



# **UDDS TRAINING MANUAL**

**Version 1.0**

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UW System Administration  
Office of Budget and Planning  
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Madison, WI 53715

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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>

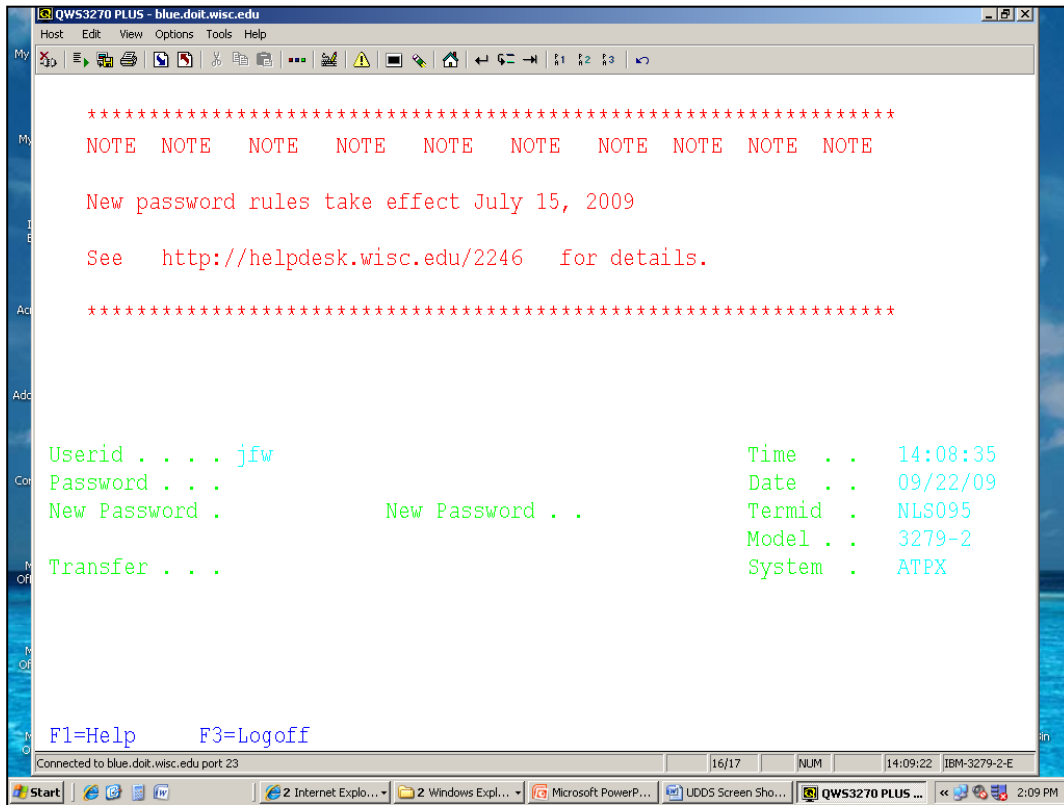
- Production Access: UDDSI (inquiry); UDDSU (update).

### Support Contact Information

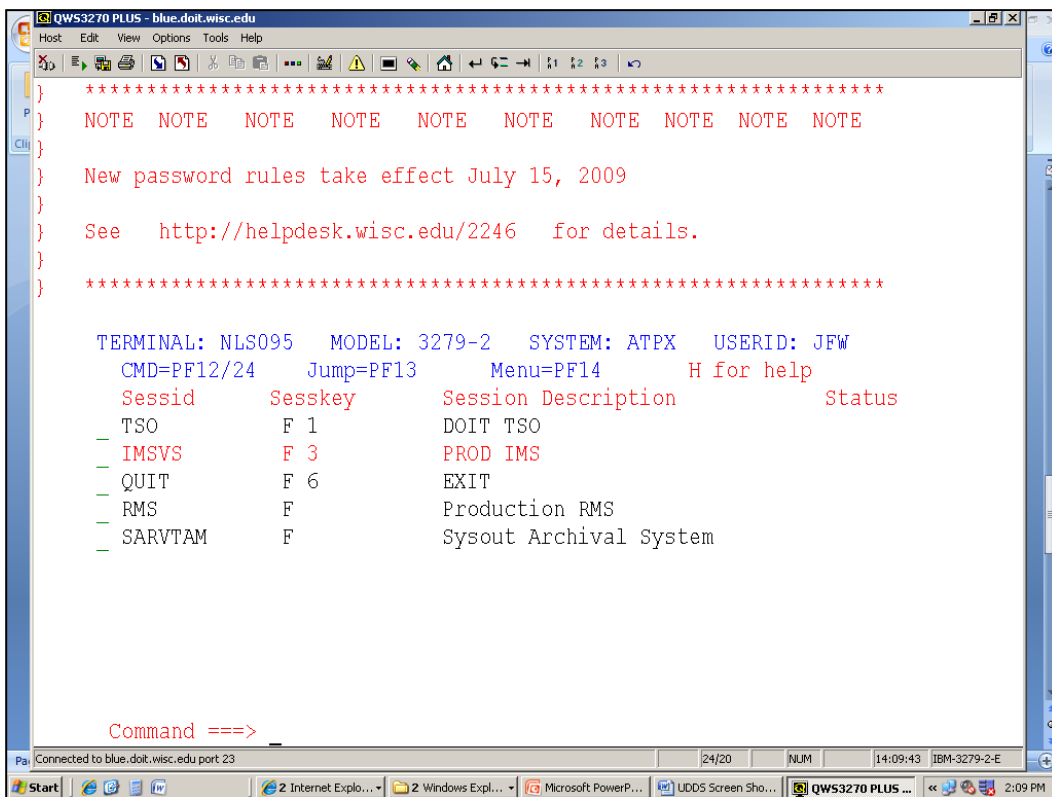
Jane Kraus, Office of Budget and Planning; [jkraus@uwsa.edu](mailto:jkraus@uwsa.edu); 608-890-3273



