Accounting Services

THE UNIVERSITY
of
WISCONSIN
MADISON

Your Facilitator

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UNIVERSITY OF WISCONSIN–MADISON

Accounting Services

Division of Business Services

Agenda

- Introduction
- Overview & System Navigation
- Search and Reporting
  - Departments
  - Transaction Detail
  - Save a Search

  BREAK
  - Payroll: Salaries & Encumbrances
  - Detailed Transactions Search
  - Expenses: Expense Reports
  - Projects
  - My Projects
  - AP/PO: POs, Vouchers, Vendors
  - Payroll: Tuition Remission
- Funding Validation/Inquiry
- Trees
- Transaction Types
- Questions and Answers

Overview: Financial Terminology

- **Award** - An agreement between the UW Board of Regents and a sponsor whereby the sponsor provides financial assistance in the form of money or property for a specific scope of work and for a specific period of time.
- **Balance Type** - The calculation method used in determining the current balance amount for a project. There are four types possible:
  - Budget Balance: Type includes Budget, Encumbrances, Expenses & Sales Credits. Calculation is Budget - Encumbrances - Expenses & Sales Credits.
  - Cash Balance: Type includes Revenues, Expenses & Sales Credits. Calculation is Revenues - Expenses & Sales Credits.
  - Unencumbered Cash Balance: Type includes Revenues, Encumbrances, Expenses & Sales Credits. Calculation is Revenues - Encumbrances - Expenses & Sales Credits.
  - Budget Cash Balance: Type includes Budget, Expenses & Sales Credits. Calculation is Budget - Expenses & Sales Credits. This type should be used on all federal awards.
- **Drilldown** - moving from general to specific. Drilling down allows examination of data underlying summarized groupings of information. In WISER, drilling down is accomplished using the “Least Detail” slider.
- **Encumbrance** - A commitment to make a future expenditure of funds. Not liabilities nor expenses, rather, are similar to recording upcoming expenses in a register which reflects items that haven’t yet cleared.
- **Facilities & Administrative Rate** – Indirect cost rate for federal grants and contracts. Computed using actual institutional costs which can’t be directly charged to a specific grant/contract **(F&A Costs)**. The U.S. Office of Management and Budget defines cost categories eligible for reimbursement. Rates are periodically negotiated with our Federal audit agency. Costs typically arise from shared services such as libraries, physical plant O&M, utility costs, administrative expenses, and depreciation. Sometimes called indirect costs or institutional overhead.
- **Funding String** – a financial transaction structure supporting GAAP, GASB, internal financial reporting, and account reconciliation consisting of the following five items
  1) Fund: A code assigned to resources whose use is limited by donors, granting agencies, law, outside entities, or governing boards. A fund code is maintained for each specific purpose
  2) Department: A 6 digit code to represent an organizational unit
  3) Program: A code assigned to classify institutional activities in accordance with NACUBO
  4) Project: A code assigned to further specify limitations/classifications on use of funds if needed (e.g., grants)
  5) Account: assigned to classify each transaction on general ledger (e.g., asset, liability, revenue, expense)

Overview: Financial Terminology

- **General Purpose Revenue (GPR)** – Funding received from the State of Wisconsin
- **Internal Billing -** Billing for sales of goods and services between UW-Madison departments
- **Invoice** - A document issued by a seller with description, quantity, terms, and price for a product or service provided by the seller to the purchaser.
- **Restricted Funds** – Operating funds restricted for a specific purpose by external parties, contracts, or legislation
- **Rollup** – the opposite of drill down, this is grouping and summarizing data at a higher, less detailed level. This is also referred to as "Scope Up" in the Department Search
- **Tree** – A graphical representation of data to show a hierarchy. Hierarchical information represented in trees can be used for grouping and rolling up information for reports. Typically, items with similar characteristics are grouped together.
- **Tuition Remission** - a graduate student benefit for Research, Teaching, and Program/Project Assistants to help alleviate tuition costs. Tuition charges, although not segregated fees, are waived for eligible graduate students. As part of this program, tuition remission surcharge is a policy to help recoup the waived tuition costs by University and Wisconsin State Statute. The tuition remission surcharge is calculated based on the percentage of stipend charged/student's level of work, and is automatically allocated to the funding source(s) where the assistant is appointed
- **UDDS** – An acronym standing for Unit, Division, Department, and Sub-department
- **Voucher** - a document that shows goods or services have been procured, authorizes a payment, and indicates the funding string to which these transactions will be recorded.

Overview: What is WISDM?

- WISDM = Wisconsin Data Mart
- A Data Warehouse of UW Financial Information
- A homegrown Reporting Tool for all UW campuses
- Created by UW-Platteville in 2000, the year PeopleSoft went live
- Includes AP, GL, Payroll, Travel, expenses, Grants and Tuition Remission Data
- It is a read only tool, you cannot break it
- WISDM only reports information from the data warehouse, it does not house the information
- Searches with little or no criteria can cause performance issues

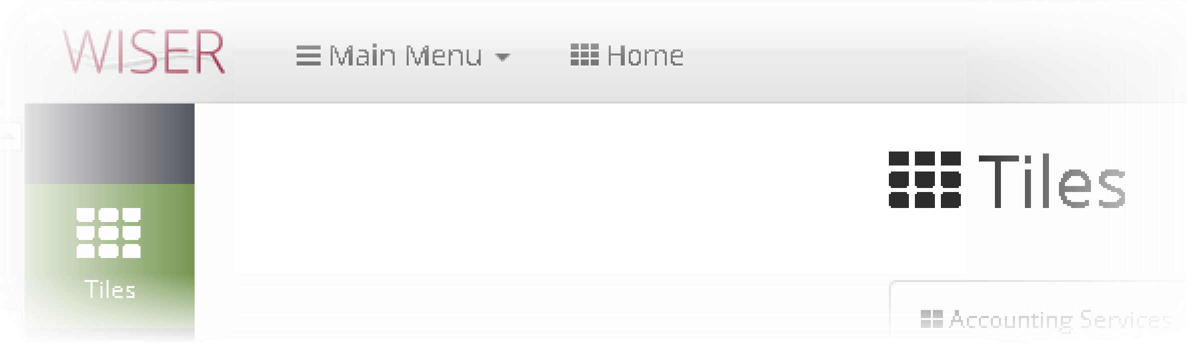
Overview: What is WISER?

- WISER is the next evolution of WISDM
- If you have WISDM access, you have the same access in WISER
- Contains financial and demographic data from SFS, HRS and Grants
- The source of the data for WISDM and WISER is the same

In WISER, the following WISDM searches are combined:

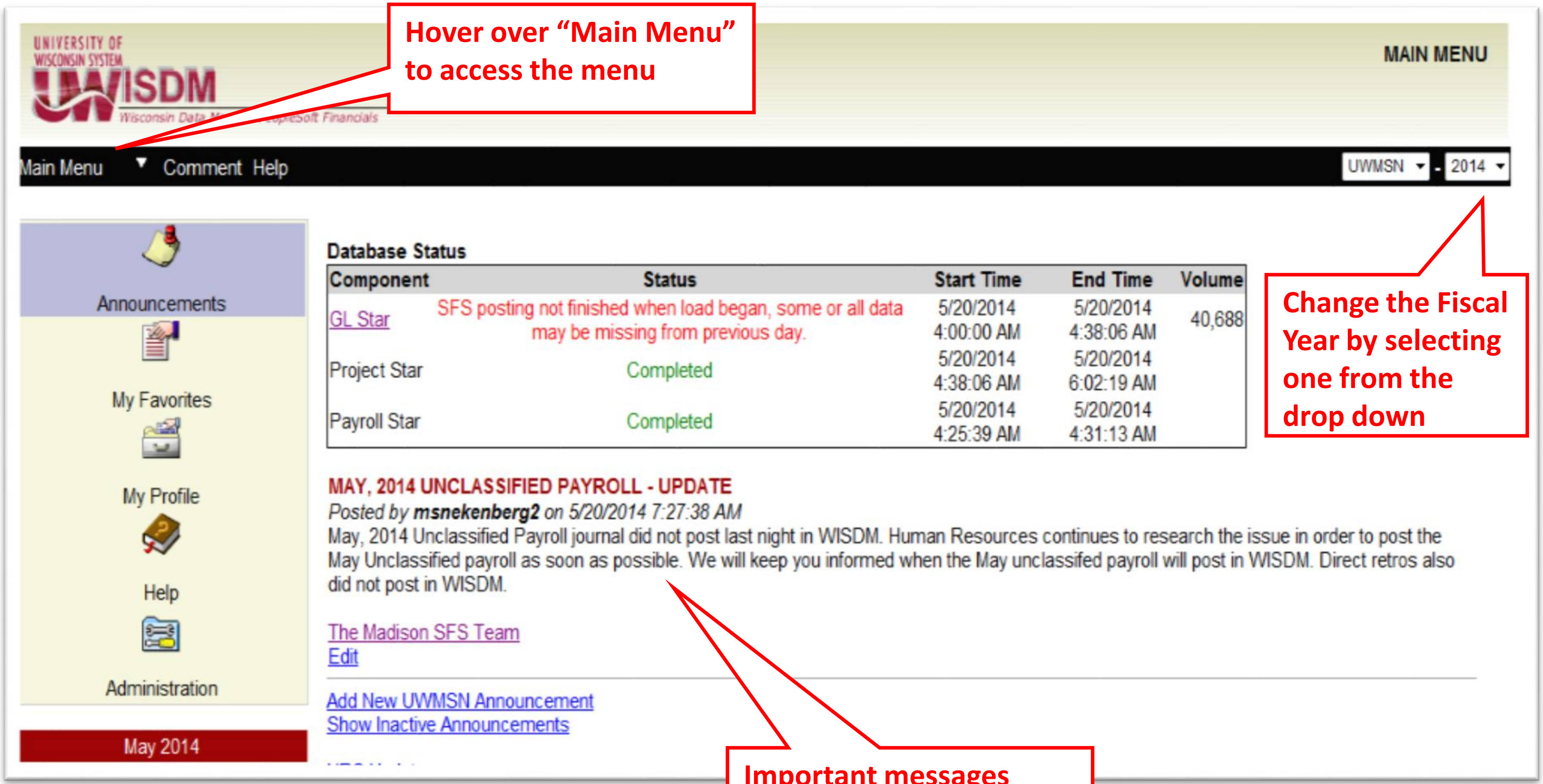
- *Department Search* & *Department Rollup* are combined into ***Find Departments***
- *Journal Search* & *Transaction Search* are combined into ***Find Detailed Transactions***
- *Salary/Fringe* Search & *Encumbrance* Search are combined into ***Find Salaries & Encumbrances***

WISDM and WISER are not meant to satisfy all reporting needs, rather, to satisfy the majority of departmental level reporting



Navigation – WISDM Main Menu

Website:	https://wisdm2.doit.wisc.edu


UNIVERSITY OF WISCONSIN SYSTEM
UWISDM
Wisconsin Data M... PeopleSoft Financials
MAIN MENU
Main Menu
Comment
Help
UWMSN
2014
Announcements
My Favorites
My Profile
Help
Administration
May 2014

Database Status

Component	Status	Start Time	End Time	Volume
GL Star	SFS posting not finished when load began, some or all data may be missing from previous day.	5/20/2014 4:00:00 AM	5/20/2014 4:38:06 AM	40,688
Project Star	Completed	5/20/2014 4:38:06 AM	5/20/2014 6:02:19 AM	
Payroll Star	Completed	5/20/2014 4:25:39 AM	5/20/2014 4:31:13 AM	

MAY, 2014 UNCLASSIFIED PAYROLL - UPDATE

Posted by ***msnekenberg2*** *on 5/20/2014 7:27:38 AM*

May, 2014 Unclassified Payroll journal did not post last night in WISDM. Human Resources continues to research the issue in order to post the May Unclassified payroll as soon as possible. We will keep you informed when the May unclassifed payroll will post in WISDM. Direct retros also did not post in WISDM.

The Madison SFS Team
Edit

Add New UWMSN Announcement
Show Inactive Announcements

Hover over "Main Menu" to access the menu

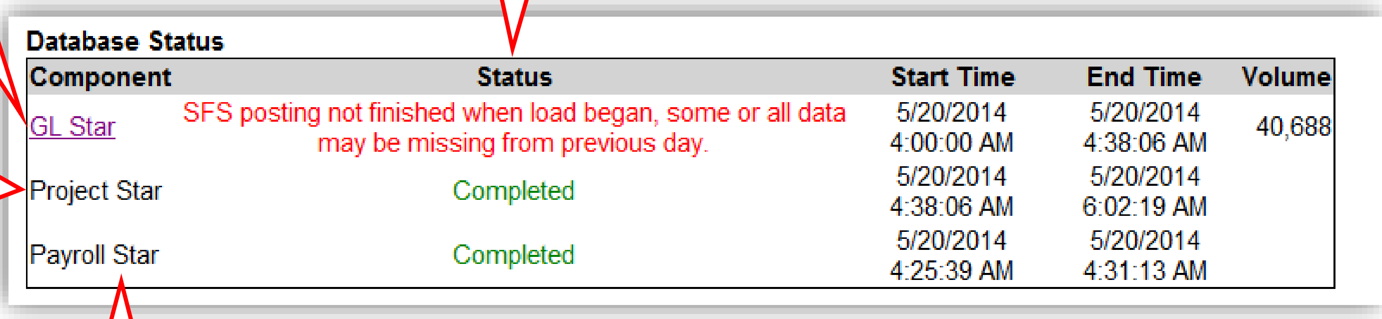
Change the Fiscal Year by selecting one from the drop down

Important messages regarding WISDM will be posted on the main page

Navigation – WISDM Database Status Box

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

The status column will indicate if the load has successfully completed, is still running, or has failed for the day



Database Status

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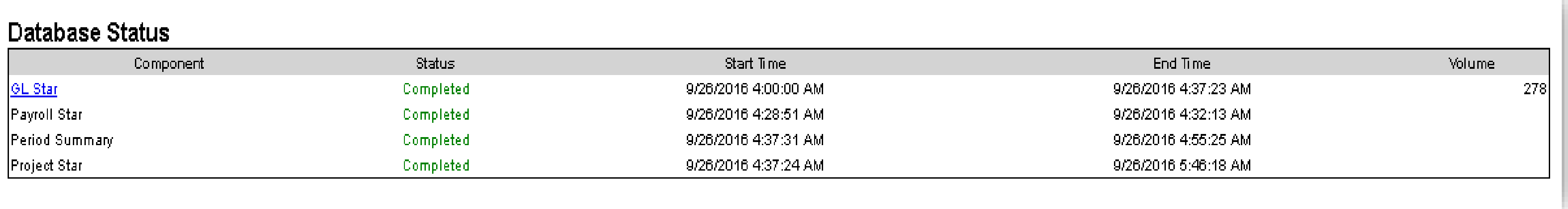
Project Star	Completed	5/20/2014 4:38:06 AM	5/20/2014 6:02:19 AM	
Payroll Star	Completed	5/20/2014 4:25:39 AM	5/20/2014 4:31:13 AM	

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

WISER will utilize a database status tile which users can pin to their dashboard

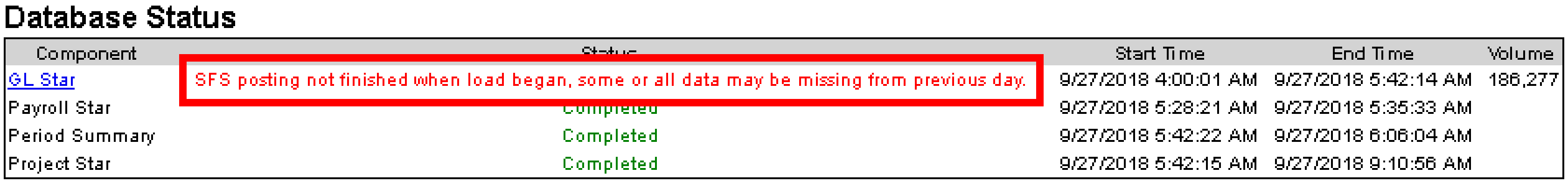
Overview: Extract, Transform, Load (ETL)



Database Status

Component	Status	Start Time	End Time	Volume
GL Star	Completed	9/26/2016 4:00:00 AM	9/26/2016 4:37:23 AM	278
Payroll Star	Completed	9/26/2016 4:28:51 AM	9/26/2016 4:32:13 AM	
Period Summary	Completed	9/26/2016 4:37:31 AM	9/26/2016 4:55:25 AM	
Project Star	Completed	9/26/2016 4:37:24 AM	9/26/2016 5:46:18 AM	

- Each night, the Extract, Transform, Load (ETL) process pulls data from SFS, HRS, and Grants for transactions posted during the previous work day and loads the information into the DataMart
- A Status of ‘Complete’ indicates the financial information loaded to WISDM during the most recent load matches the information in SFS
- The Database Status section of WISDMs home page provides status and load times
- Click on the GL Star link to see a list of all journals loaded
- Project Star contains demographic and inception to date (ITD) data for Projects
- Payroll Star contains detail information about payroll transactions
- Period Summary provides the status of the last table loaded into the data warehouse
- If Project Star has a status of completed, then data view users know they can run reports with complete information through the prior day
- If you see a message like the one below, be aware that the information may be 2 or more days old

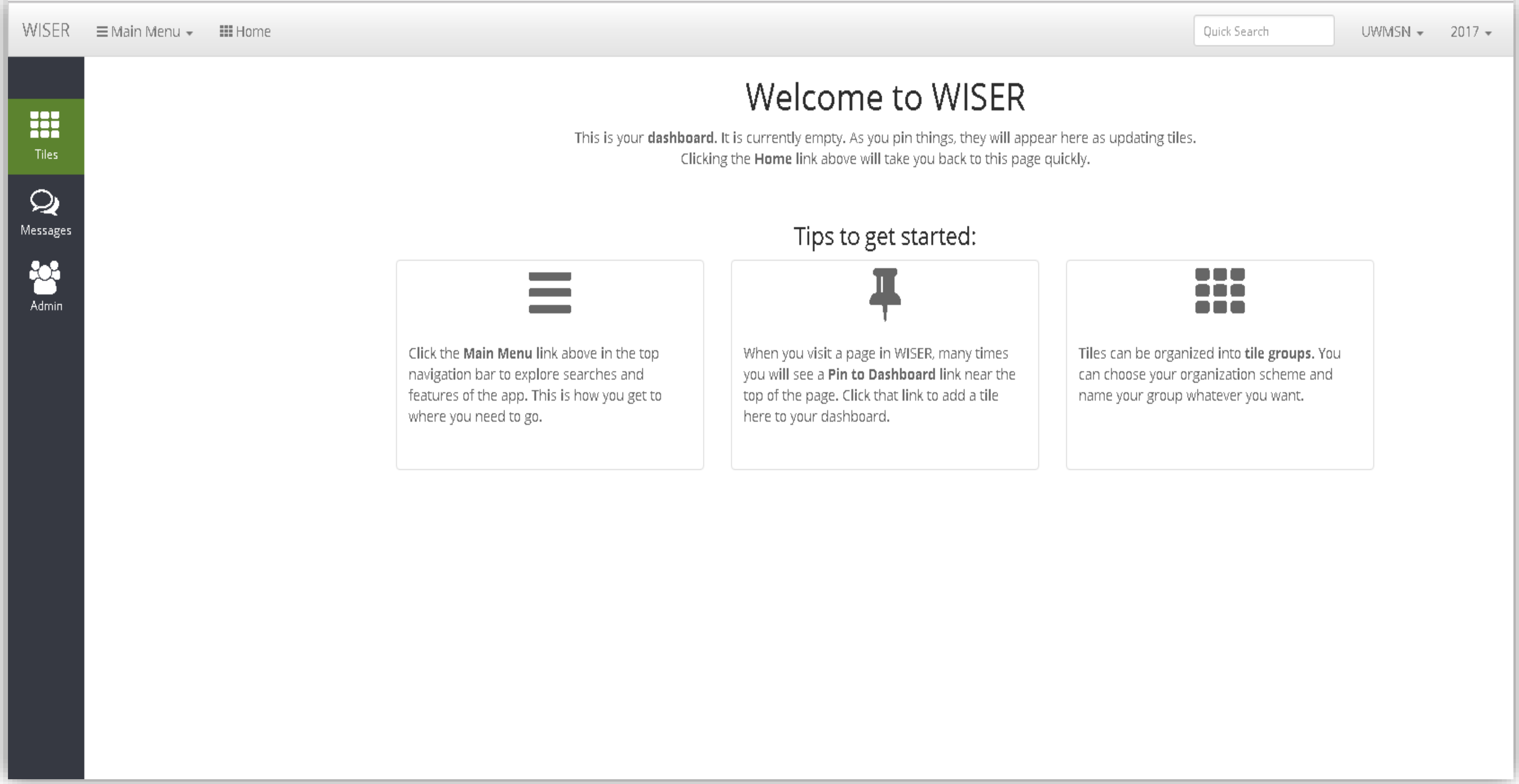


Database Status

Component	Status	Start Time	End Time	Volume
GL Star	SFS posting not finished when load began, some or all data may be missing from previous day.	9/27/2018 4:00:01 AM	9/27/2018 5:42:14 AM	186,277
Payroll Star	Completed	9/27/2018 5:28:21 AM	9/27/2018 5:35:33 AM	
Period Summary	Completed	9/27/2018 5:42:22 AM	9/27/2018 6:06:04 AM	
Project Star	Completed	9/27/2018 5:42:15 AM	9/27/2018 9:10:56 AM	

Navigation: WISER Home Page

Website: https://wiser.wisc.edu



Welcome to WISER

This is your **dashboard**. It is currently empty. As you pin things, they will appear here as updating tiles.
Clicking the **Home** link above will take you back to this page quickly.

Tips to get started:

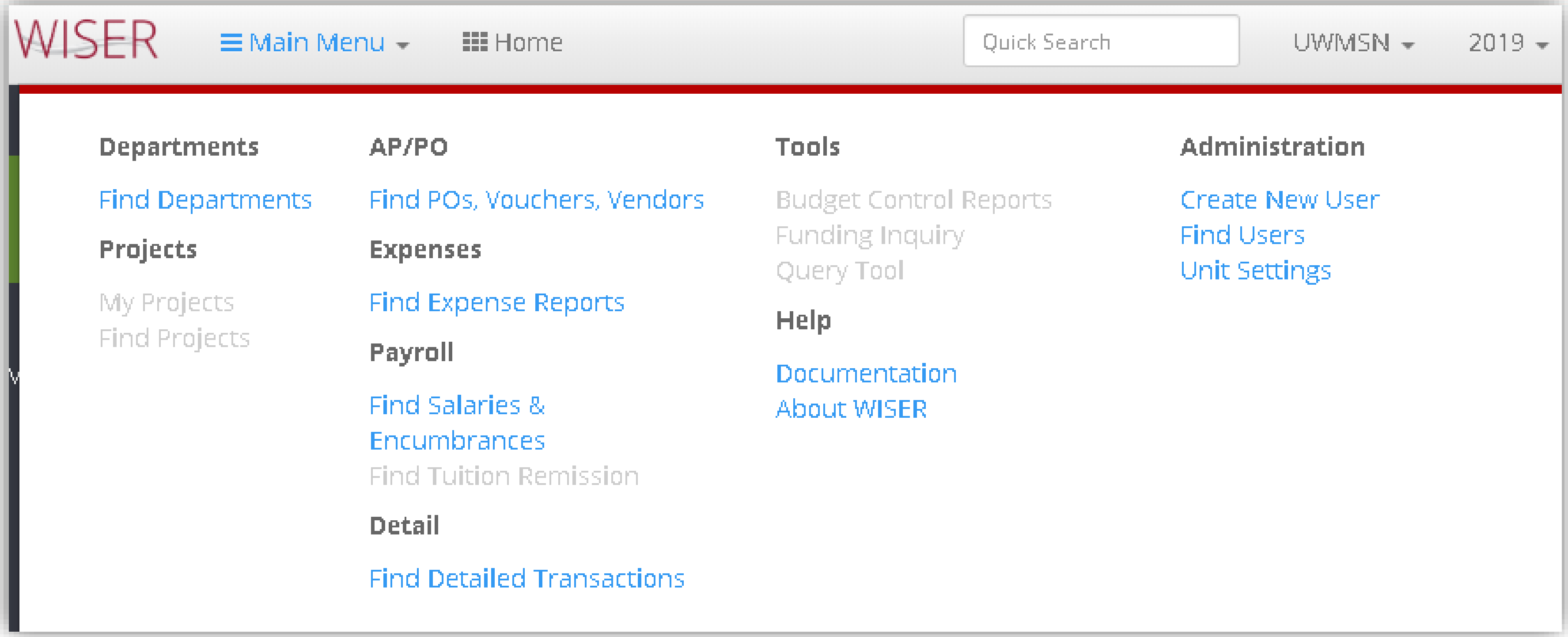
Click the **Main Menu** link above in the top navigation bar to explore searches and features of the app. This is how you get to where you need to go.

When you visit a page in WISER, many times you will see a **Pin to Dashboard** link near the top of the page. Click that link to add a tile here to your dashboard.

Tiles can be organized into **tile groups**. You can choose your organization scheme and name your group whatever you want.

The first time you visit WISER, your homepage will look like this

Navigation: WISER Main Menu



WISER ☰ Main Menu ▾ Home Quick Search UWMSN ▾ 2019 ▾

Departments

Find Departments

Projects

My Projects
Find Projects

AP/PO

Find POs, Vouchers, Vendors

Expenses

Find Expense Reports

Payroll

Find Salaries & Encumbrances
Find Tuition Remission

Detail

Find Detailed Transactions

Tools

Budget Control Reports
Funding Inquiry
Query Tool

Help

Documentation
About WISER

Administration

Create New User
Find Users
Unit Settings

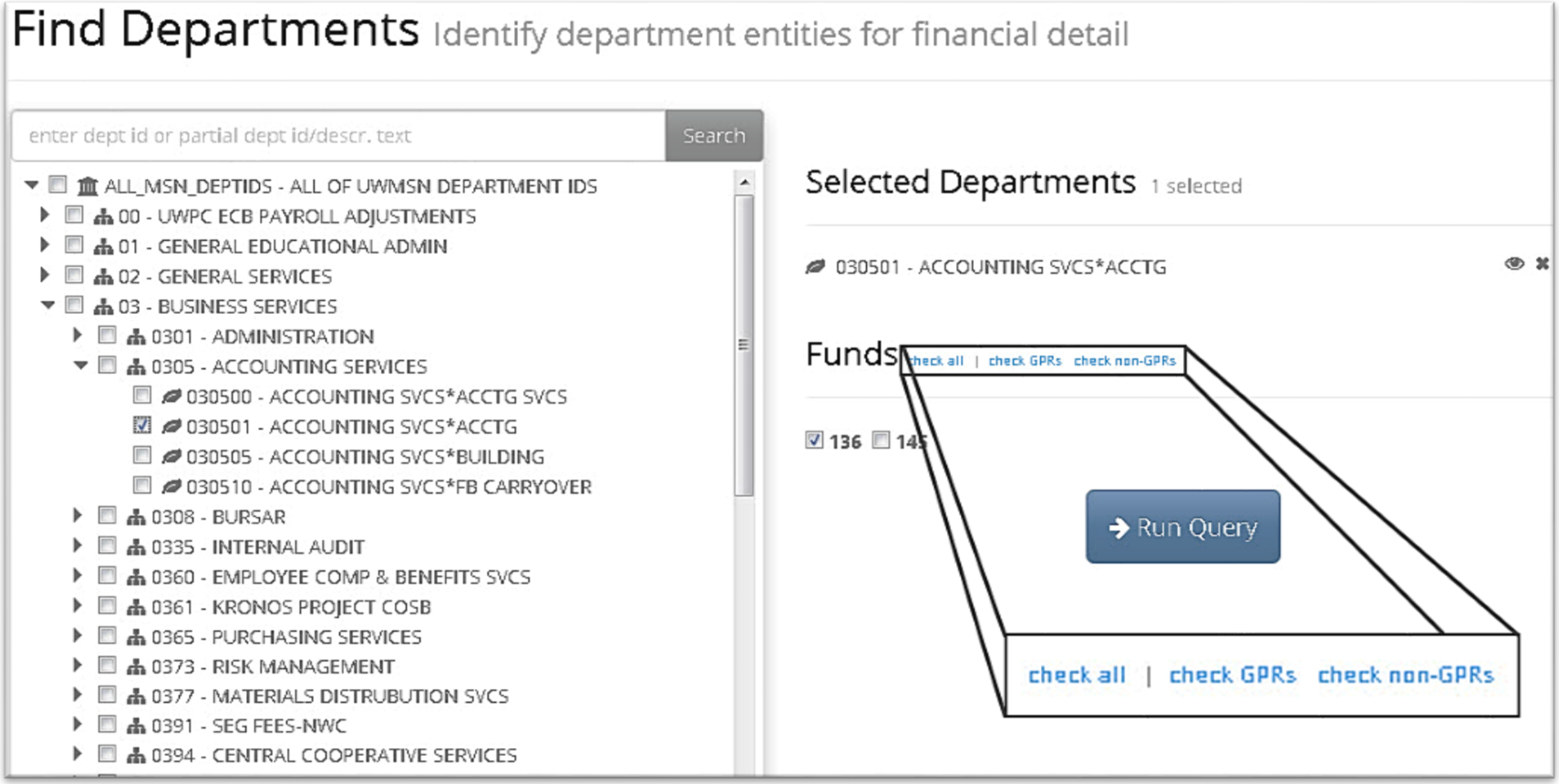
- *Menu items in gray have not yet been rolled out*
- *The Query Tool which is under the tools heading will be removed because the functionality was never developed*
- *Projects will be the next module to roll out, followed by tuition remission*
- *Unless you are a BU Admin, you will not see the Administration section*

Search and Reporting

- This section covers searches available in WISDM & WISER for use in departmental financial reporting

- The following Searches are available:
  - Departments Search
  - Projects Search
  - AP/PO: POs, Vouchers, & Vendors Searches
  - Expense Reports Search
  - Salaries & Encumbrances Search
  - Tuition Remission Search
  - Detailed Transactions Search

Search: Department



Find Departments Identify department entities for financial detail

enter dept id or partial dept id/descr. text

- ☐ ALL_MSN_DEPTIDS - ALL OF UWMSN DEPARTMENT IDS
  - ☐ 00 - UWPC ECB PAYROLL ADJUSTMENTS
  - ☐ 01 - GENERAL EDUCATIONAL ADMIN
  - ☐ 02 - GENERAL SERVICES
  - ☐ 03 - BUSINESS SERVICES
    - ☐ 0301 - ADMINISTRATION
    - ☐ 0305 - ACCOUNTING SERVICES
      - ☐ 030500 - ACCOUNTING SVCS*ACCTG SVCS
      - ☑ 030501 - ACCOUNTING SVCS*ACCTG
      - ☐ 030505 - ACCOUNTING SVCS*BUILDING
      - ☐ 030510 - ACCOUNTING SVCS*FB CARRYOVER
    - ☐ 0308 - BURSAR
    - ☐ 0335 - INTERNAL AUDIT
    - ☐ 0360 - EMPLOYEE COMP & BENEFITS SVCS
    - ☐ 0361 - KRONOS PROJECT COSB
    - ☐ 0365 - PURCHASING SERVICES
    - ☐ 0373 - RISK MANAGEMENT
    - ☐ 0377 - MATERIALS DISTRUBUTION SVCS
    - ☐ 0391 - SEG FEES-NWC
    - ☐ 0394 - CENTRAL COOPERATIVE SERVICES

Selected Departments 1 selected

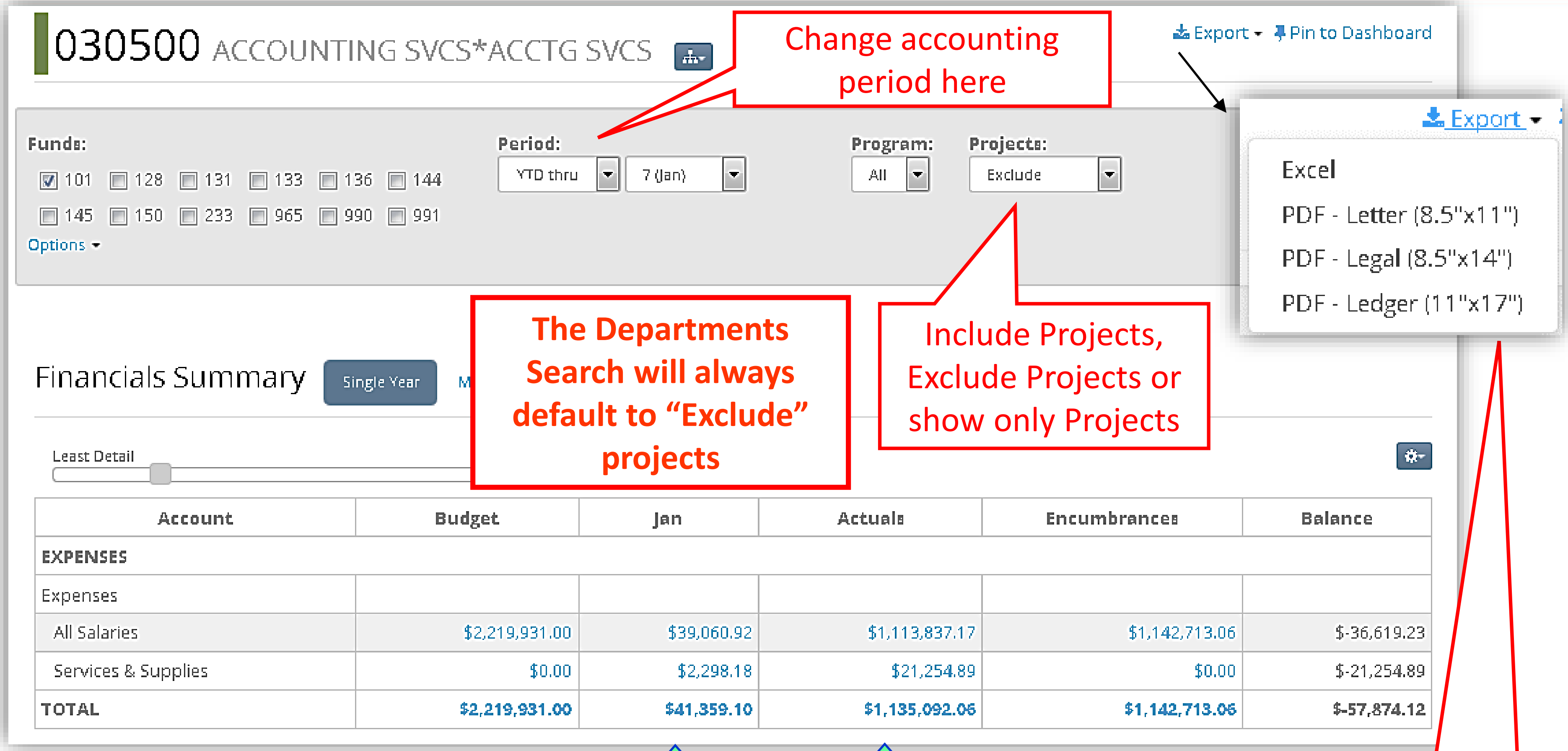
030501 - ACCOUNTING SVCS*ACCTG

Funds check all | check GPRs check non-GPRs

☑ 136 ☐ 145

- Enter a Department ID, or select a Department using the Roll-Up
  - You can select multiple departments on different rollup levels if desired
  - You cannot select a department which has a higher level roll-up checked
- Choose individual funds, GPR funds, non-GPR funds, or all funds
  - Funds which are available for the selected departments will automatically populate your selection criteria

Search: Department



030500 ACCOUNTING SVCS*ACCTG SVCS

Export ▾
Pin to Dashboard

Funds:
☑ 101 ☐ 128 ☐ 131 ☐ 133 ☐ 136 ☐ 144
☐ 145 ☐ 150 ☐ 233 ☐ 965 ☐ 990 ☐ 991

Options ▾

Period: YTD thru 7 (Jan)

Program: All

Projects: Exclude

Export ▾
Excel
PDF - Letter (8.5"x11")
PDF - Legal (8.5"x14")
PDF - Ledger (11"x17")

Financials Summary

Single Year
Least Detail

Account	Budget	Jan	Actuals	Encumbrances	Balance
EXPENSES					
Expenses					
All Salaries	$2,219,931.00	$39,060.92	$1,113,837.17	$1,142,713.06	$-36,619.23
Services & Supplies	$0.00	$2,298.18	$21,254.89	$0.00	$-21,254.89
TOTAL	**$2,219,931.00**	**$41,359.10**	**$1,135,092.06**	**$1,142,713.06**	**$-57,874.12**

Change accounting period here

The Departments Search will always default to "Exclude" projects

Include Projects, Exclude Projects or show only Projects

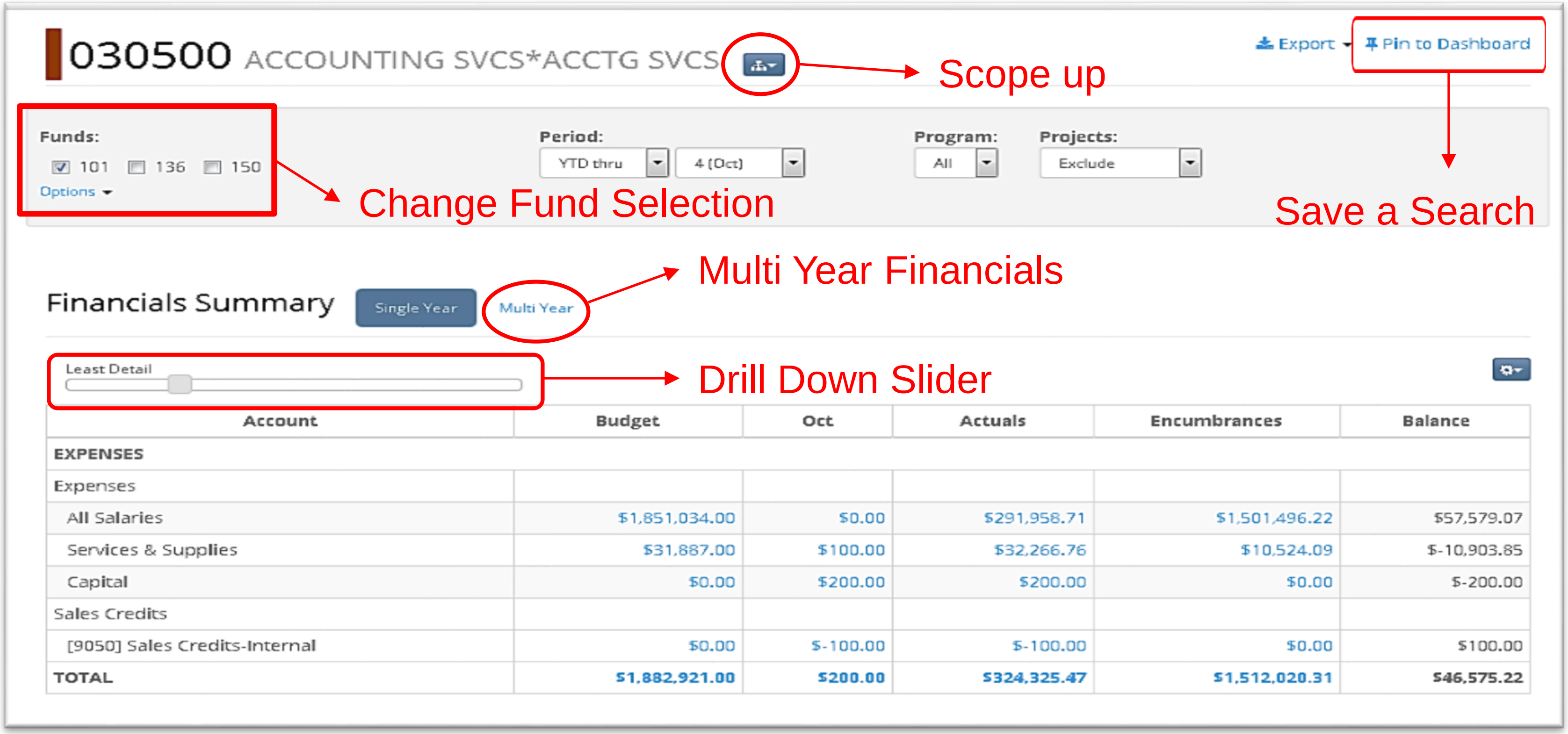
Click any amount in blue to view Transaction Detail

Current Month Expenditures

Year to Date Expenditures

Export the Financials Summary to either Excel or PDF by selecting the desired format from the drop down

Search: Department



030500 ACCOUNTING SVCS*ACCTG SVCS

Scope up

Funds: ☑ 101 ☐ 136 ☐ 150

Period: YTD thru 4 (Oct)

Program: All

Projects: Exclude

Change Fund Selection

Save a Search

Multi Year Financials

Financials Summary

Least Detail

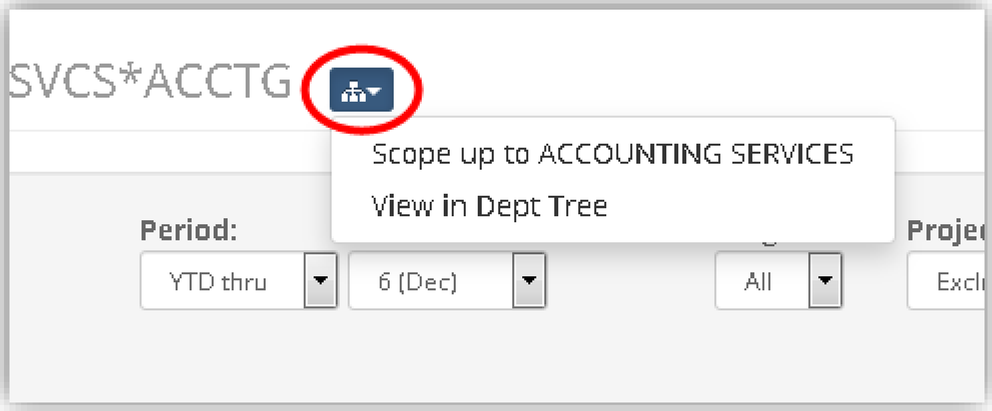
Drill Down Slider

Account	Budget	Oct	Actuals	Encumbrances	Balance
EXPENSES					
Expenses					
All Salaries	$1,851,034.00	$0.00	$291,958.71	$1,501,496.22	$57,579.07
Services & Supplies	$31,887.00	$100.00	$32,266.76	$10,524.09	$-10,903.85
Capital	$0.00	$200.00	$200.00	$0.00	$-200.00
Sales Credits					
[9050] Sales Credits-Internal	$0.00	$-100.00	$-100.00	$0.00	$100.00
TOTAL	**$1,882,921.00**	**$200.00**	**$324,325.47**	**$1,512,020.31**	**$46,575.22**

- Scope Up will jump up to the parent of the current UDDS level
- Save a Search using the Pin to Dashboard link
- Change fund selection for the current department(s)
- Multi-year search to display up to five years of financial information
- Use the drill down slider to adjust the level of detail
- Click on blue numbers to view Transaction Detail

Search: Department – Scope Up

The scope up option allows you to jump up to the next department level for single department searches


SVCS*ACCTG

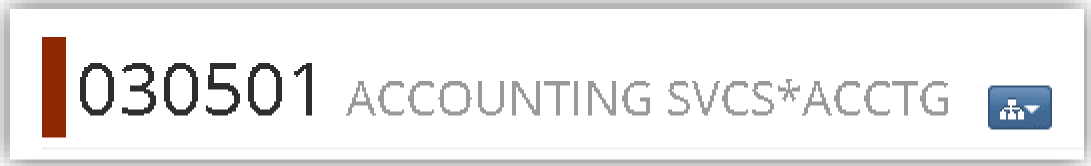
Scope up to ACCOUNTING SERVICES
View in Dept Tree

Period: YTD thru 6 (Dec)

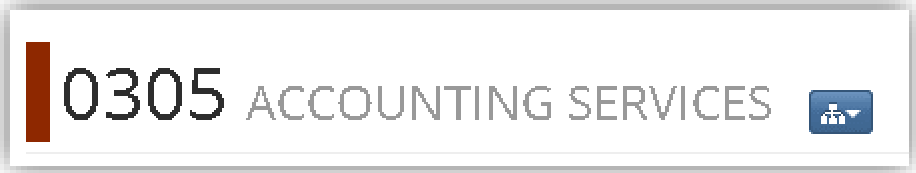
All

Proje
Excl

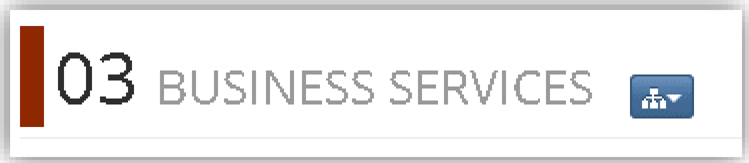
From this …


030501 ACCOUNTING SVCS*ACCTG

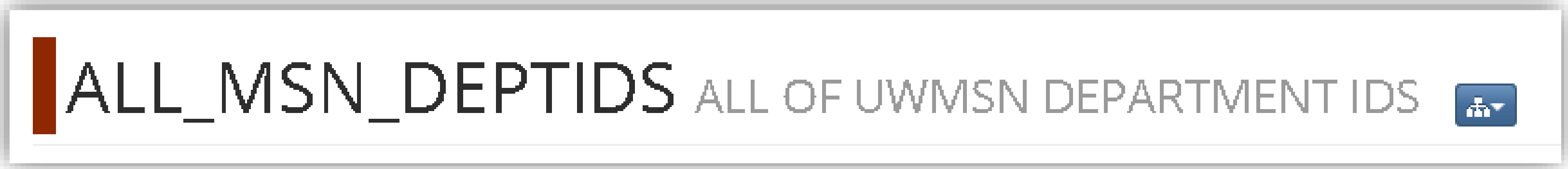
To this …


0305 ACCOUNTING SERVICES

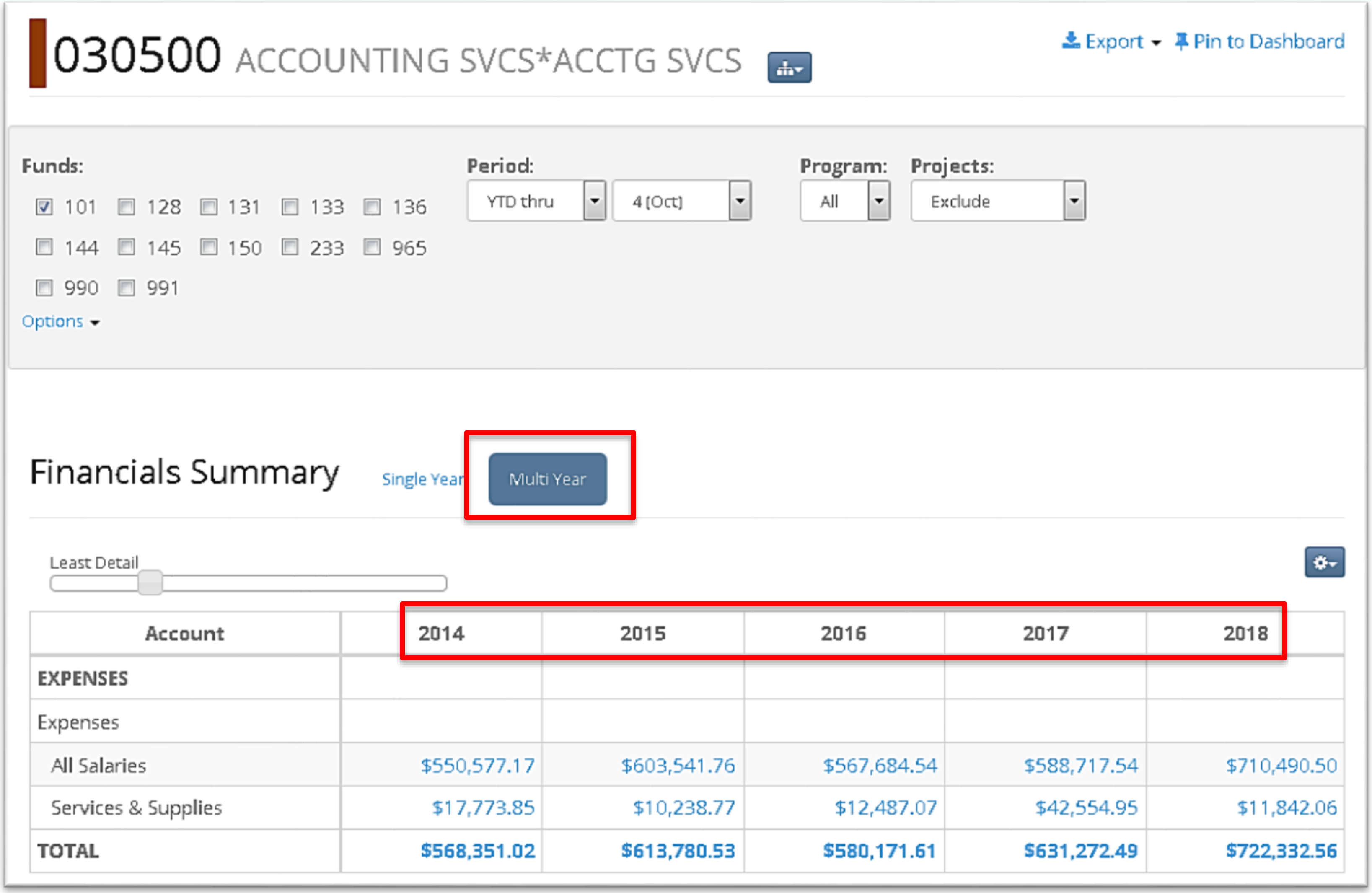
To this …


03 BUSINESS SERVICES

And even this!


