

# Chart of Accounts Maintenance Instructions



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## Overview

The [Chart of Accounts Maintenance Request eform](#) should be used to make these requests:

- New Department ID's
- Change a Department ID's
- Close/Inactivate a Department ID

This eform can be used to complete requests for all fund types except for Fund 133 and 144. For Fund 133 and 144 submit an email of the request to [grant.accounting@uwsp.edu](mailto:grant.accounting@uwsp.edu).

## New Department ID Request

1. Action Requested: Select the New Request Option

The screenshot shows the top portion of a web form. On the left is the University of Wisconsin Stevens Point logo. To its right is the text 'University of Wisconsin Stevens Point'. Further right is the title 'Chart of Accounts Maintenance'. Below this is a section labeled 'Action Requested:' followed by three radio button options: 'New Request' (which is selected), 'Change Request', and 'Close / Inactivate'.

2. In the New Department Account Section
  - a. Enter the reason for requesting a new department ID
  - b. Describe what type of transactions are anticipated to be processed through this new department ID.
  - c. Provide any additional explanations, information, or preferred location in the tree in the Additional Information field. (Optional)
  - d. Attach all supporting documentation and communications using the Attachments. (Optional)
  - e. Provide where the source of the funds will be coming from
  - f. Will revenue be collected in the new department ID? Enter yes or no.
  - g. Will there be GPR budget funding in this department ID? Enter yes or no.
  - h. Will you be collecting funds from sold products in this department ID? Select yes or no.
  - i. Enter the title you would like for the new department ID.
  - j. For the requested funding string, enter all parts of the funding string that you would like. If you would like a specific Department ID number or beginning of a number, enter those numbers in this section.
  - k. Enter the name of the UWSP employee that will be responsible for managing the funds in the WISE Manager Field.
  - l. Enter the Department that this Department ID should be categorized under.
  - m. If you would like WISER training on how to use this new department ID, select yes.

\* Not For Fund 133 & 144

**Requested By:** Letebo, Kim Email: kletebo@uwsp.edu  
**Request Date:** 10/9/2022

**2.a. Reason For Request:** New special course fee for SOC 386 workshops/trainings

**2.b. Describe the Activity for this account:** Student fees for Sociology 386 will fund an immersive experience with a local organization, students will develop intentional EDI-minded knowledge and skillset via required intensive workshops and trainings. These will take place with partnered organizers across communities in Chicago. This account will be used to collect the student fees and pay related expenses for these workshops.

**2.c. Additional Information (i.e. location in department tree, etc.):** Tree location: ALL> COLS-College of Letters and Science>SOBBS-School of Behavioral & Social>SOCIOLOGY

**2.d. Attachments**

Budget for Special Course Fee 386.pdf	View Download	10/9/2022 4:50 PM	Letebo, Kim
SOC 386 Special Course Fee Request.pdf	View Download	10/9/2022 4:50 PM	Letebo, Kim

**2.e. Source of Funding:** Student Special Course Fees

**2.f. Revenue Collecting:** Yes No

**2.g. GPR Budget:** Yes No

**2.h. Selling Products?:** Yes No

**2.i. Proposed Department ID Description/Title:** SCF SOC 386

**2.i. Requested Acct Str.:**

Fund	Program	Dept. ID	Project
128	2	6076__	

**2.k. WISER Manager:** Barry, David

**2.l. Home Unit/Department:** Sociology

**2.m. Request WISER Training:** Yes No

3. In the Gift Information Section

- a. If you are requesting an account funded by gifted funds, fund 233, would you like to include the new Project ID in the automatic quarterly billings that are processed to the Foundation? Select yes or no.

**Gift Information (Fund 233)**

Would you like to include this project ID in the automatic quarterly billing to Foundation?

Yes No

4. In the Budget or Spend Plan Section

- a. Provide all budgetary information you have for the new department ID. This would include expense transactions funded from this department ID such as salary, travel costs, capital equipment or projects, services, supplies, financial aid awarded, etc.
- b. After all desired field are entered, select Total Spend Plan to calculate the Grand Total of the Budget or Spend Plan.