- Enter your user ID and password, select <Enter>

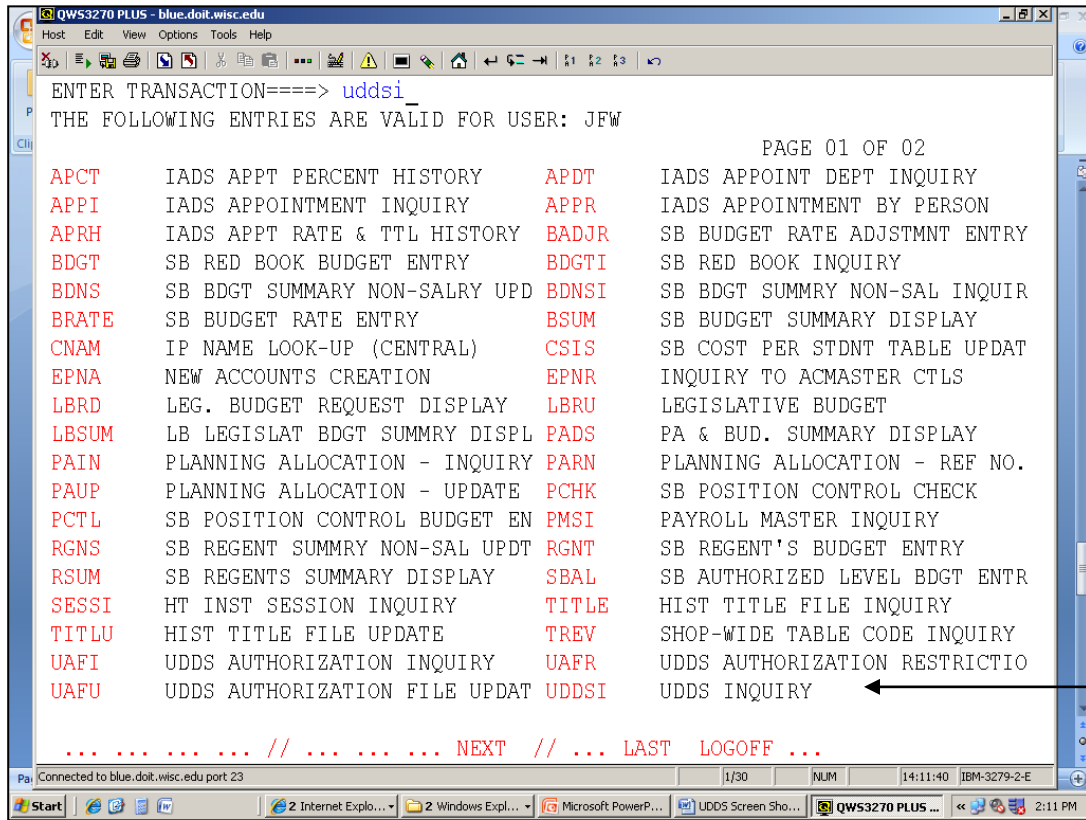


- Select "F3" to access PROD IMS



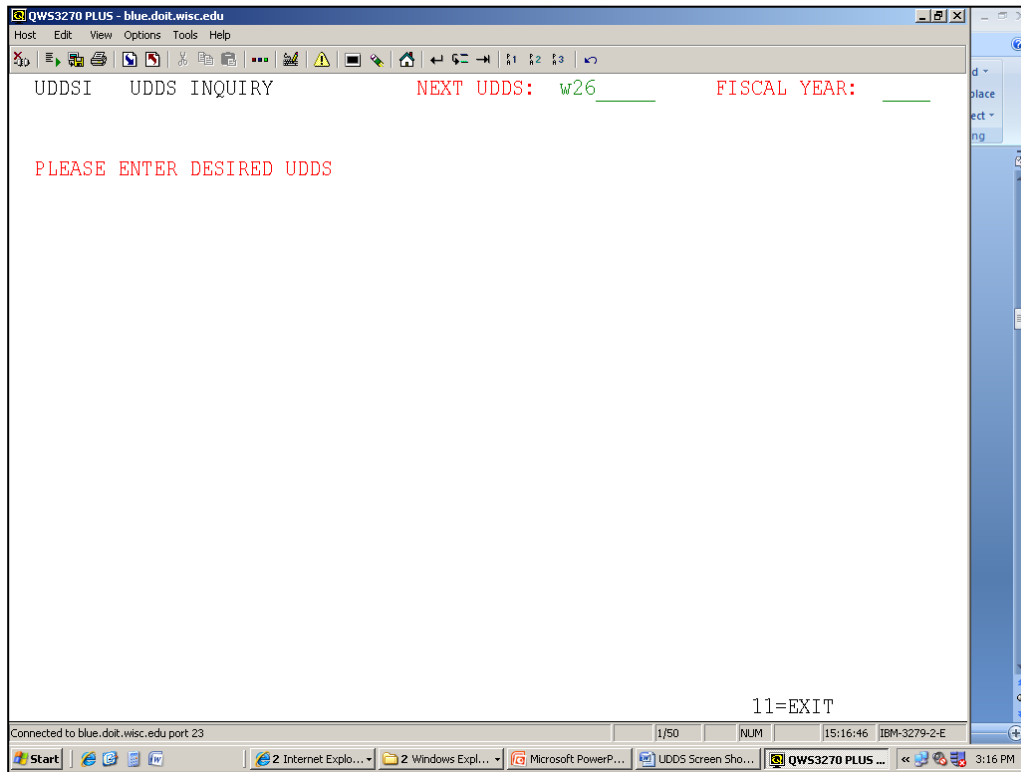
## Inquiry

- To access UDDS Inquiry mode: Key in UDDSI, select <Enter>

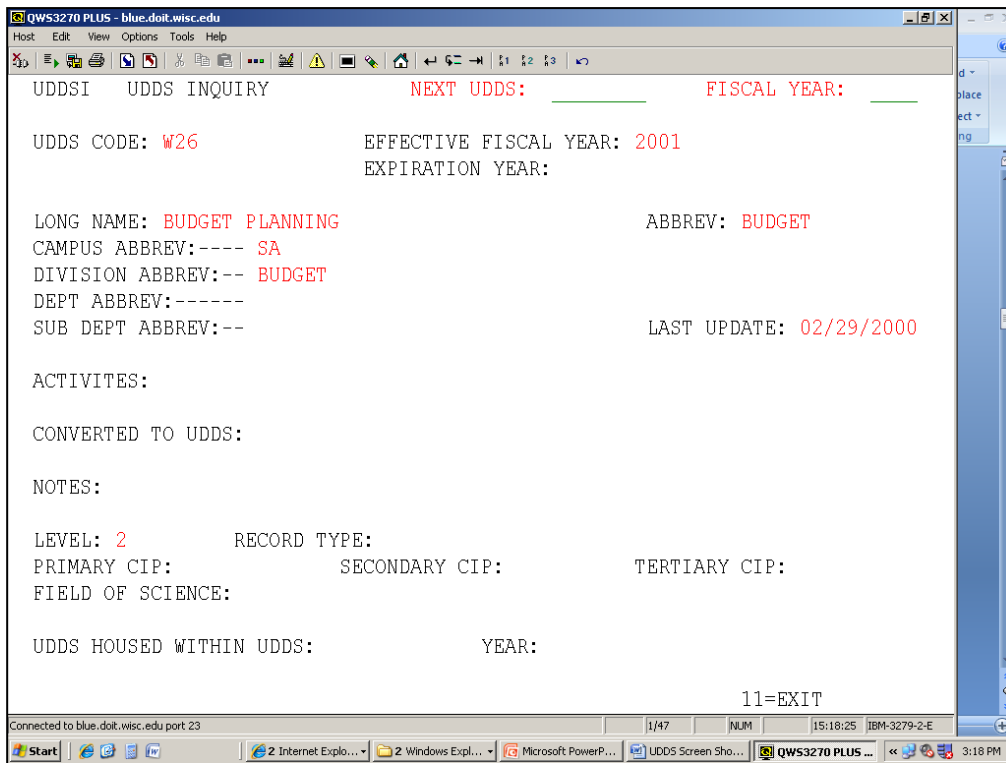


```
QWS3270 PLUS - blue.doit.wisc.edu
Host Edit View Options Tools Help
ENTER TRANSACTION====> uddsi_
THE FOLLOWING ENTRIES ARE VALID FOR USER: JFW
PAGE 01 OF 02
APCT IADS APPT PERCENT HISTORY APDT IADS APPOINT DEPT INQUIRY
APPI IADS APPOINTMENT INQUIRY APPR IADS APPOINTMENT BY PERSON
APRH IADS APPT RATE & TTL HISTORY BADJR SB BUDGET RATE ADJSTMNT ENTRY
BDGT SB RED BOOK BUDGET ENTRY BDGTI SB RED BOOK INQUIRY
BDNS SB BDGT SUMMARY NON-SALRY UPD BDNISI SB BDGT SUMMRY NON-SAL INQUIR
BRATE SB BUDGET RATE ENTRY BSUM SB BUDGET SUMMARY DISPLAY
CNAM IP NAME LOOK-UP (CENTRAL) CSIS SB COST PER STDNT TABLE UPDAT
EPNA NEW ACCOUNTS CREATION EPNR INQUIRY TO ACMaster CTLS
LBRD LEG. BUDGET REQUEST DISPLAY LBRU LEGISLATIVE BUDGET
LBSUM LB LEGISLAT BDGT SUMMRY DISPL PADS PA & BUD. SUMMARY DISPLAY
PAIN PLANNING ALLOCATION - INQUIRY PARN PLANNING ALLOCATION - REF NO.
PAUP PLANNING ALLOCATION - UPDATE PCHK SB POSITION CONTROL CHECK
PCTL SB POSITION CONTROL BUDGET EN PMSI PAYROLL MASTER INQUIRY
RGNS SB REGENT SUMMRY NON-SAL UPDT RGNT SB REGENT'S BUDGET ENTRY
RSUM SB REGENTS SUMMARY DISPLAY SBAL SB AUTHORIZED LEVEL BDGT ENTR
SESSI HT INST SESSION INQUIRY TITLE HIST TITLE FILE INQUIRY
TITLU HIST TITLE FILE UPDATE TREV SHOP-WIDE TABLE CODE INQUIRY
UAFI UDDS AUTHORIZATION INQUIRY UAFR UDDS AUTHORIZATION RESTRICTIO
UAFU UDDS AUTHORIZATION FILE UPDAT UDDSI UDDS INQUIRY
... .. // ... .. NEXT // ... LAST LOGOFF ...
Pa Connected to blue.doit.wisc.edu port 23 1/30 NUM 14:11:40 IBM-3279-2-E
Start Internet Explo... Windows Expl... Microsoft PowerP... UDDS Screen Sho... QWS3270 PLUS ... 2:11 PM
```

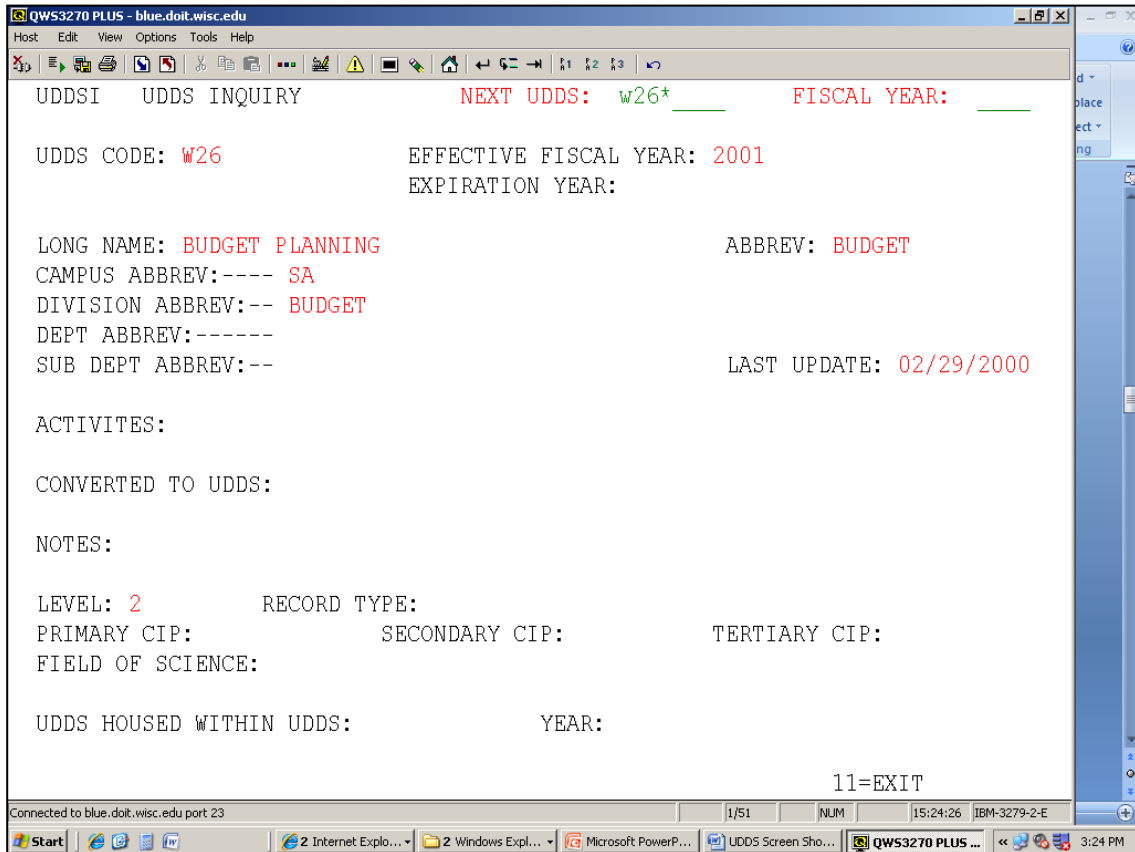
- Sample entry: Enter “W26” in the NEXT UDDS” field, select <Enter>



