Accounting Services

WISDM for Divisional/Departmental Administration
• System Navigation  https://wisdm2.doit.wisc.edu
• Report Options
  – Department Search
  – Project Search
  – Payroll Searches
  – AP/PO Searches
• Funding Validation/Inquiry
• Help Features
• Account Trees
• Questions and Answers
The black bar will be available on almost every WISDM page.

Important messages regarding WISDM will be posted on the main page. Be sure to check for new messages after you logon.

To change the Fiscal Year, select a different year from the drop down.

Hold mouse over “Main Menu” text to access the menu.
The status column will indicate if the load has successfully completed, is still running, or has failed for the day.

Click on this link to see a list of all journals loaded that day.

Project Star data is used to build the Inception to Date (ITD) data that is used in the Project Search.

The Payroll Star contains detailed information about payroll transactions.

<table>
<thead>
<tr>
<th>Component</th>
<th>Status</th>
<th>Start Time</th>
<th>End Time</th>
<th>Volume</th>
</tr>
</thead>
<tbody>
<tr>
<td>GL Star</td>
<td></td>
<td>5/16/2012 4:00:00</td>
<td>5/16/2012 4:20:08</td>
<td>AM AM</td>
</tr>
</tbody>
</table>

SFS posting not finished when load began, some or all data may be missing from previous day.
• This section will cover many of the available searches in WISDM.
• Including:
  - Department Search
  - Department Rollup Search
  - Project Search
  - Salary Encumbrance Search
  - Transaction Search
  - Tuition Remission Search
  - PO Search
  - PO Encumbrance Search
  - Voucher and Vendor Searches
  - Journal Search
<table>
<thead>
<tr>
<th>Component</th>
<th>Status</th>
<th>Start Time</th>
<th>End Time</th>
<th>Volume</th>
</tr>
</thead>
<tbody>
<tr>
<td>GL Star</td>
<td>SFS posting not finished when load began; some or all data may be missing from previous day.</td>
<td>5/16/2012 4:00:00 AM</td>
<td>5/16/2012 4:20:08 AM</td>
<td>51,900</td>
</tr>
</tbody>
</table>

**APRIL IS CLOSED**

*Posted by msnvolson on 5/3/2012 7:48:26 AM*

April is now closed and the data is complete. Any month end reports or searches that you would like to do can now be run.

Thanks,
The Madison SFS Team

**WISDM CHANGE FOR RESEARCH SUBJECT NAMES**

*Posted by msnekenberg2 on 5/2/2012 8:37:56 AM*

Effective Wednesday, May 2, 2012, in order to comply with federal confidentiality requirements, people who volunteer for research testing will no longer have their names displayed in WISDM. Department personnel responsible for research subjects payments will need to keep the payment history on file to effectively track the payments on an ongoing basis. The volunteers’ names will continue to be displayed in WISDM data views.

Please contact The Madison SFS Team if you have any questions.
Report Options – Department Search

Enter a Fund code and Department (UDDS) code.

Or click here to access the Department Selection Tree.
Click on Department name to select that Department. For example: “0305”, or “03”.
Select Only Department, All Project, or Both.

Change accounting period here.

To export to either Excel or PDF format. Select the desired format from the drop down and click on the “Go” button.

Click amounts in blue to view detail transactions.

<table>
<thead>
<tr>
<th>Account</th>
<th>Budget</th>
<th>MTD</th>
<th>Expenses</th>
<th>Encumbrances</th>
<th>Balance</th>
<th>% Budget Used</th>
</tr>
</thead>
<tbody>
<tr>
<td>Expenses</td>
<td>2,066,796.00</td>
<td>74,042.87</td>
<td>1,649,967.20</td>
<td>263,215.93</td>
<td>142,712.67</td>
<td>53</td>
</tr>
<tr>
<td>-- All Salaries</td>
<td>2,000.12</td>
<td>4,847.67</td>
<td>52,138.90</td>
<td>0.12</td>
<td>-50,138.90</td>
<td>2507</td>
</tr>
<tr>
<td>-- Services &amp; Supplies</td>
<td>0.00</td>
<td>0.00</td>
<td>51.40</td>
<td>0.00</td>
<td>-51.40</td>
<td></td>
</tr>
<tr>
<td>Sales Credits</td>
<td>0.00</td>
<td>0.00</td>
<td>0.00</td>
<td>0.00</td>
<td>92,512.57</td>
<td>96</td>
</tr>
<tr>
<td>[9050] Sales Credits-Internal</td>
<td>0.00</td>
<td>0.00</td>
<td>0.00</td>
<td>0.00</td>
<td>92,512.57</td>
<td>96</td>
</tr>
<tr>
<td>TOTAL</td>
<td>2,066,796.12</td>
<td>78,890.64</td>
<td>1,693,067.60</td>
<td>283,215.05</td>
<td>92,512.57</td>
<td>96</td>
</tr>
</tbody>
</table>

Current Month Expenditures

Year to Date Expenditures
When checked, payroll detail will be included in the Summary Detail.

Data can be exported to either Excel or PDF.

Click on a heading to sort data by that column.
Click on the Pick Custom Columns link to select what fields are displayed.
Click on the “Update” to save changes.

Click on the “Reset to Defaults” to return to original state.
**Report Options: How to Identify Transactions**

- **Vendor name for P-Card payments.**
- **Also employee names for payroll.**

- **JRT:** Non Salary Cash transfers and P-Card payments.
- **JRB:** Internal Billings.
- **AP:** Direct and PO payments.
- **PJ:** Payroll payments.
- **PT or STR:** Salary Cash Transfers.
- **EX:** e-Reimbursement payments.

