Shared Financial Systems

WISDM2

Difference Training

October 2006
Agenda

- **Changes to WISDM**
  - Changes to the Main Page
  - Modifications to Department Search Field
  - Modifications to the Project Search
  - Modifications to the Summary Report & Summary Detail
  - Department Rollup Modifications
  - Authorization Changes

- **New Features**
  - Favorites
  - PO Encumbrance Search
  - Help Features
Mouse over “Main Menu” to view WISDM menus. You can access main menu anywhere in the system.

**PERIOD 998 JOURNAL ENTRIES NOW IN WISDM**

*Posted by msnbfa on 8/9/2006 12:15:05 PM*

For those campuses that have posted period 998 journals in SFS for FY2006, those entries are now in WISDM (and will be refreshed daily with other WISDM data).

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**JULY IS CLOSED**

*Posted by msnbbilzt on 8/2/2006 8:18:34 AM*

July 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
Example: Mouse over “AP/PO” and then “PO Encumbrance Search” to search for PO encumbrances.

PERIOD 998 JOURNAL ENTRIES NOW IN WISDM

Posted by msnbfaf on 8/9/2006 12:15:05 PM

For those campuses that have posted period 998 journals in SFS for FY2006, those entries are now in WISDM (and will be refreshed daily with other WISDM data).

JULY IS CLOSED

Posted by msnbblitz on 8/2/2006 8:18:34 AM

July 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
A department tree icon has been added to allow users to select departments from the tree.
Changes in WISDM

Modifications to Department Search

Select Departments from the Tree

Click on Department name to select that Department. For example: “0305”, or “03”.
The Project Search now has the Dept search field and the Dept Selection Tree.

When searching by Department in the Project Search only transactions posted to that Department will be included on the Summary Report.
To view the Summary Report in PDF or Excel format, select corresponding option in the drop down box.

Apply button is no longer needed because any change made to the Report Options is reflected automatically in the results.
The link to the Award Info is now located in the Project/Grant box.
The option to view data in Excel or PDF is now contained in a drop down box. On the Summary Detail and the Summary Report pages, the selected option will automatically load.
On some searches, the option to see the data in Excel or PDF is contained in the Search Criteria. Select the desired format from the drop down box and click on Submit after entering the search criteria.
### Changes to WISDM
#### Updating the Custom View

**Back to Summary Report**

**Fund: 101**

**Department: 030500**

**Excluding Projects**

- Include SFD

<table>
<thead>
<tr>
<th>Fund</th>
<th>Dept</th>
<th>Proj/Grant</th>
<th>Acct</th>
<th>Sub-Class</th>
<th>Monetary Amt</th>
<th>Descr</th>
<th>Acct</th>
<th>Vchr ID</th>
<th>Jrn Date</th>
<th>Source</th>
<th>GL Jrn ID</th>
</tr>
</thead>
<tbody>
<tr>
<td>101</td>
<td>030500</td>
<td>1</td>
<td>1601</td>
<td>10</td>
<td>-40,000.00</td>
<td>LTE - Hourly</td>
<td></td>
<td>10160AA</td>
<td>7/1/2006</td>
<td>LEG</td>
<td>JR101600006</td>
</tr>
<tr>
<td>101</td>
<td>030500</td>
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<td>10</td>
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<td>030500</td>
<td>1</td>
<td>2100</td>
<td>1</td>
<td>-266.60</td>
<td>Travel-Employee-In State Bus</td>
<td></td>
<td>10212AA</td>
<td>7/1/2006</td>
<td>LEG</td>
<td>JR10212004</td>
</tr>
<tr>
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<td>030500</td>
<td>1</td>
<td>2100</td>
<td>11</td>
<td>-266.60</td>
<td>Travel-Employee-In State Bus</td>
<td></td>
<td>10212AA</td>
<td>7/1/2006</td>
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<td>101</td>
<td>030500</td>
<td>1</td>
<td>2130</td>
<td>1</td>
<td>400.00</td>
<td>MRA SERVICES REGISTRATIO</td>
<td></td>
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<td>7/1/2006</td>
<td>LEG</td>
<td>JR10205002</td>
</tr>
<tr>
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<td>1</td>
<td>400.00</td>
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<td></td>
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<td>7/1/2006</td>
<td>LEG</td>
<td>JR10205002</td>
</tr>
<tr>
<td>101</td>
<td>030500</td>
<td>1</td>
<td>2130</td>
<td>11</td>
<td>266.60</td>
<td>Travel-Employee-Out State-Conf</td>
<td></td>
<td>10212AA</td>
<td>7/1/2006</td>
<td>LEG</td>
<td>JR10212004</td>
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<td>266.60</td>
<td>Travel-Employee-Out State-Conf</td>
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<tr>
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<td>1</td>
<td>2140</td>
<td>1</td>
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<td>UW FLEET JUN (63103)</td>
<td></td>
<td>10102ZA</td>
<td>7/1/2006</td>
<td>LEG</td>
<td>JR10102001</td>
</tr>
</tbody>
</table>