**Budget or Spend Plan**

Faculty	\$0.00	Participant Support	\$0.00
Grad Assist	\$0.00	Financial Aid	\$0.00
Classified	\$0.00	Special Purpose	\$0.00
LTE	\$0.00	Others	
Student Help	\$0.00		\$0.00
Work Study	\$0.00		\$0.00
Fringe Benefits	\$0.00		\$0.00
Travel	\$5,970.00		\$0.00
Capital	\$0.00		\$0.00
Services	\$0.00		\$0.00
Supplies	\$0.00		\$0.00
Indirect Costs	\$0.00		\$0.00
<b>Grand Total</b>	<b>\$5,970.00</b>	<b>Total Spend Plan</b>	

- 5. Once complete, select submit.

[Change Request for Account Title, Fund, Program, WISER Manager, or Location in Tree](#)

- 1. Action Requested: Select the Change Request Option

2. In the Change Department Section
  - a. Reason for Request: Enter the reason you are request a change to the Department ID
  - b. Existing Acct. Str.: Select 6-Digit Dept ID or 7-Digit Project ID, if for a fund 233
    - i. Enter the Department ID or Project ID in the field and select Look UP
    - ii. Once processed the lookup will automatically complete the Account Title, Funding String, Current WISER Manager, and Home Unit/Department Information
  - c. In the Change Requested Section, Check the box(s) indicating the change(s) should be made
  - d. Once the appropriate box is checked, enter the updated information for that change

\* Not For Fund 133 & 144

Requested By: Letlebo, Kim

Request Date: 10/9/2022

**2.a.** Reason For Request: Will be funded using GPR Funds instead of PR Rever

**2.b.** Existing Acct. Str.: 6 digit Dept Id | 7-Digit Project ID | 107124 Look Up Clear Lookup

Account Title: Swimming (Women)

Fund	Program	Dept. ID	Project
128	0	107124	

WISER Manager: Duckworth, Brad

Home Unit/Department: Swimming (Women)

**2.c.** Changes Requested:

Change Account Title:

Change Fund: **2.d.** To: 102 x

Change Program:

Change WISER Manager:

Move Account in Tree:

3. Once complete, select Submit.

### Close/Inactivate Department ID Request

1. Action Requested: Select the Close/Inactivate Option.

2. In the Close/Inactivate Department Account Section
  - a. Reason for Request: Provide the reason for requesting to close the Department ID
  - b. Account to close: Enter the 6-digit Dept Id or 7-digit project ID requesting to be closed

\* Not For Fund 133 & 144

Requested By: Letlebo, Kim

Request Date: 10/9/2022

Reason For Request: Department ID has not been used for several years.

Account to close: 6 digit Dept Id | 7-Digit Project ID | 153511 Look Up Clear Lookup

Account Title: Financial Operations PR

Fund	Program	Dept. ID	Project
136	1	153511	

WISER Manager: Rickert, Christina















Home Unit/Department: Financial Operations PR

3. In the Close Department ID Checklist Section review each item and confirm the funding is updated to no longer use the Department ID that is being requested to close.
  - a. Select the information icon next to each checklist item for additional information.

- b. Once the item has been reviewed, select Yes, this item has been reviewed/updated.

**Close Department Id Checklist**

If you are requesting to close a department ID, please ensure the following checklist items have been updated.  
[Checklist](#) (Department Responsibility):

