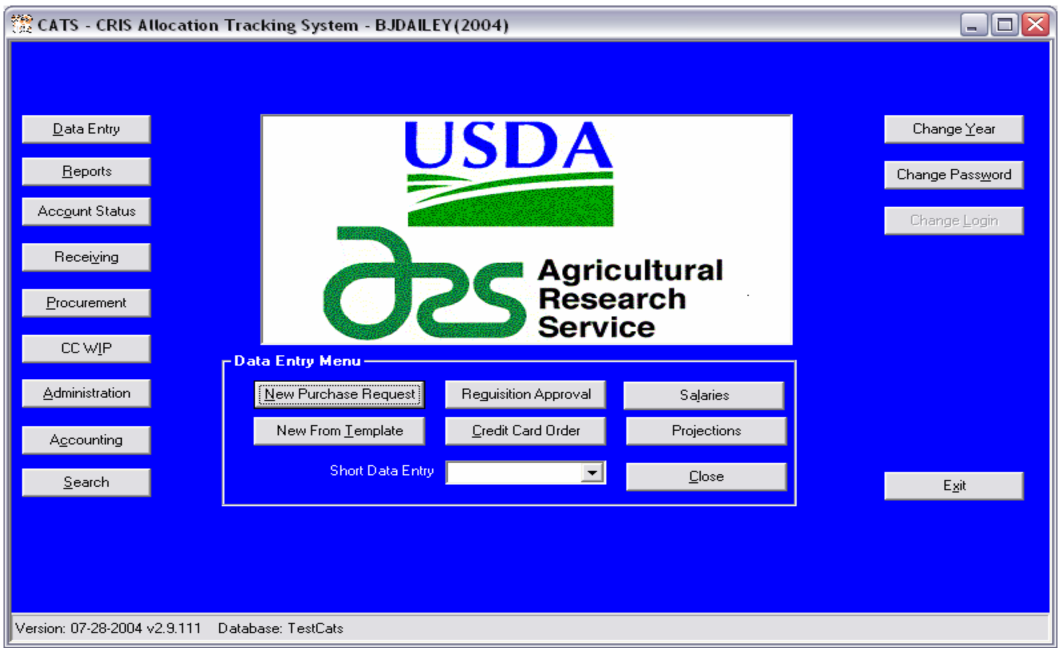
CATS

Credit Card User Functions

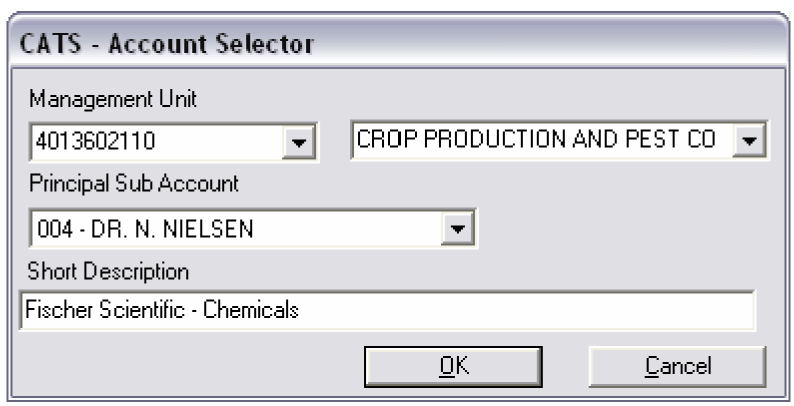
NEW PURCHASE REQUESTS
(Preparing AD700s)

Target Users for this section: Procurement personnel, cardholders, and/or Accounting Technicians
Purpose of Section: To enter obligations in the form of AD700s or Purchase Requests and allow for assignment of procurement/credit card personnel to work the transaction from obligation to final receipt.

- On the CATS Main Menu, choose ***Data Entry***, then ***New Purchase Request***.



Select the appropriate MU, Sub Account, and Short Description. See NOTE below.



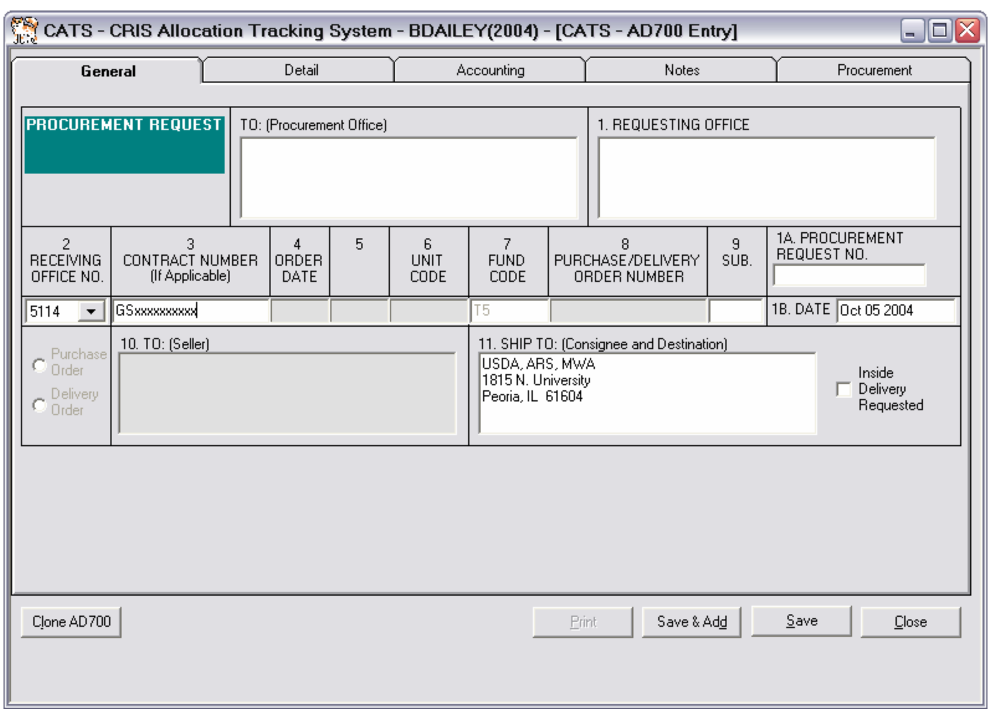
- This is a very critical screen. This is the only screen that does not allow changes (with the exception of the Short Description); therefore, it is very important to enter the initial account information correctly. The system automatically assigns requisition numbers according to the "MU and Principal Sub Account" selected. **NOTE: There is no way to correct the Requisition Number, short of voiding the AD700 and starting over; therefore, it is very important the right selections are made on this "CATS -Account Selector" screen.**