ALL_MSN_DEPTIDS ALL OF UWMSN DEPARTMENT IDS

Search: Department – Multi Year



030500 ACCOUNTING SVCS*ACCTG SVCS

Export
Pin to Dashboard

Funds:

☑ 101 ☐ 128 ☐ 131 ☐ 133 ☐ 136
☐ 144 ☐ 145 ☐ 150 ☐ 233 ☐ 965
☐ 990 ☐ 991

Options

Period: YTD thru 4 (Oct)

Program: All

Projects: Exclude

Financials Summary

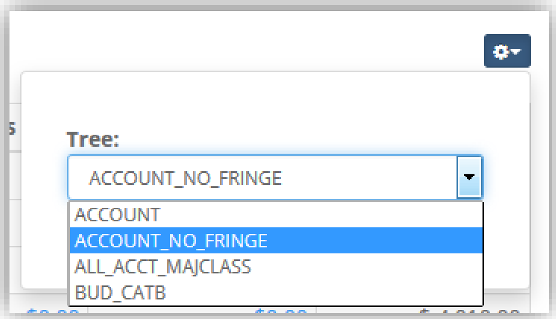
Single Year
Multi Year
Least Detail

Account	2014	2015	2016	2017	2018
EXPENSES					
Expenses					
All Salaries	$550,577.17	$603,541.76	$567,684.54	$588,717.54	$710,490.50
Services & Supplies	$17,773.85	$10,238.77	$12,487.07	$42,554.95	$11,842.06
TOTAL	**$568,351.02**	**$613,780.53**	**$580,171.61**	**$631,272.49**	**$722,332.56**

- Multi Year reporting shows 5 years of Expense & Revenue information side by side
- The selected period will be the same across all 5 years
- This will only show financial data, not budgets

Search: Department – More Options

For more report configuration options, click on the more options icon found at the top right of the financial summary

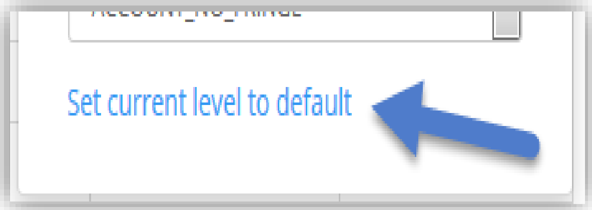


Tree: ACCOUNT_NO_FRINGE

ACCOUNT
ACCOUNT_NO_FRINGE
ALL_ACCT_MAJCLASS
BUD_CATB

Tree Selection

To change your tree, choose a new one from the tree drop down



Set current level to default

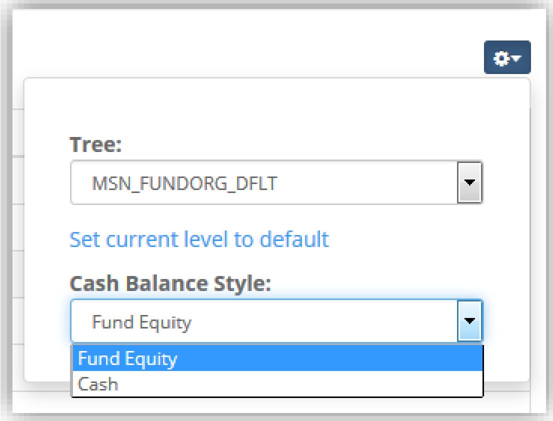
To set the chosen tree as your default, click "Set current level to default below the tree selection

NOTE: This is also how you set your drill down level default

Cash Balance Style

If a cash fund was selected, the report can provide either 'Fund Equity' or 'Cash' information

This option is available in both the 'Single Year' and 'Multi Year' reporting views



Tree: MSN_FUNDORG_DFLT

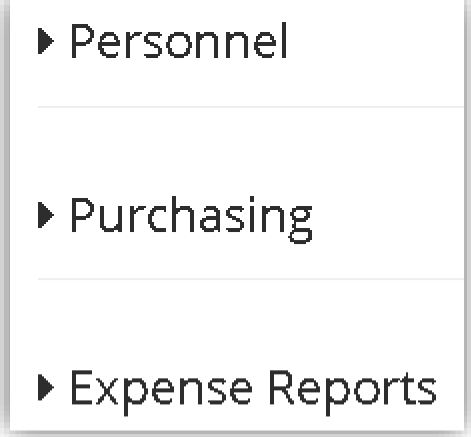
Cash Balance Style: Fund Equity

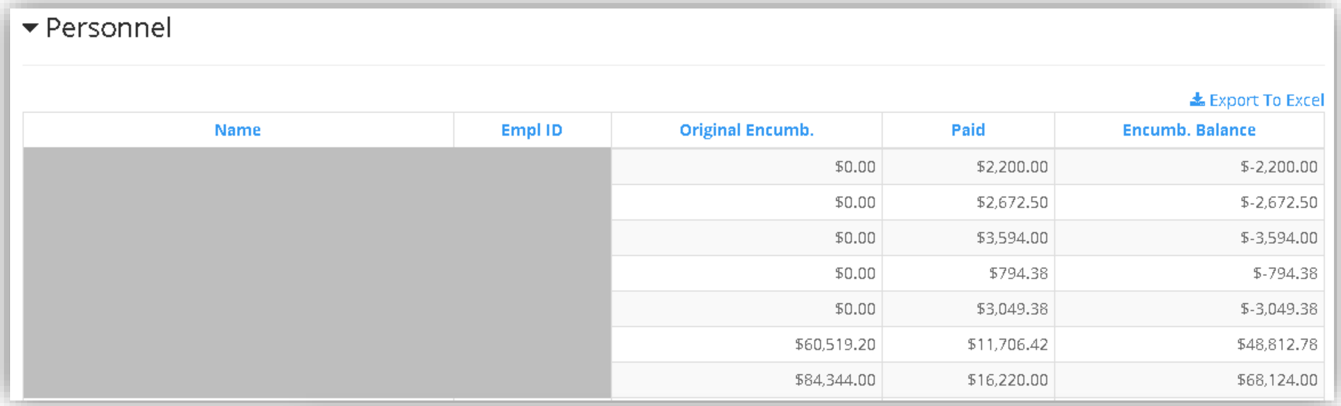
Set current level to default
Fund Equity
Cash

Search: Department – Expense Categories

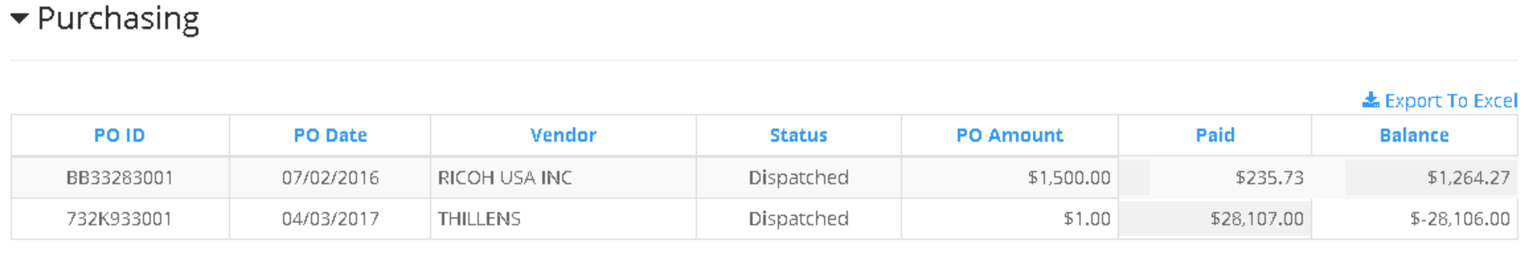
Expense Category Detail: Personnel, Purchasing, and Expense Reports

- Provides quick access to detail behind the Financial Summary
- Returns Fiscal Year to Date Information (sum of the detail may not tie to above)

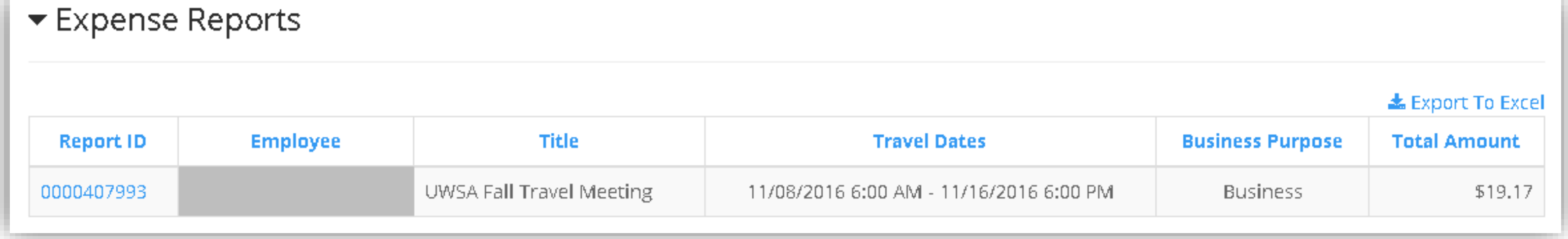



Personnel

Name	Empl ID	Original Encumb.	Paid	Encumb. Balance
[redacted]	[redacted]	$0.00	$2,200.00	$-2,200.00
[redacted]	[redacted]	$0.00	$2,672.50	$-2,672.50
[redacted]	[redacted]	$0.00	$3,594.00	$-3,594.00
[redacted]	[redacted]	$0.00	$794.38	$-794.38
[redacted]	[redacted]	$0.00	$3,049.38	$-3,049.38
[redacted]	[redacted]	$60,519.20	$11,706.42	$48,812.78
[redacted]	[redacted]	$84,344.00	$16,220.00	$68,124.00


Purchasing

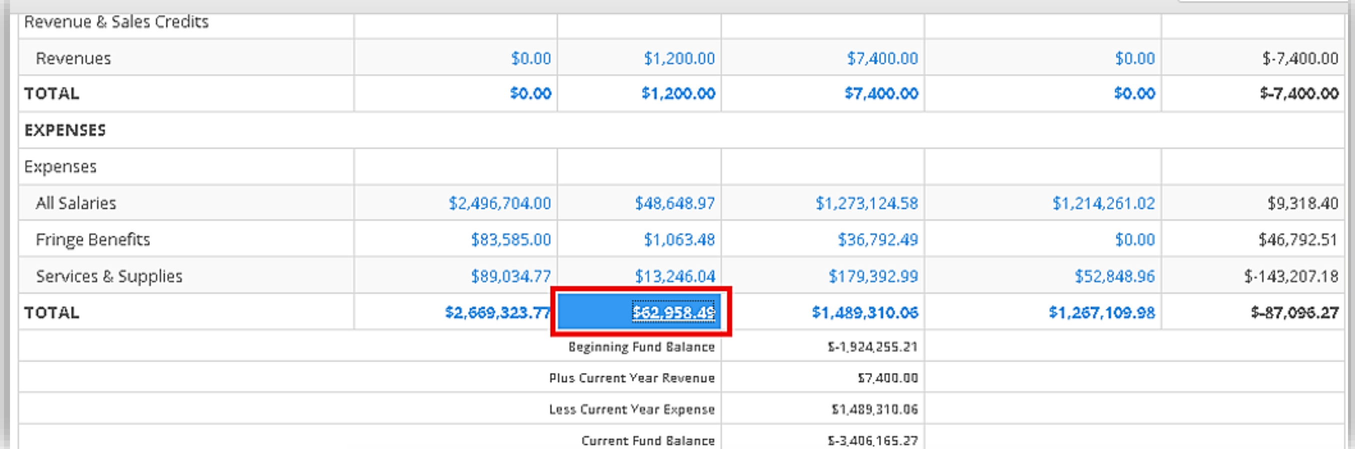
PO ID	PO Date	Vendor	Status	PO Amount	Paid	Balance
BB33283001	07/02/2016	RICOH USA INC	Dispatched	$1,500.00	$235.73	$1,264.27
732K933001	04/03/2017	THILLENS	Dispatched	$1.00	$28,107.00	$-28,106.00


Expense Reports

Report ID	Employee	Title	Travel Dates	Business Purpose	Total Amount
0000407993	[redacted]	UWSA Fall Travel Meeting	11/08/2016 6:00 AM - 11/16/2016 6:00 PM	Business	$19.17

Search: Transaction Detail

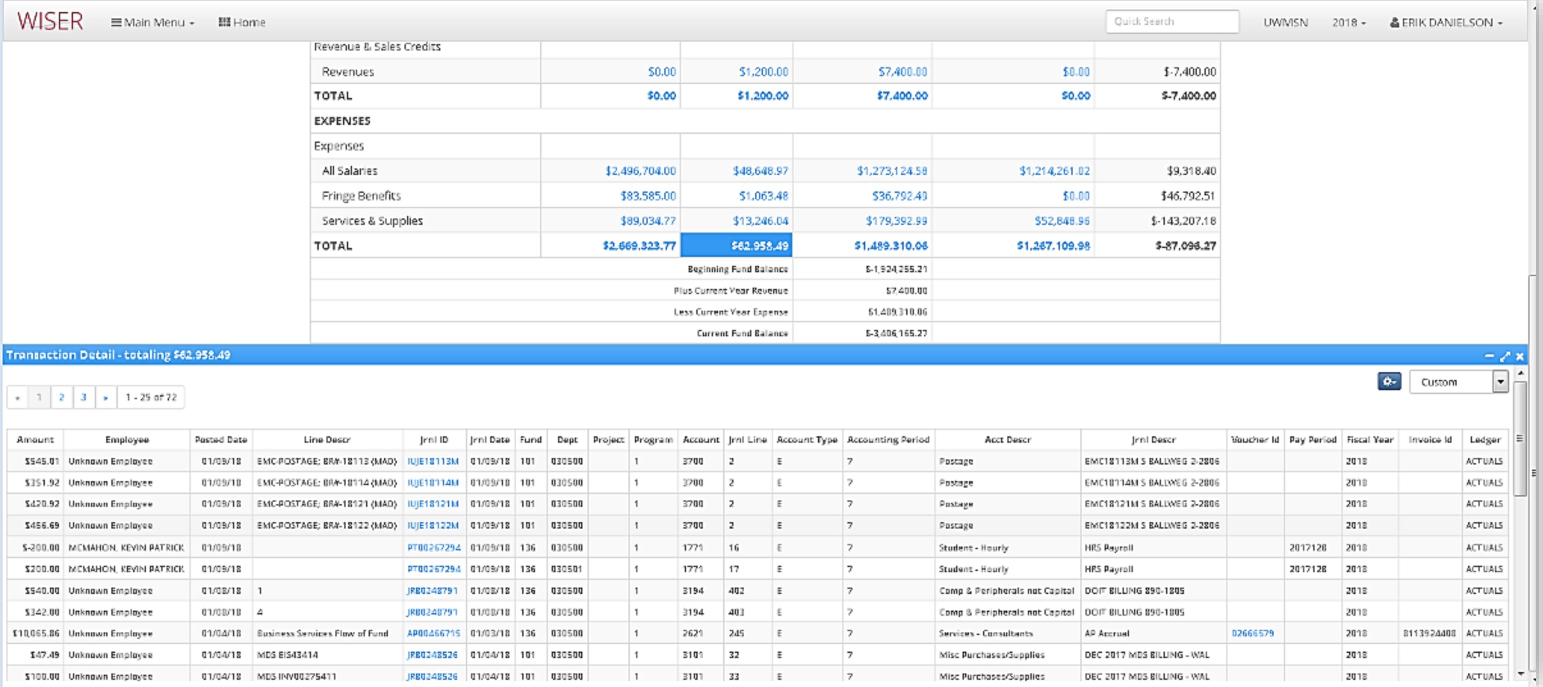
Transaction Detail is available by clicking on blue text or numbers in the search results



Revenue & Sales Credits					
Revenues	$0.00	$1,200.00	$7,400.00	$0.00	$-7,400.00
TOTAL	**$0.00**	**$1,200.00**	**$7,400.00**	**$0.00**	**$-7,400.00**
EXPENSES					
Expenses					
All Salaries	$2,496,704.00	$48,648.97	$1,273,124.58	$1,214,261.02	$9,318.40
Fringe Benefits	$83,585.00	$1,063.48	$36,792.49	$0.00	$46,792.51
Services & Supplies	$89,034.77	$13,246.04	$179,392.99	$52,848.96	$-143,207.18
TOTAL	**$2,669,323.77**	**$62,958.49**	**$1,489,310.06**	**$1,267,109.98**	**$-87,096.27**
		Beginning Fund Balance	$-1,924,255.21		
		Plus Current Year Revenue	$7,400.00		
		Less Current Year Expense	$1,489,310.06		
		Current Fund Balance	$-3,406,165.27		

Transaction Detail will appear as a pop-up in the bottom half of your browser window

It will look like this



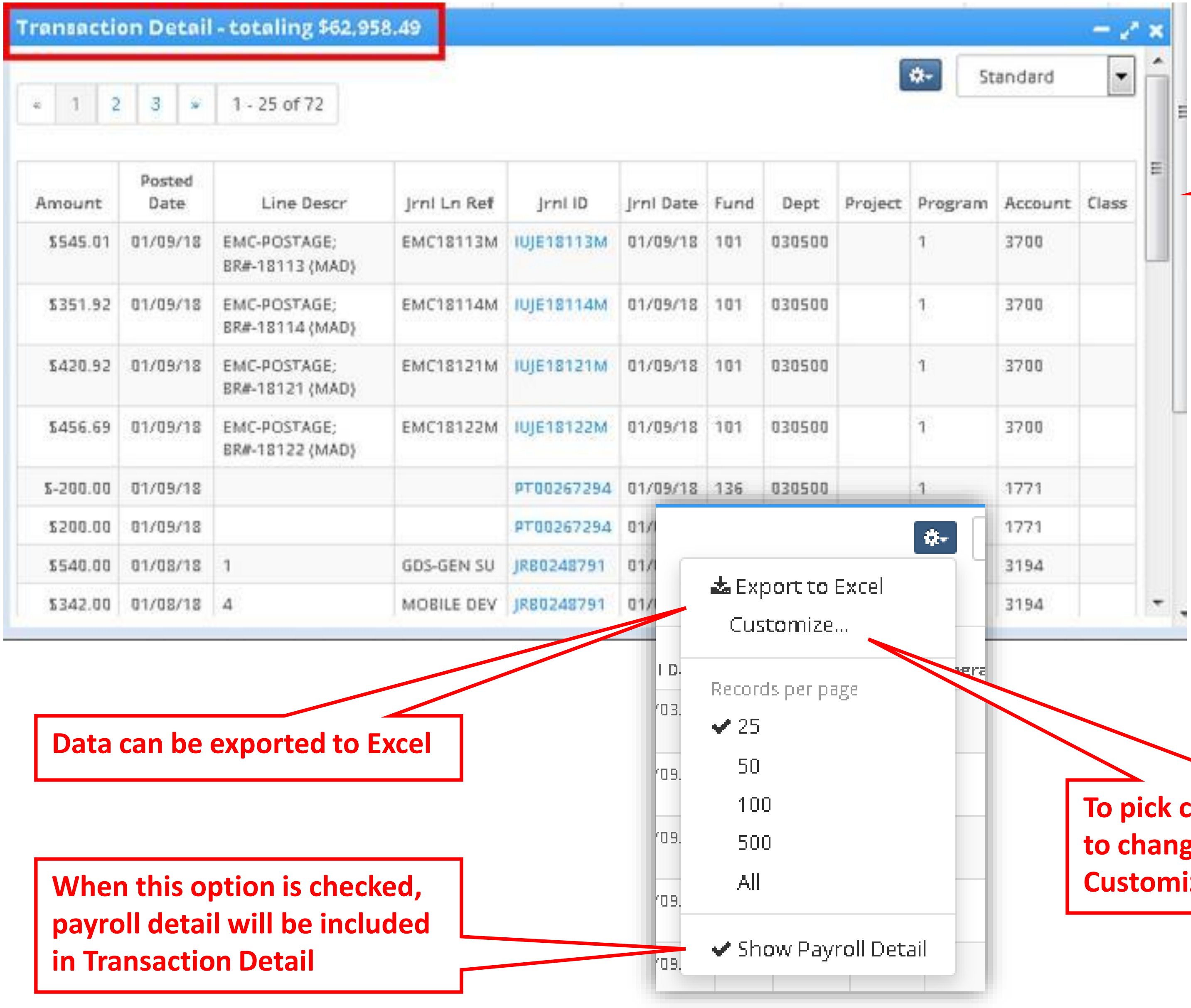
Revenue & Sales Credits					
Revenues	$0.00	$1,200.00	$7,400.00	$0.00	$-7,400.00
TOTAL	**$0.00**	**$1,200.00**	**$7,400.00**	**$0.00**	**$-7,400.00**
EXPENSES					
Expenses					
All Salaries	$2,496,704.00	$48,648.97	$1,273,124.58	$1,214,261.02	$9,318.40
Fringe Benefits	$83,585.00	$1,063.48	$36,792.49	$0.00	$46,792.51
Services & Supplies	$89,034.77	$13,246.04	$179,392.99	$52,848.96	$-143,207.18
TOTAL	**$2,669,323.77**	**$62,958.49**	**$1,489,310.06**	**$1,267,109.98**	**$-87,096.27**
		Beginning Fund Balance	$-1,924,255.21		
		Plus Current Year Revenue	$7,400.00		
		Less Current Year Expense	$1,489,310.06		
		Current Fund Balance	$-3,406,165.27		

Transaction Detail - totaling $62,958.49

Amount	Employee	Posted Date	Line Descr	Jrnl ID	Jrnl Date	Fund	Dept	Project	Program	Account	Jrnl Line	Account Type	Accounting Period	Acct Descr	Jrnl Descr	Voucher Id	Pay Period	Fiscal Year	Invoice Id	Ledger
$545.01	Unknown Employee	01/09/18	EMC-POSTAGE; BR#-18113 (MAD)	IUJE18113M	01/09/18	101	030500		1	3700	2	E	7	Postage	EMC18113M S BALLWEG 2-2806			2018		ACTUALS
$351.92	Unknown Employee	01/09/18	EMC-POSTAGE; BR#-18114 (MAD)	IUJE18114M	01/09/18	101	030500		1	3700	2	E	7	Postage	EMC18114M S BALLWEG 2-2806			2018		ACTUALS
$420.92	Unknown Employee	01/09/18	EMC-POSTAGE; BR#-18121 (MAD)	IUJE18121M	01/09/18	101	030500		1	3700	2	E	7	Postage	EMC18121M S BALLWEG 2-2806			2018		ACTUALS
$456.69	Unknown Employee	01/09/18	EMC-POSTAGE; BR#-18122 (MAD)	IUJE18122M	01/09/18	101	030500		1	3700	2	E	7	Postage	EMC18122M S BALLWEG 2-2806			2018		ACTUALS
$-200.00	MCMAHON, KEVIN PATRICK	01/09/18		PT00267294	01/09/18	136	030500		1	1771	16	E	7	Student - Hourly	HRS Payroll		2017128	2018		ACTUALS
$200.00	MCMAHON, KEVIN PATRICK	01/09/18		PT00267294	01/09/18	136	030501		1	1771	17	E	7	Student - Hourly	HRS Payroll		2017128	2018		ACTUALS
$540.00	Unknown Employee	01/08/18	1	JRB0248791	01/08/18	136	030500		1	3194	402	E	7	Comp & Peripherals not Capital	DOIT BILLING 890-1805			2018		ACTUALS
$342.00	Unknown Employee	01/08/18	4	JRB0248791	01/08/18	136	030500		1	3194	403	E	7	Comp & Peripherals not Capital	DOIT BILLING 890-1805			2018		ACTUALS
$10,065.86	Unknown Employee	01/04/18	Business Services Flow of Fund	AP00466715	01/03/18	136	030500		1	2621	245	E	7	Services - Consultants	AP Accrual	02666579		2018	8113924408	ACTUALS
$47.49	Unknown Employee	01/04/18	MDS EIS43414	JRB0248526	01/04/18	101	030500		1	3101	32	E	7	Misc Purchases/Supplies	DEC 2017 MDS BILLING - WAL			2018		ACTUALS
$100.00	Unknown Employee	01/04/18	MDS INV00275411	JRB0248526	01/04/18	101	030500		1	3101	33	E	7	Misc Purchases/Supplies	DEC 2017 MDS BILLING - WAL			2018		ACTUALS

NOTE: WISDM refers to Transaction Detail as Summary Detail

Search: Transaction Detail



Transaction Detail - totaling $62,958.49

Amount	Posted Date	Line Descr	Jrnl Ln Ref	Jrnl ID	Jrnl Date	Fund	Dept	Project	Program	Account	Class
$545.01	01/09/18	EMC-POSTAGE; BR#-18113 (MAD)	EMC18113M	IUJE18113M	01/09/18	101	030500		1	3700	
$351.92	01/09/18	EMC-POSTAGE; BR#-18114 (MAD)	EMC18114M	IUJE18114M	01/09/18	101	030500		1	3700	
$420.92	01/09/18	EMC-POSTAGE; BR#-18121 (MAD)	EMC18121M	IUJE18121M	01/09/18	101	030500		1	3700	
$456.69	01/09/18	EMC-POSTAGE; BR#-18122 (MAD)	EMC18122M	IUJE18122M	01/09/18	101	030500		1	3700	
$-200.00	01/09/18			PT00267294	01/09/18	136	030500		1	1771	
$200.00	01/09/18			PT00267294	01/					1771	
$540.00	01/08/18	1	GDS-GEN SU	JR80248791	01/					3194	
$342.00	01/08/18	4	MOBILE DEV	JR80248791	01/					3194	

Click on a heading to sort data by that column

The transaction detail Total will match the selected number

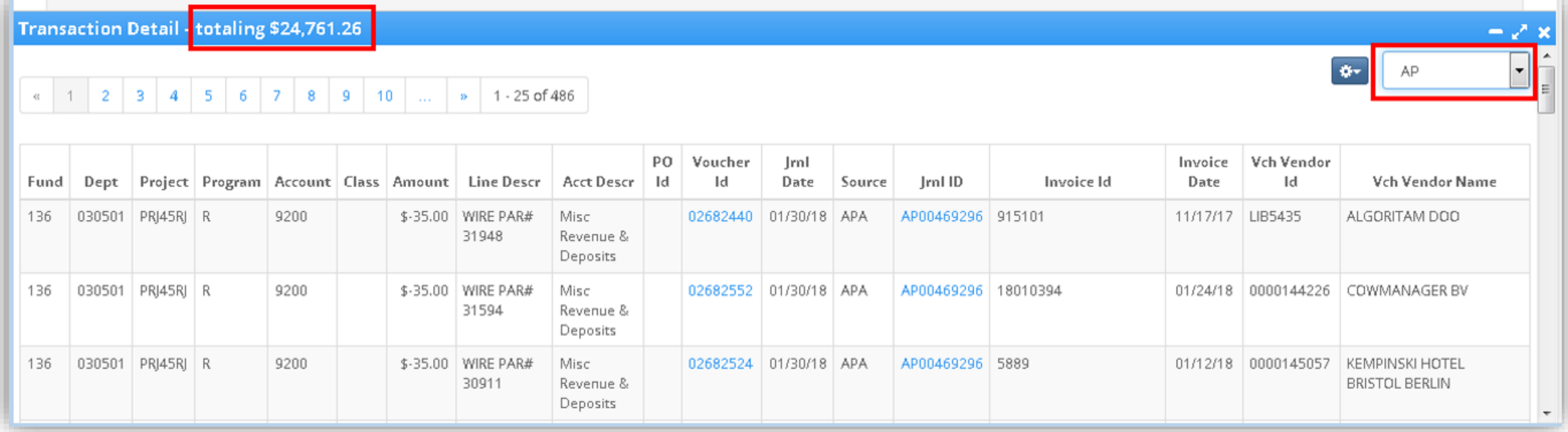
Data can be exported to Excel

To pick custom columns and to change their order, use the Customize option

When this option is checked, payroll detail will be included in Transaction Detail

Search: Transaction Detail

- The transaction detail total will appear in the blue bar toward the left
- Transaction Detail views can be changed from Standard to AP, Salary/Fringe, or Custom
- Results can be expanded to fit the whole screen or closed by clicking the X.



Transaction Detail - totaling $24,761.26

AP

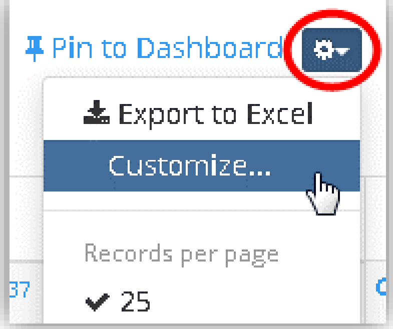
Fund	Dept	Project	Program	Account	Class	Amount	Line Descr	Acct Descr	PO Id	Voucher Id	Jrnl Date	Source	Jrnl ID	Invoice Id	Invoice Date	Vch Vendor Id	Vch Vendor Name
136	030501	PRJ45RJ	R	9200		$-35.00	WIRE PAR# 31948	Misc Revenue & Deposits		02682440	01/30/18	APA	AP00469296	915101	11/17/17	LIB5435	ALGORITAM DOO
136	030501	PRJ45RJ	R	9200		$-35.00	WIRE PAR# 31594	Misc Revenue & Deposits		02682552	01/30/18	APA	AP00469296	18010394	01/24/18	0000144226	COWMANAGER BV
136	030501	PRJ45RJ	R	9200		$-35.00	WIRE PAR# 30911	Misc Revenue & Deposits		02682524	01/30/18	APA	AP00469296	5889	01/12/18	0000145057	KEMPINSKI HOTEL BRISTOL BERLIN

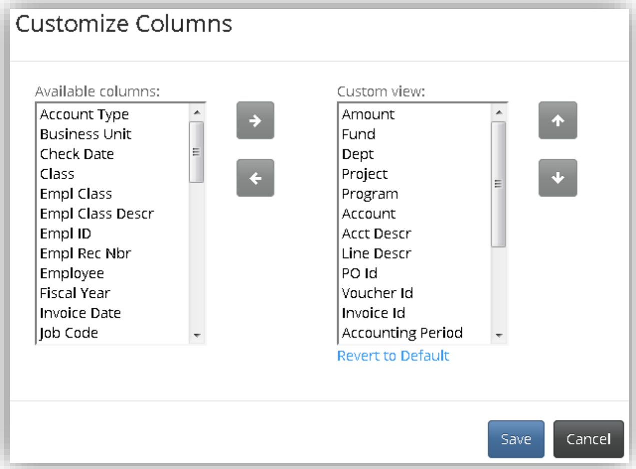
- Transaction Detail is called Summary Detail in WISDM

Search: Transaction Detail

Custom Columns

WISER - Customize Columns

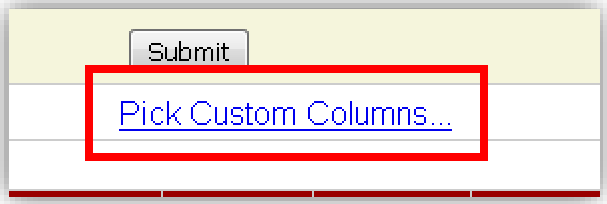

Pin to Dashboard
Export to Excel
Customize...
Records per page
✓ 25


Customize Columns
Available columns:
Account Type
Business Unit
Check Date
Class
Empl Class
Empl Class Descr
Empl ID
Empl Rec Nbr
Employee
Fiscal Year
Invoice Date
Job Code
Custom view:
Amount
Fund
Dept
Project
Program
Account
Acct Descr
Line Descr
PO Id
Voucher Id
Invoice Id
Accounting Period
Revert to Default
Save
Cancel

- Add or remove columns using the left and right arrows
- Change the column order using the up and down arrows
- Hold the “Ctrl” key to highlight multiple columns and move them as a group

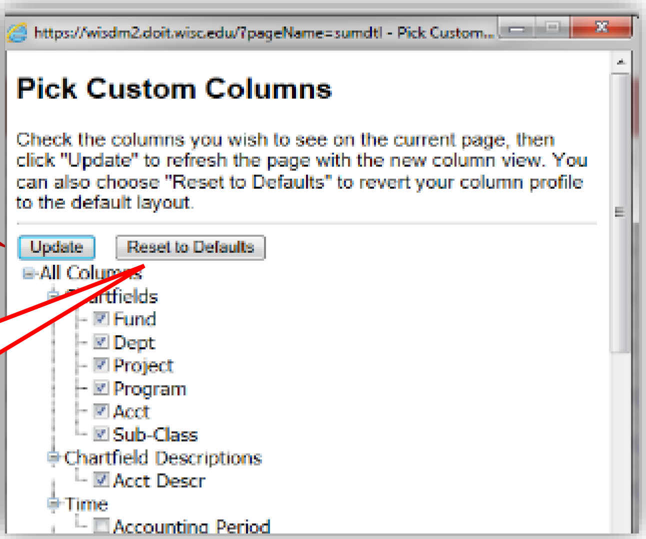
---

WISDM – Pick Custom Columns


Submit
Pick Custom Columns...

Click on the “Update” to save changes

Click on the “Reset to Defaults” to return to original state.

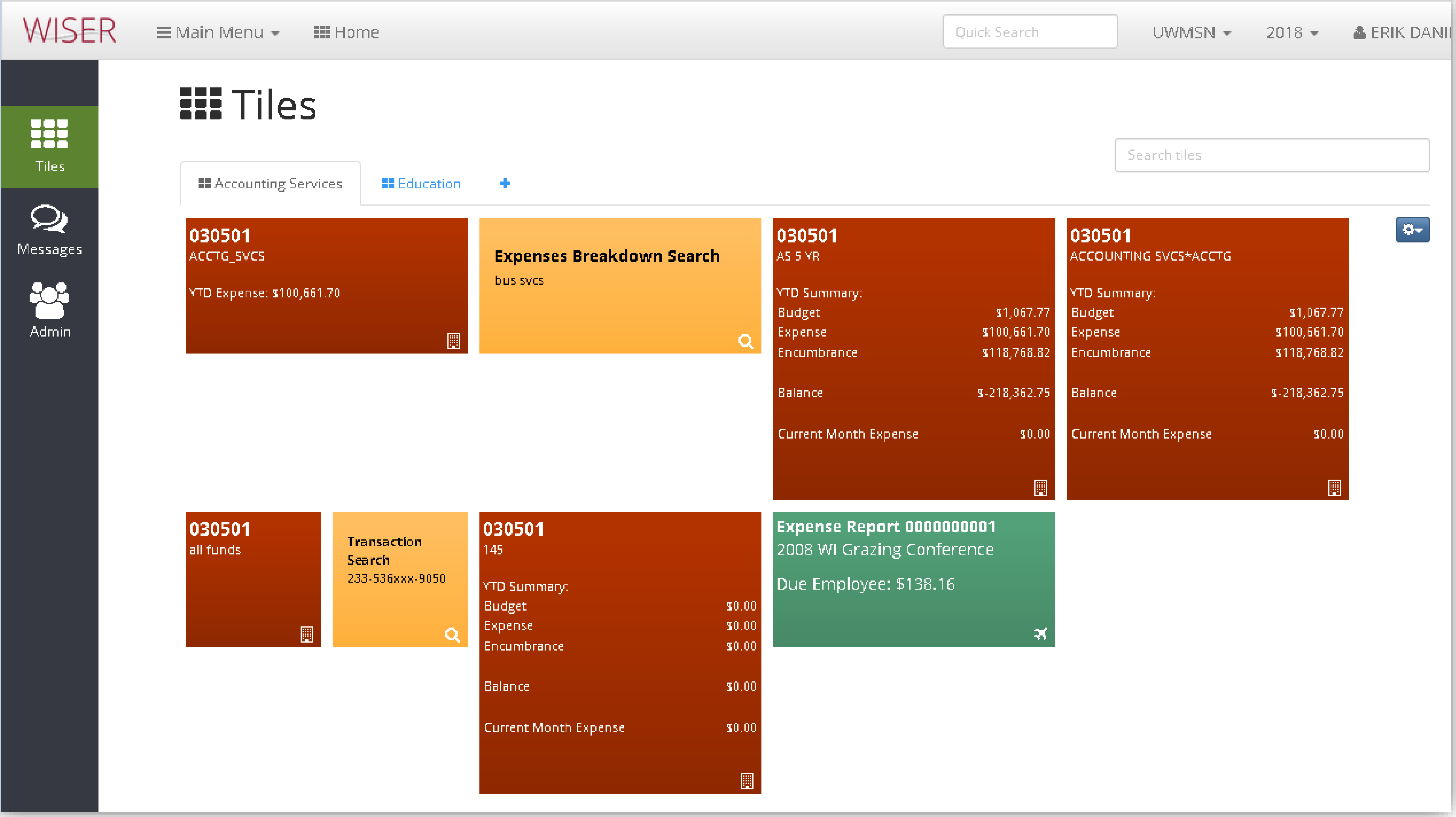

https://wisdm2.doit.wisc.edu/?pageName=sumdtl - Pick Custom...

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.

Update
Reset to Defaults
All Columns
Chartfields
☑ Fund
☑ Dept
☑ Project
☑ Program
☑ Acct
☑ Sub-Class
Chartfield Descriptions
☑ Acct Descr
Time
☐ Accounting Period

Search: Save a Search


WISER
Main Menu
Home
Quick Search
UWMSN
2018
ERIK DANI
Tiles
Messages
Admin
Search tiles
Accounting Services
Education
✚

Tiles

030501
ACCTG_SVCS
YTD Expense: $100,661.70

Expenses Breakdown Search
bus svcs

030501
AS 5 YR

YTD Summary:

Budget	$1,067.77
Expense	$100,661.70
Encumbrance	$118,768.82
Balance	$-218,362.75
Current Month Expense	$0.00

030501
ACCOUNTING SVCS*ACCTG

YTD Summary:

Budget	$1,067.77
Expense	$100,661.70
Encumbrance	$118,768.82
Balance	$-218,362.75
Current Month Expense	$0.00

030501
all funds

Transaction Search
233-536xxx-9050

030501
145

YTD Summary:

Budget	$0.00
Expense	$0.00
Encumbrance	$0.00
Balance	$0.00
Current Month Expense	$0.00

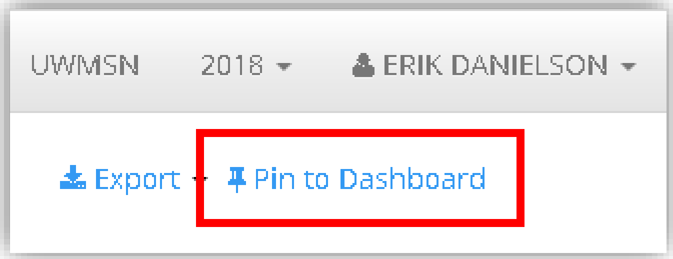
Expense Report 0000000001
2008 WI Grazing Conference
Due Employee: $138.16

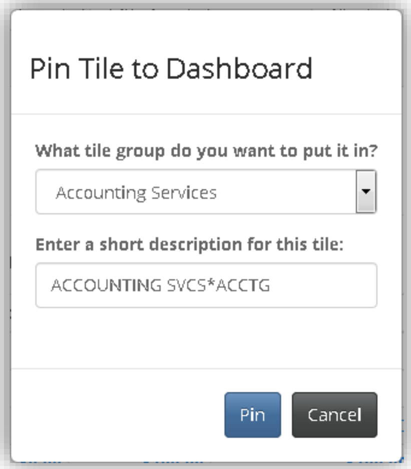
WISER gives users the ability to add tiles to the home screen and create tabs to group tiles for quick and easy saved searches requiring fewer clicks to navigate

Search: Save a Search

Tile and Tab Setup

To add a tile to your home screen, run the query you want to pin, then find the “Pin to Dashboard” link in the upper right hand corner of the results

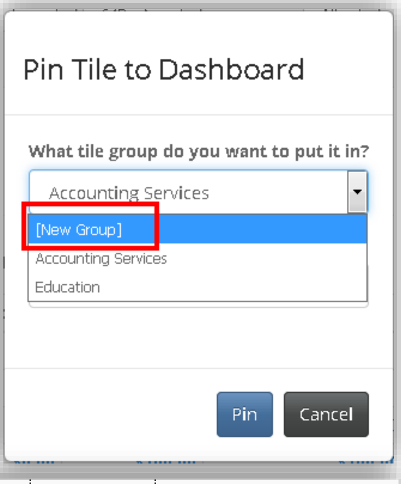

UWMSN
2018
ERIK DANIELSON
Export
Pin to Dashboard


Pin Tile to Dashboard
Pin
Cancel

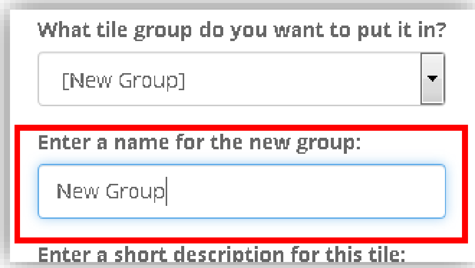
What tile group do you want to put it in?
Accounting Services
Enter a short description for this tile:
ACCOUNTING SVCS*ACCTG

- The pop up box to the right will appear
- Enter a description for the tile
- You can also define a new group, or add it to the default group

Select [New Group] from the drop down


Pin Tile to Dashboard
[New Group]
Accounting Services
Education
Pin
Cancel

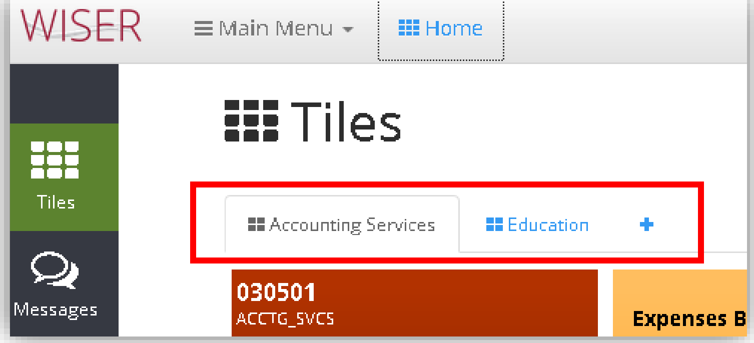
What tile group do you want to put it in?
Accounting Services



What tile group do you want to put it in?
[New Group]
Enter a name for the new group:
New Group
Enter a short description for this tile:

Then choose a name for the new tab

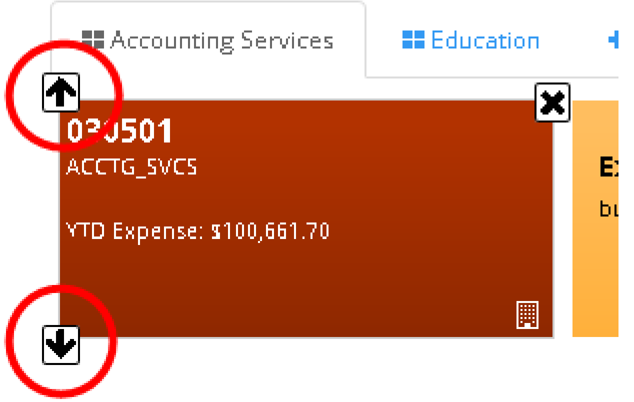
Once your tab is created, you will see it at the top of the home screen


WISER
Main Menu
Home
Tiles
Tiles
Messages
Accounting Services
Education
+
030501
ACCTG_SVCS
Expenses B

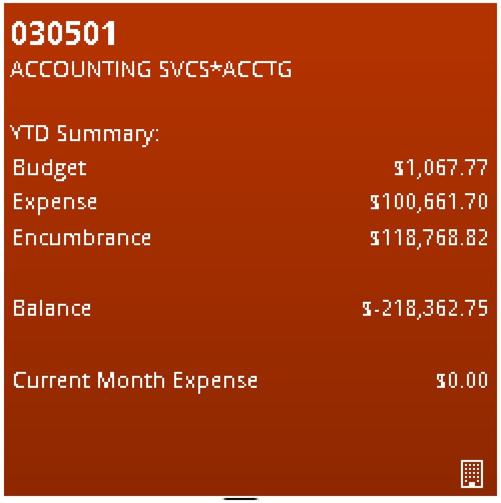
Search: Save a Search

Some tiles provide summary information upon sign in

- Department Search Tiles can show 3 levels of detail
- Adjust the detail level by hovering over the tile and clicking on the up and down arrows
- The half tile shown at right, will switch between YTD Expense and Current Month Expense
- The quarter tile size shows no detail



030501
ACCTG_SVCS
YTD Expense: $100,661.70



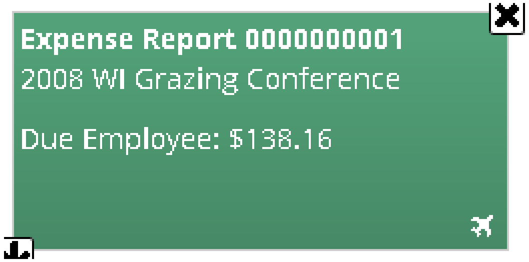
030501
ACCOUNTING SVCS*ACCTG

YTD Summary:

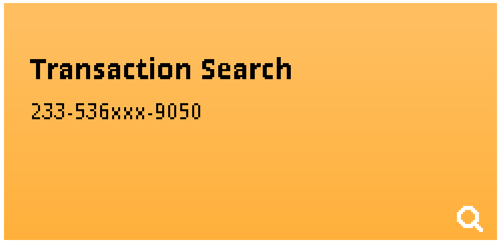
Budget	$1,067.77
Expense	$100,661.70
Encumbrance	$118,768.82
Balance	$-218,362.75
Current Month Expense	$0.00

- The full size Department tile has fixed detail
- The information on the tile is not configurable at this time
- Tiles only retain the department and fund selection
- You cannot link to a multi-year department search

A tile linked to a single expense report can display detail



Expense Report 0000000001
2008 WI Grazing Conference
Due Employee: $138.16



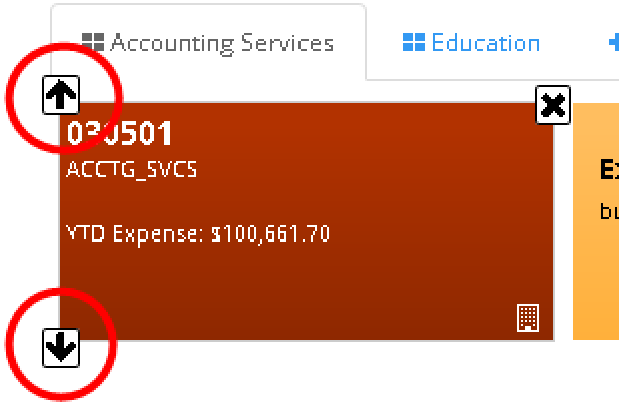
Transaction Search
233-536xxx-9050

Transaction Search tiles show the funding string, but no detail

- Expense Report Breakdown and Payroll Data tiles don’t show detail on the homepage

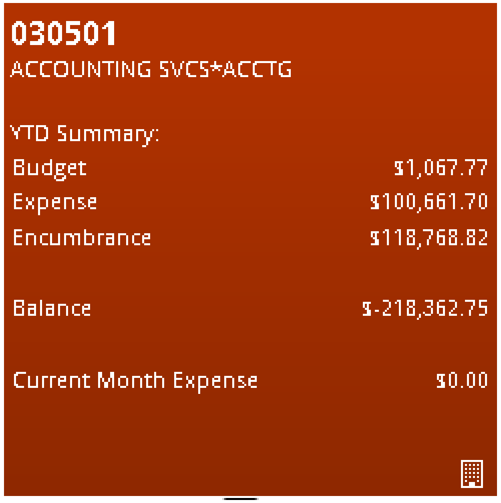
Search: Save a Search - Department

- Department Search Tiles can show 3 levels of detail
- Hover over a tile, then adjust its size using the arrows
- A half department tile (right) switches from YTD Expense to Current Month Expense
- A quarter department tile shows no information



030501
ACCTG_SVCS

YTD Expense: $100,661.70

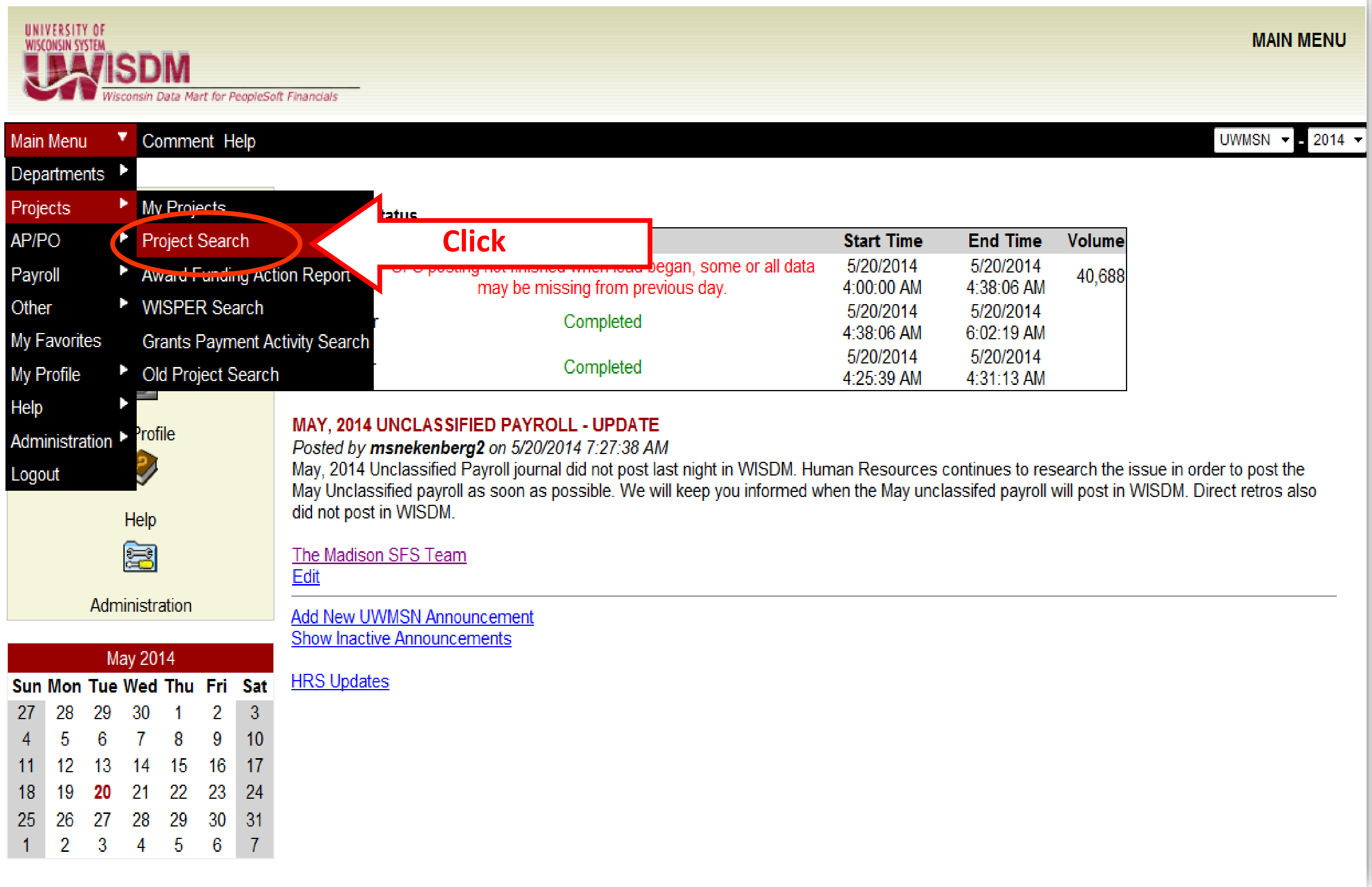

030501
ACCOUNTING SVCS*ACCTG

YTD Summary:

Budget	$1,067.77
Expense	$100,661.70
Encumbrance	$118,768.82
Balance	$-218,362.75
Current Month Expense	$0.00

- The full size Department tile has fixed detail
- Tile information cannot be changed
- Department tiles will save the department and fund selection
- Department tiles cannot link to a multi-year search

Search: Projects


UNIVERSITY OF WISCONSIN SYSTEM
UWISDM
Wisconsin Data Mart for PeopleSoft Financials
MAIN MENU
Main Menu
Comment
Help
UWMSN
2014
Departments
Projects
AP/PO
Payroll
Other
My Favorites
My Profile
Help
Administration
Logout
My Projects
Project Search
Award Funding Action Report
WISPER Search
Grants Payment Activity Search
Old Project Search
Profile
Help
Administration

Click

	Start Time	End Time	Volume
began, some or all data may be missing from previous day.	5/20/2014 4:00:00 AM	5/20/2014 4:38:06 AM	40,688
Completed	5/20/2014 4:38:06 AM	5/20/2014 6:02:19 AM	
Completed	5/20/2014 4:25:39 AM	5/20/2014 4:31:13 AM	

MAY, 2014 UNCLASSIFIED PAYROLL - UPDATE

*Posted by **msnekenberg2** on 5/20/2014 7:27:38 AM*

May, 2014 Unclassified Payroll journal did not post last night in WISDM. Human Resources continues to research the issue in order to post the May Unclassified payroll as soon as possible. We will keep you informed when the May unclassifed payroll will post in WISDM. Direct retros also did not post in WISDM.