<table>
<thead>
<tr>
<th>Acct Descr</th>
<th>Descr</th>
<th>Source</th>
<th>Monetary Amt</th>
<th>PO</th>
<th>Vchr ID</th>
<th>Jrnl Date</th>
<th>GL Jrnl ID</th>
<th>Jrnl Line Ref</th>
<th>Vch Vendor Name</th>
</tr>
</thead>
<tbody>
<tr>
<td>Lease of Equipment</td>
<td>48 Month Lease to Purchase a R</td>
<td>APA</td>
<td>859.96</td>
<td>307K882001</td>
<td>01287473</td>
<td>7/12/2011</td>
<td>AP00271074</td>
<td>01287473</td>
<td>RICOH BUSINESS SOLUTIONS</td>
</tr>
<tr>
<td>Maintenance &amp; Repair-Other</td>
<td>48 Month Lease to Purchase a R</td>
<td>APA</td>
<td>859.97</td>
<td>307K882001</td>
<td>01287473</td>
<td>7/12/2011</td>
<td>AP00271074</td>
<td>01287473</td>
<td>RICOH BUSINESS SOLUTIONS</td>
</tr>
<tr>
<td>Mileage - In State</td>
<td>00264134</td>
<td>EX</td>
<td>26.68</td>
<td></td>
<td></td>
<td>10/5/2011</td>
<td>EXACC77387</td>
<td>0000084341</td>
<td>QUAMME,VINT A</td>
</tr>
<tr>
<td>Mileage - In State</td>
<td>00264134</td>
<td>EX</td>
<td>2.91</td>
<td></td>
<td></td>
<td>10/5/2011</td>
<td>EXACC77387</td>
<td>0000084341</td>
<td>QUAMME,VINT A</td>
</tr>
<tr>
<td>Classified - 5th Week Vacation</td>
<td>LOI</td>
<td>HRS</td>
<td>575.20</td>
<td></td>
<td></td>
<td>12/21/2011</td>
<td>PJ00000054</td>
<td>2011BW12B</td>
<td></td>
</tr>
<tr>
<td>Classified - Hourly Printing &amp; Duplicating-NonStat</td>
<td>MURRAY HARDIMAN</td>
<td>HRS</td>
<td>-50.00</td>
<td></td>
<td></td>
<td>1/3/2012</td>
<td>PT00010498</td>
<td>2011BW12C</td>
<td></td>
</tr>
<tr>
<td>Training &amp; Development-Job Rel</td>
<td>WISC SOFTWARE UW TECH STO</td>
<td>INT</td>
<td>25.00</td>
<td></td>
<td></td>
<td>8/2/2011</td>
<td>JRB0027836</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

**SFS direct payment and PO vendor payment names appear here.**
The PO field will always contain “PR-” plus the first seven digits of the card holder’s last name.

The Voucher ID field will always contain the first seven digits of the card holder’s first name plus the last three digits of the card number.

The Invoice Number field contains the invoice date.
## Report Options: How to Identify Transactions – PO Transactions

<table>
<thead>
<tr>
<th>Acct Descr</th>
<th>Descr</th>
<th>Source</th>
<th>Monetary Amt</th>
<th>PO</th>
<th>Vchr ID</th>
<th>Jrnl Date</th>
<th>GL Jrnl ID</th>
<th>Jrnl Line Ref</th>
<th>Vch Vendor Name</th>
</tr>
</thead>
<tbody>
<tr>
<td>Lease of Equipment</td>
<td>48 Month Lease to Purchase a R</td>
<td>APA</td>
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<td>307K882001</td>
<td>01287473</td>
<td>7/12/2011</td>
<td>AP00271074</td>
<td>01287473</td>
<td>RICOH BUSINESS SOLUTIONS</td>
</tr>
<tr>
<td>Maintenance &amp; Repair-Other</td>
<td>48 Month Lease to Purchase a R</td>
<td>APA</td>
<td>859.97</td>
<td>307K882001</td>
<td>01287473</td>
<td>7/12/2011</td>
<td>AP00271074</td>
<td>01287473</td>
<td>RICOH BUSINESS SOLUTIONS</td>
</tr>
</tbody>
</table>

**PO Number:**

**Voucher ID:**
The Description field will contain the Payroll Person ID of the individual who was paid.

The Journal Line Reference field will contain the Expense Report number.

The Voucher Vendor Name field will contain the name of the individual who was paid.
The Description field will contain the name of the entity that was paid.

<table>
<thead>
<tr>
<th>Acct Descr</th>
<th>Source</th>
<th>Monetary Amt</th>
<th>PO</th>
<th>Vchr ID</th>
<th>Jrnl Date</th>
<th>GL Jrnl ID</th>
<th>Jrnl Line Ref</th>
<th>Invoice No</th>
<th>Invoice Dt</th>
<th>Vcn Vendor Name</th>
</tr>
</thead>
<tbody>
<tr>
<td>Cont Ed-Informal Instruction</td>
<td>APA</td>
<td>280.00</td>
<td></td>
<td>01474262</td>
<td>5/14/2012</td>
<td>AP00294609</td>
<td></td>
<td>1605453M</td>
<td>4/30/2012</td>
<td>REFUND OF RECEIPTS</td>
</tr>
<tr>
<td>Cont Ed-Informal Instruction</td>
<td>APA</td>
<td>105.00</td>
<td></td>
<td>01474254</td>
<td>5/14/2012</td>
<td>AP00294609</td>
<td></td>
<td>1579858</td>
<td>4/30/2012</td>
<td>REFUND OF RECEIPTS</td>
</tr>
<tr>
<td>Cont Ed-Informal Instruction</td>
<td>APA</td>
<td>120.00</td>
<td></td>
<td>01474253</td>
<td>5/14/2012</td>
<td>AP00294609</td>
<td></td>
<td>1597901</td>
<td>4/30/2012</td>
<td>REFUND OF RECEIPTS</td>
</tr>
</tbody>
</table>

