

Reallocation of FP&M's AssetWorks Billing Expenses

This procedure is to be used to help reallocate expenses when the FIN EIB: Import Accounting Journal Internal Billing Inbound (Formerly INT592) has been posted in Workday and applies to the UW-Madison campus only. This procedure can be used for the following FP&M AssetWorks, which include Physical Plant, Fleet, BioSafety Cabinet, Mail Services, CORD, Utility (Energy Consumption), and Transportation Services billing files:

Workday Journal Entry Memo	Workday External Reference ID
FPM Billing	YYYY-MM FPM Billing
FPM Billing	YYYY-MM Energy Consumption
FPM Billing	YYYY-MM Transportation Services Billing

There are two different ways to reallocate FP&M expenses in Workday: by creating a manual journal or through an EIB.

1. Create Journal (Manual Entry)

To reallocate FP&M billed expenses, enter Create Journal in Workday. You must use ledger account 6750 for both the debit and credit sides of the transaction; however, you can use whichever driver worktag, cost center, fund, or function that is appropriate. You must select Manual Journal-Internal Chargeback as the Journal Source.

On the header screen, enter the following:

Ledger: UWMSN

Accounting Date: Today's Date

Journal Source: Manual Journal – Internal Chargeback

Balancing Fund: FD0001 Balancing Fund

Memo: Reason why you are reclassifying expenses

External Reference ID: Original journal number

On the second screen under Journal Entry Lines, enter the following:

Ledger Account: 6750 (mandatory for both debit and credit)

Debit Amount: Reallocated amount

Credit Amount: Reallocated amount
 Memo: Original memo from the billing file
 External Reference ID: Original external reference from the billing file
 Spend Category: Applicable spend category
 Revenue Category: Blank
 Program, Grant, Project, Gift: Applicable driver worktag
 Cost Center: Applicable cost center
 Fund: Applicable fund
 Function: Applicable function

Note: After you click Submit, you will get an alert with this journal source, but the post will be sent.

2. EIB – Enterprise Interface Builder

Download the FIN EIB Manual Journal - No Journal Source Defined (No Approvals) from the Enterprise Interface Builder (EIB) Library here: <https://kb.wisconsin.edu/workday/internal/148820>.

You must use ledger account 6750 for both the debit and credit sides of the transaction; however, you can use whichever driver worktag, cost center, cost center, fund, or function that is appropriate. You must select Internal_Chargeback as the Journal Source.

On the header tab of the EIB, enter the following:

Header Key: 1

Submit: Y

Company: UWMSN

Ledger Type: Actuals

Accounting Date: Today's Date

Journal Source: Internal_Chargeback

Journal Entry Memo: Reason why you are reclassifying expenses

External Reference ID: Original journal number

Import Accounting Journal - v42.2										
Area	All	Accounting Journal Data								
Restrictions	Required	Optional	Required	Required	Optional	Required	Required	Optional	Optional	Optional
Format	Text	Y/N	Company Reference	Ledger Type ID	Book Code ID	YYYY-MM-DD	Journal Source ID	Y/N	Text	Text
Fields	Header Key*	Submit	Company*	Ledger Type*	Book Code	Accounting Date*	Journal Source*	Record Quantity	Journal Entry Memo	External Reference ID
	1 Y		UWMSN	ACTUALS		9/2/2025	Internal_Chargeback		Reclassify expense to a different spend category	JRN000000001

On the second tab of the EIB, enter the following:

Header Key: 1

Line Key: Numbers in sequential order (1, 2, 3, etc.)

Line Company: UWMSN

Ledger Account: 6750 (mandatory for both debit and credit)

