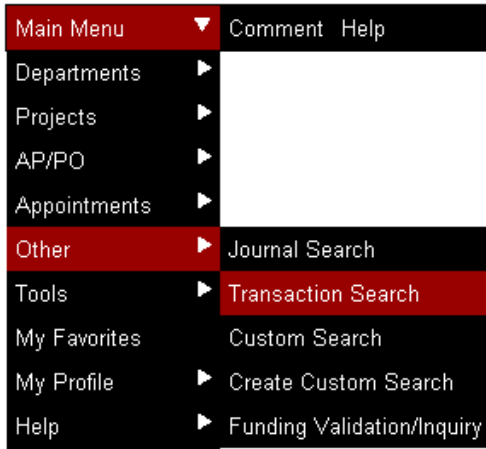


Searching for Shop@UW Transactions in WISDM

One of the easiest ways to find your Shop@UW transactions in WISDM is to use the Transaction Search and a combination of your MD number and Department ID.

1. From the Main Menu in WISDM, Choose "Other" and click on "Transaction Search"



From the Main Menu, choose Other, then Transaction Search

2. In the Search Criteria, enter all or part of your Department ID in the Dept field (in this case we will search for 03). If using part of your Department ID, remember to change the drop down to "starts with" instead of "is exactly". In the Journal Line Ref field, enter your MD number (in this case MD00062).

Enter all or part of your Department ID in "Dept" (be sure to use "starts with" if you enter a partial Dept) and your MD Number in the Journal Line Ref field.

- The results (as shown below) will display your activity on the specified MD number for the period of time you searched for. To add the Journal Line Ref column to the results to display the MD Number, click the “Pick Custom Columns” link just above your results.

Click “Pick Custom Columns”
Submit

[Pick Custom Columns...](#)

Monetary Amt	Enc Amount	Fund	Dept	Project/Grant	Prog	Acct	Acct Descr	Descr	PO	Vchr ID	Leg Invoice	Acct Period	Jrnl Date	Date Posted
40.00	0.00	129	037700		1	3101	Supplies-Office	MDS SW000000000158617	SWAP SALE	2009-07-24		2	8/5/2009	8/5/2009
0.70	0.00	129	037700		1	3101	Supplies-Office	MDS INV00000000178905	MDS INVOIC	2009-07-07		2	8/5/2009	8/5/2009
28.49	0.00	129	037700		1	3101	Supplies-Office	MDS DXD9M687P4	DELL PV	2009-07-27	DLOR PRINTER	2	8/5/2009	8/5/2009
17.40	0.00	129	037700		1	3101	Supplies-Office	MDS CE20631150701	OFFICE PV	2009-07-06		2	8/5/2009	8/5/2009
9.24	0.00	129	037700		1	3101	Supplies-Office	MDS CE20656846801	OFFICE PV	2009-07-10	CUSTOMER SER	2	8/5/2009	8/5/2009
7.39	0.00	129	037700		1	3101	Supplies-Office	MDS CE20632552901	OFFICE PV	2009-07-06		2	8/5/2009	8/5/2009
2.92	0.00	129	037700		1	3101	Supplies-Office	MDS CE20730992301	OFFICE PV	2009-07-24		2	8/5/2009	8/5/2009

In the Pick Custom Columns window, check the box to the left of “Jrnl Line Ref” under the “Journals” heading and then click the “Update” button at the top of the window to apply the change.

The screenshot shows a web browser window titled "Pick Custom Columns - Mozilla Fire". The address bar shows "wisc.edu https://wisdm2.doit.wisc.edu/wis". There are "Update" and "Reset to Defaults" buttons at the top. A tree view on the left shows various column categories: "All Columns", "Chartfields", "Chartfield Descriptions", "Time", "Journals", and "Purchasing". Under the "Journals" heading, the "Jrnl Line Ref" checkbox is checked. A text box with arrows points to this checkbox and the "Update" button.

Under the “Journals” heading, check the box to the left of “Jrnl Line Ref” to display the column that contains your MD Number. Then, click the “Update” button at the top of the screen to apply the change.

4. Your final results should appear similar to that shown below with the Jrnl Line Ref Column now showing your MD Number.

Monetary Amt	Enc Amount	Fund	Dept	Project/Grant	Prog	Acct	Acct Descr	Descr	PQ	Ychr ID	Acct Period	Jrnl Date	Date Posted	Jrnl Line Ref
40.00	0.00	129	037700		1	3101	Supplies- Office	MDS SW000000000158617	SWAP SALE	2009-07-24	2	8/5/2009	8/5/2009	MD00062
0.70	0.00	129	037700		1	3101	Supplies- Office	MDS INV00000000178905	MDS INVOIC	2009-07-07	2	8/5/2009	8/5/2009	MD00062
28.49	0.00	129	037700		1	3101	Supplies- Office	MDS DXD9M587P4	DELL PV	2009-07-27	2	8/5/2009	8/5/2009	MD00062
17.40	0.00	129	037700		1	3101	Supplies- Office	MDS CE20631150701	OFFICE PV	2009-07-08	2	8/5/2009	8/5/2009	MD00062
9.24	0.00	129	037700		1	3101	Supplies- Office	MDS CE20656846801	OFFICE PV	2009-07-10	2	8/5/2009	8/5/2009	MD00062
7.39	0.00	129	037700		1	3101	Supplies- Office	MDS CE20632552901	OFFICE PV	2009-07-06	2	8/5/2009	8/5/2009	MD00062
2.92	0.00	129	037700		1	3101	Supplies- Office	MDS CE20730992301	OFFICE PV	2009-07-24	2	8/5/2009	8/5/2009	MD00062

The Journal Line Reference column now displays your MD Number.