The Voucher Vendor Name field will always be “Refund of Receipts”
### Report Options: How to Identify Transactions – Other AP Transactions

The Invoice Number will begin with a different prefix depending on the type of transaction.
- **ER** – employee reimbursements
- **TER** – travel expense report
- **PIR** – payment to individual report

<table>
<thead>
<tr>
<th>Acct Descr</th>
<th>Acct Period</th>
<th>Period</th>
<th>Descr</th>
<th>Source</th>
<th>GL Jrm ID</th>
<th>Jrm Line Ref</th>
<th>Monetary Amt</th>
<th>PO</th>
<th>PO Vndr Name</th>
<th>Vch Vendor Name</th>
</tr>
</thead>
<tbody>
<tr>
<td>Support - NonEmploy</td>
<td>12</td>
<td>12</td>
<td>Admission to the Art Museum</td>
<td>APA</td>
<td>AP00174116</td>
<td>00232063</td>
<td>80.00</td>
<td>357H221001</td>
<td>MILWAUKEE ART MUSEUM</td>
<td>00232063</td>
</tr>
<tr>
<td>Student - Hourly</td>
<td>12</td>
<td>12</td>
<td>ENDRES, JEFFREY M</td>
<td>SFD</td>
<td>PJ01849001</td>
<td>200706800</td>
<td>404.25</td>
<td></td>
<td></td>
<td>MILWAUKEE ART MUSEUM</td>
</tr>
<tr>
<td>Student - Hourly</td>
<td>12</td>
<td>12</td>
<td>ENDRES, JEFFREY M</td>
<td>SFD</td>
<td>PJ01849001</td>
<td>200706800</td>
<td>30.69</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Travel - Employe</td>
<td>12</td>
<td>12</td>
<td>WYNDHAM HOTELS</td>
<td>INT</td>
<td>JRT0002642</td>
<td></td>
<td>116.39</td>
<td>PR-BENZSCH</td>
<td>ALLEN A852</td>
<td>2008-04-28</td>
</tr>
<tr>
<td>Travel - Employe</td>
<td>12</td>
<td>12</td>
<td>TREASURY INSTITUTE</td>
<td>INT</td>
<td>JRT0002642</td>
<td></td>
<td>350.00</td>
<td>PR-BENZSCH</td>
<td>ALLEN A852</td>
<td>2008-04-28</td>
</tr>
<tr>
<td>Travel - Employe</td>
<td>12</td>
<td>12</td>
<td>SNOW REMOVAL 25% SWAP</td>
<td>APA</td>
<td>AP00172602</td>
<td>00224837</td>
<td>70.82</td>
<td></td>
<td></td>
<td>T-AB121</td>
</tr>
<tr>
<td>Maintenance &amp; Repai</td>
<td>12</td>
<td>12</td>
<td></td>
<td>INT</td>
<td>JRT0000010</td>
<td></td>
<td>-250.00</td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>
Click rollup for department rollup options.
**Report Options: Department Rollup**

- **Click Run Query.**
- **Click arrow to expand or collapse the department rollup tree.**
- **Can enter multiple funds, separated by commas.**

**Fund(s):**

- [ ] 101,135

**Dept(s):**

- [ ] Filter By Fund
- [ ] Add Dept

- [ ] Aggregate
- [ ] Individuals

- **Aggregate** – Summarized report of all selected Departments and funds.
- **Individual** – Reports of all funds by each Department.

---

**Selected Departments**

- [ ] 07

**Remove**

- [ ] 07

**Locate**

- [ ] 07

---

- [ ] ALL_MSN_DEPTIDS ---- ALL OF UWMSN DEPARTMENT IDS
- [ ] 00 ---- UWPC ECB PAYROLL ADJUSTMENTS
- [ ] 01 ---- GENERAL EDUCATIONAL ADMIN
- [ ] 02 ---- GENERAL SERVICES
- [ ] 03 ---- BUSINESS SERVICES
- [ ] 04 ---- DIVISION OF STUDENT LIFE
- [ ] 05 ---- ENROLLMENT MANAGEMENT
- [ ] 06 ---- INFORMATION TECHNOLOGY
- [ ] 07 ---- COLL OF AGRIC & LIFE SCIENCES
- [ ] 0775 ---- ADMINISTRATIVE SERVICE CENTERS
- [ ] 0700 ---- FRINGE BNS EXTRAMURALLY FUNDED
- [ ] 0701 ---- ADMIN - DEAN & DIRECTOR
- [ ] 0702 ---- ADMIN - COOPERATIVE EXTENSION
- [ ] 0703 ---- ADMIN - ADMINISTRATIVE SERVICES
- [ ] 0704 ---- ADMIN - PROGRAM DEVELOPMENT
- [ ] 0705 ---- ADMIN MINORITY & DISADVANTD PRGS
- [ ] 0706 ---- UNDERGRAD PROGRAMS & SERVICES
- [ ] 0707 ---- CALS OUTREACH SERVICES
- [ ] 0708 ---- INTERNATIONAL AG PROGRAMS ADMIN
- [ ] 0709 ---- RESEARCH DIVISION
- [ ] 0710 ---- BIOLOGY CENTER FOR
When "individual" is selected, one department report is displayed per page. Click "Next", "Previous" or use drop down list to view individual department reports.
Report Options: Project Search

Click on the 'Project Search' option in the Projects menu.

APRIL IS CLOSED

Posted by msnvolson on 5/3/2012 7:46:26 AM

April is now closed and the data is complete. Any month end reports or searches that you would like to do can now be run.

Thanks,
The Madison SES Team

WISDM CHANGE FOR RESEARCH SUBJECT NAMES

Posted by msnekenberg2 on 5/2/2012 8:37:55 AM

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Please contact The Madison SES Team if you have any questions.

