

Generating Reports to Join MDS Order Details with WISDM and PAT Funding Detail

When using a specific MD Number or an [MDS Parent Account](#), reports are available to UW-Madison users to summarize and join the item level detail for your MDS purchases for the associated MD numbers with the actual funding that was used for those orders from WISDM. A separate report is also available to display the item level detail for your MDS purchases joined with the current funding assigned to each invoice in PAT for the current month that has not yet posted to WISDM.

1. Choose the method you would like to use to view your data and login using the appropriate steps below: **a. parent account** or **b. specific MD number**.

a. For a parent account:

Login to your parent account at

http://mds.bussvc.wisc.edu/order/parent_default.asp. Contact mdcsr@bussvc.wisc.edu with any questions.

Once you reach the main Parent Account screen listing all your child MD numbers, click on the “Click here to generate Parent Reports” link near the top of the screen.

MD Number ▲▼	Funding ▲▼	Notes ▲▼
MD00951	3105133A5372004133HF17	Edit
MD00955	3105233A5372004233JK62	Edit
MD01424	3105133A5347004133FW32	Edit
MD02847	3104144A5347004144NK79	Edit
MD02848	3104144A5347004144NK84	Edit

b. **For a specific MD number:**

Go to the MDS Ordering Site at <http://mds.bussvc.wisc.edu/order/default.asp>, choose “Been Here” and login with your MD number and password.

Choose the “Transactions” link from the left side menu.

Store Lobby

Welcome! Shop at our MDS Warehouse or at any of our suppliers below.

- [MDS Warehouse](#)
- [Dell Computer \(computer components\)](#)
- [Fisher Scientific \(lab supplies\)](#)
- [VWR \(lab supplies\)](#)
- [Staples Advantage \(office supplies\)](#)
- [Grainger \(maintenance supplies\)](#)
- [A...](#)
- [S...](#)

Click the “Transactions” link after logging in with your MD number.

On the Transaction Selection page, click the

Transaction Selection

[Click here to generate reports by year and month](#)

Or enter the date range (mm/dd/yyyy) for transactions you wish to view:

Begin Date:

End Date:

Click the “Click here to generate reports by year and month” link to begin.

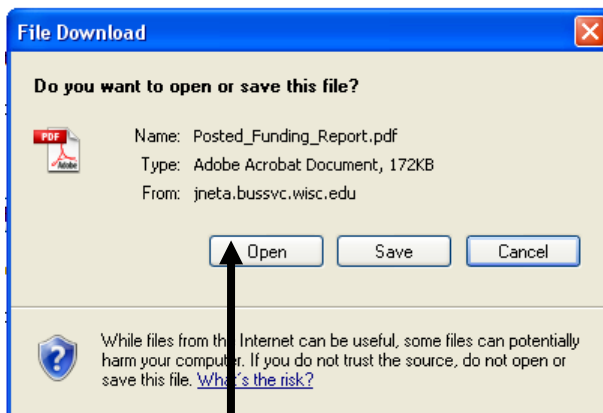
2. This opens a new window displaying all the available report types for your parent account. Choose a year and month using the drop down menus and then click on the desired report type.
 - a. The Transaction Lookup displays all MDS purchases of all child MD accounts for the chosen month and year (without funding data).
 - b. The Posted Funding and Detail Report joins the line item details from your MDS invoices for all child accounts with the actual funding used in WISDM for those transactions. This report is only available for fiscal year 2010 to the present (from July 2009 forward).
 - c. The Unposted Funding and Detail Report joins the line item details from your MDS invoices for all child accounts with the actual funding currently assigned in the Pre-Posting Allocation Tool (PAT) for those transactions. This report is only available for the current month that has not been posted to WISDM.

Click the “Posted Funding & Detail” button to generate a PDF document containing all the details of the MDS purchases for the chosen month and the funding used.

Choose the desired year and month using the drop down boxes and click the “Posted Funding & Detail” button to view item level detail and WISDM funding for your MDS invoices.

Note: This report is only available for July 2009 to the present.

Once the button is clicked, it may take a while to generate the report depending on the number of child MD numbers and amount of account activity. A File Download menu will appear allowing you to choose to “Open” or “Save” the report.



Click the “Open” button to view the report.

- Your final results should appear similar to that shown below. The basic details of your parent account appear at the top along with the default funding. Each invoice and all the items ordered for that month along with all the funding used on each invoice are shown for each child account with lines between each invoice. There will be a separate page break for each child MD number.

