

Pre-Posting Allocation Tool (PAT) User Guide

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Introduction to the Pre-Posting Allocation Tool (PAT):

The Pre-posting Allocation Tool (PAT) allows designated staff to change funds assigned to certain transaction activity prior to those expenses posting to the Shared Financial System (SFS). Currently, this tool will only be used for customers of UW Materials Distribution Services (MDS) in order to reallocate their MDS. In the future, this tool will be expanded so that customers of other recharge centers can make use of this tool.

By providing an opportunity to reallocate funding, this tool is expected to:

- Reduce the need to do corrective non-salary cost transfers (NSCTs) for many transactions by reallocating and changing funding before posting transactions to SFS.
- Allow a transaction to easily be split to multiple funding sources just like using a procurement card.
- Help reduce the number of MDS accounts that a Department needs to manage.
- Help reduce the need to submit funding changes via the MD number change form.

Overview

MDS populates the PAT application with MDS invoices for customers affiliated with a UW system institution. MDS invoices are created every business day for each separate checkout with a vendor. The following night, the invoices that were created on the previous day will be imported into the PAT application and viewable by the customer.

Each MDS customer account is associated with one default funding distribution. Each transaction that is imported into PAT will reference the default funding distribution that is associated with the MDS account. Immediately after the invoice is imported into PAT, customers will be able to review their invoices and, if desired, reallocate the funding over-writing the default funding distribution.

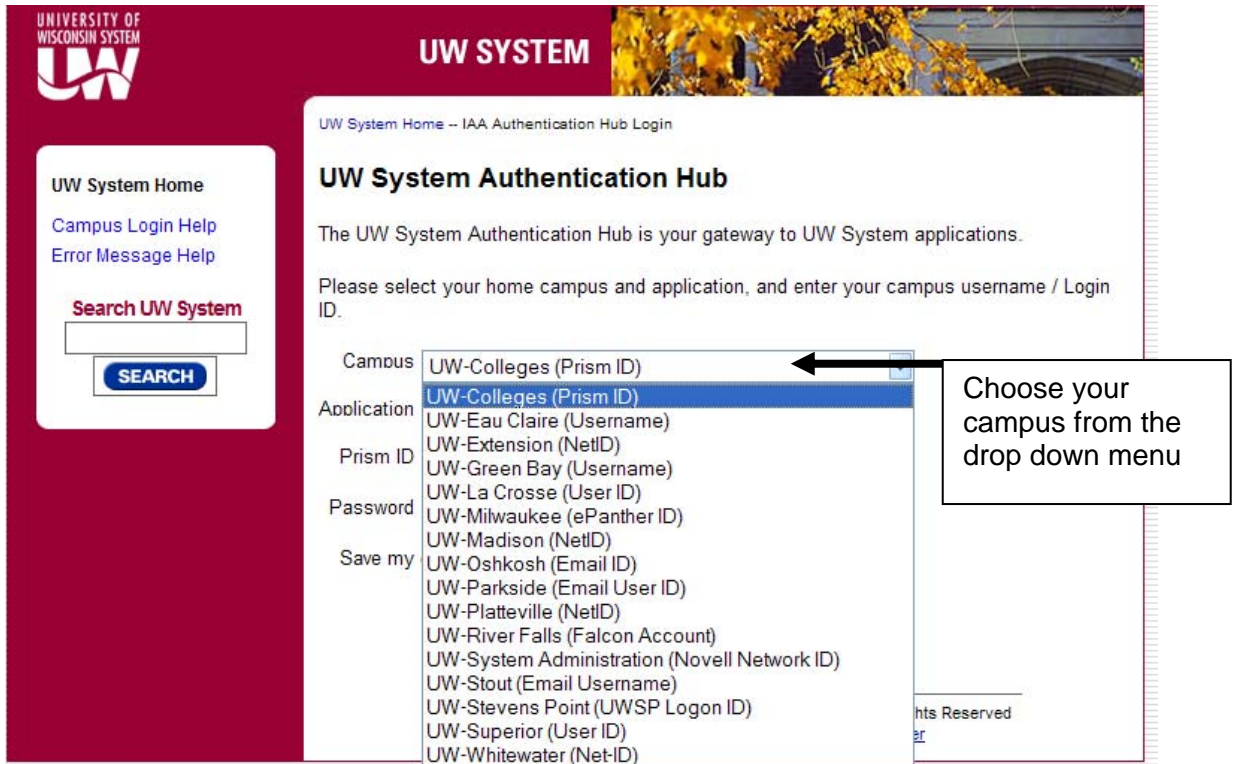
On the third business day of the following month at noon, MDS staff will lock all of the invoices in PAT, and then extract them (including all reallocation changes to the funding) from PAT in order to post the transactions in SFS. The following day, those transactions should be available for review in WISDM.

MDS customers will have at least three business days after the end of the month to complete their reallocation before the invoices are locked. In addition, MDS customers can begin to reallocate their invoices anytime after they appear in PAT. Customers will not need to wait until the end of the month to begin their reallocations.

