WISDM

HOW TO SUBSCRIBE to SUBSCRIPTION REPORTS
Select "Subscription Reports" from the WISDM "Main Menu"
Select “Add New” from the drop down box for a new request.

To edit an existing report, highlight the report to be edited from the drop down menu and select “Submit”
Add a “Report Name” and “Report Description.” This information is solely for the user and should provide sufficient information to allow the report to be identified.

Select the “Report Type” for the report you are adding.

**GPR** – This format is most applicable for GPR Funds such as 101.

**Project/Grant** – This format is for Funds 133, 144, etc.

**PR Format** – This format is for Program Revenue Funds such as Fund 128 and is presented in a format similar to that shown on Accounting Control Ledger Statements.

**PR Fin** – This format is for Program Revenue Funds such as Fund 128 and is presented in a format similar to a financial statement.
For a **Fund/Dept** Report, check the ‘Fund/Dept’ radio button and enter the “Fund” for the report you are creating.

Enter the “Departments(s)” for the report you are creating. For a single Department, enter the Dept No (XXXXXX). For a series of consecutive Departments, enter the first Dept No. followed by a hyphen and the last Dept No (XXXXXX-XXXXXX). For non-consecutive Departments, enter each Org No. followed by a comma (XXXXXX,XXXXXX,XXXXXX, etc.)

Enter the Program Codes desired in the report (R,0,1,etc.). Leaving this field blank will cause it to default to ‘All.’

Select “Summary Report” if a single report for all of the selected Departments is desired.

Select “Individual Reports” if a separate report is desired for each Department listed.

Check “Report By Program” if you desire the report to be broken down by Program Codes.

**Important Note:** If you request ‘individual reports’ AND select ‘report by program,’ you will get a report for each program code for each Department you have requested. If you have requested a range of Department, you could end up with a huge number of reports by mistake. Please be aware of this when selecting subscriptions by individual program.
For a Fund/Project enter the “Fund” for the report you are creating.

Enter the “Project(s)” for the report you are creating. For a single Project, enter the Project No (XXXXXXXX). For a series of consecutive Projects, enter the first Project No. followed by a hyphen and the last Project No (XXXXXXXX-XXXXXXXX). For non-consecutive Projects, enter each Project No. followed by a comma (XXXXXXXX,XXXXXXXX,XXXXXXXX, etc.)

Enter the Program Codes desired in the report (R,0,1,etc.). By leaving the field blank it will default to ‘All.’

Select “Summary Report” if a single report for all of the selected Projects is desired.

Select “Individual Reports” if a separate report is desired for each Project listed.

Check “Report By Program” if you desire the report to be broken down by Program Codes.

Important Note: If you request ‘individual reports’ AND select ‘report by program,’ you will get a report for each program code for each Department you have requested. If you have requested a range of Departments, you could end up with a huge number of reports by mistake. Please be aware of this when selecting subscriptions by individual program.
Select “Email” if delivery of the report is desired via “E-Mail”.

Enter “Email Address” report should be sent to
Select "Hard Copy" if a printed report is desired

Complete the delivery information requested. "Building Number", "Room Number", and "Mail Route Code" are optional.