Edit
When searching for a closed project, make sure the project status search criteria is removed. If the project status search criteria is left at the default value, closed projects will not be included in the search results.
Leave the Balance Type on “Budget” for non-grant projects.

Click to go to the Project Summary Report.
Report Options: Project Search

Non financial information, including the project dates, PI, and project status.

Use the reporting options to modify what financial data will be displayed.

Click on a dollar amount to view the transaction details.

Use the View As option to export the report to Excel or PDF.
Use the drop down to select the fiscal year (more important when YTD is selected).

Switch between ITD (inception to date) and YTD (year to date).

Use the drop down to select different accounting periods.
Tabs are available which will contain different information about the project.
The “Personnel” tab will summarize all the payroll transactions for the project.
The “Funding Actions” tab will provide details on any financial changes reported to the Board of Regents.
The “Edits” tab will provide the valid funds, departments, and programs for the project.

Click to view a listing of all the valid funding combinations for the project.
Projects can also be added to the My Projects list.

Click to add the project to the My Projects list.
After a project has been added to the My Projects list, the link becomes an option to remove the project.
The My Projects list can be found in the Main Menu or on the Main Menu bar.
The My Projects list will contain the same project information that is contained in the Project Search results.
APRIL IS CLOSED

Posted by msnvolson on 5/3/2012 7:48:26 AM

April is now closed and the data is complete. Any month end reports or searches that you would like to do can now be run.

Thanks,

The Madison SFS Team

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Please contact The Madison SFS Team if you have any questions.
Make sure this box is checked.

Click
Report Options: Payroll Searches – SFD Transaction Search

Click

APRIL IS CLOSED

Posted by msnvolson on 5/3/2012 7:48:26 AM

April is now closed and the data is complete. Any month end reports or searches that you would like to do can now be run.

Thanks,

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Edit

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Edit
SFD TRANSACTION SEARCH

SEARCH CRITERIA—Note: This page runs against historic SFD data only.

- Name
- Appt ID
- Fund
- Dept: PRJ12Y6
- Project
- Opr ID
- Created Date
- SCT ID
- Pending Only
- Transaction Type
- Records Per Page: 50
- Output: Web

Click to Submit.
Report Options: Payroll Searches – SFD Transaction Search

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.

- Fund
- Dept
- Project
- Program
- Acct
- Journal ID
- Journal Date
- Journal Line
- Trn Amount
- Appt ID
- Appt Type
- Person Name
- Person ID
- Last Opr ID
- Calc ID
- Calc Descr
- Pmt Nbr
- Pmt Begin Date
- Pmt End Date
- Fyr Year
- Fyr
- SCT ID
- SCT Status
- Dt/Tm Created

Note: You only have to do this once.
Note:
Re-deposited or re-issued payroll checks do not show on this report.

Transfers that have been entered but not fully processed will have a status of “P”.

Document IDs here are for salary cash transfers.
After the transfer has been processed, the Status field is blank.
Report Options: Payroll Searches – Tuition Remission Search

Click

**WISDM CHANGE FOR RESEARCH SUBJECT NAMES**

*Posted by msnkenberg2 on 5/2/2012 8:37:56 AM*

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Please contact The Madison SFS Team if you have any questions.

Edit
Report Options: Payroll Searches – Tuition Remission Search

Can limit search results to a specific semester.

Names will have the following format: last, first
Note: the Surcharge Adjustment Statement (covered on the next slide) will contain all the appointments for an individual.

Click on the Semester ID to go to the Surcharge Adjustment Statement. The two numbers in the middle indicate the Fiscal Year. The last number is used to indicate the semester (2 = fall, 4 = spring).
Select one of the available dates to limit the data displayed. Only transactions and calculations that occurred on or before the selected date will be displayed.

The statement can also be viewed in one of three available PDF options.

The amount displayed for each month is the cumulative surcharge earned at that time.

### Tuition Remission SURCHARGE ADJUSTMENT STATEMENT

**Appointee:**

- ID: 00998590
- Title: RESEARCH ASSISTANT
- From: 6/13/2005
- To: 1/6/2011

**Date:** FALL 2010-2011

**As of:** Today

<table>
<thead>
<tr>
<th>Appointment</th>
<th>Acct Pd</th>
<th>Period Totals</th>
<th>Cumulative Totals</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>ID</td>
<td>Type</td>
<td>Rate</td>
<td>Basis</td>
</tr>
<tr>
<td>00998590</td>
<td>RA</td>
<td>40,800</td>
<td>A</td>
</tr>
<tr>
<td>00998590</td>
<td>RA</td>
<td>40,800</td>
<td>A</td>
</tr>
<tr>
<td>00998590</td>
<td>RA</td>
<td>40,800</td>
<td>A</td>
</tr>
<tr>
<td>00998590</td>
<td>RA</td>
<td>40,800</td>
<td>A</td>
</tr>
<tr>
<td>00998590</td>
<td>RA</td>
<td>40,800</td>
<td>A</td>
</tr>
</tbody>
</table>

**Surcharge Earned:** 4,000.00
**Surcharge Paid:** 4,000.00
**Surcharge Adjustment:** 0.00
The total surcharge that has been earned for the individual.

The amount of the surcharge that has been paid.

The surcharge amount that has yet to be paid.

