



Material Distribution Services

Pre-Posting Allocation Tool (PAT)

Overview and Quick Start Guide

Beginning July 6, 2009 MDS customers can reallocate and/or split funding on purchases through a tool called PAT (Pre-Posting Allocation Tool). The concept and design are similar to the procurement card software used to reallocate purchases. Each night all transactional activity for the day is posted to PAT and customers are able to login and modify their funding before transactions are posted to SFS on the third business day of the following month at noon and viewable in WISDM the day after posting to SFS. To use the tool:

- 1) Choose the "Pre-posting Allocation Tool (PAT)" link on the MDS home page. Choose "UW-Madison (NetID)" from the dropdown and login with your NetID and password (the same as is used for My UW).
- 2) Enter your parent account (to work with multiple accounts at once) or MD number and click "Show Customer List" to begin.
- 3) Check the MD number(s) that you want to view and reallocate. All current transactional activity for the month will be available. There are two ways to reallocate:
 - a. Choose "Assign a single funding string to many invoices" to make changes that don't require splits. Check all invoices of interest, then enter the new funding and click "Assign funding to all checked invoices". You can change any part of the funding string, but the whole string must be entered and only one funding may be assigned per invoice. You may continue to check invoices and reallocate funding until finished. Clicking the invoice number, such as CE20326205701, shows the item level detail. (See the screen shot below for an example of this process)

UNIVERSITY OF WISCONSIN-MADISON
LOGOUT

Pre-posting Allocation Tool

#	<input type="checkbox"/>	Customer# ▲	Invoice#	Invoice Amount	Account	Fund	Dept	Program	Project	Class	Funding Total	JET Description
1	<input checked="" type="checkbox"/>	MD00062	CE20326205701	\$9.23	3101	129	037700	1			\$9.23	MDS CE20326205701
2	<input checked="" type="checkbox"/>	MD00062	CE20330035801	\$24.84	3101	129	037700	1			\$24.84	MDS CE20330035801
3	<input type="checkbox"/>	MD00062	CE20347743701	\$3.94	3101	129	037700	1			\$3.94	MDS CE20347743701
4	<input type="checkbox"/>	MD00062	CE20353104801	\$441.27	3101	129	037700	1			\$441.27	MDS CE20353104801
5	<input type="checkbox"/>	MD00062	CE20405450201	\$57.74	3105	129	037700	1			\$57.74	MDS CE20405450201
6	<input type="checkbox"/>	MD00062	CE20419699801	\$15.19	3101	129	037700	1			\$15.19	MDS CE20419699801
7	<input type="checkbox"/>	MD00062	DXD75DPMW8	\$9.89	3101	129	037700	1			\$9.89	MDS DXD75DPMW8
8	<input type="checkbox"/>	MD00062	DXD7M1JKC4	\$9.89	3101	129	037700	1			\$9.89	MDS DXD7M1JKC4

Option #1: This option will assign a single funding string to all checked invoices.

Account	Fund	Dept	Program	Project	Class
<input type="text" value="3101"/>	<input type="text" value="101"/>	<input type="text" value="036500"/>	<input type="text" value="1"/>	<input type="text"/>	<input type="text"/>

Example PAT screen from 3.a above "Assign a single funding string to many invoices"

Option #2: This option will return all checked invoices to the funding string that existed at time the invoice was created.

[Go Back to Customer List](#)

- b. Choose "reallocate funding one invoice at a time" to split fund (i.e. assign more than one funding string to) an invoice. Click the invoice number to be split. Click "Edit" and enter the funding string and choose "Update" to save. You can enter either a dollar amount or percentage and the other will be calculated for you. Enter funding lines until the total is reached and no "difference" remains at the bottom. Be sure to click "Save Split" after entering each additional line. Choose "Go back to Invoice List" to split another invoice.

- 4) Choose "Go back to customer list" at the bottom of the screen or "Logout" in the upper right if finished.
- 5) Choose "Select new Account" to continue with another MD number or "Logout" in the upper right if finished.



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Changes in WISDM for MDS Postings

With the implementation of PAT, a change in the way you see your MDS purchases in WISDM will also be applied. You will no longer see a single summary entry of the entire month's purchases for each MD number, but will instead have access to invoice summary information (like the detail presented in PAT). This will mean a greater number of entries posted for each MD number, but also a much larger amount of data available for analysis. For example, if a department makes 3 purchases to Fisher Scientific, 2 to VWR, and 4 to Corporate Express on MD54321 in the month of July 2009, they would see 9 entries in WISDM for that month for that MD number instead of one entry summarizing all the purchases. The billing will still occur on a monthly basis (the third business day of the month at noon), so these new, more detailed entries will be available in WISDM at the same time each month (usually the fourth business day of the month), detailing activity charged in the previous month. This change will go into production with the beginning of FY 2010 purchases and you will start to see the data in WISDM in early August 2009.

More information on the changes is available at at: <http://www.bussvc.wisc.edu/mds/PAT/PATGuide.html>.

Training and Help

Register for training sessions, view an online demonstration, and learn how to use PAT to reallocate and split funding on your MDS e-commerce purchases at: <http://www.bussvc.wisc.edu/mds/PAT/PATGuide.html>.

Resource documents and Frequently Asked Questions are available on the MDS website at <http://www.bussvc.wisc.edu/mds/PAT/pat.html>.

Extensive help documentation is available online at <http://www.bussvc.wisc.edu/mds/PAT/PATHelp.html> and through [DoIT's KnowledgeBase](#). The DoIT Help Desk will provide assistance to customers encountering any issues and is available at 608-262-4357 (HELP).