- 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\*":

The screenshot shows a terminal window titled "QWS3270 PLUS - blue.doit.wisc.edu". The terminal displays the following text:

```
UDDSI  UDDS INQUIRY          NEXT UDDS:  _____  FISCAL YEAR:  _____  
END OF LIST - LAST PAGE DISPLAYED  
ENTER THE NUMBER CORRESPONDING TO THE UDDS FROM THE LIST BELOW:
```

	UDDS	EFF YEAR	LONG NAME	EXP YEAR
1	W26	2001	BUDGET PLANNING	
2	W2650	2001	BUDGET PLANNING	
3	W265000	2001	BUDGET PLANNING	

At the bottom of the terminal, navigation instructions are listed: 1=FIRST, 7=PREV, 8=NEXT, 11=EXIT.

The terminal window is connected to blue.doit.wisc.edu port 23. The taskbar at the bottom shows the Start button, Internet Explorer, Windows Explorer, Microsoft PowerPoint, and the QWS3270 PLUS terminal window. The system tray shows the time as 3:27 PM.

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:

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

\* Will include adding Activities code/s.

To access UDDS update mode: Key in UDDSU, select <Enter>

The screenshot shows a terminal window titled 'QW53270 PLUS - blue.doit.wisc.edu'. The terminal output includes the message 'DFS058I 15:41:01 EXIT COMMAND COMPLETED' and the command 'uddsu' entered in green. Below the command, a menu of options is displayed:

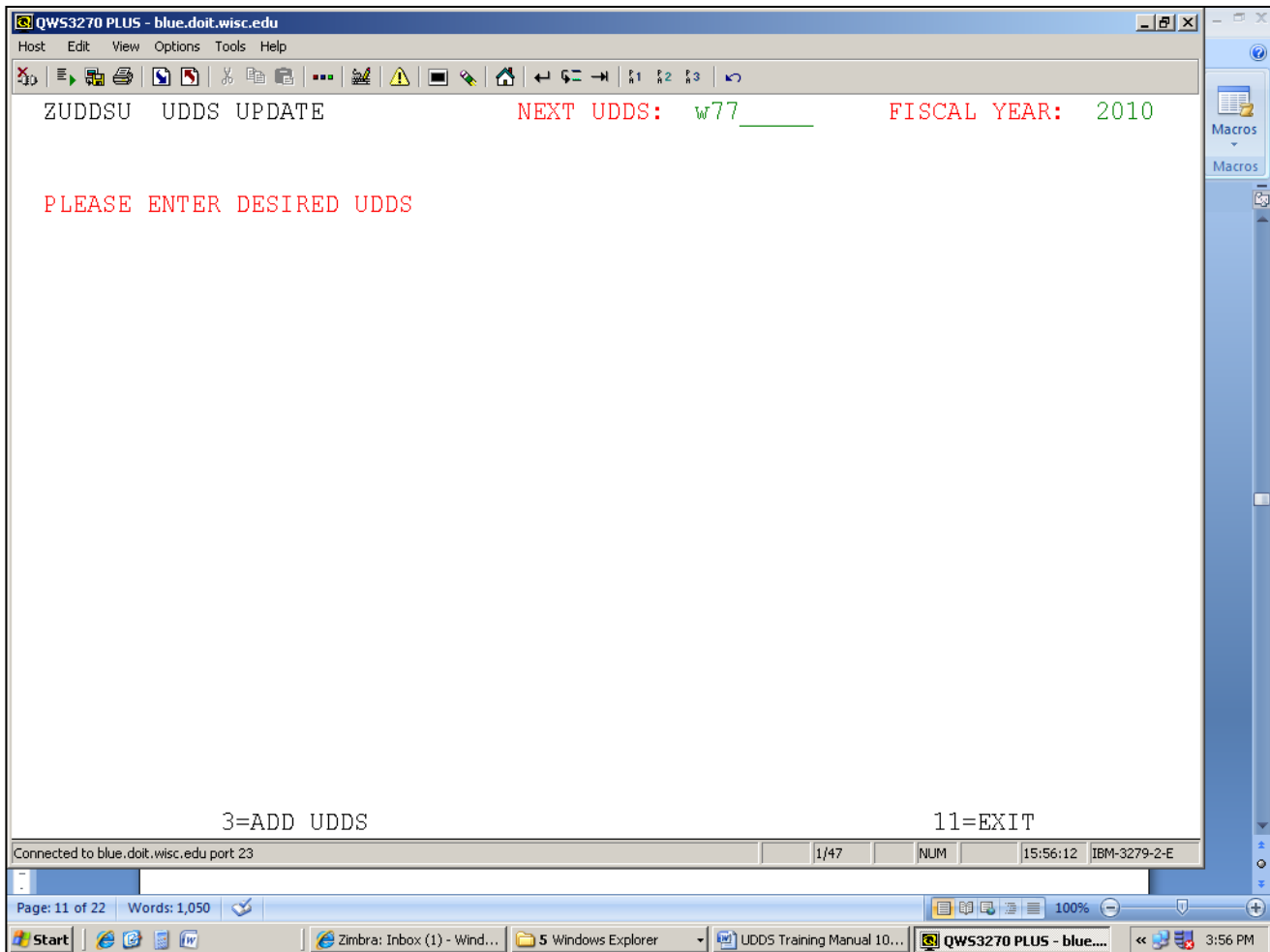
```

PSWD CHG ...
SIGNON SIGNOFF AVAL
--1      =+1    =1
/RELEASE /EXIT ...
  
```

The terminal window also shows the status bar at the bottom with 'Connected to blue.doit.wisc.edu port 23', '3/7', 'NUM', '15:41:53', and 'IBM-3279-2-E'. The Windows taskbar at the bottom shows the Start button and several open applications including Internet Explorer, Windows Explorer, Microsoft PowerPoint, and the terminal window itself.

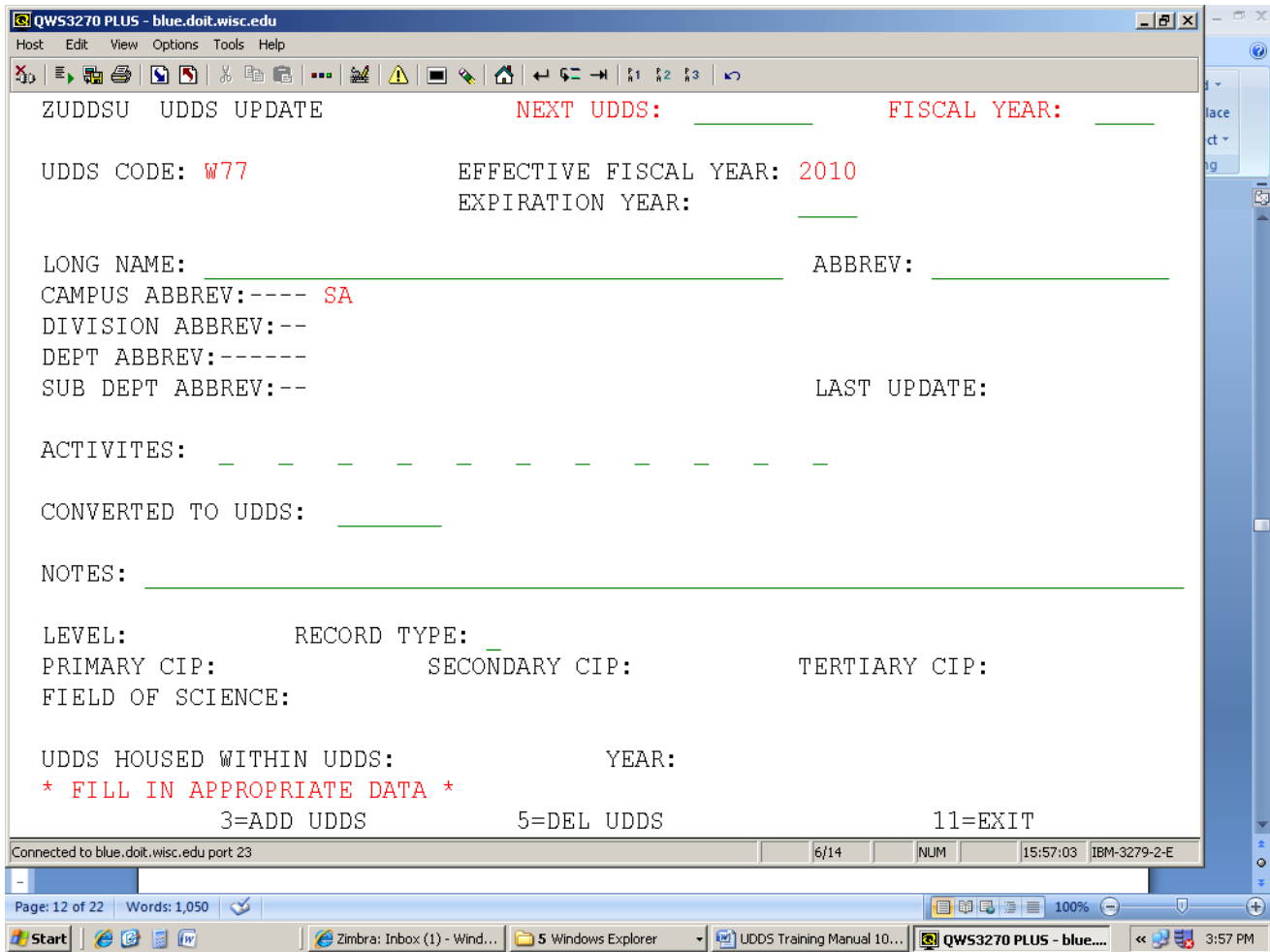
**Step 1:** Add the Business Unit and Division of “W77”, and the applicable FISCAL YEAR, then select <Enter>