### Tuition Remission Surcharge Adjustment Statement

<table>
<thead>
<tr>
<th>ID</th>
<th>Type</th>
<th>Rate</th>
<th>Basis</th>
<th>Period Totals</th>
<th>Cumulative Totals</th>
</tr>
</thead>
<tbody>
<tr>
<td>00998590</td>
<td>RA</td>
<td>40.800</td>
<td>A</td>
<td>SEP 1,700</td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td>OCT 1,700</td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td>NOV 1,700</td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td>DEC 1,700.00</td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td>6,800.00 3,400.00</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td>7,129.03 7,129.03</td>
</tr>
</tbody>
</table>

Surcharge Adjustment: 0.00

Surcharge Earned: 4,000.00

Surcharge Paid: 4,000.00
Click to view individual payment transactions.

Click to view individual surcharge transactions.
The Payments and Adjustments Detail will display individual salary payments and corrections.

The Surcharges Detail page will display individual fee remission payments.
Report Options: AP/PO Searches

Click Here for PO Search

APRIL IS CLOSED
Posted by msnvolson on 5/3/2012 7:48:26 AM

April is now closed and the data is complete. Any month end reports or searches that you would like to do can now be run.

Thanks,
The Madison SFS Team

WISDM CHANGE FOR RESEARCH SUBJECT NAMES
Posted by msnekenberg2 on 5/2/2012 8:37:56 AM

Effective Wednesday, May 2, 2012, in order to comply with federal confidentiality requirements, people who volunteer for research testing will no longer have their names displayed in WISDM. Department personnel responsible for research subjects payments will need to keep the payment history on file to effectively track the payments on an ongoing basis. The volunteers’ names will continue to be displayed in WISDM data views.

Please contact The Madison SFS Team if you have any questions.
### PURCHASE ORDER SEARCH

#### SEARCH CRITERIA

- **PO**: starts with 010K566001
- **PO Date**: is exactly 1/31/2011
- **PO Vndr ID**: 0000103184
- **PO Vndr Name**: LANGLADE HOSPITAL
- **PO Short Vendor Name**: LANGLADEHO-001
- **Records Per Page**: 50

---

<table>
<thead>
<tr>
<th>PO</th>
<th>PO Date</th>
<th>PO Vndr ID</th>
<th>PO Vndr Name</th>
<th>PO Short Vendor Name</th>
</tr>
</thead>
<tbody>
<tr>
<td>010K566001</td>
<td>1/31/2011</td>
<td>0000103184</td>
<td>LANGLADE HOSPITAL</td>
<td>LANGLADEHO-001</td>
</tr>
</tbody>
</table>

Click
If the balance of the PO is negative, the encumbrance amount for the PO has been exceeded.

The Date the PO was created.

A status of “Dispatched” means the PO is open. A status of “Complete” means the PO is closed.

Click on a voucher number to see the voucher detail. Please note that transfers between POs will not be included on this page.
Report Options: AP/PO Searches – Purchase Order Searches

Click on "PO Encumbrance Search" in the AP/PO Search dropdown.
Click to view PO details.

Click to view encumbrance details.

Click to view payment details.
• Purchasing System Inquiry

– http://www.bussvc.wisc.edu/purch/purchinq.html

– Please contact Purchasing Services with any questions about the Purchasing System Inquiry Tools
• Select Voucher to search by voucher number;  
• Select Vendor to search by vendor name or vendor number.

Click
Note

- Employee’s or a person’s name always starts with last name; the format is lastname,firstname (no space after the comma).
- You can not use this screen to search for employee payroll payments.

Use “starts with” from drop down menu if uncertain of first name or spelling of name.
Click on Vouchers to view payment detail information or POs to view PO detail information.
Report Options: AP/PO Searches – Voucher Search

<table>
<thead>
<tr>
<th>Voucher ID</th>
<th>Voucher Unit</th>
<th>Invoice No</th>
<th>Invoice Date</th>
<th>Vch Vendor ID</th>
<th>Scar</th>
<th>Vch Vendor Name</th>
<th>Vch Short Vendor Name</th>
<th>Invoice Image</th>
</tr>
</thead>
<tbody>
<tr>
<td>01390531</td>
<td>UWMSN</td>
<td>104273</td>
<td>12/7/2011</td>
<td>0000008187</td>
<td></td>
<td>BADGER COACHES INC</td>
<td>BADGERCOAC-001</td>
<td>Show image</td>
</tr>
</tbody>
</table>

Invoice Images are available for transactions after February 22, 2010 and are not available for all vouchers.
Report Options: AP/PO Searches – Voucher Details

Check Date
Check Number

Click

Invoice Images are available for transactions after February 22, 2010 and are not available for all vouchers.

Lines

<table>
<thead>
<tr>
<th>Vchr Line No</th>
<th>Item ID</th>
<th>Qty Vchr’d</th>
<th>UOM</th>
<th>Unit Price</th>
<th>Descr</th>
<th>March Amt</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td></td>
<td>1 LOT</td>
<td></td>
<td>1,500.0000</td>
<td>Contract Order for charter bus</td>
<td>1,500.00</td>
</tr>
</tbody>
</table>

Distribution

<table>
<thead>
<tr>
<th>Vchr Line No</th>
<th>Distrib Line No</th>
<th>Acct</th>
<th>Fund</th>
<th>Dept</th>
<th>Project/Grant</th>
<th>Prog Code</th>
<th>Sub Class</th>
<th>Qty Vchr’d</th>
<th>Monetary Amt</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>1</td>
<td>1,2164</td>
<td>528</td>
<td>426200</td>
<td></td>
<td>0</td>
<td></td>
<td>1</td>
<td>1,500.00</td>
</tr>
</tbody>
</table>

Payments

<table>
<thead>
<tr>
<th>Bank Code</th>
<th>Payment Ref</th>
<th>Short Vnrdr Name</th>
<th>Payment Dt</th>
<th>Payment Amt</th>
<th>Status</th>
<th>Pd Amt</th>
</tr>
</thead>
<tbody>
<tr>
<td>USBAN</td>
<td>003839</td>
<td>BADGERCOAC-001</td>
<td>12/29/2011</td>
<td>40,742.40</td>
<td>Paid</td>
<td>1,500.00</td>
</tr>
</tbody>
</table>

Click
Click
Note: the Journal Search can also be used to search for SFS POs. The results will include transfers between POs.