Drop Down Options:

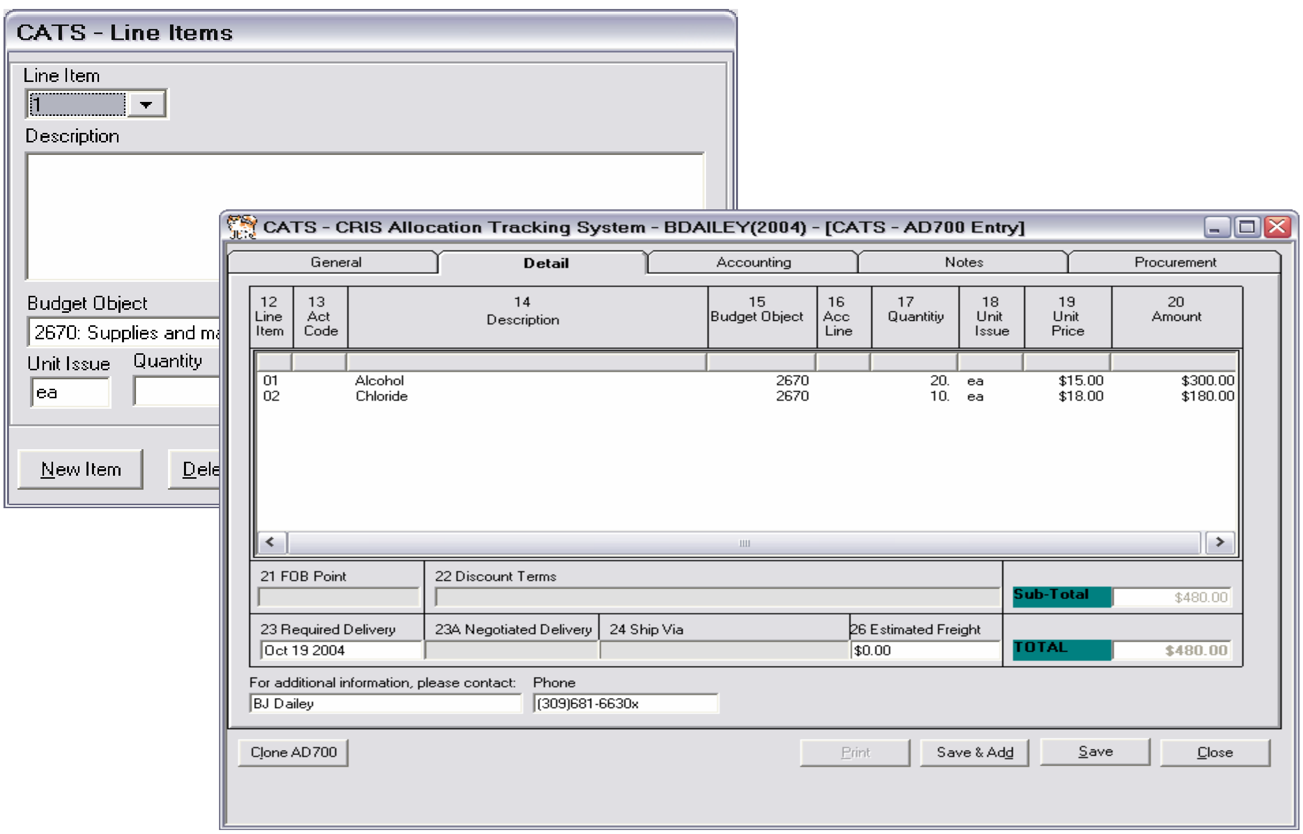
- **Management Unit**: Using the drop down list will provide a list of available MU and Soft Fund accounts (users only see accounts applicable to their assigned access levels).
- **Principal Sub Account**: Using the drop down list will provide a list of available CRIS numbers. The choices will only be for the CRIS projects assigned to the user.
- **NOTE**: If dividing these charges between two MUs or CRIS accounts, CATS will currently only allow one Account on account selector screen. (This is described further in the Accounting Screen.)
- **Short Description**: List the Vendor name and then a short description of the item being ordered. (When you "Search" in CATS, this is the only field that helps identify the AD700, unless the system log number or the dollar amount is known.)
- Verify the data entered is correct, and Select ***OK***, otherwise select ***Cancel***.

NOTE: This screen displayed has five tabs across the top. To navigate around this screen, or edit data, simply select the appropriate tab to enter or modify data in any of the sections.