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

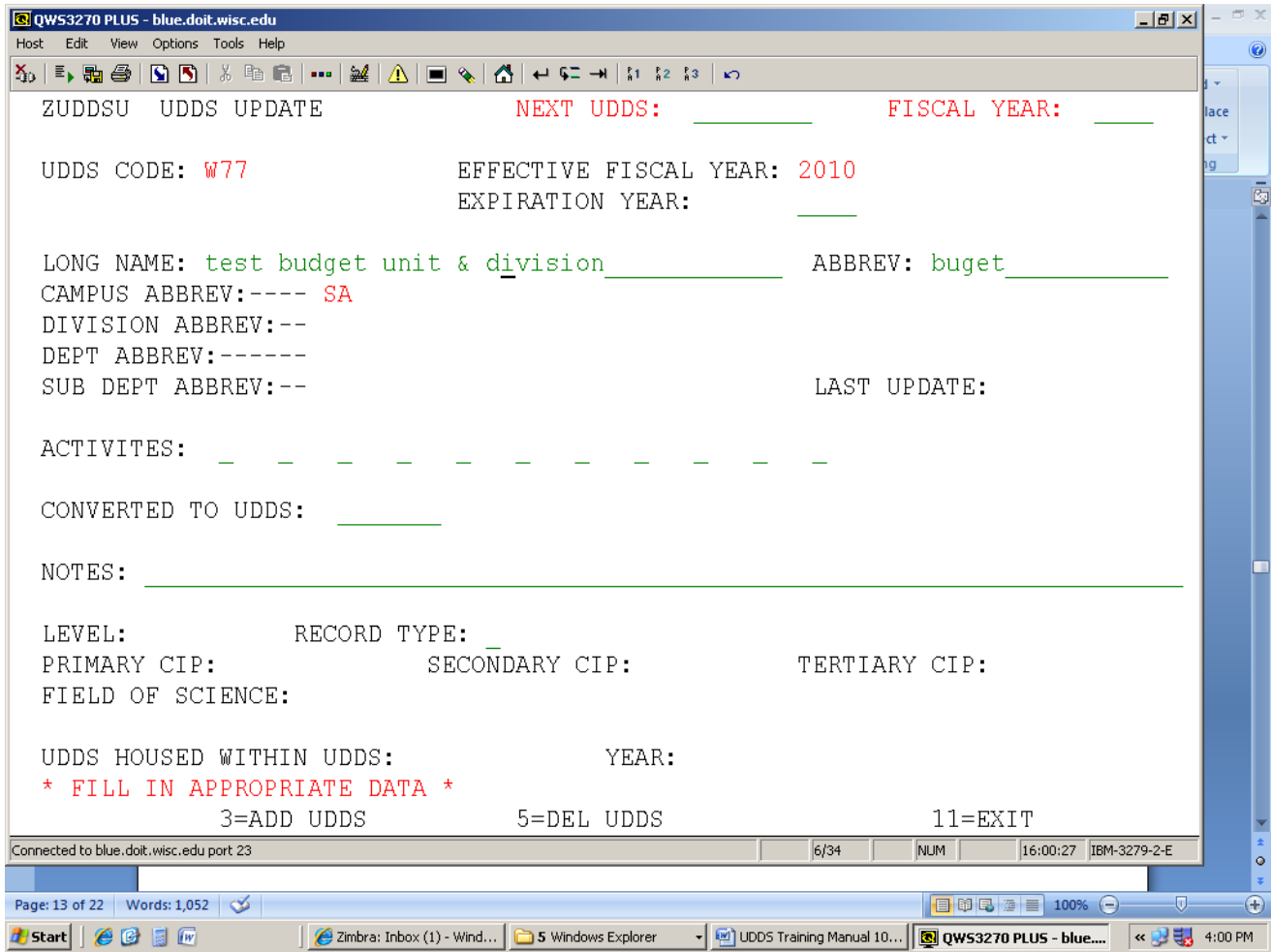


- Select “F3” to add

- The following screen is displayed:

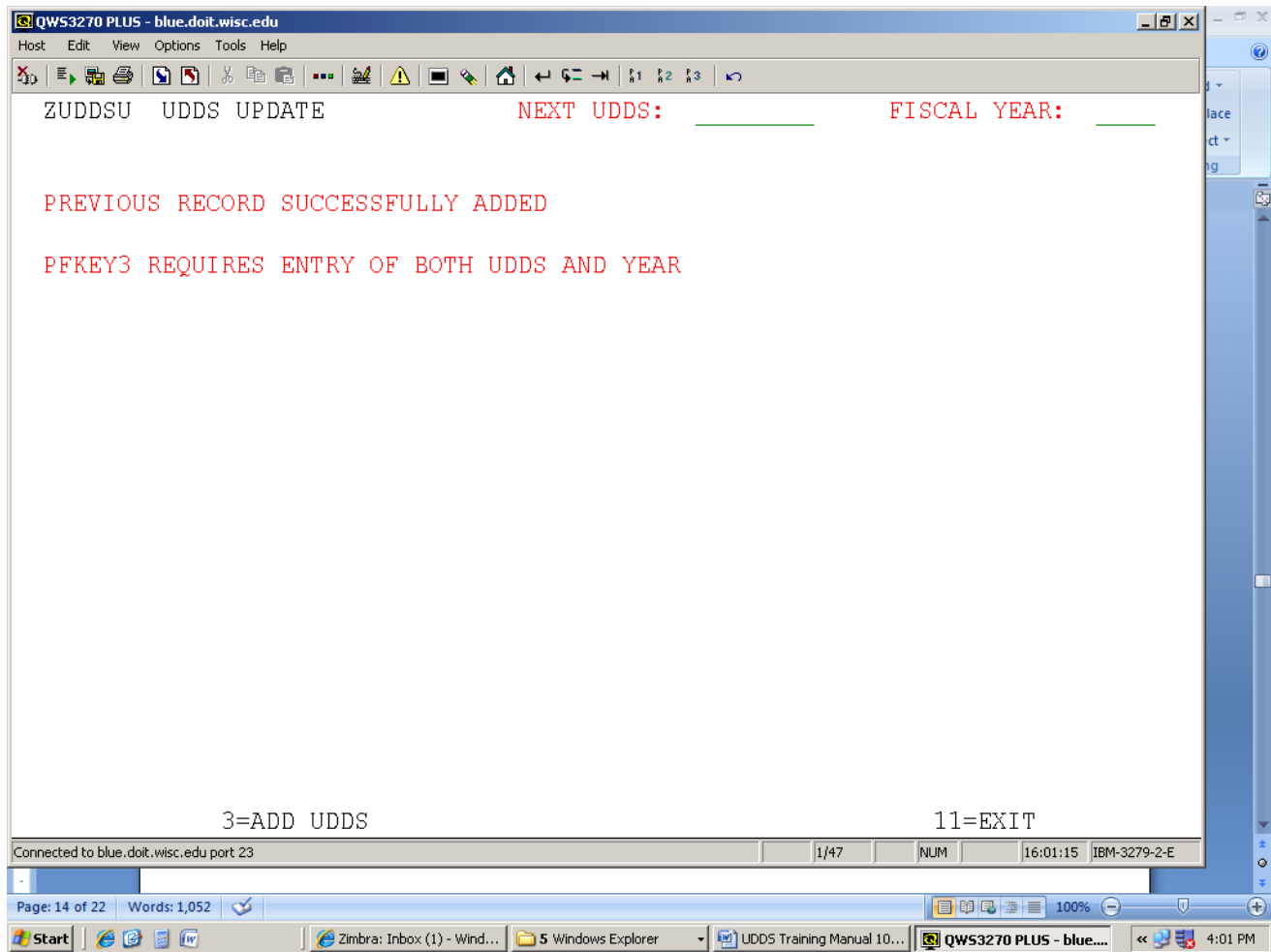


**Mandatory fields: LONG NAME** (39 character maximum); **ABBREV** (6 character maximum)



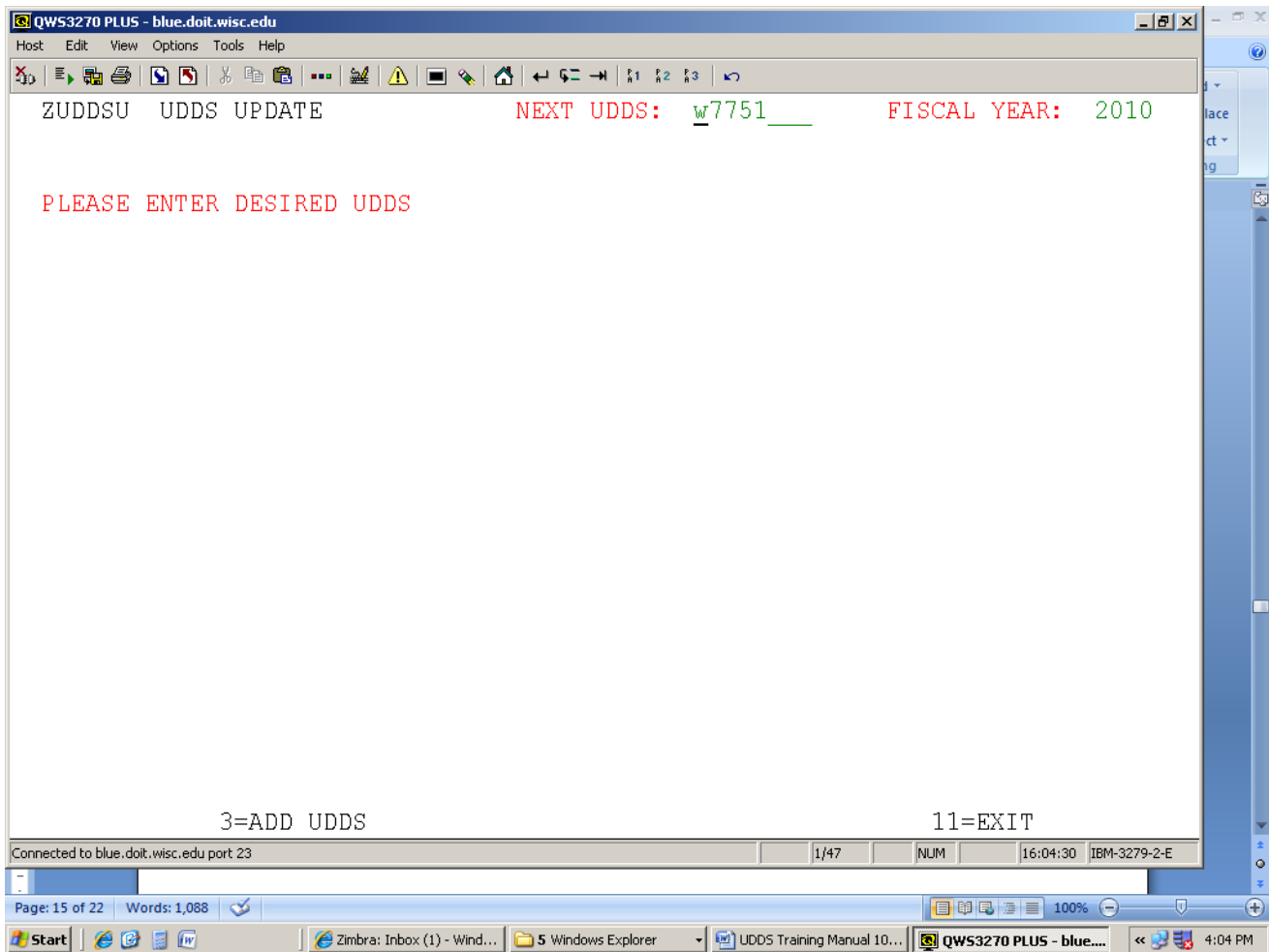
- Select F3 to add the record

- The following screen is displayed:



**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.

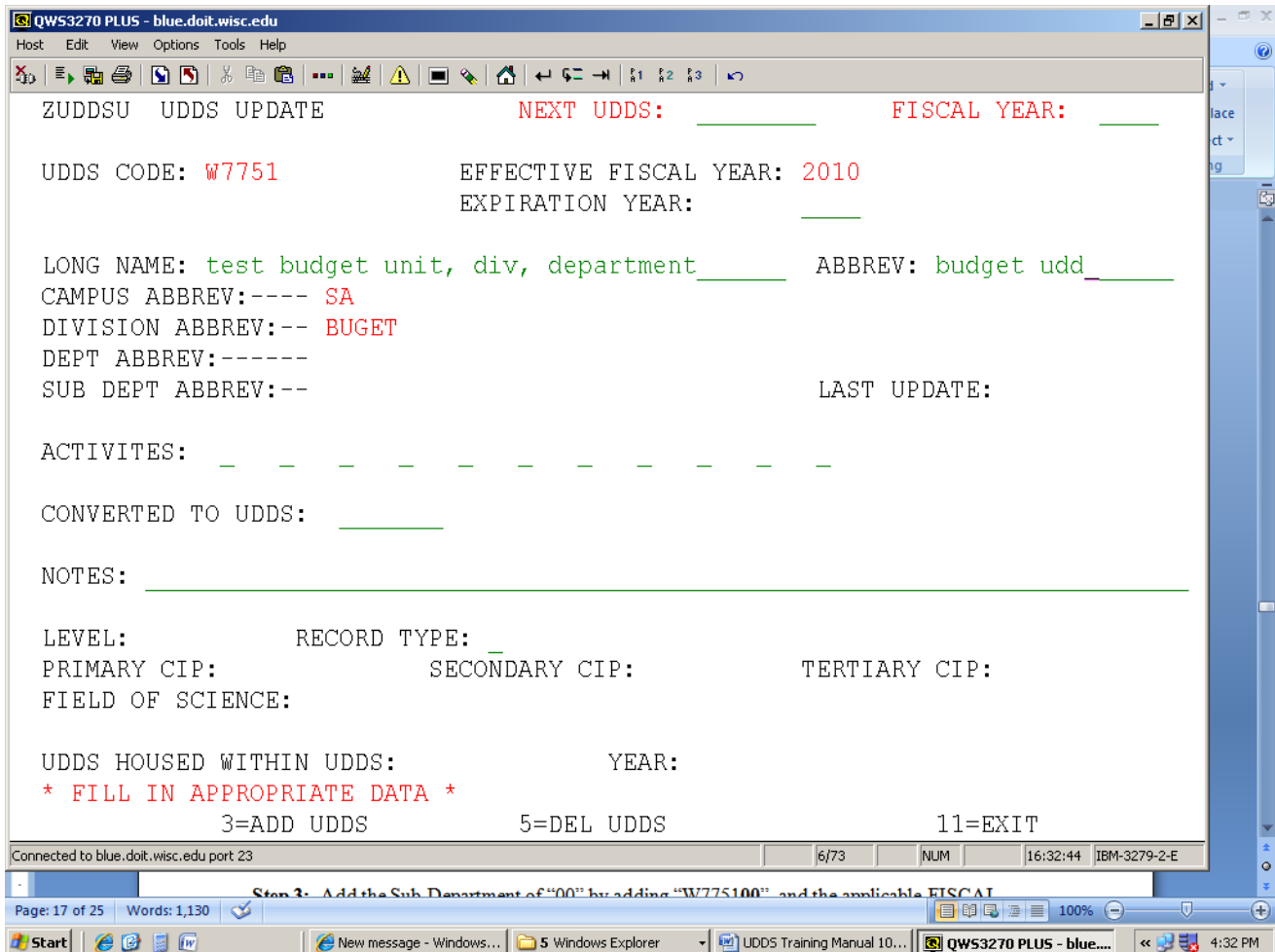


- Select “F3” to add



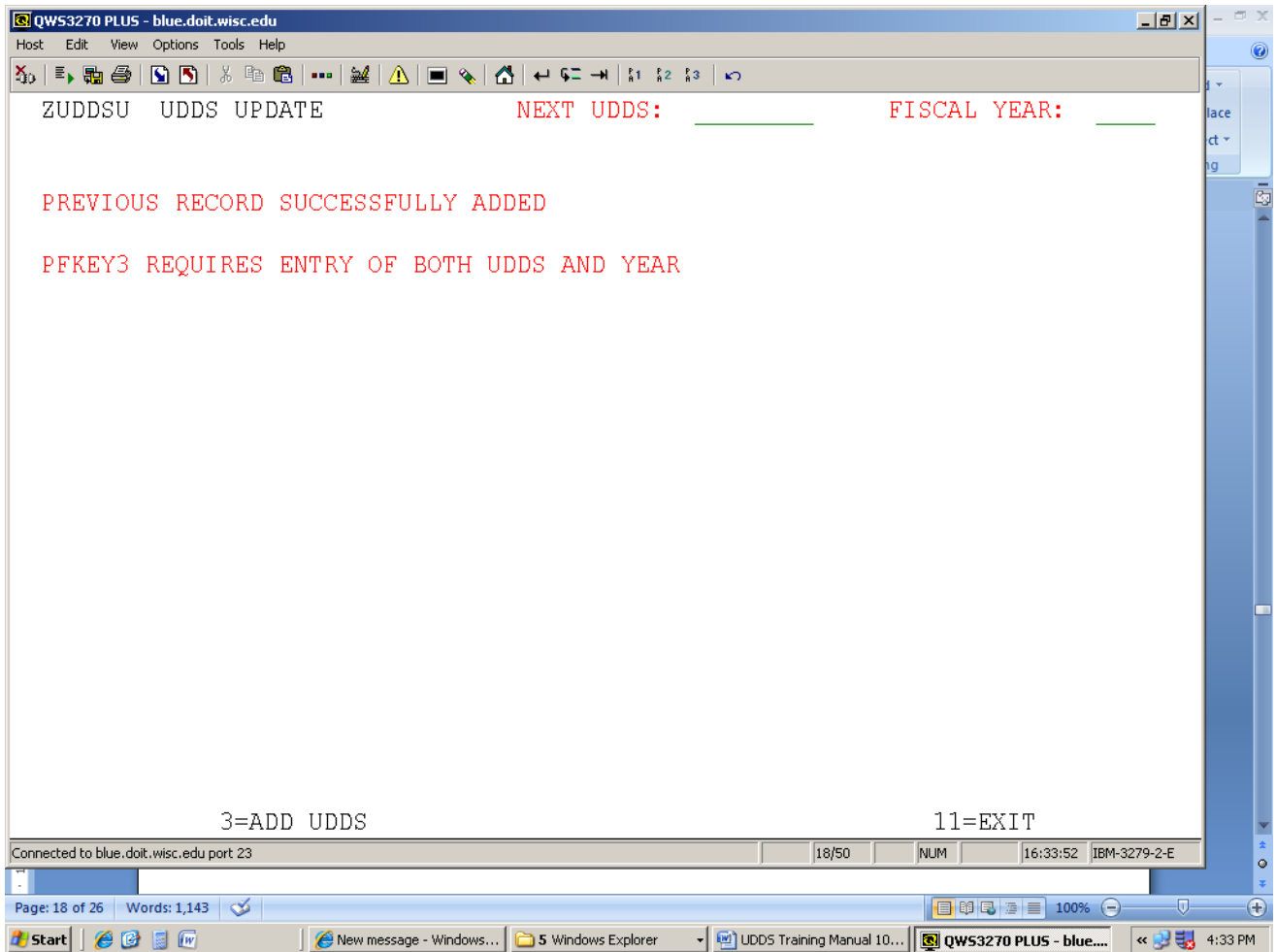


**Mandatory fields: LONG NAME (39 character maximum); ABBREV (16 character maximum)**



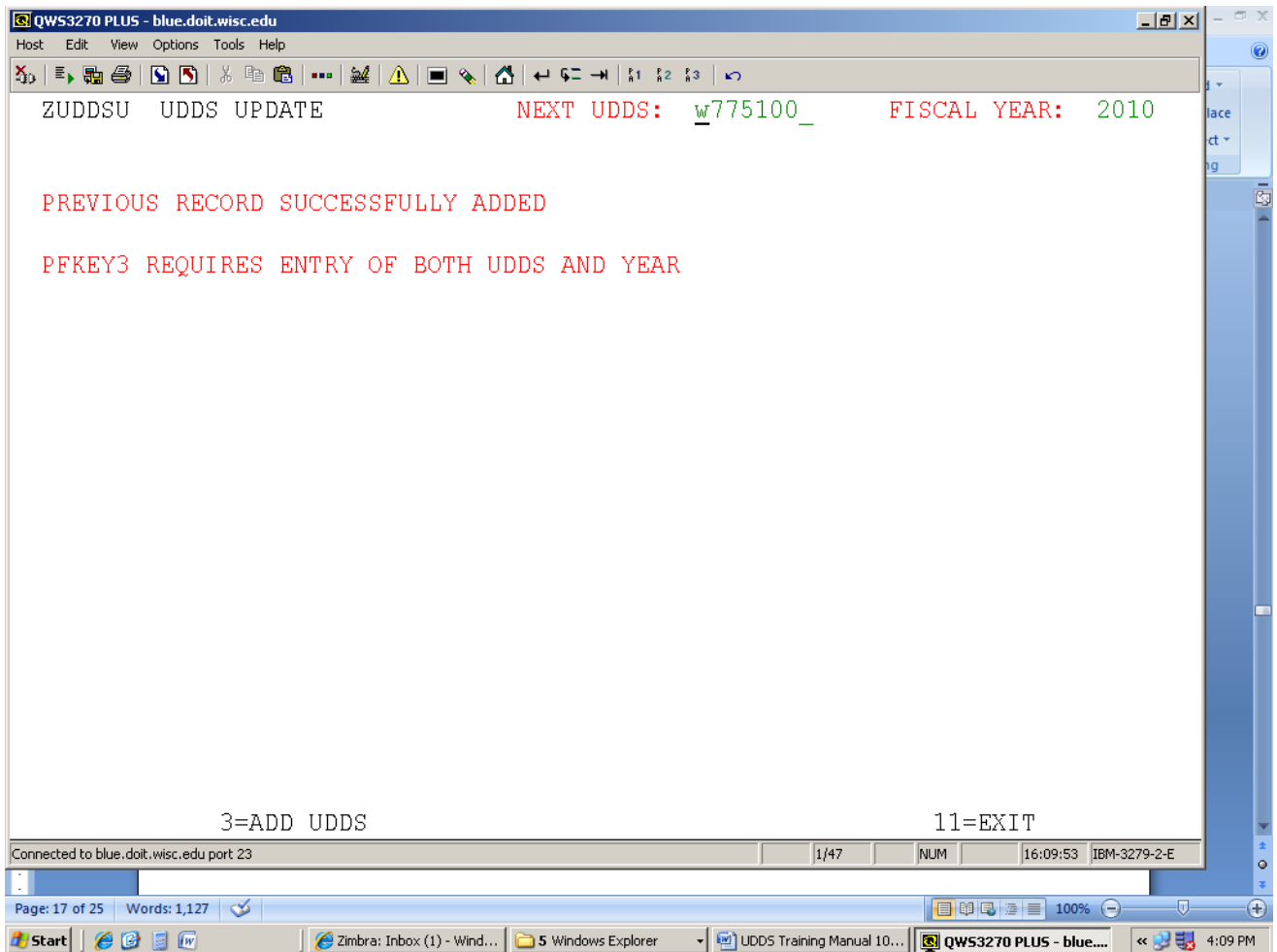
- Select F3 to add the record

- The following screen is displayed:



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

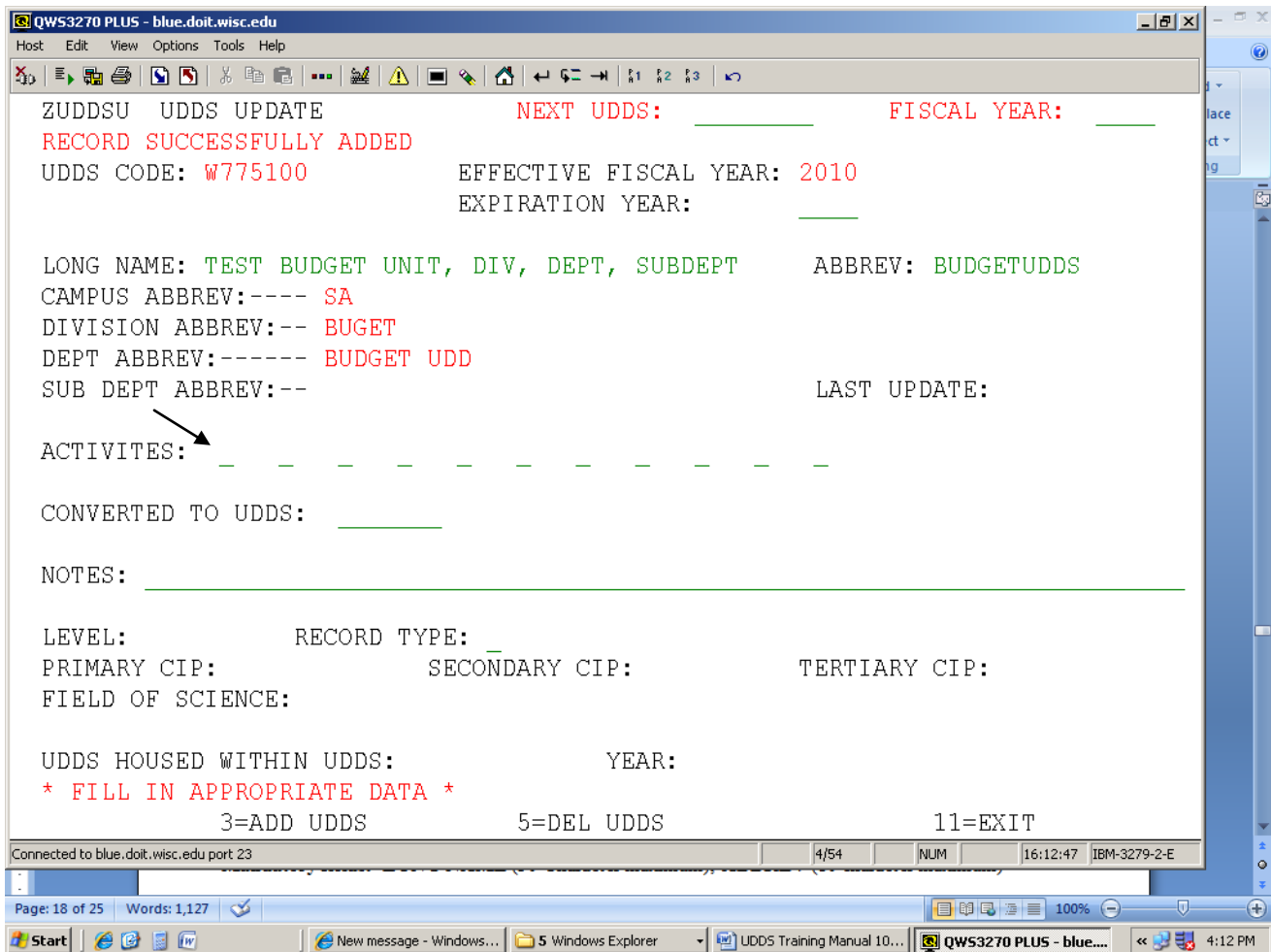
- If you forget to enter the “FISCAL YEAR” field the system will prompt you for this information.



