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| University of Wisconsin Oshkosh |
| WISDM Training |
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| **Debbie Matulle** |
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| September 30, 2019 |

## **Structure of UW Oshkosh Department Numbers**

Example:

102 033130 2

 Fund Division Dept. Sub-Dept. Program

 (Appropriation)

Comprehensive Universities College of Radio/TV Radio/TV Instruction

 Letters & Film Maintenance

 Science

# Structure of UW System UDDS Numbers

In funding activities, UW System uses UDDS numbers. The UDDS number example that follows is the partner to the UWOSH department number described above.

Example:

**UDDS** F03-3130

**(U**nit **D**ivision **D**epartment **S**ub-Department)

F = Unit, i.e. UW Oshkosh

03 = Division, i.e. College of Letters & Science

31 = Department, i.e. Radio/TV/Film

30 = Sub-Department, i.e. Radio/TV Maintenance

**Appropriation Structure**

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| **UW Fund** | **Title** | **Budget Category** | **Fund Type** |
| 100 | Non-Appropriated Revenue | GPR | Annual |
| 101 | GPO - Doctoral Cluster | GPR | Annual |
| 102 | GPO - Non-Doctoral Cluster | GPR | Annual |
| 103 | GPO - Colleges | GPR | Annual |
| 104 | GPO - Extension Programs | GPR | Annual |
| 106 | GPO - System Wide | GPR | Annual |
| 109 | Energy Costs | GPR | Annual |
| 110 | Principal Repayment and Interest | GPR | Sum Suff |
| 123 | Principal Repayment - Interest & Rebates | PR | Sum Suff |
| 128 | Auxiliary Enterprises | PR | Continuing |
| 131 | Academic Student Fees | PR | Continuing |
| 132 | Extension Non-Credit Program Receipts | PR | Continuing |
| 133 | Non-Federal Grants and Contracts | PR | Continuing |
| 134 | Gifts - Student Loans | PR | Continuing |
| 135 | Gifts & Donations - WARF | PR | Continuing |
| 136 | General Operations Receipts | PR | Continuing |
| 138 | Sale of Real Property | PR | Continuing |
| 139 | WiSys Technology Foundation Grants | GPR | Annual |
| 144 | Fed aid - Special Projects | PR-F | Continuing |
| 145 | Fed aid - Work Study | PR-F | Continuing |
| 146 | Fed aid - Supplemental Educ Opportunity Grants | PR-F | Continuing |
| 147 | Fed aid - Student Loans | PR-F | Continuing |
| 148 | Fed aid - Basic Educ Opportunity (Pell) Grants | PR-F | Continuing |
| 149 | Fed aid - Direct Student Loans | PR-F | Continuing |
| 150 | Fed aid - Federal Indirect Cost Reimbursement | PR-F | Continuing |
| 151 | Fed aid - Nursing Loans - Undergraduate | PR-F | Continuing |
| 152 | Fed aid - Nursing Loans - Graduates | PR-F | Continuing |
| 160 | Environmental Ed: Environmetal Assessment (274) | SEG | Continuing |
| 161 | Endowment Trust Fund Income (876) | SEG | Continuing |
| 162 | Endowment Trust Fund Operations (875) | SEG | Continuing |
| 164 | Environmental Education: Forestry (212) | SEG | Annual |
| 167 | Wisconsin Bioenergy Initiative (274) | SEG | Annual |
| 168 | Extension Recycling Education (274) | SEG | Annual |

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| **UW Fund** | **Title** | **Budget Category** | **Fund Type** |
| 170 | Environmental Program Grants and Scholarships (745) | SEG | Continuing |
| 171 | Humanities Council | GPR | Annual |
| 180 | Emerging Technology | GPR | Annual |
| 183 | Extension Outreach | PR-S | Continuing |
| 184 | License Plate Scholarship Programs | PR-S | Continuing |
| 185 | Center for Urban Land Economics Research | PR-S | Continuing |
| 187 | Funds Transferred From Other State Agencies | PR-S | Continuing |
| 189 | Extension Student Fees | PR | Continuing |
| 191 | Telecommunications Services (285) | SEG | Annual |
| 198 | General Fund Interest - Block Grant | PR | Continuing |
| 228 | Auxiliary Enterprises - Capital Projects | PR | Continuing |
| 231 | Acad Stu Fees Carryforward Contributions (Budgetary Only) | PR | Continuing |
| 233 | Gifts - General | PR | Continuing |
| 301 | GPO - System Administration | GPR | Annual |
| 402 | Minority and Disadvantaged Programs | GPR | Annual |
| 403 | Graduate Student Financial Aid | GPR | Annual |
| 406 | Lawton Minority Undergraduate Grants Program | GPR | Annual |
| 902 | Sales Tax Clearing | REV | Continuing |
| 904 | Reserve for Federal Tax Withholding | REV | Continuing |
| 963 | Clr - Sale Surplus Property | REV | Continuing |
| 966 | Advanced Academic Student Fees | REV | Continuing |
| 980 | Employer's Share Fringe Benefit Clearing | REV | Continuing |
| 990 | Revenue Clearing Account | REV | Continuing |
| 991 | Travel Advance | REV | Continuing |
| 993 | Contingent Fund | REV | Continuing |
| 997 | Unpaid Salary Deductions | REV | Continuing |
| 998 | Deductions From Salaries-Optional Deductions | REV | Continuing |
| 999 | Insurance Loss | REV | Continuing |

