WISDM Information for new faculty

WISDM is the UW-Madison financial system. You may use your Net ID to log into WISDM and view the status of your accounts.
Login for WISDM is: https://wisdm2.doit.wisc.edu
You can also go to the UW Madison home page and search on “WISDM”.

- Click on “Main Menu”
- Scroll down to “Projects”
- Choose “Project Search”

- All Engineering Department ID numbers start with “19”, and the Mechanical Engineering Department ID starts with “1962”. You should enter either one of these numbers as the Department ID.
- You may enter your last name in the PI or Co-PI Name section
- Then, click “submit”
A list of your projects will be provided. This list may include different fund types. For example: 101, 135, 150, 233, etc.

You can click on the hyperlink of the project number (in this example 135 PRJ11DM) and the project detail will display.

To see a detail list of the expenses charged to this project you can click on the hyperlink of the total in the Actuals column (in this case “3500”).

An Encumbrance is an expense that will be moved to the Actuals column once the expense has occurred. For example, there could be an encumbrance for future salary to be paid, or for a purchase order that has been completed but not yet invoiced.
- You will then see the detail of the items purchased

Feel free to ask Mechanical Engineering Department staff to assist you with any questions you may have related to your funds.