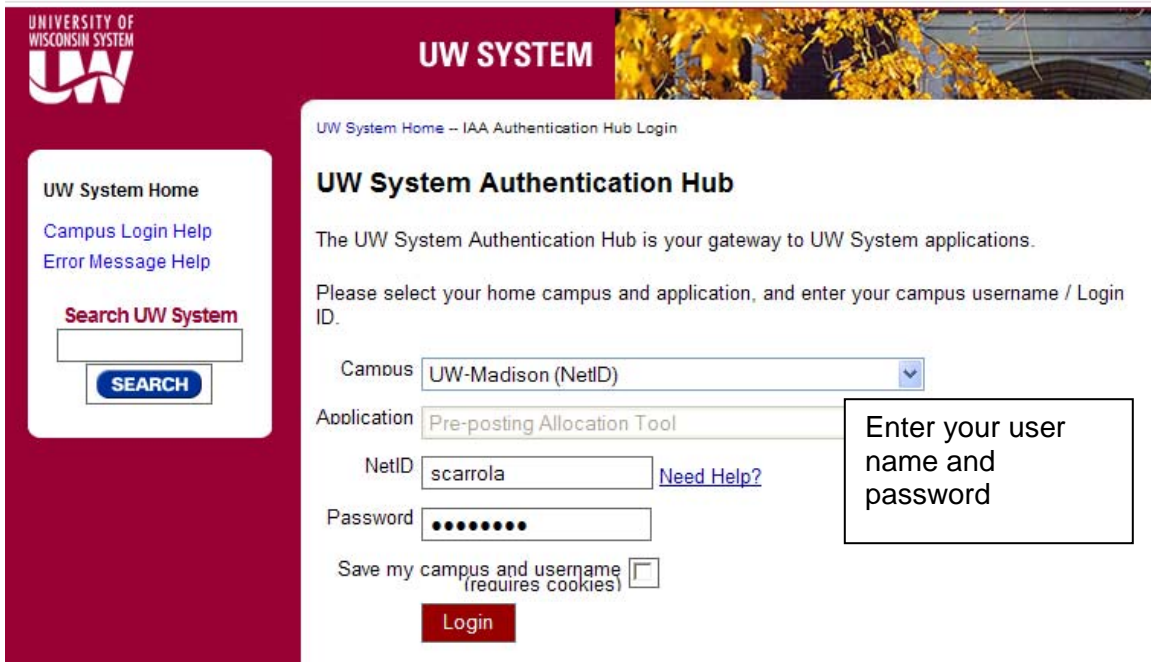
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Logging into PAT:

1. Access the application at <https://authhub.wisconsin.edu/?&app=pat> or through the link on the MDS website. The PAT logon screen uses the IAA Authentication Hub as seen below, which allows access to the tool for all UW System campuses. Choose the appropriate campus from the “Campus” drop down.



2. Enter your user ID and password specific to your campus to login. At UW-Madison, your NetID is used (which is also used to login to My UW).



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- Once you have successfully authenticated, you will see the screen below. Currently, the only billing unit available will be MDS which is pre-selected for you. In the future, we expect other billing units like the UW-Madison Division of Information Technology (DoIT) to participate in the PAT. Once those units are ready, they will be selectable as a billing unit in PAT.

- Enter either the email address associated with your MDS parent account or your MD account number and click the “Show Customer List” button to begin.

- By clicking the “Click here to assign/manage your PAT funding string preferences” link on the login screen, users can enter and/or change their commonly used funding (or parts of the funding string) which can be accessed while reallocating to save on keying. The funding is not validated at this point and will not affect any of your default funding for your MD number.

Assign/edit your funding string preferences for PAT:

The following funding strings can be used/inserted when reallocating and splitting your funding in PAT to eliminate the need for re-keying. You may enter all or part of a funding string (whatever is most convenient for your use). These funding entries are not validated by the application.

You are not required to complete these preferences.

NOTE: The funding entered here WILL NOT affect your default funding on your MD number.

	Account	Fund	Dept	Program	Project	Class
Edit	3101	101	036500	1		
Save Split						
Cancel						

Commonly used funding can be entered to save on keying by choosing the link on the login page. The funding will be specific to each user that logs into PAT.

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PAT Main Screen Overview

After logging into PAT with a valid MDS parent account or a specific MD number, the system will display a grid similar to the one in the screen shot below. **Only those MDS customer accounts that have had transaction activity in the current billing period will be displayed.** If you have chosen to login with a parent account, all the MD numbers with any transactional activity that are associated with that parent will be displayed. If you logged in with a specific MD number, only that MD number will appear in the list and it will only appear if there has been transactional activity in the current month. If nothing appears, that simply means that you have not placed any orders with MDS on that MD number in the current month that have been brought into PAT.

The grid on the main screen will show your MD number(s), the default department ID for the MD number, the total number of invoices for each customer account, and the total value of those invoices.

1. Choose a group of customer accounts to work on by clicking on the check box next to each customer account, or choose the “Check All” button to work with all available MD numbers.
2. There are three options for reallocation when working with your accounts. They are associated with the three buttons located below the grid, as follows:
 - a. In the first option, you can choose to “assign a single funding string to many invoices”. This is also known as a *mass reallocation*. Specific instructions to walk you through this option begin on the following page.
 - b. The second option is to “assign many funding strings to many invoices”. This allows you to assign the same percentage splits to many invoices at once. Specific instructions to walk you through this option begin on page 12.
 - c. The third option is to “reallocate funding one invoice at a time”. If you need to assign more than one funding string to an invoice (also known as a *split transaction* or *split funding*), you will need to use the second option. Specific instructions to walk you through this option begin on page 14.

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59 customers with invoices for user@wisc.edu

	Customer#	Default Dept	# of Invoices	Total Invoice Amount
1	<input type="checkbox"/> MD12512	534255	1	\$71.99
2	<input type="checkbox"/> MD02456	534250	1	\$343.08
3	<input checked="" type="checkbox"/> MD02474	534260	5	\$293.49
4	<input checked="" type="checkbox"/> MD02479	534280	1	\$124.64
5	<input checked="" type="checkbox"/> MD02506	534285	4	\$650.04
6	<input type="checkbox"/> MD06135	534200	4	\$339.19
7	<input type="checkbox"/> MD06137	534225	3	\$1,297.52
8	<input type="checkbox"/> MD06139	534244	7	\$90.42
9	<input type="checkbox"/> MD06141	534250	2	\$227.53
10	<input type="checkbox"/> MD06143	534255	6	\$916.31
11	<input type="checkbox"/> MD06144	534253	2	\$523.80
12	<input type="checkbox"/> MD06145	534265	1	\$46.52
13	<input type="checkbox"/> MD06146	534206	3	\$97.29

Once you choose a parent account or an MD number, **any customer accounts that have had transactional activity will be displayed.** If there has been no activity in the given month, the MD account will not be displayed.

