

# How To Look up Travel Expenses in WISER

---

## **WISER Expense Reporting Phase 1**

WISER is a new reporting tool that is designed to modify and modernize your current data warehousing, retrieval and reporting requirements. In the future, you will see WISDM reporting options migrate over to the WISER application.

The first development stage of WISER is to provide detailed expense reporting submitted from Employee E-Reimbursement. Secondary phases for WISER will include transitioning and improving the WISDM search functionality over to WISER. These WISDM report options will include Department Search, Department Roll-up, Project Search, etc.

Currently, WISER displays only fully approved and paid expense reports submitted through e-Reimbursement and includes personal, My Corporate Card and University Prepaid payment types. Prepaid items will display in WISER only if the items were entered into the expense report.

WISER Expense reporting is in a pilot phase, so all feedback, issues and suggestions are welcome.

Please forward your issues or suggestions to the [uwsaproblemsolvers@maillist.uwsa.edu](mailto:uwsaproblemsolvers@maillist.uwsa.edu) email address.

# How To Look up Travel Expenses in WISER

## WISER Access Procedure

If you have security access to WISDM you will automatically be granted access to WISER. Access to WISER is available by signing into WISDM, going to the drop down menu and selecting the Expense Reimbursement option.

The screenshot displays the WISDM web application interface. At the top left is the logo for the University of Wisconsin System WISDM, with the tagline "Wisconsin Data Mart for PeopleSoft Financials". Below the logo is a navigation menu with a "Main Menu" dropdown. The "Main Menu" is open, showing a list of options: Departments, Projects, AP/PO, Payroll, Expense Reimbursement (highlighted with a red circle), Other, Tools, My Favorites, My Profile, Help, and Logout. To the right of the menu is a "Database Status" table with the following data:

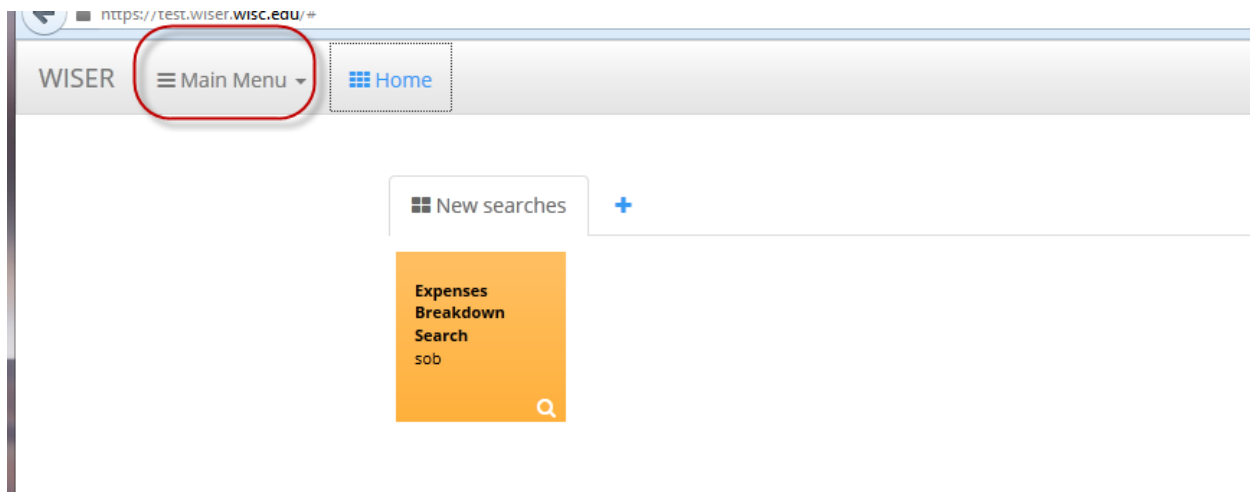
Component	Status
<a href="#">GL Star</a>	In Progress
Project Star	Completed
Payroll Star	Completed

Below the table are two links: [Show Inactive Announcements](#) and [HRS Updates](#). At the bottom of the page is a calendar for July 2014, showing the days Sun, Mon, Tue, Wed, Thu, Fri, and Sat.

This action will bring you to the WISER application.

