2011	9/2/2011	INT	9704090211					
102	087000		2	3101		-295.00	QUALITY SIGN ON 2ND AVE 0824	ACHENREINE	Supplies-Office			10/31/2011	10/25/2011	INT	9704090211					
102	087000		2	3195		6,159.54	OFFICE FURNITURE AS PER ATTACH	00167828	Equip & Furnit not Capitalized	0000015399	00167828	7/25/2011	7/25/2011	APA	AP00271965	109386677	STAPLES ADVANTAGE			
102	087000		2	3195		8,279.85	OFFICE FURNITURE AS PER ATTACH	00167829	Equip & Furnit not Capitalized	0000015398	00167829	7/25/2011	7/25/2011	APA	AP00271965	109386676	STAPLES ADVANTAGE			
102	087000		2	3195		12,047.90	MISC OFFICE FURNITURE FOR WIM	00167830	Equip & Furnit not Capitalized	0000015313	00167830	7/25/2011	7/25/2011	APA	AP00271965	109386675	STAPLES ADVANTAGE			
102	087000		2	3195		147.80	DELIVERY AND INSTALLATION	00167830	Equip & Furnit not Capitalized	0000015313	00167830	7/25/2011	7/25/2011	APA	AP00271965	109386675	STAPLES ADVANTAGE			
102	087000		2	3195		295.00	QUALITY SIGN ON 2ND AVE 0824	ACHENREINE	Equip & Furnit not Capitalized			10/31/2011	10/25/2011	INT	9704090211					
102	087000		2	3195		300.00	QUALITY SIGN ON 2ND AVE 0725	ACHENREINE	Equip & Furnit not Capitalized			10/31/2011	10/25/2011	INT	9702080811					

Original Expense

Expense Transferred to different account, see next diagram

# Purchase Order Detail Navigation

UNIVERSITY OF WISCONSIN SYSTEM <b>WISDM</b> <small>Wisconsin Data Mart for PeopleSoft Financials</small>															SUMMARY DETAIL									
Main Menu <span>▼</span> Comment															UWLAC - 2012									
<b>Fund: 102</b> <b>Department: 087000</b> <b>Excluding Projects</b> <a href="#">Back to Summary Report</a> <input checked="" type="checkbox"/> Include Payroll Detail															Click on PO link on the Summary Detail to see the Purchase Order detail				View as: Web <span>▼</span> <input type="button" value="Go"/>				<a href="#">Pick Custom Columns...</a>	
Fund	Dept	Project/Grant	Prog	Acct	Sub-Class	Monetary Amt	Descr	Jrnl Line Res	Acct Descr	PO	Vchr ID	Date Posted	Jrnl Date	Source	GL Jrnl ID	Invoice No	Vch Vendor Name	Pay Run ID	Pay Run Descr					
102	087000		2	3195		6,159.54	OFFICE FURNITURE AS PER ATTACH	00167828	Equip & Furnit not Capitalized	<a href="#">0000015399</a>	<a href="#">00167828</a>	7/25/2011	7/25/2011	APA	<a href="#">AP00271965</a>	109386677	STAPLES ADVANTAGE							
102	087000		2	3195		8,279.85	OFFICE FURNITURE AS PER ATTACH	00167829	Equip & Furnit not Capitalized	<a href="#">0000015398</a>	<a href="#">00167829</a>	7/25/2011	7/25/2011	APA	<a href="#">AP00271965</a>	109386676	STAPLES ADVANTAGE							
102	087000		2	3195		12,047.90	MISC. OFFICE FURNITURE FOR WIM	00167830	Equip & Furnit not Capitalized	<a href="#">0000015313</a>	<a href="#">00167830</a>	7/25/2011	7/25/2011	APA	<a href="#">AP00271965</a>	109386675	STAPLES ADVANTAGE							
102	087000		2	3195		147.80	DELIVERY AND INSTALLATION	00167830	Equip & Furnit not Capitalized	<a href="#">0000015313</a>	<a href="#">00167830</a>	7/25/2011	7/25/2011	APA	<a href="#">AP00271965</a>	109386675	STAPLES ADVANTAGE							
102	087000		2	3195		295.00	QUALITY SIGN ON 2ND AVE 0824	ACHENREINE	Equip & Furnit not Capitalized			10/31/2011	10/25/2011	INT	<a href="#">9704090211</a>									
102	087000		2	3195		300.00	QUALITY SIGN ON 2ND AVE 0725	ACHENREINE	Equip & Furnit not Capitalized			10/31/2011	10/25/2011	INT	<a href="#">9702080811</a>									
						27,230.09																		

## Example of Purchase Order Detail

UNIVERSITY OF WISCONSIN SYSTEM		PURCHASE ORDER 0000015399								
WISDM		Wisconsin Data Mart for PeopleSoft Financials								
Main Menu		Comment	Help							
		UWLAC	2012							
<b>PO Date</b>	5/23/2011									
<b>PO Ref</b>	15-42594-900									
<b>Vndr ID</b>	0000071506									
<b>Vndr Name</b>	STAPLES ADVANTAGE									
<b>Vndr Short Name</b>	STAPLESADV-001									
<b>PO Status</b>	Dispatched									
<b>PO Balance</b>	94.79									
<b>Buyer Name</b>	HYZER, GERALD									
<b>Lines</b>										
Line No	Item Descr	Category ID	UOM	Qty	Monetary Amt	Status				
1	OFFICE FURNITURE AS PER ATTACHED QUOTE #0005108824.	42503	LOT	1	6,254.33	Active				
					6,254.33					
<b>Distribution</b>										
Line No	Sched No	Acct	Fund	Dept	Project/Grant	Prog Code	Sub-Class	PO Qty	Status	Merch Amt
1		1 3195	102	087000		2		0	Open	6,254.33
1		1 3195	102	087000		2		1	Canceled	0.00
										6,254.33
<b>Invoices</b>										
Sched No	Voucher ID	Payment Dt	Line No	Qty Vchr'd	Merch Amt					
	<a href="#">00167828</a>	9/15/2011	1	1	6,159.54					
					6,159.54					

