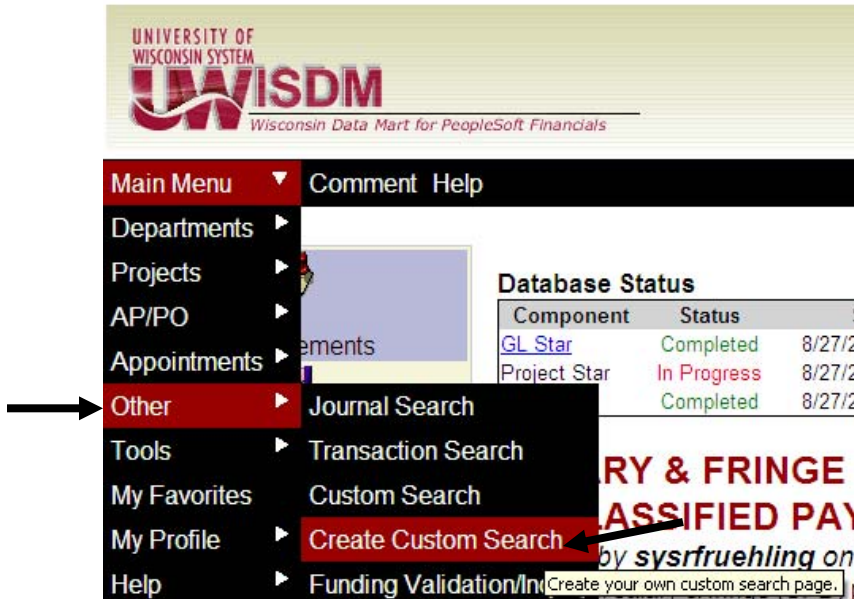
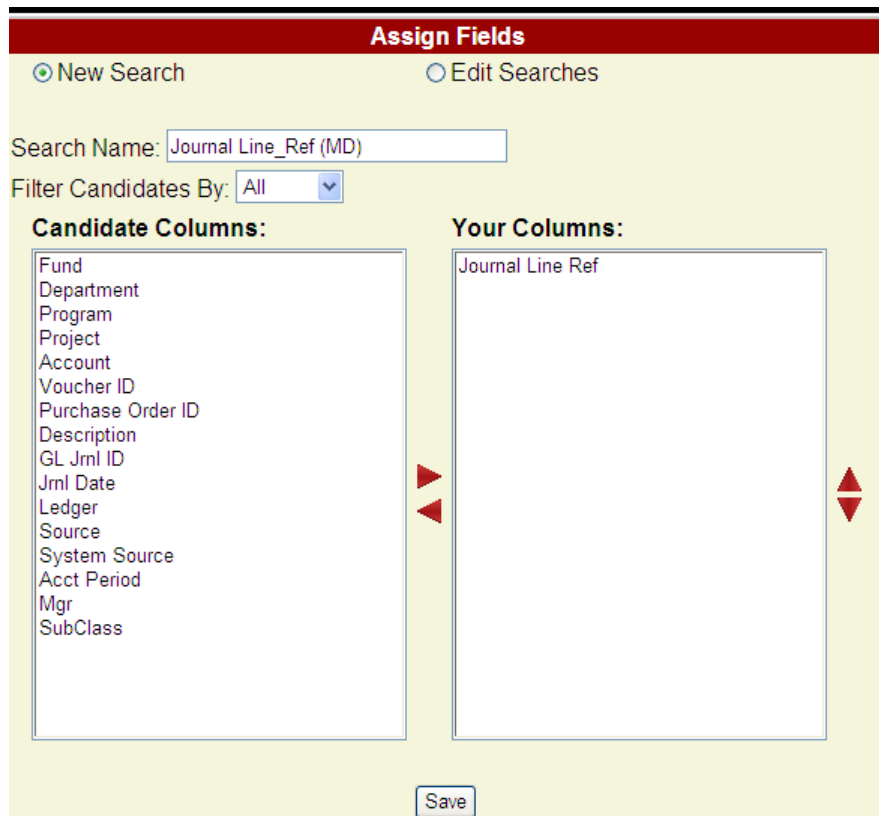


# Creating a Custom Search in WISDM for MDS Transactions

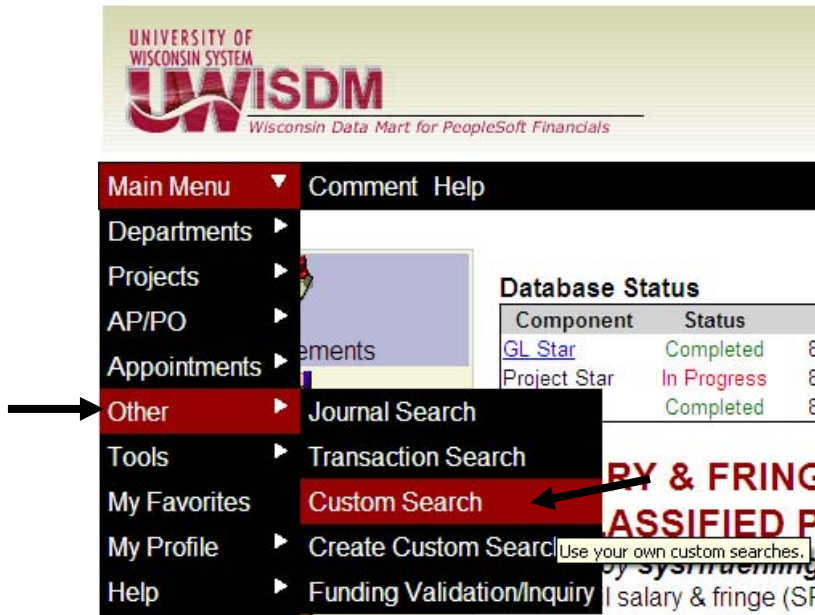
1. Login to WISDM. Under the Main Menu, choose "Other", and then choose "Create Custom Search".