Click the check box next to the account(s) you would like to work on (or “Check All”) and choose from the options at the bottom to continue:

- assign a single funding string to many invoices
- assign many funding strings to many invoices
- reallocate funding one invoice at a time

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Assign a Single Funding String to Many Invoices

Using a Parent Account

1. Check the MD numbers you would like to work with (as in the screen shot below) and click “assign a single funding string to many invoices” to do a mass reallocation.

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Pre-posting Allocation Tool

59 customers with invoices for user@wisc.edu

	Customer#	Default Dept	# of Invoices	Total Invoice Amount
1	<input type="checkbox"/> MD12512	534255	1	\$71.99
2	<input type="checkbox"/> MD02456	534250	1	\$343.08
3	<input checked="" type="checkbox"/> MD02474	534260	5	\$293.49
4	<input checked="" type="checkbox"/> MD02479	534280	1	\$124.64
5	<input checked="" type="checkbox"/> MD02506	534285	4	\$650.04
6	<input type="checkbox"/> MD06135	534200	4	\$339.19
7	<input type="checkbox"/> MD06137	534225	3	\$1,297.52
8	<input type="checkbox"/> MD06139	534244	7	\$90.42
9	<input type="checkbox"/> MD06141	534250	2	\$227.53
10	<input type="checkbox"/> MD06143	534255	6	\$916.31
11	<input type="checkbox"/> MD06144	534253	2	\$523.80
12	<input type="checkbox"/> MD06145	534265	1	\$46.52
13	<input type="checkbox"/> MD06146	534206	3	\$97.29

Check the MD numbers you would like to work with (or “Check All”) and click “assign a single funding string to many invoices”

2. The next screen (as seen below) displays the eight invoices associated with the three MD numbers that were checked. The invoice amount and associated funding string for each are displayed in the grid. You may click the Customer#, Invoice#, or any of the other column headings to sort the records. Clicking again will change the sort order.

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Pre-posting Allocation Tool

LOGOUT

#	Customer# ▲	Invoice#	Invoice Amount	Account	Fund	Dept	Program	Project	Class	Funding Total	JET Desc
1	<input type="checkbox"/> MD02474	CE20067104101	\$201.44	3105	233	534225	4	233E381		\$201.44	MDS CE20
2	<input type="checkbox"/> MD02474	CYL00000001116068	\$9.15	3105	233	534225	4	233E381		\$9.15	MDS CYLC
3	<input type="checkbox"/> MD02474	L09-2831961	\$44.98	3105	233	534225	4	233E381		\$44.98	MDS L09-
4	<input type="checkbox"/> MD02474	L09-2831963	\$76.62	3105	233	534225	4	233E381		\$76.62	MDS L09-
5	<input type="checkbox"/> MD02474	L09-3238011	\$1,224.00	3105	233	534225	4	233E381		\$1,224.00	MDS L09-
6	<input type="checkbox"/> MD02479	SUB64713	\$728.36	3101	233	534225	4	233T576		\$728.36	MDS SUB6
7	<input type="checkbox"/> MD02506	CYL00000001116069	\$9.15	3105	144	534260	4	144MT04		\$9.15	MDS CYLC
8	<input type="checkbox"/> MD02506	CYL00000001117630	\$6.82	3105	144	534260	4	144MT04		\$6.82	MDS CYLC

You may click the invoice number (CE20067104101 circled in blue in the screen shot above)

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to open a new window containing detailed invoice information. Use this feature to review the details of the invoice while determining how to reallocate an invoice or group of invoices.

Click on the Invoice # to get detailed invoice information in a new window.

- To assign a single funding string to a group of invoices, select the invoices to reallocate by clicking on each check box next to the line number. You can also click on the “Check All” button to check all invoices in the grid.

Click check boxes next to the MD numbers you wish to reallocate.

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4. Type a valid funding distribution in the set of text boxes under “Option #1” (as circled in blue in the screen shot below) and click “Assign Funding to all checked invoices”.

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LOGOUT

Pre-posting Allocation Tool

#	Customer# ▲	Invoice#	Invoice Amount	Account	Fund	Dept	Program	Project	Class	Funding Total	JET Desc
1	<input checked="" type="checkbox"/>	MD02474	CE20067104101	\$201.44	3105	233	534225	4	233E381	\$201.44	MDS CE20
2	<input checked="" type="checkbox"/>	MD02474	CYL00000001116068	\$9.15	3105	233	534225	4	233E381	\$9.15	MDS CYLC
3	<input checked="" type="checkbox"/>	MD02474	L09-2831961	\$44.98	3105	233	534225	4	233E381	\$44.98	MDS L09-
4	<input checked="" type="checkbox"/>	MD02474	L09-2831963	\$76.62	3105	233	534225	4	233E381	\$76.62	MDS L09-
5	<input checked="" type="checkbox"/>	MD02474	L09-3238011	\$1,224.00	3105	233	534225	4	233E381	\$1,224.00	MDS L09-
6	<input type="checkbox"/>	MD02479	SUB64713	\$728.36	3101	233	534225	4	233T576	\$728.36	MDS SUBE
7	<input type="checkbox"/>	MD02506	CYL00000001116069	\$9.15	3105	144	534260	4	144MT04	\$9.15	MDS CYLC
8	<input type="checkbox"/>	MD02506	CYL00000001117630	\$6.82	3105	144	534260	4	144MT04	\$6.82	MDS CYLC

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="233"/>	<input type="text" value="534225"/>	<input type="text" value="4"/>	<input type="text" value="233E381"/>	<input type="text"/>

Press F2 to access funding string lists.

