



# Material Distribution Services

## Pre-Posting Allocation Tool (PAT)

### 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). For example, if a department makes 4 purchases to Corporate Express on MD06152 in the month of July 2009 (as viewed below in the PAT screen shot), they would see 4 entries in WISDM (as viewed below in the WISDM screen shot) for that month for that MD number instead of one entry summarizing all the purchases. The billing will occur on a monthly basis (on the third business day of each 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.

#### Invoice Summary Data as it appears in PAT for 4 Corporate Express purchases for MD06152:

UNIVERSITY OF WISCONSIN-MADISON																LOGOUT
Pre-posting Allocation Tool																
#	Invoice# ▲	Customer#	Invoice Amount	Account	Fund	Dept	Program	Project	Class	Funding Total	JET Description	Journal Line Ref	Reference	VoucherNo	InvoiceNo	
1	CE20454326801	MD06152	\$2.67	3101	233	534260	4	233KG96		\$2.67	MDS CE20454326801	MD06152	OFFICE PV	2009-06-01	REPLACEMENTT	
2	CE20454326802	MD06152	\$75.97	3101	233	534260	4	233KG96		\$75.97	MDS CE20454326802	MD06152	OFFICE PV	2009-06-12	REPLACEMENTT	
3	CE20458588201	MD06152	\$26.40	3101	233	534260	4	233KG96		\$26.40	MDS CE20458588201	MD06152	OFFICE PV	2009-06-01		
4	CE20470448101	MD06152	\$9.78	3101	233	534260	4	233KG96		\$9.78	MDS CE20470448101	MD06152	OFFICE PV	2009-06-03	ATTN:MARCY	

#### Invoice Summary Data as it appears in WISDM for the same 4 Corporate Express purchases for MD06152:

Monetary Amt	Enc Amount	Fund	Dept	Project/Grant	Sub-Class	Prog	Acct Descr	Fiscal Yr	Acct	Descr	PO	Vchr ID	Acct Period	Jrnl Date	Line No	Date Posted	Jrnl Line Ref	Leg Bud Tfr	Leg Bud Rsn	GL Jrnl ID	PO Vndr Name	Ledger	Invoice No
2.67	0.00	233	534260	233KG96		4	Supplies-Office	2009	3101	MDS CE20454326801	OFFICE PV	2009-06-01		12	6/16/2009	2410	6/16/2009	MD06152		JRB0012348	ACTUALS	REPLACEMENTT	
75.97	0.00	233	534260	233KG96		4	Supplies-Office	2009	3101	MDS CE20454326802	OFFICE PV	2009-06-12		12	6/16/2009	2411	6/16/2009	MD06152		JRB0012348	ACTUALS	REPLACEMENTT	
26.40	0.00	233	534260	233KG96		4	Supplies-Office	2009	3101	MDS CE20458588201	OFFICE PV	2009-06-01		12	6/16/2009	2412	6/16/2009	MD06152		JRB0012348	ACTUALS		
9.78	0.00	233	534260	233KG96		4	Supplies-Office	2009	3101	MDS CE20470448101	OFFICE PV	2009-06-03		12	6/16/2009	2413	6/16/2009	MD06152		JRB0012348	ACTUALS	ATTN:MARCY	

A mapping and explanation of the data fields appears on the next page. Each invoice summary line in PAT will correspond to a transaction as posted in WISDM. The easiest way to think of these is that an invoice/line in PAT/line in WISDM will appear for each checkout with each prime vendor on your MD number each month. Please note that the data in the Invoice No field in both PAT and WISDM is taken from what you are able to enter from the "Reference" field on shipping screen of MDS e-commerce system and can be very useful in identifying transactions.



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### Mapping of PAT fields to WISDM fields

PAT		
Field Name	Explanation	Data for 1st Line
<b>Customer Number</b>	your MD number	MD06152
<b>Invoice Number</b>	Invoice number, beginning prefix identifies vendor	CE20454326801
<b>Invoice Amount</b>	total dollar amount of this invoice / checkout with that specific vendor	2.67
<b>Account</b>	4 digit Account Code	3101
<b>Fund</b>	3 digit Fund number	233
<b>Dept</b>	6 digit Department ID	534260
<b>Program</b>	1 digit Program Code	4
<b>Project</b>	7 digit Project ID	233KG96
<b>Class</b>	Building Number	
<b>Funding Total</b>	total dollar amount applied to your listed funding string	201.44
<b>JET Description</b>	all Descriptions begin with MDS followed by the invoice number	MDS CE20454326801
<b>Journal Line Ref</b>	your MD number	MD06152
<b>Reference</b>	type of prime vendor	OFFICE PV
<b>Voucher #</b>	date of MDS invoice	2009-06-01
<b>Invoice No</b>	Customer entered information from Reference field on shipping screen of MDS e-commerce system	REPLACEMENT

WISDM		
Field Name	Explanation	Data for 1st Line
	no corresponding WISDM field	
	no corresponding WISDM field	
	no corresponding WISDM field	
<b>Acct</b>	4 digit Account Code	3101
<b>Fund</b>	3 digit Fund number	233
<b>Dept</b>	6 digit Department ID	534260
<b>Prog</b>	1 digit Program Code	4
<b>Project/Grant</b>	7 digit Project ID	233KG96
<b>Sub-Class</b>	Building Number	
<b>Monetary Amt</b>	total dollar amount applied to your listed funding string	201.44
<b>Description</b>	your invoice number with "MDS" preceding it to identify this an MDS transaction	MDS CE20454326801
<b>Jrnl Line Ref</b>	your MD number	MD06152
<b>PO</b>	type of prime vendor	OFFICE PV
<b>Vchr Id</b>	date of MDS invoice	2009-06-01
<b>Invoice No</b>	Customer entered information from Reference field on shipping screen of MDS e-commerce system	REPLACEMENT
<b>Source</b>	Source of data	GIUJ
<b>GL Jrnl ID</b>	Journal ID number	JRB0012348
<b>Jrnl Date</b>	Date Submitted to SFS	6/16/2009
<b>Acct Desc</b>	Default upon import	Supplies-Office
<b>PO Vndr Name</b>	not used	
<b>Enc Amount</b>	not used	