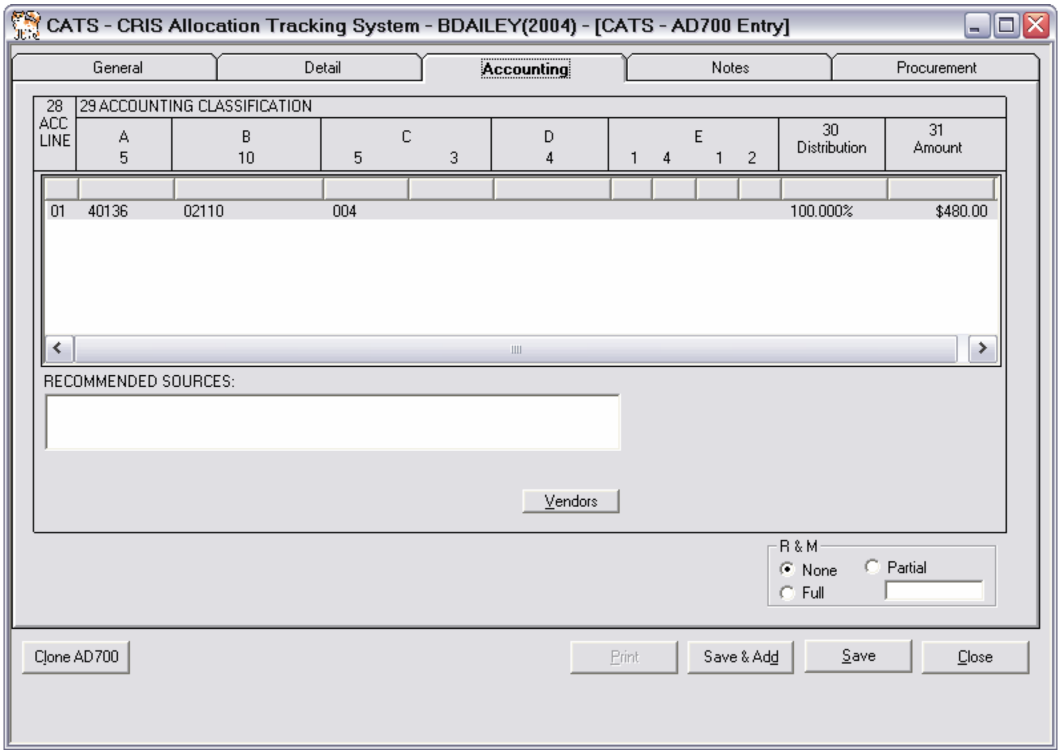
- **GENERAL TAB**: The SHIP TO Address and Date fields in this screen are automatic. The Receiving Office Number and SHIP TO address defaults depending on User Account defaults setup. Others are available by choosing a different Receiving Office Number in Box #2. For example, a user at the Deep Loess Research Station in Treynor would select "6131" and the Treynor address would appear.
- The Date defaults to the current date.
- Use of the "Requesting Office" Box #1 is optional. This is often used at the discretion of the research unit or location to handle items such as room number for delivery in a large facility (NADC warehouse uses this to get items to the end user's office).
- Shaded fields on any screen indicate data cannot be entered in them.
- Enter the GSA Contract # if applicable.



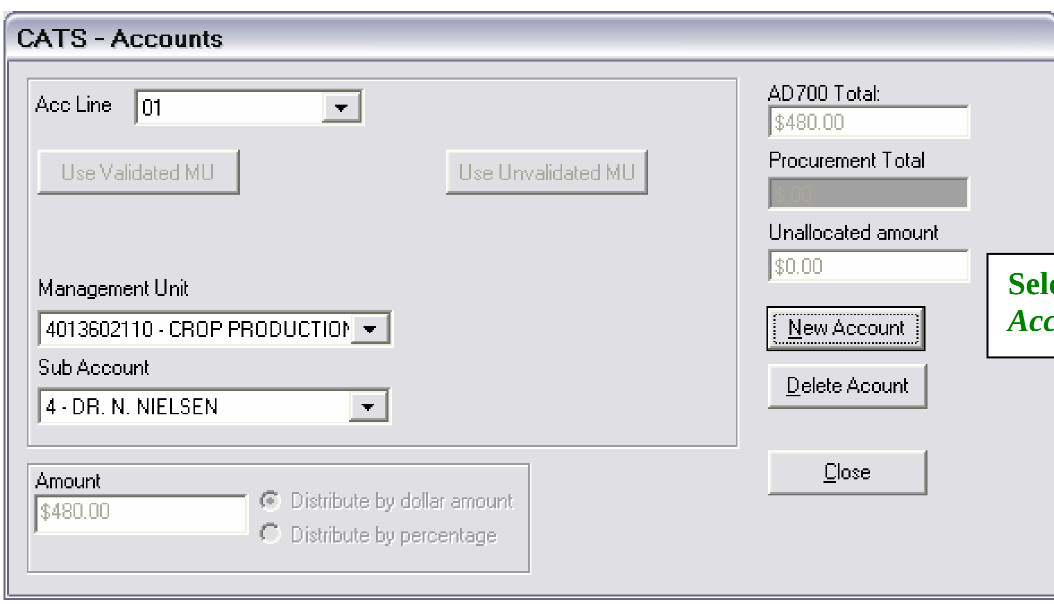
- **DETAIL TAB**: Selecting this screen opens a "CATS – Line Items" Box.
- Description: Enter a description for line item #1.
- Budget Object Code: Defaults to BOC 2670. If a different BOC is desired, type ahead to select the BOC or use the drop down box. The Accounting Tech will correct this information if needed.
- Unit Issue: Unit defaults to "EA" (each). This field will allow three digits. Enter the appropriate unit.
- Quantity: A quantity is required, "1" is automatic. Enter the appropriate number.
- Unit Price: Enter the price of the unit.
- If there is only one item for this AD700, Select ***Close***. If you have more than one item, select ***New Item***.
- Repeat these steps until all items have been entered, then Select ***Close***.
- Change the "Required Delivery" date if desired. The system defaults to 2 weeks. Enter an estimated freight amount if known.
- Change information in the "For Additional Information" and "Phone" fields as appropriate. The system defaults to the users' name and phone number (typically there would only be a change if the order is being written for another party).



- **ACCOUNTING TAB (accounts):** The MU number selected will automatically be pulled into this screen (4013602110). The additional last three digits will be the CRIS number being charged the expenditure. If distributing the cost of the order between two MUs or CRIS projects, enter this information at the accounting screen. Double click the accounting code which is now listed and is showing 100% distribution.