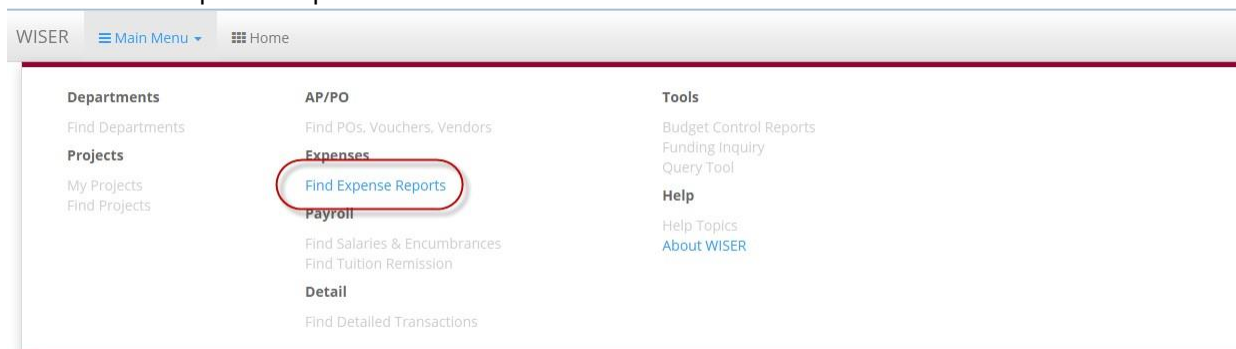
# How To Look up Travel Expenses in WISER

To start a new search – select Main Menu



Currently, Expense Reimbursement is the only option available in WISER. Other report options will be available in the future.

Select – Find Expense Reports



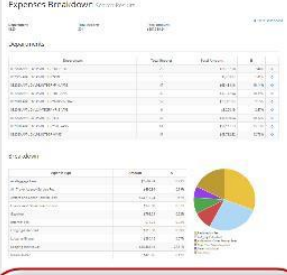
# How To Look up Travel Expenses in WISER

There are 2 options in the Find Expense Reports Option - **Expenses Breakdown** or **Find a Report**

WISER Main Menu Home

## Find Expenses Discover expenses data from e-Reimbursement.

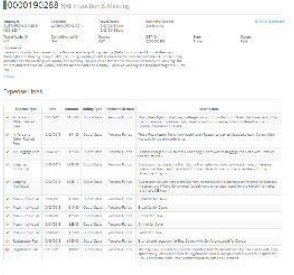
Choose a search below.



**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](#)

Expenses Breakdown brings you to a search page where you can select your criteria. Search by:

- Employee – Retrieves all reports submitted by an individual.
- Department – Ability to search on Business Unit, Division, Department or Sub-Department. An icon is available to help with this search.
- Project – Retrieves all expenses relating to a particular project.
- Dates – Defaults to current fiscal year, but provides the option to select any desired date range.

# How To Look up Travel Expenses in WISER

## Expenses Breakdown Discover expenses

The diagram shows a search form with the following fields and callouts:

- Employee:** A text input field with the placeholder "start typing last name". A blue arrow points to this field.
- Department:** A text input field with the placeholder "e.g. 062020" and a tree icon. A red callout box says: "Use icon to search BU Tree for Division or department".
- Project:** A text input field with the placeholder "e.g. PRJ21AB".
- Dates:** Two date input fields: "07/02/2013" and "06/30/2014". The second date field has a gear icon. A red callout box says: "Defaults to current Fiscal Year but can be changed to any date range".
- Search:** A blue button labeled "Search".

The screenshot shows the WISER interface with the search form. A dropdown menu is open for the Department field, titled "Pick a Department". The dropdown contains the following options:

- ALL - All Organizations
- + PRESIDENT - Total President
- + EXEC VICE PRESIDENT - SVP for Admin & Fiscal Affairs
- + ACADEMIC AFFAIRS - Total Academic Affairs
- + BOARD OF REGENTS - Total Board of Regents Office
- + FINANCE - Total Finance
- + SW CLEARING - Total SW Clearing Accounts
- + UNITWIDE ADMIN - Total Unitwide Admin
- + UNITWIDE - Total Unitwide

A "Cancel" button is located at the bottom right of the dropdown menu.

# How To Look up Travel Expenses in WISER

## Expenses Breakdown Discover exp

**Employee** Q  
start typing last name

**Department**  
e.g. 062020 ⌵

**Project**  
e.g. PRJ21AB

**Dates**  
07/02/2013 06/30/2014 ⌵

- Last 30 days
- Last month
- This Fiscal Year
- Last Fiscal Year
- Clear

**Or select dates**

Data will be returned depending on your search criteria.