- Select “F3” to add

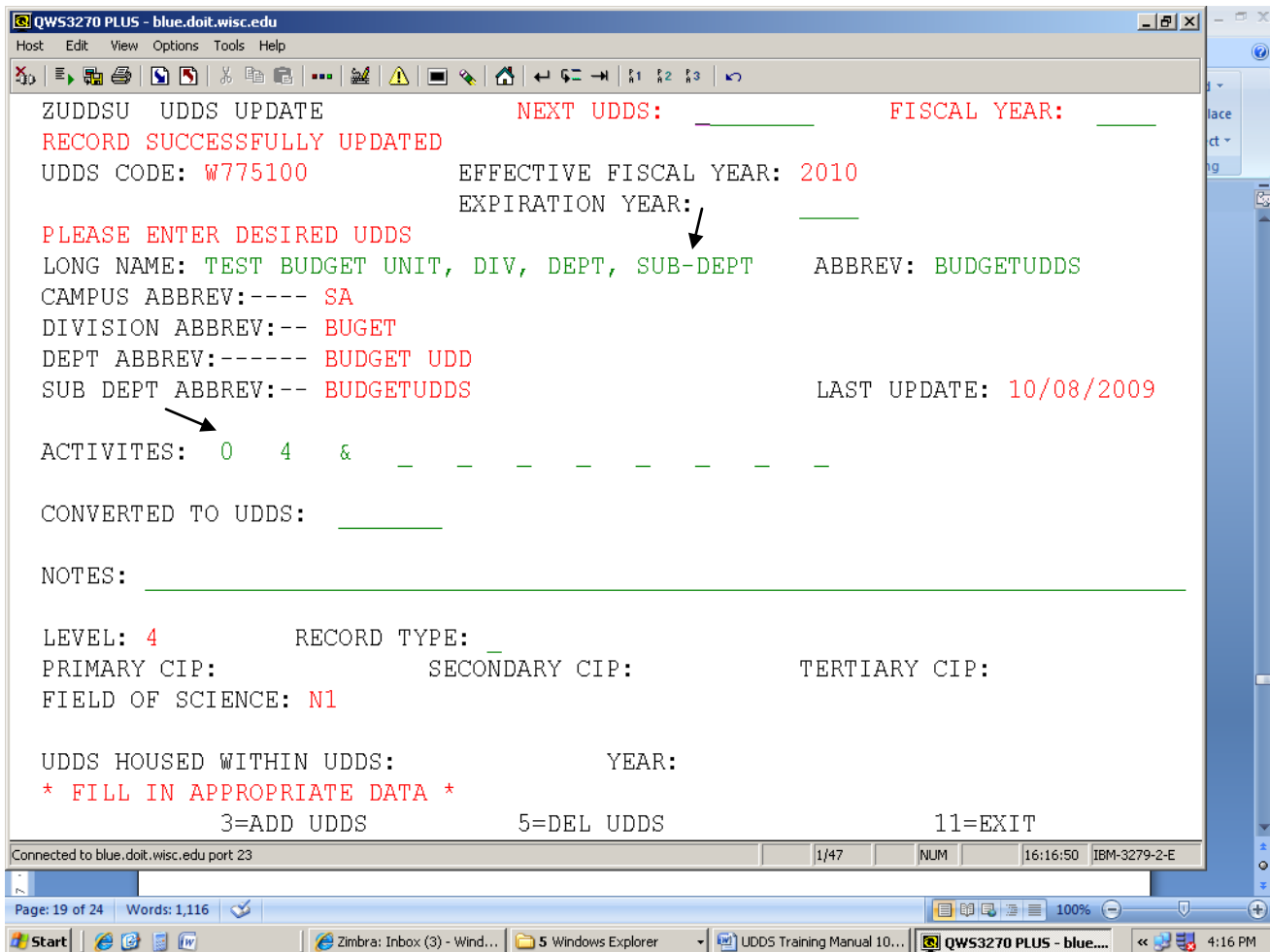
**Mandatory fields: LONG NAME** (39 character maximum); **ABBREV** (10 character maximum)

- **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.



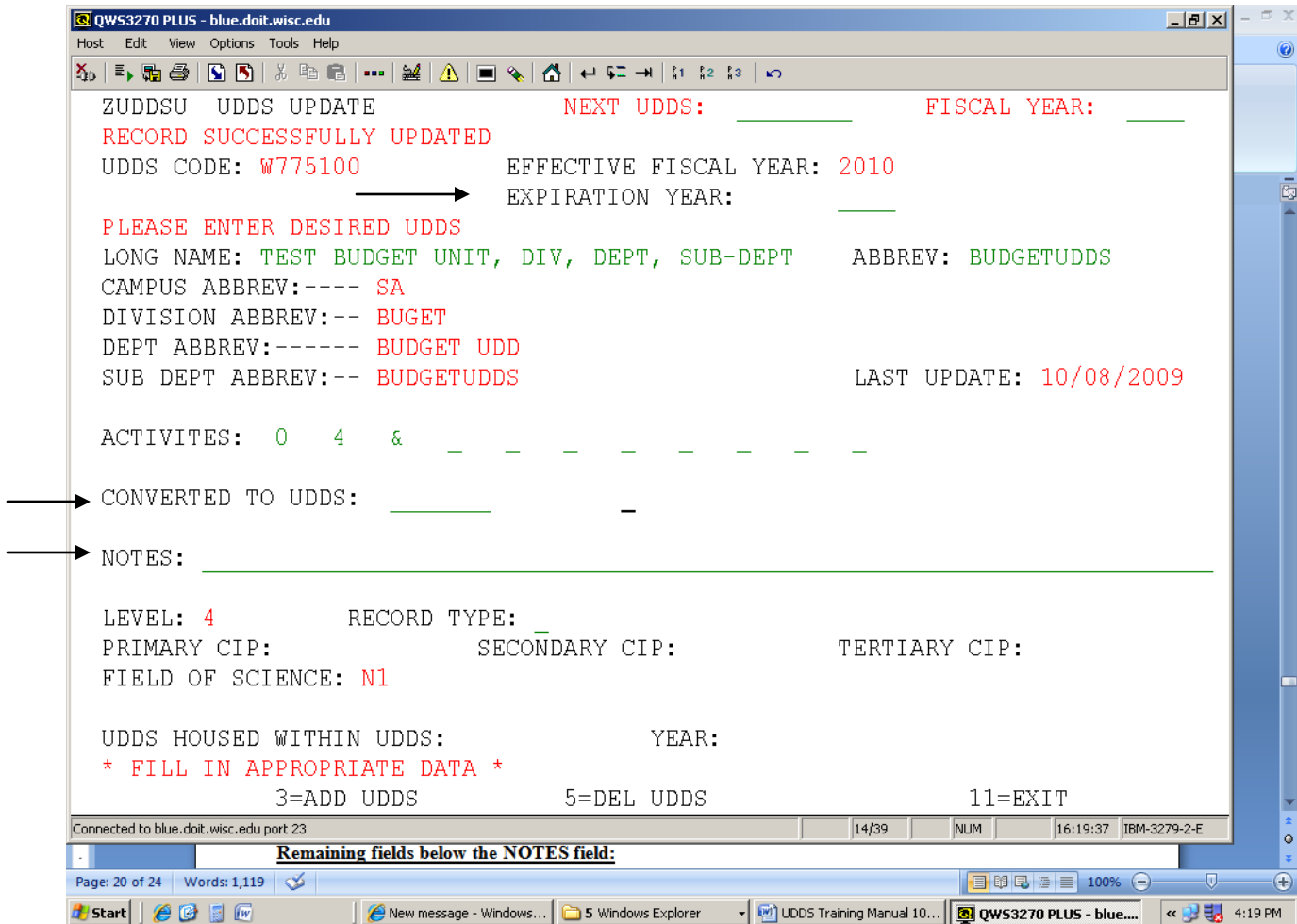
- **Select F3 to add the record**

- 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:

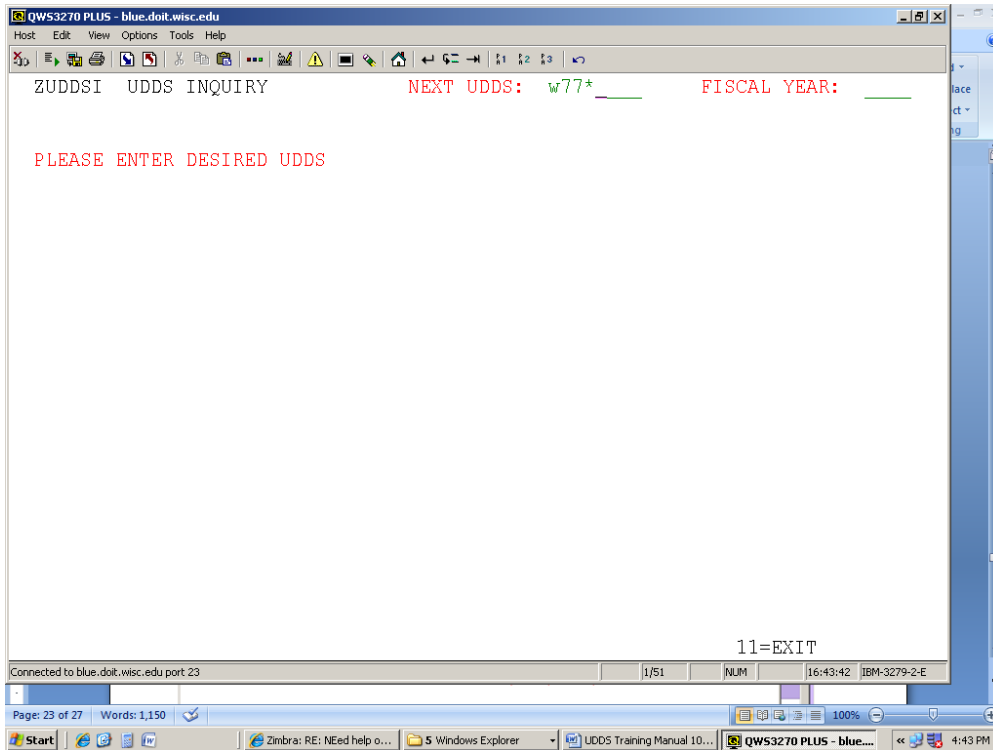
- **EXPIRATION YEAR** – an optional field used to inactivate a UDDS.
  - **Do not delete a UDDS!** To preserve UDDS code history, simply update the Expiration Year field to inactivate it.
- **CONVERT TO UDDS** – an optional field used when replacing or reorganizing Department ID's that are expiring. The Replacement Department ID must be set up first before updating this field.
- **NOTES** - An optional field used to document miscellaneous notes.



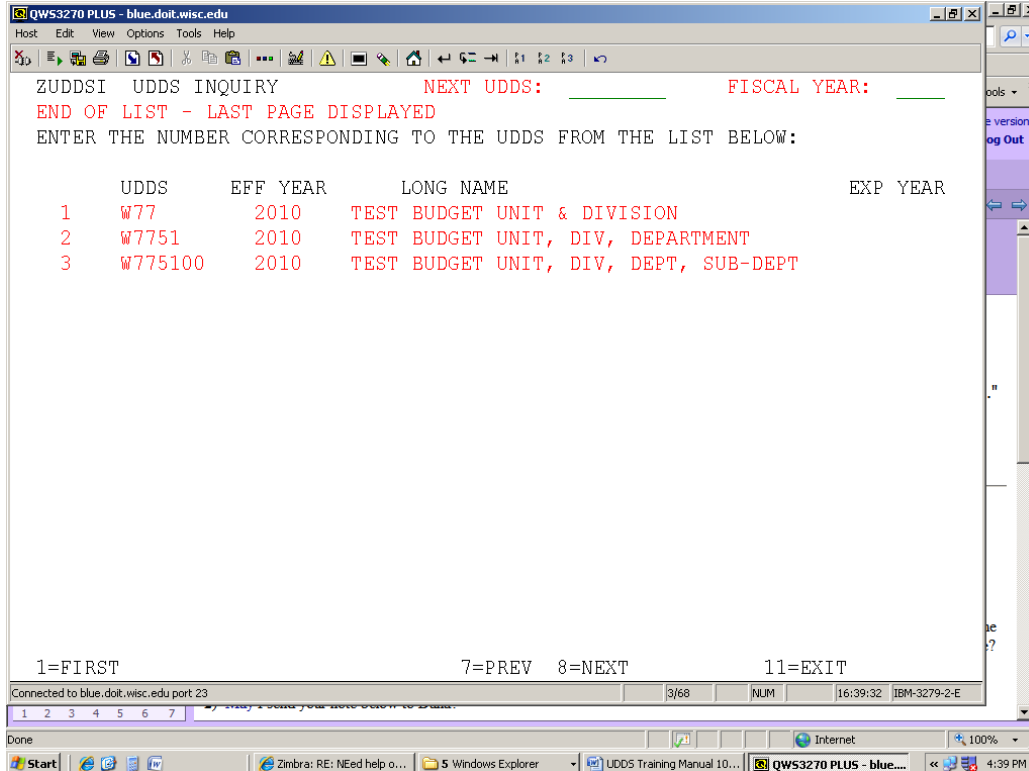
### Remaining fields below the NOTES field:

These fields are not editable, but occasionally may display data.

Inquiry review of the new UDDS; enter “W77\*” and select <Enter>

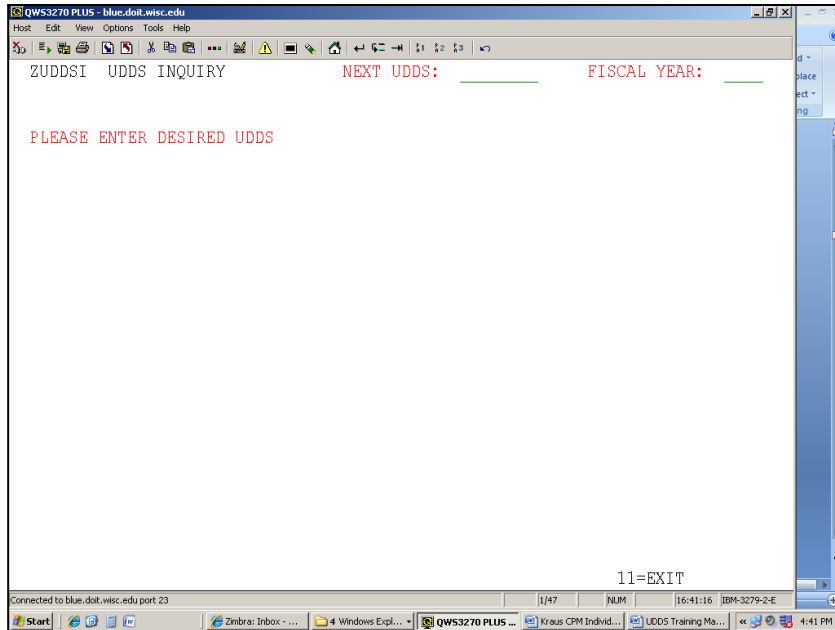


Results:

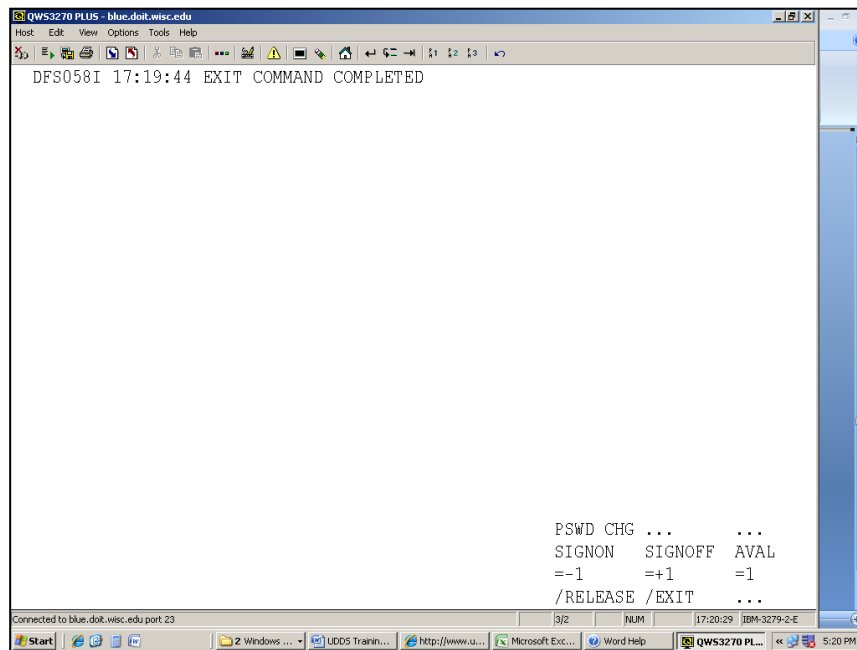


## Logoff

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



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





## **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

Current Budget Term (Legacy mainframe)	Equivalent SFS Term
Campus	Business Unit
DDS	Department ID
Fund	Fund
Account	Project
Activity	Program

### 2. Budget System and SFS Business-Unit Code Equivalents

Legacy System		SFS
Unit Alpha Codes	Business Unit	Business Unit (UW + 3 character abbreviation)
A	Madison	UWMSN
B	Milwaukee	UWMIL
C	Eau Claire	UWEAU
D	Green Bay	UWGBY
E	La Crosse	UWLAC
F	Oshkosh	UWOSH
G	Parkside	UWPKS
H	Platteville	UWPLT
J	River Falls	UWRVF
K	Stevens Point	UWSTP
L	Stout	UWSTO
M	Superior	UWSUP
N	Whitewater	UWWTW
R	Colleges	UWCOL
T	Extension	UWEXT
W	System Administration	UWADM
Y	System Wide	UWSYS

### 3. Budget System Activities Code and SFS Program Code Equivalents

Legacy System		SFS	
Activities Codes	Budget Activity Description	Program Code	Description
0	Student Services	0	Student Services
1	Institutional Support	1	Institutional Support
2	Instruction	2	Instruction
3	Hospitals	3	Hospitals
4	Research	4	Research
5	Public Service	5	Public Service
6	Academic Support	6	Academic Support
7	Physical Plant	7	Physical Plant
8	Auxiliary Enterprises	8	Auxiliary Enterprises
9	Financial Aid	9	Financial Aid
&	Farm Operations	F	Farm Operations
		R	Revenue