- Vendor Name and Vendor ID number are listed in the header.
- PO Ref is the vendor contract number or sealed bid number.
- Current PO balance is the amount that is still encumbered for the PO.
- PO Lines display purchase details.
- Distribution lists the department and account that will be charged for the item(s) on the PO.
- Invoices received and paid are displayed with a link to the voucher payment.
- The Invoice information will be blank until an invoice is received and the voucher is entered by A/P.

# Encumbrance Navigation

- An encumbrance is a financial claim against the budget.
- When Purchase orders are processed, an encumbrance is created to reserve funds for the purchase.



UNIVERSITY OF WISCONSIN SYSTEM  
**UWISDM**  
Wisconsin Data Mart for PeopleSoft Financials

**SUMMARY REPORT**

Main Menu ▼ Comment
UWLAC - 2012 ▼

View as: Web ▼ Go

**REPORT OPTIONS:**

Project Option: Only Departments ▼

Time Period: YTD through ▼ 4 (OCT) ▼ [Advanced](#)

Account Tree: ACCOUNT (DEFAULT) ▼

Drilldown Level: UWS Major Accounts (DEFAULT) ▼

Program: All ▼

View: Figures ▼

**FUND(S):**

102

**DEPARTMENT(S):**

087000 Marketing  
Manager: Achenreiner, Gwen  
Excluding Projects  
[Rollup](#)

Account	Budget	MTD	Expenses	Encumbrances	Balance	% Budget Used
<b>EXPENSES</b>						
Expenses						
-- Salary Permanent	591,763.00	62,858.22	125,716.44	437,770.80	28,275.76	95
-- LTE/Student	1,500.00	2,511.07	4,847.39	0.00	-3,347.39	323
-- Fringe Benefits	62,080.09	19,273.22	62,131.49	0.00	-51.40	100
-- Supplies & Expense	46,321.75	461.82	30,976.35	200.66	15,144.74	67
-- Capital Expense Budget	0.00	43.29	43.29	476.19	-519.48	
TOTAL	701,664.84	85,147.62	223,714.96	438,447.65	39,502.23	94

Click on the encumbrance amount to display details about the encumbrance

## Example of Encumbrances

UNIVERSITY OF WISCONSIN SYSTEM <b>UWISDM</b> <small>Wisconsin Data Mart for PeopleSoft Financials</small>													SUMMARY DETAIL							
Main Menu ▾ Comment											UWLAC - 2012									
<b>Fund: 102</b>													View as: Web ▾ <input type="button" value="Go"/>							
<b>Department: 087000</b>													<a href="#">Pick Custom Columns...</a>							
<b>Excluding Projects</b>																				
<a href="#">Back to Summary Report</a>																				
<input checked="" type="checkbox"/> Include Payroll Detail																				
Fund	Dept	Project/Grant	Prog	Acct	Sub-Class	Monetary Amt	Descr	Jrnl Line Ref	Acct Descr	PO	Vchr ID	Date Posted	Jrnl Date	Source	GL Jrnl ID	Invoice No	Vch Vendor Name	Pay Run ID	Pay Run Descr	
102	087000		2	3195		147.80		0000015313	Equip & Furnit not Capitalized	0000015313		7/8/2011	7/8/2011	POE	0078019637					
102	087000		2	3195		12,047.90		0000015313	Equip & Furnit not Capitalized	0000015313		7/8/2011	7/8/2011	POE	0078019637					
102	087000		2	3195		6,254.33		0000015399	Equip & Furnit not Capitalized	0000015399		7/8/2011	7/8/2011	POE	0078019667					
102	087000		2	3195		8,385.72		0000015398	Equip & Furnit not Capitalized	0000015398		7/8/2011	7/8/2011	POE	0078019666					
102	087000		2	3195		-8,279.85		00167829	Equip & Furnit not Capitalized	0000015398 00167829		7/25/2011	7/25/2011	POL	0078073541	109386676	STAPLES ADVANTAGE			
102	087000		2	3195		-6,159.54		00167828	Equip & Furnit not Capitalized	0000015399 00167828		7/25/2011	7/25/2011	POL	0078073540	109386677	STAPLES ADVANTAGE			
102	087000		2	3195		-147.80		00167830	Equip & Furnit not Capitalized	0000015313 00167830		7/25/2011	7/25/2011	POL	0078073542	109386675	STAPLES ADVANTAGE			
102	087000		2	3195		-12,047.90		00167830	Equip & Furnit not Capitalized	0000015313 00167830		7/25/2011	7/25/2011	POL	0078073542	109386675	STAPLES ADVANTAGE			
						200.66														

- PO creation will encumber funds using journal Source code POE.
- When a voucher is entered, it will show up as a negative amount under the “Monetary Amt” column. The original encumbrance will then be reduced or liquidated (POL journal source code) by the amount of the invoice or the total PO amount if items were billed for less than the PO price.
- Encumbrance entries do not become expenses to a department until the voucher is entered in SFS.