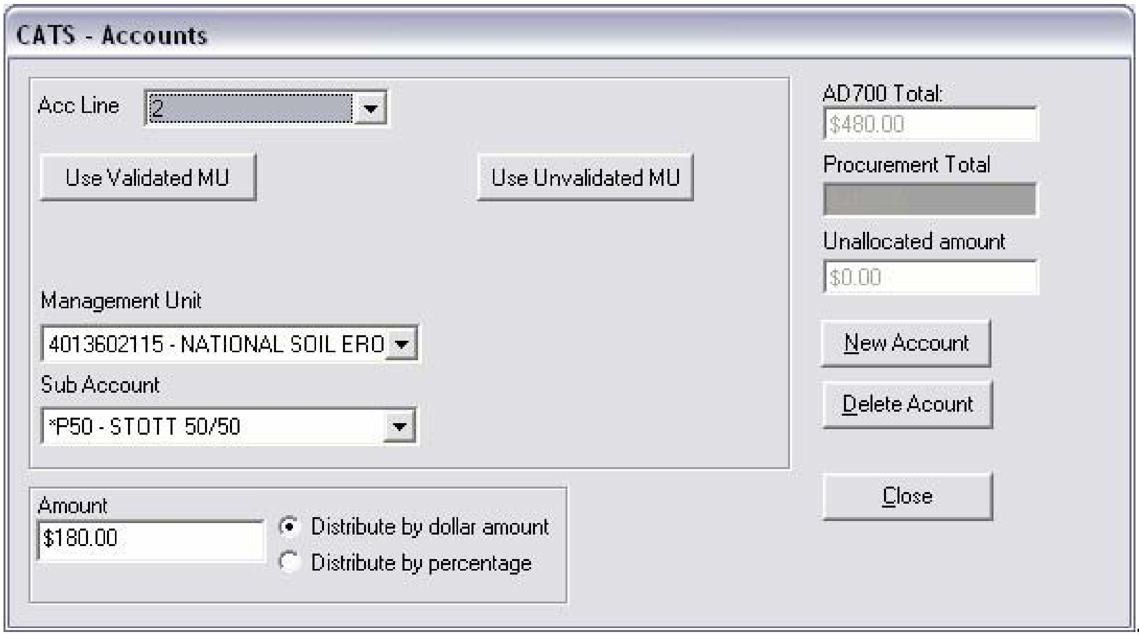


- The following screen will appear:

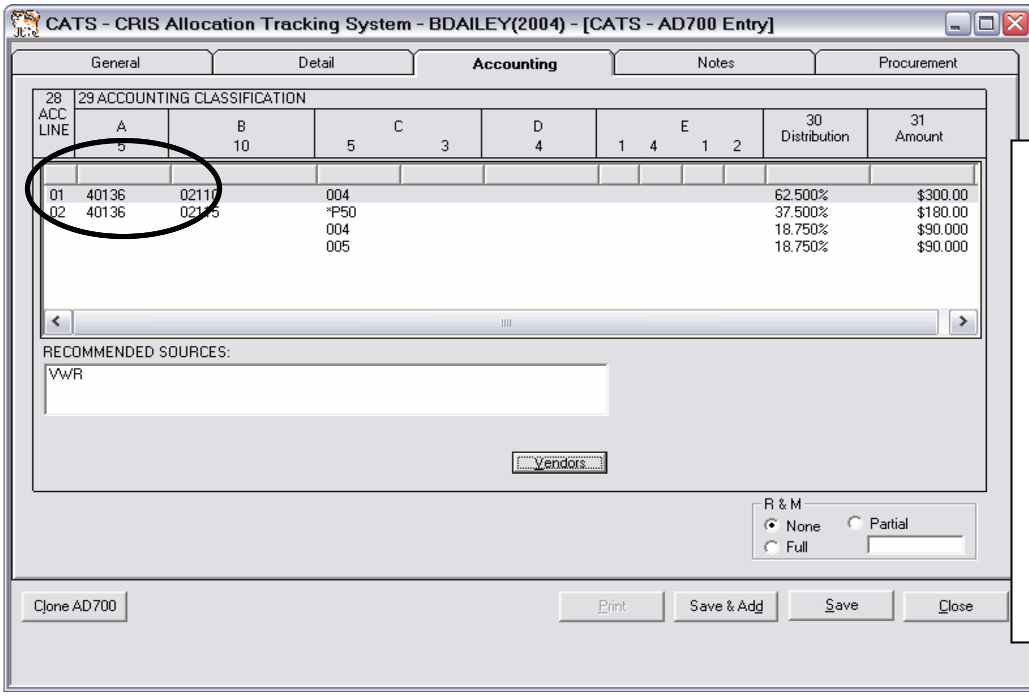


Select *New Account.*

- The #2 will appear in the "Acc Line" Box. Pick the MU (if a different one is desired) and Sub Account to which the charges are to be split. In the "Amount" Box, fill in the dollar amount to be charged to this account.

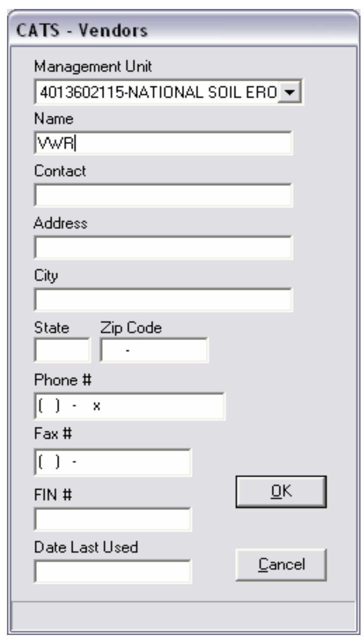


- Continue adding more accounts if distributing the costs to several accounts.
- Go back to the "Acc Line" Box; choose #1 to revise the first accounting line.
- Go to the "Amount" Box and adjust the dollar amount for this accounting code. Unallocated amount should always be zero.
- Select ***Close*** after adding accounts.



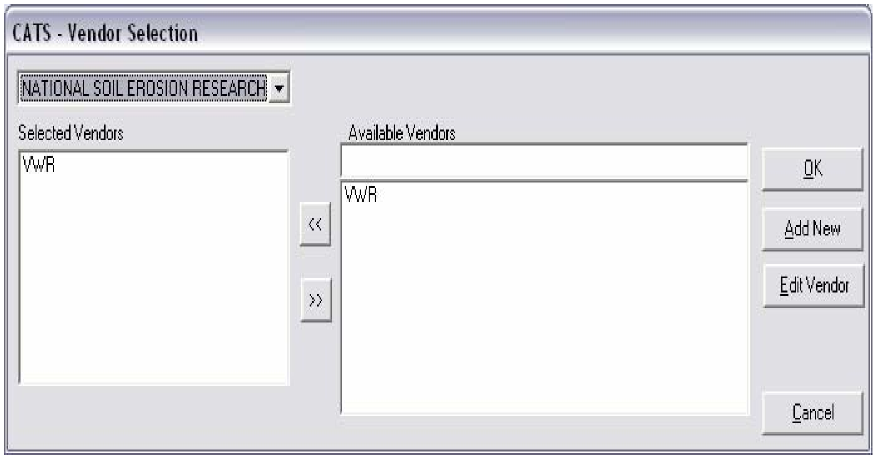
If there is more than one accounting line, the screen will display where the amounts are distributed and will equal the amounts entered for each account as displayed on the previous screens.