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

1. Enter your new funding in the text boxes under “Option 1”
2. Click “Assign Funding to all checked invoices”

Once the new funding is entered, the change will be reflected in the table.

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Using Funding Preferences on the Reallocation Screen

Whenever you are entering funding to reallocate, you will have the option to use your funding string preferences or to access commonly used funding for your parent account or MD number.

1. All funding entry grids will have the text "Press F2 to access funding string lists." listed below the grid as a reminder (also highlighted in the picture below). Click in the Account box to make sure your cursor is in the funding entry grid and then press the "F2" on your keyboard.

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

Account	Fund	Dept	Program	Project	Class
3101	233	534225	4	233E381	

Press F2 to access funding string lists.

Assign Funding to all checked Invoices

Option #2: This option will return all checked invoices to the funding string that

Return all checked invoices to original values

Click in the Account box of the funding entry grid and then press the "F2" key on your keyboard to view your funding string preferences and the most commonly used funding for your account(s).

2. This brings up a list of funding preferences and the most commonly used funding associated with your account(s) as seen below. The funding can be viewed in four different ways by clicking on any of the links:
 - a. Top 10 funding strings used by a parent account or MD number
 - b. All funding used by a parent account or MD number
 - c. Funding entered only during the current PAT session
 - d. Your funding preferences that are assigned to your login no matter which parent account or MD number you are currently accessing.

Once you find the funding string you would like to use, click the Select button to have that funding automatically populated in the grid. Using these preferences will keep you from having to continually type all of your commonly used funding strings.

My Fund Preferences

	<u>Account</u>	<u>Fund</u>	<u>Dept</u> ▲	<u>Program</u>	<u>Project</u>	<u>Class</u>
Select	3101	101	036500	1		

[Show Top 10 by Parent Account](#) [Show All by Parent Account](#)

[Show funds entered this PAT session](#)

[Show my fund preferences](#)

Exit

Click on any of the four links to find the funding string you would like to use and then click "Select" to automatically populate the funding grid with that string.

3. Once you are finished using the preferences screen you may click the "Exit" button to dismiss the window.

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Using a Specific MD Number

Users may also choose to assign a single funding string to many invoices after logging in with a specific MD number.

1. Login with your specific MD number and click the check box next to your MD number to begin working as seen below.

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Pre-posting Allocation Tool

Invoice summary for MD02848

	Customer#	Default Dept	# of Invoices	Total Invoice Amount
1	<input checked="" type="checkbox"/> MD02848	534700	20	\$4,118.49

Click the check box next to your MD number and click "assign a single funding string to many invoices" to begin.

2. The next screen (as seen below) displays the invoices associated with this MD number. The invoice amount and associated funding string for each are displayed in the grid. You may click any column heading to sort the records by that item. Clicking again will change the sort order.

To assign a single funding string to this group of invoices, select the invoices to reallocate by clicking on each check box next to the line number. You can also click the "Check All" button to check all invoices in the grid. Type a valid funding distribution in the set of text boxes under "Option #1" (as circled in blue in the screen shot below) and click "Assign Funding to all checked Invoices".

UNIVERSITY OF WISCONSIN-MADISON

Pre-posting Allocation Tool - THIS IS THE TEST PAT APPLICATION

#	Customer# ▲	Invoice#	Invoice Amount	Account	Fund	Dept	Program	Project	Class	Funding Total
1	<input checked="" type="checkbox"/> MD02848	CE20480117001	\$40.90	3105	144	537200	4	PRJ12SD		\$40.90
2	<input checked="" type="checkbox"/> MD02848	CE20494421901	\$18.03	3101	233	534225	4	233E381		\$18.03
3	<input type="checkbox"/> MD02848	G105448131200906	\$10.63	SPLIT						\$10.63
4	<input type="checkbox"/> MD02848	G105513237200906	\$10.63	SPLIT						\$10.63
5	<input type="checkbox"/> MD02848	G105513253200906	\$77.50	3105	144	537200	4	PRJ12SD		\$77.50
6	<input type="checkbox"/> MD02848	INV00000000177567	\$17.51	3101	233	534225	4	233E381		\$17.51
7	<input type="checkbox"/> MD02848	INV00000000178545	\$115.20	3104	144	534700	4	144NK84		\$115.20
8	<input type="checkbox"/> MD02848	L09-5957140	(\$70.97)	3104	144	534700	4	144NK84		(\$70.97)

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

Account	Fund	Dept	Program	Project	Class
3101	101	038500	1		

Press F2 to access funding string lists.

Check the invoices to be reallocated, enter your new funding string in the boxes below "Option 1" and click "Assign funding to all checked invoices" to complete the changes.

Once the new funding is entered, the change will be reflected in the table.

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Returning Invoices to Original Values

If the user determines that they have made a mistake and wish to return to the original funding distributions, they can choose “Option #2” located near the bottom of the screen.

1. Select the invoices by clicking on the check boxes for each individual invoice (as circled in blue in the screen shot below).
2. Click the “Return all checked invoices to original values” button under “Option #2”.
3. Choose “OK” in the pop-up window asking if you are sure that they want to update the indicated invoices to their original values.
4. Once you choose “OK”, the original values for your funding strings will again appear in the grid for those invoices that have been checked.

