

Pre-Posting Allocation Tool (PAT) Frequently Asked Questions

- 1. How Do I Access PAT? Why isn't it available in the MDS e-commerce system?**

PAT is available for login through the UW-System Authentication Hub using the appropriate ID and password (NetID for UW-Madison campus). The tool was built in this way to allow easy access by all UW-System campuses and future expansion for reallocation of other types of transactions. Though you have access simply through using your ID and password and entering your parent account or MD number, we are recording who is doing each of the reallocations that are performed. The reallocation methodology is similar to that of the purchasing card and was approved by the SFS Steering Committee.
- 2. When are my transactions available in PAT?**

Each night, all the invoices (i.e. each "checkout" with each prime vendor) for that day that were charged to your MD number are posted in PAT and are available to reallocate the next morning.
- 3. How long do I have to reallocate until my transactions are posted (i.e. when will I be billed)?**

It depends on when you made the purchase, but you will have until noon on the 3rd business day of the following month to complete your reallocations. For example, all of your July 2009 transactions will be available to reallocate until noon on August 5, 2009. At noon on the 3rd business day of the month the transactions for the previous month will be locked and submitted to SFS and should appear in WISDM the next day. On the 4th business day of the month, your transactions for the current month will begin to appear again until the 3rd business day of the next month. See the [PAT Reallocation and Posting Deadlines Calendar](#) for specific dates.
- 4. How can I view my transactions in PAT once the 3rd business day of the beginning of the month has passed? What happens to them when activity from the next month is populated? The transactions for the previous month are no longer available in PAT. There are a few ways to look at the data. The specific funding data seen in PAT is contained in WISDM and all your transactions detail can be found on MDS e-commerce site by logging in with your MD number and choosing transactions in the left side menu. For a calendar of posting dates, see the [PAT Reallocation and Posting Deadlines Calendar](#). See Changes in [WISDM for MDS Postings](#) for screen shots and further information. Also see [Searching for MDS Transactions in WISDM](#) for further specifics on finding your transactions.**
- 5. Am I required to reallocate funding?**

No, that decision is up to you and your department. PAT is simply a tool to help you better manage your transaction spend and data; thus reducing paper processes and resources needed to properly charge transactions, but use of the tool is not required.
- 6. How can I tell if I have worked on/reallocated part of an invoice during the month?**

The line number in the far left column on the screen (in the "#" column) will be red and italicized and if you hover the mouse cursor over that number, a message will indicate that the transaction has been updated.

- 7. Is the funding that I enter checked or edited?**
Each funding string entered is automatically edited to ensure that it is valid and that all the coding entered is a valid combination. The edits are the same that are used when generating an External Requisition in My UW. If your funding does not pass the edits, you will receive an error message. The [PAT Help page](#) describes possible errors and methods for dealing with each one.
- 8. If my grant funding/project expires at the end of the month, will I still be able to reallocate?**
In most cases yes. If the funding you enter in PAT passes the edits (as described in the question above), it is safe to reallocate. You will receive an error message if your funding does not pass the edits.
- 9. Can I split a transaction between multiple departments?**
Yes, you are able to split a transaction between multiple Department IDs. The only criteria is that the funding must pass the edits as described above. Make sure that the other department is aware of the transaction and has approved the split. If the other Department does not recognize the transaction when it appears in WISDM, the can contact MDS to see who charged the transaction to them as we are recording who is doing each of the reallocations that are performed.
- 10. Can I split a transaction between System campuses or charge a transaction to another campus?**
No, transactions can only be charged within the same campus unit, meaning that two separate campuses, such as UW-Madison and UW-Extension cannot share the charge for or split the same transaction. The transaction would have to be allocated to funding within the same unit that the MD number resides in.
- 11. How can I tell if an invoice that has been imported by MDS or a transaction that I worked on/reallocated has an error?**
On the first screen that you go to after you enter your parent account or MD number, the MD number will appear in red italic type if there are any errors. Please click the check box next to these and assign new funding or reallocate to correct the error.
- 12. Is there a limit to the number of splits of funding I can enter for an invoice?**
No, the system allows you to split the invoice total to as many different funding lines as you may need.
- 13. How can I reallocate/split the funding on my invoice if I have purchased more than 1 item and I want to fund each item differently?**
Click on the invoice number to see the invoice detail describing what has been purchased and create a split for the amount of each item with the appropriate funding information describing where you want it to be charged.

14. How should I reallocate capital equipment? Can I change the account code to a capital equipment code? How does this get reported to Property Control?

Yes, you may choose to reallocate charges to a capital account code. Anything that is reallocated to a capital account code will be automatically reported to Property Control each month after the MDS billing is posted to WISDM. When making a purchase, if you know the item will be capitalized and already have an Inventory Number (which begins with a "U"), please enter this number in the Reference field that appears on the shipping screen to assist in our reporting. MDS also reports purchases of individual items over \$5000 to property control even if they are not coded with the correct account code.

15. Do I still need to submit a customer number/change form to make changes to the funding in my MD number?

No, if you would like to reallocate or split the funding used on an invoice that has been charged to your MD number, you can access PAT using that MD number and perform the reallocation/split before the transaction is billed. The change form is only required if you wish to permanently change the default funding associated with your MD number.

16. Why is my Default Department for my MD number in PAT listed as Multiple instead of a specific number?

The Default Department ID will be listed as multiple if your default department was changed during the current billing period and you have transactions with both the old Department ID and the new Department ID that currently appear in PAT. Instead of showing both IDs, the application displays "Multiple" to let you know that your transactions for that MD number will not all have the same Default Department ID.