The Madison SFS Team
Edit

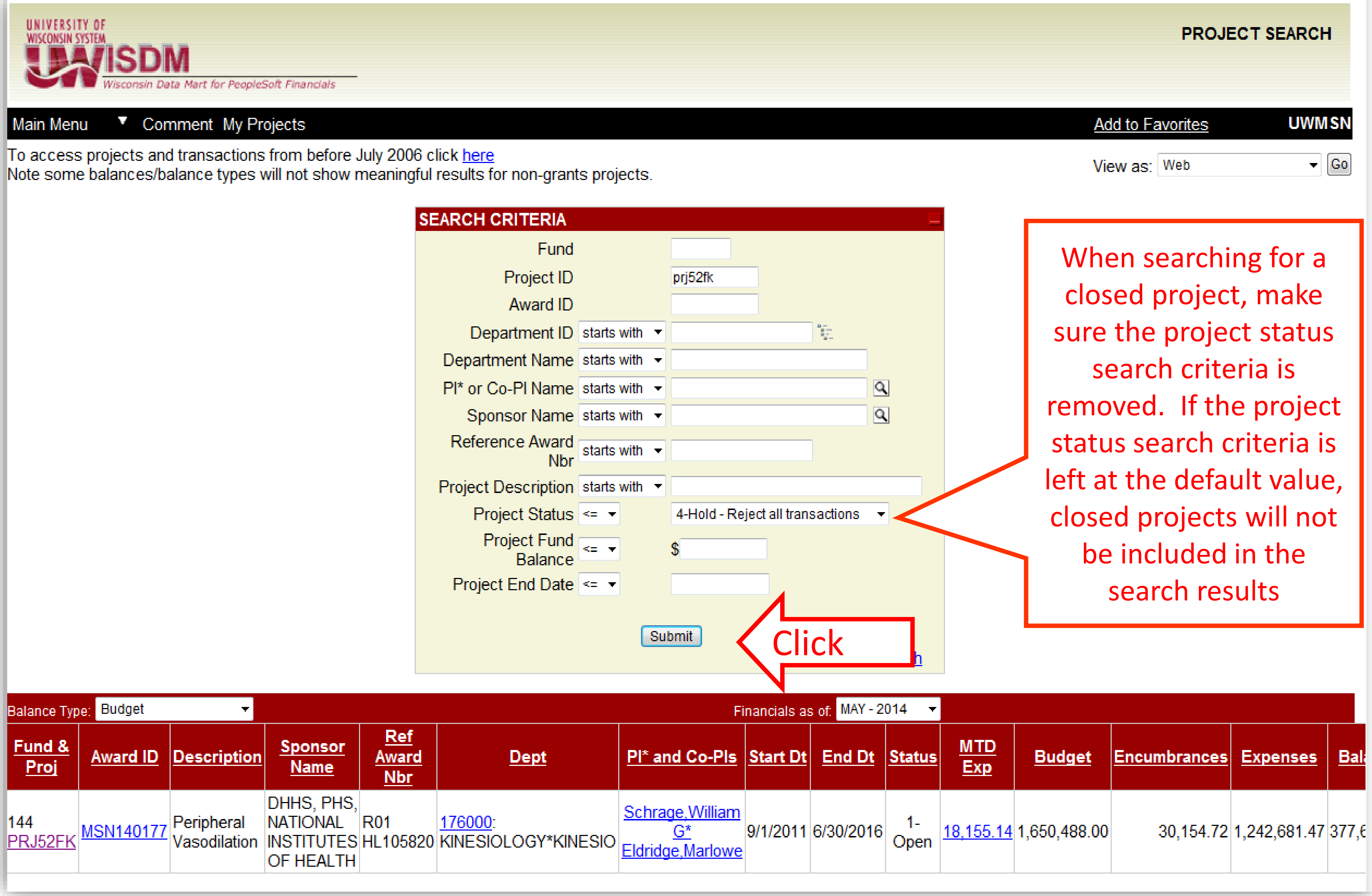
Add New UWMSN Announcement
Show Inactive Announcements

HRS Updates

May 2014

Sun	Mon	Tue	Wed	Thu	Fri	Sat
27	28	29	30	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	31
1	2	3	4	5	6	7

Search: Projects



UNIVERSITY OF WISCONSIN SYSTEM
WISDM
Wisconsin Data Mart for PeopleSoft Financials
PROJECT SEARCH
Main Menu
Comment
My Projects
Add to Favorites
UWMSN

To access projects and transactions from before July 2006 click here
Note some balances/balance types will not show meaningful results for non-grants projects.

View as: Web

Go

SEARCH CRITERIA

Fund		
Project ID		prj52fk
Award ID		
Department ID	starts with	
Department Name	starts with	
PI* or Co-PI Name	starts with	
Sponsor Name	starts with	
Reference Award Nbr	starts with	
Project Description	starts with	
Project Status	<=	4-Hold - Reject all transactions
Project Fund Balance	<=	$
Project End Date	<=	

Submit
Click

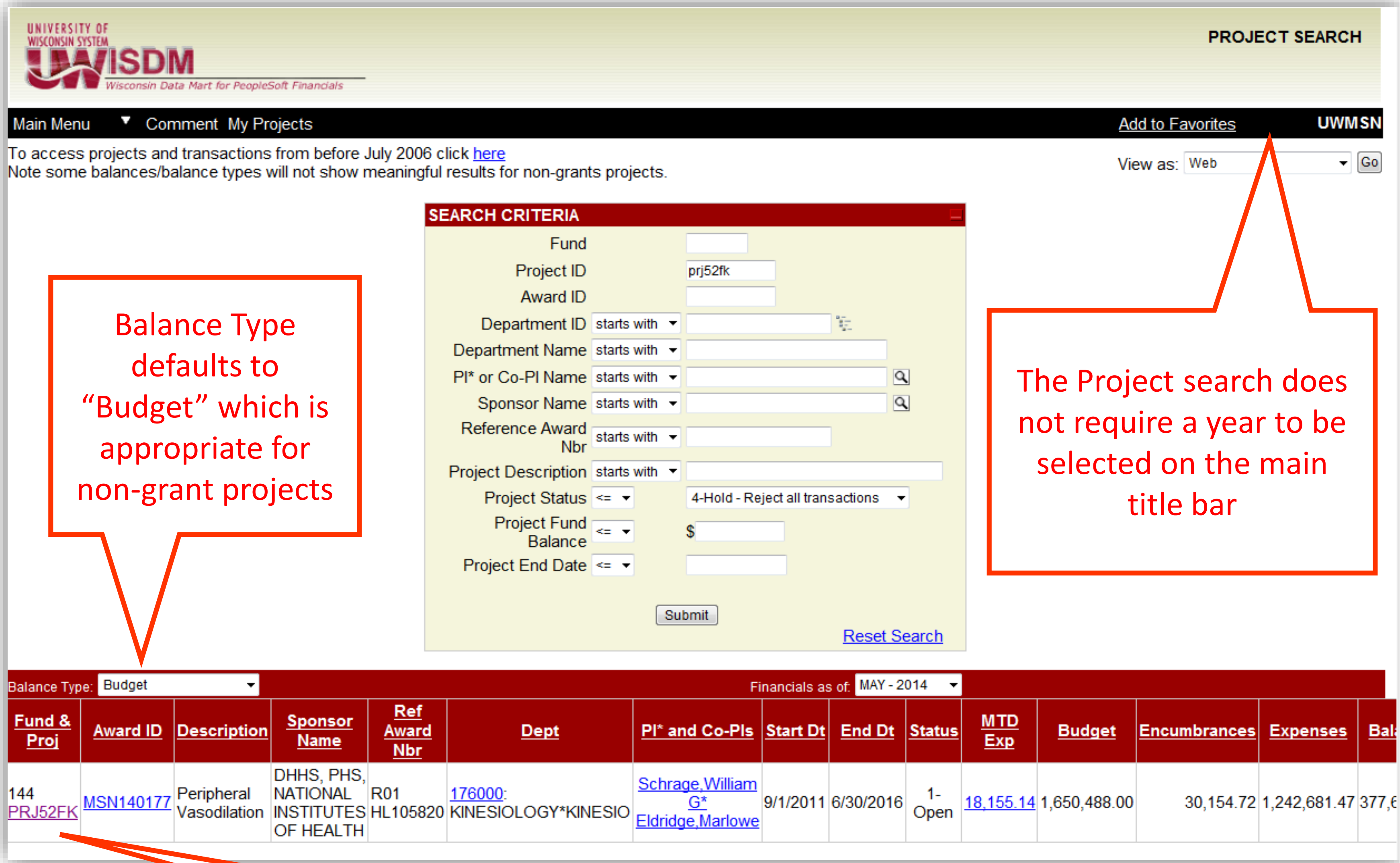
When searching for a closed project, make sure the project status search criteria is removed. If the project status search criteria is left at the default value, closed projects will not be included in the search results

Balance Type: Budget

Financials as of: MAY - 2014

Fund & Proj	Award ID	Description	Sponsor Name	Ref Award Nbr	Dept	PI* and Co-PIs	Start Dt	End Dt	Status	MTD Exp	Budget	Encumbrances	Expenses	Bal
144 PRJ52FK	MSN140177	Peripheral Vasodilation	DHHS, PHS, NATIONAL INSTITUTES OF HEALTH	R01 HL105820	176000: KINESIOLOGY*KINESIO	Schrage,William G* Eldridge,Marlowe	9/1/2011	6/30/2016	1-Open	18,155.14	1,650,488.00	30,154.72	1,242,681.47	377,6

Search: Projects



UNIVERSITY OF WISCONSIN SYSTEM
UWISDM
Wisconsin Data Mart for PeopleSoft Financials
PROJECT SEARCH
Main Menu
Comment
My Projects
Add to Favorites
UWMSN

To access projects and transactions from before July 2006 click here
Note some balances/balance types will not show meaningful results for non-grants projects.

View as: Web Go

SEARCH CRITERIA

Fund		
Project ID		prj52fk
Award ID		
Department ID	starts with	
Department Name	starts with	
PI* or Co-PI Name	starts with	
Sponsor Name	starts with	
Reference Award Nbr	starts with	
Project Description	starts with	
Project Status	<=	4-Hold - Reject all transactions
Project Fund Balance	<=	$
Project End Date	<=	

Submit
Reset Search

Balance Type: Budget

Financials as of: MAY - 2014

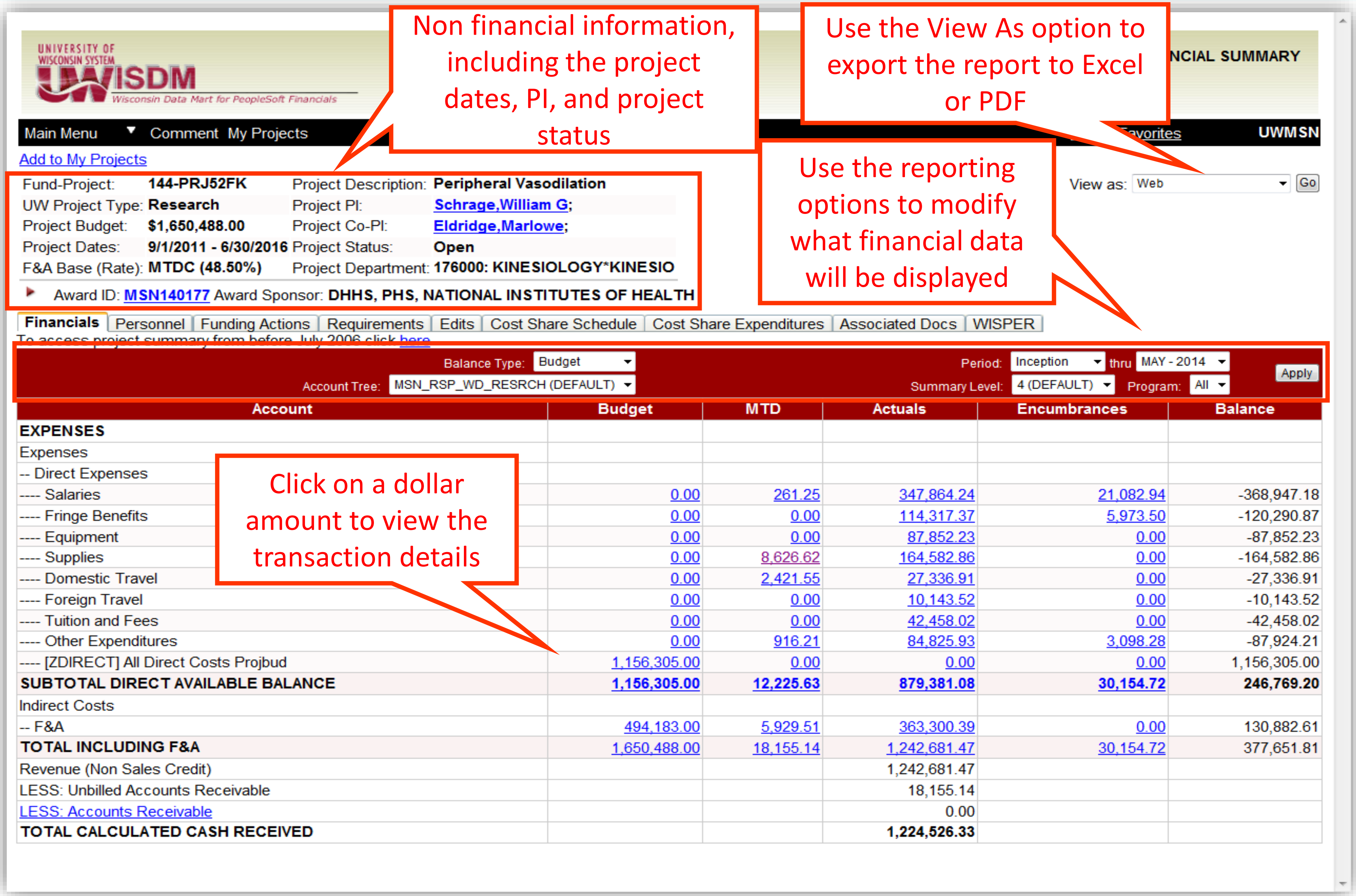
Fund & Proj	Award ID	Description	Sponsor Name	Ref Award Nbr	Dept	PI* and Co-PIs	Start Dt	End Dt	Status	MTD Exp	Budget	Encumbrances	Expenses	Bal
144 PRJ52FK	MSN140177	Peripheral Vasodilation	DHHS, PHS, NATIONAL INSTITUTES OF HEALTH	R01 HL105820	176000: KINESIOLOGY*KINESIO	Schrage,William G* Eldridge,Marlowe	9/1/2011	6/30/2016	1- Open	18,155.14	1,650,488.00	30,154.72	1,242,681.47	377,6

Balance Type defaults to “Budget” which is appropriate for non-grant projects

The Project search does not require a year to be selected on the main title bar

Click on the project here to go to the Project Summary Report

Search: Projects



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

Use the View As option to export the report to Excel or PDF

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

Click on a dollar amount to view the transaction details

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Main Menu
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avorites
UWMSN
Add to My Projects
View as: Web
Go

Fund-Project:	**144-PRJ52FK**	Project Description:	**Peripheral Vasodilation**
UW Project Type:	**Research**	Project PI:	**Schrage,William G;**
Project Budget:	**$1,650,488.00**	Project Co-PI:	**Eldridge,Marlowe;**
Project Dates:	**9/1/2011 - 6/30/2016**	Project Status:	**Open**
F&A Base (Rate):	**MTDC (48.50%)**	Project Department:	**176000: KINESIOLOGY*KINESIO**

Award ID: **MSN140177** Award Sponsor: **DHHS, PHS, NATIONAL INSTITUTES OF HEALTH**

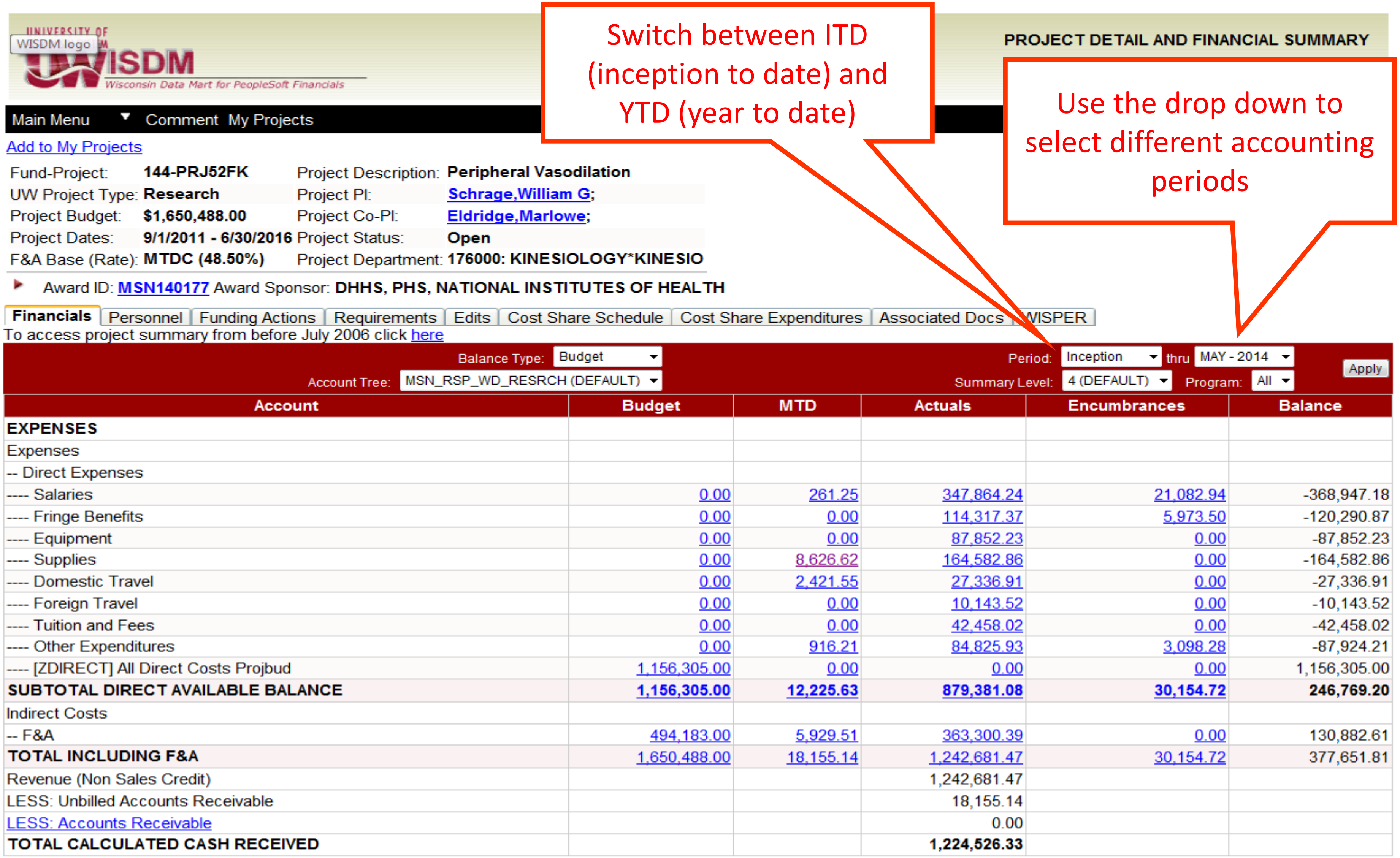
Financials
Personnel
Funding Actions
Requirements
Edits
Cost Share Schedule
Cost Share Expenditures
Associated Docs
WISPER

To access project summary from before July 2006 click here

Balance Type: Budget
Account Tree: MSN_RSP_WD_RESRCH (DEFAULT)
Period: Inception thru MAY - 2014
Summary Level: 4 (DEFAULT)
Program: All

Account	Budget	MTD	Actuals	Encumbrances	Balance
EXPENSES					
Expenses					
-- Direct Expenses					
---- Salaries	0.00	261.25	347,864.24	21,082.94	-368,947.18
---- Fringe Benefits	0.00	0.00	114,317.37	5,973.50	-120,290.87
---- Equipment	0.00	0.00	87,852.23	0.00	-87,852.23
---- Supplies	0.00	8,626.62	164,582.86	0.00	-164,582.86
---- Domestic Travel	0.00	2,421.55	27,336.91	0.00	-27,336.91
---- Foreign Travel	0.00	0.00	10,143.52	0.00	-10,143.52
---- Tuition and Fees	0.00	0.00	42,458.02	0.00	-42,458.02
---- Other Expenditures	0.00	916.21	84,825.93	3,098.28	-87,924.21
---- [ZDIRECT] All Direct Costs Projbud	1,156,305.00	0.00	0.00	0.00	1,156,305.00
SUBTOTAL DIRECT AVAILABLE BALANCE	**1,156,305.00**	**12,225.63**	**879,381.08**	**30,154.72**	**246,769.20**
Indirect Costs					
-- F&A	494,183.00	5,929.51	363,300.39	0.00	130,882.61
TOTAL INCLUDING F&A	1,650,488.00	18,155.14	1,242,681.47	30,154.72	377,651.81
Revenue (Non Sales Credit)			1,242,681.47		
LESS: Unbilled Accounts Receivable			18,155.14		
LESS: Accounts Receivable			0.00		
TOTAL CALCULATED CASH RECEIVED			**1,224,526.33**		

Search: Projects


WISDM logo
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Switch between ITD (inception to date) and YTD (year to date)

Use the drop down to select different accounting periods

PROJECT DETAIL AND FINANCIAL SUMMARY

Add to My Projects

Fund-Project: **144-PRJ52FK**
UW Project Type: **Research**
Project Budget: **$1,650,488.00**
Project Dates: **9/1/2011 - 6/30/2016**
F&A Base (Rate): **MTDC (48.50%)**
Project Description: **Peripheral Vasodilation**
Project PI: **Schrage,William G;**
Project Co-PI: **Eldridge,Marlowe;**
Project Status: **Open**
Project Department: **176000: KINESIOLOGY*KINESIO**

Award ID: **MSN140177** Award Sponsor: **DHHS, PHS, NATIONAL INSTITUTES OF HEALTH**

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Balance Type: Budget
Account Tree: MSN_RSP_WD_RESRCH (DEFAULT)
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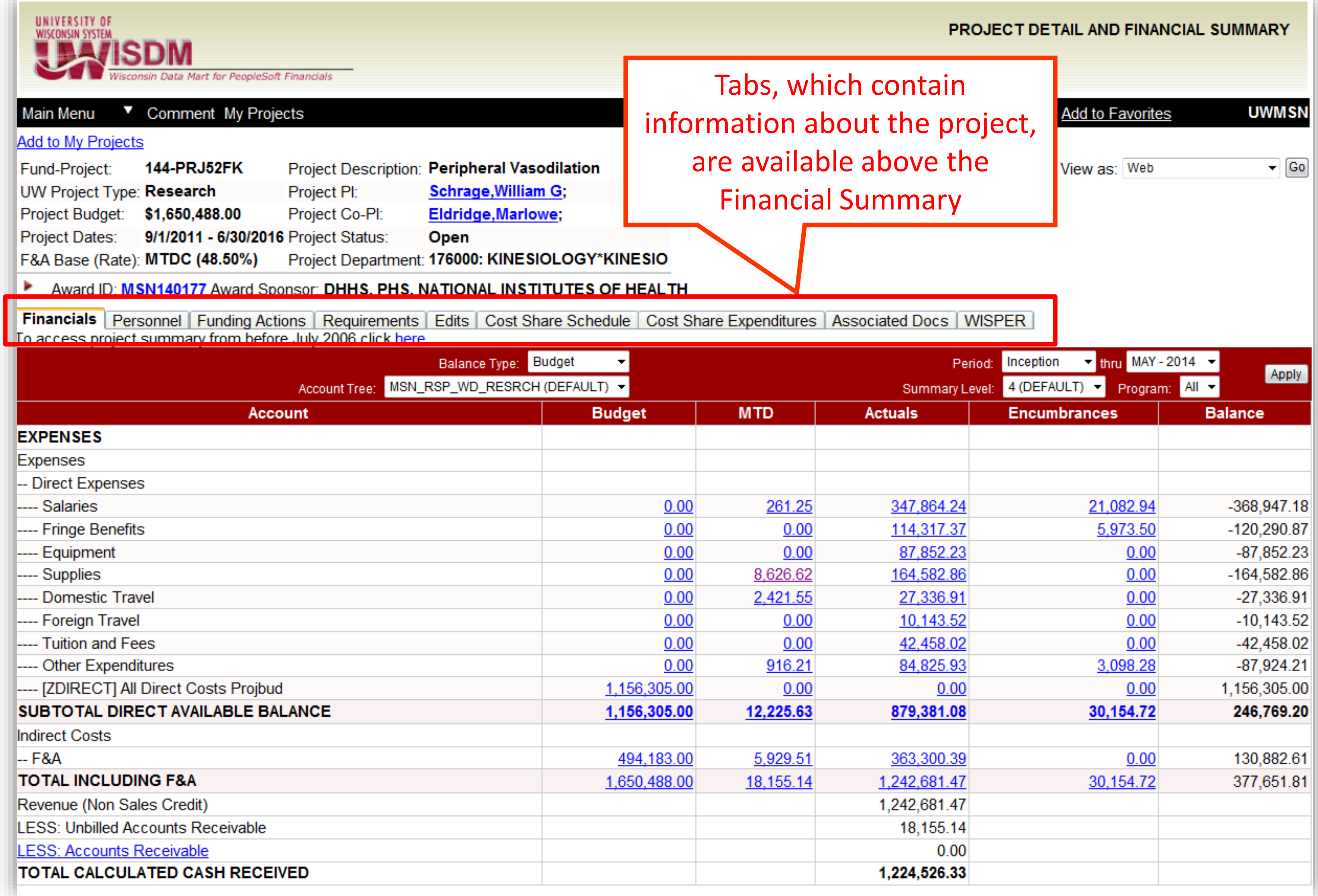
Search: Projects



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PROJECT DETAIL AND FINANCIAL SUMMARY

Add to My Projects

Fund-Project: **144-PRJ52FK**
Project Description: **Peripheral Vasodilation**
UW Project Type: **Research**
Project PI: **Schrage,William G;**
Project Budget: **$1,650,488.00**
Project Co-PI: **Eldridge,Marlowe;**
Project Dates: **9/1/2011 - 6/30/2016**
Project Status: **Open**
F&A Base (Rate): **MTDC (48.50%)**
Project Department: **176000: KINESIOLOGY*KINESIO**

Award ID: **MSN140177** Award Sponsor: **DHHS, PHS, NATIONAL INSTITUTES OF HEALTH**

Tabs: **Financials** | Personnel | Funding Actions | Requirements | Edits | Cost Share Schedule | Cost Share Expenditures | Associated Docs | WISPER

To access project summary from before July 2006 click here

Balance Type: Budget
Account Tree: MSN_RSP_WD_RESRCH (DEFAULT)
Period: Inception thru MAY - 2014
Summary Level: 4 (DEFAULT)
Program: All

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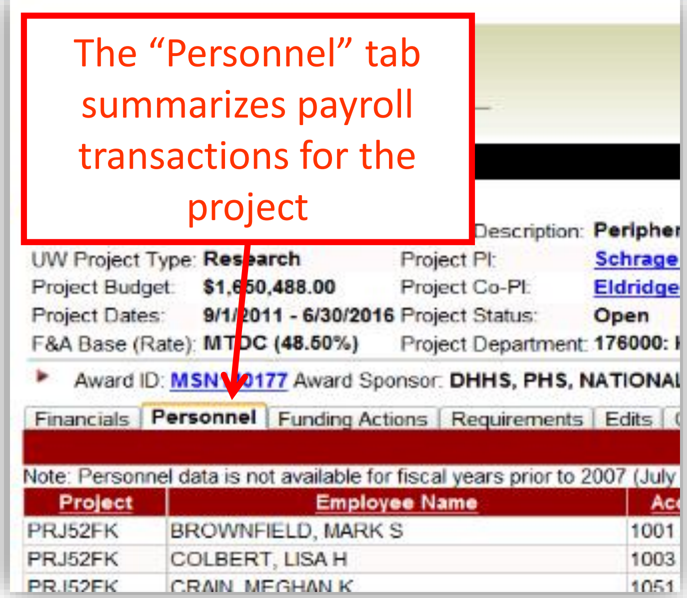
LESS: Accounts Receivable			0.00		
TOTAL CALCULATED CASH RECEIVED			**1,224,526.33**		

Tabs, which contain information about the project, are available above the Financial Summary

Search: Projects

The “Personnel” tab summarizes payroll transactions for the project



Description: **Peripher**

UW Project Type: **Research** Project PI: **Schrage**

Project Budget: **$1,650,488.00** Project Co-PI: **Eldridge**

Project Dates: **9/1/2011 - 6/30/2016** Project Status: **Open**

F&A Base (Rate): **MTDC (48.50%)** Project Department: **176000:**

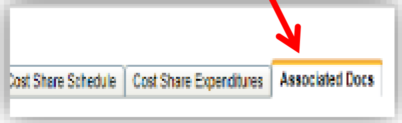
Award ID: **MSN140177** Award Sponsor: **DHHS, PHS, NATIONAL**

Financials
Personnel
Funding Actions
Requirements
Edits

Note: Personnel data is not available for fiscal years prior to 2007 (July

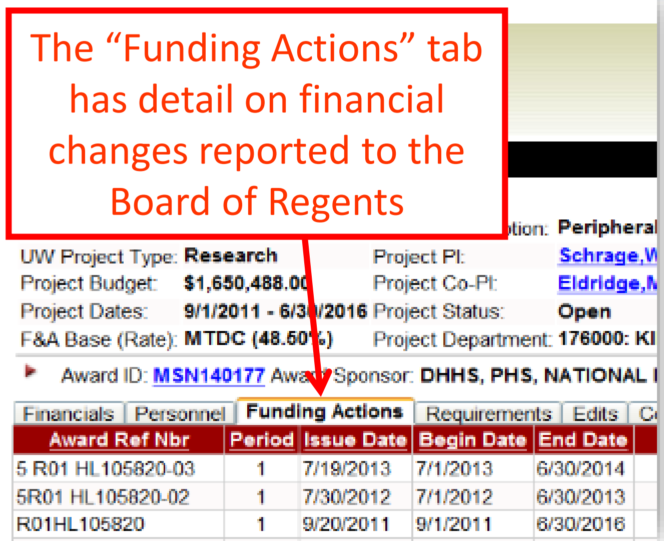
Project	Employee Name	Ac
PRJ52FK	BROWNFIELD, MARK S	1001
PRJ52FK	COLBERT, LISA H	1003
PRJ52FK	CRAIN, MEGHAN K	1051

The “Associated Docs” tab will provide links to gift documents for fund 233 projects



Cost Share Schedule
Cost Share Expenditures
Associated Docs

The “Funding Actions” tab has detail on financial changes reported to the Board of Regents



ption: **Peripheral**

UW Project Type: **Research** Project PI: **Schrage,W**

Project Budget: **$1,650,488.00** Project Co-PI: **Eldridge,M**

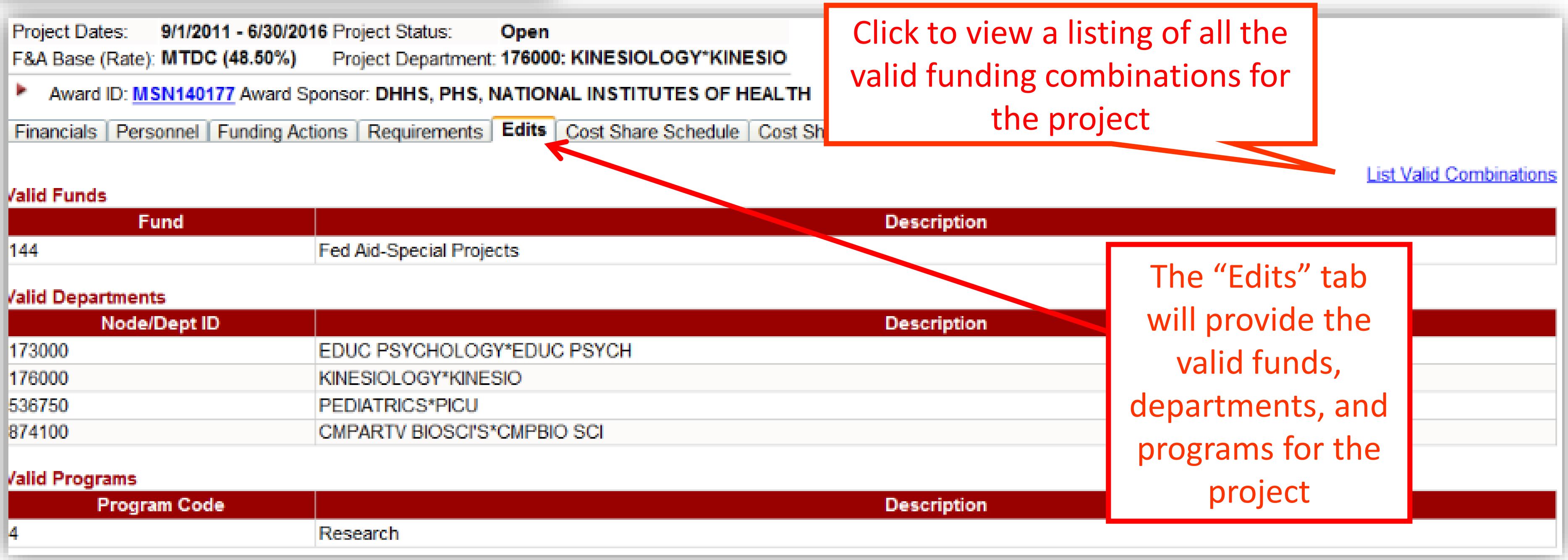
Project Dates: **9/1/2011 - 6/30/2016** Project Status: **Open**

F&A Base (Rate): **MTDC (48.50%)** Project Department: **176000: KI**

Award ID: **MSN140177** Award Sponsor: **DHHS, PHS, NATIONAL I**

Financials
Personnel
Funding Actions
Requirements
Edits

Award Ref Nbr	Period	Issue Date	Begin Date	End Date
5 R01 HL105820-03	1	7/19/2013	7/1/2013	6/30/2014
5R01 HL105820-02	1	7/30/2012	7/1/2012	6/30/2013
R01HL105820	1	9/20/2011	9/1/2011	6/30/2016



Project Dates: **9/1/2011 - 6/30/2016** Project Status: **Open**

F&A Base (Rate): **MTDC (48.50%)** Project Department: **176000: KINESIOLOGY*KINESIO**

Award ID: **MSN140177** Award Sponsor: **DHHS, PHS, NATIONAL INSTITUTES OF HEALTH**

Financials
Personnel
Funding Actions
Requirements
Edits
Cost Share Schedule
Cost Sh
List Valid Combinations

Click to view a listing of all the valid funding combinations for the project

Valid Funds

Fund	Description
144	Fed Aid-Special Projects

Valid Departments

Node/Dept ID	Description
173000	EDUC PSYCHOLOGY*EDUC PSYCH
176000	KINESIOLOGY*KINESIO
536750	PEDIATRICS*PICU
874100	CMPARTV BIOSCI'S*CMPBIO SCI

Valid Programs

Program Code	Description
4	Research

The “Edits” tab will provide the valid funds, departments, and programs for the project

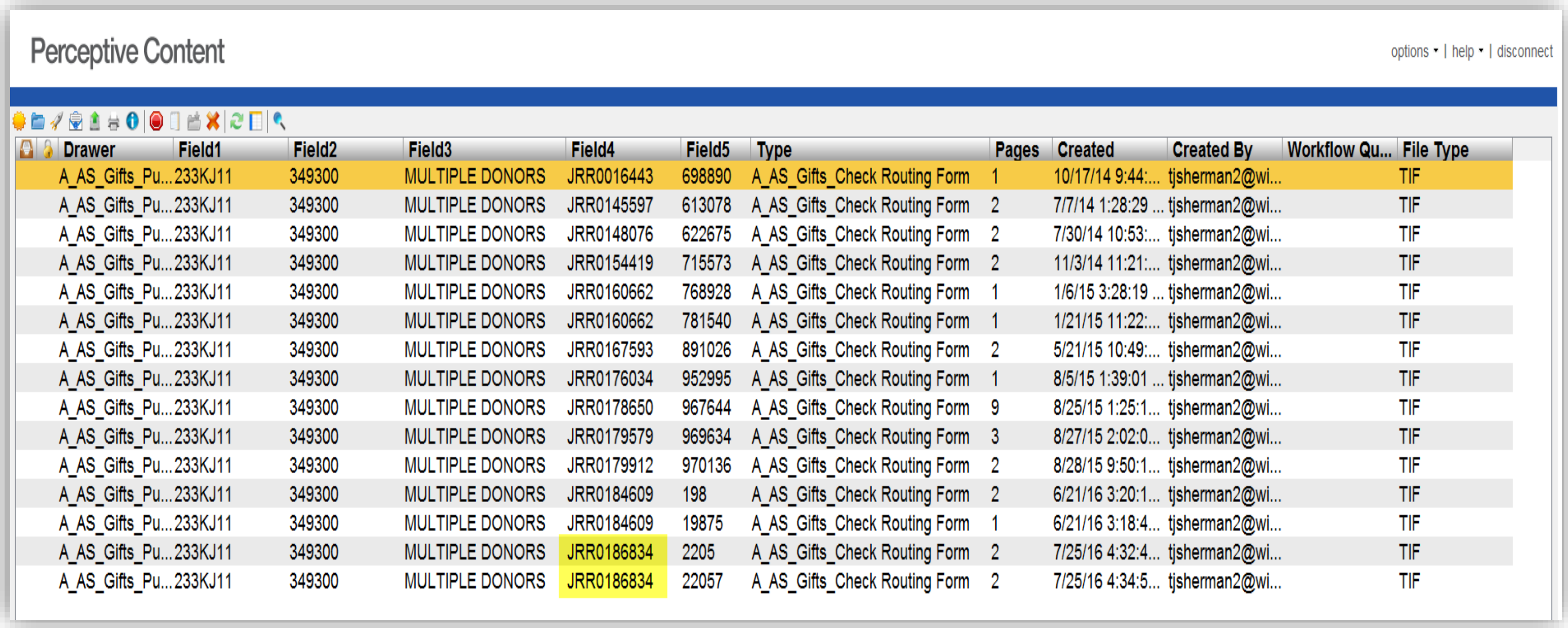
Search: Projects

- Documents created after 6/30/14 are available on the “Associated Docs” tab for fund 233 projects
- Document types which may appear on this tab are:
  - Gift Check Routing Form
  - Regent Notices
  - Invoices
  - Clearances
  - Other
- Document types not found on the “Associated Docs” tab:

  (Could include sensitive information)
  - Checks/Check Stubs
  - Wires/UWF ACH
  - Correspondence
- Not every project will have all document types
- WISDM doesn’t know which document types don’t exist in Perceptive Content, so the link remains even in the absence of a respective document

Search: Projects

Perceptive Content Screenshot

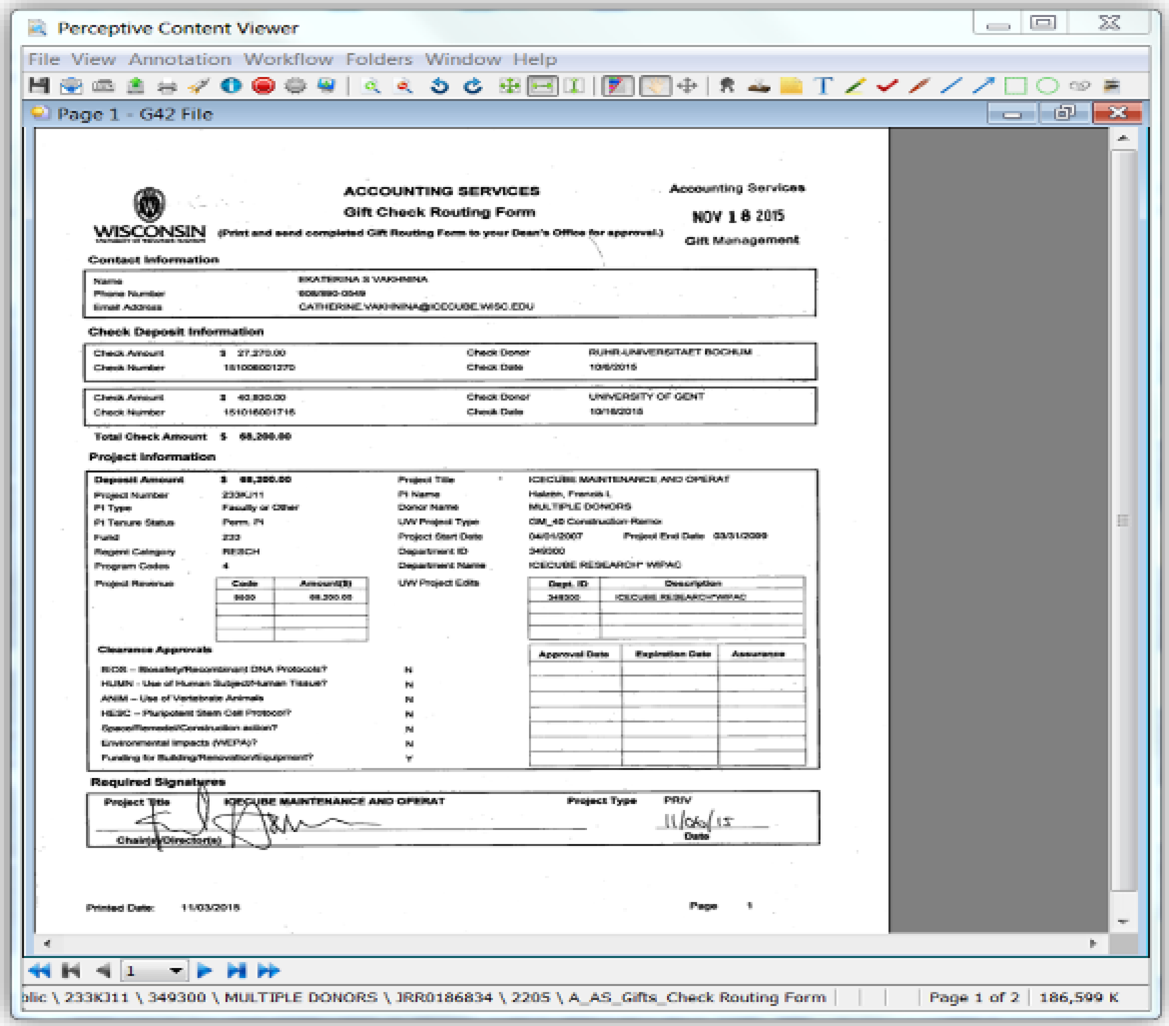


Drawer	Field1	Field2	Field3	Field4	Field5	Type	Pages	Created	Created By	Workflow Qu...	File Type
A_AS_Gifts_Pu...	233KJ11	349300	MULTIPLE DONORS	JRR0016443	698890	A_AS_Gifts_Check Routing Form	1	10/17/14 9:44:...	tjsherman2@wi...		TIF
A_AS_Gifts_Pu...	233KJ11	349300	MULTIPLE DONORS	JRR0145597	613078	A_AS_Gifts_Check Routing Form	2	7/7/14 1:28:29 ...	tjsherman2@wi...		TIF
A_AS_Gifts_Pu...	233KJ11	349300	MULTIPLE DONORS	JRR0148076	622675	A_AS_Gifts_Check Routing Form	2	7/30/14 10:53:...	tjsherman2@wi...		TIF
A_AS_Gifts_Pu...	233KJ11	349300	MULTIPLE DONORS	JRR0154419	715573	A_AS_Gifts_Check Routing Form	2	11/3/14 11:21:...	tjsherman2@wi...		TIF
A_AS_Gifts_Pu...	233KJ11	349300	MULTIPLE DONORS	JRR0160662	768928	A_AS_Gifts_Check Routing Form	1	1/6/15 3:28:19 ...	tjsherman2@wi...		TIF
A_AS_Gifts_Pu...	233KJ11	349300	MULTIPLE DONORS	JRR0160662	781540	A_AS_Gifts_Check Routing Form	1	1/21/15 11:22:...	tjsherman2@wi...		TIF
A_AS_Gifts_Pu...	233KJ11	349300	MULTIPLE DONORS	JRR0167593	891026	A_AS_Gifts_Check Routing Form	2	5/21/15 10:49:...	tjsherman2@wi...		TIF
A_AS_Gifts_Pu...	233KJ11	349300	MULTIPLE DONORS	JRR0176034	952995	A_AS_Gifts_Check Routing Form	1	8/5/15 1:39:01 ...	tjsherman2@wi...		TIF
A_AS_Gifts_Pu...	233KJ11	349300	MULTIPLE DONORS	JRR0178650	967644	A_AS_Gifts_Check Routing Form	9	8/25/15 1:25:1...	tjsherman2@wi...		TIF
A_AS_Gifts_Pu...	233KJ11	349300	MULTIPLE DONORS	JRR0179579	969634	A_AS_Gifts_Check Routing Form	3	8/27/15 2:02:0...	tjsherman2@wi...		TIF
A_AS_Gifts_Pu...	233KJ11	349300	MULTIPLE DONORS	JRR0179912	970136	A_AS_Gifts_Check Routing Form	2	8/28/15 9:50:1...	tjsherman2@wi...		TIF
A_AS_Gifts_Pu...	233KJ11	349300	MULTIPLE DONORS	JRR0184609	198	A_AS_Gifts_Check Routing Form	2	6/21/16 3:20:1...	tjsherman2@wi...		TIF
A_AS_Gifts_Pu...	233KJ11	349300	MULTIPLE DONORS	JRR0184609	19875	A_AS_Gifts_Check Routing Form	1	6/21/16 3:18:4...	tjsherman2@wi...		TIF
A_AS_Gifts_Pu...	233KJ11	349300	MULTIPLE DONORS	JRR0186834	2205	A_AS_Gifts_Check Routing Form	2	7/25/16 4:32:4...	tjsherman2@wi...		TIF
A_AS_Gifts_Pu...	233KJ11	349300	MULTIPLE DONORS	JRR0186834	22057	A_AS_Gifts_Check Routing Form	2	7/25/16 4:34:5...	tjsherman2@wi...		TIF

- Fields 1 through 5 entered by Gift Management Team
  - Field 1: Project
  - Field 2: Department
  - Field 3: Donor
  - Field 4: Journal Entry Number
  - Field 5: Unique ID (For indexing purposes)

Search: Projects

Document View


Perceptive Content Viewer
File View Annotation Workflow Folders Window Help
Page 1 - G42 File

ACCOUNTING SERVICES
Gift Check Routing Form
WISCONSIN
(Print and send completed Gift Routing Form to your Dean's Office for approval.)