**View as:**

- Web

**Pick Custom Columns:**
Changes to WISDM
Updating the Custom View

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.

Custom Columns will have to be selected again in WISDM2. Here are the recommended defaults.
You can rollup Multiple Funds, separated by a comma.

- **Aggregate** – Summarized report of all selected Departments and funds. This is similar to the results for the Rollup in the current version of WISDM
- **Individual** – Reports of all funds by each Department.
### Report Options:
- **Project Option:** Only Department
- **Time Period:** YTD through 4 (OCT)
- **Account Tree:** MSN_FUNDORG_DFLT (DEFAULT)
- **Drilldown Level:** (3) MAJOR_CATEGORY_SUMMARY (DEFAULT)
- **Program:** All
- **Include Period 998:** No

### FUND(S):
- 101,136

### DEPARTMENT(S):
- 0701 ADMIN - DEAN & DIRECTOR
- Excluding Projects

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**One department report per page. Click “Next”, “Previous” or use drop down list to view individual department reports.**
When drilling down from the Department Rollup Summary Report, you will usually be brought to a Chartfield summary.

Transactions are organized by Funding String.

To see all the transactions, click on the total amount. Please note this could take a while to run.

TOTAL 234,156.31
Changes to WISDM Authorization Changes

- All WISDM users have access to the campus-wide financial data in WISDM 2.

- No need to specify system access levels on the WISDM Authorization Form.

- No need to submit a WISDM Authorization Form if a user needs to access another department or project.

- Authorization for the Salary Encumbrance application remains the same.
To save the search, click on “Add to Favorites”.
You can also create file folders for different groups of reports. See slides 21 – 22 on how to create and organize file folders.

You are free to enter any name and description here.

Click “Save”.

You are free to enter any name and description here.
You can access “Favorites” by clicking on this icon or through Main Menu.

PERIOD 998 JOURNAL ENTRIES NOW IN WISDM

Posted by msnbfa on 8/9/2006 12:15:05 PM

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July 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
New Features

Favorites

Or click under the main menu to get to Favorites Page
Click on check box to select a favorite or folder for modification. More than one favorite or folder can be selected at one time.

Click on the link to view saved searches or summary reports. Note: Accounting Period and Fiscal Year should be changed on the summary report after clicking on the favorite if you want the report for a different month or fiscal year.
- Up: To go back to previous folder.
- New Folder: Use to create a new folder.
- Move: To move selected folders or favorites to a new location.
- Copy: To make a copy of selected folders or favorites to a new location.
- Share: To share selected favorites with another WISDM user.
- Delete: To delete selected favorites or folders.
New Features

PO Encumbrance Search

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The Madison SFS Team
New Features
PO Encumbrance Search

SEARCH CRITERIA

- Fund
- Dept
- Project
- Program
- Account
- PO
- Descr
- Records Per Page
- Output

Click

Enter PO number: 2252345
# New Features

## PO Encumbrance Search

### SEARCH CRITERIA

<table>
<thead>
<tr>
<th>Field</th>
<th>Value</th>
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<tbody>
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</tr>
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<tr>
<td>Project</td>
<td></td>
</tr>
<tr>
<td>Program</td>
<td></td>
</tr>
<tr>
<td>Account</td>
<td></td>
</tr>
<tr>
<td>PO</td>
<td>2292345</td>
</tr>
<tr>
<td>Descr</td>
<td>is exactly</td>
</tr>
<tr>
<td>Records Per Page</td>
<td>50</td>
</tr>
<tr>
<td>Output</td>
<td>Web</td>
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</table>