**Appropriation Structure Definitions**

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| General Purpose Revenue - General purpose revenues consist of general taxes, miscellaneous receipts and revenues collected by state agencies which are deposited into the general fund, and are available for appropriation by the legislature. |
| Program Revenue - Program revenues consist of revenues which are deposited into the general fund and are credited by law to an appropriation to finance a specified program or state agency. |
| Segregated Funds - Segregated fund revenues are revenues, which by law, are deposited into funds other than the general fund and are available for the purposes for which such funds are created. |
| Program Revenue-State - State revenues are moneys received from the state government which may be deposited as program revenues in the general fund. |
| Program Revenue-Federal - Federal revenues are moneys received from the federal government which may be deposited as program revenues in the general fund or as segregated revenues in the segregated fund to finance specific purposes. |
| Revolving - Non-budgetary appropriations not specifically established for each agency in the Chapter 20 budget schedule. There are two types: 1) Custody funds, established to allow agencies to collect and disburse moneys that are payable to persons other than the state; and 2) Clearing funds, only to be used when, at the time of receipt or disbursement, the state agency does not have sufficient information to distribute the revenue or expenditure to the appropriate Chapter 20 appropriations. |
| Annual Appropriations - An authorization that is expendable only up to the amount appropriated by the Legislature and only for the fiscal year for which it is appropriated. Amounts appropriated but unexpended or unencumbered generally lapse to the fund from which they are appropriated at the end of each fiscal year. |
| Biennial Appropriations - An authorization that is expendable only during the biennium for which appropriated by the Legislature. The amounts appropriated for each fiscal year represent the most reliable estimates of the amounts, which will be expended in each fiscal year. For accounting purposes, the appropriation for the first year of a biennium is the sum of the expenditures for that fiscal year plus the encumbrances at the close of that year. The appropriation for the second year is the unexpended and unencumbered balance of the appropriation at the end of the first fiscal year. Amount appropriated but unexpended or unencumbered at the end of a biennium lapse to the fund from which they were appropriated. |
| Continuing Appropriations - An authorization which is expendable until fully depleted or repealed by subsequent action of the Legislature. The appropriation for any fiscal year consists of the ending balance from the previous fiscal year plus the revenues received or the new appropriation authority granted in the current fiscal year. Specific dollar amounts appearing in any type of appropriation listing or schedule only represent the most reliable estimates of the amounts to be expended or encumbered during any given fiscal year and are not considered as limiting. |
| Sum Sufficient - An authorization which is expendable from the indicated source of funds in the amounts necessary or sufficient to accomplish the purpose for which provided. The amounts appropriated represent the most reliable estimate of the amounts that will be needed for the stated purpose. |

For more information on Appropriation/Fund Structure please visit the UW System website:

<https://www.wisconsin.edu/financial-administration/accounting-and-budget-control/chart-of-accounts/>

## **Program Codes**

Program codes are mandated by UW System Administration, and based on the Financial Accounting and Reporting Manual for Higher Education (published by the National Association of College and University Business Officers). The codes are used as the basis for assigning program costs in preparing the annual, base operating budget. The codes commonly used on the UW Oshkosh campus are listed below and typically are placed as the last digit of a department number (see “Structure of UW Oshkosh Department Numbers”).

