

UNIVERSITY *of* WISCONSIN
LA CROSSE™

WISDM
Financial Reporting
System
User's Manual



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WISDM System Features

- WISDM = **WIS**consin **Data Mart**
- Created by UW-Madison **D**ivision **o**f **I**nformation **T**echnology or DoIT
- 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 or SFS and Human Resource System or 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 stored 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 UW-L authorization form (which is required in order to gain access to the system) and this training manual are located on the following website http://www.uwlax.edu/uploadedFiles/Offices-Services/Business_Services/WISDM2AuthorizationRequest.pdf along with a link to the WISDM database

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 – WISDM, to bring up the following screen

Entry to the website will be through this login page. We suggest that you create a bookmark or favorite for this page. The default name assigned is 'UW System Authentication Redirector' and can be renamed as you like

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](#)

The next step in the login process is to authenticate access through Wisconsin Federation Identity Provider (commonly referred to as WIFed)

UNIVERSITY of WISCONSIN
LA CROSSE

Please enter your User ID
Need Help?

User ID

Password

Login

Enter your NetID and password
Click Login

WISCONSIN FEDERATION
IDENTITY PROVIDER

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 and you will have 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:

UNIVERSITY OF WISCONSIN SYSTEM
WISDM
Wisconsin Data Mart for PeopleSoft Financials

MAIN MENU

Main Menu Comment Help UWLAC 2012

Announcements

My Favorites

My Profile

Help

Database Status

| Component | Status | Start Time | End Time | Volume |
|-------------------------|-----------|----------------------|----------------------|--------|
| GL Star | 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 | |

[Show Inactive Announcements](#)

[HRS Updates](#)

April 2012

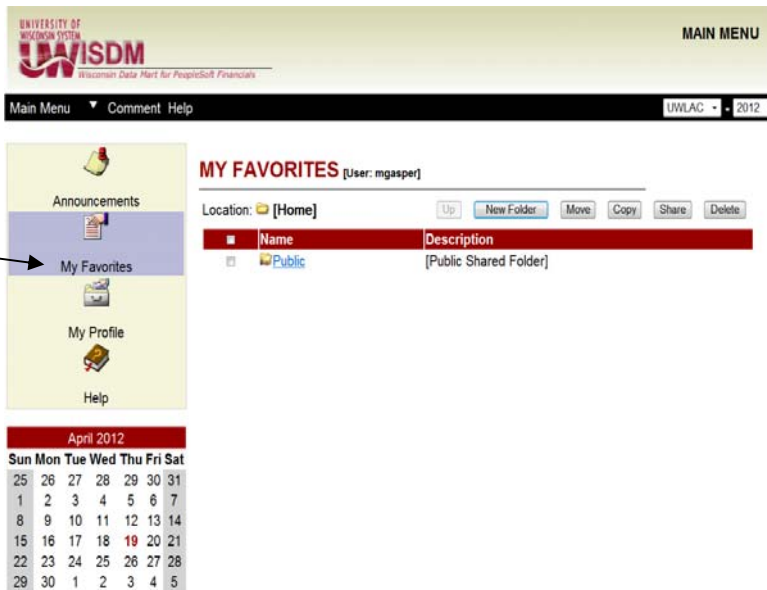
| Sun | Mon | Tue | Wed | Thu | Fri | Sat |
|-----|-----|-----|-----|-----|-----|-----|
| 25 | 26 | 27 | 28 | 29 | 30 | 31 |
| 1 | 2 | 3 | 4 | 5 | 6 | 7 |
| 8 | 9 | 10 | 11 | 12 | 13 | 14 |
| 15 | 16 | 17 | 18 | 19 | 20 | 21 |
| 22 | 23 | 24 | 25 | 26 | 27 | 28 |
| 29 | 30 | 1 | 2 | 3 | 4 | 5 |

Announcements provides updates about features and enhancements to the system

- [Database Status](#) indicates the last time the data was refreshed from the PeopleSoft Financials and Human Resource System database components
- [Show Inactive Announcements](#) provides an extensive listing of resolved issues
- [HRS Updates](#) links to My UW-System webpage 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.