- **ACCOUNTING TAB (vendor):** To choose a vendor, select the ***Vendor*** button. A vendor list will pop up for the MU selected. If the vendor is not listed, select the ***Add New*** button.

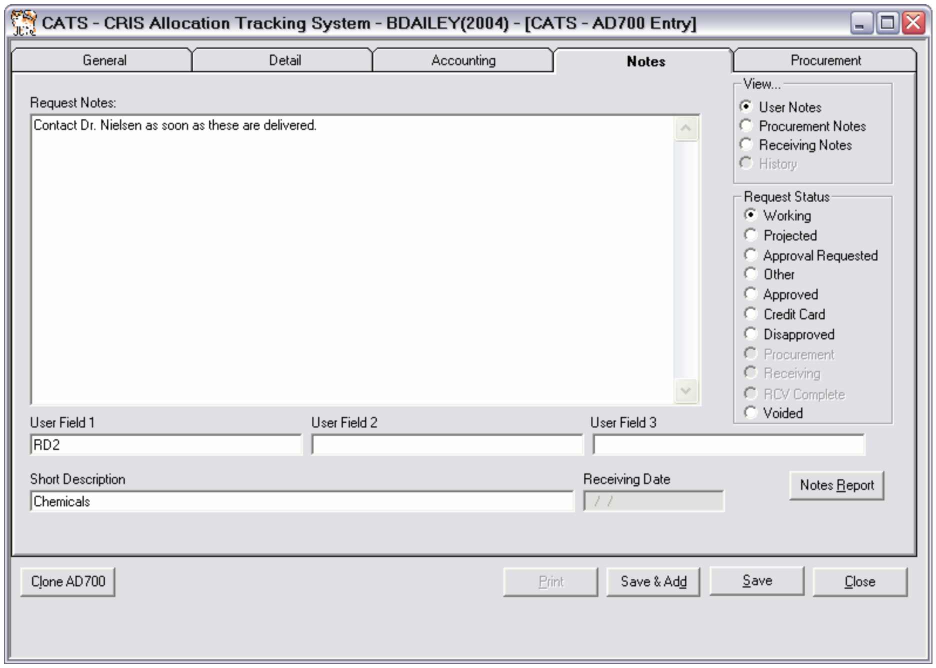


- The new vendor window will be displayed. Enter the appropriate information. After the vendor information has been entered, select ***OK***. The new vendor has now been added to the vendor list.
- To select the vendor, highlight it on the right side of the screen and select the << button to move the highlighted vendor to the "Selected Vendors" side of the screen.

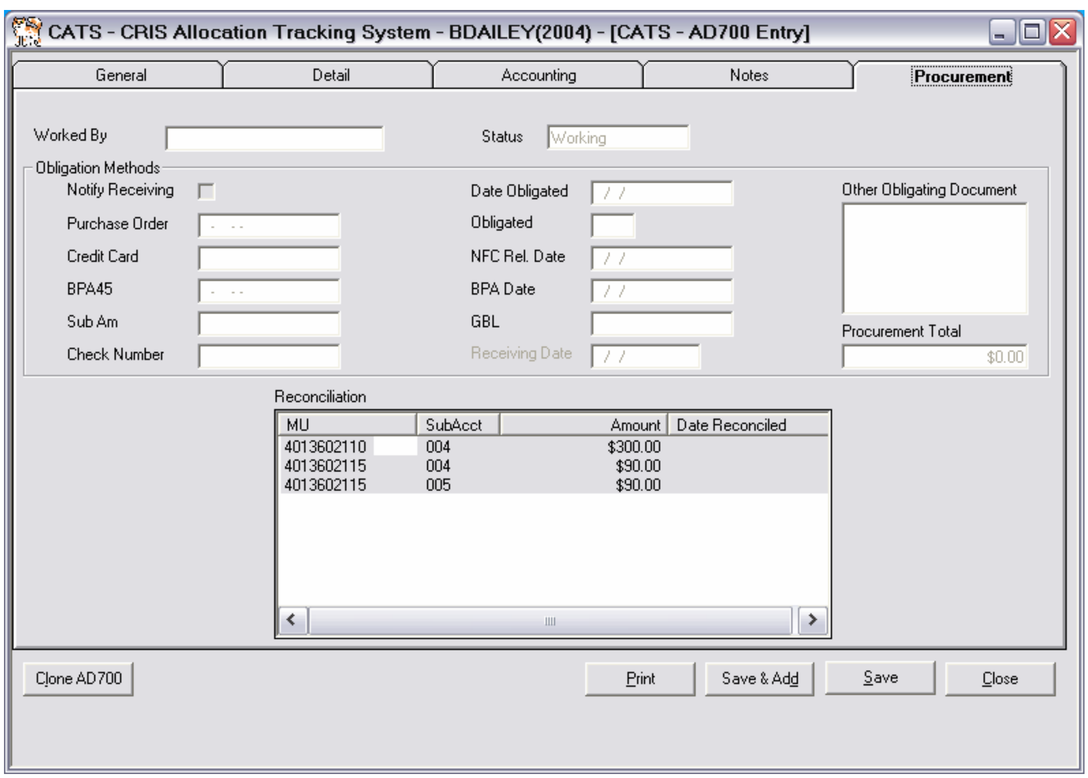
- Select several vendors if desired, but only the first vendor selected will print on the AD700