# Budget Navigation



UNIVERSITY OF WISCONSIN SYSTEM  
**UWISDM**  
Wisconsin Data Mart for PeopleSoft Financials

**SUMMARY REPORT**

Main Menu ▾ Comment
UWLAC - 2012 ▾

View as: Web ▾ [Go](#)

**REPORT OPTIONS:**

Project Option: Only Departments ▾

Time Period: YTD through ▾ 4 (OCT) ▾ [Advanced](#)

Account Tree: ACCOUNT (DEFAULT) ▾

Drilldown Level: UWS Major Accounts (DEFAULT) ▾

Program: All ▾

View: Figures ▾

**FUND(S):**

102

**DEPARTMENT(S):**

087000 Marketing  
Manager: Achenreiner, Gwen  
Excluding Projects  
[Rollup](#)

Account	Budget	MTD	Expenses	Encumbrances	Balance	% Budget Used
<b>EXPENSES</b>						
Expenses						
-- Salary Permanent	591,763.00	62,858.22	125,716.44	437,770.80	28,275.76	95
-- LTE/Student	1,500.00	2,511.07	4,847.39	0.00	-3,347.39	323
-- Fringe Benefits	62,080.09	19,273.22	62,131.49	0.00	-51.40	100
-- Supplies & Expense	46,321.75	461.82	30,976.35	200.66	15,144.74	67
-- Capital Expense Budget	0.00	43.29	43.29	476.19	-519.48	
TOTAL	701,664.84	85,147.62	223,714.96	438,447.65	39,502.23	94

- Shown above are the major budget lines that Business Services balance to at year-end.
- To see the budget detail, click on a number under the "Budget" column.
- The following screen shows the details of the Supplies & Expense figure.

## Example of Budget Detail

UNIVERSITY OF WISCONSIN SYSTEM **UWISDM**  
Wisconsin Data Mart for PeopleSoft Financials

SUMMARY DETAIL

Main Menu UWLAC - 2012

Tools

My Favorites **500**

My Profile **cts**

Help **Report**

**Detail**

View as:

[Pick Custom Columns...](#)

Org	Grant	Proj	Acct	Sub-Class	Monetary Amt	Descr	Jml Line Ref	Acct Descr	PO#	Vchr ID	Date Posted	Jml Dtm	Source	GL Jml ID	Invoice No	Vch Vendor Name	Scenario	Pay Run ID	Pay Run Descr
102	084500	2	2115		710.00	REDBOOK BUDGET		Travel-Employee-In State-Conf			7/27/2011	7/9/2011	BUD	12000			REDBOOK		
102	084500	2	2120		1,500.00	REDBOOK BUDGET		Travel-Employee-Out State-Bus			7/27/2011	7/9/2011	BUD	12000			REDBOOK		
102	084500	2	2130		11,500.00	REDBOOK BUDGET		Travel-Employee-Out State-Conf			7/27/2011	7/9/2011	BUD	12000			REDBOOK		
102	084500	2	2200		3,500.00	REDBOOK BUDGET		Telecomm-Blanket Encumbrance			7/27/2011	7/9/2011	BUD	12000			REDBOOK		
102	084500	2	2230		150.00	REDBOOK BUDGET		Telephone Service-Install, etc			7/27/2011	7/9/2011	BUD	12000			REDBOOK		
102	084500	2	2240		25.00	REDBOOK BUDGET		Telephone Service-STS			7/27/2011	7/9/2011	BUD	12000			REDBOOK		
102	084500	2	2420		200.00	REDBOOK BUDGET		Maintenance & Repair-Structure			7/27/2011	7/9/2011	BUD	12000			REDBOOK		
102	084500	2	2480		100.00	REDBOOK BUDGET		Maintenance & Repair- DP Equip			7/27/2011	7/9/2011	BUD	12000			REDBOOK		
102	084500	2	2670		7,800.00	REDBOOK BUDGET		Printing & Duplicating-State			7/27/2011	7/9/2011	BUD	12000			REDBOOK		
102	084500	2	2670		400.00	FROM ACC	080000	Printing & Duplicating-State			8/24/2011	8/24/2011	BUD	12151			ADJUSTED		
102	084500	2	3100		9,004.00	REDBOOK BUDGET		Supplies			7/27/2011	7/9/2011	BUD	12000			REDBOOK		
102	084500	2	3100		1,000.00	GIDDINGS STUD RESEARCH 084500		Supplies			4/24/2012	4/19/2012	BUD	12502			ADJUSTED		
102	084500	2	3160		1,000.00	REDBOOK BUDGET		Software-Purchases			7/27/2011	7/9/2011	BUD	12000			REDBOOK		
102	084500	2	3700		500.00	REDBOOK BUDGET		Postage			7/27/2011	7/9/2011	BUD	12000			REDBOOK		
102	084500	2	3710		25.00	REDBOOK BUDGET		Freight			7/27/2011	7/9/2011	BUD	12000			REDBOOK		
102	084500	2	3720		100.00	REDBOOK BUDGET		Subscriptions			7/27/2011	7/9/2011	BUD	12000			REDBOOK		
102	084500	2	3730		100.00	REDBOOK BUDGET		Memberships			7/27/2011	7/9/2011	BUD	12000			REDBOOK		
					37,414.00														

- The operating budget will show up with a description of Redbook Budget. If the Scenario Column is selected, the Budget Scenario “Redbook” will display for the approved operating budget.
- Line items that display “Adjusted” in the Scenario column are budget adjustments to the Department made from the Dean or Director’s Office.