- 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 user and password

The screenshot shows the WISDM 'My Profile' page. At the top, there is a header with the University of Wisconsin System logo and 'WISDM' text. Below the header is a navigation bar with 'Main Menu', 'Comment', and 'Help' links. The main content area is titled 'MY PROFILE' and contains several settings options: 'Account Tree Level Defaults' (with a link to 'Set what default detail level your account trees will display on the WISDM Summary Report.') and 'Change Password' (with a link to 'Change the password for your user account.'). Below these are settings for 'When I log into WISDM, I'd like to immediately see:' with two radio buttons: 'A predefined location:' (set to 'Announcements') and 'One of my saved Favorites:' (set to 'Accountancy'). An 'Update' button is located below these settings. On the left side, there is a sidebar with 'Announcements', 'My Favorites', 'My Profile' (highlighted), and 'Help'. At the bottom left, there is a calendar for April 2012.

- My Profile can also be accessed through the Main Menu dropdown box
- You can change your Startup page setting on this screen, but **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 –
 - “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

The screenshot shows the WISDM web application interface. At the top, there is a header with the University of Wisconsin System logo and the text "WISDM Wisconsin Data Mart for PeopleSoft Financials". A "MAIN MENU" link is visible in the top right. Below the header is a navigation bar with "Main Menu", "Comment", and "Help" links. A dropdown menu is open, showing "Announcements", "My Favorites", "My Profile", and "Help" (highlighted with a blue bar and an arrow). Below the navigation bar is a calendar for April 2012, with the 19th highlighted in red. To the right of the calendar is a "HELP" section with a list of links and their descriptions:

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

Below the help links is an "Accessibility Statement" section:

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 interface. At the top, the 'MAIN MENU' toolbar includes a 'UWLAC' dropdown menu (labeled 'UW Campus') and a '2012' dropdown menu (labeled 'Fiscal Year'). Below the toolbar, the 'MY FAVORITES' section for user 'mgasper' shows the location '[Home]/Public' and a list of folders:

| Name | Description |
|--------------------------|-------------|
| Dean of CBA | [Folder] |
| Dean of Liberal Studies | [Folder] |
| Dean of Science & Health | [Folder] |

Below the favorites section is a calendar for April 2012, with the 19th highlighted in red.

- This is the list of the departments that you have been approved to view
- If you are approved for only 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 that is 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

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

Report Options:

- Reports can be viewed in Excel or in a PDF Format, by selecting the "View As" dropdown
- The default is the current fiscal year and accounting period. To change the accounting period, click the drop down option for Time Period in the Report Options section. To change the fiscal year, use the fiscal year drop down box on the Main Menu Toolbar
- Project Option: Select Department Only, Project Only or Both Project and Department. You should usually pick both project and department
- 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 ▾

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 ▾

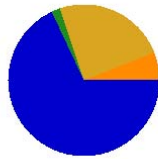
View: Chart ▾

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 |
| Total | | 647,099.80 |

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
Wisconsin Data Mart for PeopleSoft Financials

SUMMARY REPORT

Main Menu ▾ Comment
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 ▾

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

View as: Web ▾ [Go](#)

FUND(S):

102

DEPARTMENT(S):

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

| Account | Budget | MTD | Expenses | Encumbrances | Balance | % Budget Used |
|---|------------|------|------------|--------------|-----------|---------------|
| EXPENSES | | | | | | |
| Expenses | | | | | | |
| -- Salary Permanent | | | | | | |
| --- Unclassified Salary | | | | | | |
| ---- Faculty/Academic Salary | | | | | | |
| ----- [1002] Faculty - Academic | 504,493.00 | 0.00 | 392,383.46 | 110,877.58 | 1,231.96 | 100 |
| ----- [1005] Faculty - Lump Sum | 2,700.00 | 0.00 | 2,099.99 | 0.00 | 600.01 | 78 |
| ----- [1052] Academic Staff - Academic | 53,459.00 | 0.00 | 41,687.00 | 11,751.43 | 130.57 | 100 |
| --- Grad Assistants | | | | | | |
| ----- [1212] Project/Program Asst-Academic | 5,052.00 | 0.00 | 3,937.06 | 1,112.53 | 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 | | | | | | |
| ---- LTE Salaries | | | | | | |
| ----- [1601] LTE - Hourly | 17,896.00 | 0.00 | 10,108.00 | 0.00 | 7,758.00 | 57 |
| --- Student Salary | | | | | | |
| ---- Student Wages Regular | | | | | | |
| ----- [1771] Student - Hourly | 1,500.00 | 0.00 | 1,746.98 | 0.00 | -246.98 | 116 |
| -- Supplies & Expense | | | | | | |
| --- 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 | 1,299.99 | 0.00 | -799.99 | 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 | 1,835.80 | 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 | 0.00 | 0.00 | |
| --- Maintenance & Repair | | | | | | |
| ----- [2420] Maintenance & Repair-Structure | 50.00 | 0.00 | 799.99 | 0.00 | 0.00 | 1600 |
| ----- [2490] Maintenance & Repair-Other | 0.00 | 0.00 | 53.97 | 0.00 | 0.00 | |
| --- General Services | | | | | | |
| ----- [2670] Printing & Duplicating-State | 3,200.00 | 0.00 | 72.47 | 0.00 | 0.00 | 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...](#)

