Beginner WISDM

Accounting Services
Session Objective

• WISDM Features
• Shared Financial Systems Overview
• Basic Accounting Terminology Used at UW
• System Navigation
  – Log on to WISDM
  – Main Menu Structure
  – Managing My Favorites
  – Pick and Move Columns
  – Down Load and Print Reports
• Where Do I Go from Here
• Questions and Answers
WISDM System Features

- **WISDM = WISconsin Data Mart.**
- It’s a UW financial data warehouse.
- A part of Shared Financial Systems (SFS).
- It is also a web-based financial reporting system used by all UWS campuses.
- Detail and summary financial reports by department, sub-department, division and projects.
- View reports on line, in PDF or down load to Excel.
- Demographic data on projects/grants.
- Transaction searches of payments, transfers, internal billings, purchase orders and other journals.
- Funding validation lookup.
Shared Financial Systems Overview

SFS – Shared Financial Systems.
JET – Journal Entry Tool.
Basic Accounting Terminology Used at UW

- Coding (or Chartfield) used in UW financial transactions: Fund, Department, Project, Program, Account, Sub Class.
- Fund Code: A code to represent an appropriation from state or federal government, or gifts and endowment to the University.
  - Different funds have different restrictions/guidelines on spending and reporting.
  - UW System Fund List: http://www.uwsa.edu/fadmin/campus5.htm
  - 1XXX: Salary and fringe expenditures;
  - 2XXX: Travel and services;
  - 3XXX: Supplies;
  - 4XXX: Capital expenditures;
  - 5XXX: Aid to students and scholars;
  - 6XXX: Cash;
  - 7XXX: Liability;
  - 8XXX: Equity or fund balance;
  - 9XXX: Revenue.
Basic Accounting Terminology Used at UW
(Continued)

• Department ID: We use 6-digit numbers for department IDs. First 2-digit represents a division or major school/college. First 4-digit represents a department or school. For example:
  485130 -→ Photo Copy Center, School of Library & Information Studies
  48 = College of Letters and Science
  4851 = School of Library & Information Studies

• Accounting Period: A time interval for the reporting and analysis of financial activities. For general reporting purpose, there are 13 time periods in WISDM reporting:
  – Periods 1 to 12: From July to June.
  – Period 13: Early to mid July for cost transfers, internal billing and adjustment entries, but all period 13 transactions are dated July 1.
  – Our fiscal year accounting date range is from July 2 to July 1.
System Navigation – Log on to WISDM
Log on to My UW → Services tab → Financial Information Resources → WISDM.
System Navigation – New User First Time Log On

WISDM URL: https://wisdm2.doit.wisc.edu

Mark check box to save campus and NetID.
System Navigation – WISDM Menu Structure

• Departments
  – Search
  – Rollup

• Projects
  – My Projects
  – Project Search
  – Award Funding Action Report
  – WISPER Search
  – (Old Project Search)

• AP/PO
  – PO Search
  – PO Encumbrance Search
  – Voucher Search
  – Vendor Search

• Appointments
  – Encumbrance Search
  – Salary/Fringe Search
  – SFD Transaction Search
  – Tuition Remission Search

• Other
  – Journal Search
  – Transaction Search
  – Custom Search
  – Create Custom Search
  – Funding Validation/Inquiry

• Tools

• My Favorites

• My Profile
  – Account Tree Levels
  – Change Password

• Help
System Navigation – WISDM Main Menu

Mouse over to view the menu.

Change fiscal year here.

Database Status

<table>
<thead>
<tr>
<th>Component</th>
<th>Status</th>
<th>Start Time</th>
<th>End Time</th>
<th>Volume</th>
</tr>
</thead>
</table>

APRIL IS CLOSED

Posted by msnbbiltz on 5/5/2008 8:21:55 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
System Navigation – Managing My Favorites

Click here to create a new folder.
System Navigation – Managing My Favorites

Main folder “My Departments” and sub folder “Reports by Fund” are created.

Type a name for the new folder and press OK. The name must not contain any quotation marks, pipes (|), or angled bracket characters.
System Navigation – Managing My Favorites

Move items to a folder: Check mark the items and then click on Move.
System Navigation – Managing My Favorites

Click on the destination folder and click on OK.