The screenshot displays the 'Pre-posting Allocation Tool' interface for the University of Wisconsin-Madison. At the top, it shows '0 invoices updated successfully'. Below this is a table with columns: #, Customer#, Invoice#, Invoice Amount, Account, Fund, Dept, Program, Project, Class, Funding Total, and JET Desc. The first five rows have their checkboxes selected (checked), and these checkboxes are circled in blue. A 'Windows Internet Explorer' dialog box is overlaid on the table, asking 'Are you sure you want to update all checked invoices to their original values?' with 'OK' and 'Cancel' buttons. An arrow points to the 'OK' button. Below the table are 'Check All' and 'Uncheck All' buttons. Underneath, there are two options: 'Option #1: This option will assign a single funding string to all checked invoices.' and 'Option #2: This option will return all checked invoices to the funding string that existed at time the invoice was entered.' Below Option #1 are input fields for Account, Fund, Dept, Program, Project, and Class, and a button 'Assign Funding to all checked Invoices'. Below Option #2 is a button 'Return all checked invoices to original values' with an arrow pointing to it. A separate text box on the right contains the instruction: 'Check the invoices of interest, click the “Return all checked invoices to original values” button under “Option #2”, then click “OK” to return the invoices to their original values.'

#	Customer#	Invoice#	Invoice Amount	Account	Fund	Dept	Program	Project	Class	Funding Total	JET Desc
1	MD02474	CE20067104101	\$201.44	3100	233	534225	4	233E381		\$201.44	MDS CE20
2	MD02474	CYL00000001116068	\$9.15	3100	233	534225	4	233E381		\$9.15	MDS CYLC
3	MD02474	L09-2831961	\$44.98	3100	233	534225	4	233E381		\$44.98	MDS L09-
4	MD02474	L09-2831963	\$76.62	3100	233	534225	4	233E381		\$76.62	MDS L09-
5	MD02474	L09-3238011	\$1,224.00	3100	233	534225	4	233E381		\$1,224.00	MDS L09-
6	MD02479	SUB64713	\$728.36	3100	233	534225	4	233E381		\$728.36	MDS SUB6
7	MD02506	CYL00000001116068	\$9.15	3100	233	534225	4	233E381		\$9.15	MDS CYLC
8	MD02506	CYL00000001116068	\$6.82	3100	233	534225	4	233E381		\$6.82	MDS CYLC

Note that the term “original values” means the default funding string that is associated with each MDS customer account, i.e. the original values brought into PAT with the transaction, not any previous values that may have been entered.

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Funding String Editing/Validation

When reallocating funding in PAT, the newly entered funding string is edited and validated before being applied to your invoice(s). After you check the invoices to be reallocated and enter a new funding string, it is validated upon pressing the “Assign funding to all checked Invoices” button.

In the case shown below, an error occurred after clicking the “Assign funding to all checked Invoices” button. None of the invoices are successfully updated (as shown below in the circled text) because of the funding error highlighted above the funding fields in the Option #1 boxes (again as shown below in the circled text).

UNIVERSITY OF WISCONSIN-MADISON LOGOUT

Pre-posting Allocation Tool

0 invoices updated successfully

#	Customer# ▲	Invoice#	Invoice Amount	Account	Fund	Dept	Program	Project	Class	Funding Total	JET Desc
1	<input checked="" type="checkbox"/>	MD02474	CE20067104101	\$201.44	3105	233	534225	4	233E381	\$201.44	MDS CE20
2	<input checked="" type="checkbox"/>	MD02474	CYL00000001116068	\$9.15	3105	233	534225	4	233E381	\$9.15	MDS CYLC
3	<input checked="" type="checkbox"/>	MD02474	L09-2831961	\$44.98	3105	233	534225	4	233E381	\$44.98	MDS L09-
4	<input checked="" type="checkbox"/>	MD02474	L09-2831963	\$76.62	3105	233	534225	4	233E381	\$76.62	MDS L09-
5	<input checked="" type="checkbox"/>	MD02474	L09-3238011	\$1,224.00	3105	233	534225	4	233E381	\$1,224.00	MDS L09-
6	<input type="checkbox"/>	MD02479	SUB64713	\$728.36	3101	233	534225	4	233T576	\$728.36	MDS SUB6
7	<input type="checkbox"/>	MD02506	CYL00000001116069	\$9.15	3105	144	534260	4	144MT04	\$9.15	MDS CYLC
8	<input type="checkbox"/>	MD02506	CYL00000001117630	\$6.82	3105	144	534260	4	144MT04	\$6.82	MDS CYLC

Check All Uncheck All

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

ChartField Error: MSN(E04) Program invalid for fund/projectID

Account	Fund	Dept	Program	Project	Class
3100	101	534225	4	233E381	

Assign Funding to all checked Invoices

In order to successfully update the funding, you must first correct the error and enter a valid funding string. In this case the fund should have been 233 instead of 101 to be used with the specified Project ID. Once the change is made, click the “Assign funding to all checked Invoices” button again and the invoices will be updated successfully.

If you encounter any errors of this type, the funding errors with screen shots, explanations, and suggested corrective action are documented and available on the PAT Help web page at <http://www.bussvc.wisc.edu/mds/PAT/PATHelp.html>.

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Assign Many Funding Strings to Many Invoices

To assign more than one funding string to a number of invoices at a time (i.e. split more than one invoice with the same percentage splits), choose the “Assign many funding strings to many invoices” button from the main screen. This functionality is essentially no different whether using a parent account or a specific MD number. The only difference is how many MD numbers you may see at one time. When using a parent account, you can see the invoices for all the MD numbers assigned to that parent. When using a specific MD number, you will only see the invoices that have posted for your specific account, but all the screens will generally look the same.

1. After logging in, check the MD number or numbers that you would like to work with. In this example, the three MD numbers shown below have been checked. If you have logged in with a specific MD number, there will only be one available to check. Click the “Assign many funding strings to many invoices” button.