The screenshot shows a PDF document with the following content:

Posted Funding and Detail for 'April 2010' MDS Invoices

Parent Account: parent@bussvc.wisc.edu
MDS Account: MDXXXXX

UW Dept: John Smith, 1001 Lab B Bldg, 2, 1300 University Ave, Madison, WI 53706
 Account: 3105, Fund: 233, Campus: A, Department ID: 537200, Program: 4, Project ID: PRJ19TA

Invoice #	Invoice Date	Source	Reference	ShipTo Address1	ShipTo Address2	Invoice Amount
CE22214043101	04/12/2010	OFFICE PV	608/265-4493	4775B MSC PHARMACOL	1300 UNIVERSITY AVE ZN	\$25.53
Stock #	Description		Quantity	Unit	Unit Price	Line Item Amount
LEDL9014	LAMP,FOLD,DSK,BK		1.0	EA	\$ 25.53	\$ 25.53
Account	Fund	DeptID	Project	Program	JournalID	Class
3105	233	537200	PRJ19TA	4	JRB0018786	05/06/2010
						Expense Amount
						\$ 25.53

Invoice #	Invoice Date	Source	Reference	ShipTo Address1	ShipTo Address2	Invoice Amount
CE22223204201	04/13/2010	OFFICE PV	608/265-4493	4780 MSC PHARMACOLO	1300 UNIVERSITY AVE ZN	\$27.39
Stock #	Description		Quantity	Unit	Unit Price	Line Item Amount
BLKBP11223008	SURGE,12OUTLT,4320FOUL,GY		1.0	EA	\$ 27.39	\$ 27.39
Account	Fund	DeptID	Project	Program	JournalID	Class
3105	233	537200	PRJ19TA	4	JRB0018786	05/06/2010
						Expense Amount
						\$ 27.39

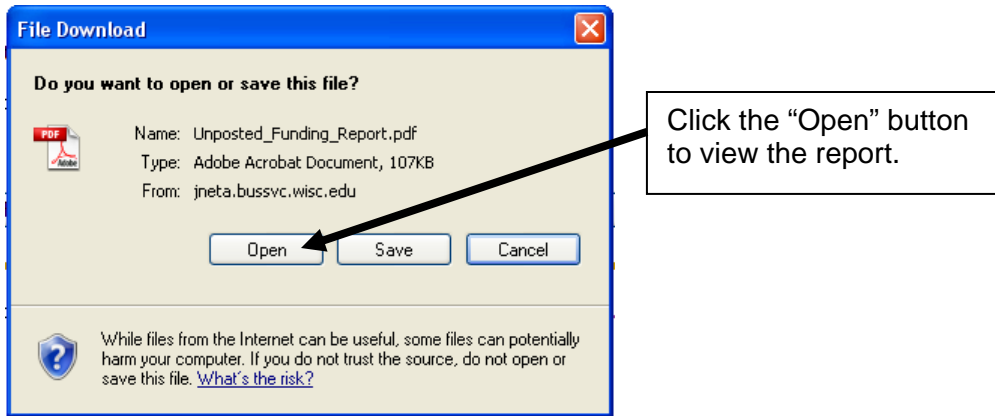
Invoice #	Invoice Date	Source	Reference	ShipTo Address1	ShipTo Address2	Invoice Amount
CE22228952601	04/14/2010	OFFICE PV		4780 MSC PHARMACOLO	1300 UNIVERSITY AVE ZN	\$23.54
Stock #	Description		Quantity	Unit	Unit Price	Line Item Amount
CLI30532	SORTER,32DIV,LTR,SZ,BE		2.0	EA	\$ 11.77	\$ 23.54
Account	Fund	DeptID	Project	Program	JournalID	Class
3105	233	537200	PRJ19TA	4	JRB0018786	05/06/2010
						Expense Amount
						\$ 23.54

- To view line item details from your MDS invoices for all your child accounts with the actual funding currently assigned in the Pre-Posting Allocation Tool (PAT) for those transactions; choose the current month and year from the drop down boxes and click the "Unposted Funding & Detail" button to generate the report.

The screenshot shows the "MDS Parent Account Transactions" page with the following elements:

- Navigation: UNIVERSITY OF WISCONSIN-MADISON, UW HOME, MY UW, UW SEARCH
- Section: MDS Parent Account Transactions
- Instructions: Select billing year and month from list, then click the Transaction Lookup, Posted Funding & Detail button for details.
- Form:
 - Select billing year: 2010
 - Select billing month: May
- Buttons: Transaction Lookup, Posted Funding & Detail, Unposted Funding & Detail, Close Window
- Callout Box: Choose the current month and year using the drop down boxes and click the "Unposted Funding & Detail" button to view item level detail and the current funding assigned in PAT for your MDS invoices.

