MDS Account Reconciliation Procedure

Go to: http://mds.bussvc.wisc.edu/order/shopper_lookup.asp

Enter your MD number and Password

Click “Enter”.
From the left hand menu, select “Transactions”.
Begin Date = First day of the month. (Example for August enter 08/01/2010)
End Date = Last day of the month. (Example for August enter 08/31/2010)
Click “Get Transactions by date range”.

![Image of Transaction Selection]

Note: the transaction lookup requires the use of JavaScript. To look up statements, please be sure your browser is JavaScript-enabled.
Verify the transactions listed match what you ordered for the period. I recommend retaining packing slips for each order and matching them to the transactions.

The information can be exported to Excel using the “Export” button should you choose.