Accounting Services
NOV 1 8 2015
Gift Management

Contact Information

Name	EKATERINA S VAKHNINA
Phone Number	608/890-0549
Email Address	CATHERINE.VAKHNINA@ICECUBE.WISC.EDU

Check Deposit Information

Check Amount	$ 27,270.00	Check Donor	RUHR-UNIVERSITAET BOCHUM
Check Number	151008001270	Check Date	10/8/2015

Check Amount	$ 40,930.00	Check Donor	UNIVERSITY OF GENT
Check Number	151016001716	Check Date	10/16/2015

Total Check Amount $ 68,200.00

Project Information

Deposit Amount	**$ 68,200.00**	Project Title	ICECUBE MAINTENANCE AND OPERAT
Project Number	233KJ11	PI Name	Halzen, Francis L
PI Type	Faculty or Other	Donor Name	MULTIPLE DONORS
PI Tenure Status	Perm. PI	UW Project Type	OM_40 Construction Remo
Fund	233	Project Start Date	04/01/2007 Project End Date 03/31/2009
Regent Category	RESCH	Department ID	349300
Program Codes	4	Department Name	ICECUBE RESEARCH* WIPAC
Project Revenue		UW Project Edits	

Code	Amount($)
9900	68,200.00

Dept. ID	Description
349300	ICECUBE RESEARCH*WIPAC

Clearance Approvals

BIOS – Biosafety/Recombinant DNA Protocols?	N
HUMN - Use of Human Subject/Human Tissue?	N
ANIM – Use of Vertebrate Animals	N
HESC – Pluripotent Stem Cell Protocol?	N
Space/Remodel/Construction action?	N
Environmental Impacts (WEPA)?	N
Funding for Building/Renovation/Equipment?	Y

Approval Date	Expiration Date	Assurance

Required Signatures

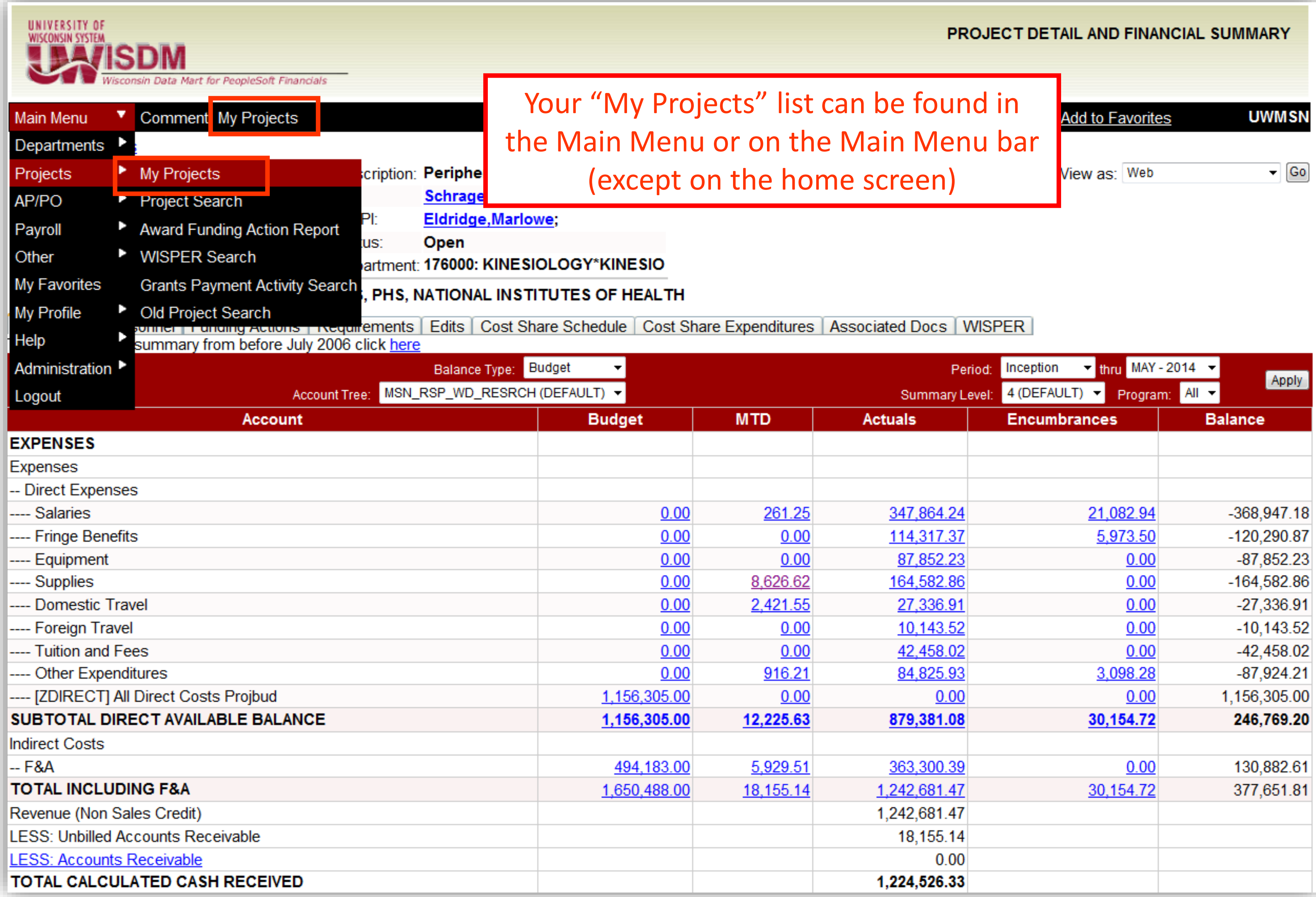
Project Title	ICECUBE MAINTENANCE AND OPERAT	Project Type	PRIV
Chair(s)/Director(s)		Date	11/06/15

Printed Date: 11/03/2015 Page 1

lic \ 233KJ11 \ 349300 \ MULTIPLE DONORS \ JRR0186834 \ 2205 \ A_AS_Gifts_Check Routing Form | Page 1 of 2 | 186,599 K

Please allow one week after revenue entry is posted before documents are available through WISDM

Search: Project – My Projects List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WISPER Search
Grants Payment Activity Search
Old Project Search
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Cost Share Expenditures
Associated Docs
WISPER
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PROJECT DETAIL AND FINANCIAL SUMMARY

Your “My Projects” list can be found in the Main Menu or on the Main Menu bar (except on the home screen)

cription: **Periphe**
Schrage
PI: **Eldridge,Marlowe**;
us: **Open**
artment: **176000: KINESIOLOGY*KINESIO**
, PHS, NATIONAL INSTITUTES OF HEALTH

summary from before July 2006 click here

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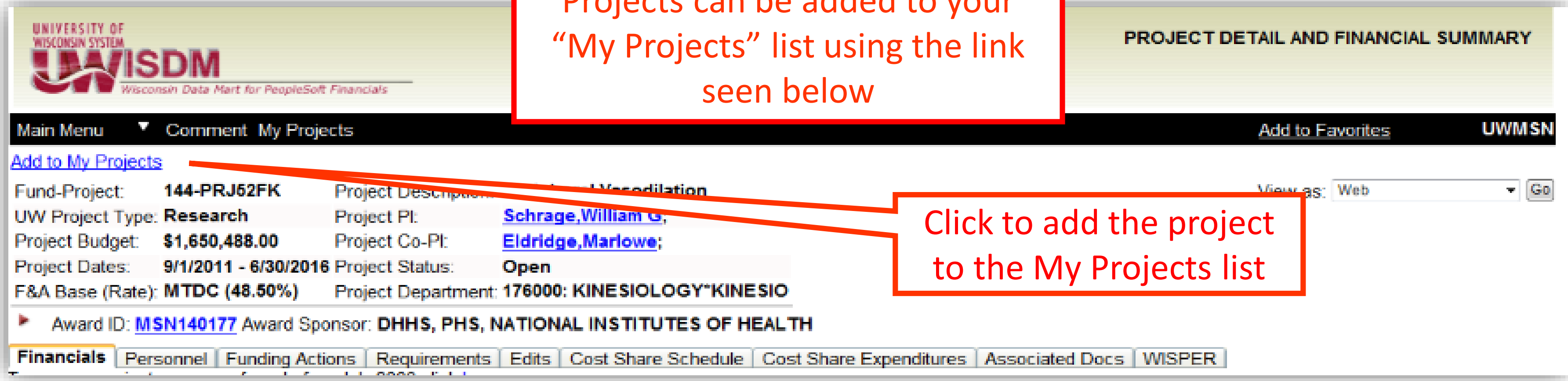
Search: Project – My Projects List

Projects can be added to your "My Projects" list using the link seen below

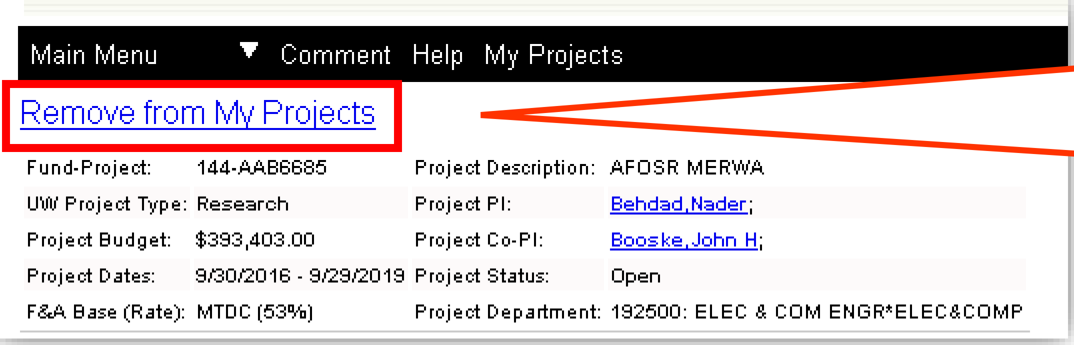

UNIVERSITY OF WISCONSIN SYSTEM
UW ISDM
Wisconsin Data Mart for PeopleSoft Financials
PROJECT DETAIL AND FINANCIAL SUMMARY
Main Menu
Comment
My Projects
Add to Favorites
UWMSN
View as:
Web
Go
Financials
Personnel
Funding Actions
Requirements
Edits
Cost Share Schedule
Cost Share Expenditures
Associated Docs
WISPER

Add to My Projects

Fund-Project:	144-PRJ52FK	Project Descripti	Vasodilation
UW Project Type:	Research	Project PI:	Schrage,William G;
Project Budget:	$1,650,488.00	Project Co-PI:	Eldridge,Marlowe;
Project Dates:	9/1/2011 - 6/30/2016	Project Status:	Open
F&A Base (Rate):	MTDC (48.50%)	Project Department:	176000: KINESIOLOGY*KINESIO

Award ID: MSN140177 Award Sponsor: DHHS, PHS, NATIONAL INSTITUTES OF HEALTH

Click to add the project to the My Projects list

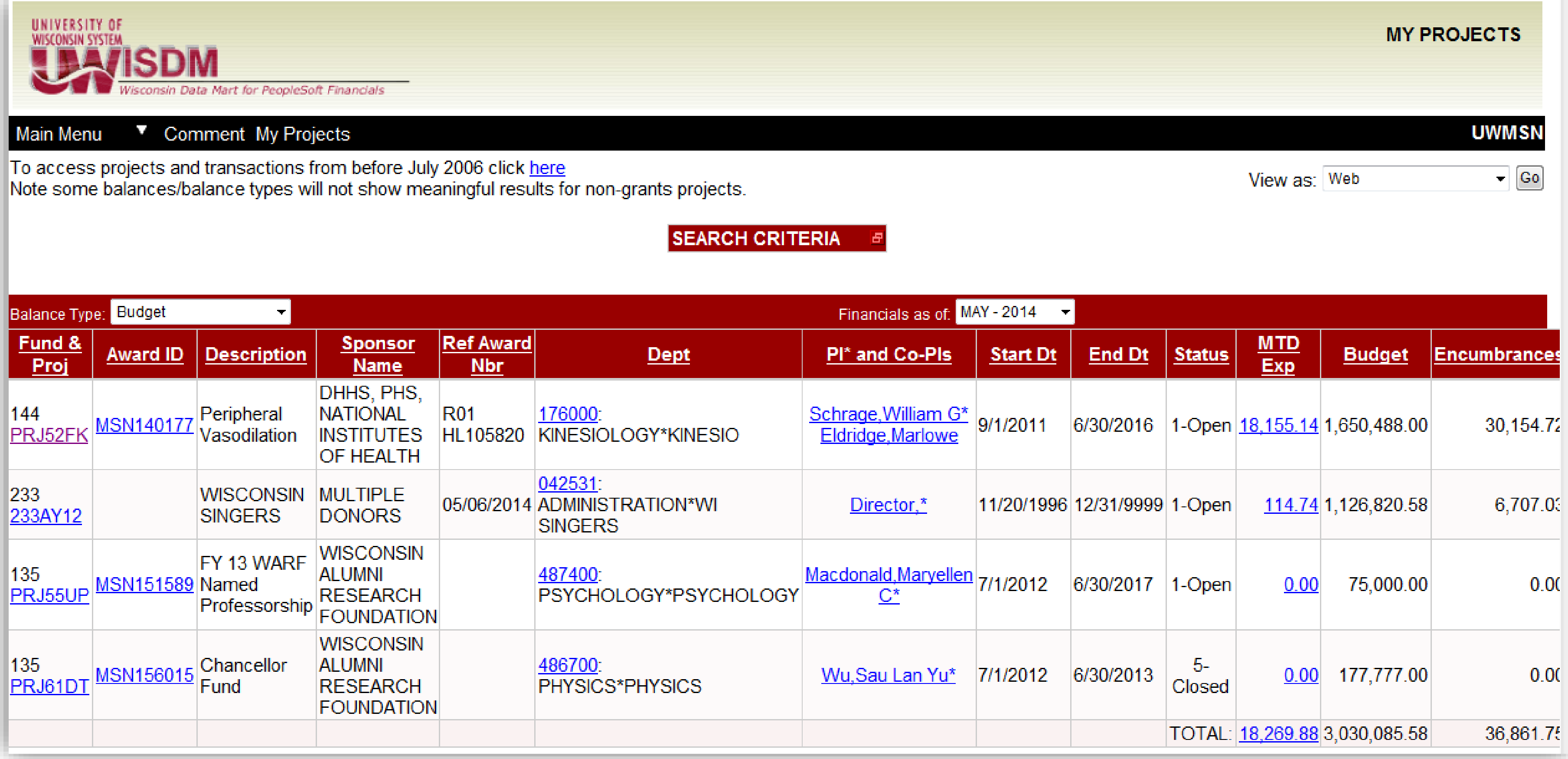

Main Menu
Comment
Help
My Projects

Remove from My Projects

Fund-Project:	144-AAB6685	Project Description:	AFOSR MERWA
UW Project Type:	Research	Project PI:	Behdad,Nader;
Project Budget:	$393,403.00	Project Co-PI:	Booske,John H;
Project Dates:	9/30/2016 - 9/29/2019	Project Status:	Open
F&A Base (Rate):	MTDC (53%)	Project Department:	192500: ELEC & COM ENGR*ELEC&COMP

Once a project has been added to your "My Projects" list, the link becomes an option to remove the project

Search: Project – My Projects List


UNIVERSITY OF WISCONSIN SYSTEM
UWISDM
Wisconsin Data Mart for PeopleSoft Financials
MY PROJECTS
Main Menu
Comment
My Projects
UWMSN
View as:
Web
Go
SEARCH CRITERIA

To access projects and transactions from before July 2006 click here
Note some balances/balance types will not show meaningful results for non-grants projects.

Balance Type: Budget

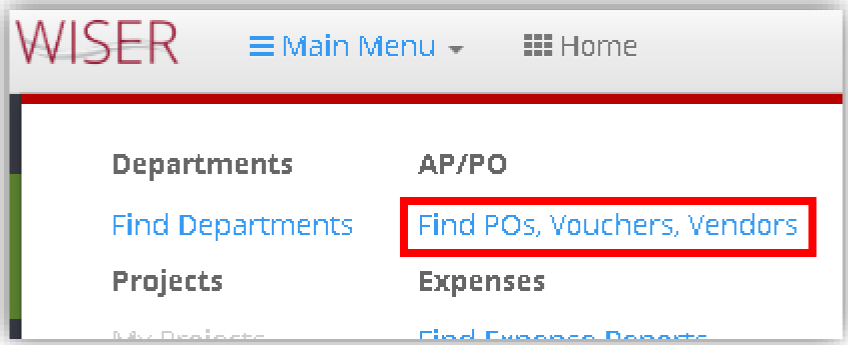
Financials as of: MAY - 2014

Fund & Proj	Award ID	Description	Sponsor Name	Ref Award Nbr	Dept	PI* and Co-PIs	Start Dt	End Dt	Status	MTD Exp	Budget	Encumbrances
144 PRJ52FK	MSN140177	Peripheral Vasodilation	DHHS, PHS, NATIONAL INSTITUTES OF HEALTH	R01 HL105820	176000: KINESIOLOGY*KINESIO	Schrage,William G* Eldridge,Marlowe	9/1/2011	6/30/2016	1-Open	18,155.14	1,650,488.00	30,154.72
233 233AY12		WISCONSIN SINGERS	MULTIPLE DONORS	05/06/2014	042531: ADMINISTRATION*WI SINGERS	Director,*	11/20/1996	12/31/9999	1-Open	114.74	1,126,820.58	6,707.03
135 PRJ55UP	MSN151589	FY 13 WARF Named Professorship	WISCONSIN ALUMNI RESEARCH FOUNDATION		487400: PSYCHOLOGY*PSYCHOLOGY	Macdonald,Maryellen C*	7/1/2012	6/30/2017	1-Open	0.00	75,000.00	0.00
135 PRJ61DT	MSN156015	Chancellor Fund	WISCONSIN ALUMNI RESEARCH FOUNDATION		486700: PHYSICS*PHYSICS	Wu,Sau Lan Yu*	7/1/2012	6/30/2013	5-Closed	0.00	177,777.00	0.00
									TOTAL:	18,269.88	3,030,085.58	36,861.75

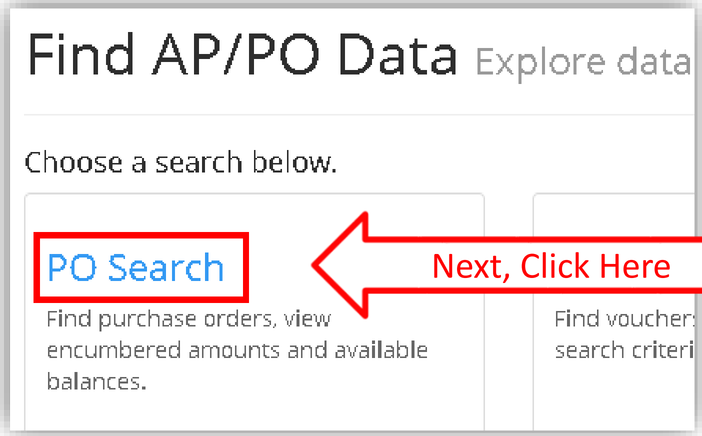
Your My Projects list will contain the same project information as would be retrieved by a Project Search

Search: AP/PO – Purchase Order

Starting in the Main Menu:


WISER
Main Menu
Home
Departments
Find Departments
Projects
My Projects
AP/PO
Find POs, Vouchers, Vendors
Expenses
Find Expense Reports

Click Here


Find AP/PO Data Explore data
PO Search

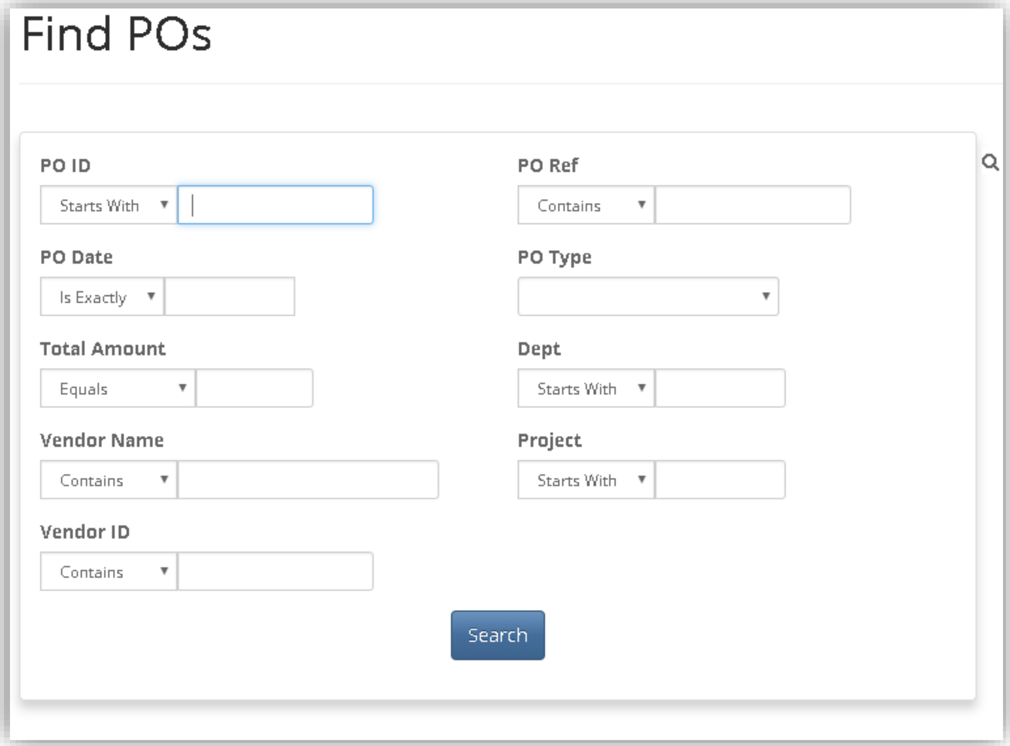
Choose a search below.

PO Search

Find purchase orders, view encumbered amounts and available balances.

Find voucher
search criteri

Next, Click Here


Find POs
Search

PO ID: Starts With

PO Ref: Contains

PO Date: Is Exactly

PO Type:

Total Amount: Equals

Dept: Starts With

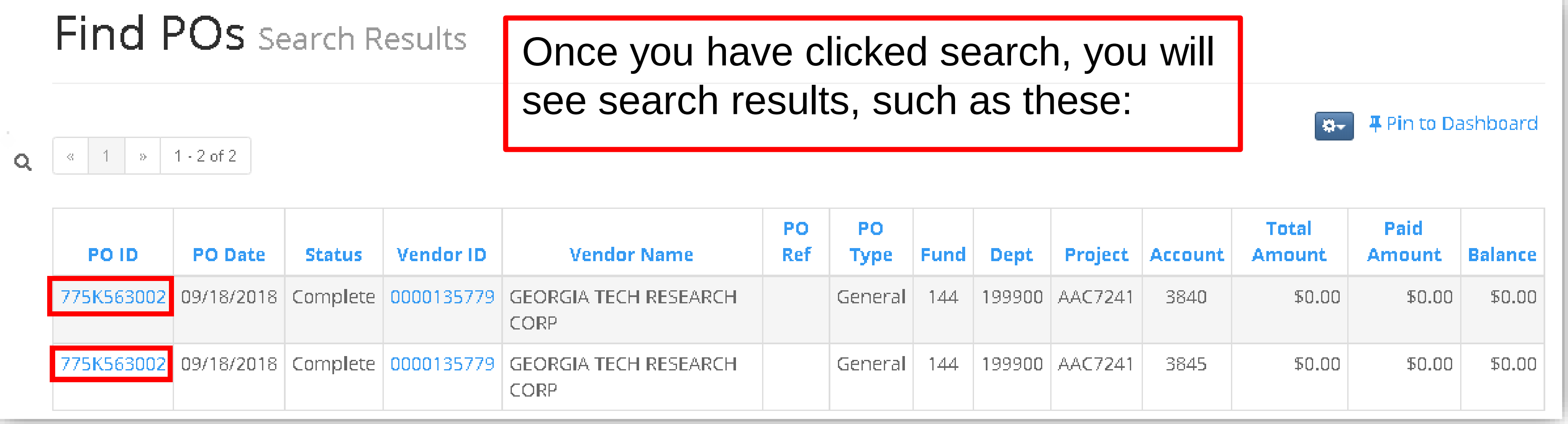
Vendor Name: Contains

Project: Starts With

Vendor ID: Contains

Then, enter your search criteria

Search: AP/PO – Purchase Order

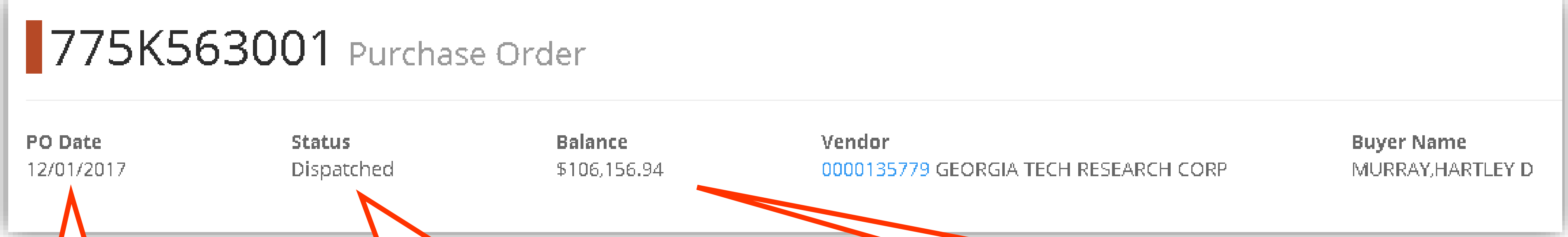


Find POs Search Results

Once you have clicked search, you will see search results, such as these:

PO ID	PO Date	Status	Vendor ID	Vendor Name	PO Ref	PO Type	Fund	Dept	Project	Account	Total Amount	Paid Amount	Balance
775K563002	09/18/2018	Complete	0000135779	GEORGIA TECH RESEARCH CORP		General	144	199900	AAC7241	3840	$0.00	$0.00	$0.00
775K563002	09/18/2018	Complete	0000135779	GEORGIA TECH RESEARCH CORP		General	144	199900	AAC7241	3845	$0.00	$0.00	$0.00

Pick a PO ID such as the two red boxes above, and click on it to view a Purchase Order Below, you will see the header information for the Purchase Order



775K563001 Purchase Order

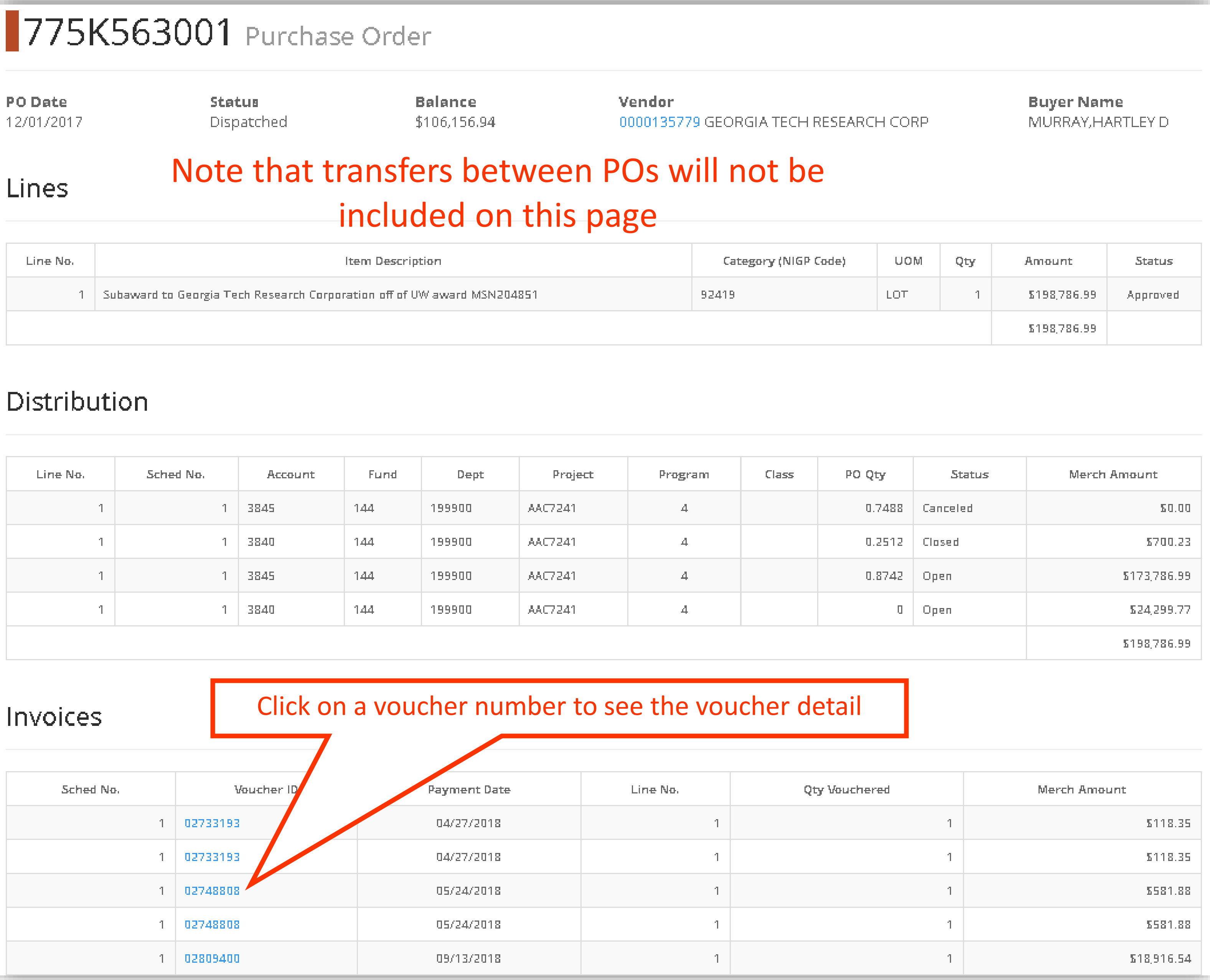
PO Date	Status	Balance	Vendor	Buyer Name
12/01/2017	Dispatched	$106,156.94	0000135779 GEORGIA TECH RESEARCH CORP	MURRAY,HARTLEY D

The Date the PO was created

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

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

Search: AP/PO – Purchase Order



775K563001 Purchase Order

PO Date	Status	Balance	Vendor	Buyer Name
12/01/2017	Dispatched	$106,156.94	0000135779 GEORGIA TECH RESEARCH CORP	MURRAY,HARTLEY D

Lines

Note that transfers between POs will not be included on this page

Line No.	Item Description	Category (NIGP Code)	UOM	Qty	Amount	Status
1	Subaward to Georgia Tech Research Corporation off of UW award MSN204851	92419	LOT	1	$198,786.99	Approved
					$198,786.99	

Distribution

Line No.	Sched No.	Account	Fund	Dept	Project	Program	Class	PO Qty	Status	Merch Amount
1	1	3845	144	199900	AAC7241	4		0.7488	Canceled	$0.00
1	1	3840	144	199900	AAC7241	4		0.2512	Closed	$700.23
1	1	3845	144	199900	AAC7241	4		0.8742	Open	$173,786.99
1	1	3840	144	199900	AAC7241	4		0	Open	$24,299.77
										$198,786.99

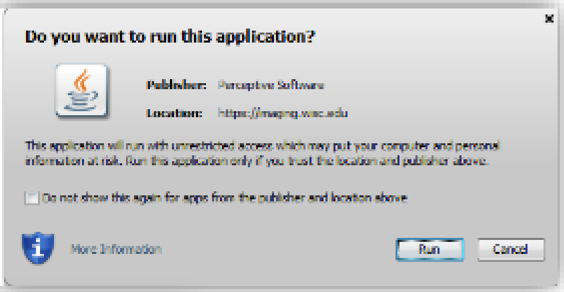
Invoices

Click on a voucher number to see the voucher detail

Sched No.	Voucher ID	Payment Date	Line No.	Qty Vouchered	Merch Amount
1	02733193	04/27/2018	1	1	$118.35
1	02733193	04/27/2018	1	1	$118.35
1	02748808	05/24/2018	1	1	$581.88
1	02748808	05/24/2018	1	1	$581.88
1	02809400	09/13/2018	1	1	$18,916.54

Search: AP/PO Purchase Order

If you are prompted with the pop up to the right after clicking on a voucher, click "Run"



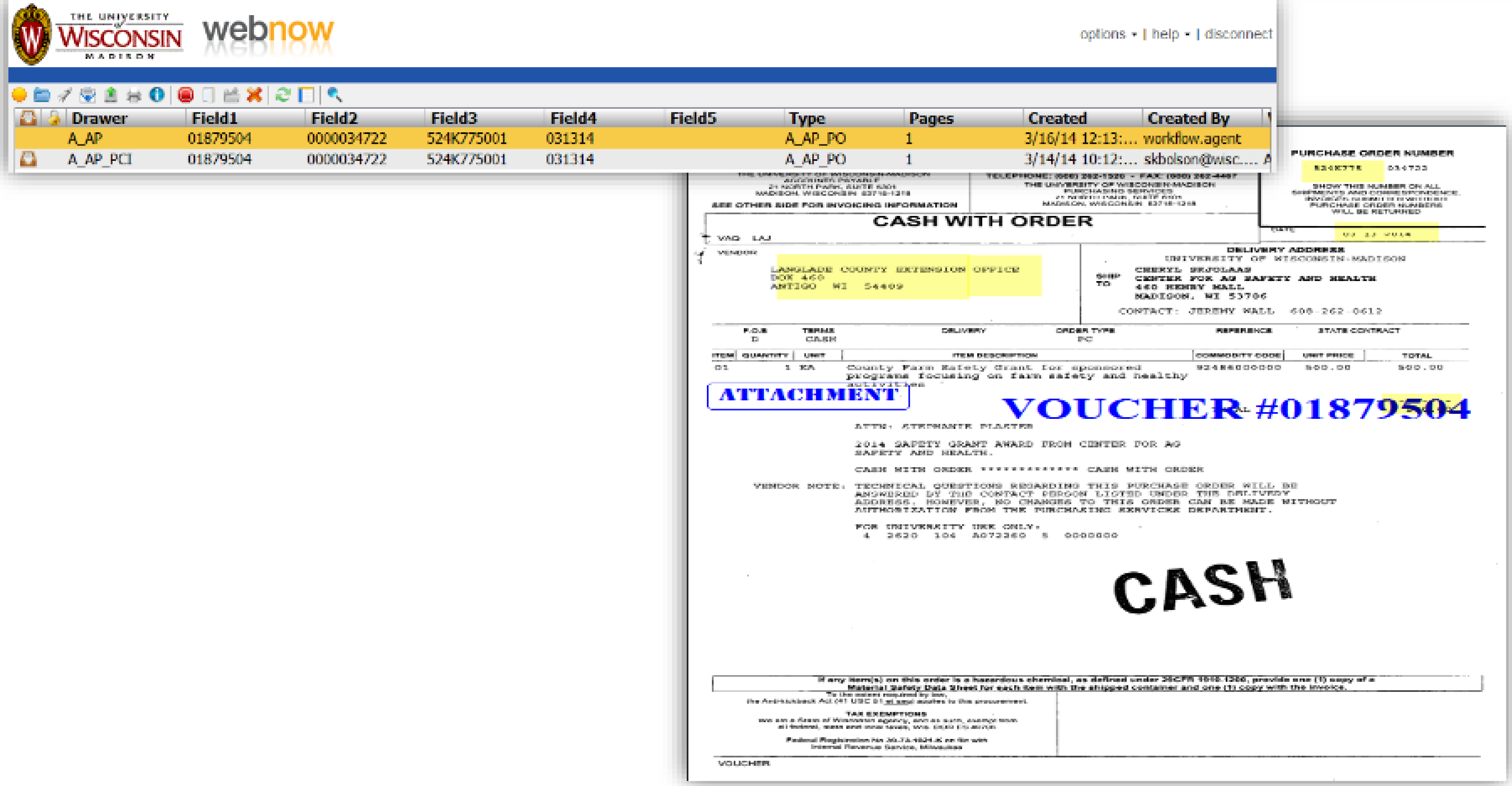
Do you want to run this application?

Publisher: Perceptive Software

Location: https://imaging.wisc.edu

This application will run with unrestricted access which may put your computer and personal information at risk. Run this application only if you trust the location and publisher above.

☐ Do not show this again for apps from the publisher and location above



THE UNIVERSITY WISCONSIN MADISON
webnow
options ▾ | help ▾ | disconnect

		Drawer	Field1	Field2	Field3	Field4	Field5	Type	Pages	Created	Created By
		A_AP	01879504	0000034722	524K775001	031314		A_AP_PO	1	3/16/14 12:13:...	workflow.agent
		A_AP_PCI	01879504	0000034722	524K775001	031314		A_AP_PO	1	3/14/14 10:12:...	skbolson@wisc....

PURCHASE ORDER NUMBER

SHOW THIS NUMBER ON ALL SHIPMENTS AND CORRESPONDENCE. INVOICES WITHOUT PURCHASE ORDER NUMBERS WILL BE RETURNED

SEE OTHER SIDE FOR INVOICING INFORMATION

CASH WITH ORDER

VENDOR

LANGLADE COUNTY EXTENSION OFFICE
BOX 460
ANTIGO WI 54409

DELIVERY ADDRESS
UNIVERSITY OF WISCONSIN-MADISON

SHIP TO
CHERYL SKJOLAAS
CENTER FOR AG SAFETY AND HEALTH
460 HENRY MALL
MADISON, WI 53706

CONTACT: JEREMY HALL 608-262-0612

F.O.B	TERMS	DELIVERY	ORDER TYPE	REFERENCE	STATE CONTRACT
D	CASH		PC		

ITEM	QUANTITY	UNIT	ITEM DESCRIPTION	COMMODITY CODE	UNIT PRICE	TOTAL
01	1	EA	County Farm Safety Grant for sponsored programs focusing on farm safety and healthy activities	92484000000	500.00	500.00

ATTACHMENT

VOUCHER #01879504

ATTN: STEPHANIE PLASTER

2014 SAFETY GRANT AWARD FROM CENTER FOR AG SAFETY AND HEALTH.

CASH WITH ORDER ************** CASH WITH ORDER

VENDOR NOTE: TECHNICAL QUESTIONS REGARDING THIS PURCHASE ORDER WILL BE ANSWERED BY THE CONTACT PERSON LISTED UNDER THE DELIVERY ADDRESS. HOWEVER, NO CHANGES TO THIS ORDER CAN BE MADE WITHOUT AUTHORIZATION FROM THE PURCHASING SERVICES DEPARTMENT.

FOR UNIVERSITY USE ONLY.
4 2620 104 A072360 5 0000000

CASH

If any item(s) on this order is a hazardous chemical, as defined under 29CFR 1910.1200, provide one (1) copy of a Material Safety Data Sheet for each item with the shipped container and one (1) copy with the invoice.

TAX EXEMPTIONS

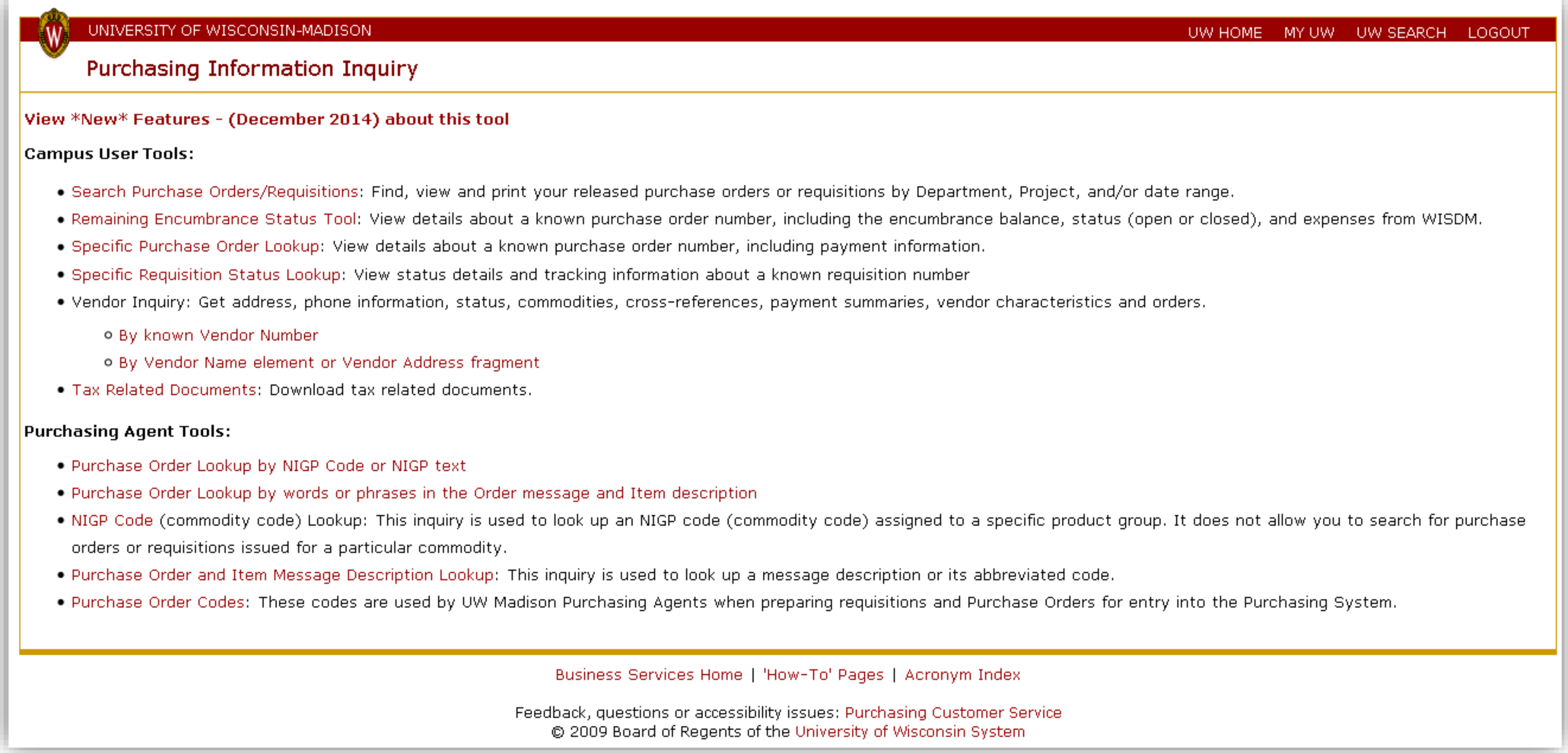
VOUCHER

Search: AP/PO – Purchase Order

External PO Information

Purchasing System Inquiry

- http://www.bussvc.wisc.edu/purch/purchinq.html
- Contact Purchasing Services with Purchasing Information Inquiry questions



Purchasing Information Inquiry

View *New* Features - (December 2014) about this tool

Campus User Tools:

- Search Purchase Orders/Requisitions: Find, view and print your released purchase orders or requisitions by Department, Project, and/or date range.
- Remaining Encumbrance Status Tool: View details about a known purchase order number, including the encumbrance balance, status (open or closed), and expenses from WISDM.
- Specific Purchase Order Lookup: View details about a known purchase order number, including payment information.
- Specific Requisition Status Lookup: View status details and tracking information about a known requisition number
- Vendor Inquiry: Get address, phone information, status, commodities, cross-references, payment summaries, vendor characteristics and orders.
    - By known Vendor Number
    - By Vendor Name element or Vendor Address fragment
- Tax Related Documents: Download tax related documents.

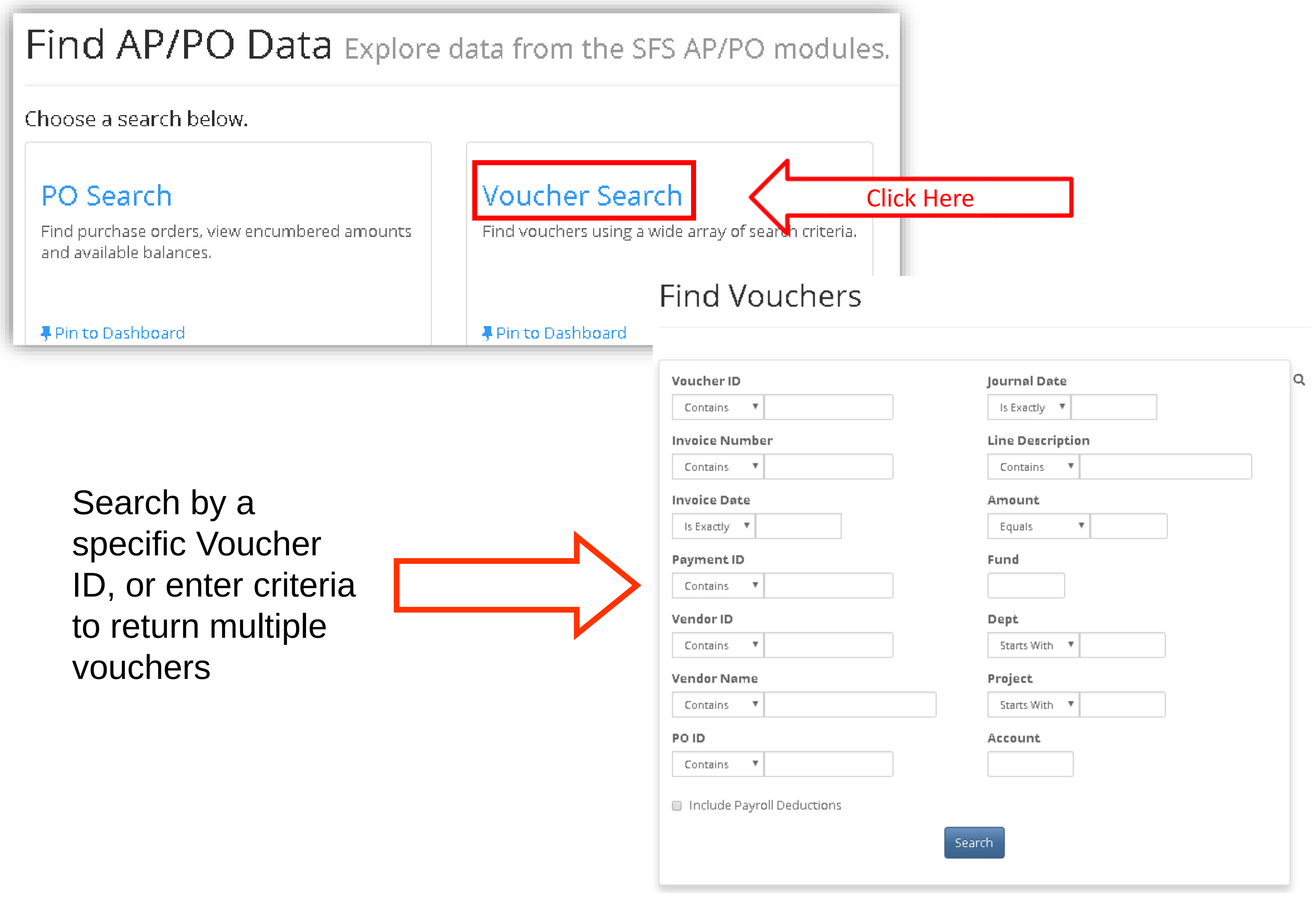
Purchasing Agent Tools:

- Purchase Order Lookup by NIGP Code or NIGP text
- Purchase Order Lookup by words or phrases in the Order message and Item description
- NIGP Code (commodity code) Lookup: This inquiry is used to look up an NIGP code (commodity code) assigned to a specific product group. It does not allow you to search for purchase orders or requisitions issued for a particular commodity.
- Purchase Order and Item Message Description Lookup: This inquiry is used to look up a message description or its abbreviated code.
- Purchase Order Codes: These codes are used by UW Madison Purchasing Agents when preparing requisitions and Purchase Orders for entry into the Purchasing System.