17. How will this tool impact what I see in WISDM?

Instead of seeing one monthly summary entry with a total amount for all of my purchases with that MD number, you will see invoice summary information like that listed in PAT (i.e. a listing for each "checkout" with each prime vendor for that MD number for that month). See [Changes in WISDM for MDS Postings](#) for screen shots and further information. Also see [Searching for MDS Transactions in WISDM](#) for further specifics on finding your transactions.

18. Can I still view a summary of transactions in WISDM? How can I view invoice details?

Instead of seeing one monthly summary entry with a total amount for all of my purchases with that MD number, you will see invoice summary information like that listed in PAT. Depending on how you search in WISDM, your data can be extracted and totaled. Your transaction detail can be found on the MDS e-commerce site by logging in with your MD number and choosing transactions in the left side menu. This view will provide a dollar total of all your activity and you can choose one of the options at the bottom of the screen to export the data to Excel or view the transactions in WISDM. See [Changes in WISDM for MDS Postings](#) for screen shots and further information. Also see [Searching for MDS Transactions in WISDM](#) for further specifics on finding your transactions.

19. How does PAT affect MDS statements?

MDS statements and online transaction history will not show the funding detail from PAT. The source for this information is WISDM. You can look at how the invoices for your MD number were funded by choosing the button at the bottom of the transactions screen that allows you to view the WISDM entries for that particular time period. See [Changes in WISDM for MDS Postings](#) for screen shots and further information. Also see [Searching for MDS Transactions in WISDM](#) for further specifics on finding your transactions.

20. If I split a transaction, how will that be reflected in my MDS statement and in my online transaction history for that MD number?

The transaction will only show up in the MDS statement and online transaction history for the MD number that was used to place the initial order. Even if the funding used as a part of the split was associated with another MD number, the transaction will not show up in the statement or history of any MD number other than the MD number used to make the purchase. The funding information in PAT is stored in WISDM and not in your specific transaction history for that MD number. You can look at how the invoices for your MD number were funded by choosing the button at the bottom of the transactions screen that allows you to view the WISDM entries for that particular time period.

21. What if my grant funding expires or my funding becomes invalid after I do a reallocation, but before the transactions are posted and viewable in WISDM?

If the error is noticed early enough, MDS staff will attempt to contact the department to resolve the funding error, but if the error is not resolved by the time of the posting to SFS on the 3rd business day of the month, the default coding for that MD number will be charged for your transaction.

22. Does there need to be a separation of duties (e.g. can the same person make the purchase and reallocate/split the funding)?

It is the responsibility of each department to ensure that proper separation of duties exists. Similar to the separation that exists for the use of the Purchasing Card, and following the recommendations of proper accounting practices for the University, a different person should be reviewing purchases and reallocating than the person actually doing the ordering. It is up to each department to determine how to best implement this structure. Contact your Dean's Office with further questions or concerns.

23. Who has the authority to reallocate funding in PAT? I have several people that do ordering, can any of them use PAT?

Technically anyone with a valid campus ID and password that knows their MD number or parent account is able to reallocate in PAT. As explained above, MDS is leaving the determination of which individuals will do the reallocation and the proper separation of duties to each department. The reallocation methodology is similar to that of the purchasing card and was approved by the SFS Steering Committee. However, we do record who is performing each of the reallocations if a problem should arise later.

24. What is a Parent MD Account?

Aka Parent/Child Account Set-Up: A "Parent" account has access to the "child" accounts that are setup beneath them without having to login to each of the "child" accounts being managed and allows you to better manage a large number of MD numbers. It provides "Parent" access to multiple accounts without needing to remember multiple passwords. Parent access allows you to view transactions and make purchases on the MD account "children" you manage. Parent/Child accounts are activated and updated by MDS staff. To request a Parent/Child account, please contact MDS Customer Service: mdscsr@bussvc.wisc.edu, 608-497-4400 (7:45 AM – 4:30PM, press 1 when prompted).

25. Do I need a Parent MD Account to reallocate?

No, a parent account is not required. You can access PAT for any individual MD number. There are some advantages to having a parent account if you manage many MD numbers (see the question above), but it is not required.

26. Do I need to keep all of my MD numbers or can I just use one MD number or a couple MD numbers and then use PAT to reallocate?

You may do whichever is easier for you. If you prefer to keep many MD numbers associated with different funding strings and use those to purchase that is fine; however, if you choose to limit the amount of MD numbers you keep by instead reallocating the funding for your purchases that is also fine.

27. Do I need to get a new MD number to be able to reallocate in PAT?

No, any of your current MD numbers or parent accounts will work with PAT.

28. Can I add or change any of the description information available in PAT?

Unfortunately, only the funding information is available for editing. The limits of what we are able to put into WISDM dictate what information is able to be populated in the other fields and we are unable to allow that editing at this time.

29. What does the "JET Description" or invoice number like CE20326205701 mean?

Each of the invoice numbers begins with a letter or letters indicating what vendor the purchase was made from or what type of invoice the number represents.

- CE: Staples Advantage (formerly Corporate Express)
- D: Dell Computers
- G: Airgas
- INV: MDS Warehouse
- L: Fisher Scientific
- M: Grainger Industrial
- V: VWR
- CYL: Daily cylinder rental charge.
- DEBIT: Deductions for various transactions.
- FRGT: Freight charges for various transactions (truck delivery, SWAP pickups, etc)
- RETURN: Credit for product returned or price adjustment.
- SUB: Special order for large quantities of salt.
- SW: SWAP purchase or fee.
- SWCR: SWAP credit (points) for items sold.
- U: In-store purchase at UW Bookstore.
- UPS: UPS