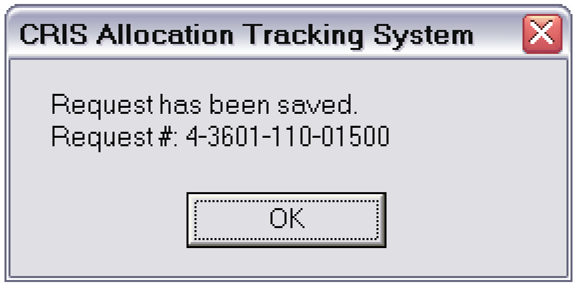
- **NOTES TAB:** There are several sections to the notes screen. The User Notes button is selected by default. User notes print on the AD700. There are also Receiving Notes and Procurement Notes. Receiving and procurement users can use these areas to update status or make any notes desired to be stored with the AD700. These notes do not print on the AD700.
- In the User Notes, type in any specific instructions that may be needed for Procurement. For example, a sole source justification including certain specs that must be met; a statement explaining to Procurement that the equipment needing repairs is already at the Vendor; something that would be for the user's information, or for record keeping. These "User Notes" print on the AD700.
- There are three User Field boxes that can contain anything desired by the user. They are intended to be used with the User Field Report to enable a search for common groups of information.
- Short Description: The short description entered in the first screen automatically displays in this field. This may be edited.
- Request Status: Select the radio button applicable to set the status of the requisition.



- **PROCUREMENT TAB:** Selecting this tab allows status of order checking. As the order is processed by the Procurement staff, parts of this screen will be filled in, i.e. the "worked by" field, PO# field, procurement total, received date, etc.

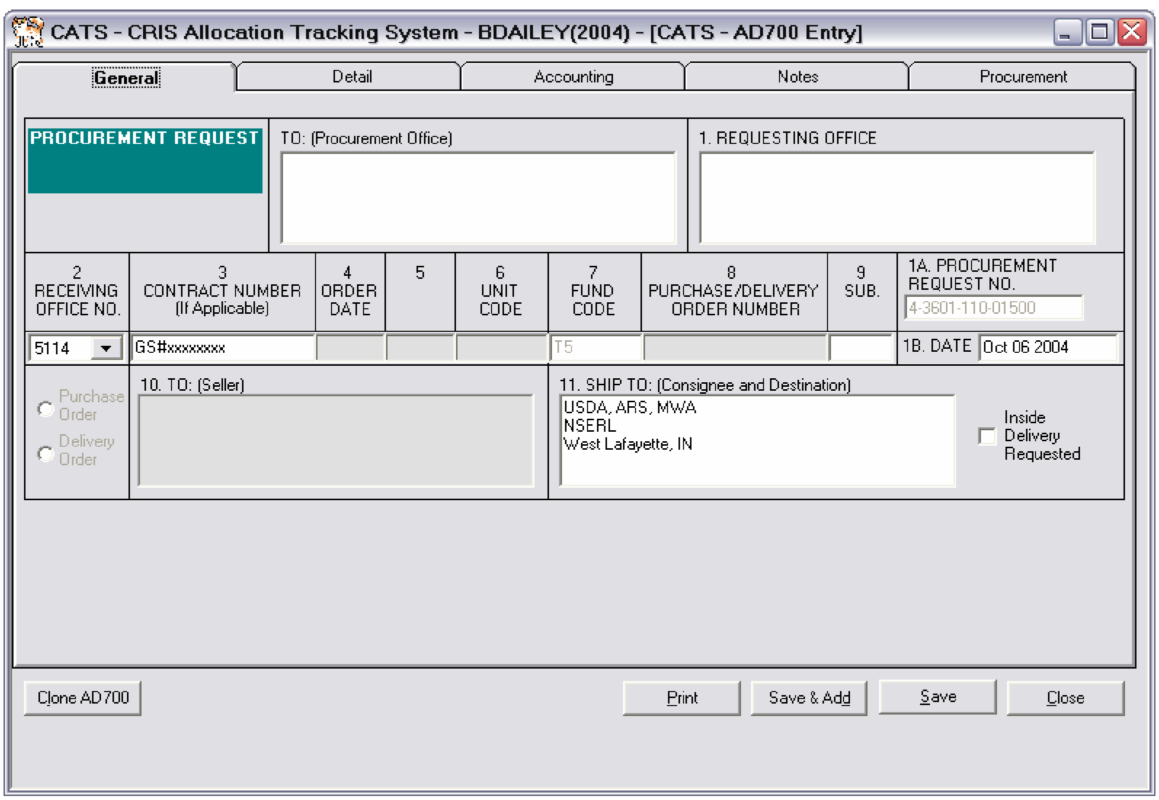


- **SAVING:** This completes the data entry of the AD700. To move around the body of this form, select the tabs at the top of the screen. This will allow editing entries. After completion of the AD700, select ***Save***. The following confirmation window provides the requisition number the system assigns to the AD700. Make note of the Request # for future reference.