Business Services Home | 'How-To' Pages | Acronym Index

Feedback, questions or accessibility issues: Purchasing Customer Service
© 2009 Board of Regents of the University of Wisconsin System

Search: Voucher



Find AP/PO Data

Explore data from the SFS AP/PO modules.

Choose a search below.

PO Search

Find purchase orders, view encumbered amounts and available balances.

Voucher Search

Find vouchers using a wide array of search criteria.

Click Here

Find Vouchers

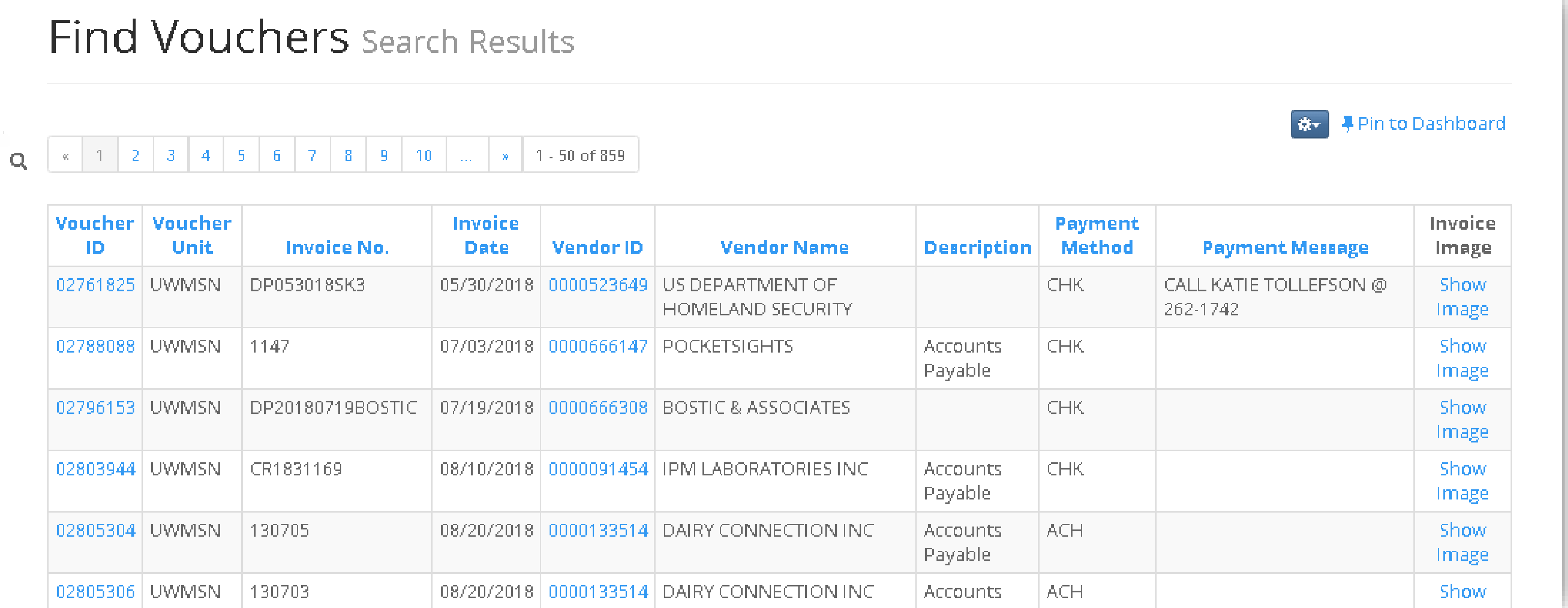
Voucher ID: Contains	**Journal Date**: Is Exactly
Invoice Number: Contains	**Line Description**: Contains
Invoice Date: Is Exactly	**Amount**: Equals
Payment ID: Contains	**Fund**
Vendor ID: Contains	**Dept**: Starts With
Vendor Name: Contains	**Project**: Starts With
PO ID: Contains	**Account**

☐ Include Payroll Deductions

Search by a specific Voucher ID, or enter criteria to return multiple vouchers

Search: Voucher

The Voucher search results will look like the below screenshot



Find Vouchers Search Results

Voucher ID	Voucher Unit	Invoice No.	Invoice Date	Vendor ID	Vendor Name	Description	Payment Method	Payment Message	Invoice Image
02761825	UWMSN	DP053018SK3	05/30/2018	0000523649	US DEPARTMENT OF HOMELAND SECURITY		CHK	CALL KATIE TOLLEFSON @ 262-1742	Show Image
02788088	UWMSN	1147	07/03/2018	0000666147	POCKETSIGHTS	Accounts Payable	CHK		Show Image
02796153	UWMSN	DP20180719BOSTIC	07/19/2018	0000666308	BOSTIC & ASSOCIATES		CHK		Show Image
02803944	UWMSN	CR1831169	08/10/2018	0000091454	IPM LABORATORIES INC	Accounts Payable	CHK		Show Image
02805304	UWMSN	130705	08/20/2018	0000133514	DAIRY CONNECTION INC	Accounts Payable	ACH		Show Image
02805306	UWMSN	130703	08/20/2018	0000133514	DAIRY CONNECTION INC	Accounts	ACH		Show

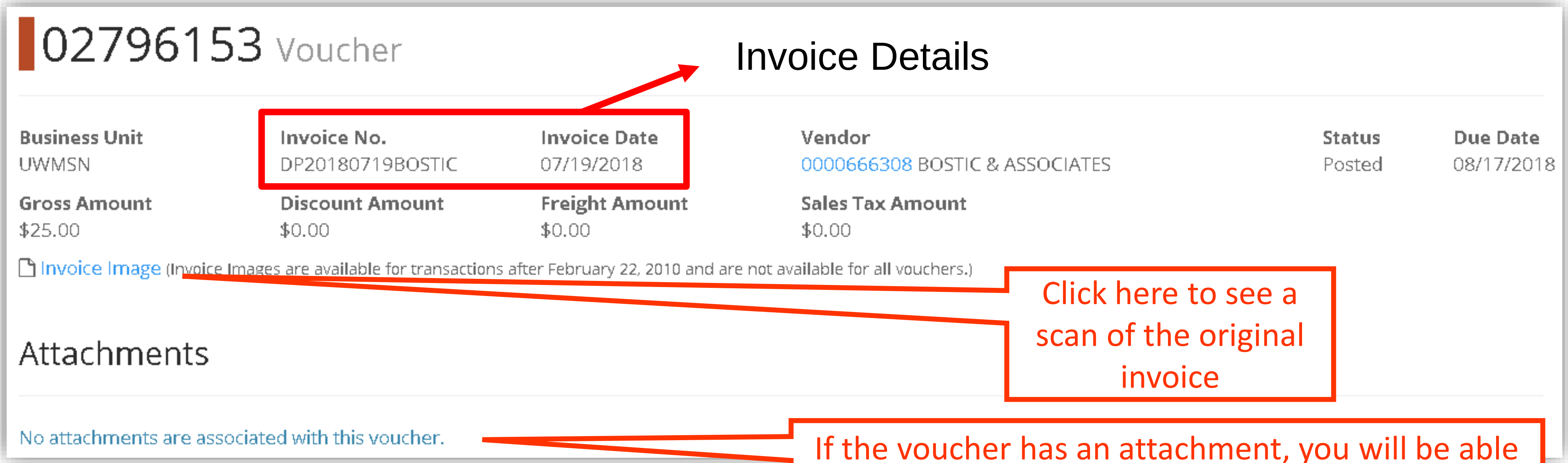
Pick a Voucher ID to view the Voucher

Pick a Vendor to go to the vendor's page for a voucher

Click on "Show Image" to see the Invoice for a voucher

Search: Voucher

Voucher Header Information



02796153 Voucher

Business Unit UWMSN

Invoice No. DP20180719BOSTIC

Invoice Date 07/19/2018

Vendor 0000666308 BOSTIC & ASSOCIATES

Status Posted

Due Date 08/17/2018

Gross Amount $25.00

Discount Amount $0.00

Freight Amount $0.00

Sales Tax Amount $0.00

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

Attachments

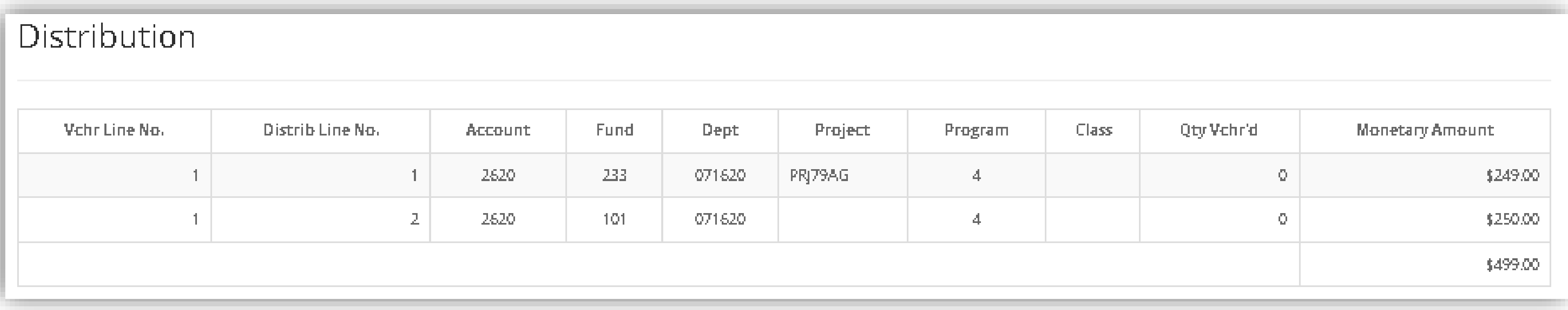
No attachments are associated with this voucher.

Invoice Details

Click here to see a scan of the original invoice

If the voucher has an attachment, you will be able to click on a link to view a scan here

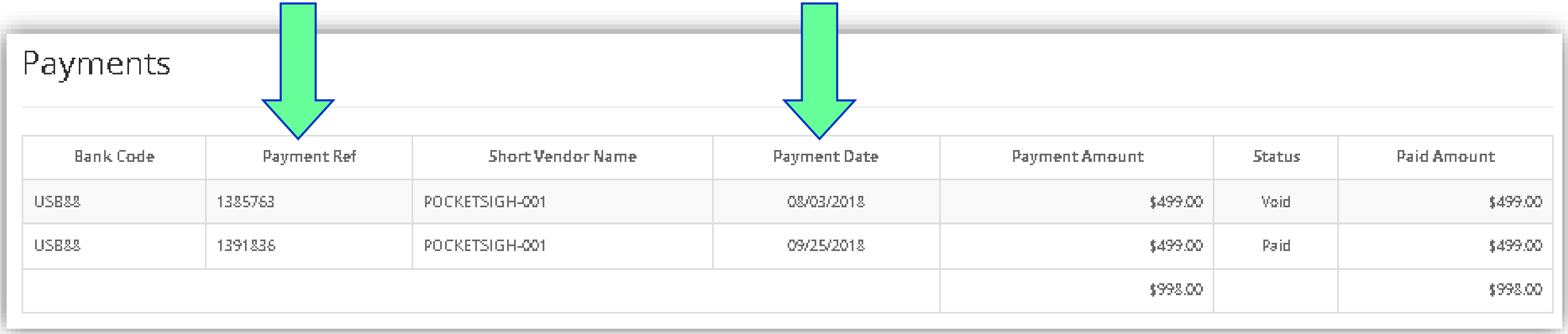
Search: Voucher



Distribution

Vchr Line No.	Distrib Line No.	Account	Fund	Dept	Project	Program	Class	Qty Vchr'd	Monetary Amount
1	1	2620	233	071620	PRJ79AG	4		0	$249.00
1	2	2620	101	071620		4		0	$250.00
									$499.00

The Payments section will provide details on the status, method, and timing of payments



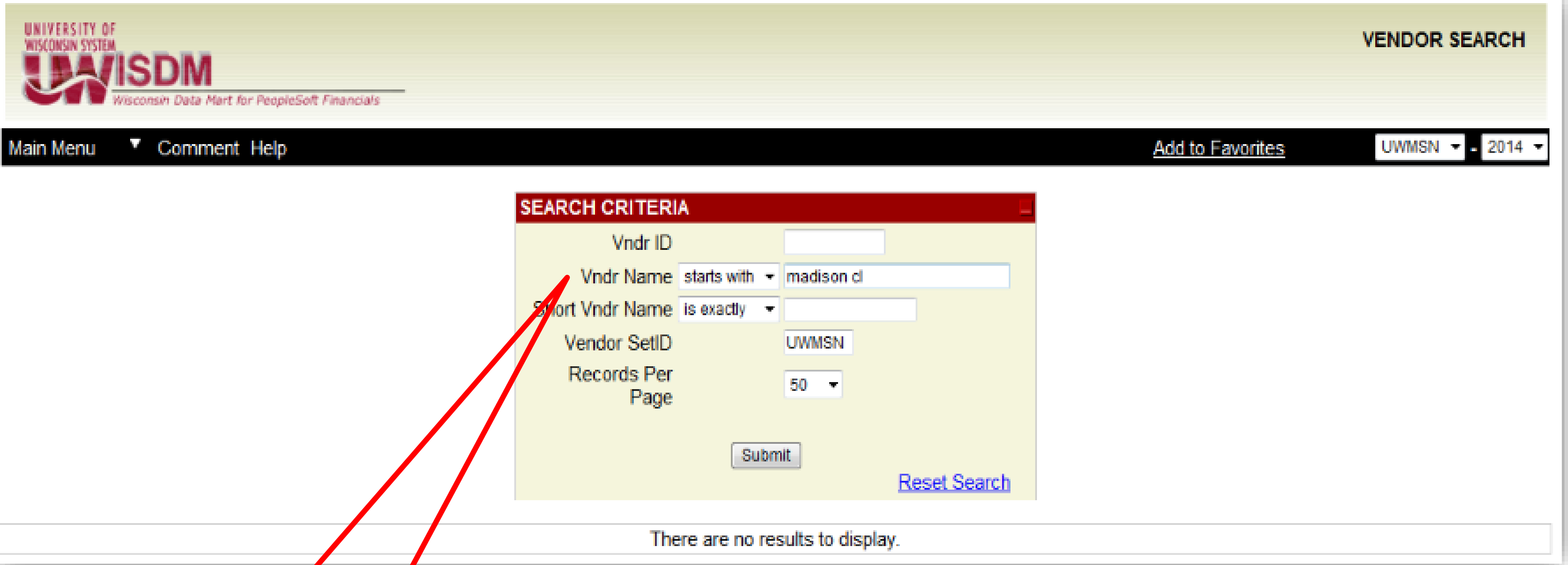
Check Number

Check Date

Payments

Bank Code	Payment Ref	Short Vendor Name	Payment Date	Payment Amount	Status	Paid Amount
USB88	1385763	POCKETSIGH-001	08/03/2018	$499.00	Void	$499.00
USB88	1391836	POCKETSIGH-001	09/25/2018	$499.00	Paid	$499.00
				$998.00		$998.00

Search: Vendor


UNIVERSITY OF WISCONSIN SYSTEM
UWISDM
Wisconsin Data Mart for PeopleSoft Financials
Main Menu
Comment
Help
Add to Favorites
UWMSN
2014
Submit
Reset Search

VENDOR SEARCH

SEARCH CRITERIA

Vndr ID:

Vndr Name: starts with: madison cl

Short Vndr Name: is exactly:

Vendor SetID: UWMSN

Records Per Page: 50

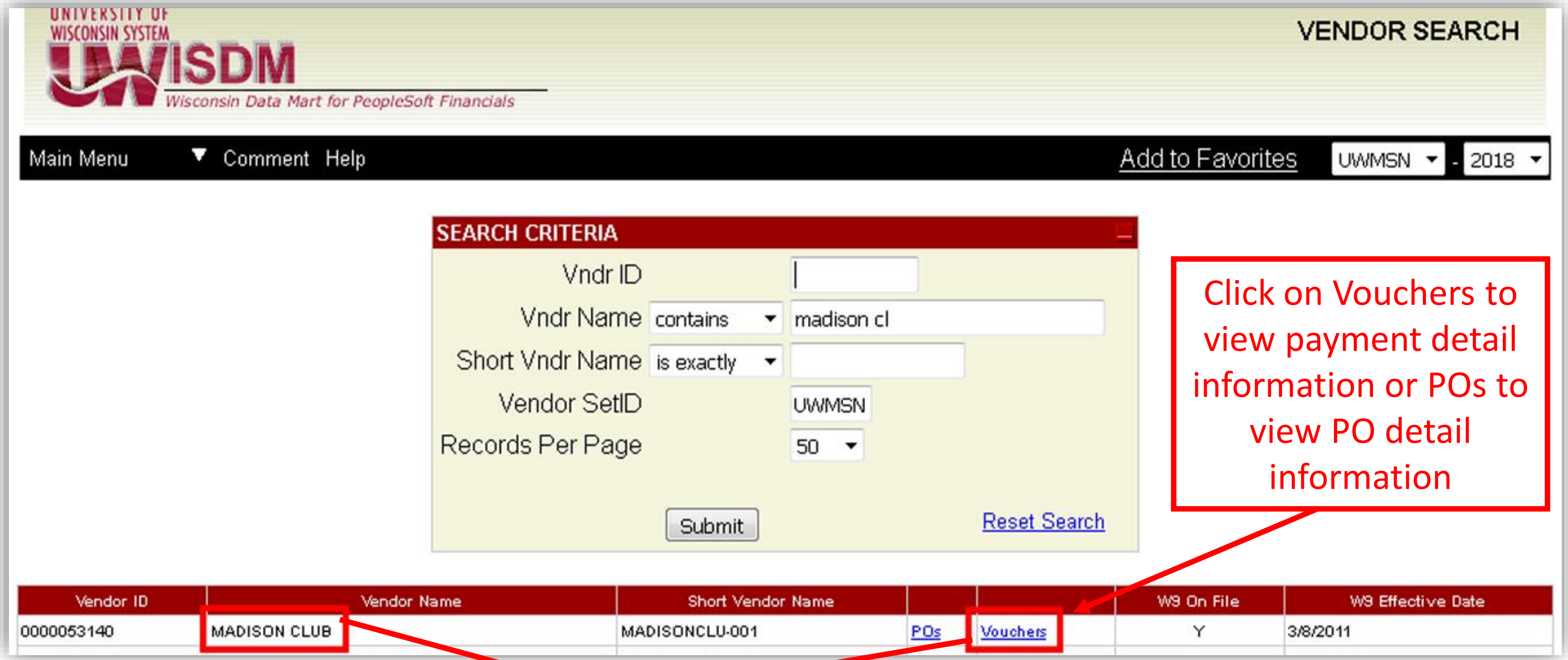
There are no results to display.

Pick “starts with” if uncertain of first name or spelling of the name

Note

- Employee’s or a person’s name always starts with last name
- Vndr Name field format is lastname,firstname with no space after the comma
- Vendor search cannot be used to find employee payroll

Search: Vendor


UNIVERSITY OF WISCONSIN SYSTEM
UWISDM
Wisconsin Data Mart for PeopleSoft Financials
Main Menu
Comment
Help
Add to Favorites
UWMSN
2018
Submit
Reset Search

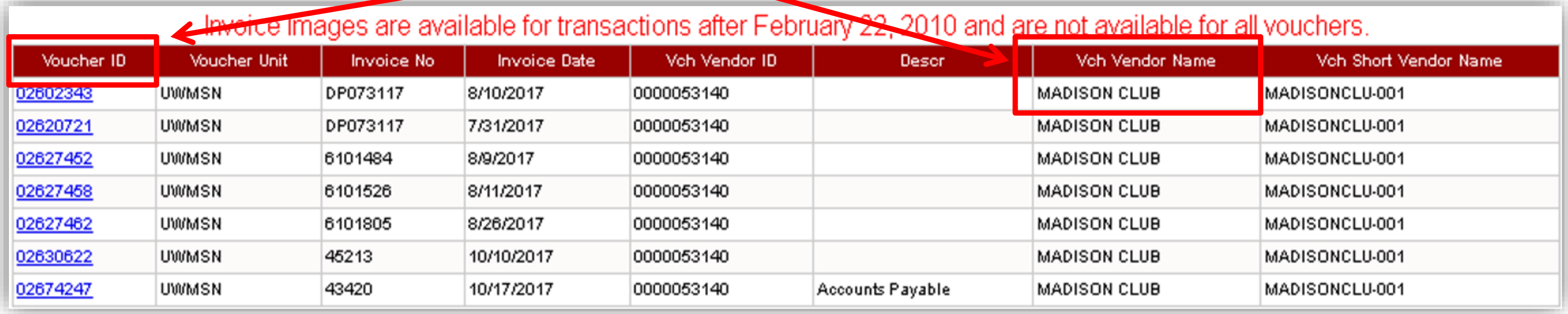
VENDOR SEARCH

SEARCH CRITERIA

Vndr ID		
Vndr Name	contains	madison cl
Short Vndr Name	is exactly	
Vendor SetID		UWMSN
Records Per Page		50

Vendor ID	Vendor Name	Short Vendor Name			W9 On File	W9 Effective Date
0000053140	MADISON CLUB	MADISONCLU-001	POs	Vouchers	Y	3/8/2011

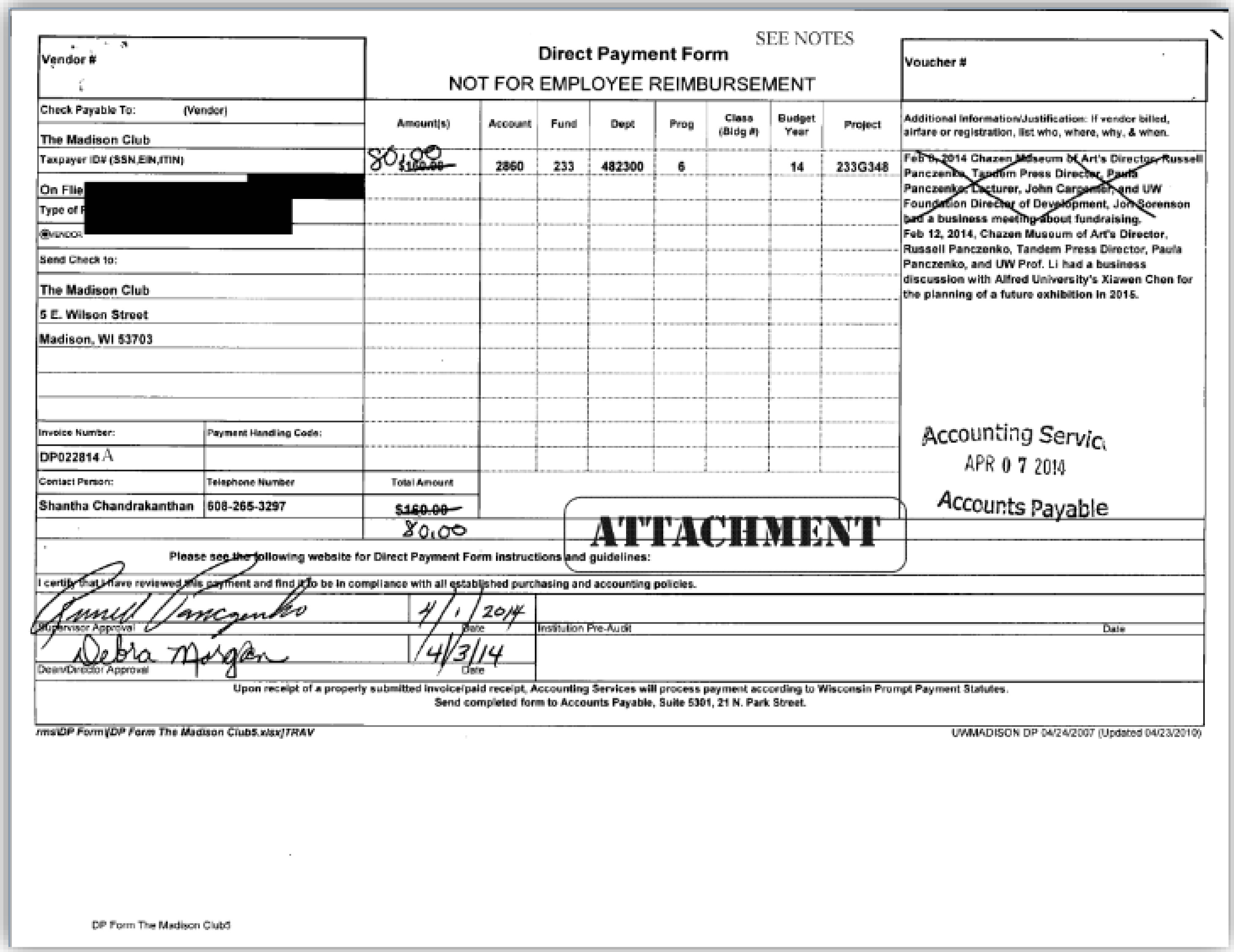
Click on Vouchers to view payment detail information or POs to view PO detail information



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

Voucher ID	Voucher Unit	Invoice No	Invoice Date	Vch Vendor ID	Descr	Vch Vendor Name	Vch Short Vendor Name
02602343	UWMSN	DP073117	8/10/2017	0000053140		MADISON CLUB	MADISONCLU-001
02620721	UWMSN	DP073117	7/31/2017	0000053140		MADISON CLUB	MADISONCLU-001
02627452	UWMSN	6101484	8/9/2017	0000053140		MADISON CLUB	MADISONCLU-001
02627458	UWMSN	6101526	8/11/2017	0000053140		MADISON CLUB	MADISONCLU-001
02627462	UWMSN	6101805	8/26/2017	0000053140		MADISON CLUB	MADISONCLU-001
02630622	UWMSN	45213	10/10/2017	0000053140		MADISON CLUB	MADISONCLU-001
02674247	UWMSN	43420	10/17/2017	0000053140	Accounts Payable	MADISON CLUB	MADISONCLU-001

Search: Voucher



SEE NOTES

Direct Payment Form

NOT FOR EMPLOYEE REIMBURSEMENT

Vendor #

Voucher #

Check Payable To: (Vendor)

The Madison Club

Taxpayer ID# (SSN,EIN,ITIN)

On File [redacted]

Type of

● VENDOR

Send Check to:

The Madison Club
5 E. Wilson Street
Madison, WI 53703

Amount(s)	Account	Fund	Dept	Prog	Class (Bldg #)	Budget Year	Project
80.00 ~~$160.00~~	2860	233	482300	6		14	233G348

Additional Information/Justification: If vendor billed, airfare or registration, list who, where, why, & when.

~~Feb 6, 2014 Chazen Museum of Art's Director, Russell Panczenko, Tandem Press Director, Paula Panczenko, Lecturer, John Carpenter, and UW Foundation Director of Development, John Sorenson had a business meeting about fundraising.~~

Feb 12, 2014, Chazen Museum of Art's Director, Russell Panczenko, Tandem Press Director, Paula Panczenko, and UW Prof. Li had a business discussion with Alfred University's Xiawen Chen for the planning of a future exhibition in 2015.

Accounting Servic
APR 0 7 2014
Accounts Payable

Invoice Number:	Payment Handling Code:
DP022814 A	
Contact Person:	Telephone Number
Shantha Chandrakanthan	608-265-3297

Total Amount: ~~$160.00~~ 80.00

ATTACHMENT

Please see the following website for Direct Payment Form instructions and guidelines:

I certify that I have reviewed this payment and find it to be in compliance with all established purchasing and accounting policies.

Russell Panczenko — 4/1/2014
Supervisor Approval — Date

Debra Morgan — 4/3/14
Dean/Director Approval — Date

Institution Pre-Audit — Date

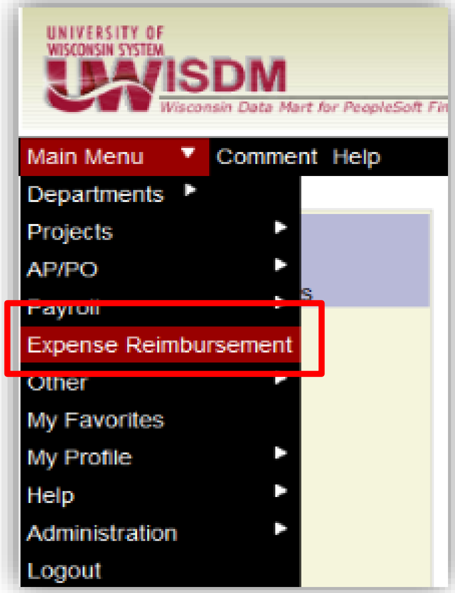
Upon receipt of a properly submitted invoice/paid receipt, Accounting Services will process payment according to Wisconsin Prompt Payment Statutes.
Send completed form to Accounts Payable, Suite 5301, 21 N. Park Street.

rms\DP Form\[DP Form The Madison Club5.xlsx]TRAV

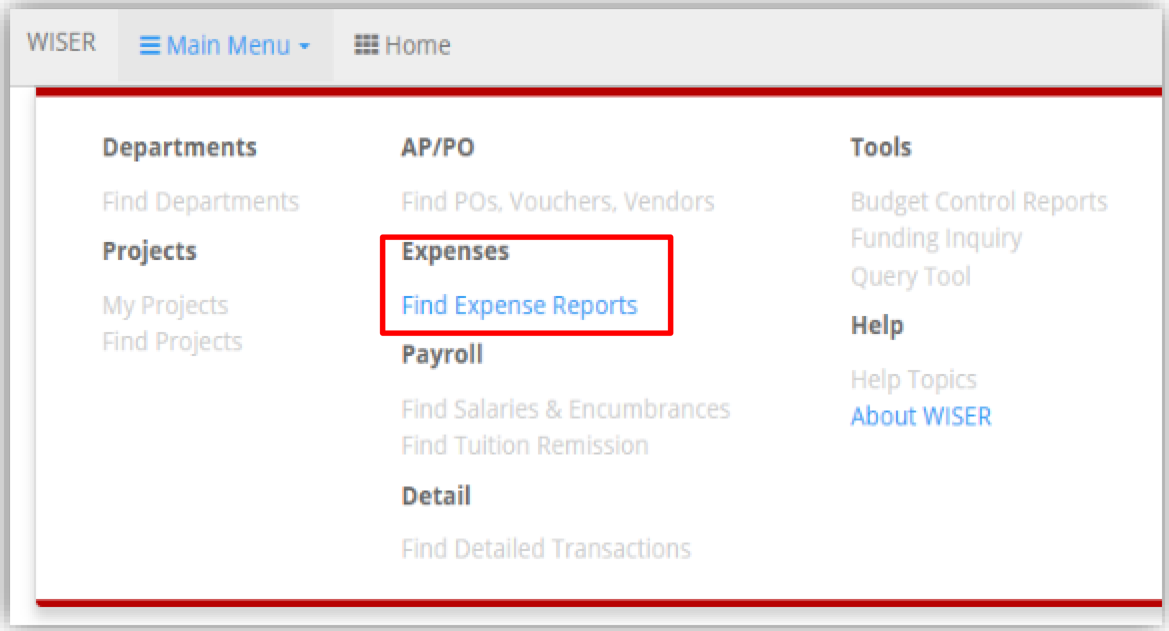
UWMADISON DP 04/24/2007 (Updated 04/23/2010)

DP Form The Madison Club5

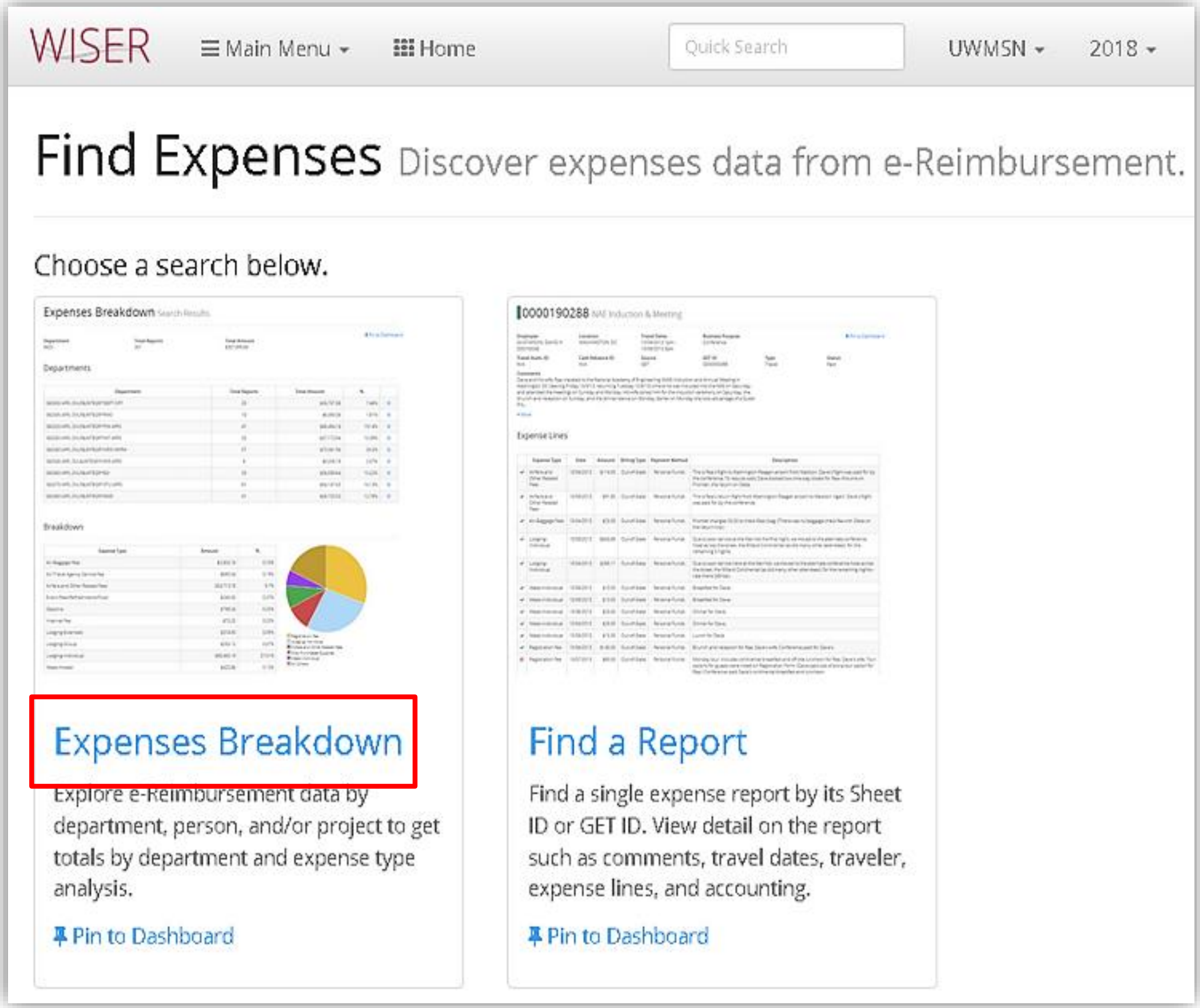
Search: Expense Reports


UNIVERSITY OF WISCONSIN SYSTEM
UWISDM
Wisconsin Data Mart for PeopleSoft Fin
Main Menu
Comment
Help
Departments
Projects
AP/PO
Payroll
Expense Reimbursement
Other
My Favorites
My Profile
Help
Administration
Logout

- Expense Reports, or Expense Reimbursement provides detailed employee expense reporting
- Search for fully approved and paid expense reports submitted through e-Reimbursement
- Find a Specific Expense report, or view a summary of reports by employee, department, or project


WISER
Main Menu
Home
Departments
Find Departments
Projects
My Projects
Find Projects
AP/PO
Find POs, Vouchers, Vendors
Expenses
Find Expense Reports
Payroll
Find Salaries & Encumbrances
Find Tuition Remission
Detail
Find Detailed Transactions
Tools
Budget Control Reports
Funding Inquiry
Query Tool
Help
Help Topics
About WISER

Search: Expenses



Find Expenses Discover expenses data from e-Reimbursement.

Choose a search below.

Expenses Breakdown

Explore e-Reimbursement data by department, person, and/or project to get totals by department and expense type analysis.

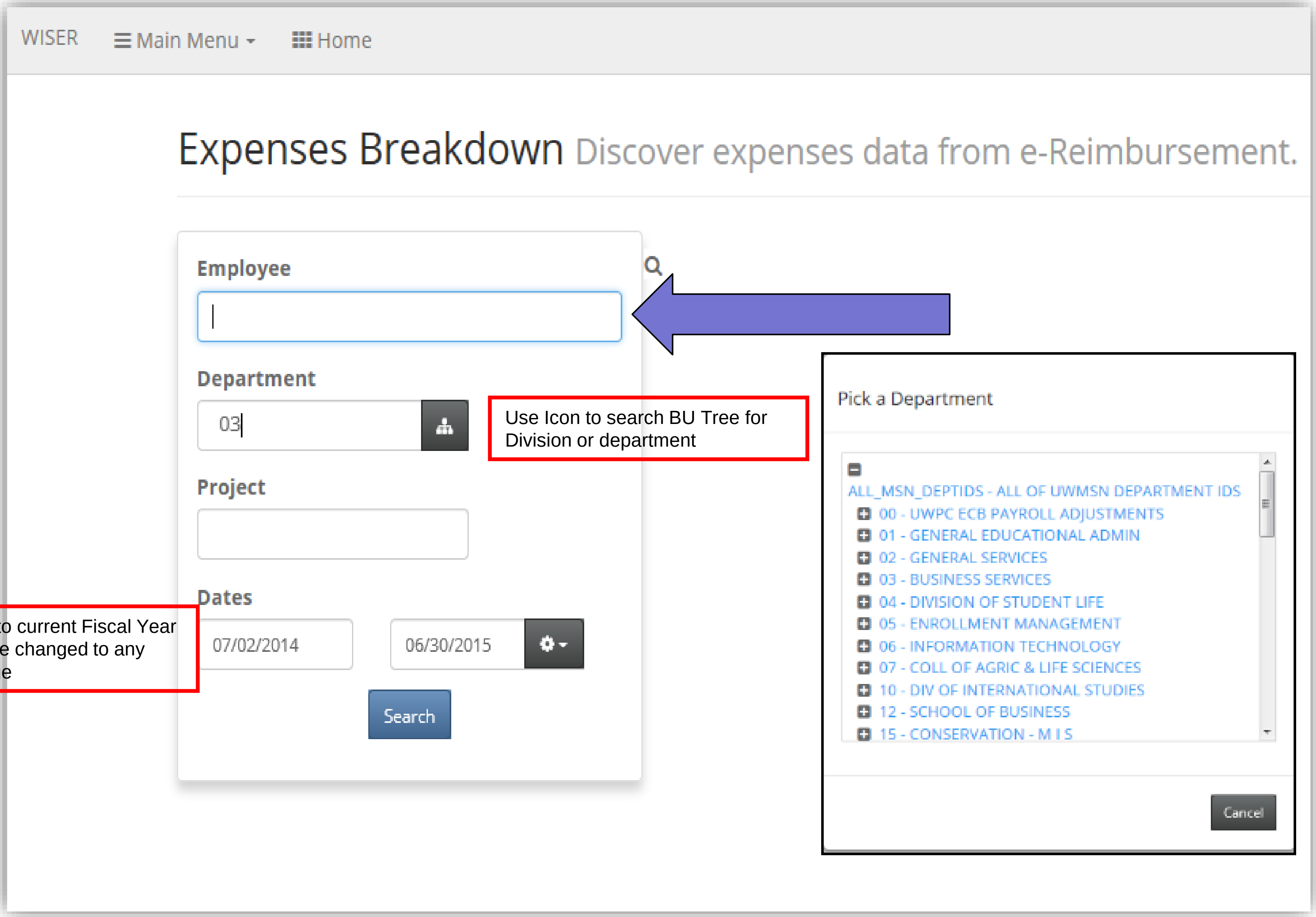
Pin to Dashboard

Find a Report

Find a single expense report by its Sheet ID or GET ID. View detail on the report such as comments, travel dates, traveler, expense lines, and accounting.

Pin to Dashboard

Search: Expenses



Expenses Breakdown Discover expenses data from e-Reimbursement.

Employee:

Department: 03

Project:

Dates: 07/02/2014 06/30/2015

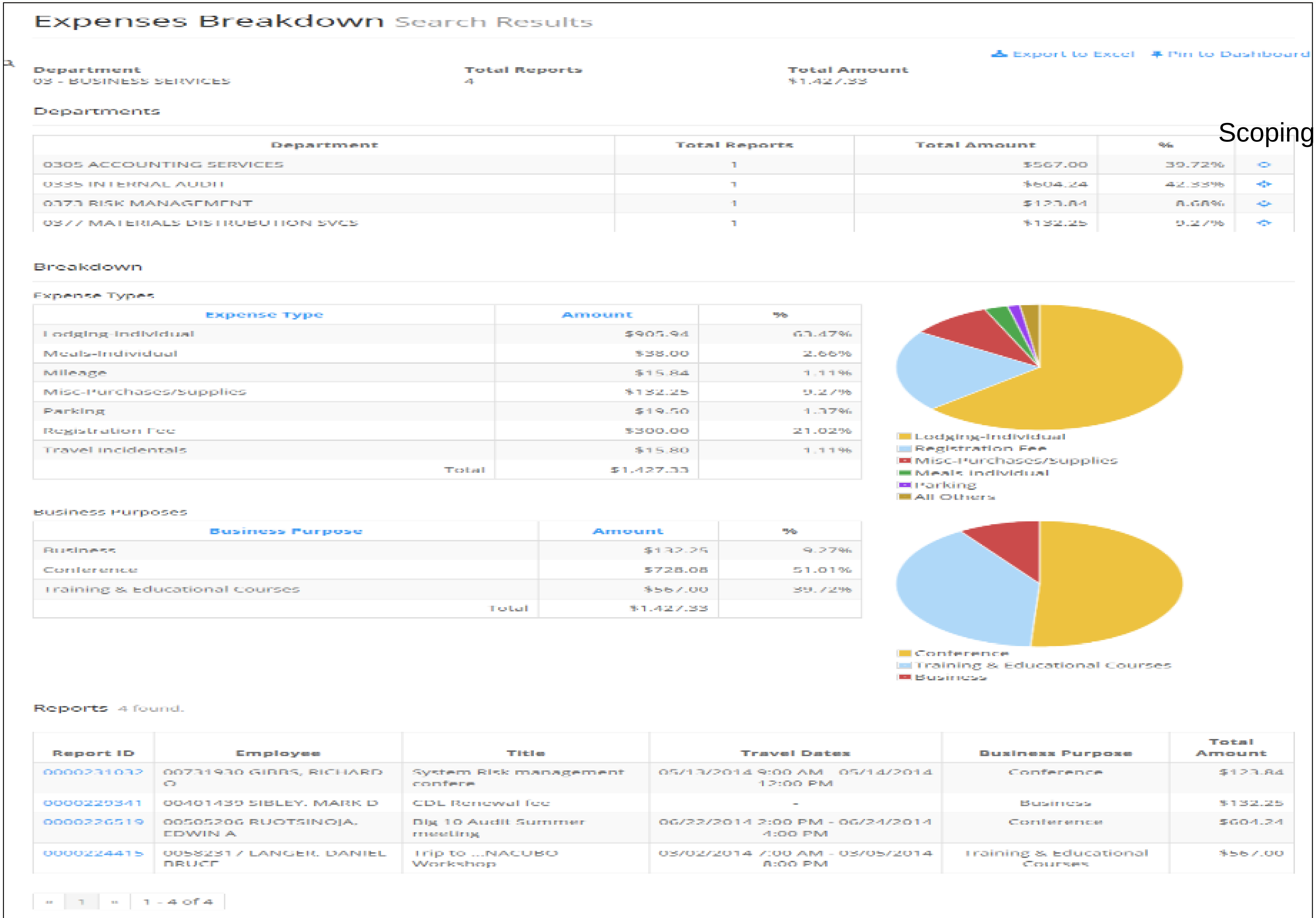
Pick a Department

- 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
  - 10 - DIV OF INTERNATIONAL STUDIES
  - 12 - SCHOOL OF BUSINESS
  - 15 - CONSERVATION - M I S

Use Icon to search BU Tree for Division or department

Defaults to current Fiscal Year but can be changed to any date range

Report Options : WISER – Travel Expenses



Expenses Breakdown Search Results

Export to Excel
Pin to Dashboard

Department	Total Reports	Total Amount
03 - BUSINESS SERVICES	4	$1,427.33

Departments

Scoping

Department	Total Reports	Total Amount	%
0305 ACCOUNTING SERVICES	1	$567.00	39.72%
0335 INTERNAL AUDIT	1	$604.24	42.33%
0373 RISK MANAGEMENT	1	$123.84	8.68%
0377 MATERIALS DISTRUBUTION SVCS	1	$132.25	9.27%

Breakdown

Expense Types

Expense Type	Amount	%
Lodging-Individual	$905.94	63.47%
Meals-Individual	$38.00	2.66%
Mileage	$15.84	1.11%
Misc-Purchases/Supplies	$132.25	9.27%
Parking	$19.50	1.37%
Registration Fee	$300.00	21.02%
Travel Incidentals	$15.80	1.11%
Total	$1,427.33	

Lodging-Individual
Registration Fee
Misc-Purchases/Supplies
Meals Individual
Parking
All Others

Business Purposes

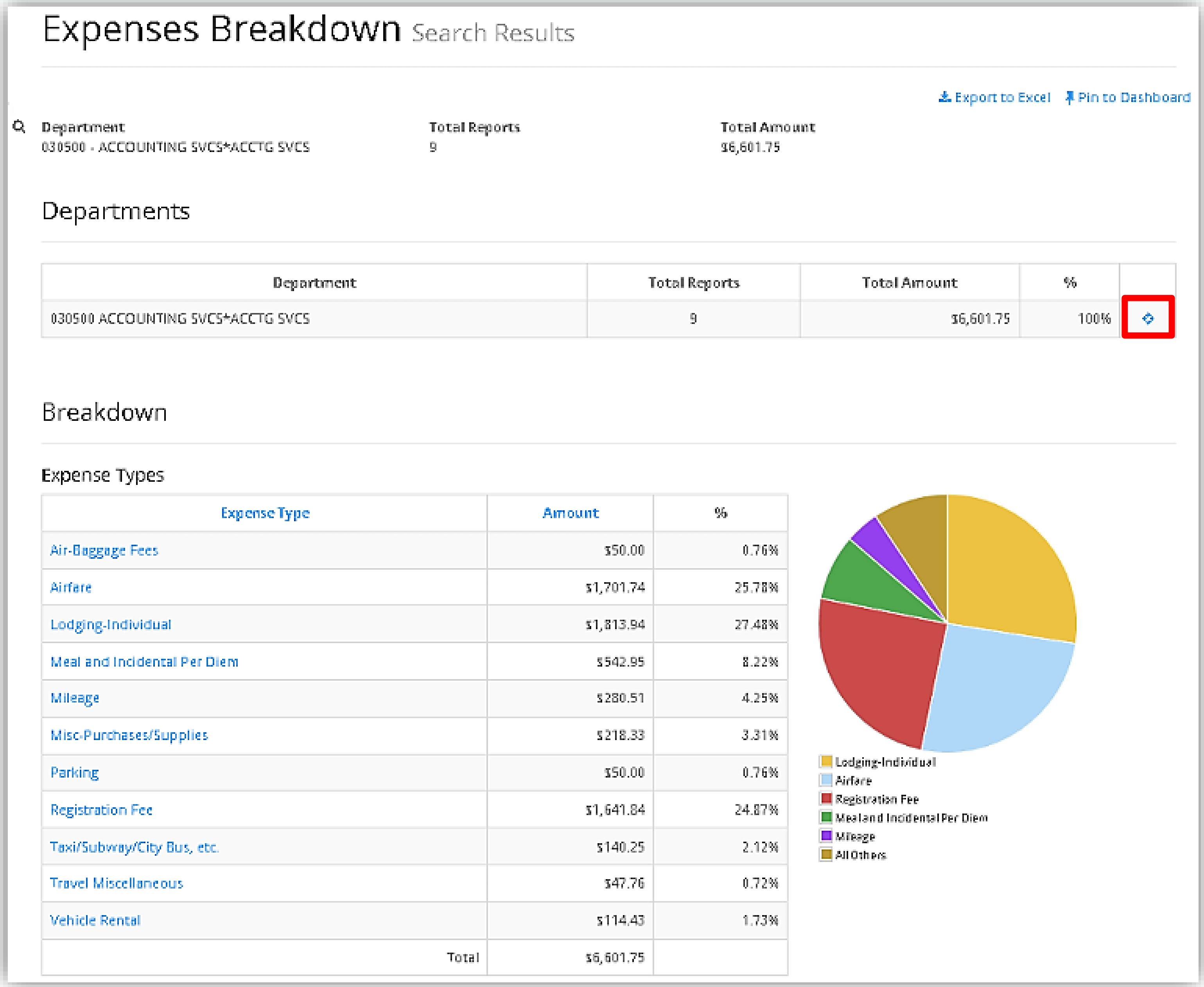
Business Purpose	Amount	%
Business	$132.25	9.27%
Conference	$728.08	51.01%
Training & Educational Courses	$567.00	39.72%
Total	$1,427.33	

Conference
Training & Educational Courses
Business

Reports 4 found.