	Customer#	Default Dept	# of Invoices	Total Invoice Amount
1	<input type="checkbox"/> MD12512	534255	1	\$71.99
2	<input type="checkbox"/> MD02456	534250	1	\$343.08
3	<input checked="" type="checkbox"/> MD02474	534260	5	\$293.49
4	<input checked="" type="checkbox"/> MD02479	534280	1	\$124.64
5	<input checked="" type="checkbox"/> MD02506	534285	4	\$650.04
6	<input type="checkbox"/> MD06135	534200	4	\$339.19
7	<input type="checkbox"/> MD06137	534225	3	\$1,297.52
8	<input type="checkbox"/> MD06139	534244	7	\$90.42
9	<input type="checkbox"/> MD06141	534250	2	\$227.53
10	<input type="checkbox"/> MD06143	534255	6	\$916.31
11	<input type="checkbox"/> MD06144	534253	2	\$523.80
12	<input type="checkbox"/> MD06145	534265	1	\$46.52
13	<input type="checkbox"/> MD06146	534206	3	\$97.29

Check All Uncheck All

Assign a single funding string to many invoices

Assign many funding strings to many invoices ←

Reallocate funding one invoice at a time

Check the MD number or numbers you would like to work with and click “Assign many funding strings to many invoices”.

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- Select the invoices to reallocate by clicking on each check box next to the line number. You can also click on the "Check All" button to check all invoices in the grid. Once the invoices are checked, type valid funding distributions in the set of text boxes under "Option #1" (as circled in blue in the screen shot below). Begin by assigning the percentage split to each funding line and be sure to click "Save Split" before moving on to the next funding. You may enter as many splits as you like as long as they total 100%. When finished, click "Assign Funding to all checked Invoices".

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Pre-posting Allocation Tool - THIS IS THE TEST PAT APPLICATION

#	Customer# ▲	Invoice#	Invoice Amount	Account	Fund	Dept	Program	Project	Class	Funding Total
1	MD02508	CE20587135101	\$23.23	3105	144	534260	4	144PW01		\$23.23
2	MD02508	INV00000000178415	\$75.57	3105	144	534260	4	144PW01		\$75.57
3	<input checked="" type="checkbox"/>	MD02508	L09-5996688	\$444.36	3105	144	534260	4	144PW01	\$444.36
4	<input checked="" type="checkbox"/>	MD02508	L09-5996689	\$347.07	3105	144	534260	4	144PW01	\$347.07
5	<input checked="" type="checkbox"/>	MD02508	L09-5996691	\$62.70	3105	144	534260	4	144PW01	\$62.70
6	<input checked="" type="checkbox"/>	MD02508	L09-6036320	\$18.43	3105	144	534260	4	144PW01	\$18.43
7	<input type="checkbox"/>	MD02508	L09-6036321	\$70.15	3105	144	534260	4	144PW01	\$70.15
8	<input type="checkbox"/>	MD02508	L09-6113598	\$47.52	3105	144	534260	4	144PW01	\$47.52

Check All Uncheck All

Option #1: This option will assign multiple funding strings to all checked invoices.

Percent	Account	Fund	Dept	Program	Project	Class
50	3105	144	534260	4	144PW01	
50						

Press F2 to access funding string lists.

Assign Funding to all checked Invoices

Select the invoices to reallocate. Begin by assigning a percentage split to each line and enter as many valid funding lines as desired. Click "Assign Funding to all checked invoices" when finished to reallocate the funding.

- If your update is successful, a note at the top of the screen indicating "x" invoices updated successfully will be displayed (as seen below). Once the new funding is entered, the change will be reflected in the table with the word "SPLIT" now appearing in the grid for those invoices as opposed to the original funding. You may click the word "SPLIT" whenever it appears to see the details of that split.

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Pre-posting Allocation Tool - THIS IS THE TEST PAT APPLICATION

4 invoices updated successfully

#	Customer# ▲	Invoice#	Invoice Amount	Account	Fund	Dept	Program	Project	Class	Funding Total
1	MD02508	CE20587135101	\$23.23	3105	144	534260	4	144PW01		\$23.23
2	MD02508	INV00000000178415	\$75.57	3105	144	534260	4	144PW01		\$75.57
3	<input type="checkbox"/>	MD02508	L09-5996688	\$444.36						\$444.36
4	<input type="checkbox"/>	MD02508	L09-5996689	\$347.07						\$347.07
5	<input type="checkbox"/>	MD02508	L09-5996691	\$62.70						\$62.70
6	<input type="checkbox"/>	MD02508	L09-6036320	\$18.43						\$18.43
7	<input type="checkbox"/>	MD02508	L09-6036321	\$70.15	3105	144	534260	4	144PW01	\$70.15
8	<input type="checkbox"/>	MD02508	L09-6113598	\$47.52	3105	144	534260	4	144PW01	\$47.52

Check All Uncheck All

You may click the word "SPLIT" whenever it appears to see the details of that split.

Pre-posting Allocation Tool (PAT) User Guide

Reallocate Funding One Invoice at a Time

To assign more than one funding string to an invoice (i.e. split the invoice), choose the “Reallocate funding one invoice at a time” button from the main screen. This functionality is essentially no different whether using a parent account or a specific MD number. The only difference is how many MD numbers you may see at one time. When using a parent account, you can see the invoices for all the MD numbers assigned to that parent. When using a specific MD number, you will only see the invoices that have posted for your specific account, but all the screens will look the same.

1. After logging in, check the MD number or numbers that you would like to work with. In this example, the three MD numbers shown below have been checked. If you have logged in with a specific MD number, there will only be one available to check. Click the “Reallocate funding one invoice at a time” button.

