

MDS INVOICE REALLOCATION INSTRUCTIONS

Follow these instructions to allocate specific MDS invoices to multiple cost centers using a single MDS number.

Step 1: When you receive your order from MDS visit the following website to re-allocate the invoice to a different cost center.

NOTE: It may take a day or two after receipt of your items for the invoice to show up.

<https://authhub.wisconsin.edu/?&app=pat>

Be sure to verify:

- **Campus = UW - Superior**
- **Application = Pre-posting Allocation Tool**

UNIVERSITY OF WISCONSIN SYSTEM
UW SYSTEM

UW System Home -- IAA Authentication Hub Login

UW System Authentication Hub

The UW System Authentication Hub is your gateway to UW System applications.

Please select your home campus and application, and enter your campus username / Login ID.

Campus

Application

User ID [Need Help?](#)

Password

Save my campus and username (requires cookies)

Login

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Step 2: Enter your MDS number.

Pre-Posting Allocation Tool - Windows Internet Explorer

https://delta.bussvc.wisc.edu/PAT/SelBillUnit.aspx?magic=257ceae470f68aa18b68ba76d3acace2

UNIVERSITY OF WISCONSIN-MADISON LOGOUT

Pre-posting Allocation Tool

Select Billing Unit: MDS
 DoIT

Enter MDS Parent Account:

OR

Enter your MD number:

[Click here to assign/manage your PAT funding string preferences](#)

For help with the pre-posting allocation tool, see <http://kb.wisc.edu/helpdesk/page.php?id=11455> or contact the DoIT Help Desk at 264-4357(HELP).
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Internet 100%

Step 3: Choose a method to assign invoices. Typically I choose the option circled below.

Pre-Posting Allocation Tool - Windows Internet Explorer

https://delta.bussvc.wisc.edu/PAT/InvoiceDisplay.aspx

UNIVERSITY OF WISCONSIN-MADISON LOGOUT

Pre-posting Allocation Tool

Invoice summary for MD24031

	Customer#	Default Dept	# of Invoices	Total Invoice Amount
1	<input checked="" type="checkbox"/> MD24031	029380	5	\$1,205.25

(Circled in red)

Select new Account or new Billing Unit

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Step 4: Check the invoice(s) you would like to assign a new cost center, enter the cost center as requested, and click the “Assign Funding to all checked invoices” box.

NOTE: The “Account” will always be 3100. “Project” and “Class” will always be blank.

Pre-Posting Allocation Tool - Windows Internet Explorer

https://delta.bussvc.wisc.edu/PAT/InvoiceMU.aspx

UNIVERSITY OF WISCONSIN-MADISON LOGOUT

Pre-posting Allocation Tool

#	Customer# ▲	Invoice#	Invoice Amount	Account	Fund	Dept	Program	Project	Class	Funding Total
1	<input type="checkbox"/> MD24031	CE23715233901	\$79.42	3100	128	029380	1			\$79.4
2	<input type="checkbox"/> MD24031	CE23722003701	\$28.44	3100	128	029380	1			\$28.4
3	<input type="checkbox"/> MD24031	CE23777638401	\$90.40	3100	128	029380	1			\$90.4
4	<input type="checkbox"/> MD24031	CE23790318101	\$27.88	3100	128	029380	1			\$27.8
5	<input checked="" type="checkbox"/> MD24031	CE23792867201	\$979.11	3100	128	029380	1			\$979.1

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

Account	Fund	Dept	Program	Project	Class
3100	102	056000	2		

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.

[Go Back to Customer List](#)

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Step 5: Verify the updates are correct.

Pre-Posting Allocation Tool - Windows Internet Explorer

https://delta.bussvc.wisc.edu/PAT/InvoiceMU.aspx

UNIVERSITY OF WISCONSIN-MADISON

Pre-posting Allocation Tool

1 invoices updated successfully

#	Customer#	Invoice#	Invoice Amount	Account	Fund	Dept	Program	Project	Class	Funding T
1	MD24031	CE23715233901	\$79.42	3100	128	029380	1			\$79
2	MD24031	CE23722003701	\$28.44	3100	128	029380	1			\$28
3	MD24031	CE23777638401	\$90.40	3100	128	029380	1			\$90
4	MD24031	CE23790318101	\$27.88	3100	128	029380	1			\$27
5	MD24031	CE23792867201	\$979.11	3100	102	056000	2			\$979

Check All Uncheck All

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

Account	Fund	Dept	Program	Project	Class
3100	102	056000	2		

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 existed at time the invoice was created.

Return all checked invoices to original values

Go Back to Customer List

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Step 6: Click "Go Back to Customer List" at the bottom of the page to reassign additional invoices or click "LOGOUT" if you are done.

Pre-Posting Allocation Tool - Windows Internet Explorer

https://delta.bussvc.wisc.edu/PAT/InvoiceMU.aspx

UNIVERSITY OF WISCONSIN-MADISON

Pre-posting Allocation Tool

1 invoices updated successfully

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3	MD24031	CE23777638401	\$90.40	3100	128	029380	1			\$90.40
4	MD24031	CE23790318101	\$27.88	3100	128	029380	1			\$27.88
5	MD24031	CE23792867201	\$979.11	3100	102	056000	2			\$979.11

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Return all checked invoices to original values

Go Back to Customer List

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