Report ID	Employee	Title	Travel Dates	Business Purpose	Total Amount
0000231032	00731930 GIBBS, RICHARD O	System Risk management confere	05/13/2014 9:00 AM - 05/14/2014 12:00 PM	Conference	$123.84
0000229341	00401439 SIBLEY, MARK D	CDL Renewal fee	-	Business	$132.25
0000226519	00505206 RUOTSINOJA, EDWIN A	Big 10 Audit Summer meeting	06/22/2014 2:00 PM - 06/24/2014 4:00 PM	Conference	$604.24
0000224415	00582317 LANGER, DANIEL BRUCE	Trip to ...NACUBO Workshop	03/02/2014 7:00 AM - 03/05/2014 8:00 PM	Training & Educational Courses	$567.00

Search: Expenses



Expenses Breakdown Search Results

Export to Excel
Pin to Dashboard

Department	Total Reports	Total Amount
030500 - ACCOUNTING SVCS*ACCTG SVCS	9	$6,601.75

Departments

Department	Total Reports	Total Amount	%	
030500 ACCOUNTING SVCS*ACCTG SVCS	9	$6,601.75	100%	⌖

Breakdown

Expense Types

Expense Type	Amount	%
Air-Baggage Fees	$50.00	0.76%
Airfare	$1,701.74	25.78%
Lodging-Individual	$1,813.94	27.48%
Meal and Incidental Per Diem	$542.95	8.22%
Mileage	$280.51	4.25%
Misc-Purchases/Supplies	$218.33	3.31%
Parking	$50.00	0.76%
Registration Fee	$1,641.84	24.87%
Taxi/Subway/City Bus, etc.	$140.25	2.12%
Travel Miscellaneous	$47.76	0.72%
Vehicle Rental	$114.43	1.73%
Total	$6,601.75	

Lodging-Individual
Airfare
Registration Fee
Mealand Incidental Per Diem
Mileage
All Others

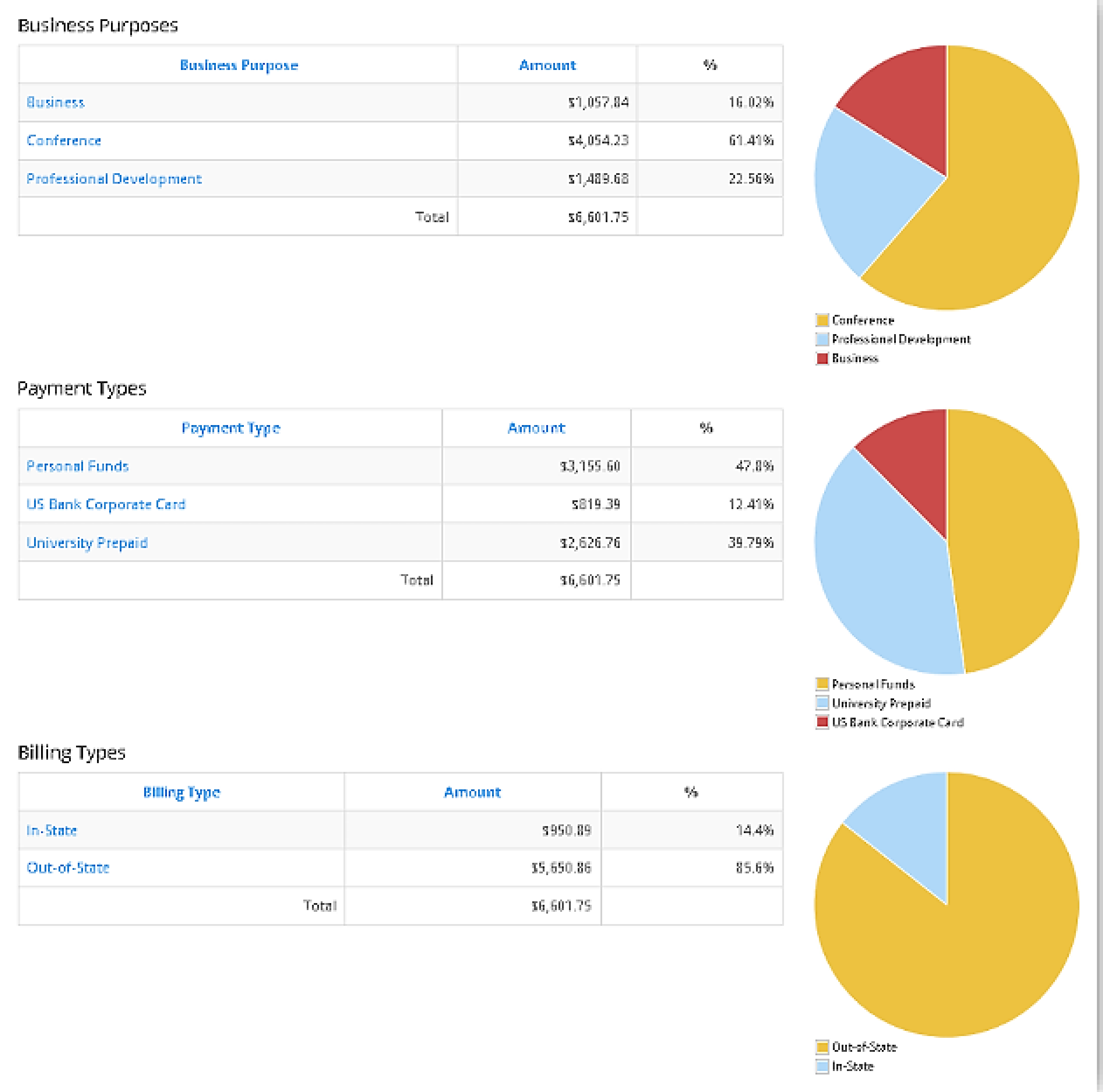
Top of page

Continued on next page

Search: Expenses

Continued from previous page

Middle of page



Business Purposes

Business Purpose	Amount	%
Business	$1,057.84	16.02%
Conference	$4,054.23	61.41%
Professional Development	$1,489.68	22.56%
Total	$6,601.75	

Conference
Professional Development
Business

Payment Types

Payment Type	Amount	%
Personal Funds	$3,155.60	47.8%
US Bank Corporate Card	$819.39	12.41%
University Prepaid	$2,626.76	39.79%
Total	$6,601.75	

Personal Funds
University Prepaid
US Bank Corporate Card

Billing Types

Billing Type	Amount	%
In-State	$950.89	14.4%
Out-of-State	$5,650.86	85.6%
Total	$6,601.75	

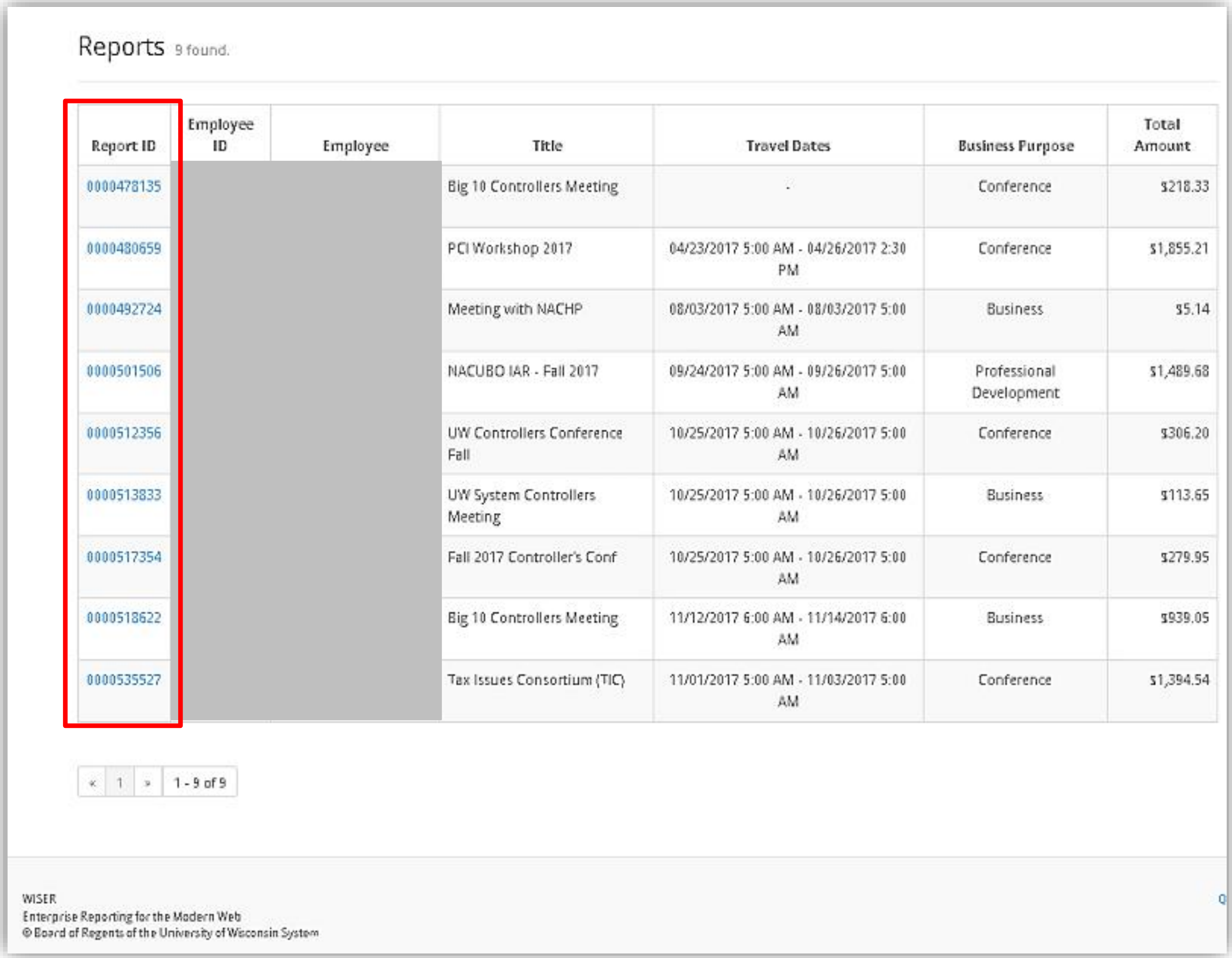
Out-of-State
In-State

Continued on next page

Search: Expenses

Continued from previous page

Bottom of page



Reports 9 found.

Report ID	Employee ID	Employee	Title	Travel Dates	Business Purpose	Total Amount
0000478135	[redacted]	[redacted]	Big 10 Controllers Meeting	-	Conference	$218.33
0000480659	[redacted]	[redacted]	PCI Workshop 2017	04/23/2017 5:00 AM - 04/26/2017 2:30 PM	Conference	$1,855.21
0000492724	[redacted]	[redacted]	Meeting with NACHP	08/03/2017 5:00 AM - 08/03/2017 5:00 AM	Business	$5.14
0000501506	[redacted]	[redacted]	NACUBO IAR - Fall 2017	09/24/2017 5:00 AM - 09/26/2017 5:00 AM	Professional Development	$1,489.68
0000512356	[redacted]	[redacted]	UW Controllers Conference Fall	10/25/2017 5:00 AM - 10/26/2017 5:00 AM	Conference	$306.20
0000513833	[redacted]	[redacted]	UW System Controllers Meeting	10/25/2017 5:00 AM - 10/26/2017 5:00 AM	Business	$113.65
0000517354	[redacted]	[redacted]	Fall 2017 Controller's Conf	10/25/2017 5:00 AM - 10/26/2017 5:00 AM	Conference	$279.95
0000518622	[redacted]	[redacted]	Big 10 Controllers Meeting	11/12/2017 6:00 AM - 11/14/2017 6:00 AM	Business	$939.05
0000535527	[redacted]	[redacted]	Tax Issues Consortium (TIC)	11/01/2017 5:00 AM - 11/03/2017 5:00 AM	Conference	$1,394.54

WISER
Enterprise Reporting for the Modern Web
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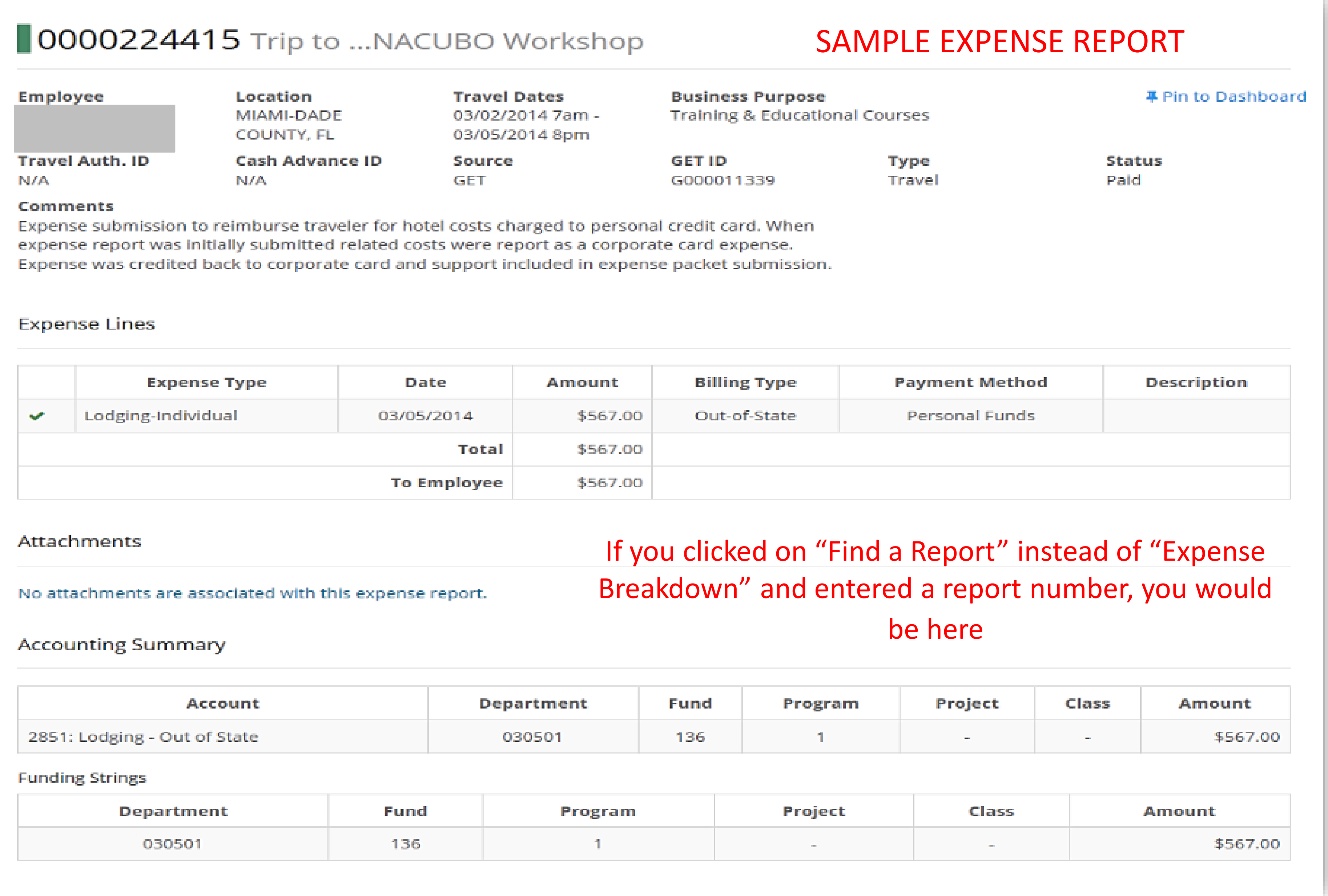
At the bottom of the Expense Summary is a list of Expense Reports; click on a blue Report ID to view its details

Search: Expenses



0000224415 Trip to ...NACUBO Workshop

SAMPLE EXPENSE REPORT

Employee [redacted]	**Location** MIAMI-DADE COUNTY, FL	**Travel Dates** 03/02/2014 7am - 03/05/2014 8pm	**Business Purpose** Training & Educational Courses		
Travel Auth. ID N/A	**Cash Advance ID** N/A	**Source** GET	**GET ID** G000011339	**Type** Travel	**Status** Paid

Comments

Expense submission to reimburse traveler for hotel costs charged to personal credit card. When expense report was initially submitted related costs were report as a corporate card expense. Expense was credited back to corporate card and support included in expense packet submission.

Expense Lines

	Expense Type	Date	Amount	Billing Type	Payment Method	Description
✓	Lodging-Individual	03/05/2014	$567.00	Out-of-State	Personal Funds	
		Total	$567.00			
		To Employee	$567.00			

Attachments

No attachments are associated with this expense report.

If you clicked on "Find a Report" instead of "Expense Breakdown" and entered a report number, you would be here

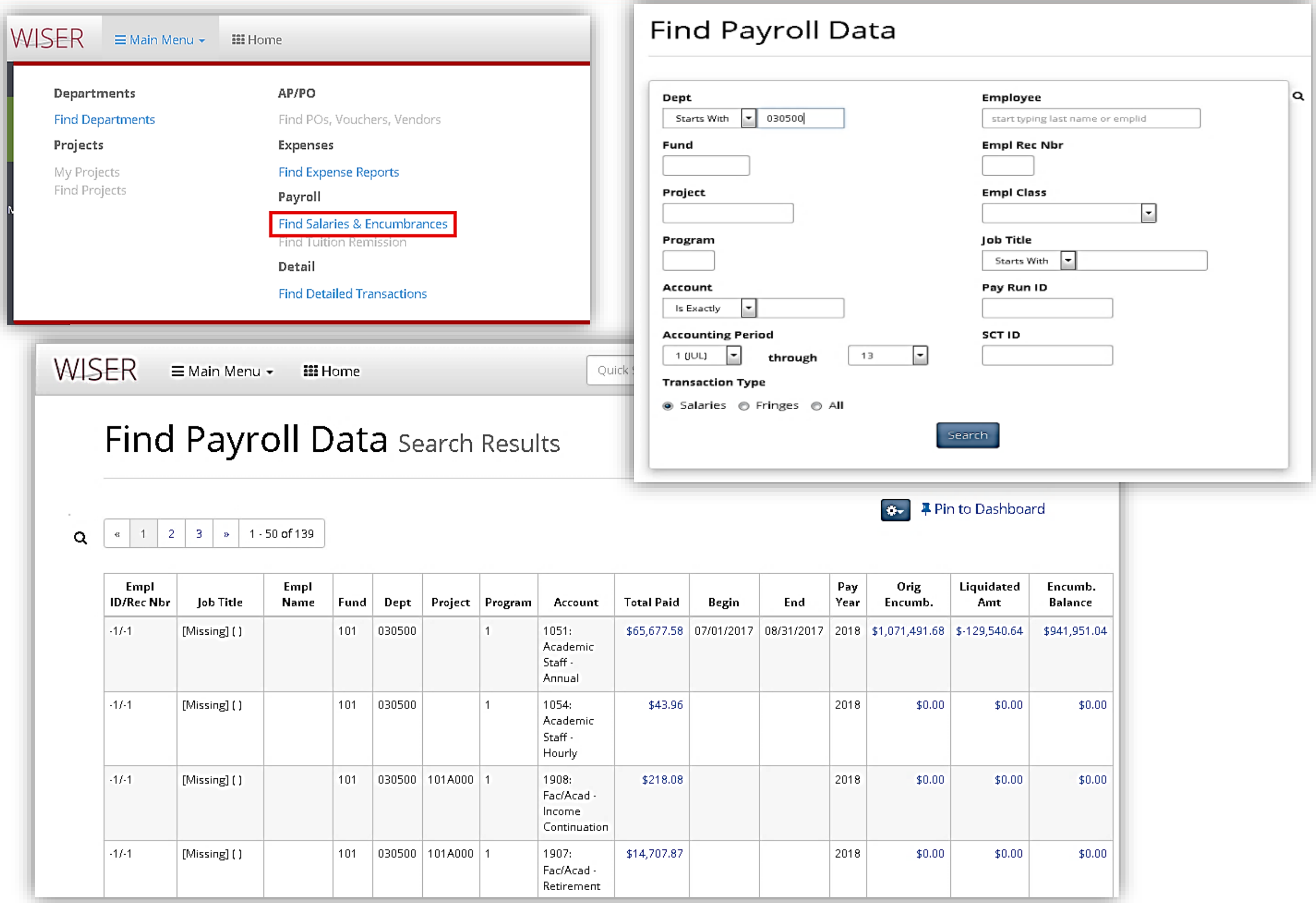
Accounting Summary

Account	Department	Fund	Program	Project	Class	Amount
2851: Lodging - Out of State	030501	136	1	-	-	$567.00

Funding Strings

Department	Fund	Program	Project	Class	Amount
030501	136	1	-	-	$567.00

Search: Salaries & Encumbrances



Departments

Find Departments

Projects

My Projects

Find Projects

AP/PO

Find POs, Vouchers, Vendors

Expenses

Find Expense Reports

Payroll

Find Salaries & Encumbrances

Find Tuition Remission

Detail

Find Detailed Transactions

Find Payroll Data

Dept	Starts With 030500
Fund	
Project	
Program	
Account	Is Exactly
Accounting Period	1 (JUL) through 13
Employee	start typing last name or emplid
Empl Rec Nbr	
Empl Class	
Job Title	Starts With
Pay Run ID	
SCT ID	

Transaction Type

● Salaries ○ Fringes ○ All

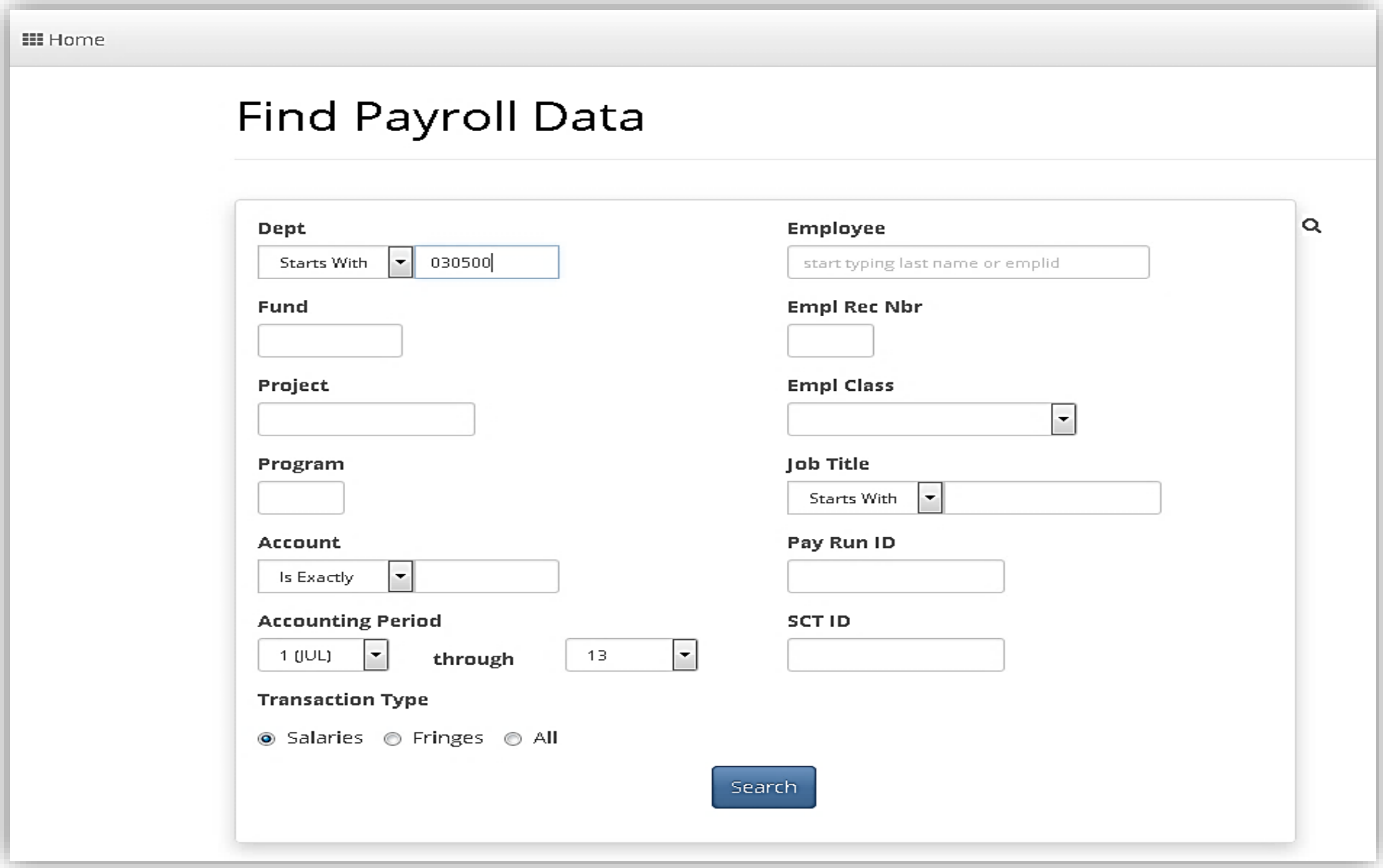
Find Payroll Data Search Results

1 - 50 of 139

Empl ID/Rec Nbr	Job Title	Empl Name	Fund	Dept	Project	Program	Account	Total Paid	Begin	End	Pay Year	Orig Encumb.	Liquidated Amt	Encumb. Balance
-1/-1	[Missing] ( )		101	030500		1	1051: Academic Staff - Annual	$65,677.58	07/01/2017	08/31/2017	2018	$1,071,491.68	$-129,540.64	$941,951.04
-1/-1	[Missing] ( )		101	030500		1	1054: Academic Staff - Hourly	$43.96			2018	$0.00	$0.00	$0.00
-1/-1	[Missing] ( )		101	030500	101A000	1	1908: Fac/Acad - Income Continuation	$218.08			2018	$0.00	$0.00	$0.00
-1/-1	[Missing] ( )		101	030500	101A000	1	1907: Fac/Acad - Retirement	$14,707.87			2018	$0.00	$0.00	$0.00

Search: Salaries & Encumbrances

- Use the Salaries & Encumbrances search to find salary and commitments for a selected employee or department
- Select a Transaction Type to display salaries only, fringes only or both
- Results will be for fiscal year identified in upper right hand corner



Find Payroll Data

Dept: Starts With 030500

Employee: start typing last name or emplid

Fund:

Empl Rec Nbr:

Project:

Empl Class:

Program:

Job Title: Starts With

Account: Is Exactly

Pay Run ID:

Accounting Period: 1 (JUL) through 13

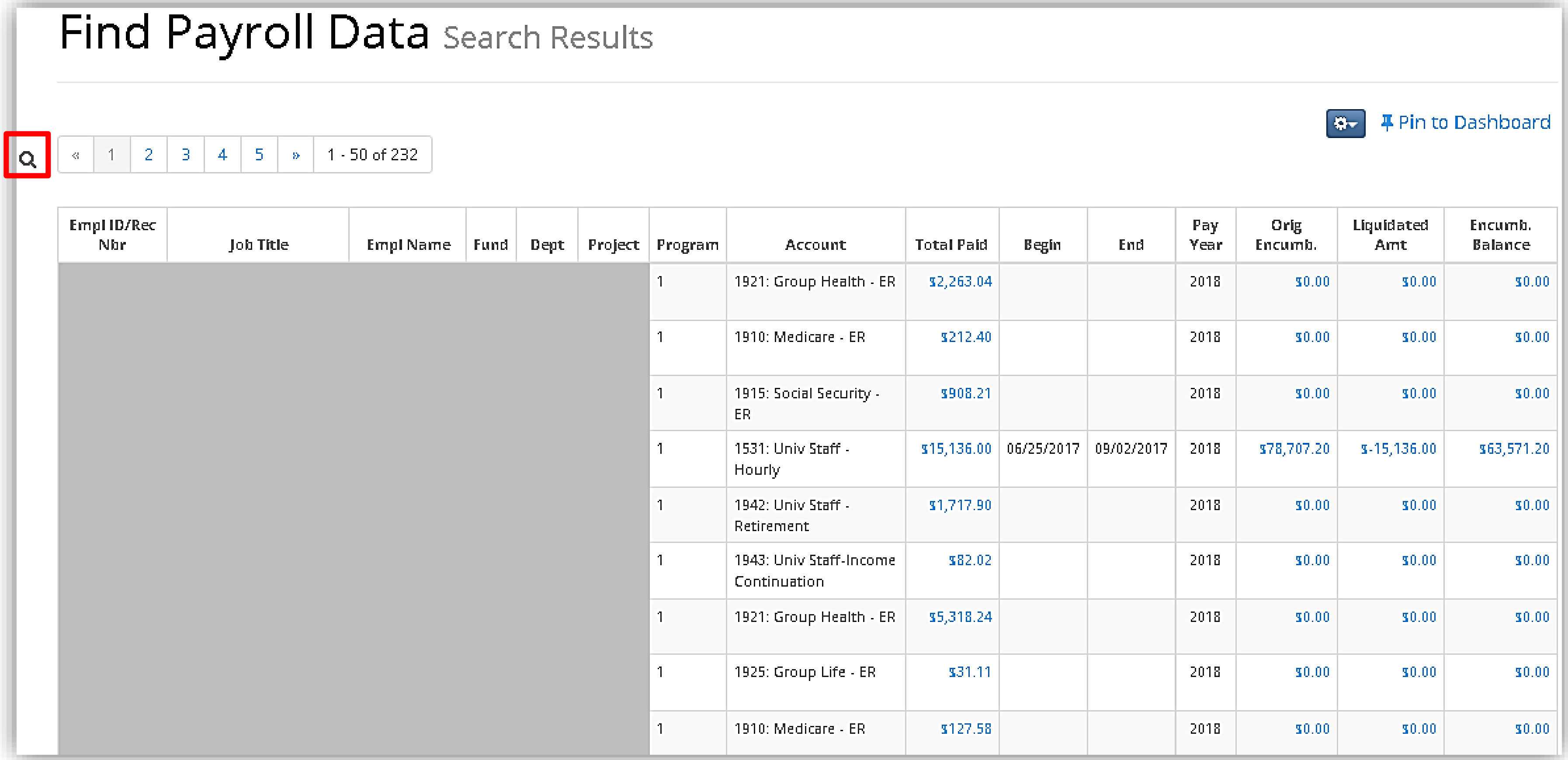
SCT ID:

Transaction Type

● Salaries ○ Fringes ○ All

Search: Salaries & Encumbrances

- Search results will open in new page
- Salaries & Encumbrances searches provide employee information, funding string, total paid, beginning and ending encumbrance dates, Pay Year, Original Encumbrance, Liquidated Amount and remaining Encumbrance Balance
- To change your search criteria, click on the magnifying glass

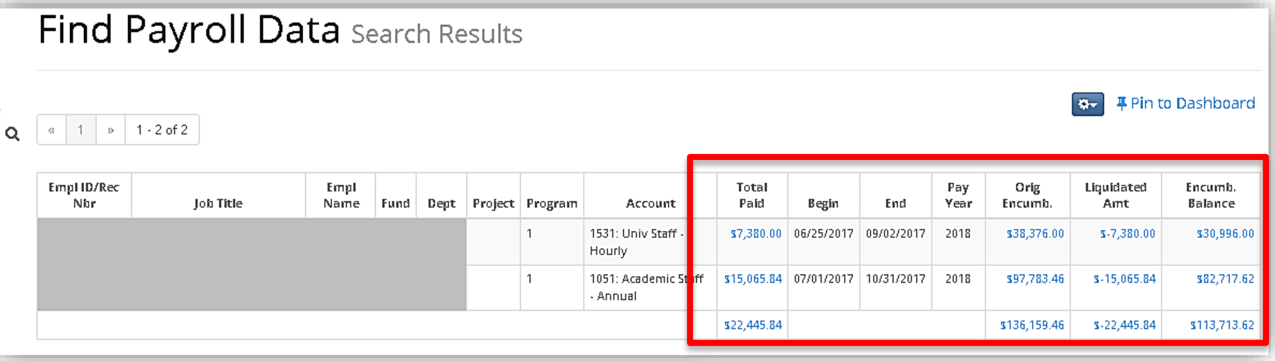


Find Payroll Data Search Results

Empl ID/Rec Nbr	Job Title	Empl Name	Fund	Dept	Project	Program	Account	Total Paid	Begin	End	Pay Year	Orig Encumb.	Liquidated Amt	Encumb. Balance
[redacted]	[redacted]	[redacted]	[redacted]	[redacted]	[redacted]	1	1921: Group Health - ER	$2,263.04			2018	$0.00	$0.00	$0.00
[redacted]	[redacted]	[redacted]	[redacted]	[redacted]	[redacted]	1	1910: Medicare - ER	$212.40			2018	$0.00	$0.00	$0.00
[redacted]	[redacted]	[redacted]	[redacted]	[redacted]	[redacted]	1	1915: Social Security - ER	$908.21			2018	$0.00	$0.00	$0.00
[redacted]	[redacted]	[redacted]	[redacted]	[redacted]	[redacted]	1	1531: Univ Staff - Hourly	$15,136.00	06/25/2017	09/02/2017	2018	$78,707.20	$-15,136.00	$63,571.20
[redacted]	[redacted]	[redacted]	[redacted]	[redacted]	[redacted]	1	1942: Univ Staff - Retirement	$1,717.90			2018	$0.00	$0.00	$0.00
[redacted]	[redacted]	[redacted]	[redacted]	[redacted]	[redacted]	1	1943: Univ Staff-Income Continuation	$82.02			2018	$0.00	$0.00	$0.00
[redacted]	[redacted]	[redacted]	[redacted]	[redacted]	[redacted]	1	1921: Group Health - ER	$5,318.24			2018	$0.00	$0.00	$0.00
[redacted]	[redacted]	[redacted]	[redacted]	[redacted]	[redacted]	1	1925: Group Life - ER	$31.11			2018	$0.00	$0.00	$0.00
[redacted]	[redacted]	[redacted]	[redacted]	[redacted]	[redacted]	1	1910: Medicare - ER	$127.58			2018	$0.00	$0.00	$0.00

Search: Salaries & Encumbrances

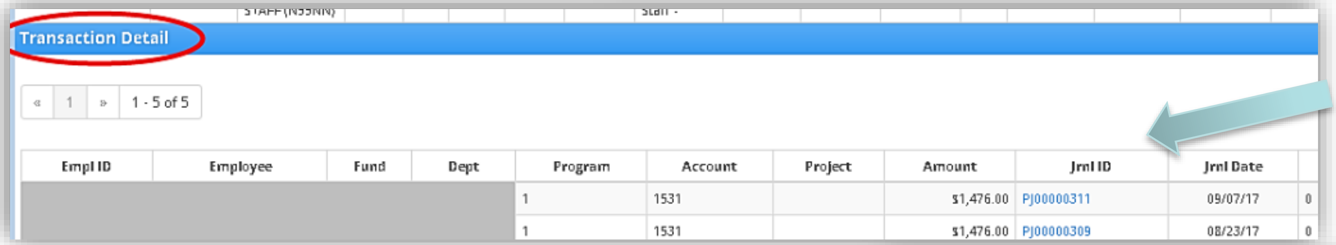
To get to Payroll Journal Detail from your payroll search, click on any blue hyperlinked number



Find Payroll Data Search Results

Empl ID/Rec Nbr	Job Title	Empl Name	Fund	Dept	Project	Program	Account	Total Paid	Begin	End	Pay Year	Orig Encumb.	Liquidated Amt	Encumb. Balance
[redacted]	[redacted]	[redacted]	[redacted]	[redacted]		1	1531: Univ Staff - Hourly	$7,380.00	06/25/2017	09/02/2017	2018	$38,376.00	$-7,380.00	$30,996.00
[redacted]	[redacted]	[redacted]	[redacted]	[redacted]		1	1051: Academic Staff - Annual	$15,065.84	07/01/2017	10/31/2017	2018	$97,783.46	$-15,065.84	$82,717.62
								$22,445.84				$136,159.46	$-22,445.84	$113,713.62

Which will open *Transaction Detail* at the bottom of the page

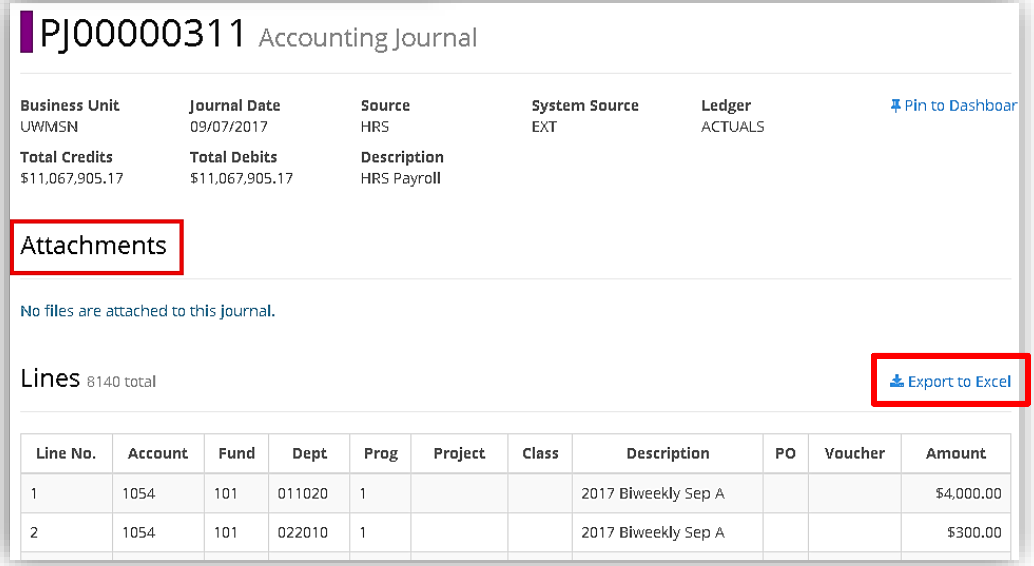


Transaction Detail

Empl ID	Employee	Fund	Dept	Program	Account	Project	Amount	Jrnl ID	Jrnl Date	
[redacted]	[redacted]	[redacted]	[redacted]	1	1531		$1,476.00	PJ00000311	09/07/17	0
[redacted]	[redacted]	[redacted]	[redacted]	1	1531		$1,476.00	PJ00000309	08/23/17	0

Then click on the Journal ID

Which takes you to the Journal page



PJ00000311 Accounting Journal

Business Unit UWMSN

Journal Date 09/07/2017

Source HRS

System Source EXT

Ledger ACTUALS

Total Credits $11,067,905.17

Total Debits $11,067,905.17

Description HRS Payroll

Attachments

No files are attached to this journal.

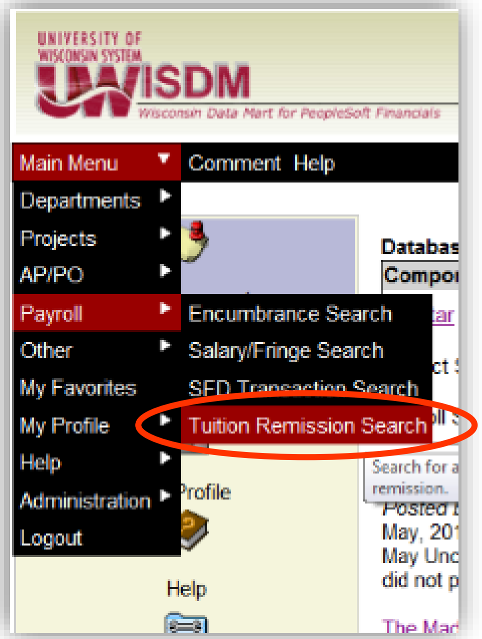
Lines 8140 total

Line No.	Account	Fund	Dept	Prog	Project	Class	Description	PO	Voucher	Amount
1	1054	101	011020	1			2017 Biweekly Sep A			$4,000.00
2	1054	101	022010	1			2017 Biweekly Sep A			$300.00

Journal attachments are located in the new *Attachments* section

Export to Excel to sort and search further

Search: Tuition Remission


UNIVERSITY OF WISCONSIN SYSTEM
UWISDM
Wisconsin Data Mart for PeopleSoft Financials
Main Menu
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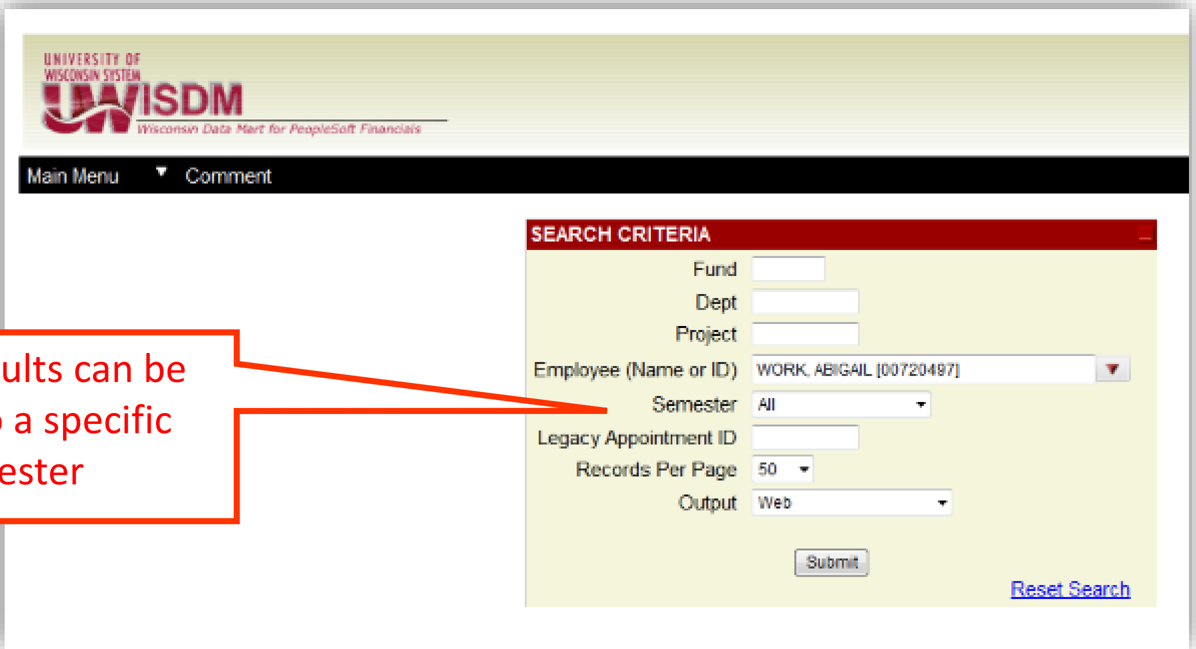
Other
My Favorites
My Profile
Help
Administration
Logout
Encumbrance Search
Salary/Fringe Search
SFD Transaction Search
Tuition Remission Search
Profile
Help

Click

Names appear as: last, first


UNIVERSITY OF WISCONSIN SYSTEM
UWISDM
Wisconsin Data Mart for PeopleSoft Financials
Main Menu
Comment
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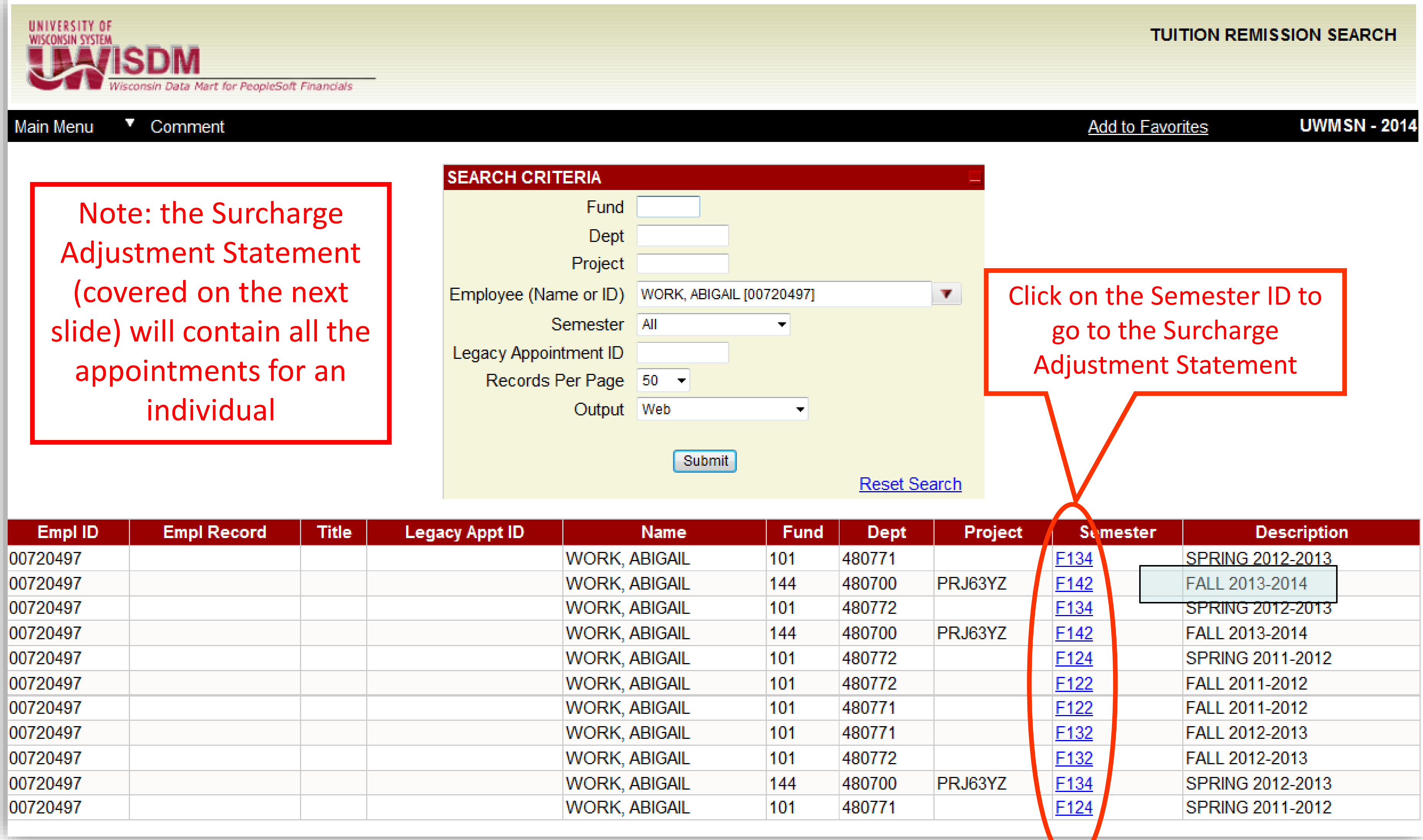
Reset Search

SEARCH CRITERIA

Fund
Dept
Project
Employee (Name or ID) WORK, ABIGAIL [00720497]
Semester All
Legacy Appointment ID
Records Per Page 50
Output Web