Enter the PO number in the PO field to get detail transactions for the PO.
**Journal activity for the P.O.**

<table>
<thead>
<tr>
<th>Monetary Amt</th>
<th>Enc Amt</th>
<th>Fund</th>
<th>Dept</th>
<th>Project</th>
<th>Prog</th>
<th>Acct</th>
<th>Accr Des</th>
<th>Sub-Clue</th>
<th>Descr</th>
<th>PO</th>
<th>Vchrid</th>
<th>Invoice</th>
<th>Acct Period</th>
<th>Journal Date</th>
<th>Journal Date Posted</th>
<th>Date Posted</th>
<th>Leg Bud Trf</th>
<th>Leg Bud Rsn</th>
<th>GL Jrnl ID</th>
<th>Ledger</th>
<th>Source</th>
<th>System Source</th>
<th>Jrnln Ref</th>
</tr>
</thead>
<tbody>
<tr>
<td>0.00</td>
<td>275.00</td>
<td>144</td>
<td>074200</td>
<td>PRJ24JQ</td>
<td>4</td>
<td>3105</td>
<td>Supplies-Laboratory</td>
<td></td>
<td></td>
<td>065H382001</td>
<td>9</td>
<td>3/7/2012</td>
<td>3/7/2012</td>
<td>0078959723</td>
<td>CC_EXP</td>
<td>POE</td>
<td>KKE</td>
<td>065H382001</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>300.39</td>
<td>0.00</td>
<td>144</td>
<td>074200</td>
<td>PRJ24JQ</td>
<td>4</td>
<td>3105</td>
<td>Supplies-Laboratory</td>
<td>Item #303</td>
<td>Envelope, Coin, #3</td>
<td>065H382001</td>
<td>01442235</td>
<td>22498</td>
<td>9</td>
<td>3/22/2012</td>
<td>3/23/2012</td>
<td>AP00290519</td>
<td>ACTUALS</td>
<td>APA</td>
<td>GAP</td>
<td>01442235</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>0.00</td>
<td>275.00</td>
<td>144</td>
<td>074200</td>
<td>PRJ24JQ</td>
<td>4</td>
<td>3105</td>
<td>Supplies-Laboratory</td>
<td></td>
<td></td>
<td>065H382001</td>
<td>01442235</td>
<td>22498</td>
<td>9</td>
<td>3/23/2012</td>
<td>3/23/2012</td>
<td>0079023759</td>
<td>CC_EXP</td>
<td>POL</td>
<td>KKE</td>
<td>01442235</td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>
Can either validate a funding string or display all valid funding strings for a particular department or project
Funding Validation/Inquiry

Click on the 'Funding Validation/Inquiry' link to proceed.

April is now closed and the data is complete. Any month end reports or searches that you would like to do can now be run.

Thanks,
The Madison SFS Team

WISDM CHANGE FOR RESEARCH SUBJECT NAMES

Posted by msnekenberg2 on 5/2/2012 8:37:56 AM

Effective Wednesday, May 2, 2012, in order to comply with federal confidentiality requirements, people who volunteer for research testing will no longer have their names displayed in WISDM. Department personnel responsible for research subjects' payments will need to keep the payment history on file to effectively track the payments on an ongoing basis. The volunteers' names will continue to be displayed in WISDM data views.

Please contact The Madison SFS Team if you have any questions.
Click on icon to get a selection tool for the associated field.

Select either Expense/Revenue or Payroll Transaction Type.

Click to validate entered funding string.

Click to view valid combinations for entered data (usually either a department or project).
The entered funding string is valid.

<table>
<thead>
<tr>
<th>Error ID</th>
<th>Error Message</th>
<th>Link to Details</th>
</tr>
</thead>
<tbody>
<tr>
<td>0</td>
<td>Funding string is valid</td>
<td></td>
</tr>
</tbody>
</table>
The entered funding string is invalid, according to the error message this is because the current date is outside the begin and end date for the project.
When viewing the list of valid combinations, enter as much information as desired (usually a project or department).
A pop up window will appear that will display all valid funding combinations for the entered department or project.

<table>
<thead>
<tr>
<th>FundCode</th>
<th>DeptID</th>
<th>ProjectID</th>
<th>ProgramCode</th>
<th>Descr</th>
</tr>
</thead>
<tbody>
<tr>
<td>133</td>
<td>074000</td>
<td>133B656</td>
<td>4</td>
<td></td>
</tr>
<tr>
<td>133</td>
<td>074000</td>
<td>133B656</td>
<td>9</td>
<td></td>
</tr>
<tr>
<td>133</td>
<td>074000</td>
<td>133B656</td>
<td>R</td>
<td></td>
</tr>
</tbody>
</table>
Help Features: Introduction

• WISDM contains a number of help features including:
  – A glossary of commonly used terms
  – Help documents on many of the pages in WISDM

• Where to get help outside of WISDM
  – Visit SFS Training Website: http://www.bussvc.wisc.edu/acct/sfs/train.html
  – Visit FAQ page on the SFS website: www.bussvc.wisc.edu/acct/sfs/faq.html
  – E-Mail SFS Project Team: sfsmsn@bussvc.wisc.edu.
  – Visit the Financial Data Mart Data dictionaries for account code, program code, and source code definitions. http://www.wisconsin.edu/fadmin/sfs/data1.htm
Help Features: Accessing the Help Features

Click to access main help page.