# Salary Budget

UNIVERSITY OF WISCONSIN SYSTEM <b>UWSDM</b> Wisconsin Data Mart for PeopleSoft Financials														SUMMARY DETAIL							
Main Menu														Comment				UWLAC - 2012			
Fund: 102																					
Department: 087000																					
Excluding Projects																					
<a href="#">Back to Summary Report</a>																		View as: Web <input type="button" value="Go"/>			
<input checked="" type="checkbox"/> Include Payroll Detail																		<a href="#">Pick Custom Columns...</a>			
Fund	Dept	Project/Grant	Prog	Acct	Sub-Class	Monetary Amt	Descr	Jrnl Line Ref	Acct Descr	PO	Vchr ID	Date Posted	Jrnl Date	Source	GL Jrnl ID	Invoice No	Vch Vendor Name	Pay Run ID	Pay Run Descr		
102	087000		2	1052		\$,\$\$\$00	Employee Name	Empl Id / Rec#	Academic Staff - Academic			7/27/2011	7/2/2011	BUD	12000						
102	087000		2	1052		\$,\$\$\$00	Employee Name	Empl Id / Rec#	Academic Staff - Academic			7/27/2011	7/2/2011	BUD	12000						
102	087000		2	1052		\$,\$\$\$00	Employee Name	Empl Id / Rec#	Academic Staff - Academic			7/27/2011	7/2/2011	BUD	12000						
						\$,\$\$\$00															

- The Salary budget represents employees and positions budget within the department for the current fiscal year.

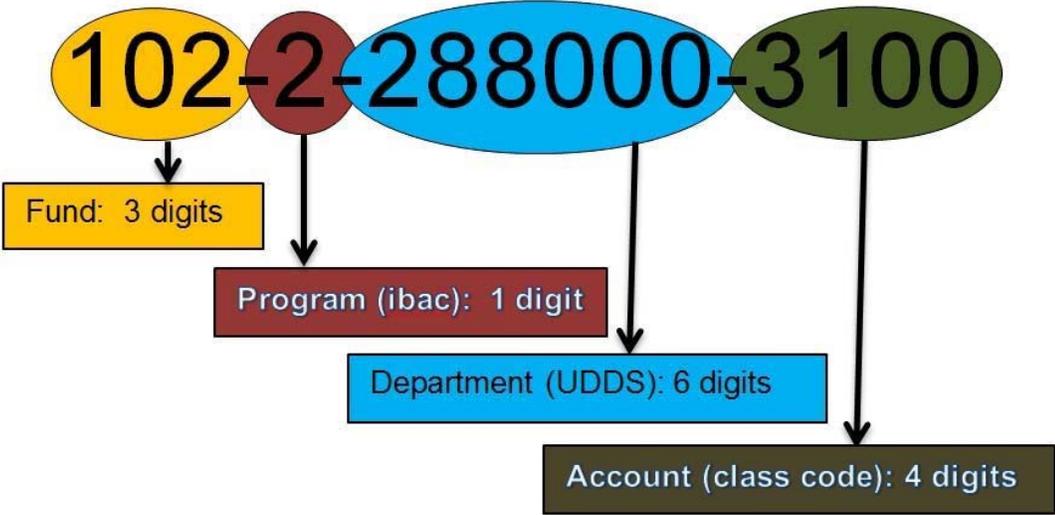
# Salary Encumbrance

UNIVERSITY OF WISCONSIN SYSTEM <b>WISDM</b> Wisconsin Data Mart for PeopleSoft Financials															SUMMARY DETAIL					
Main Menu <span style="float:right">Comment</span>															UWLAC - 2012					
Fund: 102 Department: 087000 Excluding Projects <a href="#">Back to Summary Report</a> <input checked="" type="checkbox"/> Include Payroll Detail															View as: Web <input type="button" value="Go"/>					
															<a href="#">Pick Custom Columns...</a>					
Fund	Dept	Project/Grant	Prog	Acct	Sub-Class	Monetary Amt	Descr	Jrnl Line Ref	Acct Descr	PO	Vchr ID	Date Posted	Jrnl Date	Source	GL Jrnl ID	Invoice No	Vch Vendor Name	Pay Run ID	Pay Run Descr	
102	087000		2	1052		3,243.96	Employee Name	ENCUMB	Academic Staff - Academic			8/29/2011	8/29/2011	HRS	PE00000049			ENCUMB	ENCUMBRANCE SUMMARY	
102	087000		2	1052		53,469.00	Employee Name	ENCUMB	Academic Staff - Academic			8/29/2011	8/29/2011	HRS	PE00000049			ENCUMB	ENCUMBRANCE SUMMARY	
102	087000		2	1052		-3,243.96	Employee Name	ENCUMB	Academic Staff - Academic			9/12/2011	9/11/2011	HRS	PE00000056			ENCUMB	ENCUMBRANCE SUMMARY	
102	087000		2	1052		-5,941.00	Employee Name	2011UNC09	Academic Staff - Academic			9/27/2011	9/23/2011	HRS	PP00000035			2011UNC09	20110821-201110012011 Unclassified September	
102	087000		2	1052		-130.57	Employee Name	ENCUMB	Academic Staff - Academic			10/17/2011	10/17/2011	HRS	PE00000083			ENCUMB	ENCUMBRANCE SUMMARY	
102	087000		2	1052		-5,941.00	Employee Name	2011UNC10	Academic Staff - Academic			10/21/2011	10/21/2011	HRS	PP00000039			2011UNC10	20110921-201110312011 Unclassified October	
						41,456.43														