The items are moved to the new folder.
System Navigation – Add a Report to My Favorites

Click here to add the report to My Favorites.
System Navigation – Add a Report to My Favorites

Highlight the folder and enter a name, click on Save.

This report is saved in My Project List folder.
Manage Columns/Data Fields in WISDM

On drill down detail screens, you can add and delete columns/fields to your report. You can also move columns to the right and left.

Click on left or right arrow to move columns.

Click on “Pick Custom Columns” to add or delete columns.

<table>
<thead>
<tr>
<th>Fund</th>
<th>Dept</th>
<th>Prog</th>
<th>Acct</th>
<th>Sub-Class</th>
<th>GL Jrnl ID</th>
<th>Jrnl Date</th>
<th>Monetary Amt</th>
<th>PO</th>
<th>Vchr ID</th>
<th>Invoice No</th>
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</table>
Manage Columns/Data Fields in WISDM (continued)

Pick Custom Columns

Check the columns you wish to see on the page by checking the boxes. You can also choose "Reset to Defaults" to revert 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

Click on Update to save the change.

Pick Custom Column

Check the columns you wish to see on the page by checking the boxes. You can also choose "Reset to Defaults" to revert 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

Check mark the fields you want to add to the report.
### Manage Columns/Data Fields in WISDM (continued)

**Columns Added.**

#### Table:

<table>
<thead>
<tr>
<th>Fund</th>
<th>Dept</th>
<th>Project/Grant</th>
<th>Prog</th>
<th>Acct</th>
<th>Sub. Class</th>
<th>Acct Descr</th>
<th>Descr</th>
<th>GL Jurn ID</th>
<th>Jrnl Date</th>
<th>Monetary Amt</th>
<th>PO</th>
<th>Vchr ID</th>
<th>Invoice No</th>
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</thead>
<tbody>
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<td>101</td>
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</tbody>
</table>
Pick Custom Columns

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

What Fields to Select?

- We recommend that first you use the default fields by clicking on "Reset to Defaults."
- Then check mark the additional fields you want to add.
- We recommend that you also check mark the following frequently used fields:
  - Journal Line Ref
  - Invoice Nbr
  - VO Vendor Name.
- Make sure you save your changes by clicking on "Update".
Download and Print Reports

Three ways to view or print a WISDM Report:
• View as Web
• Download to Excel
• View as PDF.

Download to Excel:
• Can save the report on your PC.
• You can get all the fields you see on the screen into your report.
• Can format the columns, add title to your report.
• Some columns may need to be widened if data is not displayed properly.

View in PDF:
• Report is already formatted for you.
• Not all fields you see on screen will show on PDF report.
• Ledger (11”x17”) size will display more fields than letter or legal size.
Download and Print Reports

How Can I See More Fields on the Screen?
– Decrease the font (text) size of your web browser or,
– Increase the PC screen resolution setting. For example, by changing the PC screen resolution to 1024 by 768 pixels, you’ll see more fields than 800 by 600 pixels.

How Can I Print out More Fields on a Report?
• If Print from the browser:
  1. Set page orientation to “landscape” (from File, Page Setup menu on the browser).
  2. Make sure all the fields you want on the report are displayed on the screen. If not, use “Pick Custom Columns” to select more columns.
  3. Also use “Pick Custom Columns” to unmark the fields you do not want on the report or move these fields to the right side of the screen. If still does not work, then
  4. Decrease the browser font (text) size.
• If Print from PDF:
  1. Do steps 2 and 3 above. If still does not work, then
  2. Select ledger size PDF and print to 11” by 17” paper.
Where Do I Go From Here?

• Further Training:
  – Understand the terminology: Get a list of glossary from Help menu.
  – Accounting Services website to learn more about UW-Madison accounting process, procedures, recent changes, projects and the related training opportunities. [http://www.bussvc.wisc.edu/acct/acct.html](http://www.bussvc.wisc.edu/acct/acct.html).

• System Help:
  – Contact your divisional/departmental WISDM Expert. [http://www.bussvc.wisc.edu/acct/sfs/wisdm/wisdm_expert_list.html](http://www.bussvc.wisc.edu/acct/sfs/wisdm/wisdm_expert_list.html)
  – Email your questions to sfsmsn@bussvc.wisc.edu or if it’s a grant related question, email to wisdm@rsp.wisc.edu.

• Access to WISDM:
  – Log on to My UW → Services tab → Financial Information Resources → WISDM.