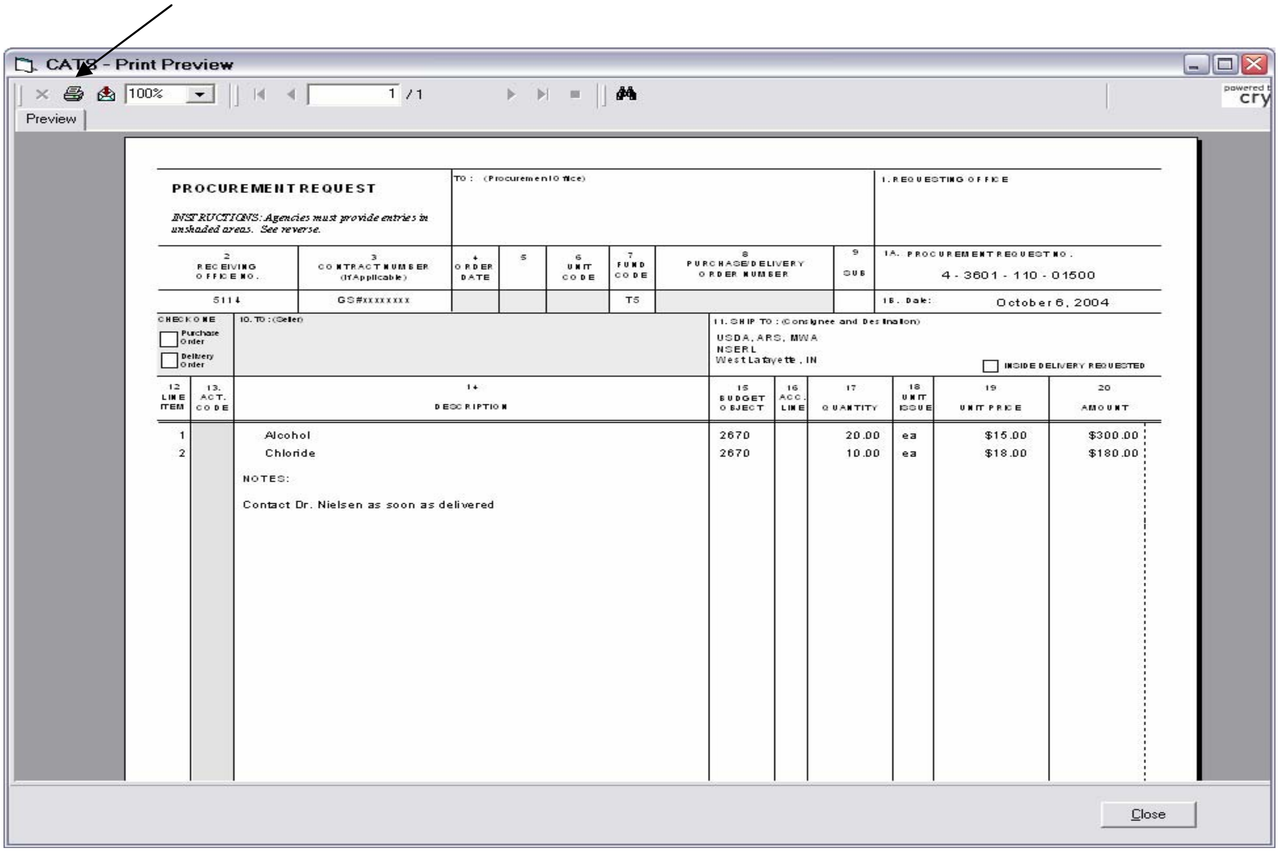


- **SAVE & ADD:** If entering multiple AD700s, use the ***Save & Add*** button, as opposed to ***Save. Save & Add*** will save the current AD700 and clear the document, except for the accounting tab information of the previous AD700.

- **CLONE AD700:** This creates an exact duplicate of the current AD700 and allows editing of the document in order to quickly enter multiple AD700s with similar information. It does not save the vendor or the BOC in the current version of CATS (2.9.111).



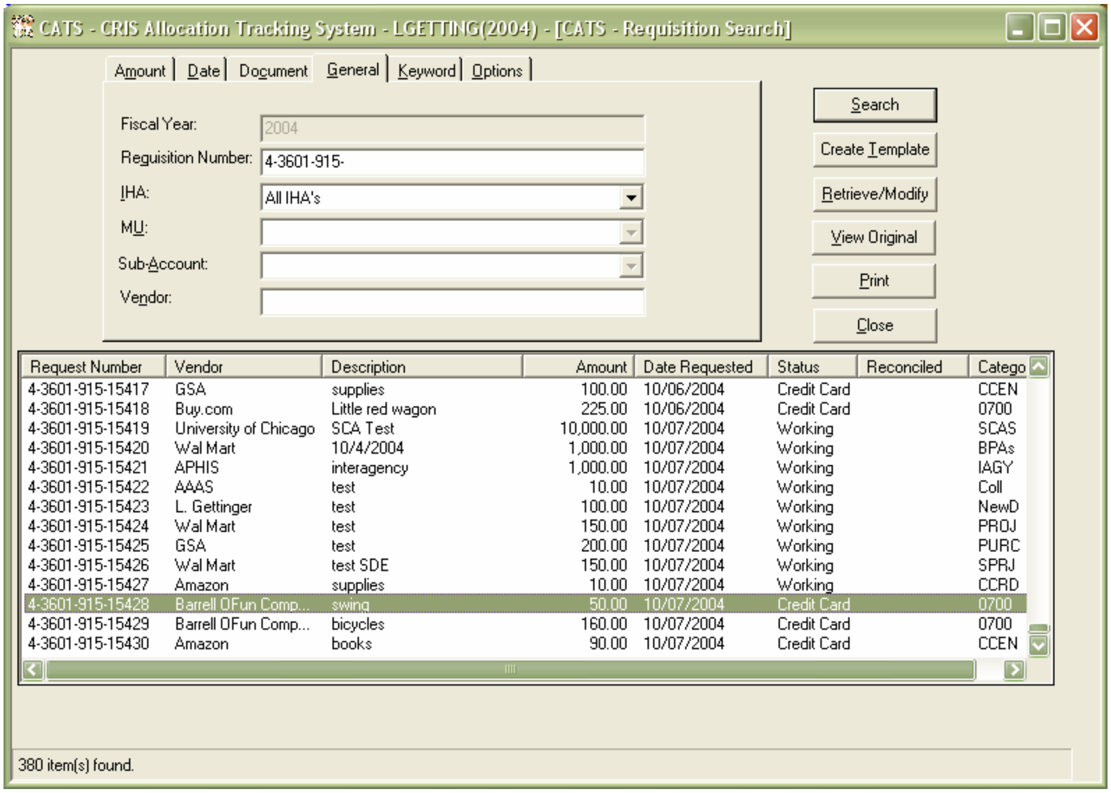
PRINT: Select ***Print***. This allows the system to collect all the data and display it in the AD700 form. Scroll down the window to verify entries. If the print preview looks OK, select the Printer icon at the top of the window.



