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Overview

What is a UDDS?
UDDS is an organizational code structure comprised of the following:
U = Business Unit
D= Division
D = Department
S = Sub-Department

UDDS codes utilize related fields, such as “Activities”, to further define its structure; all UDDS’s must also be valid in SFS for the year in which you are budgeting. Please contact the business office at your organization for information on how UDDS codes are structured at your institution, and for guidelines to update SFS, if applicable. [See Appendix 1-3 for information on Legacy System to SFS equivalent]

Request Access
To request access to UDDS screens, please fill out a ‘Teleprocessing Network Authorization’ form located at: http://www.doit.wisc.edu/restricted/authorization/forms/3270authorization.pdf

- Production Access: UDDSI (inquiry); UDDSU (update).

Support Contact Information
Jane Kraus, Office of Budget and Planning; jkraus@uwsa.edu; 608-890-3273
Instructions

Logon

- Access your 3270/Mainframe program:

3270 to DoIt.Ink

- The main screen is displayed; select “F2” to logon:

```
TERMINAL: TIP01614 MODEL: 3279-2  SYSTEM: NTX   USERID: TIP01614
CMD=PF12   Jump=NONE   Menu=EA3   H for help
Sessid   Sesskey   Session Description   Status
_ TPX    F 2   APPLICATION DEVELOPMENT TOOL
_ QUIT   F 3   EXIT
_ ADMIN   F 6   General Administrative System
_ TPXMAIL   F   PRESS PFK 12 TO CHECK MESSAGES

Command ===>
```
• Enter your user ID and password, select <Enter>

```
***********************************************
NOTE NOTE NOTE NOTE NOTE NOTE NOTE NOTE NOTE
New password rules take effect July 15, 2009
See http://helpdesk.wisc.edu/2246 for details.
***********************************************

userid . . . jfw
Password . . .
New Password . .
New Password . .
Transfer . . .
```

F1=Help F3=Logoff

---

• Select “F3” to access PROD IMS

```
***********************************************
NOTE NOTE NOTE NOTE NOTE NOTE NOTE NOTE NOTE
New password rules take effect July 15, 2009
See http://helpdesk.wisc.edu/2246 for details.
***********************************************

TERMINAL: NLS095 MODEL: 3279-2 SYSTEM: ATPX USERID: JFW
CMD=PF12/24 Jump=PF13 Menu=PF14 H for help
Sessid Sesskey Session Description Status
TSO F 1 DOIT TSO
___ IMSYS F 3 PROD IMS
___ QUIT F 6 EXIT
___ RMS F Production RMS
___ SARVTAM F Sysout Archival System

Command ===>
```
Inquiry

- To access UDDS Inquiry mode: Key in UDDSI, select <Enter>
• Sample entry: Enter “W26” in the NEXT UDDS” field, select <Enter>

• The details for “W26” are displayed:
To Display all related UDDS codes for a specific Business Unit and Division, use the ‘*’ (asterisk) as a wildcard; it is recommended that you perform this inquiry prior to adding a new UDDS code.

- Sample entry: Enter “W26*” in the NEXT UDDS” field, select <Enter>

Mainframe Navigation Tips:
- Use your “Tab” key to move your cursor forwards
- Shift-Tab will move the cursor backwards
- View the “PF” key options menu at the bottom of each screen
Results from “W26*”:

Based on these results, you can determine what codes are available.
Update

- The following is an overview of how to add a new UDDS (W775100), which is a three step process:

<table>
<thead>
<tr>
<th>Steps:</th>
<th>UDDS Code</th>
<th>Long Name</th>
<th>Abbrev</th>
</tr>
</thead>
<tbody>
<tr>
<td>1. Add Business Unit &amp; Division</td>
<td>W77</td>
<td>39 characters maximum</td>
<td>6 characters maximum</td>
</tr>
<tr>
<td>2. Add Business Unit, Division, Department</td>
<td>W7751</td>
<td>39 characters maximum</td>
<td>16 characters maximum</td>
</tr>
<tr>
<td>3. Add Business Unit, Division, Department, Sub-Department*</td>
<td>W775100</td>
<td>39 characters maximum</td>
<td>10 characters maximum</td>
</tr>
</tbody>
</table>

* Will include adding Activities code/s.

To access UDDS update mode: Key in UDDSU, select <Enter>
**Step 1:** Add the Business Unit and Division of “W77”, and the applicable FISCAL YEAR, then select <Enter>

- If you forget to enter the “FISCAL YEAR” field the system will prompt you for this information.