- The budgeted amounts are encumbered by HRS as a salary encumbrance.
- As an employee is paid, the encumbrance liquidation will post as a negative amount in the “Monetary Amt” column and the original salary encumbrance will be reduced.

# Definitions and Descriptions

Our accounting string consists of the following:



## Fund

- A fund is the classification that designates the source of funding. Fund accounting classifies all resources into funds according to specific limitations placed on their use by the resource providers.
- Our funds are three digits. The following are examples and definitions of the most common funds used by UW-L:
  - 102 – General Program Revenue (GPR) Funds are a combination of tuition and State of Wisconsin revenues for general program operations. This funding comes in the form of budget authority to incur expenses for operations. You will not see revenue in this fund other than sales credits associated with chargebacks. Carryover is not allowed in individual departments, some exemptions apply.
    - Sales credit example would be department receiving support from the Dean, Provost or support of a sponsored program.
  - 104 – These funds (GPR) are received from UW-Extension for general program operations. Programs utilizing these funds are operated by Continuing Education or Business Outreach. Fund 104 often has the requirement to raise revenue in addition to the budget authority received from UW-Extension. Carryover is not allowed
  - 128 – These are program revenue (PR) funds. In general, these funds are to be used for the following: ongoing, self-supporting operations that furnish goods and services to students, faculty, or staff. Examples include housing, food service, parking, operations supported by student segregated fees, study abroad, special course fees and late payment fees. Carryover is allowed.
  - 131 – Academic Student Fees-Tuition, Growth Quality & Access (GQA) Differential Tuition, Academic Initiatives Differential Tuition and other self-supporting academic programs.
  - 133 – Grants and Contract Appropriation identifying non-federal revenue and expenditure activities related to private contracts and grants.
  - 136 – A program revenue (PR) fund for revenues not specifically appropriated to another fund. It is intended to be used for general operations. Carryover is allowed.
  - 144 – Federal grant revenue and expenditure activities related to federally funded grants and contract awarded primarily for Instructions, Research or Public Service.
  - 145 – This is the federal portion of funding for the Federal Work Study (FWS) program which pays for eligible student workers.
  - 150 – Appropriation for indirect cost reimbursement from federal grants and contracts. Carryover may be allowed.
  - 233 – This fund is used for gifts received by the campus.
  - 402 – GPR funds used with recruitment, retention and pre-collage of minority and disadvantaged students. Carryover is not allowed.
- Example: **102**-2-282200-3100 is funded by GPR Funds

## Program

Our program codes (formerly known as IBAC, or interim budget activity code) are classified by function of the department, which provides the greatest comparability of data between institutions. The following are the program codes we use:

- 0 Student Services
- 1 Institutional Support
- 2 Instruction
- 4 Research
- 5 Public Service
- 6 Academic Support
- 7 Physical Plant
- 8 Auxiliary Enterprises
- 9 Financial Aid

Example: 102-2-282200-3100 is an academic department and the program designates the function as Instruction.

## Department

The department account consists of six numbers. The first two numbers are the campus division. The UWL divisions are:

- 1 Executive
- 2 Academic Affairs
- 4 Student Affairs
- 5 University Advancement and External Relations
- 7 Administration and Finance
- 8 College of Business
- 28 College of Liberal Studies
- 36 College of Science and Health

The next two numbers are the department and the last two are sub department. The department is also known as the unit division, department and sub department are sometimes referred to as UDDS.

Example: 102-2-**282200**-3100 is from the division of the College of Liberal Studies, art department 22, and the sub department is 00.

## Accounts

Revenue or expenditures are classified by class codes, which PeopleSoft refers to as account

A brief listing of commonly used account codes include:

Services – Professional, Individual, Corp	2620
Supplies	3100
Office Supplies	3101
Maint/Operational Supplies	3120
Postage	3700
Subscriptions	3720
Memberships	3730
Advertising & Notices	3740
Printing and Duplicating	2670

Example: 102-2-282200-3100 is for supplies.