| Fund | 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 | 91054 | |
| 102 | 087000 | | 2 | 2420 | | 28.96 | MISC ELECTRICAL REPR | Maintenance & Repair-Structure | | | 8/17/2011 | BM-1038227 | 8/4/2011 | INT | 91078 | |
| 102 | 087000 | | 2 | 2420 | | 479.58 | INTERIOR PAINTING | Maintenance & Repair-Structure | | | 8/30/2011 | BM-1038506 | 8/25/2011 | INT | 91119 | |
| 102 | 087000 | | 2 | 2420 | | 23.13 | SHELVES REPR/INSTALL | Maintenance & Repair-Structure | | | 10/6/2011 | BM-1039925 | 9/29/2011 | INT | 91201 | |
| 102 | 087000 | | 2 | 2420 | | 2.96 | KEYS AND LOCKS | Maintenance & Repair-Structure | | | 10/6/2011 | BM-1040193 | 9/29/2011 | INT | 91201 | |
| 102 | 087000 | | 2 | 2420 | | 9.91 | KEYS AND LOCKS | Maintenance & Repair-Structure | | | 11/7/2011 | BM-1040411 | 10/27/2011 | INT | 91291 | |
| 102 | 087000 | | 2 | 2420 | | 169.62 | CHALK/WHITE/BULLETIN BOARD RE | Maintenance & Repair-Structure | | | 12/2/2011 | 11/17 CHGB | 11/17/2011 | INT | 91359 | |
| 102 | 087000 | | 2 | 2420 | | -169.62 | CHALK/WHITE/BULLETIN BOARD RE | Maintenance & Repair-Structure | | | 12/7/2011 | 11/17 CHGB | 11/18/2011 | INT | 91359 | |
| 102 | 087000 | | 2 | 2420 | | 169.62 | CHALK/WHITE/BULLETIN BOARD RE | Maintenance & Repair-Structure | | | 12/7/2011 | BM-1040310 | 11/30/2011 | INT | 91359 | |
| | | | | | | 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 & Invoice Date** are helpful in inquiring about A/P 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 the updated settings
- Any changes you made will be saved, so the next time you use WISDM, your new settings will remain in affect
- If you don't want to save the changes you have made, go back to the original detail screen using the Back button at the top left of your 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