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	Customer#	Default Dept	# of Invoices	Total Invoice Amount
1	<input type="checkbox"/> MD12512	534255	1	\$71.99
2	<input type="checkbox"/> MD02456	534250	1	\$343.08
3	<input checked="" type="checkbox"/> MD02474	534260	5	\$293.49
4	<input checked="" type="checkbox"/> MD02479	534280	1	\$124.64
5	<input checked="" type="checkbox"/> MD02506	534285	4	\$650.04
6	<input type="checkbox"/> MD06135	534200	4	\$339.19
7	<input type="checkbox"/> MD06137	534225	3	\$1,297.52
8	<input type="checkbox"/> MD06139	534244	7	\$90.42
9	<input type="checkbox"/> MD06141	534250	2	\$227.53
10	<input type="checkbox"/> MD06143	534255	6	\$916.31
11	<input type="checkbox"/> MD06144	534253	2	\$523.80
12	<input type="checkbox"/> MD06145	534265	1	\$46.52
13	<input type="checkbox"/> MD06146	534206	3	\$97.29

Check the MD number or numbers you would like to work with and click “Reallocate funding one invoice at a time”.

2. Splitting an invoice requires working with one invoice at a time. Click on the invoice number of the invoice you would like to start with as shown below. In this example, we will be choosing the first invoice, CE20067104101. You may click the Customer#, Invoice#, or any of the other column headings to sort the records. Clicking again will change the sort order.

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Invoice# ▲	Customer#	Invoice Amount	Account	Fund	Dept	Program	Project	Class	Fund
1 CE20067104101	MD02474	\$201.44	3105	233	534225	4	233E381		
2 CYL00000001116068	MD02474	\$9.15	3105	233	534225	4	233E381		
3 CYL00000001116069	MD02506	\$9.15	3105	144	534260	4	144MT04		
4 CYL00000001117630	MD02506	\$6.82	3105	144	534260	4	144MT04		\$6.82
5 L09-2831961	MD02474	\$44.98	3105	233	534225	4	233E381		\$44.98
6 L09-2831963	MD02474	\$76.62	3105	233	534225	4	233E381		\$76.62
7 L09-3238011	MD02474	\$1,224.00	3105	233	534225	4	233E381		\$1,224.00
8 SUB64713	MD02479	\$728.36	3101	233	534225	4	233T576		\$728.36

Click the invoice number to begin the split.

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- After clicking on the invoice number, you are brought to the next screen (as shown below). This screen lists the default funding assigned to that invoice. If you click the invoice number on this screen, a new window will open displaying the detail of the items ordered on that invoice and can help you in determining how to split the costs. You can split by either assigning a percentage or an amount to each line. Click the "Edit" button next to the first line of funding to begin.

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Invoice #: CE20067104101 Customer: MD02474

	Amount	Percent	Account	Fund	Dept	Program	Project	Class
Edit Delete	201.44	100.00	3105	233	534225	4	233E381	
Save Split Cancel								

Invoice Amount: \$201.44
Total Split Amount: \$201.44

Click "Edit" to begin.

In this example, we entered 50 in the "Percent" column to charge 50% of the invoice to the listed funding string as shown below.

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Pre-posting Allocation Tool

Invoice #: CE20067104101 Customer: MD02474

	Amount	Percent	Account	Fund	Dept	Program	Project	Class
Update Cancel	201.44	50	3105	233	534225	4	233E381	

Invoice Amount: \$201.44
Total Split Amount: \$201.44

You can split by percentage or amount.

Once you tab or click out of the percent field, the calculated amount you still need to assign is highlighted as below. Enter another funding string or strings to account for the difference. Be sure to click "Save Split" after each new funding string is added.

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Invoice #: CE20067104101 Customer: MD02474

	Amount	Percent	Account	Fund	Dept	Program	Project	Class
Edit Delete	100.72	50.00	3105	233	534225	4	233E381	
Save Split Cancel								

Invoice Amount: \$201.44
Total Split Amount: \$100.72
Difference: \$100.72 * These splits will only be used for billing if the Invoice Amount matches the Total Split Amount.

The difference that you still need to account for is highlighted for you. Add another funding string or strings to account for the difference and click "Save Split" after each is added.

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There is no limit to the number of splits that an invoice can have. In this example, we choose to only split the invoice twice by adding another funding string and clicking "Save Split". You can change any part of the funding string, but in this example only the Account Code has been modified. Once you are finished entering splits, choose "Go Back to Invoice List" at the bottom of the screen to return to the listing of invoices that you had selected.

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Pre-posting Allocation Tool

Invoice #: CE20067104101 Customer: MD02474

	Amount	Percent	Account	Fund	Dept	Program	Project	Class
<input type="button" value="Edit"/> <input type="button" value="Delete"/>	100.72	50.00	3105	233	534225	4	233E381	
<input type="button" value="Edit"/> <input type="button" value="Delete"/>	100.72	50.00	3100	233	534225	4	233E381	
<input type="button" value="Save Split"/> <input type="button" value="Cancel"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>

Invoice Amount: **\$201.44**
 Total Split Amount: **\$201.44**

[Go Back to Invoice List](#) ←

Once you are finished entering splits, choose "Go Back to Invoice List"

You are returned to the list of selected invoices as shown below and the invoice you just completed is now marked "SPLIT" in the invoice grid. You may click on the word "SPLIT" whenever you see it in the reallocation grid to view the details of the split.

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Pre-posting Allocation Tool

#	Invoice# ▲	Customer#	Invoice Amount	Account	Fund	Dept	Program	Project	Class	Funding Total	JET Descrip
1	CE20067104101	MD02474	\$201.44	SPLIT						\$201.44	MDS CE2006
2	CYL00000001116068	MD02474	\$9.15	3105	233	534225	4	233E381		\$9.15	MDS CYL000
3	CYL00000001116069	MD02506	\$9.15	3105	144	534260	4	144MT04		\$9.15	MDS CYL000
4	CYL00000001117630	MD02506	\$6.82	3105	144	534260	4	144MT04		\$6.82	MDS CYL000
5	L09-2831961	MD02474	\$44.98	3105	233	534225	4	233E381		\$44.98	MDS L09-28
6	L09-2831963	MD02474	\$76.62	3105	233	534225	4	233E381		\$76.62	MDS L09-28
7	L09-3238011	MD02474	\$1,224.00	3105	233	534225	4	233E381		\$1,224.00	MDS L09-32
8	SUB64713	MD02479	\$728.36	3101	233	534225	4	233T576		\$728.36	MDS SUB647

Go Back to Customer List

Click on another invoice number to begin the process to split the next invoice or choose "Go Back to Customer List" to return to the main menu.