The data can be exported to Excel or pinned to your WISER homepage dashboard. If a search is pinned to your dashboard, the search will reside on your WISER 'Home' page. The pinned search results will be updated each time the search is opened in your WISER homepage. Pinning preferred searches is one of the advantages you will see in WISER. The Pin option enables you, the user, to easily pin your expense reimbursement searches to the WISER home page dashboard for easy access and up to date results.

# How To Look up Travel Expenses in WISER

## WISER Scoping Technique

By using the 'Scoping' icon you can drill down into more detail.

### Expenses Breakdown Search Results

[Export to Excel](#)
[Pin to Dashboard](#)

<b>Department</b> 03 - BUSINESS SERVICES	<b>Total Reports</b> 73	<b>Total Amount</b> \$57,505.81
---	----------------------------	------------------------------------

Departments

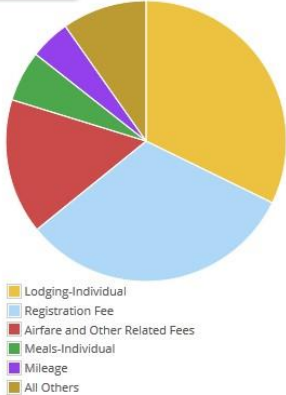
Department	Total Reports	Total Amount	%	
0301 ADMINISTRATION	1	\$793.15	1.38%	
0305 ACCOUNTING SERVICES	24	\$19,493.69	33.9%	
0306 PERSONNEL	1	\$8,940.47	15.55%	
0335 INTERNAL AUDIT	6	\$10,299.36	17.91%	

**Use scoping to get to further detail**

Under 'Expense Type' you can sort by Expense Type or Amount.

**Sort by Expense Type**

Expense Type	Amount	%
Air-Baggage Fees	\$752.00	1.31%
Air-Travel Agency Service Fee	\$43.50	0.08%
Airfare and Other Related Fees	\$8,965.95	15.59%
Gasoline	\$10.12	0.02%
Internet Fee	\$10.95	0.02%
Lodging-Individual	\$18,534.90	32.23%
Meals-Hosted	\$85.37	0.15%
Meals-Individual	\$3,370.03	5.86%
Meals-NoOvernight Stay	\$24.00	0.04%
Mileage	\$2,658.04	4.62%
Misc-Purchases/Supplies	\$689.15	1.2%
Parking	\$1,063.75	1.85%
Registration Fee	\$18,364.00	31.93%
Relocation-Stipend	\$1,000.00	1.74%
Taxi/Subway/City Bus, etc.	\$961.18	1.67%
Train/Bus/Other Long Distance	\$104.00	0.18%
Travel Incidentals	\$226.90	0.39%
Vehicle Rental	\$641.97	1.12%
<b>Total</b>	<b>\$57,505.81</b>	



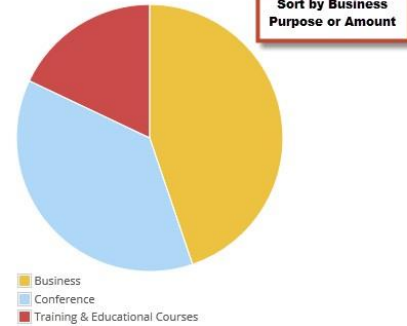
■ Lodging-Individual  
■ Registration Fee  
■ Airfare and Other Related Fees  
■ Meals-Individual  
■ Mileage  
■ All Others

# How To Look up Travel Expenses in WISER

Under 'Business Purposes' you can sort by Business Purpose or Amount.  
By selecting a Report ID, you can drill into a particular report.