- Select “F3” to add
- The following is screen is displayed:

```
<table>
<thead>
<tr>
<th>ZUDSU  UDDS UPDATE</th>
<th>NEXT UDDS: ______</th>
<th>FISCAL YEAR: ______</th>
</tr>
</thead>
<tbody>
<tr>
<td>UDDS CODE: W77</td>
<td>EFFECTIVE FISCAL YEAR: 2010</td>
<td></td>
</tr>
<tr>
<td></td>
<td>EXPIRATION YEAR:</td>
<td></td>
</tr>
<tr>
<td>LONG NAME:</td>
<td>ABBREV:</td>
<td></td>
</tr>
<tr>
<td>CAMPUS ABBREV:-----</td>
<td>SA</td>
<td></td>
</tr>
<tr>
<td>DIVISION ABBREV:---</td>
<td></td>
<td></td>
</tr>
<tr>
<td>DEPT ABBREV:------</td>
<td></td>
<td></td>
</tr>
<tr>
<td>SUB DEPT ABBREV:---</td>
<td>LAST UPDATE:</td>
<td></td>
</tr>
<tr>
<td>ACTIVITES:</td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td>ONE</td>
<td></td>
</tr>
<tr>
<td>CONVERTED TO UDDS:</td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>NOTES:</td>
<td></td>
<td></td>
</tr>
<tr>
<td>LEVEL:</td>
<td>RECORD TYPE:</td>
<td></td>
</tr>
<tr>
<td>PRIMARY CIP:</td>
<td></td>
<td></td>
</tr>
<tr>
<td>SECONDARY CIP:</td>
<td></td>
<td></td>
</tr>
<tr>
<td>TERTIARY CIP:</td>
<td></td>
<td></td>
</tr>
<tr>
<td>FIELD OF SCIENCE:</td>
<td></td>
<td></td>
</tr>
<tr>
<td>UDDS HOUSED WITHIN UDDS:</td>
<td>YEAR:</td>
<td>5=DEL UDDS 11=EXIT</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>
```

* Fill in appropriate data *
Mandatory fields: LONG NAME (39 character maximum); ABBREV (6 character maximum)

- Select F3 to add the record
The following screen is displayed:

PREVIOUS RECORD SUCCESSFULLY ADDED

PFKEY3 REQUIRES ENTRY OF BOTH UDDS AND YEAR

3=ADD UDDS
11=EXIT
Step 2: Add the Department of “51” by adding “W7751”, and the applicable FISCAL YEAR, then select <Enter>

- If you forget to enter the “FISCAL YEAR” field the system will prompt you for this information.

- Select “F3” to add
The following screen is displayed:

```
UDDS UPDATE

UDDS CODE: 07751
EFFECTIVE FISCAL YEAR: 2010
EXPIRATION YEAR: ___

LONG NAME: ____________________________ ABBREV: ____________________
CAMPUS ABBREV: ---- SA
DIVISION ABBREV: -- BUGET
DEPT ABBREV: ------
SUB DEPT ABBREV: --

ACTIVITES: _ _ _ _ _ _ _ _ _ _ _

CONVERTED TO UDDS: ________

NOTES: ______________________________

LEVEL: ____________________________ RECORD TYPE: __
PRIMARY CIP: ____________________ SECONDARY CIP: __ TERTIARY CIP: ___
FIELD OF SCIENCE: ____________

UDDS HOUSED WITHIN UDDS: __ YEAR: ___
* FILL IN APPROPRIATE DATA *
3=ADD UDDS 5=DEL UDDS 11=EXIT
```
Mandatory fields: **LONG NAME** (39 character maximum); **ABBREV** (16 character maximum)

- Select F3 to add the record
The following screen is displayed:

PREVIOUS RECORD SUCCESSFULLY ADDED

PFKEY3 REQUIRES ENTRY OF BOTH UDDS AND YEAR

3=ADD UDDS
11=EXIT
Step 3: Add the Sub-Department of “00” by adding “W775100”, and the applicable FISCAL YEAR, then select <Enter>

- If you forget to enter the “FISCAL YEAR” field the system will prompt you for this information.

- Select “F3” to add
**Mandatory fields:** LONG NAME (39 character maximum); ABBREV (10 character maximum)

- **Select F3 to add the record**
  - Please note that the system will allow you to add a full UDDS without adding an “Activities” code.

- **You must populate the “Activities” code** field so that information from the legacy system will upload to SFS properly.

- **Select F3 to add the record**
Update fields for an existing UDDS by keying applicable data then select <Enter>

- In this example, a hyphen was added to “SUB-DEPT” in the LONG NAME field, and the ACTIVITIES field was updated to include ‘0, 4,’ (see Appendix 3 for a full list of Activities Codes).
Remaining Field Descriptions:

- **EXPIRATION YEAR** – an optional field used to inactivate a UDDS.
  - **Do not delete a UDDS!** To preserve UDDS code history, simply update the Expiration Year field to inactivate it.

- **CONVERT TO UDDS** – an optional field used when replacing or reorganizing Department ID’s that are expiring. The Replacement Department ID must be set up first before updating this field.

- **NOTES** - An optional field used to document miscellaneous notes.