Search results can be limited to a specific semester

Search: Tuition Remission


UNIVERSITY OF WISCONSIN SYSTEM
UWISDM
Wisconsin Data Mart for PeopleSoft Financials
TUITION REMISSION SEARCH
Main Menu
Comment
Add to Favorites
UWMSN - 2014
SEARCH CRITERIA
Submit
Reset Search

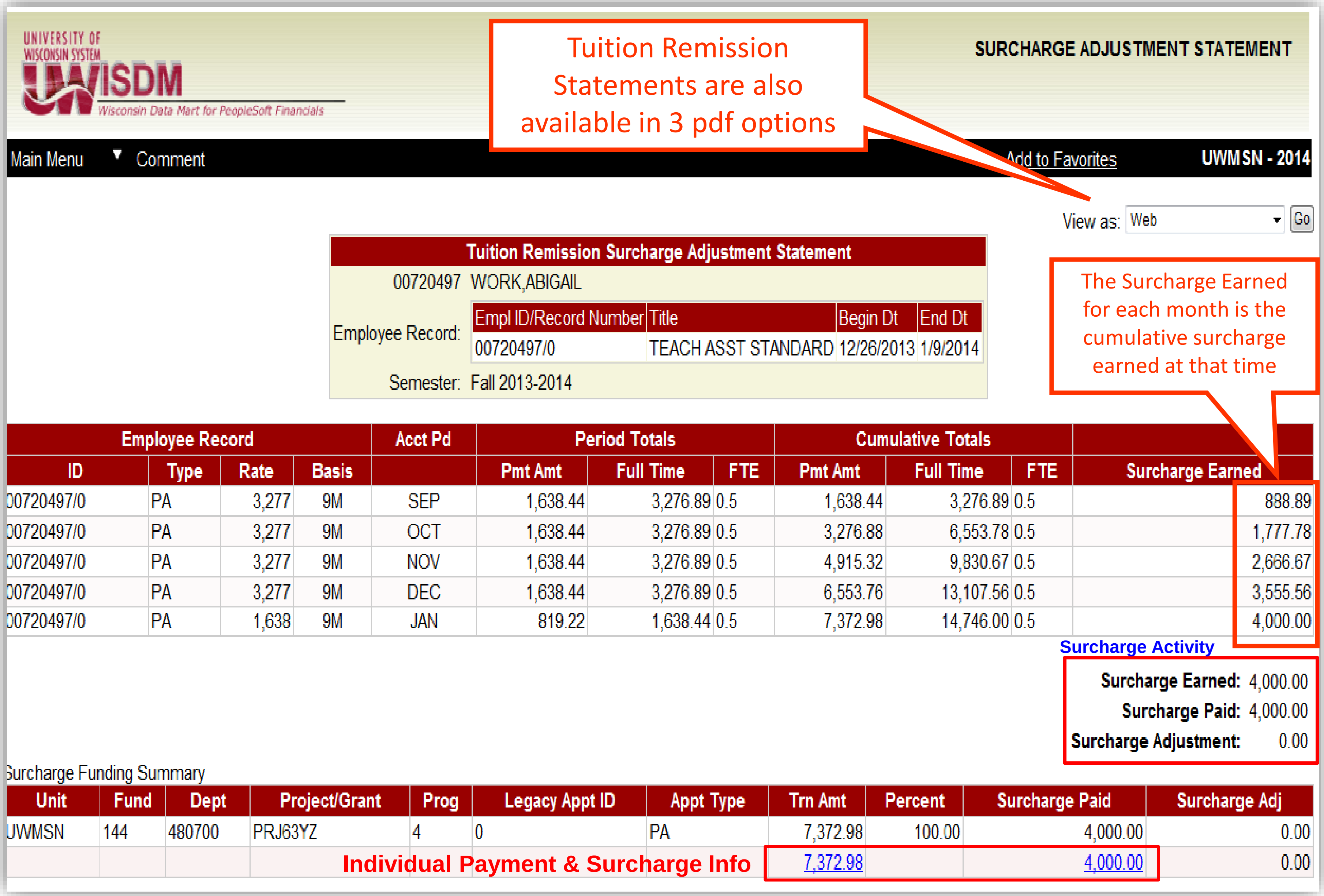
Fund:
Dept:
Project:
Employee (Name or ID): WORK, ABIGAIL [00720497]
Semester: All
Legacy Appointment ID:
Records Per Page: 50
Output: Web

Empl ID	Empl Record	Title	Legacy Appt ID	Name	Fund	Dept	Project	Semester	Description
00720497				WORK, ABIGAIL	101	480771		F134	SPRING 2012-2013
00720497				WORK, ABIGAIL	144	480700	PRJ63YZ	F142	FALL 2013-2014
00720497				WORK, ABIGAIL	101	480772		F134	SPRING 2012-2013
00720497				WORK, ABIGAIL	144	480700	PRJ63YZ	F142	FALL 2013-2014
00720497				WORK, ABIGAIL	101	480772		F124	SPRING 2011-2012
00720497				WORK, ABIGAIL	101	480772		F122	FALL 2011-2012
00720497				WORK, ABIGAIL	101	480771		F122	FALL 2011-2012
00720497				WORK, ABIGAIL	101	480771		F132	FALL 2012-2013
00720497				WORK, ABIGAIL	101	480772		F132	FALL 2012-2013
00720497				WORK, ABIGAIL	144	480700	PRJ63YZ	F134	SPRING 2012-2013
00720497				WORK, ABIGAIL	101	480771		F124	SPRING 2011-2012

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

Search: Tuition Remission



UNIVERSITY OF WISCONSIN SYSTEM
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Wisconsin Data Mart for PeopleSoft Financials
Main Menu
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View as:
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Go

SURCHARGE ADJUSTMENT STATEMENT

Tuition Remission Statements are also available in 3 pdf options

Tuition Remission Surcharge Adjustment Statement

00720497 WORK,ABIGAIL

Employee Record:

Empl ID/Record Number	Title	Begin Dt	End Dt
00720497/0	TEACH ASST STANDARD	12/26/2013	1/9/2014

Semester: Fall 2013-2014

The Surcharge Earned for each month is the cumulative surcharge earned at that time

Employee Record				Acct Pd	Period Totals			Cumulative Totals			
ID	Type	Rate	Basis		Pmt Amt	Full Time	FTE	Pmt Amt	Full Time	FTE	Surcharge Earned
00720497/0	PA	3,277	9M	SEP	1,638.44	3,276.89	0.5	1,638.44	3,276.89	0.5	888.89
00720497/0	PA	3,277	9M	OCT	1,638.44	3,276.89	0.5	3,276.88	6,553.78	0.5	1,777.78
00720497/0	PA	3,277	9M	NOV	1,638.44	3,276.89	0.5	4,915.32	9,830.67	0.5	2,666.67
00720497/0	PA	3,277	9M	DEC	1,638.44	3,276.89	0.5	6,553.76	13,107.56	0.5	3,555.56
00720497/0	PA	1,638	9M	JAN	819.22	1,638.44	0.5	7,372.98	14,746.00	0.5	4,000.00

Surcharge Activity

Surcharge Earned: 4,000.00
Surcharge Paid: 4,000.00
Surcharge Adjustment: 0.00

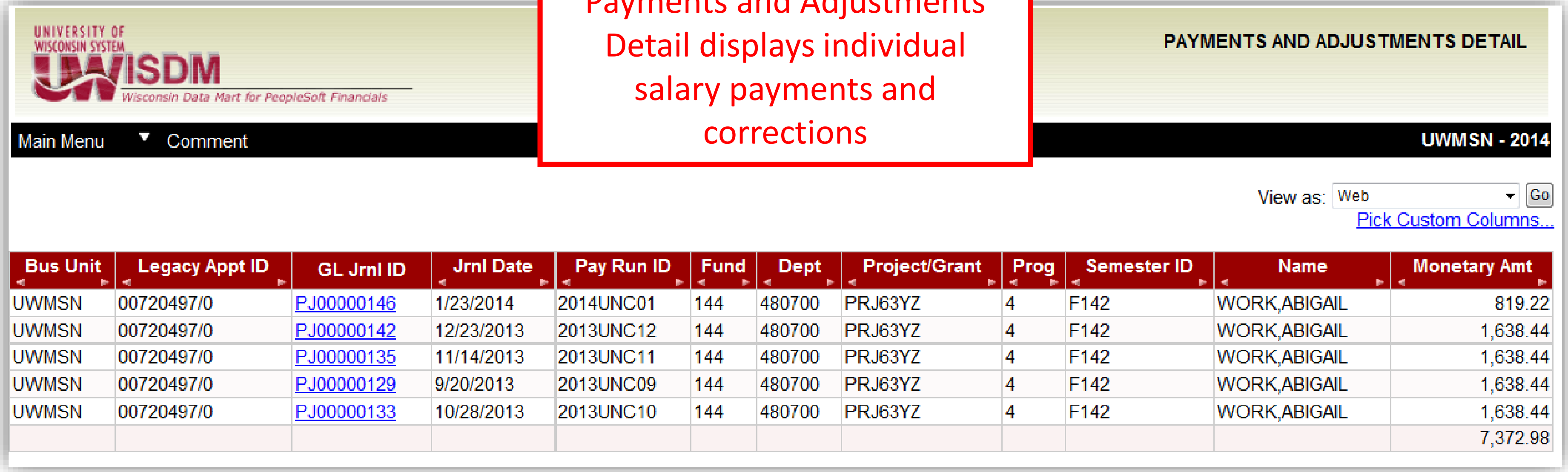
Surcharge Funding Summary

Unit	Fund	Dept	Project/Grant	Prog	Legacy Appt ID	Appt Type	Trn Amt	Percent	Surcharge Paid	Surcharge Adj
UWMSN	144	480700	PRJ63YZ	4	0	PA	7,372.98	100.00	4,000.00	0.00
							7,372.98		4,000.00	0.00

Individual Payment & Surcharge Info

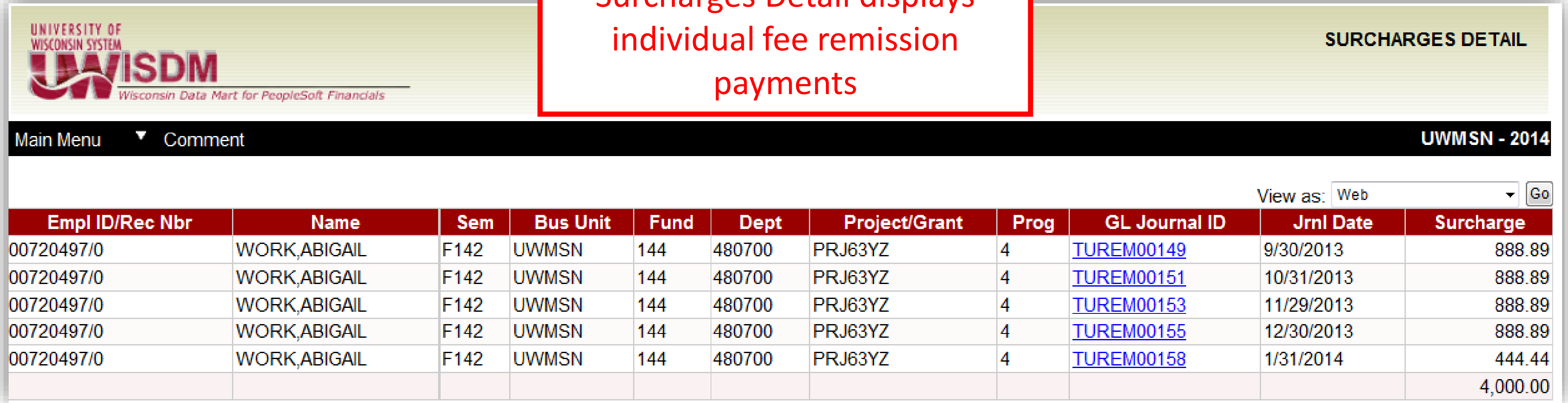
Search: Tuition Remission

Payments and Adjustments Detail displays individual salary payments and corrections


UNIVERSITY OF WISCONSIN SYSTEM
UWISDM
Wisconsin Data Mart for PeopleSoft Financials
PAYMENTS AND ADJUSTMENTS DETAIL
Main Menu
Comment
UWMSN - 2014
View as: Web
Go
Pick Custom Columns...

Bus Unit	Legacy Appt ID	GL Jrnl ID	Jrnl Date	Pay Run ID	Fund	Dept	Project/Grant	Prog	Semester ID	Name	Monetary Amt
UWMSN	00720497/0	PJ00000146	1/23/2014	2014UNC01	144	480700	PRJ63YZ	4	F142	WORK,ABIGAIL	819.22
UWMSN	00720497/0	PJ00000142	12/23/2013	2013UNC12	144	480700	PRJ63YZ	4	F142	WORK,ABIGAIL	1,638.44
UWMSN	00720497/0	PJ00000135	11/14/2013	2013UNC11	144	480700	PRJ63YZ	4	F142	WORK,ABIGAIL	1,638.44
UWMSN	00720497/0	PJ00000129	9/20/2013	2013UNC09	144	480700	PRJ63YZ	4	F142	WORK,ABIGAIL	1,638.44
UWMSN	00720497/0	PJ00000133	10/28/2013	2013UNC10	144	480700	PRJ63YZ	4	F142	WORK,ABIGAIL	1,638.44
											7,372.98

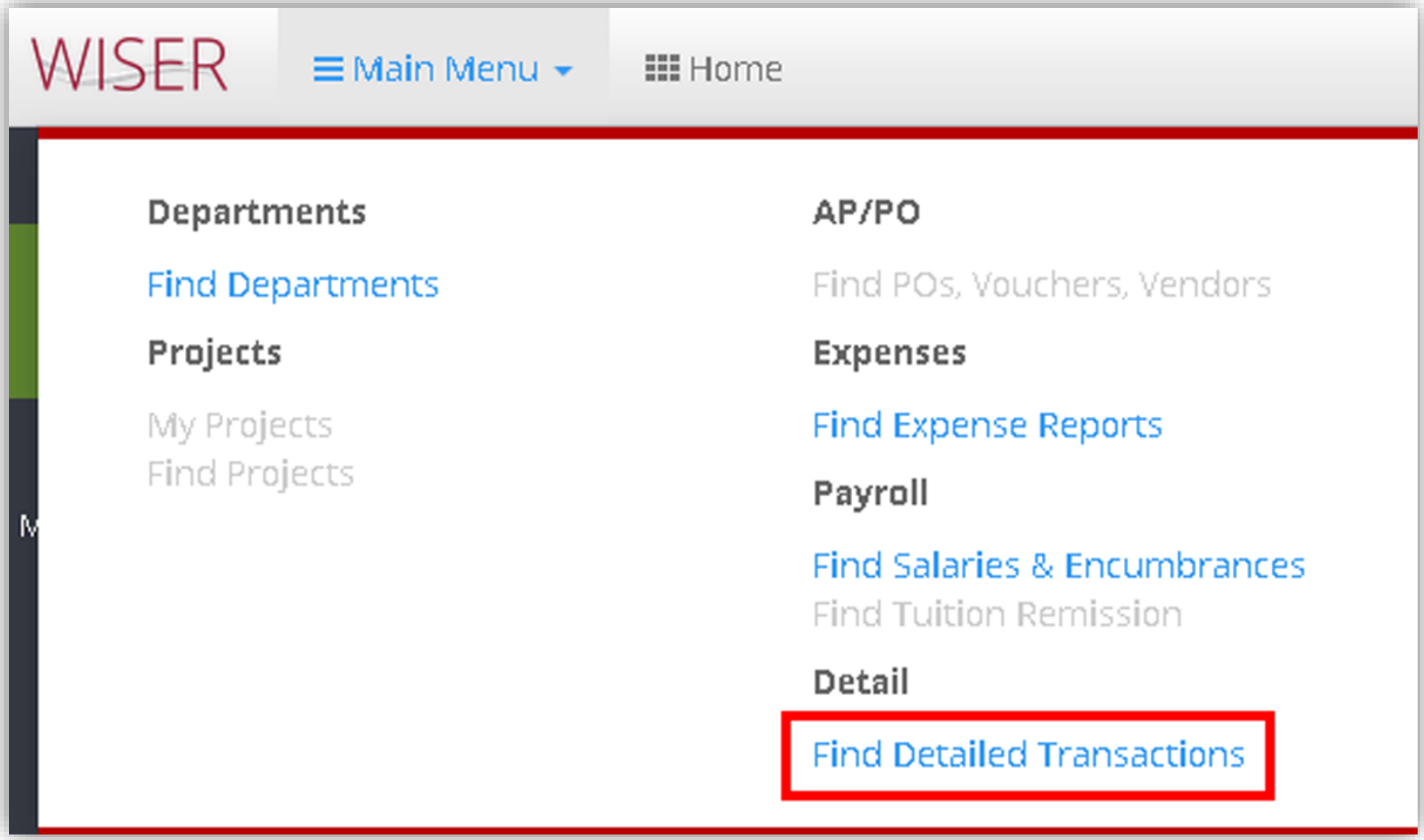
Surcharges Detail displays individual fee remission payments


UNIVERSITY OF WISCONSIN SYSTEM
UWISDM
Wisconsin Data Mart for PeopleSoft Financials
SURCHARGES DETAIL
Main Menu
Comment
UWMSN - 2014
View as: Web
Go

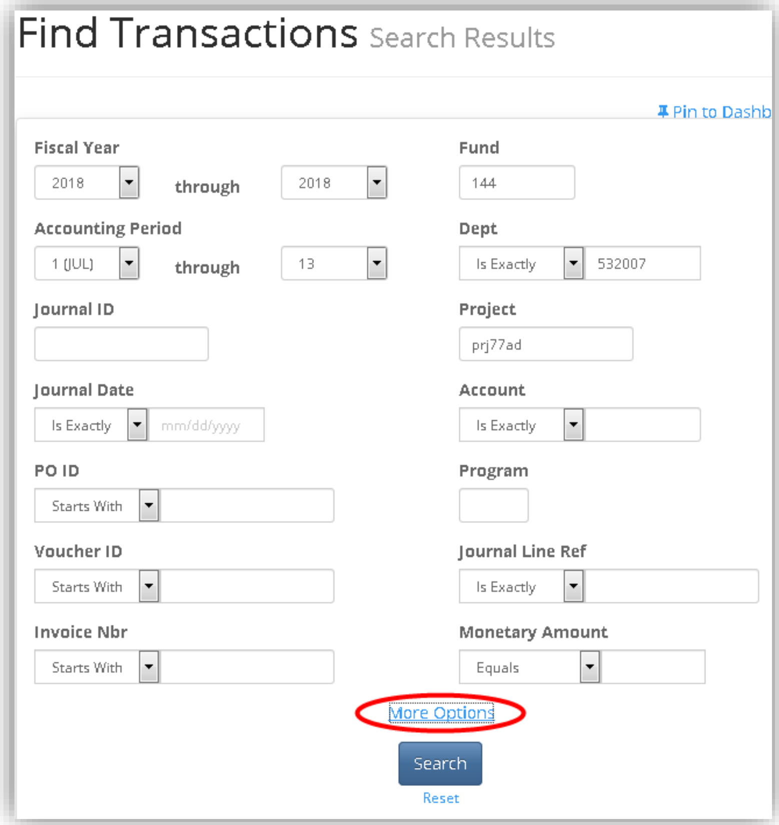
Empl ID/Rec Nbr	Name	Sem	Bus Unit	Fund	Dept	Project/Grant	Prog	GL Journal ID	Jrnl Date	Surcharge
00720497/0	WORK,ABIGAIL	F142	UWMSN	144	480700	PRJ63YZ	4	TUREM00149	9/30/2013	888.89
00720497/0	WORK,ABIGAIL	F142	UWMSN	144	480700	PRJ63YZ	4	TUREM00151	10/31/2013	888.89
00720497/0	WORK,ABIGAIL	F142	UWMSN	144	480700	PRJ63YZ	4	TUREM00153	11/29/2013	888.89
00720497/0	WORK,ABIGAIL	F142	UWMSN	144	480700	PRJ63YZ	4	TUREM00155	12/30/2013	888.89
00720497/0	WORK,ABIGAIL	F142	UWMSN	144	480700	PRJ63YZ	4	TUREM00158	1/31/2014	444.44
										4,000.00

Search: Detailed Transactions

Detailed transaction search is best suited for specific transaction line item detail, journal searches, and purchase orders (including transfers between purchase orders)


WISER
Main Menu
Home
Departments
Find Departments
Projects
My Projects
Find Projects
AP/PO
Find POs, Vouchers, Vendors
Expenses
Find Expense Reports
Payroll
Find Salaries & Encumbrances
Find Tuition Remission
Detail
Find Detailed Transactions

Search: Detailed Transactions



Find Transactions Search Results

Fiscal Year: 2018 through 2018

Fund: 144

Accounting Period: 1 (JUL) through 13

Dept: Is Exactly 532007

Journal ID:

Project: prj77ad

Journal Date: Is Exactly mm/dd/yyyy

Account: Is Exactly

PO ID: Starts With

Program:

Voucher ID: Starts With

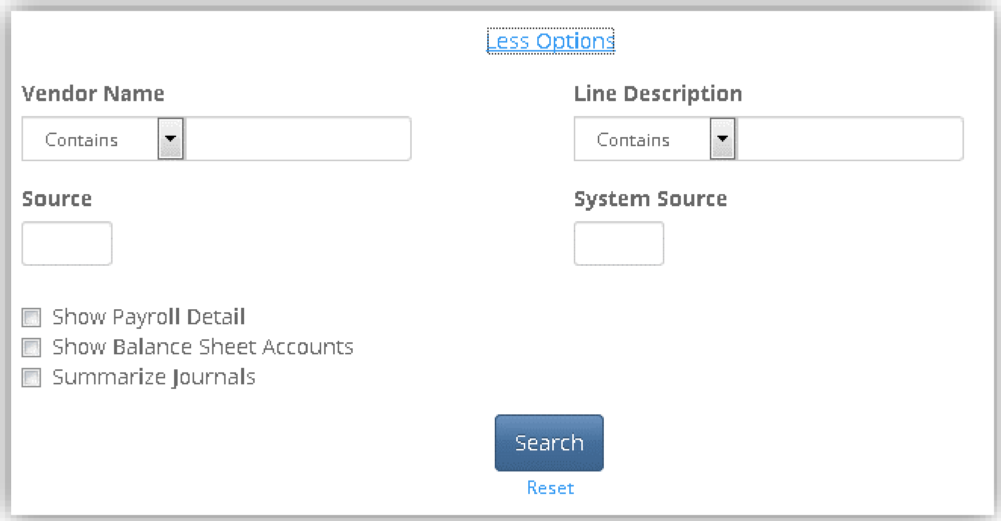
Journal Line Ref: Is Exactly

Invoice Nbr: Starts With

Monetary Amount: Equals

The Transaction search screen has the greatest number of criteria by which a user can search

Some of the search criteria are hidden so users must click on “*More Options” to access them*



Vendor Name: Contains

Line Description: Contains

Source:

System Source:

☐ Show Payroll Detail
☐ Show Balance Sheet Accounts
☐ Summarize Journals

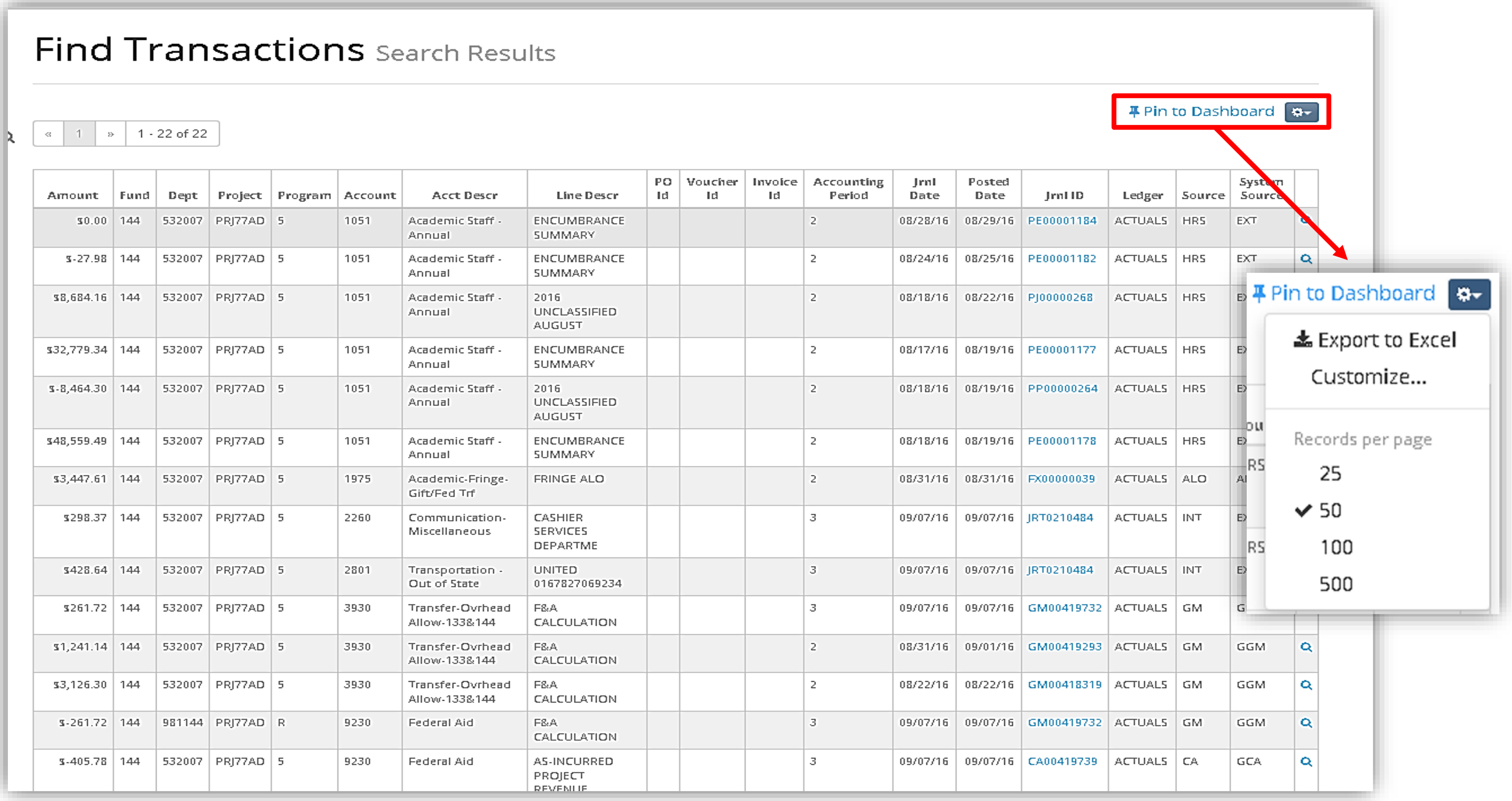
To search for PO transaction detail, enter the PO number in the PO ID field

“More options” allows users to search by Vendor Name, Line Description, Source, or System Source

Additionally, users may check boxes to opt for results which include Payroll Detail, Balance Sheet Accounts, and/or Summarized Journals.

Search: Detailed Transactions

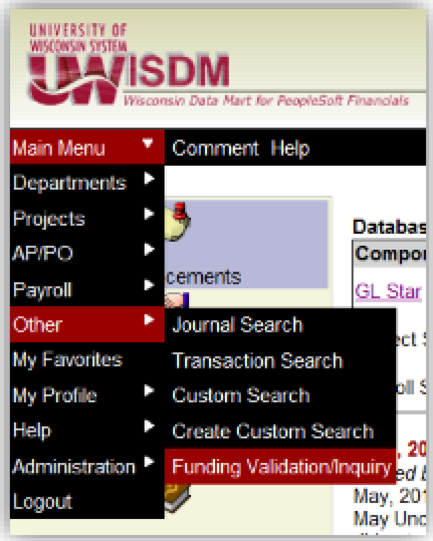
- Search results will open in your current page
- Journal ID hyperlinks can be clicked to drill into journal detail
- Detailed Transaction searches can be saved by pinning them to the dashboard
- The “More options” icon allows users to customize columns and export results to Excel



Find Transactions Search Results

Amount	Fund	Dept	Project	Program	Account	Acct Descr	Line Descr	PO Id	Voucher Id	Invoice Id	Accounting Period	Jrnl Date	Posted Date	Jrnl ID	Ledger	Source	System Source	
$0.00	144	532007	PRJ77AD	5	1051	Academic Staff - Annual	ENCUMBRANCE SUMMARY				2	08/28/16	08/29/16	PE00001184	ACTUALS	HRS	EXT	🔍
$-27.98	144	532007	PRJ77AD	5	1051	Academic Staff - Annual	ENCUMBRANCE SUMMARY				2	08/24/16	08/25/16	PE00001182	ACTUALS	HRS	EXT	🔍
$8,684.16	144	532007	PRJ77AD	5	1051	Academic Staff - Annual	2016 UNCLASSIFIED AUGUST				2	08/18/16	08/22/16	PJ00000268	ACTUALS	HRS	E	
$32,779.34	144	532007	PRJ77AD	5	1051	Academic Staff - Annual	ENCUMBRANCE SUMMARY				2	08/17/16	08/19/16	PE00001177	ACTUALS	HRS	E	
$-8,464.30	144	532007	PRJ77AD	5	1051	Academic Staff - Annual	2016 UNCLASSIFIED AUGUST				2	08/18/16	08/19/16	PP00000264	ACTUALS	HRS	E	
$48,559.49	144	532007	PRJ77AD	5	1051	Academic Staff - Annual	ENCUMBRANCE SUMMARY				2	08/18/16	08/19/16	PE00001178	ACTUALS	HRS	E	
$3,447.61	144	532007	PRJ77AD	5	1975	Academic-Fringe-Gift/Fed Trf	FRINGE ALO				2	08/31/16	08/31/16	FX00000039	ACTUALS	ALO	A	
$298.37	144	532007	PRJ77AD	5	2260	Communication-Miscellaneous	CASHIER SERVICES DEPARTME				3	09/07/16	09/07/16	JRT0210484	ACTUALS	INT	E	
$428.64	144	532007	PRJ77AD	5	2801	Transportation - Out of State	UNITED 0167827069234				3	09/07/16	09/07/16	JRT0210484	ACTUALS	INT	E	
$261.72	144	532007	PRJ77AD	5	3930	Transfer-Ovrhead Allow-133&144	F&A CALCULATION				3	09/07/16	09/07/16	GM00419732	ACTUALS	GM	G	
$1,241.14	144	532007	PRJ77AD	5	3930	Transfer-Ovrhead Allow-133&144	F&A CALCULATION				2	08/31/16	09/01/16	GM00419293	ACTUALS	GM	GGM	🔍
$3,126.30	144	532007	PRJ77AD	5	3930	Transfer-Ovrhead Allow-133&144	F&A CALCULATION				2	08/22/16	08/22/16	GM00418319	ACTUALS	GM	GGM	🔍
$-261.72	144	981144	PRJ77AD	R	9230	Federal Aid	F&A CALCULATION				3	09/07/16	09/07/16	GM00419732	ACTUALS	GM	GGM	🔍
$-405.78	144	532007	PRJ77AD	5	9230	Federal Aid	AS-INCURRED PROJECT REVENUE				3	09/07/16	09/07/16	CA00419739	ACTUALS	CA	GCA	🔍

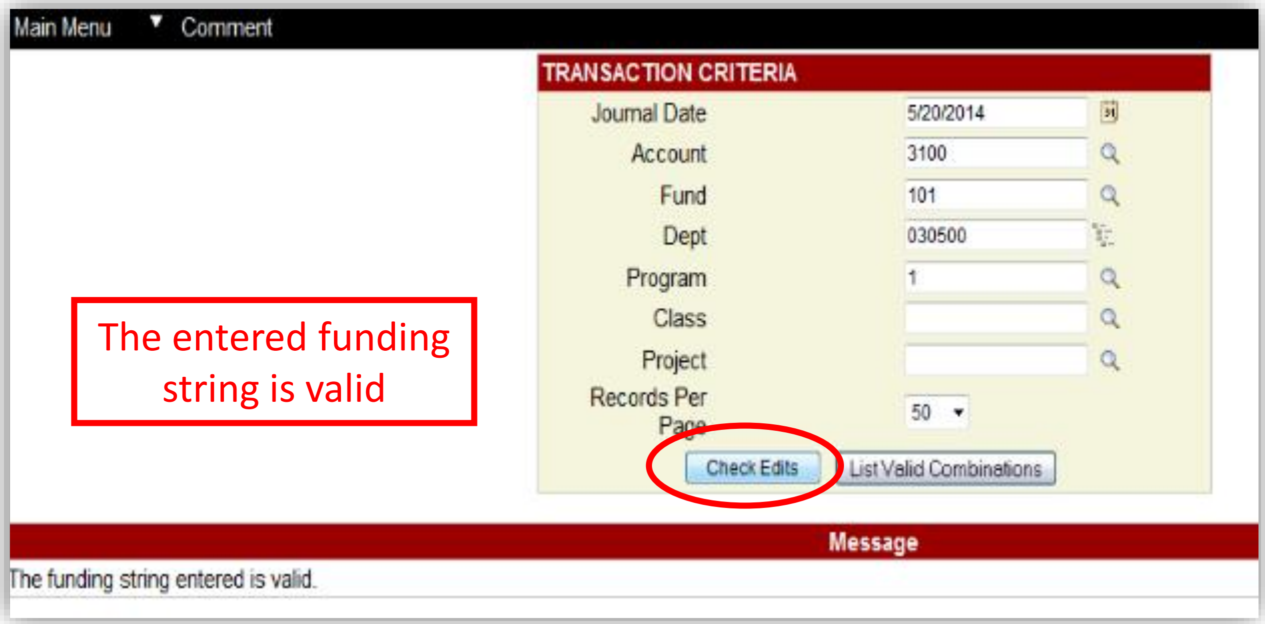
Funding Validation/Inquiry


UNIVERSITY OF WISCONSIN SYSTEM
UW WISDM
Wisconsin Data Mart for PeopleSoft Financials
Main Menu
Comment Help
Departments
Projects
AP/PO
Payroll
Other
My Favorites
My Profile
Help
Administration
Logout
Journal Search
Transaction Search
Custom Search
Create Custom Search
Funding Validation/Inquiry

Click

The Funding Validation/Inquiry can validate a funding string or display all valid funding strings for a particular department or project

Check Edits will validate Fund, Department, and Program combinations. List Valid Combinations provides a list of projects valid for the funding string. Both must be valid for a transaction to post.

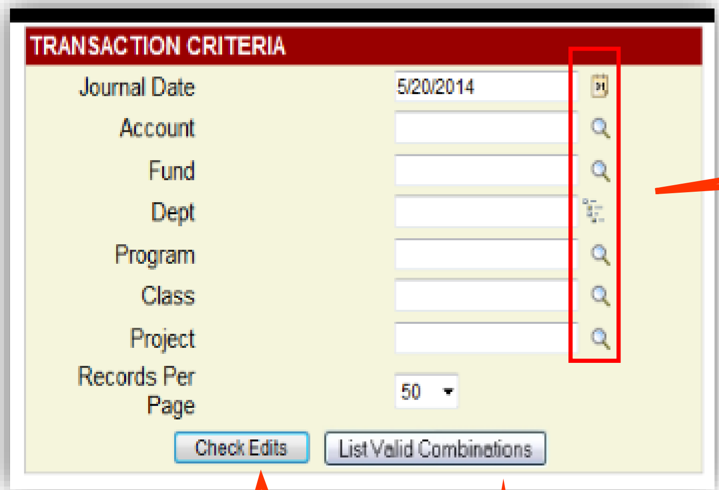

Main Menu
Comment
TRANSACTION CRITERIA
Check Edits
List Valid Combinations
Message

Journal Date	5/20/2014
Account	3100
Fund	101
Dept	030500
Program	1
Class	
Project	
Records Per Page	50

The funding string entered is valid.

The entered funding string is valid

Funding Validation/Inquiry



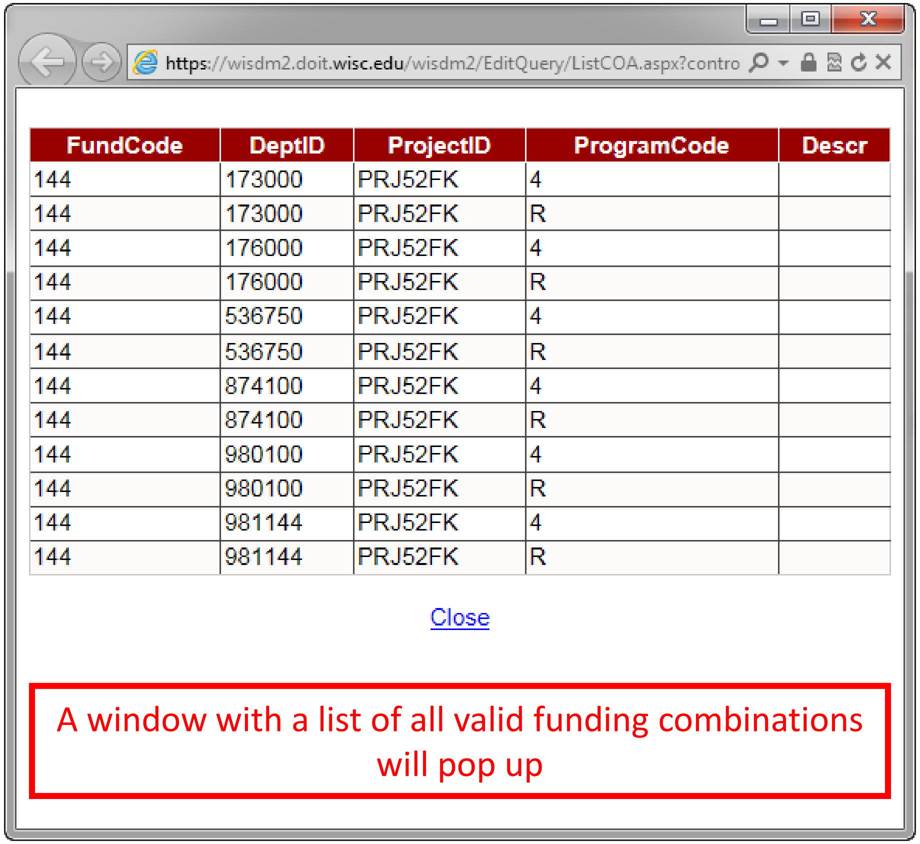
TRANSACTION CRITERIA

Journal Date 5/20/2014
Account
Fund
Dept
Program
Class
Project
Records Per Page 50

Click on an icon to pick from a selection for the associated field

Click “Check Edits” to validate the entered funding string

Click to view a list of valid combinations for the fund, department, project combination you have entered



https://wisdm2.doit.wisc.edu/wisdm2/EditQuery/ListCOA.aspx?contro

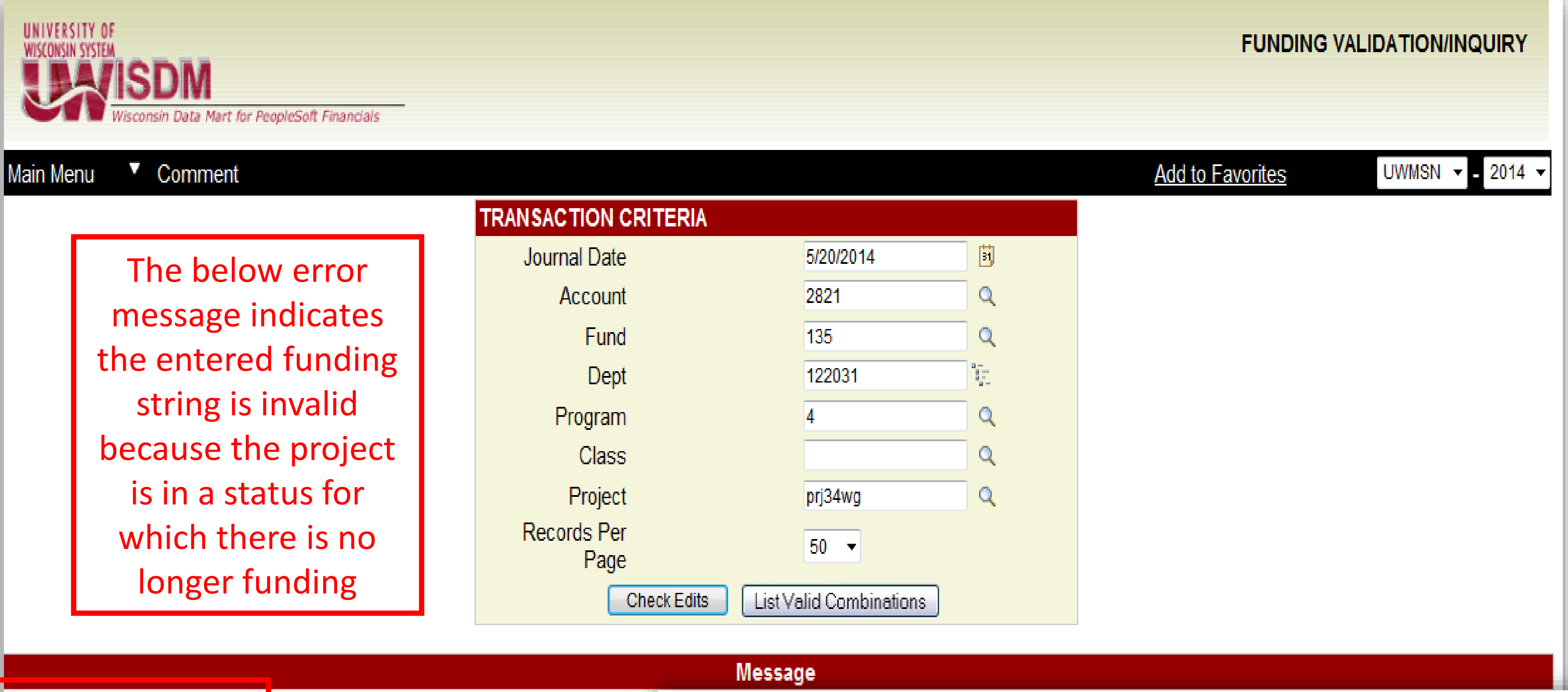
FundCode	DeptID	ProjectID	ProgramCode	Descr
144	173000	PRJ52FK	4	
144	173000	PRJ52FK	R	
144	176000	PRJ52FK	4	
144	176000	PRJ52FK	R	
144	536750	PRJ52FK	4	
144	536750	PRJ52FK	R	
144	874100	PRJ52FK	4	
144	874100	PRJ52FK	R	
144	980100	PRJ52FK	4	
144	980100	PRJ52FK	R	
144	981144	PRJ52FK	4	
144	981144	PRJ52FK	R	

A window with a list of all valid funding combinations will pop up

The valid combination list won’t recognize data in the account, program, or class fields

Funding Validation/Inquiry

The below error message indicates the entered funding string is invalid because the project is in a status for which there is no longer funding


UNIVERSITY OF WISCONSIN SYSTEM
UWISDM
Wisconsin Data Mart for PeopleSoft Financials
FUNDING VALIDATION/INQUIRY
Main Menu
Comment
Add to Favorites
UWMSN
2014
Check Edits
List Valid Combinations

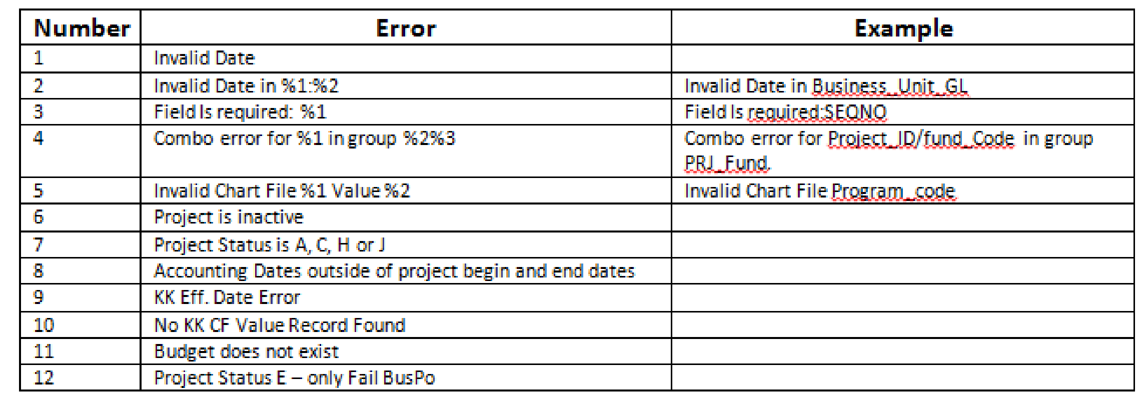
TRANSACTION CRITERIA

Journal Date	5/20/2014
Account	2821
Fund	135
Dept	122031
Program	4
Class	
Project	prj34wg
Records Per Page	50

Message

Project status is A, C, H or J

Funding Validation Error Codes



Number	Error	Example
1	Invalid Date	
2	Invalid Date in %1:%2	Invalid Date in Business_Unit_GL
3	Field Is required: %1	Field Is required:SEQNO
4	Combo error for %1 in group %2%3	Combo error for Project_ID/fund_Code in group PRJ_Fund
5	Invalid Chart File %1 Value %2	Invalid Chart File Program_code
6	Project is inactive	
7	Project Status is A, C, H or J	
8	Accounting Dates outside of project begin and end dates	
9	KK Eff. Date Error	
10	No KK CF Value Record Found	
11	Budget does not exist	
12	Project Status E – only Fail BusPo	

Trees

Trees are used to group and categorize criteria such as accounts, departments, funds and projects

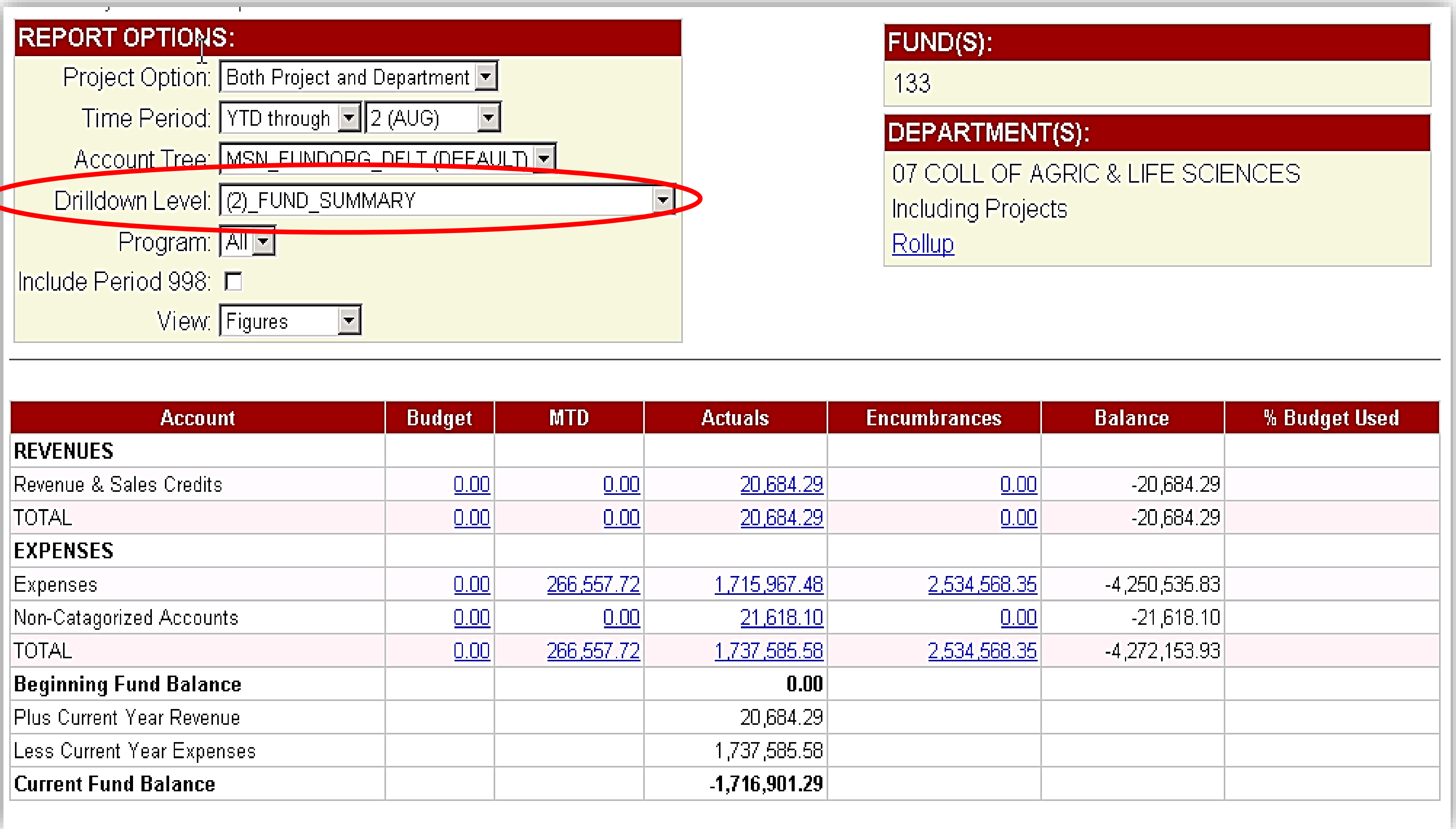
- Trees have multiple levels, or groups to which data rolls up
- Use the system default trees unless otherwise instructed
- Ignore trees not listed in the table below