<b>Budget</b>	<input type="checkbox"/> Yes <input type="checkbox"/> No	
<b>Bursar/Info Desk Deposits</b>	<input type="checkbox"/> Yes <input type="checkbox"/> No	
<b>Cellular*</b>	<input type="checkbox"/> Yes <input type="checkbox"/> No	
<b>Facility Services</b>	<input type="checkbox"/> Yes <input type="checkbox"/> No	
<b>IT (Hardware, Software, Work Orders)</b>	<input type="checkbox"/> Yes <input type="checkbox"/> No	
<b>Mail (Envelope)*</b>	<input type="checkbox"/> Yes <input type="checkbox"/> No	
<b>Payroll*</b>	<input type="checkbox"/> Yes <input type="checkbox"/> No	
<b>Printing &amp; Design</b>	<input type="checkbox"/> Yes <input type="checkbox"/> No	
<b>Pro-Travel Card*</b>	<input type="checkbox"/> Yes <input type="checkbox"/> No	
<b>Purchase Orders*</b>	<input type="checkbox"/> Yes <input type="checkbox"/> No	
<b>Purchasing Card*</b>	<input type="checkbox"/> Yes <input type="checkbox"/> No	
<b>Telephone*</b>	<input type="checkbox"/> Yes <input type="checkbox"/> No	
<b>Transportation</b>	<input type="checkbox"/> Yes <input type="checkbox"/> No	
<b>Travel (e-Reimbursement)</b>	<input type="checkbox"/> Yes <input type="checkbox"/> No	

\*Recurring items that funding needs to be updated with the respective office.

4. Once complete, select Submit.

### Review/Setup/Approvals Workflow Process

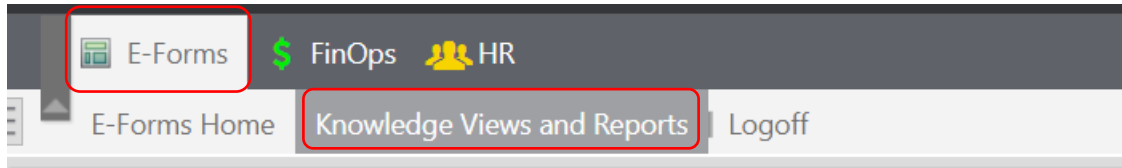
Once a new, change, or close/inactivate request has been submitted, the below review/setup/approval workflow process steps will be completed.

1. WISER Manager Approval – Completed by the Entered WISER Manager or newly updated WISER Manager, if a request to change the Manager
2. Controller Approval – Completed by the Controller’s Office
3. Accounting Chartfield Setup – Completed by Accounting and Business Services
  - a. This steps reviews and assigns the final funding string numbers, department ID description and location in the tree.
4. Accounting – Setup – Completed by Accounting and Business Services
  - a. This step completes the setup in SFS, which updates WISER, and ShopUW+
5. Approval Table Maintenance – Completed by Payment Services
  - a. This step completed the expense table updates in SFS for Expense Reports
6. Request is approved
  - a. Once approved the requester, WISER Manager, and all departments in Financial Operations and the Office of Budget and Planning are notified

### Knowledge Views and Reports – View Requests

After a request has been submitted, requesters can view pending, and all previously completed requests using the Knowledge Views and Reports feature in e-Forms.

1. Select the e-Forms tab
2. Select Knowledge Views and Reports



3. Select the Chart of Accounts Maintenance – My Accounts Searchable Report

#### All Knowledge Views and Reports

Knowledge View Name ▲
Academic Career Exception Request - Submitter - Approver View that displays only those active Academic Career Exception Request forms entered by the
Active Employee Injury Illness Reports - Supervisor View This is the default UWSP Online Designer Knowledge View
Chart of Accounts Maintenance Search - Cancel Form and Timeline This is the default UWSP Online Designer Knowledge View
Chart of Accounts Maintenance - All UWSP Staff Search Searchable Knowledge View for Chart of Accounts Maintenance forms
<b>Chart of Accounts Maintenance - My Accounts - Searchable</b> This is the default UWSP Online Designer Knowledge View
COFAC Annual Reporting Forms - Individual
COVID-19 - My Screenings
COVID-19 - Supervisor All Forms View
COVID-19 - Supervisor Positive Response View
COVID-19 Booster Forms Supervisor View
COVID-19 Exemption Forms Supervisor View
COVID-19 My Boosters
COVID-19 My Exemption Form
Credit Overload - By Submitter This Knowledge View will display the Credit Overload by Submitter

4. A requesters list of requests can be filtered by
  - a. All Requests greater than a specific day
  - b. All requests by the approval status
    - i. Active (Currently in review)
    - ii. Complete (Approve and Denied Requests)