---

**Remaining fields below the NOTES field:**
These fields are not editable, but occasionally may display data.
Inquiry review of the new UDDS; enter “W77**” and select <Enter>

Results:

<table>
<thead>
<tr>
<th>UDDS</th>
<th>EFF YEAR</th>
<th>LONG NAME</th>
</tr>
</thead>
<tbody>
<tr>
<td>W77</td>
<td>2010</td>
<td>TEST BUDGET UNIT &amp; DIVISION</td>
</tr>
<tr>
<td>W7751</td>
<td>2010</td>
<td>TEST BUDGET UNIT, DIV, DEPARTMENT</td>
</tr>
<tr>
<td>W775100</td>
<td>2010</td>
<td>TEST BUDGET UNIT, DIV, DEPT, SUB-DEPT</td>
</tr>
</tbody>
</table>
Logoff

- Select “F11” from any UDDS screen to start the logoff process:

![Logoff Screen]

- The following screen is displayed; from here you may click on the “X” to close out of your mainframe session:

![Close Mainframe Session Screen]
Do’s and Don’ts

**DO’s**

- Perform an inquiry prior to adding a new UDDS to ensure it is not already in use (UDDSI).
- Do add an Activities code/s for each UDDS to ensure it interfaces with SFS properly.
- Do contact internal recourses at your organization for guidelines on how UDDS codes are structured at your institution, and for specific rules to update SFS accordingly.
- Do call Jane Kraus at 608-890-3273 with any questions!

**Don’ts**

- **DO NOT DELETE UDDS CODES!**
Appendix

1. Budget System and SFS Terminology Equivalents

<table>
<thead>
<tr>
<th>Current Budget Term (Legacy mainframe)</th>
<th>Equivalent SFS Term</th>
</tr>
</thead>
<tbody>
<tr>
<td>Campus</td>
<td>Business Unit</td>
</tr>
<tr>
<td>DDS</td>
<td>Department ID</td>
</tr>
<tr>
<td>Fund</td>
<td>Fund</td>
</tr>
<tr>
<td>Account</td>
<td>Project</td>
</tr>
<tr>
<td>Activity</td>
<td>Program</td>
</tr>
</tbody>
</table>

2. Budget System and SFS Business-Unit Code Equivalents

<table>
<thead>
<tr>
<th>Legacy System</th>
<th>SFS</th>
</tr>
</thead>
<tbody>
<tr>
<td>Unit Alpha Codes</td>
<td>Business Unit</td>
</tr>
<tr>
<td>A</td>
<td>Madison</td>
</tr>
<tr>
<td>B</td>
<td>Milwaukee</td>
</tr>
<tr>
<td>C</td>
<td>Eau Claire</td>
</tr>
<tr>
<td>D</td>
<td>Green Bay</td>
</tr>
<tr>
<td>E</td>
<td>La Crosse</td>
</tr>
<tr>
<td>F</td>
<td>Oshkosh</td>
</tr>
<tr>
<td>G</td>
<td>Parkside</td>
</tr>
<tr>
<td>H</td>
<td>Platteville</td>
</tr>
<tr>
<td>J</td>
<td>River Falls</td>
</tr>
<tr>
<td>K</td>
<td>Stevens Point</td>
</tr>
<tr>
<td>L</td>
<td>Stout</td>
</tr>
<tr>
<td>M</td>
<td>Superior</td>
</tr>
<tr>
<td>N</td>
<td>Whitewater</td>
</tr>
<tr>
<td>R</td>
<td>Colleges</td>
</tr>
<tr>
<td>T</td>
<td>Extension</td>
</tr>
<tr>
<td>W</td>
<td>System Administration</td>
</tr>
<tr>
<td>Y</td>
<td>System Wide</td>
</tr>
</tbody>
</table>
### 3. Budget System Activities Code and SFS Program Code Equivalents

<table>
<thead>
<tr>
<th>Legacy System</th>
<th>SFS</th>
</tr>
</thead>
<tbody>
<tr>
<td>Activities Codes</td>
<td>Budget Activity Description</td>
</tr>
<tr>
<td>0</td>
<td>Student Services</td>
</tr>
<tr>
<td>1</td>
<td>Institutional Support</td>
</tr>
<tr>
<td>2</td>
<td>Instruction</td>
</tr>
<tr>
<td>3</td>
<td>Hospitals</td>
</tr>
<tr>
<td>4</td>
<td>Research</td>
</tr>
<tr>
<td>5</td>
<td>Public Service</td>
</tr>
<tr>
<td>6</td>
<td>Academic Support</td>
</tr>
<tr>
<td>7</td>
<td>Physical Plant</td>
</tr>
<tr>
<td>8</td>
<td>Auxiliary Enterprises</td>
</tr>
<tr>
<td>9</td>
<td>Financial Aid</td>
</tr>
<tr>
<td>&amp;</td>
<td>Farm Operations</td>
</tr>
<tr>
<td></td>
<td></td>
</tr>
</tbody>
</table>