A brief listing of commonly used account codes for travel include:

<b>EXPENSE TYPE</b>	<b>In-State</b>	<b>Out-of-state</b>	<b>Foreign</b>
Air – Baggage Fees	2800	2801	2802
Airfare	2800	2801	2802
Airfare Change/Cancel Penalty	2800	2801	2802
Athletic Team Meals	2860	2861	2862
Athletics Pre/Post Game Meal	2860	2861	2862
Day Trip Meal Allowance	2863	2864	N/A
Event – Audio Visual Equipment	2894	2894	2894
Event – Catering	2893	2893	2893
Event – Meeting Space	2895	2895	2895
Gas – Vehicle Rental-Fleet Fueling	2810	2811	2812
Lodging – Group	2850	2851	2852
Lodging – Individual	2850	2851	2852
Meal & Incidental Per Diem	2860	2861	2862
Meals – Hosted	2860	2861	2862
Mileage	2830	2831	2832
Mileage Relocation-Non Taxable	2880	2881	N/A
Misc – Purchases/Supplies	3101	3101	3101
Parking	2870	2871	2872
Registration Fee	2840	2841	2842
Relocation – Direct Moving Costs	2880	2881	N/A
Relocation – Stipend (Tax Reportable)	2884	2884	2884
Relocation – Temporary Lodging (Tax Reportable)	2883	2883	2883
Taxi/Subway/City Bus, etc.	2820	2821	2822
Train/Bus/Other Long Distance	2820	2821	2822
Training & Development – Job Related	2184	2184	2184
Travel Miscellaneous	2870	2871	2872
Travel Agency Service Fee	2800	2801	2802
Travel Reduction	2899	2899	2899
Tuition and Training – Career Related	2180	2180	2180
Vehicle Rental	2810	2811	2812

## Journal Source Codes & Journal ID Prefix Definitions

Detail Journals in WISDM are initiated from various sources. The Source Code and “GL Jrnl ID” (Journal ID) prefix listing provides a brief explanation for each.

Source	Journal ID prefix	Description	Use
APA	AP	A/P Accrual	Voucher Payment
APC	AP	A/P Cancel	
APX	AP	A/P Closure	
PMT	PY	A/P Payment	Check Issued
POC	PO	Encumbrance Closure	
POE	PO	Encumbrance	Purchase Order
POL	PO	Encumbrance Reversal	Liquidation of Purchase Order
HRS	PJ	Salary Expense	Initial Payroll
HRS	FB	Fringe Benefit Expense	Initial Payroll Fringes
HRS	PT	Payroll or Fringe Transfer	Result of Direct Retro
HRS	PE	Payroll Encumbrance	Original or Adjustment
HRS	PP	Payroll Liquidation	Payroll Posting
BUD	12*	Journal ID begins with FY*	Redbook Budget and Adjustments
IUT	IUT	Inter-unit Transfer	Payroll Deduction payments
IUJ	IUJ	Inter-unit Journal	UW-System
INT	Various	Internal Transfers and Chargebacks	UW-L Accounting Staff
INT	21	Financial Aid	
INT	90	Revenue Distribution	
INT	91	Expense and Revenue	Transfers and Chargebacks
INT	97	Procurement Card Expenses	Procard charge and transfer

## “Jrnl Line Ref” Definitions

The Journal Line Reference field provides information in addition to what is listed in the Description or the Pay Run Description.

Type of Charge	Information in Jrnl Line Ref
Postage (Weekly or Postage Due)	Date or range of charge
Phone Charge (Monthly & LD)	Phone number
Campus Stores	Date orders were closed
Procurement Card Charge & Transfer	Cardholder name
Facilities Management Work Orders	Work Order Number starts with
Building Maintenance	BM-
Solid Waste/Trash	SW-
Custodial Services	CU-
Landscape Services	LS-
Passenger Fleet	PF-
Copier Chargebacks	Number of copies
Internal Chargebacks (Various)	Invoice or work order number
Voucher payments	Voucher Number
Payroll Journals	Journal Pay Run summary
A/P Expense Transfers	Voucher Number from A/P expense
Revenue Transfers	90 ___ (- N) for Non-Student Revenue
Support Transfers	To/From Department #

# WISER

WISER is a web-based reporting system currently in development by DoIT for all campuses in the UW System. WISER is a modernization and reimagining of WISDM and will eventually replace WISDM. The first phase of development has been completed and expense reporting transactions from e-Reimbursement are available in WISER. The next phase of development will be division/department and transaction searches.

## ACCESS WISER

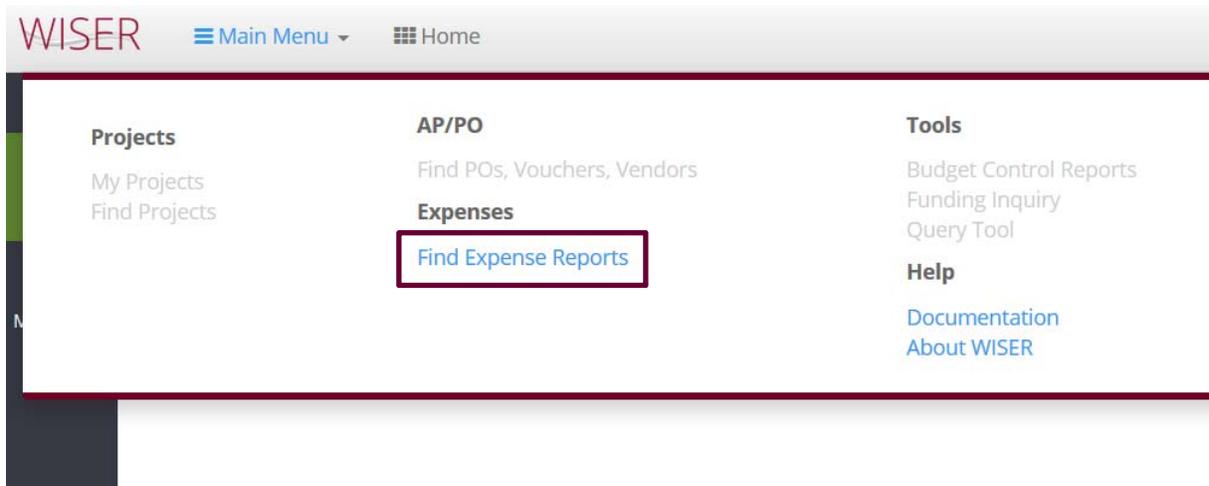
You are able to access WISER through WISDM. Go to the WISDM Main Menu and click on Expense Reimbursement.