- **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 | 180566 | Equipment-Capital Lease | 16208 | 180566 | 4/11/2012 | 4/11/2012 | APA | AP00291990 | SHARP ELECTRONICS CORPORATION |
| 102 87000 | | 2 | 4605 | | 14.43 | LEASE AGREEMENT ON SHARP MX-M4 | 180566 | Equipment-Capital Lease | 16206 | 180566 | 4/11/2012 | 4/11/2012 | APA | AP00291990 | SHARP ELECTRONICS CORPORATION |
| 102 87000 | | 2 | 4605 | | 14.43 | LEASE AGREEMENT ON SHARP MX-M4 | 180566 | Equipment-Capital Lease | 16204 | 180566 | 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 WISDM <small>Wisconsin Data Mart for PeopleSoft Financials</small> | | | | | | | | | | | | | | | SUMMARY DETAIL | | | | |
|---|--------|---------------|------|------|-----------|--------------|--------------------------------|---------------|--------------------------------|----------------------------|--------------------------|-------------|------------|--------|----------------------------|------------|-------------------|------------|---------------|
| Main Menu ▾ Comment | | | | | | | | | | UWLAC - 2012 | | | | | | | | | |
| Fund: 102 | | | | | | | | | | | | | | | | | | | |
| Department: 087000 | | | | | | | | | | | | | | | | | | | |
| Excluding Projects | | | | | | | | | | | | | | | | | | | |
| Back to Summary Report | | | | | | | | | | | | | | | | | | | |
| <input checked="" type="checkbox"/> Include Payroll Detail | | | | | | | | | | | | | | | | | | | |
| View as: Web <input type="button" value="Go"/> | | | | | | | | | | | | | | | | | | | |
| Pick Custom Columns... | | | | | | | | | | | | | | | | | | | |
| 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 | 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 | | | | |
| | | | | | | 27,230.09 | | | | | | | | | | | | | |

Click on Voucher ID link

Example of Voucher Detail

UNIVERSITY OF WISCONSIN SYSTEM **WISDM** Wisconsin Data Mart for PeopleSoft Financials 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 WISDM Wisconsin Data Mart for PeopleSoft Financials | | | | | | | | | | | | | SUMMARY DETAIL | | | | | | | |
|--|--------|---------------|------|------|-----------|--------------|----------------------------------|---------------|--------------------------------|------------|----------|-------------|---|--------|------------|------------|-------------------|------------|---------------|--|
| Main Menu Comment | | | | | | | | | | | | | UWLAC - 2012 | | | | | | | |
| Fund: 102 Department: 087000 Excluding Projects Back to Summary Report <input type="checkbox"/> Include Payroll Detail | | | | | | | | | | | | | View as: Web <input type="button" value="Go"/> Pick Custom Columns... | | | | | | | |
| 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 | | 88.39 | STAPLES CONTRACT COMMERCIAL 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 | | 19.62 | STAPLES CONTRACT COMMERCIAL 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 | | | | | |
| 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 | 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 WISDM <small>Wisconsin Data Mart for PeopleSoft Financials</small> | | | | | | | | | | | | | | | | | SUMMARY DETAIL | | | | | |
|--|--------|---------------|------|------|------------|--------------|--------------------------------|---------------|--------------------------------|----------------------------|--------------------------|-------------|------------|--------|----------------------------|------------|---|------------|---|--|--|--|
| Main Menu UWLAC - 2012 | | | | | | | | | | | | | | | | | | | | | | |
| Fund: 102 Department: 087000 Excluding Projects Back to Summary Report <input checked="" type="checkbox"/> Include Payroll Detail | | | | | | | | | | | | | | | | | Click on PO link on the Summary Detail to see the Purchase Order detail | | View as: Web <input type="button" value="Go"/> | | Pick Custom Columns... | |
| 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 | 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 | | | | | | | |
| | | | | | | 27,230.09 | | | | | | | | | | | | | | | | |

Example of Purchase Order Detail



UNIVERSITY OF
WISCONSIN SYSTEM
WISDM
Wisconsin Data Mart for PeopleSoft Financials

PURCHASE ORDER 0000015399

Main Menu ▼ Comment Help
UWLAC - 2012

PO Date 5/23/2011
PO Ref 15-42594-900
Vndr ID 0000071506
Vndr Name STAPLES ADVANTAGE
Vndr Short Name STAPLESADV-001
PO Status Dispatched
PO Balance 94.79
Buyer Name HYZER, GERALD

Lines

| 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 | |

Distribution

| 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 |


Invoices

| Sched No | Voucher ID | Payment Dt | Line No | Qty Vchr'd | Merch Amt |
|----------|--------------------------|------------|---------|------------|-----------|
| | 00167828 | 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