Click to view the Help document on the page you are at.
The glossary page will contain many common WISDM and accounting terms.
<table>
<thead>
<tr>
<th>Term</th>
<th>Definition</th>
</tr>
</thead>
<tbody>
<tr>
<td>AP/APA</td>
<td>Abbreviation for accounts payable.</td>
</tr>
<tr>
<td>Account</td>
<td>Refers to the SFS general ledger account code to identify the type of expense, revenue, or balance sheet. In the legacy system, this was known as class code.</td>
</tr>
<tr>
<td>Account Tree</td>
<td>Represents a grouping of SFS accounts into a hierarchical structure (known as a tree). Typically will group accounts with similar name or function.</td>
</tr>
<tr>
<td>Accounting Period</td>
<td>Represents a specific time interval (usually a month) for which each transaction is assigned. Possible values are:</td>
</tr>
<tr>
<td></td>
<td>• 1 (Jul)</td>
</tr>
<tr>
<td></td>
<td>• 2 (Aug)</td>
</tr>
<tr>
<td></td>
<td>• 3 (Sep)</td>
</tr>
<tr>
<td></td>
<td>• 4 (Oct)</td>
</tr>
<tr>
<td></td>
<td>• 5 (Nov)</td>
</tr>
<tr>
<td></td>
<td>• 6 (Dec)</td>
</tr>
<tr>
<td></td>
<td>• 7 (Jan)</td>
</tr>
<tr>
<td></td>
<td>• 8 (Feb)</td>
</tr>
<tr>
<td></td>
<td>• 9 (Mar)</td>
</tr>
<tr>
<td></td>
<td>• 10 (Apr)</td>
</tr>
<tr>
<td></td>
<td>• 11 (May)</td>
</tr>
<tr>
<td></td>
<td>• 12 (Jun)</td>
</tr>
<tr>
<td></td>
<td>• 13 (Close)</td>
</tr>
<tr>
<td></td>
<td>• 998 (Year End Adjustments)</td>
</tr>
</tbody>
</table>
Click on the search field name will cause the definition of the term to appear in a pop up window.
• Account Trees are used to organize the data in WISDM into general categories based off of account codes.
- Use system default tree whenever possible.
- Ignore other trees that are not listed in the table below.

<table>
<thead>
<tr>
<th>Tree Name</th>
<th>Explanation</th>
</tr>
</thead>
<tbody>
<tr>
<td>MSN_GPR_DFLT</td>
<td>• GPR funds department reports (D or DP).</td>
</tr>
<tr>
<td></td>
<td>• GPR funds organization rollup.</td>
</tr>
<tr>
<td></td>
<td>• No revenue reported.</td>
</tr>
<tr>
<td>MSN_FUNDORG_DFLT</td>
<td>• PR funds department reports (D or DP).</td>
</tr>
<tr>
<td></td>
<td>• PR funds organization rollup.</td>
</tr>
<tr>
<td></td>
<td>• With revenue reported.</td>
</tr>
<tr>
<td>MSN_RSP_WD_RESEARCH</td>
<td>• RSP project/grant reports.</td>
</tr>
<tr>
<td>MSN_RSP_WD_TRAIN</td>
<td>• Project reports for other funds not listed here.</td>
</tr>
<tr>
<td>MSN_142_WD</td>
<td>• For fund 142 project/grant reports.</td>
</tr>
<tr>
<td>MSN_GRAD_SCH_WD</td>
<td>• Graduate School funds 135 and 101 project/grant reports.</td>
</tr>
<tr>
<td></td>
<td>• Accounts are organized into categories according to Graduate School reporting requirement.</td>
</tr>
</tbody>
</table>
Account Trees: Tree Drilldown Levels

- Tree levels are organized based on summary of account categories.
- For Departments:
  - **Level 1** is the highest level of summary (not used for WISDM reporting); **Level 2** is fund total by (revenue and by expenditures); **Level 6** is the most detailed reporting by each account total.
  - In most cases, **level 3** is default for summary page reports.
  - There are more breakdown by account categories at **levels 4 and 5**.
  - At **Level 6**, accounts with $0 balance are not listed in the reports.
- For Projects:
  - **Level 1** is the highest level of summary (not used for WISDM reporting); **Level 2** is fund total by (revenue and by expenditures); **Level 5** is the most detailed reporting by each account total.
  - In most cases, **level 4** is default for summary page reports.
  - At **Level 5**, accounts with $0 balance are not listed in the reports.
Account Trees: Tree Drilldown Example – Level 2

**REPORT OPTIONS:**
- Project Option: Both Project and Department
- Time Period: YTD through 2 (AUG)
- Account Tree: MSN_FUNDORG_DFLT (DEFAULT)
- Drilldown Level: (2) FUND_SUMMARY
- Program: All
- Include Period 998: 
- View: Figures

**FUND(S):**
133

**DEPARTMENT(S):**
07 COLL OF AGRIC & LIFE SCIENCES
Including Projects
Rollup

<table>
<thead>
<tr>
<th>Account</th>
<th>Budget</th>
<th>MTD</th>
<th>Actuals</th>
<th>Encumbrances</th>
<th>Balance</th>
<th>% Budget Used</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>REVENUES</strong></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Revenue &amp; Sales Credits</td>
<td>0.00</td>
<td>0.00</td>
<td>20,684.29</td>
<td>0.00</td>
<td>-20,684.29</td>
<td></td>
</tr>
<tr>
<td>TOTAL</td>
<td>0.00</td>
<td>0.00</td>
<td>20,684.29</td>
<td>0.00</td>
<td>-20,684.29</td>
<td></td>
</tr>
<tr>
<td><strong>EXPENSES</strong></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Expenses</td>
<td>0.00</td>
<td>266,557.72</td>
<td>1,715,967.48</td>
<td>2,534,568.35</td>
<td>-4,250,535.83</td>
<td></td>
</tr>
<tr>
<td>Non-Catagorized Accounts</td>
<td>0.00</td>
<td>0.00</td>
<td>21,618.10</td>
<td>0.00</td>
<td>-21,618.10</td>
<td></td>
</tr>
<tr>
<td>TOTAL</td>
<td>0.00</td>
<td>266,557.72</td>
<td>1,737,585.58</td>
<td>2,534,568.35</td>
<td>-4,272,153.93</td>
<td></td>
</tr>
</tbody>
</table>

