How To Create a Document

From a Table

a) Type L in the ACTION field,
b) Type (trans type) in the TABLEID field, blank out the remaining characters,
c) Press <Enter>.
d) Complete the DOCUMENT ID fields (agy) (doc num),
e) To create a batch, complete the BATID fields (trans type) (agy) (bat num),
f) Press <Enter>.

From SUSF/SUS2

a) Type NEW in the FUNCTION field,
b) To create batch, complete the BATCH ID fields (trans type) (agy) (bat num),
c) Complete the DOCUMENT ID fields (trans type) (agy) (doc num),
d) Press <Enter>.

From a Document

a) Type NEW in the FUNCTION field,
b) Complete the DOCID fields (trans type) (agy) (doc num),
c) To create batch, complete the BATCH ID fields (trans type) (agy) (bat num),
d) Press <Enter>.

Auto Document Numbering Standards

	trans	agency	doc num
Cash Receipt	CR	(AGY)	(deposit type) (doc prefix) #
Recurring JV	JV	(AGY)	(doc prefix) (unique number) E
Intra-Govt. PO	PO	(AGY)	(xx) (*) #
Vendor Purchase Order	PD	(AGY)	(xx) (*) #
All others	(__)	(AGY)	(doc prefix) #

(doc prefix) = optional, must be setup with SCO before using
xx = two-character Agency Identifier
* = one-character Fiscal Year Indicator

Cash Receipt Deposit Types

AC	ACH
CC	Credit Card
CH	Cash
CK	Check
CM	Credit Memo
DM	Debit Memo
LB	Lock Box
RI	Returned Items
WR	Wire Transfer

Purchase Order Types

PO	Intra-Governmental Purchase Order
PD	Vendor Purchase Order

Payment Voucher Types

P1	Vendor Payment Voucher
PV	Intra-Governmental Purchase Order

In the header portion of the PV:

Type 2	Inter-fund	*Type 3*	Intra-fund
Type 4	Reimbursement	*Type 5*	Transfer

How To Retrieve a Document From Inside a Document

a) Save or discard the current document,
b) Type G in the FUNCTION field,
c) Complete the DOCUMENT ID fields (trans type) (agy) (doc num) with the document id of the document to be retrieved,
d) Press <Enter>.

Document Processing Commands

Function	Command(s)	Fn Key
Approve document	A+, AD+	F12
Delete document	D, DD	F8
Edit document	Q, ED	F7
Edit screen	ES	
Ignore messages	IG	
Help	H	F1
Hold document	H+, HD+	F11
Override document	OV, OVD	
Run document	W, R, RD	F9
Schedule document	O, S	F10
Show approvals	A?	
Unapprove document	A-, AD-	
Undelete document	UD, UDD	

Document Navigation Commands

Function	Command(s)	Fn Key
Bottom of document	BD, B	F6
End	E (screen id), END	F3
First line	FL	Shift + F1
Get document	G, GET	
Last line	LL	Shift + F2
Next error	EL	
Next line(s)	+ *n*, NL *n*	
Next screen	[blank]	
Previous line(s)	- *n*, PREV *n*	
Previous screen	<	
Top of document	TD, T	F5
Zoom	Z (screen Id)	

Document Editing Commands

Function	Command(s)	Fn Key
Cancel/discard	X, DISCARD	F4
Copy line	NLC, CL	
Delete line	DL	
Insert line	IL, I	
New document	N, NEW	
Text	TX	
Update SUSF	US	F2

Batch Processing Commands

Function	Command(s)	Fn Key
Edit batch	EB	Shift + F7
Approve batch	AB+	Shift +F12
Help	H	F1
Show approvals	A?	
Unapprove batch	AB-	
Run batch	RB	Shift + F9
Schedule batch	SB	Shift + F10
Delete batch	DB	Shift + F8
Undelete batch	UDB	
Hold batch	HB+	Shift + F11
Override batch	OVB	

Batch Navigation Commands

Function	Command(s)	Fn Key
Bottom of batch	BB	Shift + F6
Get batch	G, GET	
Next document	ND	Shift + F4
Previous document	PD	Shift + F3
Top of batch	TB	Shift + F5
Zoom	Z (screen id)	

Department of Administration
State Controller's Office
101 E. Wilson Street, 8th Floor

WISMART Help Desk
264-6600

William J. Raftery, State Controller
266-3628

Steve Censky, Deputy State Controller
266-8158

Bob Halverson, Financial Supervisor
Accounting Operations
266-2240

Jim Behrend, Financial Supervisor
Internal Audit
266-5411

Marilyn Klement, Financial Supervisor
Financial Reporting
266-3052

Table Ids (Expert Mode)

Budgetary Tables		**Open Items Tables**	
EAP2	Appropriation Unit	OPRQ	Open Requisitions
EEX2	Expense Budget Detail	OPOH	Open PO Header
EEXD	Extended Exp. Budget Detail	OPOL	Open PO Line
REV2	Revenue Budget Detail	OPOD	Open PO by Document ID