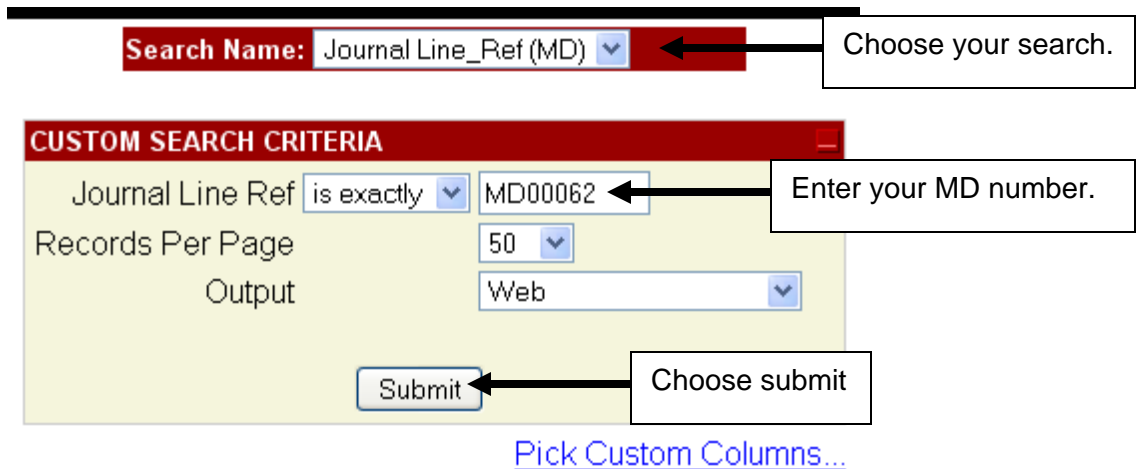
2. Choose a name for your custom search. In this example, we used Journal Line\_Ref (MD). Select the Journal Line Ref column from the "Candidate Columns" and use the arrow to move it to the "Your Columns" box. Click "Save" at the bottom of the screen as shown below.



3. Choose "Main Menu", then "Other" and then select "Custom Search" to begin your search.



4. Be sure that the correct name is chosen from the "Search Name" drop down box, in this case "Journal Line\_Ref (MD)". Enter your MD account number, using capital "MD" in the "Journal Line Ref" field, in this case MD00062. The default output is "Web" which will display the results on screen, but you can use the drop down to choose to get the results in Excel or as a PDF.



5. The results for your MD number will display in WISDM as below.

Monetary Amt	Enc Amount	Fund	Dept	Project/Grant	Prog	Acct	Acct Descr	Descr	PO	Vchr ID	Leg Invoice	Acct Period	Jrnl Date	Date Posted
17.40	0.00	129	037700		1	3101	Supplies- Office	MDS CE20631150701	<a href="#">OFFICE PV</a>	<a href="#">2009-07-06</a>		2	8/5/2009	8/5/2009
7.39	0.00	129	037700		1	3101	Supplies- Office	MDS CE20632552901	<a href="#">OFFICE PV</a>	<a href="#">2009-07-06</a>		2	8/5/2009	8/5/2009
9.24	0.00	129	037700		1	3101	Supplies- Office	MDS CE20656846801	<a href="#">OFFICE PV</a>	<a href="#">2009-07-10</a>	CUSTOMER SER	2	8/5/2009	8/5/2009
2.92	0.00	129	037700		1	3101	Supplies- Office	MDS CE20730992301	<a href="#">OFFICE PV</a>	<a href="#">2009-07-24</a>		2	8/5/2009	8/5/2009
28.49	0.00	129	037700		1	3101	Supplies- Office	MDS DXD9M587P4	<a href="#">DELL PV</a>	<a href="#">2009-07-27</a>	OLOR PRINTER	2	8/5/2009	8/5/2009
0.70	0.00	129	037700		1	3101	Supplies- Office	MDS INV00000000178905	<a href="#">MDS INVOIC</a>	<a href="#">2009-07-07</a>		2	8/5/2009	8/5/2009
40.00	0.00	129	037700		1	3101	Supplies- Office	MDS SW000000000158617	<a href="#">SWAP SALE</a>	<a href="#">2009-07-24</a>		2	8/5/2009	8/5/2009
-2.92	0.00	129	037700		1	3101	Supplies- Office	MDS CE20782344901	<a href="#">OFFICE PV</a>	<a href="#">2009-08-03</a>		3	9/3/2009	9/3/2009
27.40	0.00	129	037700		1	3101	Supplies- Office	MDS CE20795819201	<a href="#">OFFICE PV</a>	<a href="#">2009-08-06</a>		3	9/3/2009	9/3/2009

6. To use this search in the future, simply repeat steps 3 and 4.