The screenshot displays the WISDM Main Menu interface. The left-hand navigation menu is expanded, and the 'Expense Reimbursement' link is highlighted with a red box. The main content area shows a 'Database Status' table with the following data:

Component	Status	Start Time	End Time	Volume
GL Stat	Completed	12/11/2017 4:00:01 AM	12/11/2017 5:17:53 AM	1,654
Payroll Stat	Completed	12/11/2017 5:09:43 AM	12/11/2017 5:12:49 AM	
Period Summary	Completed	12/11/2017 5:18:16 AM	12/11/2017 5:30:27 AM	
Project Stat	Completed	12/11/2017 5:17:54 AM	12/11/2017 6:41:23 AM	

Below the table, there are links for 'Show Inactive Announcements' and 'HRS Updates'. At the bottom left, a calendar for December 2017 is displayed, showing the dates from the 26th to the 31st.

Click on Main Menu, then Find Expense Reports.



## Find Expenses Discover expenses data from e-Reimbursement.

Choose a search below.

**Expenses Breakdown** Search Results

Department	Expense Type	Total Expense	Total Amount	%
00000000000000000000	00000000000000000000	0	402,712.00	100%
00000000000000000000	00000000000000000000	0	402,712.00	100%
00000000000000000000	00000000000000000000	0	402,712.00	100%
00000000000000000000	00000000000000000000	0	402,712.00	100%
00000000000000000000	00000000000000000000	0	402,712.00	100%
00000000000000000000	00000000000000000000	0	402,712.00	100%
00000000000000000000	00000000000000000000	0	402,712.00	100%
00000000000000000000	00000000000000000000	0	402,712.00	100%
00000000000000000000	00000000000000000000	0	402,712.00	100%
00000000000000000000	00000000000000000000	0	402,712.00	100%

**Breakdown**

Expense Type	Amount	%
00000000000000000000	402,712.00	100%
00000000000000000000	402,712.00	100%
00000000000000000000	402,712.00	100%
00000000000000000000	402,712.00	100%
00000000000000000000	402,712.00	100%
00000000000000000000	402,712.00	100%
00000000000000000000	402,712.00	100%
00000000000000000000	402,712.00	100%
00000000000000000000	402,712.00	100%
00000000000000000000	402,712.00	100%

**Expenses Breakdown**

Explore e-Reimbursement data by department, person, and/or project to get totals by department and expense type analysis.

[Pin to Dashboard](#)

**00000190288** M&E Evaluation & Meeting

Expense Type	Date	Amount	Billing Type	Expense Method	Description
00000000000000000000	00000000	0.00	Standard	Standard	This report shows the total amount of expenses for the selected period. The total amount is \$0.00. The total amount is \$0.00.
00000000000000000000	00000000	0.00	Standard	Standard	This report shows the total amount of expenses for the selected period. The total amount is \$0.00. The total amount is \$0.00.
00000000000000000000	00000000	0.00	Standard	Standard	This report shows the total amount of expenses for the selected period. The total amount is \$0.00. The total amount is \$0.00.
00000000000000000000	00000000	0.00	Standard	Standard	This report shows the total amount of expenses for the selected period. The total amount is \$0.00. The total amount is \$0.00.
00000000000000000000	00000000	0.00	Standard	Standard	This report shows the total amount of expenses for the selected period. The total amount is \$0.00. The total amount is \$0.00.
00000000000000000000	00000000	0.00	Standard	Standard	This report shows the total amount of expenses for the selected period. The total amount is \$0.00. The total amount is \$0.00.
00000000000000000000	00000000	0.00	Standard	Standard	This report shows the total amount of expenses for the selected period. The total amount is \$0.00. The total amount is \$0.00.
00000000000000000000	00000000	0.00	Standard	Standard	This report shows the total amount of expenses for the selected period. The total amount is \$0.00. The total amount is \$0.00.
00000000000000000000	00000000	0.00	Standard	Standard	This report shows the total amount of expenses for the selected period. The total amount is \$0.00. The total amount is \$0.00.
00000000000000000000	00000000	0.00	Standard	Standard	This report shows the total amount of expenses for the selected period. The total amount is \$0.00. The total amount is \$0.00.

**Find a Report**

Find a single expense report by its Sheet ID or GET ID. View detail on the report such as comments, travel dates, traveler, expense lines, and accounting.

[Pin to Dashboard](#)

# Expenses Breakdown Discover expenses data from e-Reimbursement.

**Employee**

**Department**  
 

**Project**

**Dates**  
  



Use Icon to search BU tree for Division or department

Defaults to current Fiscal Year but can be changed to any date range.