Once the button is clicked, it may take a while to generate the report depending on the number of child MD numbers and amount of account activity. A File Download menu will appear allowing you to choose to “Open” or “Save” the report.



5. Your final results should appear similar to that shown below. The basic details of your parent account appear at the top along with the default funding. Each invoice and all the items ordered for that month along with all the funding currently assigned in PAT for each invoice is shown for each child account with lines between each invoice. There will be a separate page break for each child MD number.

Unposted_Funding_Report[1].pdf - Adobe Acrobat Professional

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Find

Un-Posted Funding and Detail for 'May 2010' MDS Invoices

Parent Account: parent@bussvc.wisc.edu

MDS Account: MDXXXXXX

UW Dept
John Smith
1001 Lab B Bldg. 2
1300 University Ave.
Madison, WI 53706

Account: 3105 Department ID: 537200
Fund: 233 Program: 4
Campus: A Project ID: PRJ19TA

Invoice #	Invoice Date	Source	Reference	ShipTo Address1	ShipTo Address2	Invoice Amount	
CE22388098101	05/13/2010	OFFICE PV	265-4493	4780 MSC PHARMACOLO	1300 UNIVERSITY AVE ZN	\$15.36	
Stock #	Description			Quantity	Unit	Unit Price	Line Item Amount
XST1350	STAMP,PRNK,FXED,RD			1.0	EA	\$ 4.62	\$ 4.62
XST1205	STAMP,PRNK,ENTERED,BE			1.0	EA	\$ 4.62	\$ 4.62
AVE21447	STAMP PAD,INK,3 OZ,RD			1.0	EA	\$ 1.14	\$ 1.14
AVE21071	STAMP PAD,FELT,#1,RD			1.0	EA	\$ 1.40	\$ 1.40
AVE21061	STAMP PAD,FELT,#1,BE			1.0	EA	\$ 1.40	\$ 1.40
XST22113	STAMP INK,RFL,BTL,BE			1.0	EA	\$ 2.18	\$ 2.18
Account	Fund	DeptID	Project	Program	Class	Allocated Amount	
3105	233	537200	PRJ19TA	4		\$ 15.36	
Invoice #	Invoice Date	Source	Reference	ShipTo Address1	ShipTo Address2	Invoice Amount	
DXDT567PC1	05/11/2010	DELL PV	AB/SLH COLOR	HUBANKS SUBANN	1300 UNIVERSITY AV	\$406.52	
Stock #	Description			Quantity	Unit	Unit Price	Line Item Amount
330-3012	DELL 1230C 1500 PAGE BLACK TONER (2.0	EA	\$ 55.09	\$ 110.18
330-3013	DELL 1230C 1000 PAGE YELLOW TONER			2.0	EA	\$ 49.39	\$ 98.78
330-3014	DELL 1230C 1000 PAGE MAGENTA TONE			2.0	EA	\$ 49.39	\$ 98.78
330-3015	DELL 1230C 1000 PAGE CYAN TONE CART			2.0	EA	\$ 49.39	\$ 98.78
Account	Fund	DeptID	Project	Program	Class	Allocated Amount	
3105	233	537200	PRJ19TA	4		\$ 406.52	

Troubleshooting and Error Messages

1. “The invoices of selected month/year are already locked”

This message will be displayed if the user is trying to generate the Unposted Funding & Detail report for a month that has already posted. Only transactions from the current billing period are available. In the example below, the user is trying to run the report for April 2010 which has already posted and received the error. Please note that if you are trying to run this report on the afternoon of the day that transactions are posted (3rd business day of the month at noon), you will receive this error.

The screenshot shows the University of Wisconsin-Madison MDS Parent Account Transactions interface. At the top, there is a navigation bar with the university logo, the name 'UNIVERSITY OF WISCONSIN-MADISON', and links for 'UW HOME', 'MY UW', and 'UW SEARCH'. Below this is the title 'MDS Parent Account Transactions'. The main content area contains instructions: 'Select billing year and month from list, then click the Transaction Lookup, Posted Funding & Detail or Unposted Funding & Detail button for details.' There are two dropdown menus: 'Select billing year:' with '2010' selected, and 'Select billing month:' with 'April' selected. Below these is a red error message: 'The invoices of selected month/year are already locked.' At the bottom, there are four buttons: 'Transaction Lookup', 'Posted Funding & Detail', 'Unposted Funding & Detail', and 'Close Window'.

2. “xxxxx@wisc.edu has no invoices for Month Year”

This message will be displayed if none of the child MDS accounts have had any activity for the period of time requested.