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| **Program Code Description** | **Program Code #** | **Includes** |
| Student Services | 0 | Student Services Administration, Administrative Data Processing-Student Services, Social and Cultural Development, Intercollegiate Athletics, Counseling and Career Guidance, Financial Aid Administration, Student Admissions, Student Records, Student Health Services, Child Care Services, Educational Opportunity, Transportation Services, Mandatory Transfers/Debt Service |
| Institutional Support | 1 | Executive Management, Fiscal Operations, General Administration and Logistical Services, Administrative Computing Support, Public Relations/Development |
| Instruction | 2 | General Academic Instruction, Preparatory/Remedial Instruction |
| Research | 4 | Individual, Project, Institutes and Research Centers Research Activities Organized to Produce Research Outcomes |
| Public Service | 5 | Outreach Education, Community Service, Cooperative Extension Service, Public Broadcasting Services |
| Academic Support | 6 | Libraries, Museums and Galleries, Educational Media Services, Academic Computing Support, Ancillary Support, Academic Administration, Academic Advising, Academic Personnel Development, Course and Curriculum Development |
| Physical Plant | 7 | Physical Plant Administration, Facilities Planning and Capital Budgeting, Building Maintenance, Custodial Services, Utilities, Grounds Maintenance, Major Repairs and Renovations, Other Services, Mandatory Transfers/Debt Service |
| Auxiliary Enterprises | 8 | Self-Supporting Programs Furnishing Goods or Services to Students, Faculty or Staff; Mandatory Transfers/Debt Service |
| Financial Aid | 9 | Scholarships, Fellowships, Loans |

For more detailed information about program codes, visit <http://www.uwsa.edu/fadmin/activity/index.htm> .

 **GPR/PR Funding Comparison**

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|  | **GPR – General Purpose Revenue** | **PR – Program Revenue and****PRF – Program Revenue Federal** |
| **Current UW-Oshkosh Funds:** | 102,103, 104, 109, 402, 403 | 128, 123, 131, 132, 133, 136, 144, 145, 150, 228 |
| **Origin of the Funds:** | State appropriation; biennial budget allocation | Self-sustaining; revenue to finance specified programs |
| **Fund Composition:** | Currently, UW Oshkosh receives an annual budget allocation for salary, fringe benefits and supplies and expenses from UW System. While individual divisions do not budget fringe benefits in the annual budget process, as an institution we are assessed additional fringe benefit expenditures if actual salary expenditures exceed our annual salary budget allocation. | Responsible for fringe benefits expenditures |
| **Salary Pay Plan:** | Typically receive budget allocation from UW System for salary pay plans.(excluding non-continuing appointments and LTEs)**Please note:** Pay Plans are partially funded from tuition increases. If there is a tuition freeze, the institutions and UW System are responsible for making up the difference. | Must increase revenue stream to cover salary and fringe benefit pay plans |
| **Carryover:** | UW System sends the official carryover letter for approval from UW Oshkosh. Carryover comes as one-time supplies and expense budget authority and is distributed by an approval process on Campus | Fiscal year end cash balances are uploaded to WISDM by UW System and reflected as prior year cash balance. |
| **Budget Planning:** | A budget allocation is provided by UW System and distributed by UW Oshkosh to divisions and departments. The allocation is broken down by salaries and supplies and expenses. A budget planning/submission memo is provided to the campus.  | All costs associated with delivery of a PR funded program are covered by that program. A guideline for budget planning is included in the annual Auxiliary Cost and Budget Building Factors memo from UW System.  |

**Basic Search of an account:**

1. Log into WISDM with you Net ID & Password <https://uwosh.edu/finance-administration/financial-services/>
2. Hover over the “Main Menu” tab on the top left corner
	1. Hover over the “Departments” tab – the first in the drop down list
	2. Click on Search
3. Enter in the Fund (3 digit number), the Department/Dept (6 digit number)



1. Click the submit button
2. This is your main WISDM screen
3. Change the Drilldown Level to “Details” to get more information
	1. The “Account Type” Drilldown Level provides you with the basics of your account.
	2. The “Details” Level provides specifics as to what your expenses and revenues entail.
4. Change the Account Tree to ACCOUNT\_NO\_FRINGE for all 102 Funds
	1. 102 fringes are currently covered by UW System

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Account:

The specific area within your budget where your charge/revenue is being placed. This provides specifics as to where you’re spending your money.

Ex: Student Salary, Unclassified Fringe Benefits, Supplies, Computer Equipment, Travel Expenses, Telephones, Maintenance & Repairs

\*\*To look up the Account Codes for each Fiscal year please visit the UW System Account Code website: <https://pollux.uwsa.edu/PRODUCTION/acctcodes/index.php/acctcodes/acctcodeselection/2015>

Balance:

Total Amount left in your Account after deducting your “Actuals” from the budget provided.