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UWLAC - 2012 ▾

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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 |
|---------------------------|-------------------|------------------|-------------------|-------------------|------------------|---------------|
| EXPENSES | | | | | | |
| 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 WISDM Wisconsin Data Mart for PeopleSoft Financials | | | | | | | | | | | | | | | SUMMARY DETAIL | | | | | |
|--|--------|---------------|------|------|-----------|--------------|-------|---------------|--------------------------------|------------|----------|-------------|-----------|--------|--|------------|-------------------|------------|---------------|--|
| Main Menu ▾ Comment | | | | | | | | | | | | | | | UWLAC - 2012 | | | | | |
| Fund: 102 | | | | | | | | | | | | | | | | | | | | |
| Department: 087000 | | | | | | | | | | | | | | | | | | | | |
| Excluding Projects | | | | | | | | | | | | | | | | | | | | |
| Back to Summary Report | | | | | | | | | | | | | | | View as: Web <input type="button" value="Go"/> | | | | | |
| <input checked="" type="checkbox"/> Include Payroll Detail | | | | | | | | | | | | | | | Pick Custom Columns... | | | | | |
| 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 PO price
- Encumbrance entries do not become expenses to a department until the voucher is entered in SFS

Budget Navigation



UNIVERSITY OF WISCONSIN SYSTEM
WISDM
Wisconsin Data Mart for PeopleSoft Financials

SUMMARY REPORT

Main Menu ▾ Comment
UWLAC - 2012 ▾

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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 |
|---------------------------|----------------------------|---------------------------|----------------------------|----------------------------|-----------|---------------|
| EXPENSES | | | | | | |
| 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 500

My Favorites cts

My Profile Report

Help Detail

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

| Logout | ct/Grant | Prog | Acct | Sub-Class | Monetary Amt | Descr | Jml Line Ref | Acct Descr | PO# | Ychr ID | Date Posted | Jml Date | Source | GL Jml ID | Invoice No | Ych Vendor Name | Scenario | Pay Run ID | Pay Run Descr |
|--------|----------|------|------|-----------|--------------|-------------------------------|--------------|--------------------------------|-----|---------|-------------|-----------|--------|-----------|------------|-----------------|----------|------------|---------------|
| 102 | 084500 | 2 | 2115 | | 710.00 | REDBOOK BUDGET | | Travel-Employe-In State-Conf | | | 7/27/2011 | 7/9/2011 | BUD | 12000 | | | REDBOOK | | |
| 102 | 084500 | 2 | 2120 | | 1,500.00 | REDBOOK BUDGET | | Travel-Employe-Out State-Bus | | | 7/27/2011 | 7/9/2011 | BUD | 12000 | | | REDBOOK | | |
| 102 | 084500 | 2 | 2130 | | 11,500.00 | REDBOOK BUDGET | | Travel-Employe-Out State-Conf | | | 7/27/2011 | 7/9/2011 | BUD | 12000 | | | REDBOOK | | |
| 102 | 084500 | 2 | 2200 | | 3,500.00 | REDBOOK BUDGET | | Telecomm-Blaniet 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 | 2460 | | 100.00 | REDBOOK BUDGET | | Maintenance & Repair- DP Equip | | | 7/27/2011 | 7/9/2011 | BUD | 12000 | | | REDBOOK | | |
| 102 | 084500 | 2 | 2670 | | 7,600.00 | REDBOOK BUDGET | | Printing & Duplicating-State | | | 7/27/2011 | 7/9/2011 | BUD | 12000 | | | REDBOOK | | |
| 102 | 084500 | 2 | 2670 | | 400.00 | FROM ACC | 086000 | 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 | 3150 | | 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 SUMMARY DETAIL | | | | | | | | | | | | | | | | | | | |
|--|--------|---------------|------|------|-----------|--------------|---------------|----------------|---------------------------|----|---------|-------------|-----------|--------|------------|------------|-----------------|------------|---------------|
| WISDM Wisconsin Data Mart for PeopleSoft Financials | | | | | | | | | | | | | | | | | | | |
| Main Menu UWLAC - 2012 | | | | | | | | | | | | | | | | | | | |
| Fund: 102 | | | | | | | | | | | | | | | | | | | |
| Department: 087000 | | | | | | | | | | | | | | | | | | | |
| Excluding Projects | | | | | | | | | | | | | | | | | | | |
| Back to Summary Report | | | | | | | | | | | | | | | | | | | |
| <input checked="" type="checkbox"/> Include Payroll Detail View as: Web <input type="button" value="Go"/> | | | | | | | | | | | | | | | | | | | |
| Pick Custom Columns... | | | | | | | | | | | | | | | | | | | |
| 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 | | \$,\$\$\$. | Employee Name | Empl Id / Rec# | Academic Staff - Academic | | | 7/27/2011 | 7/2/2011 | BUD | 12000 | | | | |
| 102 | 087000 | | 2 | 1052 | | \$,\$\$\$. | Employee Name | Empl Id / Rec# | Academic Staff - Academic | | | 7/27/2011 | 7/2/2011 | BUD | 12000 | | | | |
| 102 | 087000 | | 2 | 1052 | | \$,\$\$\$. | Employee Name | Empl Id / Rec# | Academic Staff - Academic | | | 7/27/2011 | 7/2/2011 | BUD | 12000 | | | | |
| | | | | | | \$,\$\$\$. | | | | | | | | | | | | | |