## Business Purposes

Business Purpose	Amount	%
Business	\$14,622.74	44.79%
Conference	\$12,160.28	37.25%
Training & Educational Courses	\$5,865.19	17.96%
Total	\$32,648.21	



## Reports 86 found.

Drill into an individual expense line

By selecting the check mark you can drill into additional detail for any expense line

## Expense Lines

	Expense Type	Date	Amount	Billing Type	Payment Method	Description
✓	Airfare and Other Related Fees	01/31/2013	\$474.80	Out-of-State	University Prepaid	Depart MSN on 2/23 @ 10:56 AM Return MSN on 3/1 @ 12:22 PM
✓	Registration Fee	12/11/2013	\$1,000.00	Out-of-State	University Prepaid	1) NextLevel Conference Registration; \$650.00 2) Course fee; \$350.00
✓	Lodging-Individual	02/26/2014	\$469.98	Out-of-State	University Prepaid	room = \$209.00 each night tax = \$27.17 each night
✓	Air-Baggage Fees	02/23/2014	\$25.00	Out-of-State	Personal Funds	One bag to Orlando.
✓	Air-Baggage Fees	02/28/2014	\$25.00	Out-of-State	Personal Funds	One bag on return trip.
✓	Meals-Individual	02/23/2014	\$8.48	Out-of-State	Personal Funds	lunch
✓	Meals-Individual	02/24/2014	\$25.00	Out-of-State	Personal Funds	Dinner; Receipt total went over allowed amount for reimbursement.
✓	Meals-Individual	02/25/2014	\$25.00	Out-of-State	Personal Funds	Dinner; Receipt total went over allowed amount for reimbursement.
✓	Travel Incidentals	02/26/2014	\$8.00	Out-of-State	Personal Funds	Hotel tips: 6 Porter tips: \$1 per bag x 2 (departure and arrival days) = \$2 \$2 per day x 3 days = \$
	<b>Total</b>		\$2,061.26			
	<b>To Employee</b>		\$116.48			



# How To Look up Travel Expenses in WISER

## Expense Line 1 Detail

**Expense Type** Airfare and Other Related Fees  
**Date** 01/31/2013  
**Amount** \$474.80  
**Billing Type** Out-of-State  
**Payment Method** University Prepaid  
**Description** Depart MSN on 2/23 @ 10:56 AM Return MSN on 3/1 @ 12:22 PM  
**Non-reimbursable** No  
**Approved** Yes  
**Location** N/A  
**Merchant** DELTA  
**Airfare Receipt Nbr** 0067343881507  
**Number of Nights** N/A  
**Number of Passengers** N/A  
**Travel From** N/A  
**Transport Type** N/A  
**Distance** N/A

Close

If attachments have been added to a report, you can drill in and view these attachments.

### Attachments

The Accounting Summary and Funding Strings used in each report are detailed.

### Accounting Summary

Account	Department	Fund	Program	Project	Class	Amount
2860: Meals - In State	075291	136	5	-	-	\$56.00
2870: Incidentals - In State	075291	136	5	-	-	\$15.00

### Funding Strings

Department	Fund	Program	Project	Class	Amount
075291	136	5	-	-	\$71.00

Returning to the Main Menu - Select "Find a Report" to search for an individual expense report.

# How To Look up Travel Expenses in WISER

## Find Expenses Discover expenses data from e-Reimbursement.

Choose a search below.

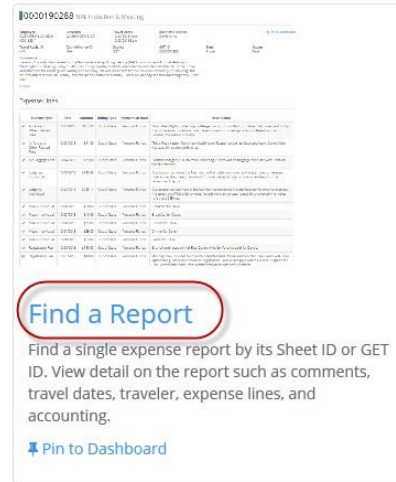


**Expenses Breakdown**

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

[Pin to Dashboard](#)

The screenshot shows a dashboard titled 'Expenses Breakdown' with a table of departmental data and a pie chart. The table has columns for Department, Budget, and Actual. The pie chart shows the distribution of expenses across different categories.



**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](#)

The screenshot shows a dashboard titled 'Find a Report' with a search bar and a list of reports. A red circle highlights the 'Find a Report' button. The list of reports includes columns for Report ID, Date, and Status.

If the expense report number is known, the report can be found without having to go through the search features. Either SFS or GET report numbers can be used in the search. GET is travel functionality used by University of WI - Madison only.

## Find Expense Report Identify a single expense report and see its detail

Report ID

[Search](#)

Please contact your WISDM site administrator or [uwsaproblemsolvers@maillist.uwsa.edu](mailto:uwsaproblemsolvers@maillist.uwsa.edu) with any issues or suggestions regarding the WISER application.