Account Set: CHILD

Ledger Debit: Reallocated amount

Ledger Credit: Reallocated amount

Memo: Original memo from the billing file

External Reference: Original external reference from the billing file

Cost Center: Applicable cost center

Program, Grant, Project, Gift: Applicable driver worktag

Fund: Applicable fund

Function: Applicable function

Spend Category: Applicable spend category

Revenue Category: Blank

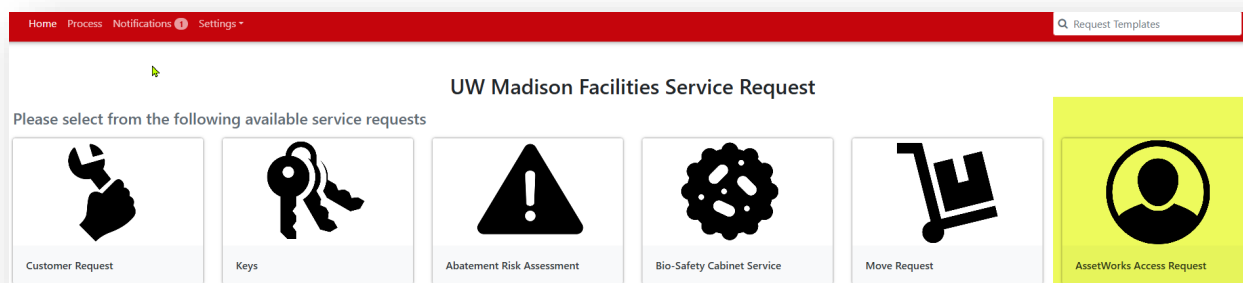
Balancing Worktag Affiliate: FD0001

Journal Entry Line Replacement Data																		
Area	All																	
Restrictions	Required	Required	Optional	Optional	Optional	Optional	Optional	Optional	Optional	Optional	Optional	Optional	Optional	Optional	Optional	Optional	Optional	Optional
Format	Text	Text	Company Reference	Ledger Account ID	Account Set	Number (18,3)	Number (18,3)	Text	Text	Cost Center	Program ID	Project ID	Gift Ref	Grant ID	Fund ID	Custom. Org	Spend Category	Fund ID
Fields	Header Key	Line Key	Line Company	Ledger Account	Account Set	Ledger Debit Amount	Ledger Credit Amount	Memo	External Reference ID	Cost Center	Program	Project	Gift	Grant	Fund	Function	Spend Category	Balancing Worktag Affiliate
		1	1 UWMSN	6750 CHILD		100		Customer No. B10440 Description BOTECH WATER SOFTER MAINTENANCE ROOMS B1212 AND PENTHOURS RD	017722	CC005333	PG000031046				FD0128 FN0700	SC00093		FD0001
		1	2 UWMSN	6750 CHILD			100	PENTHOURS RD	017722	CC005817	PG000025081				FD0128 FN0700	SC00093		FD0001

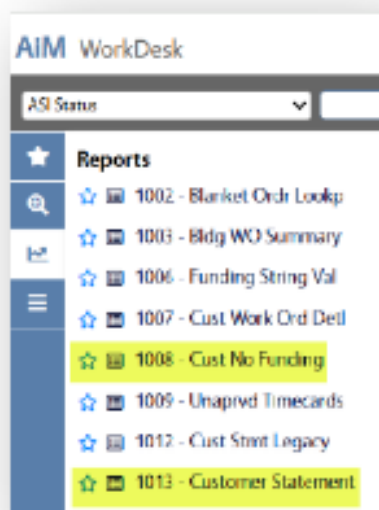
Note: After you click Submit, you may receive warnings, but the post will still be sent.

VALIDATE AND/OR UPDATE FUTURE ASSETWORKS ACTIVITY FUNDING AND CUSTOMER STATEMENT:

If you are reclassifying funding that is tied to a B#, please access AssetWorks to verify that the funding is correctly set up. If you do not have access to the AssetWorks software, please submit a security request by clicking on the “AssetWorks Access Request” widget found here: <https://wiscready.assetworks.cloud/ready>.



Once you have security, you will receive a notification from the AssetWorks administrators with a link to log in to the system. Once you log in, you will have a list of a few dozen reports that you can run, including the 1008-Cust No Funding (Customer Number Funding) and 1013-Customer Statement.



Note: You can select multiple parameter options for report 1008 and 1013.

If the funding on any of your customer numbers needs to be updated after reviewing report 1008 or 1013, please update the funding by submitting a request using our FP&M Customer Number Request Form found here: <https://facilities.fpm.wisc.edu/customer-number-form/>.

If you have additional information, please reach out to fpmboh@fpm.wisc.edu.