The screenshot shows the University of Wisconsin-Madison MDS Parent Account Transactions interface. At the top, there is a navigation bar with the university logo, the name 'UNIVERSITY OF WISCONSIN-MADISON', and links for 'UW HOME', 'MY UW', and 'UW SEARCH'. Below this is the title 'MDS Parent Account Transactions'. The main content area contains instructions: 'Select billing year and month from list, then click the Transaction Lookup, Posted Funding & Detail or Unposted Funding & Detail button for details.' There are two dropdown menus: 'Select billing year:' with '2010' selected, and 'Select billing month:' with 'June' selected. Below these is a red error message: 'scarrola has no invoices for June 2010'. At the bottom, there are four buttons: 'Transaction Lookup', 'Posted Funding & Detail', 'Unposted Funding & Detail', and 'Close Window'.

3. “xxxxx@wisc.edu has no SFS invoices”

This message will be displayed if none of the child MDS accounts are billed through SFS. For example a state agency, county, or municipality is billed in a different manner and will not have any data available in these reports.

The screenshot shows the University of Wisconsin-Madison MDS Parent Account Transactions interface. At the top, there is a navigation bar with the university logo, the name 'UNIVERSITY OF WISCONSIN-MADISON', and links for 'UW HOME', 'MY UW', and 'UW SEARCH'. Below this is the title 'MDS Parent Account Transactions'. The main content area contains instructions: 'Select billing year and month from list, then click the Transaction Lookup, Posted Funding & Detail or Unposted Funding & Detail button for details.' There are two dropdown menus: 'Select billing year:' with '2010' selected, and 'Select billing month:' with 'April' selected. Below these is a red error message: 'jtest@wisc.edu has no SFS invoices for April 2010'. At the bottom, there are four buttons: 'Transaction Lookup', 'Posted Funding & Detail', 'Unposted Funding & Detail', and 'Close Window'.

4. **No funding/WISDM data appears in report.**

This will happen (as pictured below) if the user chooses the Posted Funding and Detail report for a month that has not yet been billed. Since no funding data has been sent to WISDM, nothing can be displayed in those fields. However, the line item details for the orders will still be displayed.

Posted Funding and Detail for 'May 2010' MDS Invoices

Parent Account: parent@bussvc.wisc.edu

MDS Account: MIDXXXXX

U/W Dept: John Smith
1001 Lab B Bldg, 2
1300 University Ave.
Madison, WI 53706

Account: 3105
Fund: 233
Campus: A

Department ID: 537200
Program: 4
Project ID: PRJ19TA

Invoice #	Invoice Date	Source	Reference	ShipTo Address1	ShipTo Address2	Invoice Amount	
CE12388098101	05/13/2010	OFFICE PV	265-4493	4780 MSC PHARMACOLO	1300 UNIVERSITY AVE ZN	\$15.36	
Stock #	Description			Quantity	Unit	Unit Price	Line Item Amount
XST1350	STAMP,PRNK,FAKED,RD			1.0	EA	\$ 4.62	\$ 4.62
XST1205	STAMP,PRNK,ENTERED,BE			1.0	EA	\$ 4.62	\$ 4.62
AVE21447	STAMP PAD INK,2 OZ,RD			1.0	EA	\$ 1.14	\$ 1.14
AVE21071	STAMP PAD,FELT,#1,RD			1.0	EA	\$ 1.40	\$ 1.40
AVE21061	STAMP PAD,FELT,#1,BE			1.0	EA	\$ 1.40	\$ 1.40
XST22113	STAMP INK,RFL,BTL,BE			1.0	EA	\$ 2.18	\$ 2.18

Invoice #	Invoice Date	Source	Reference	ShipTo Address1	ShipTo Address2	Invoice Amount	
DNNT567PC1	05/11/2010	DELL PV	AB/SLH COLOR	HUBANKS SUEANN	1300 UNIVERSITY AV	\$406.52	
Stock #	Description			Quantity	Unit	Unit Price	Line Item Amount
330-3012	DELL 1230C 1500 PAGE BLACK	TONER (2.0	EA	\$ 55.09	\$ 110.18
330-3013	DELL 1230C 1000 PAGE YELLOW	TONER		2.0	EA	\$ 49.39	\$ 98.78
330-3014	DELL 1230C 1000 PAGE MAGENTA	TONE		2.0	EA	\$ 49.39	\$ 98.78
330-3015	DELL 1230C 1000 PAGE CYAN TONE	CART		2.0	EA	\$ 49.39	\$ 98.78