EESM	Expense Budget Summary
RSUM	Revenue Budget Summary

Project Management Tables

AGPR	Agency Project
PRBL	Project Budget Line 1
PRB2	Project Budget Line 2
ENPR	Government Wide Projects
PFYT	Project Fiscal Year
PRST	Project Status
PRPH	Project Phase

Federal Aid Management Tables

AGFA	Agency Federal Aid 1
AGF2	Agency Federal Aid 2
FAIT	Federal Aid Inference
FBLT	Federal Aid Budget Line
GVFA	Gov't Wide Federal Aid
FAST	Federal Aid Status
FFFY	Federal Aid Fed. Fiscal Year
FEAG	Federal Agency

Miscellaneous Tables

REJV	Recurring Journal Voucher
REPV	Recurring Payment Voucher
RPV2	Internal Recurring Pmt Vchr
POHD	Purchase Order Hold
SCHD	Voucher Payment Schedule
ASCH	Agency Voucher Schedule
GMSS	General Messages
ACCT	Account Type
FGY2	Fund/Agency Options
PCRD	Purchasing Card Acctg. Split

CORE Tables

SUSF	Document Suspense File
SUS2	Document Suspense File 2
SUSP	Preaudit Suspense File
ALOG	Approval Log Listing

Ledger Tables

BBAL	Balance Sheet Acct Balance
OLGL	On-Line General Ledger
LDGR	Real-Time General Ledger
FLXG	Flexible General Ledger

Vendor Tables

VNAM	Vendor Name
VZIP	Vendor Zip Code
VEN2	Vendor Master (1 of 2)
VEN3	Vendor Master (2 of 2)
PVIX	Vendor Pmt. Cross Ref.
OPVH	Open PV/P1 Header
OPVL	Open PV/P1 Line (1 of 2)
OPV2	Open PV/P1 Line (2 of 2)
OPVV	Open PV/P1 by Name
PRPO	Printed Purchase Orders

Extended Purchasiug

OPPH	Open PD Header
OPPC	Open PD by Comm. Line
OPPL	Open PD Line
OPPD	Open PD by Document ID
OPIV	Open PDs by Vendor
POAC	Open PDs by Acctg Dist.
PIBV	Open & Clsd PDs by Vendor
AOPI	Open PDs by Agency/Org.
PODD	Open PDs by Delivery Date
POBL	Open PDs by Blanket #
MPPH	Modified PD Header
MPPC	Modified PD Comm. Line
MPPL	Modified PD Line
PCHD	Purchase Order Hold Table

Chart of Accounts Tables

Fiscal Entity

FUN2	Fund

Organizational

AGC2	Agency
ORG2	Organization
SORG	Sub Organization

Spending Authority

EAP2	Appropriation

Programmatic

ACT2	Activity
FUNC	Function

Detail

OBJ2	Object
SOBJ	Sub-Object
RSR2	Revenue Source
SREV	Sub-Revenue Source
BAC2	Balance Sheet Account

Online Print Tables

STPO	Inter-Agency Pos
ODPO	Vendor Pos
ODPS	Vendor POs from SUSF
ODPV	Payment Voucher

Vendor History/Document Tracking

DXRF	Document Cross Reference
DHIS	Document History Detail
VXRF	Vendor Doc. Cross Ref.

How To Retrieve a Document From The SUSF

Step 1. Locate Document On SUSF
a) Type S in the ACTION field
b) Type the document id on line 00
c) Press <Enter>

Step 2. Scan Into Document, or
a) Type S in the ACTION field
b) Put the cursor on the line where document is located
c) Press <Enter>

Step 2. Get Document
a) Type G in the FUNCTION field
b) Type an X in the SEL column next to the document
c) Press <Enter>

Suspense File Processing Commands

Function	Command(s)	Multiple Batches/ Documents
Approve	A+	X
Change future date	DT	X
Copy	C	
Delete	D	X
Free	FREE	X
Get	G	
Hold	H+	X
Override	OV	X
New	N	
Queue	QU	X
Run	R, W	
Schedule	S, O	X
Unapprove	A-	X
Undelete	UD	X

Master Table Actions

Action	Command	Fn Key
Add	A	F6
Back	B	Shift + F10
Change	C	F7
Clear (full screen)	Y	
Clear (all but key)	X	
Delete	D	F9
Display next screen	>	Shift + F4
Display previous screen	<	Shift + F3
End	E	F3
Forward	F	Shift + F9
Get	G	Shift + F7
Help	H	F1
Leaf	L	F10
More messages	M	
Next	N	F2
Pause	P	Shift + F6
Refill	R	Shift + F5
Scan	S	F4
Top of table	T	F5
Zoom	Z	Shift + F2

WISMART
Wisconsin State Management Accounting and Reporting Tool

Advantage Release 2.0

Quick Reference Guide

State Controller's Office