### Table

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<th>Descr</th>
<th>Fund</th>
<th>Dept</th>
<th>Project</th>
<th>Program</th>
<th>Account</th>
<th>Orig Amt</th>
<th>PTD</th>
<th>Open Bal</th>
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<tr>
<td>2292345</td>
<td>WISCMAIL ANNUAL PAYME101</td>
<td>101</td>
<td>482100</td>
<td>2</td>
<td>2650</td>
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<td>947.55</td>
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</table>

[Click to view details.]
## New Features

### PO Encumbrance Search – Encumbrance Details

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<th>PO</th>
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<th>Descr</th>
<th>Fund</th>
<th>Dept</th>
<th>Project</th>
<th>Program</th>
<th>Account</th>
<th>Amount</th>
</tr>
</thead>
<tbody>
<tr>
<td>2292345</td>
<td>7/3/2006</td>
<td>DOIT</td>
<td>101</td>
<td>482100</td>
<td>2</td>
<td>2650</td>
<td></td>
<td>1,500.00</td>
</tr>
<tr>
<td>2292345</td>
<td>8/1/2006</td>
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<td>2</td>
<td>2650</td>
<td></td>
<td>6.00</td>
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<td>8/1/2006</td>
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<td>2</td>
<td>2650</td>
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<td>134.00</td>
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<tr>
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<td>8/1/2006</td>
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<td>482100</td>
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<td>2650</td>
<td></td>
<td>20.00</td>
</tr>
<tr>
<td>2292345</td>
<td>8/1/2006</td>
<td>APPLE MAC OS X 10.4.6101</td>
<td>101</td>
<td>482100</td>
<td>2</td>
<td>2650</td>
<td></td>
<td>69.00</td>
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<td>8/25/2006</td>
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<td>2650</td>
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<td>11.95</td>
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<tr>
<td>2292345</td>
<td>9/28/2006</td>
<td>MICROSOFT OFFICE 2004101</td>
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<td>482100</td>
<td>2</td>
<td>2650</td>
<td></td>
<td>23.00</td>
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<tr>
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<td>9/28/2006</td>
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<td>482100</td>
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<td></td>
<td>61.00</td>
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<tr>
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<td>9/28/2006</td>
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<td>2</td>
<td>2650</td>
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<td>23.00</td>
</tr>
<tr>
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<tr>
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<td>9/28/2006</td>
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<td>2</td>
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<td></td>
<td>29.90</td>
</tr>
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<td>2</td>
<td>2650</td>
<td></td>
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<td>2650</td>
<td></td>
<td>14.95</td>
</tr>
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<td>9/28/2006</td>
<td>ROUTER LINKSYS WIREL101</td>
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<td>482100</td>
<td>2</td>
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</tr>
<tr>
<td>2292345</td>
<td>9/28/2006</td>
<td>WISCMAIL 1 GB QUOTA -101</td>
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<td>2</td>
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<td>20.00</td>
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<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td>947.55</td>
</tr>
</tbody>
</table>
A glossary page has been added to WISDM 2. The glossary page will be updated as time goes on.
<table>
<thead>
<tr>
<th>Term</th>
<th>Definition</th>
</tr>
</thead>
<tbody>
<tr>
<td>API/APA</td>
<td>Abbrev for accounts payable.</td>
</tr>
<tr>
<td>Account</td>
<td>Refers to the SFS general ledger account code. In the legacy system, this</td>
</tr>
<tr>
<td></td>
<td>was known as class code.</td>
</tr>
<tr>
<td>Account Tree</td>
<td>Represents a grouping of SFS accounts into a hierarchical structure</td>
</tr>
<tr>
<td></td>
<td>(known as a tree). Typically groups accounts with similar name or function.</td>
</tr>
<tr>
<td></td>
<td>Represents a specific time interval (usually a month) for which each</td>
</tr>
<tr>
<td></td>
<td>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>
</tbody>
</table>
You can also click on the search field name to view its glossary (A pop up window will appear.).
The URL for WISDM2 is https://wisdm2.doit.wisc.edu

The current version of WISDM will be taken down November 1st, 2006.

Between September 1st and October 31st, both WISDM and WISDM2 will be accessible. Both will contain the same production data.

Where to get help

- Contact a Divisional WISDM Expert in your division:
  http://www.bussvc.wisc.edu/acct/sfs/wisdm/wisdm_expert_list.html

- Visit SFS Training Website:
  http://www.bussvc.wisc.edu/acct/sfs/train.html

- E-Mail SFS Project Team:
  sfsmsn@bussvc.wisc.edu.
What questions do you have?

E-Mail: sfsmsn@bussvc.wisc.edu