Pre-posting Allocation Tool (PAT) User Guide

Some Possible Errors

On the main menu, your MD number will be italicized and highlighted in red (as shown below) if at least one invoice within that MD number contains error. For more information if you encounter any errors; screen shots, explanations, and suggested corrective action are documented and available on the PAT Help web page at <http://www.bussvc.wisc.edu/mds/PAT/PATHelp.html>.

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Pre-posting Allocation Tool

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	Customer#	Default Dept	# of Invoices	Total Invoice Amount
1	<i>MD09139</i>	534255	1	\$71.99
2	MD02456	534250	1	\$343.08
3	MD02474	534260	5	\$293.49
4	MD02479	534280	1	\$124.64
5	MD02506	534285	4	\$650.04
6	MD06135	534200	4	\$339.19
7	MD06137	534225	3	\$1,297.52
8	MD06139	534244	7	\$90.42
9	MD06141	534250	2	\$227.53
10	MD06143	534255	6	\$916.31
11	MD06144	534253	2	\$523.80
12	MD06145	534265	1	\$46.52
13	MD06146	534206	3	\$97.29

On the main menu, your MD number will be italicized and highlighted in red if at least one invoice within that MD number contains an error.

To view and correct any errors, check the MD number and choose “Reallocate funding one invoice at a time”. All errors will be italicized and highlighted in red as shown below. In this case, the first invoice has a split where the sum of the amounts does not equal the invoice amount. You can view the error by “mousing” over the red highlighted and italicized text for an explanation.

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Pre-posting Allocation Tool

LOGOUT

#	Invoice# ▲	Customer#	Invoice Amount	Account	Fund	Dept	Program	Project	Class	Funding Total	JET Des
1	<i>CYL00000001116565</i>	MD09139	\$9.15	3105	136	534204	4			<i>\$7.78</i>	<i>MDS CYL</i>
2	CYL00000001116566	MD09139	\$9.15	3105	136	534204	4			\$9.15	MDS CYL
3	CYL00000001116567	MD09139	\$9.15	3105	136	534204	4			\$9.15	MDS CYL
4	CYL00000001116568	MD09139	\$9.15	3105	136	534204	4			\$9.15	MDS CYL
5	CYL00000001116569	MD09139	\$9.15	3105	136	534204	4			\$9.15	MDS CYL
6	CYL00000001116570	MD09139	\$9.15	3105	136	534204	4			\$9.15	MDS CYL
7	CYL00000001116571	MD09139	\$9.15	3105	136	534204	4			\$9.15	MDS CYL
8	CYL00000001116572	MD09139	\$9.15	<i>3105</i>	<i>136</i>	<i>534204</i>				\$9.15	MDS CYL

ERROR: Invoice Amount DOES NOT match the Funding Total

Choose “Reallocate funding one invoice at a time” and hover your mouse over any red italicized and highlighted text to view the error.

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Click on the invoice number to fix the reallocation and in this case, add a split to get rid of the difference as shown below. Choose “Go Back to Invoice List” to see that the error is no longer indicated in your invoice list.

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Pre-posting Allocation Tool

Invoice #: **CYL00000001116565** Customer: **MD09139**

	Amount	Percent	Account	Fund	Dept	Program	Pr
<input type="button" value="Edit"/> <input type="button" value="Delete"/>	7.78	85.00	3105	136	534204	4	
<input type="button" value="Save Split"/> <input type="button" value="Cancel"/>							

Invoice Amount: **\$9.15**

Total Split Amount: **\$7.78**

Difference: **\$1.37** * These splits will only be used for billing if the Invoice Amount matches the Total Split Amount.

[Go Back to Invoice List](#)

Add a split to cover the difference and choose “Go Back to Invoice List” to see that the error is no longer indicated in your invoice list

The other red highlighted and italicized invoices have invalid funding as shown below. If you do a mouse-over on a record that has an error, you will see an indication of what the problem is. In the case below, the message says “This funding string is invalid”.

7	CYL00000001116571	MD09139		\$9.15	3105	136	534204	4
8	CYL00000001116572	MD09139		\$9.15	<i>3105</i>	<i>136</i>	<i>534204</i>	
9	CYL00000001118281	MD09139		\$6.82	<i>3105</i>	<i>136</i>	<i>534204</i>	
10	CYL00000001119170	MD09139		\$6.82	<i>3105</i>	<i>136</i>	<i>534204</i>	
11	CYL00000001119602	MD09139		\$6.82	<i>3105</i>	<i>136</i>	<i>534204</i>	
12	CYL00000001119605	MD09139		\$6.82	<i>3105</i>	<i>136</i>	<i>534204</i>	
13	CYL00000001119679	MD09139		\$6.82	<i>3105</i>	<i>136</i>	<i>534204</i>	

This funding string is invalid

Click on any of the problem invoices to drill into the row with the invalid funding and update it to correct the error. Choose “Go Back to Invoice List” to see that the error is no longer indicated in your invoice list and to continue.

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Pre-posting Allocation Tool

Invoice #: **CYL00000001116572** Customer: **MD09139**

	Amount	Percent	Account	Fund	Dept	Program	Project	Class
<input type="button" value="Update"/> <input type="button" value="Cancel"/>	9.15	100.00	3105	136	534204			

Invoice Amount: **\$9.15**

Total Split Amount: **\$9.15**

[Go Back to Invoice List](#)