Tree Name	**Explanation**
MSN_GPR_DFLT	**•GPR funds department reports (D or DP)** **•GPR funds organization rollup** **•No revenue reported**
MSN_FUNDORG_DFLT	**•PR funds department reports (D or DP)** **•PR funds organization rollup** **•With revenue reported**
MSN_RSP_WD_RESEARCH **MSN_RSP_WD_TRAIN**	**•RSP project/grant reports** **•Project reports for other funds not listed here**
MSN_142_WD	**•For fund 142 project/grant reports.**
MSN_GRAD_SCH_WD	**•Graduate School funds 101 & 135 project/grant reports** **•Accounts categorized according to Graduate School reporting requirements**

Trees: Drilldown Levels

- Tree levels categorized financial data based on similarities of their criteria
  - Example: accounts could be separated into revenue and expense accounts, then the revenue and expense categories could roll-up into the Statement of Net Position (Balance Sheet)
  - Level 1 is the least detail, the unit level (not used by WISDM/WISER)
- For the Department Search:
  - Level 2 - Fund Total, the highest level with the least detail
  - Level 3 - Default, in most cases, for department summary reports
  - Level 4 and level 5 - intermediary report groupings
  - Level 6 - Account Totals, the lowest level with the most detail
    - At level 6, accounts with $0 balance are not listed
- For the Project Search:
  - Level 2 - Fund Total, the highest level with the least detail
  - Level 4 - Default, in most cases, for project summary reports
  - Level 5 - Account Totals, the lowest level with the most detail
    - At Level 5, accounts with $0 balance are not listed

Trees: Drilldown Example – Level 2



REPORT OPTIONS:

Project Option: Both Project and Department

Time Period: YTD through 2 (AUG)

Account Tree: MSN_FUNDORG_DEPT (DEFAULT)

Drilldown Level: (2)_FUND_SUMMARY

Program: All

Include Period 998: ☐

View: Figures

FUND(S):

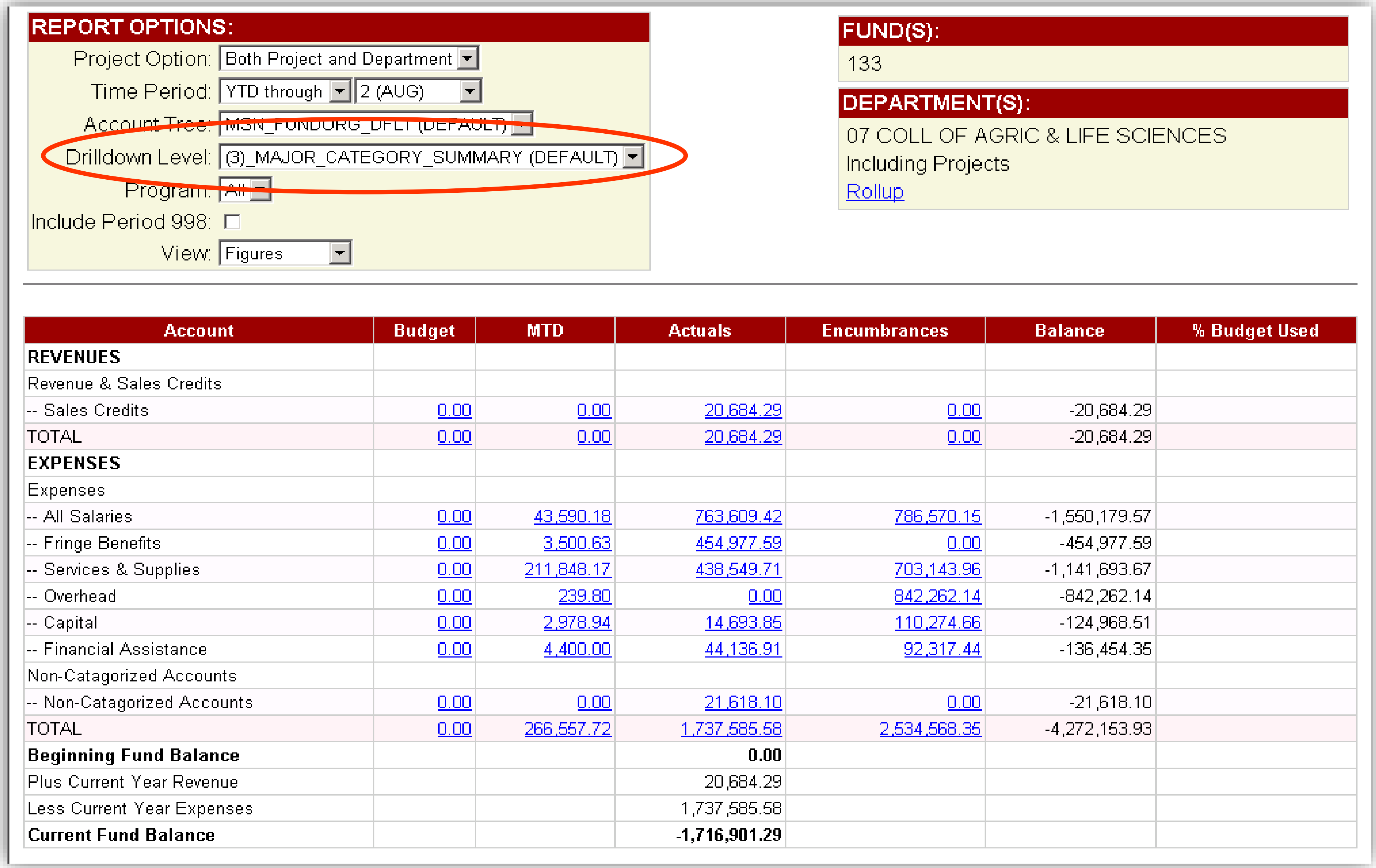
133

DEPARTMENT(S):

07 COLL OF AGRIC & LIFE SCIENCES
Including Projects
Rollup

Account	Budget	MTD	Actuals	Encumbrances	Balance	% Budget Used
REVENUES						
Revenue & Sales Credits	0.00	0.00	20,684.29	0.00	-20,684.29	
TOTAL	0.00	0.00	20,684.29	0.00	-20,684.29	
EXPENSES						
Expenses	0.00	266,557.72	1,715,967.48	2,534,568.35	-4,250,535.83	
Non-Catagorized Accounts	0.00	0.00	21,618.10	0.00	-21,618.10	
TOTAL	0.00	266,557.72	1,737,585.58	2,534,568.35	-4,272,153.93	
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**			

Trees: 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: ☐
View: Figures

FUND(S):

133

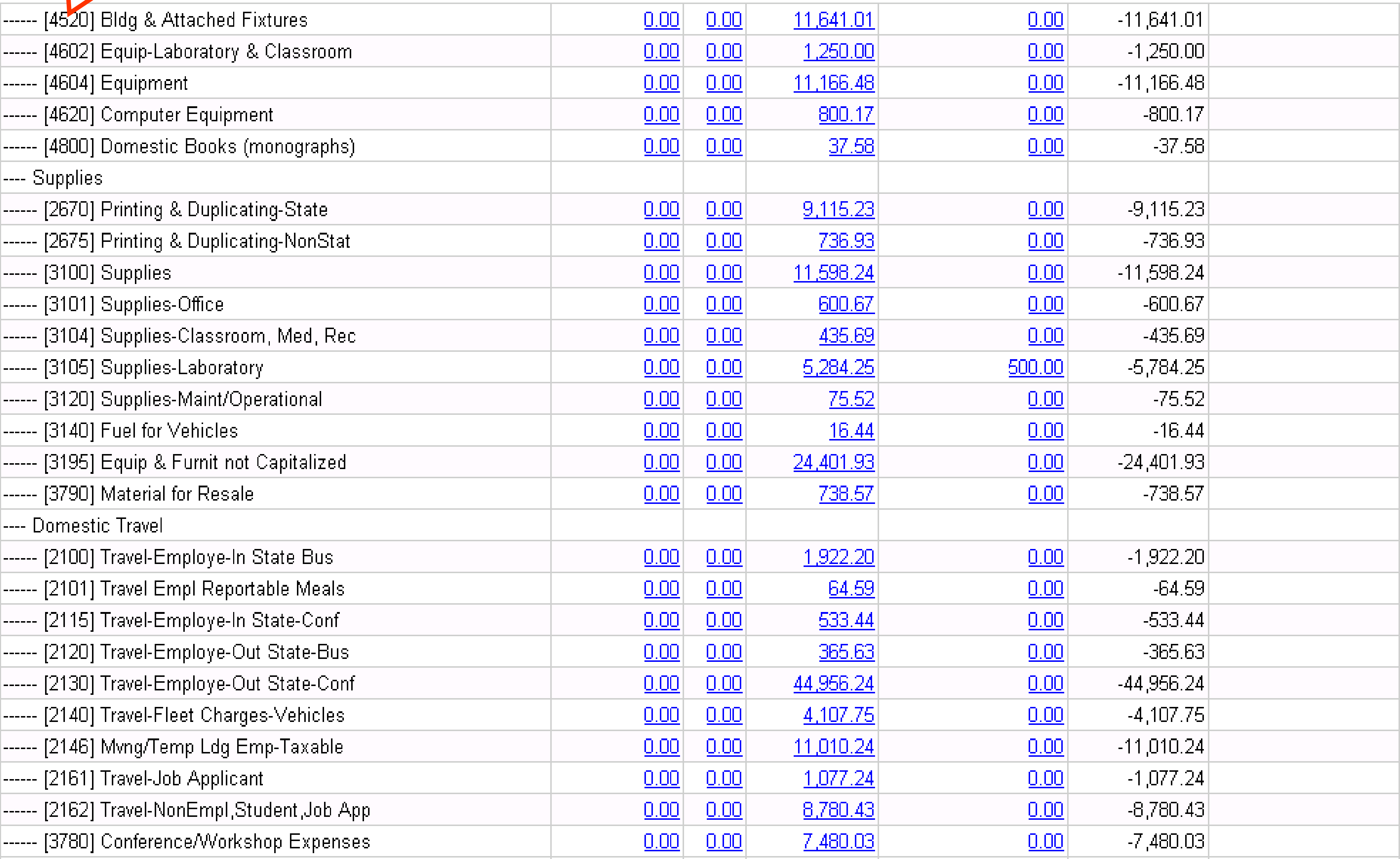
DEPARTMENT(S):

07 COLL OF AGRIC & LIFE SCIENCES
Including Projects
Rollup

Account	Budget	MTD	Actuals	Encumbrances	Balance	% Budget Used
REVENUES						
Revenue & Sales Credits						
-- Sales Credits	0.00	0.00	20,684.29	0.00	-20,684.29	
TOTAL	0.00	0.00	20,684.29	0.00	-20,684.29	
EXPENSES						
Expenses						
-- All Salaries	0.00	43,590.18	763,609.42	786,570.15	-1,550,179.57	
-- Fringe Benefits	0.00	3,500.63	454,977.59	0.00	-454,977.59	
-- Services & Supplies	0.00	211,848.17	438,549.71	703,143.96	-1,141,693.67	
-- Overhead	0.00	239.80	0.00	842,262.14	-842,262.14	
-- Capital	0.00	2,978.94	14,693.85	110,274.66	-124,968.51	
-- Financial Assistance	0.00	4,400.00	44,136.91	92,317.44	-136,454.35	
Non-Catagorized Accounts						
-- Non-Catagorized Accounts	0.00	0.00	21,618.10	0.00	-21,618.10	
TOTAL	0.00	266,557.72	1,737,585.58	2,534,568.35	-4,272,153.93	
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**			

Trees: Drilldown Example – Level 6

Account Codes



------ [4520] Bldg & Attached Fixtures	0.00	0.00	11,641.01	0.00	-11,641.01
------ [4602] Equip-Laboratory & Classroom	0.00	0.00	1,250.00	0.00	-1,250.00
------ [4604] Equipment	0.00	0.00	11,166.48	0.00	-11,166.48
------ [4620] Computer Equipment	0.00	0.00	800.17	0.00	-800.17
------ [4800] Domestic Books (monographs)	0.00	0.00	37.58	0.00	-37.58
---- Supplies					
------ [2670] Printing & Duplicating-State	0.00	0.00	9,115.23	0.00	-9,115.23
------ [2675] Printing & Duplicating-NonStat	0.00	0.00	736.93	0.00	-736.93
------ [3100] Supplies	0.00	0.00	11,598.24	0.00	-11,598.24
------ [3101] Supplies-Office	0.00	0.00	600.67	0.00	-600.67
------ [3104] Supplies-Classroom, Med, Rec	0.00	0.00	435.69	0.00	-435.69
------ [3105] Supplies-Laboratory	0.00	0.00	5,284.25	500.00	-5,784.25
------ [3120] Supplies-Maint/Operational	0.00	0.00	75.52	0.00	-75.52
------ [3140] Fuel for Vehicles	0.00	0.00	16.44	0.00	-16.44
------ [3195] Equip & Furnit not Capitalized	0.00	0.00	24,401.93	0.00	-24,401.93
------ [3790] Material for Resale	0.00	0.00	738.57	0.00	-738.57
---- Domestic Travel					
------ [2100] Travel-Employe-In State Bus	0.00	0.00	1,922.20	0.00	-1,922.20
------ [2101] Travel Empl Reportable Meals	0.00	0.00	64.59	0.00	-64.59
------ [2115] Travel-Employe-In State-Conf	0.00	0.00	533.44	0.00	-533.44
------ [2120] Travel-Employe-Out State-Bus	0.00	0.00	365.63	0.00	-365.63
------ [2130] Travel-Employe-Out State-Conf	0.00	0.00	44,956.24	0.00	-44,956.24
------ [2140] Travel-Fleet Charges-Vehicles	0.00	0.00	4,107.75	0.00	-4,107.75
------ [2146] Mvng/Temp Ldg Emp-Taxable	0.00	0.00	11,010.24	0.00	-11,010.24
------ [2161] Travel-Job Applicant	0.00	0.00	1,077.24	0.00	-1,077.24
------ [2162] Travel-NonEmpl,Student,Job App	0.00	0.00	8,780.43	0.00	-8,780.43
------ [3780] Conference/Workshop Expenses	0.00	0.00	7,480.03	0.00	-7,480.03

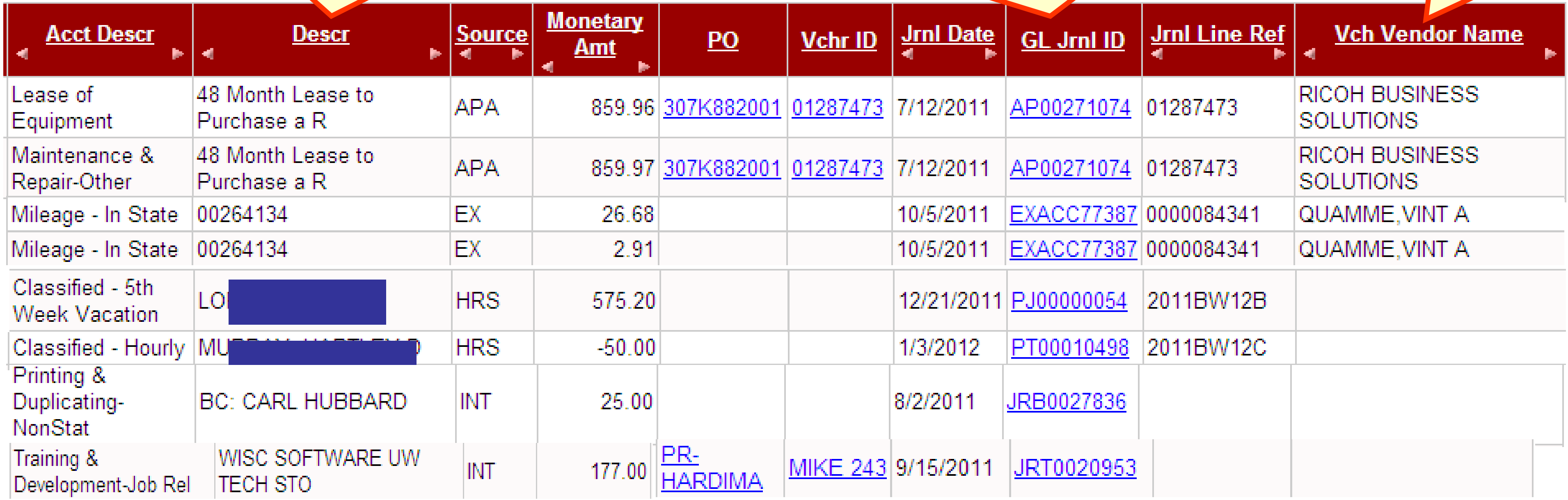
Transaction Types - Overview

Below is the WISDM Summary Detail screen. As of July 2018, there is not a good way to identify pro-card transactions in WISER.

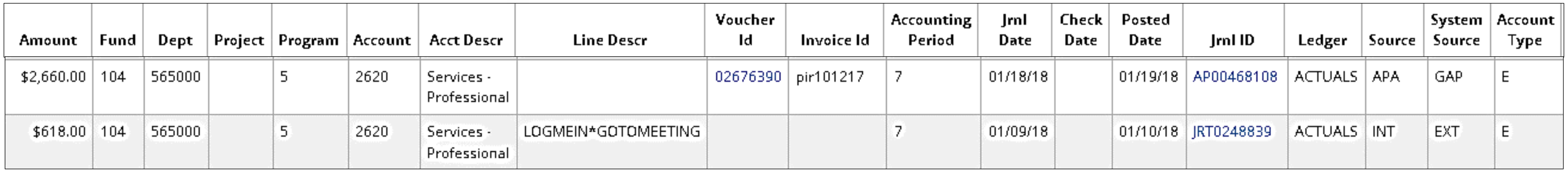
- **Vendor name for P-Card payments**
- **Also employee names for payroll**

- **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**

SFS direct payment and PO vendor payment names appear here

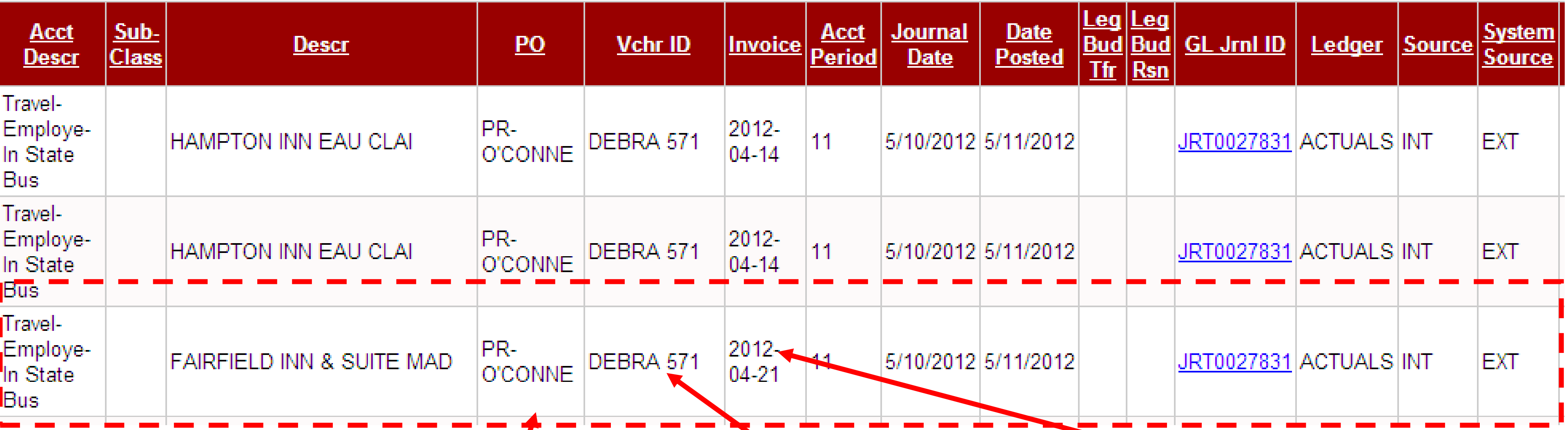


Acct Descr	Descr	Source	Monetary Amt	PO	Vchr ID	Jrnl Date	GL Jrnl ID	Jrnl Line Ref	Vch Vendor Name
Lease of Equipment	48 Month Lease to Purchase a R	APA	859.96	307K882001	01287473	7/12/2011	AP00271074	01287473	RICOH BUSINESS SOLUTIONS
Maintenance & Repair-Other	48 Month Lease to Purchase a R	APA	859.97	307K882001	01287473	7/12/2011	AP00271074	01287473	RICOH BUSINESS SOLUTIONS
Mileage - In State	00264134	EX	26.68			10/5/2011	EXACC77387	0000084341	QUAMME,VINT A
Mileage - In State	00264134	EX	2.91			10/5/2011	EXACC77387	0000084341	QUAMME,VINT A
Classified - 5th Week Vacation	[redacted]	HRS	575.20			12/21/2011	PJ00000054	2011BW12B	
Classified - Hourly	[redacted]	HRS	-50.00			1/3/2012	PT00010498	2011BW12C	
Printing & Duplicating-NonStat	BC: CARL HUBBARD	INT	25.00			8/2/2011	JRB0027836		
Training & Development-Job Rel	WISC SOFTWARE UW TECH STO	INT	177.00	PR-HARDIMA	MIKE 243	9/15/2011	JRT0020953		



Amount	Fund	Dept	Project	Program	Account	Acct Descr	Line Descr	Voucher Id	Invoice Id	Accounting Period	Jrnl Date	Check Date	Posted Date	Jrnl ID	Ledger	Source	System Source	Account Type
$2,660.00	104	565000		5	2620	Services - Professional		02676390	pir101217	7	01/18/18		01/19/18	AP00468108	ACTUALS	APA	GAP	E
$618.00	104	565000		5	2620	Services - Professional	LOGMEIN*GOTOMEETING			7	01/09/18		01/10/18	JRT0248839	ACTUALS	INT	EXT	E

Transaction Types – Pro Card



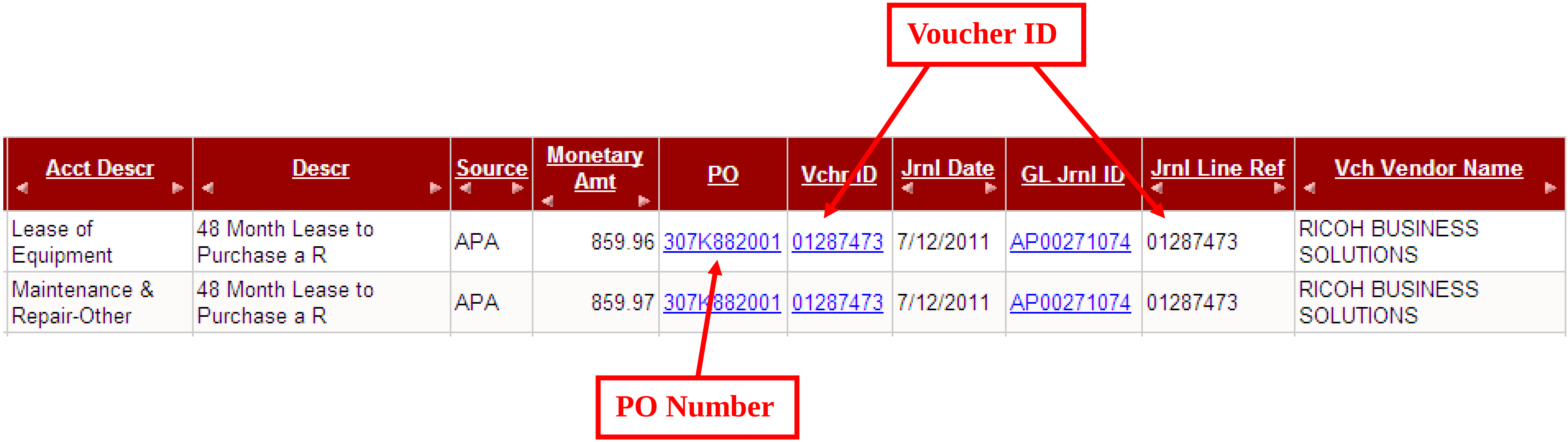
Acct Descr	Sub-Class	Descr	PO	Vchr ID	Invoice	Acct Period	Journal Date	Date Posted	Leg Bud Tfr	Leg Bud Rsn	GL Jrnl ID	Ledger	Source	System Source
Travel-Employe-In State Bus		HAMPTON INN EAU CLAI	PR-O'CONNE	DEBRA 571	2012-04-14	11	5/10/2012	5/11/2012			JRT0027831	ACTUALS	INT	EXT
Travel-Employe-In State Bus		HAMPTON INN EAU CLAI	PR-O'CONNE	DEBRA 571	2012-04-14	11	5/10/2012	5/11/2012			JRT0027831	ACTUALS	INT	EXT
Travel-Employe-In State Bus		FAIRFIELD INN & SUITE MAD	PR-O'CONNE	DEBRA 571	2012-04-21	11	5/10/2012	5/11/2012			JRT0027831	ACTUALS	INT	EXT

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.

Transaction Types – PO Transactions



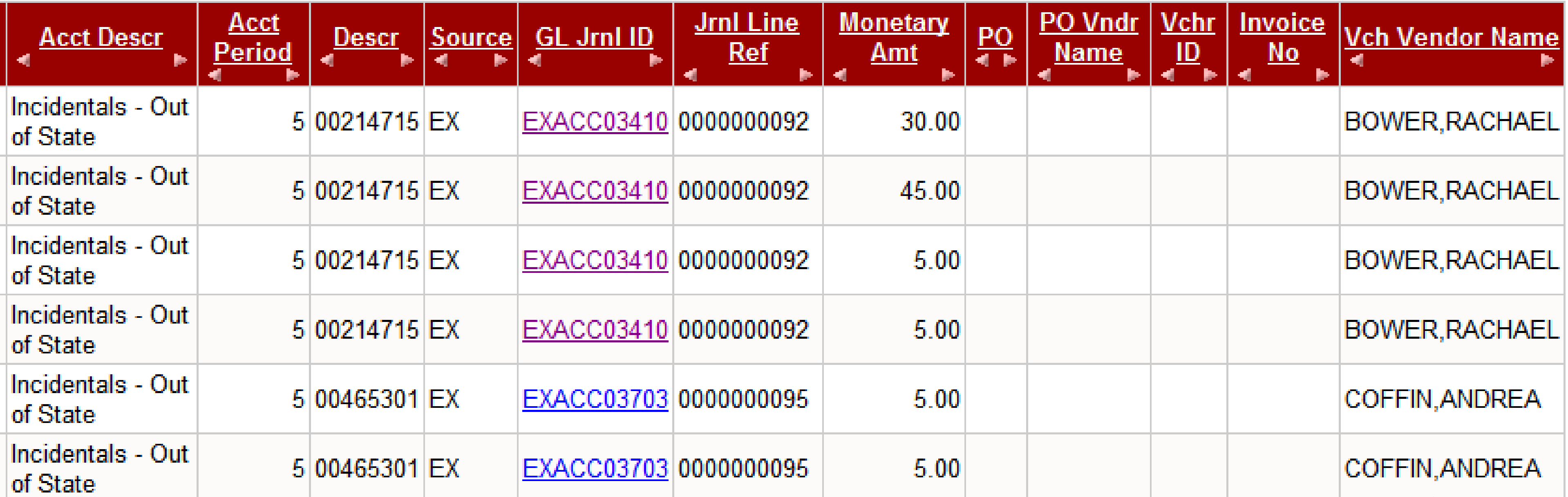
Voucher ID

Acct Descr	Descr	Source	Monetary Amt	PO	Vchr ID	Jrnl Date	GL Jrnl ID	Jrnl Line Ref	Vch Vendor Name
Lease of Equipment	48 Month Lease to Purchase a R	APA	859.96	307K882001	01287473	7/12/2011	AP00271074	01287473	RICOH BUSINESS SOLUTIONS
Maintenance & Repair-Other	48 Month Lease to Purchase a R	APA	859.97	307K882001	01287473	7/12/2011	AP00271074	01287473	RICOH BUSINESS SOLUTIONS

PO Number

Transaction Types - eReimbursement

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



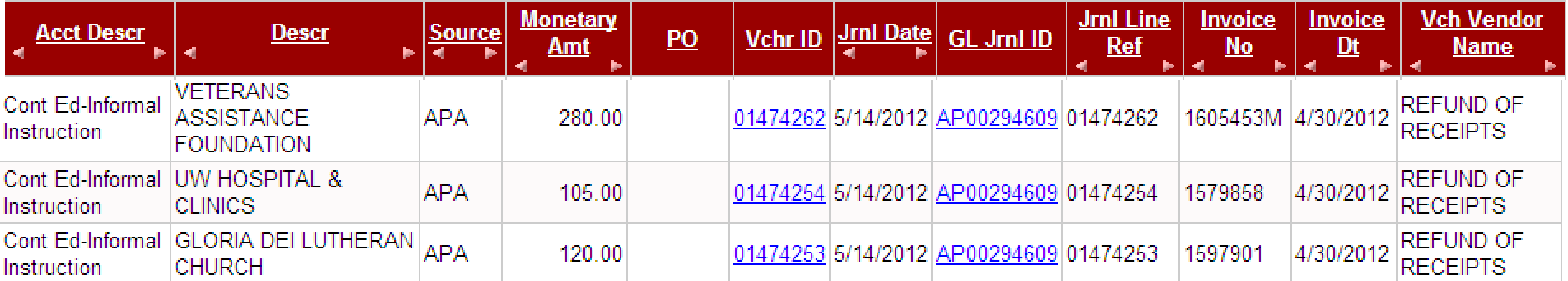
Acct Descr	Acct Period	Descr	Source	GL Jrnl ID	Jrnl Line Ref	Monetary Amt	PO	PO Vndr Name	Vchr ID	Invoice No	Vch Vendor Name
Incidentals - Out of State	5	00214715	EX	EXACC03410	0000000092	30.00					BOWER,RACHAEL
Incidentals - Out of State	5	00214715	EX	EXACC03410	0000000092	45.00					BOWER,RACHAEL
Incidentals - Out of State	5	00214715	EX	EXACC03410	0000000092	5.00					BOWER,RACHAEL
Incidentals - Out of State	5	00214715	EX	EXACC03410	0000000092	5.00					BOWER,RACHAEL
Incidentals - Out of State	5	00465301	EX	EXACC03703	0000000095	5.00					COFFIN,ANDREA
Incidentals - Out of State	5	00465301	EX	EXACC03703	0000000095	5.00					COFFIN,ANDREA

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.

Transaction Types – Refund of Receipts

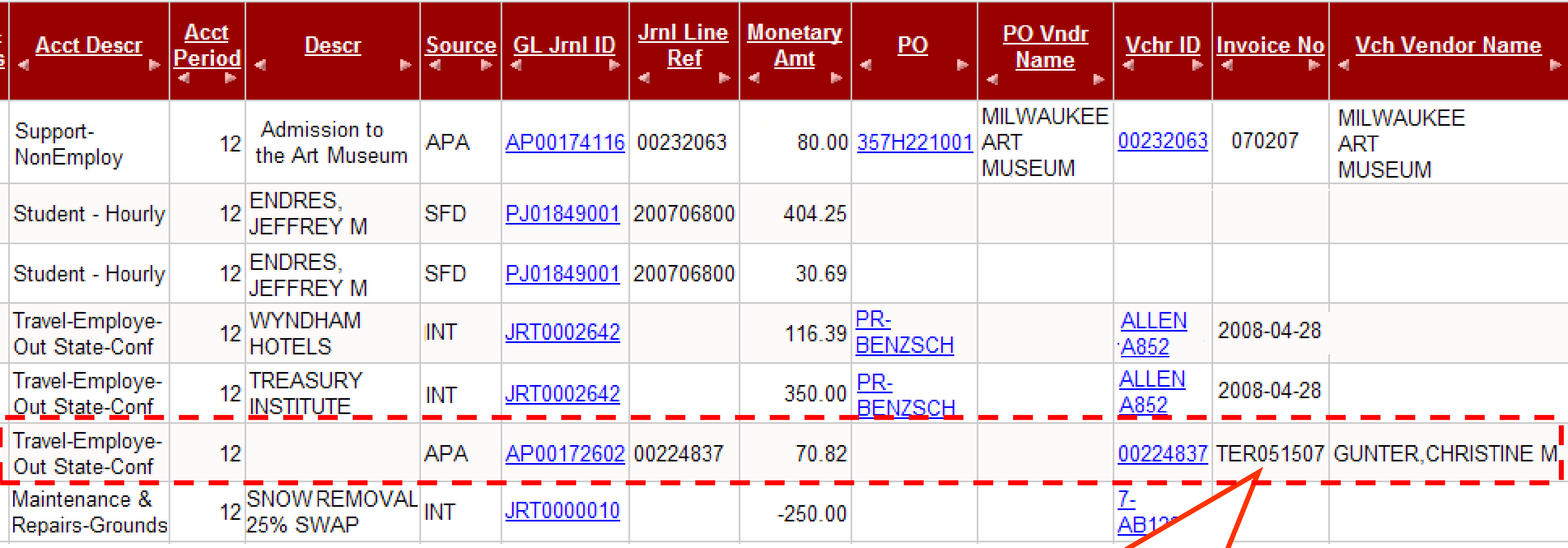
The Description field will contain the name of the entity that was paid.



Acct Descr	Descr	Source	Monetary Amt	PO	Vchr ID	Jrnl Date	GL Jrnl ID	Jrnl Line Ref	Invoice No	Invoice Dt	Vch Vendor Name
Cont Ed-Informal Instruction	VETERANS ASSISTANCE FOUNDATION	APA	280.00		01474262	5/14/2012	AP00294609	01474262	1605453M	4/30/2012	REFUND OF RECEIPTS
Cont Ed-Informal Instruction	UW HOSPITAL & CLINICS	APA	105.00		01474254	5/14/2012	AP00294609	01474254	1579858	4/30/2012	REFUND OF RECEIPTS
Cont Ed-Informal Instruction	GLORIA DEI LUTHERAN CHURCH	APA	120.00		01474253	5/14/2012	AP00294609	01474253	1597901	4/30/2012	REFUND OF RECEIPTS

The Voucher Vendor Name field will always be "Refund of Receipts"

Transaction Types – Other AP Transactions



Acct Descr	Acct Period	Descr	Source	GL Jrnl ID	Jrnl Line Ref	Monetary Amt	PO	PO Vndr Name	Vchr ID	Invoice No	Vch Vendor Name
Support-NonEmploy	12	Admission to the Art Museum	APA	AP00174116	00232063	80.00	357H221001	MILWAUKEE ART MUSEUM	00232063	070207	MILWAUKEE ART MUSEUM
Student - Hourly	12	ENDRES, JEFFREY M	SFD	PJ01849001	200706800	404.25					
Student - Hourly	12	ENDRES, JEFFREY M	SFD	PJ01849001	200706800	30.69					
Travel-Employe-Out State-Conf	12	WYNDHAM HOTELS	INT	JRT0002642		116.39	PR-BENZSCH		ALLEN A852	2008-04-28	
Travel-Employe-Out State-Conf	12	TREASURY INSTITUTE	INT	JRT0002642		350.00	PR-BENZSCH		ALLEN A852	2008-04-28	
Travel-Employe-Out State-Conf	12		APA	AP00172602	00224837	70.82			00224837	TER051507	GUNTER,CHRISTINE M
Maintenance & Repairs-Grounds	12	SNOW REMOVAL 25% SWAP	INT	JRT0000010		-250.00			7-AB1		

The Invoice Number will begin with a different prefix depending on the type of transaction.

ER – employee reimbursements

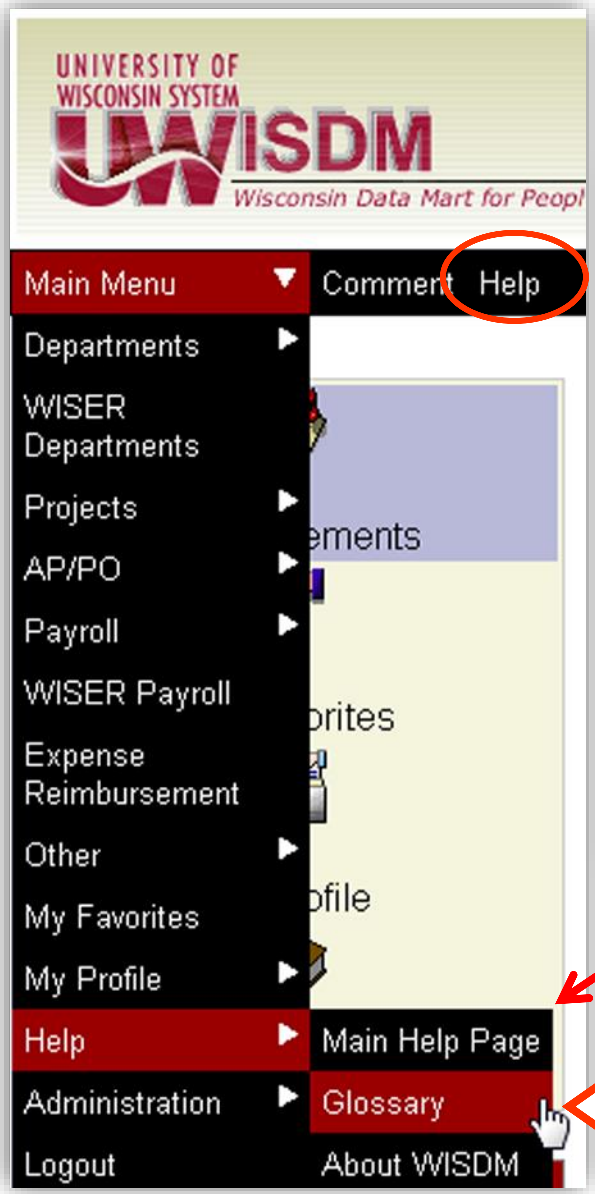
TER – travel expense report

PIR – payment to individual report

Help Features

- 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 the SFS Training Website:** **http://www.bussvc.wisc.edu/acct/sfs/train.html**
  - **Visit the Business Services Acronym website:** **http://www.bussvc.wisc.edu/acronym/acronym.html**
  - **Visit the FAQ page on the SFS website:** **www.bussvc.wisc.edu/acct/sfs/faq.html**
  - **E-Mail the Madison SFS Team:** **sfsmsn@bussvc.wisc.edu**

Help Features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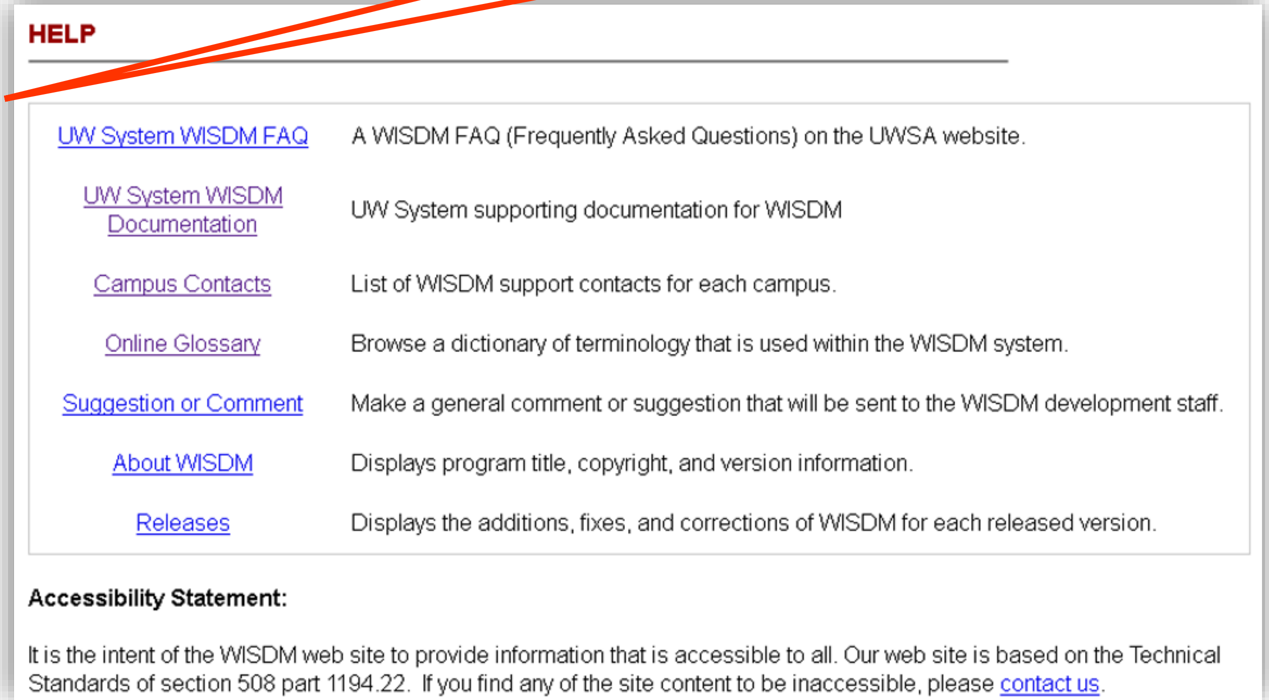


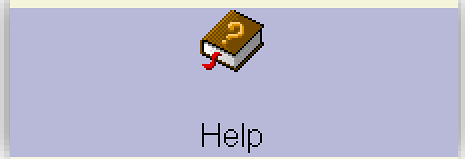
HELP

UW System WISDM FAQ	A WISDM FAQ (Frequently Asked Questions) on the UWSA website.
UW System WISDM Documentation	UW System supporting documentation for WISDM
Campus Contacts	List of WISDM support contacts for each campus.
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.

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.

For the main help page click on either of these links

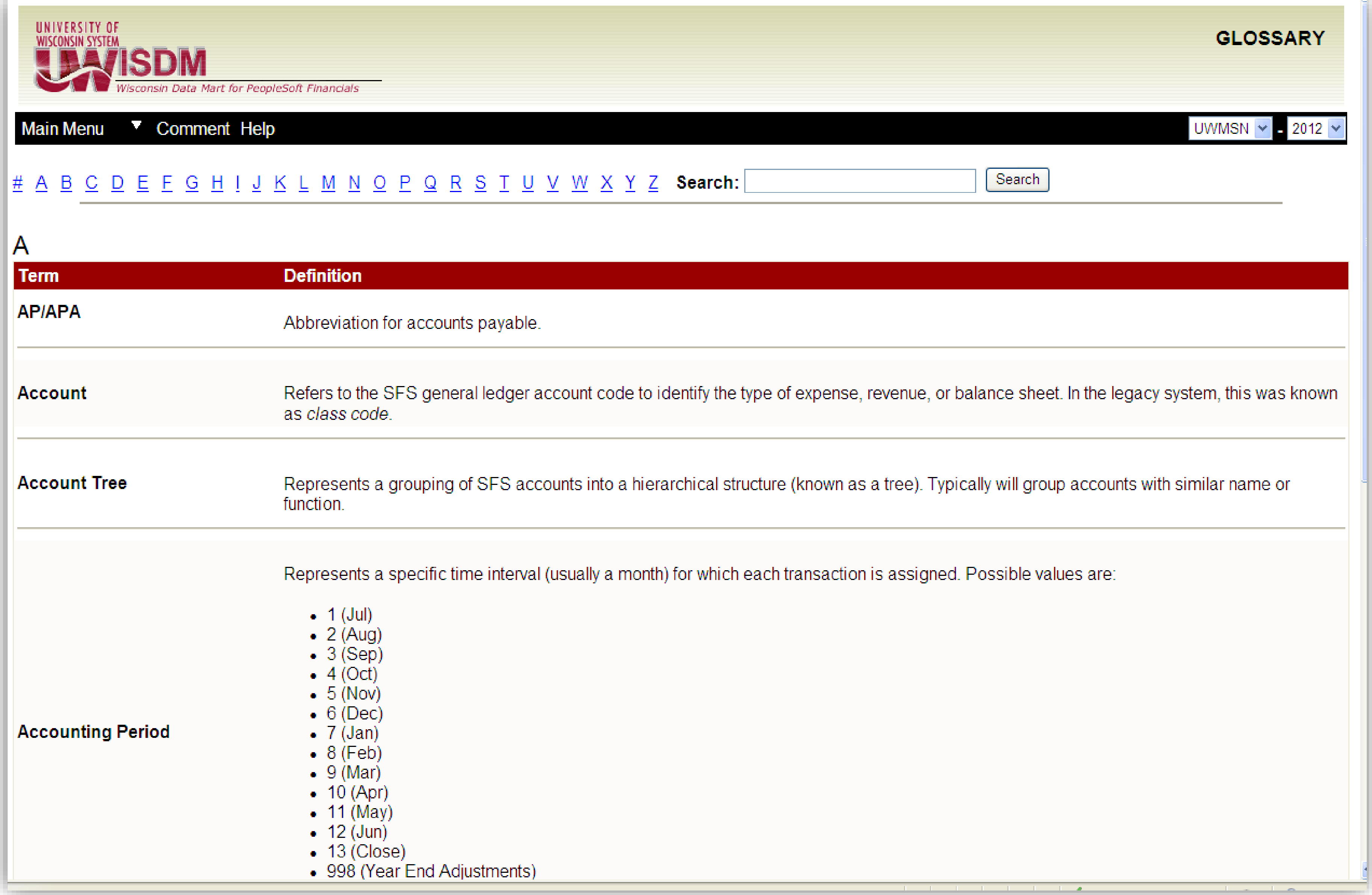


Click

The glossary contains common financial and accounting terminology

Help Features - Glossary

The glossary is available in WISDM. A WISER version is in development as of May 2018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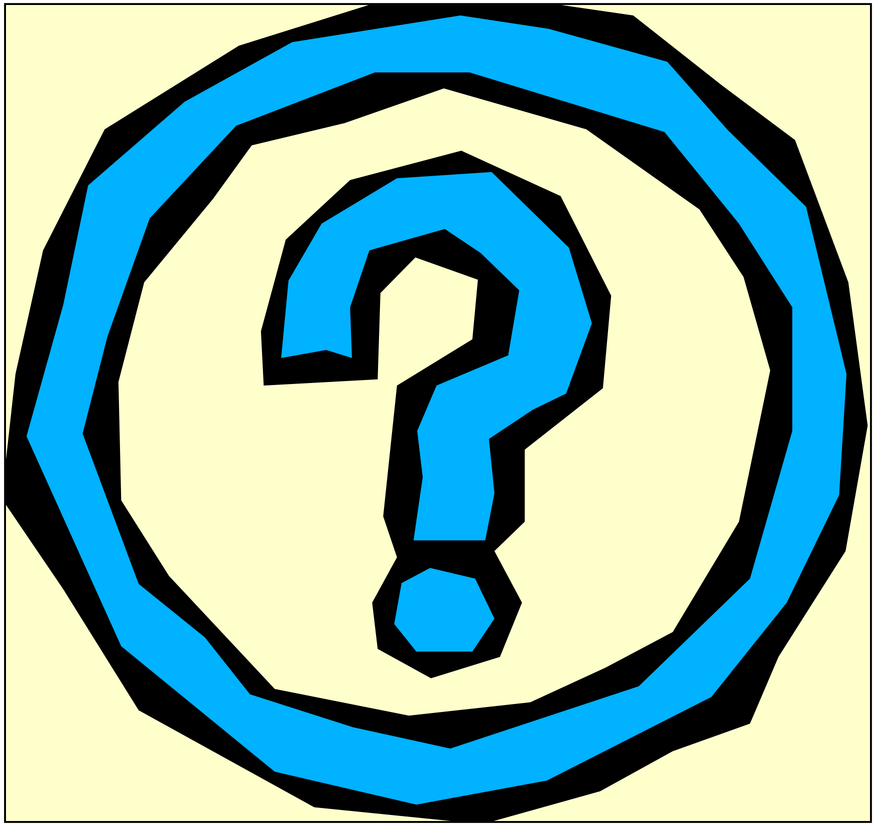
A

Term	Definition
AP/APA	Abbreviation for accounts payable.
Account	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*.
Account Tree	Represents a grouping of SFS accounts into a hierarchical structure (known as a tree). Typically will group accounts with similar name or function.
Accounting Period	Represents a specific time interval (usually a month) for which each transaction is assigned. Possible values are: • 1 (Jul) • 2 (Aug) • 3 (Sep) • 4 (Oct) • 5 (Nov) • 6 (Dec) • 7 (Jan) • 8 (Feb) • 9 (Mar) • 10 (Apr) • 11 (May) • 12 (Jun) • 13 (Close) • 998 (Year End Adjustments)

Additional Questions?



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