Budget:
The amount allocated to your department by the Redbook Budget (from the State.)

Anything in this column is money you have been given to spend throughout the fiscal year.

Actuals:

All charges made to your Account within the current Fiscal Year.

MTD:

Month To Date Charges made on your WISDM Account.

**Looking Up Transaction Details**

1. Click on the “Actuals” Amount under the expense/revenue you want to look up.

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1. This will bring up a list of all items purchased this fiscal year along with their descriptions
2. To get more information regarding the purchase click on the Voucher ID link next to the purchase you are inquiring after.



Voucher ID: The number given your transaction when it is entered into SFS for payment.

When you click on this link it brings up further information regarding the purchase: Vendor name, Payment Reference/Invoice, Payment Date, and Status

Journal ID: The ID of the Department/

Division who added these charges to your Account.

Ex: Accounts Payable added these charges.

This is your WISDM Funding String – the one you entered to search for your Department’s Account

Your Account # is where in your Account the charge/revenue will go. Ex: Supplies, Computer Equipment, Meals, etc.

Description of what the charges are for

**Oshkosh Journal Names**

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| --- | --- | --- |
| CBBKSTORE | Bookstore | Nicole Bourassa #2262 |
| CBBUDGET | Budget Office | budgetoffice@uwosh.edu |
| CBBULKMAIL | Postal Services | Troy Hart #1145 |
| CBCCDET | Ctr for Career Dev & Training | Kim Stuyvenberg #1113 |
| CBCOPIER | Document Services | Patti Adkins #1122 |
| CBEXPRESS | Postal Services | Troy Hart #1145 |
| CBFACMGMT | Facilities chargebacks (work orders) | Angel Liddle #2144 |
| CBFAX | Postal Services | Troy Hart #1145 |
| CBFUEL | Facilities Monthly Fuel chargebacks | Mary Zwicke #0343 |
| CBGRANTS | Grant | Mai Kar Lee #2449 |
| CBINFOSYS | PC Support charges | Jenny Hoerth #4480 |
| CBLABEL | Postal Services | Troy Hart #1145 |
| CBMISC | Miscellaneous Transfers | Michelle Highley #0837 |
| CBPARKING | Parking Transfers/Parking Services | Dana Hartel #4455 |
| CBPOSTAGE | Postal Services | Troy Hart #1145 |
| CBREEVE | Reeve or Copy This charges | Matt Suwalski #2079 |
| CBRESLIFE | Residence Life, Laundry, or Chord charges | Paula Zemke #0942/Adam Hernandez #1720 |
| CBSTLOANS | On-line Payment Processing | Rachel Grose #1336 |
| CBSTORES | Custodial and Central Stores Supplies chargebacks | Angel Liddle #2144 |
| CBTELECOM | Telecommunications chargebacks (Data lines, jacks, etc) | Jenny Hoerth #4480 |
| CBTRAVEL | Travel advance charges to departments | Michelle Highley #0837 |
| CBTTRS | Transfers | Michelle Highley #0837 |
| CBUNEMPLOY | Unemployment | Debbie Matulle #3318 |
| CBUPS  | Postal Services | Troy Hart #1145 |
| CBUTIL | Utilities – Electricity and Heat | Angel Liddle #2144 |
| POADJ  | PO Encumbrance adjusting entry | Brian Klinger #0317 |
| VISA | Bi-weekly VISA charges | Brian Klinger #0317 |
| IUJ | Transfers between UW Institutions | Debbie Matulle #3318 |

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**\*\*If you have questions on charges contact the department associated with the Journal ID/Name\*\***

**For addition information, see UW System FAQs**

<https://www.wisconsin.edu/sfs/reporting/wisdm-and-wiser/wisdm-faqs/>

**For information on WISER:**

* [WISER AP-PO Search docx](https://www.wisconsin.edu/sfs/download/reporting/wiser/WISER-AP-PO-Search.docx)
* [WISER Department Search docx](https://www.wisconsin.edu/sfs/download/reporting/wiser/WISER-Departments.docx)
* [WISER Payroll Search docx](https://www.wisconsin.edu/sfs/download/reporting/wiser/WISER-Payroll-Search.docx)
* [WISER Project Search docx](https://www.wisconsin.edu/sfs/download/reporting/wiser/WISER-Project-Search.docx)
* [WISER Transaction Search](https://www.wisconsin.edu/sfs/download/reporting/wiser/WISER-Transaction-Search.docx)