## Pick a Department

- ▼ TOP - UW Lax Top
  - ▶ 01 - Executive
  - ▶ 02 - Academic Affairs
  - ▶ 03 - School of Education
  - ▶ 04 - Student Affairs
  - ▶ 05 - University Advancement
  - ▶ 07 - A&F
  - ▶ 08 - CBA
  - ▶ 28 - CLS
  - ▶ 36 - S&H
  - ▶ 70 - University Wide
  - ▶ 98 - System Wide
  - ▶ 99 - Default Clearing

When selecting a department, you can then view a breakdown of expenses by: Department, Expense Type, Business Purpose, Payment Type, Billing Type and e-Reimbursement reports for each person who submitted for reimbursement.

## Expenses Breakdown Search Results

[Export to Excel](#) [Pin to Dashboard](#)

Department: 03 - School of Education      Total Reports: 107      Total Amount: [Bar Chart]

### Departments

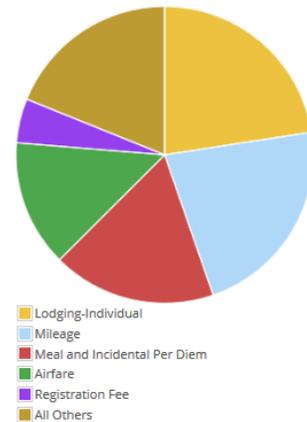
# Scoping

Department	Total Reports	Total Amount	%	
03-01 Dean SOE	61	[Bar Chart]	57.12%	⊕
03-02 Educational Studies	7	[Bar Chart]	7.7%	⊕
03-10 IPSE	10	[Bar Chart]	4.05%	⊕
03-20 Continuing Educ & Extension	29	[Bar Chart]	31.13%	⊕

### Breakdown

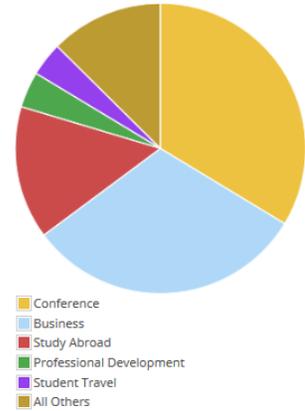
#### Expense Types

Expense Type	Amount	%
Air-Baggage Fees	[Bar Chart]	0.2%
Airfare	[Bar Chart]	13.81%
Day Trip Meal Allowance	[Bar Chart]	0.12%
Event-Fees/Refreshments/Food	[Bar Chart]	1.16%
Gas-Vehicle Rental/Fleet	[Bar Chart]	0.85%
Lodging-Group	[Bar Chart]	3.54%
Lodging-Individual	[Bar Chart]	22.56%
Meal and Incidental Per Diem	[Bar Chart]	17.79%
Meals-Hosted	[Bar Chart]	0.84%
Mileage	[Bar Chart]	22.14%
Misc-Purchases/Supplies	[Bar Chart]	3.72%
Parking	[Bar Chart]	0.51%
Registration Fee	[Bar Chart]	4.82%
Taxi/Subway/City Bus, etc.	[Bar Chart]	0.94%
Train/Bus/Other Long Distance	[Bar Chart]	3.46%
Travel Miscellaneous	[Bar Chart]	0.23%
Travel Reduction	[Bar Chart]	-0.79%
Vehicle Rental	[Bar Chart]	4.12%
Total	[Bar Chart]	



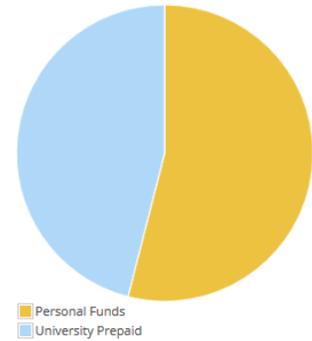
### Business Purposes

Business Purpose	Amount	%
Business		31.16%
Conference		33.66%
Event		0.54%
Fieldwork		1.66%
Job Candidate Hosting		3.64%
Local Travel		2.79%
Non-Travel		1.03%
Professional Development		4.01%
Recruiting		0.18%
Student Travel		3.77%
Study Abroad		14.82%
Team Travel		1.52%
Training & Educational Courses		1.23%
Total		



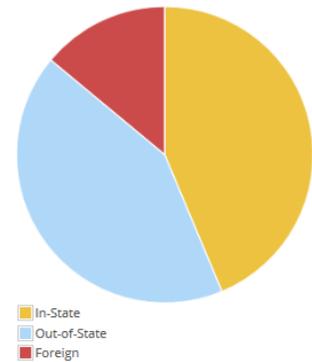
### Payment Types

Payment Type	Amount	%
Personal Funds		53.99%
University Prepaid		46.01%
Total		



### Billing Types

Billing Type	Amount	%
Foreign		13.96%
In-State		43.69%
Out-of-State		42.35%
Total		



Reports 107 found.

Report ID	Employee ID	Employee	Title	Travel Dates	Business Purpose	Total Amount
0000456598	[REDACTED]	[REDACTED]	Critical Methods Workshop	03/07/2017 6:00 AM - 03/08/2017 6:00 PM	Event	\$208.49
0000471227	[REDACTED]	[REDACTED]	Travel to Milwaukee, WI	06/06/2017 6:00 AM - 06/07/2017 6:00 PM	Business	\$328.91
0000473623	[REDACTED]	[REDACTED]	May2017mileage	05/01/2017 6:00 AM - 05/31/2017 6:00 PM	Fieldwork	\$214.00