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

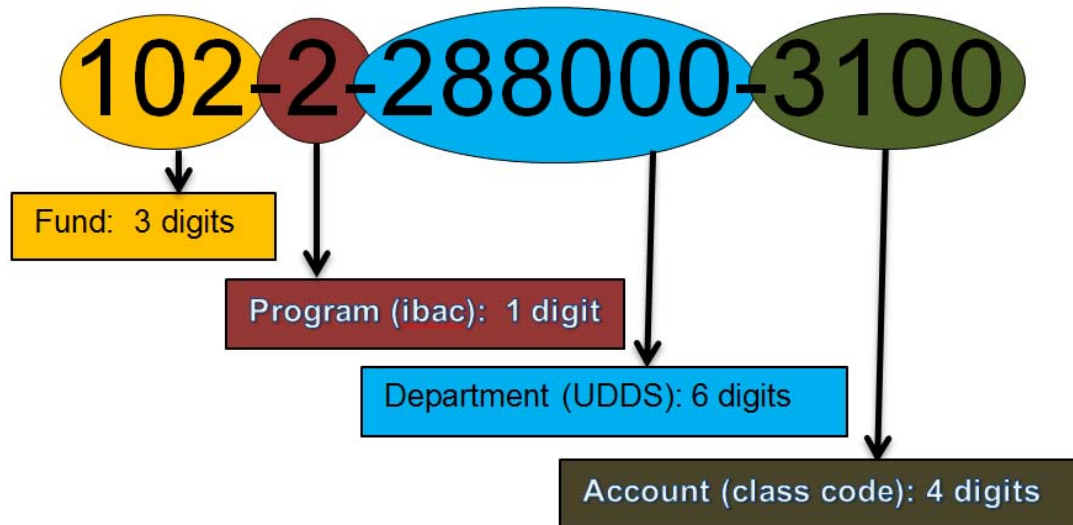
Salary Encumbrance

| UNIVERSITY OF WISCONSIN SYSTEM WISDM <small>Wisconsin Data Mart for PeopleSoft Financials</small> | | | | | | | | | | | | | | | | | | SUMMARY DETAIL | |
|--|--------|---------------|------|------|-----------|--------------|---------------|---------------|---------------------------|----|---------|-------------|------------|--------|------------|------------|-----------------|---|--|
| Main Menu Comment | | | | | | | | | | | | | | | | | UWLAC - 2012 | | |
| Fund: 102 | | | | | | | | | | | | | | | | | | | |
| Department: 087000 | | | | | | | | | | | | | | | | | | | |
| Excluding Projects | | | | | | | | | | | | | | | | | | | |
| Back to Summary Report | | | | | | | | | | | | | | | | | | View as: Web <input type="button" value="Go"/> | |
| <input checked="" type="checkbox"/> Include Payroll Detail | | | | | | | | | | | | | | | | | | Pick Custom Columns... | |
| 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 contracts awarded primarily for Instruction, 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 precollege 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:
 - 01 - Executive
 - 02 – Academic Affairs
 - 04 - Student Affairs
 - 05 - University Advancement and External Relations
 - 07 - Administration and Finance
 - 08 - 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 (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:

- Travel - Employee Reportable Meals 2101
- Travel - Non Employee, Job Appl, Student 2162
- Travel Employee - In State Business 2100
- Travel Employee - In State Conference 2115
- Travel Employee - Out of State Business 2120
- Travel Employee - Out of State Conference 2130
- 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.

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 # |