**Beginning Fund Balance**
0.00

**Plus Current Year Revenue**
20,684.29

**Less Current Year Expenses**
1,737,585.58

**Current Fund Balance**
-1,716,901.29
# Account Trees: Tree Drilldown Example – Level 3

## Report Options:
- **Project Option:** Both Project and Department
- **Time Period:** YTD through 2 (AUG)
- **Account Tree:** MSN_FUNDORG_DFLT (DEFAULT)
- **Drilldown Level:** (3)_MAJOR_CATEGORY_SUMMARY (DEFAULT)
- **Program:** All
- **Include Period 998:** No
- **View:** Figures

## Fund(s):
- 133

## Department(s):
- 07 COLL OF AGRIC & LIFE SCIENCES
  - Including Projects
  - **Rollup**

## Revenue

<table>
<thead>
<tr>
<th>Account</th>
<th>Budget</th>
<th>MTD</th>
<th>Actuals</th>
<th>Encumbrances</th>
<th>Balance</th>
<th>% Budget Used</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Revenue &amp; Sales Credits</strong></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>-- Sales Credits</td>
<td>0.00</td>
<td>0.00</td>
<td>20,684.29</td>
<td>0.00</td>
<td>-20,684.29</td>
<td></td>
</tr>
<tr>
<td><strong>TOTAL</strong></td>
<td>0.00</td>
<td>0.00</td>
<td>20,684.29</td>
<td>0.00</td>
<td>-20,684.29</td>
<td></td>
</tr>
</tbody>
</table>

## Expenses

<table>
<thead>
<tr>
<th>Account</th>
<th>Budget</th>
<th>MTD</th>
<th>Actuals</th>
<th>Encumbrances</th>
<th>Balance</th>
<th>% Budget Used</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Expenses</strong></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>-- All Salaries</td>
<td>0.00</td>
<td>43,590.18</td>
<td>763,609.42</td>
<td>786,570.15</td>
<td>-1,550,179.57</td>
<td></td>
</tr>
<tr>
<td>-- Fringe Benefits</td>
<td>0.00</td>
<td>3,500.63</td>
<td>454,977.59</td>
<td>0.00</td>
<td>-454,977.59</td>
<td></td>
</tr>
<tr>
<td>-- Services &amp; Supplies</td>
<td>0.00</td>
<td>211,848.17</td>
<td>438,549.71</td>
<td>703,143.96</td>
<td>-1,141,693.67</td>
<td></td>
</tr>
<tr>
<td>-- Overhead</td>
<td>0.00</td>
<td>239.80</td>
<td>0.00</td>
<td>842,262.14</td>
<td>-842,262.14</td>
<td></td>
</tr>
<tr>
<td>-- Capital</td>
<td>0.00</td>
<td>2,976.94</td>
<td>14,693.85</td>
<td>110,274.66</td>
<td>-124,968.51</td>
<td></td>
</tr>
<tr>
<td>-- Financial Assistance</td>
<td>0.00</td>
<td>4,400.00</td>
<td>44,136.91</td>
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<td><strong>Non-Categorized Accounts</strong></td>
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<td><strong>TOTAL</strong></td>
<td>0.00</td>
<td>266,557.72</td>
<td>1,737,585.58</td>
<td>2,534,568.35</td>
<td>-4,272,153.93</td>
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## Beginning Fund Balance
- 0.00

## Plus Current Year Revenue
- 20,684.29

## Less Current Year Expenses
- 1,737,585.58

## Current Fund Balance
- 1,716,901.29
<table>
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<tr>
<th>Account Codes</th>
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<tbody>
<tr>
<td>[4520] Bldg &amp; Attached Fixtures</td>
<td>0.00</td>
<td>0.00</td>
<td>11,641.01</td>
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<td>[4602] Equip-Laboratory &amp; Classroom</td>
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<td>0.00</td>
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<td>-1,250.00</td>
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<td>[4604] Equipment</td>
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<td>[4620] Computer Equipment</td>
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<td>[4800] Domestic Books (monographs)</td>
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<td>Supplies</td>
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<td>[2670] Printing &amp; Duplicating-State</td>
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<td>[3100] Supplies</td>
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<td>[3120] Supplies-Maint/Operational</td>
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<td>[3140] Fuel for Vehicles</td>
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<td>[3195] Equip &amp; Furnit not Capitalized</td>
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<td>[2101] Travel Empl Reportable Meals</td>
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</table>
• Requesting access
  – Download WISDM Authorization Form from:
    http://www.bussvc.wisc.edu/acct/sfs/wisdm/wisdm2.doc
  – Submit completed form to: SFS Team, 21 N. Park St, Suite 6101 or fax to 262-5060.

• Accessing the system
  – https://wisdm2.doit.wisc.edu

• Where to get help
  – Visit SFS Training Website:
    http://www.bussvc.wisc.edu/acct/sfs/train.html
  – Visit Business Services Acronym website:
    http://www.bussvc.wisc.edu/acronym/acronym.html
  – Visit FAQ page on the SFS website:
    www.bussvc.wisc.edu/acct/sfs/faq.html
  – E-Mail SFS Project Team: sfsmsn@bussvc.wisc.edu.
What Questions Do You Have?

E-Mail: sfsmsn@bussvc.wisc.edu