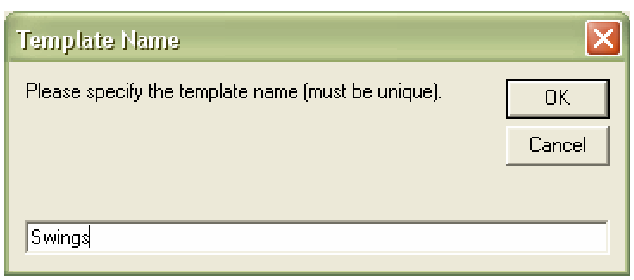
Creating Templates

(Only Use with AD700s with the current version 2.9.111)

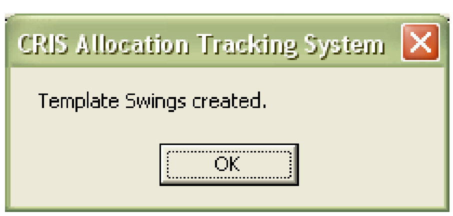
- Select ***Search***



- Do a search to find the requisition needed to create a template. Select that requisition and click ***Create Template***.

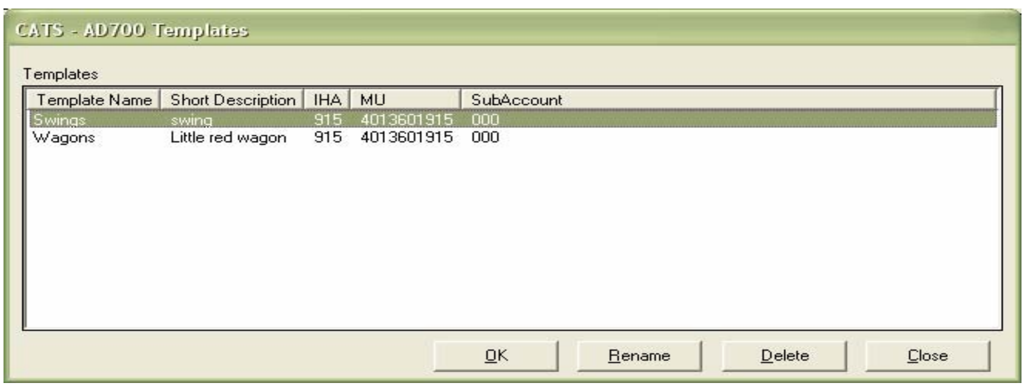


- Type in a name for the template and select ***OK***. The following pop-up box will be displayed.

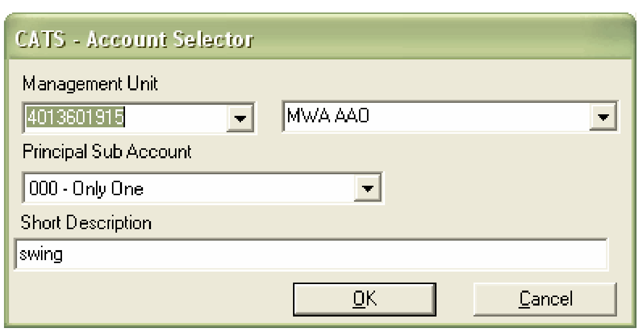


- To use the template just created, choose ***Data Entry***, then ***New From Template*** from the CATS Main Menu.

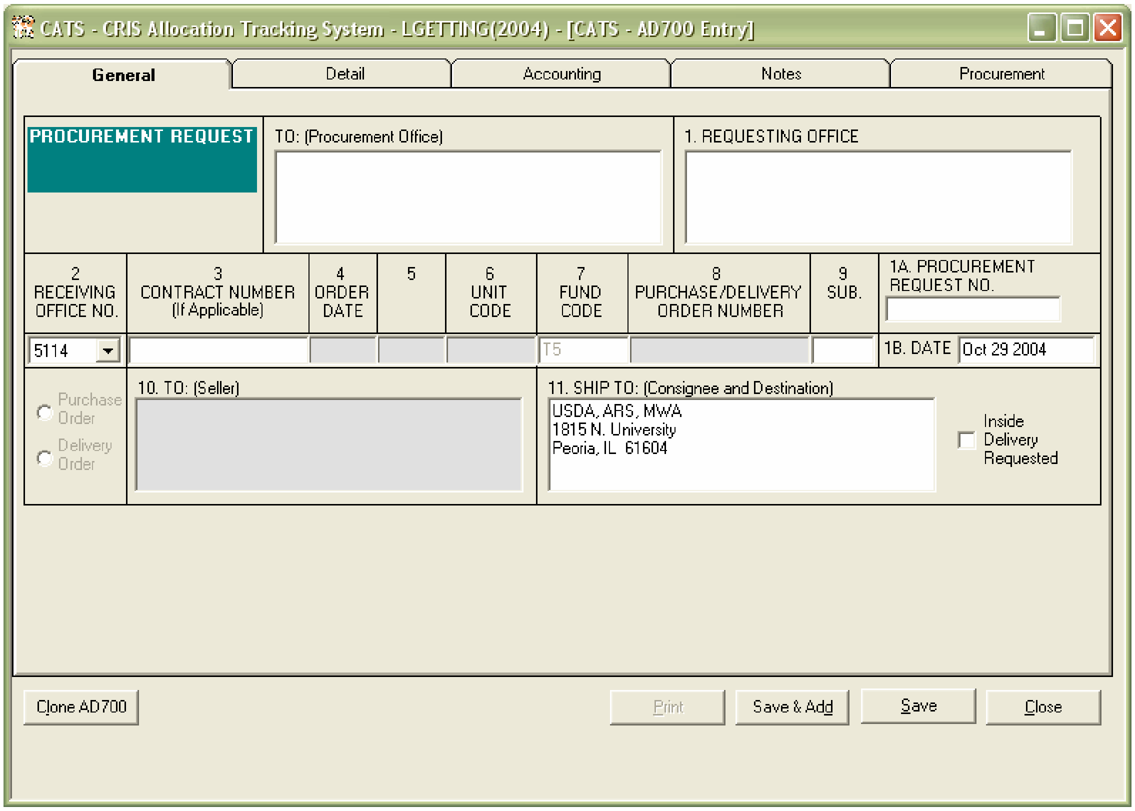
- A list of templates will appear as follows:



- Select the template desired and click ***OK***.

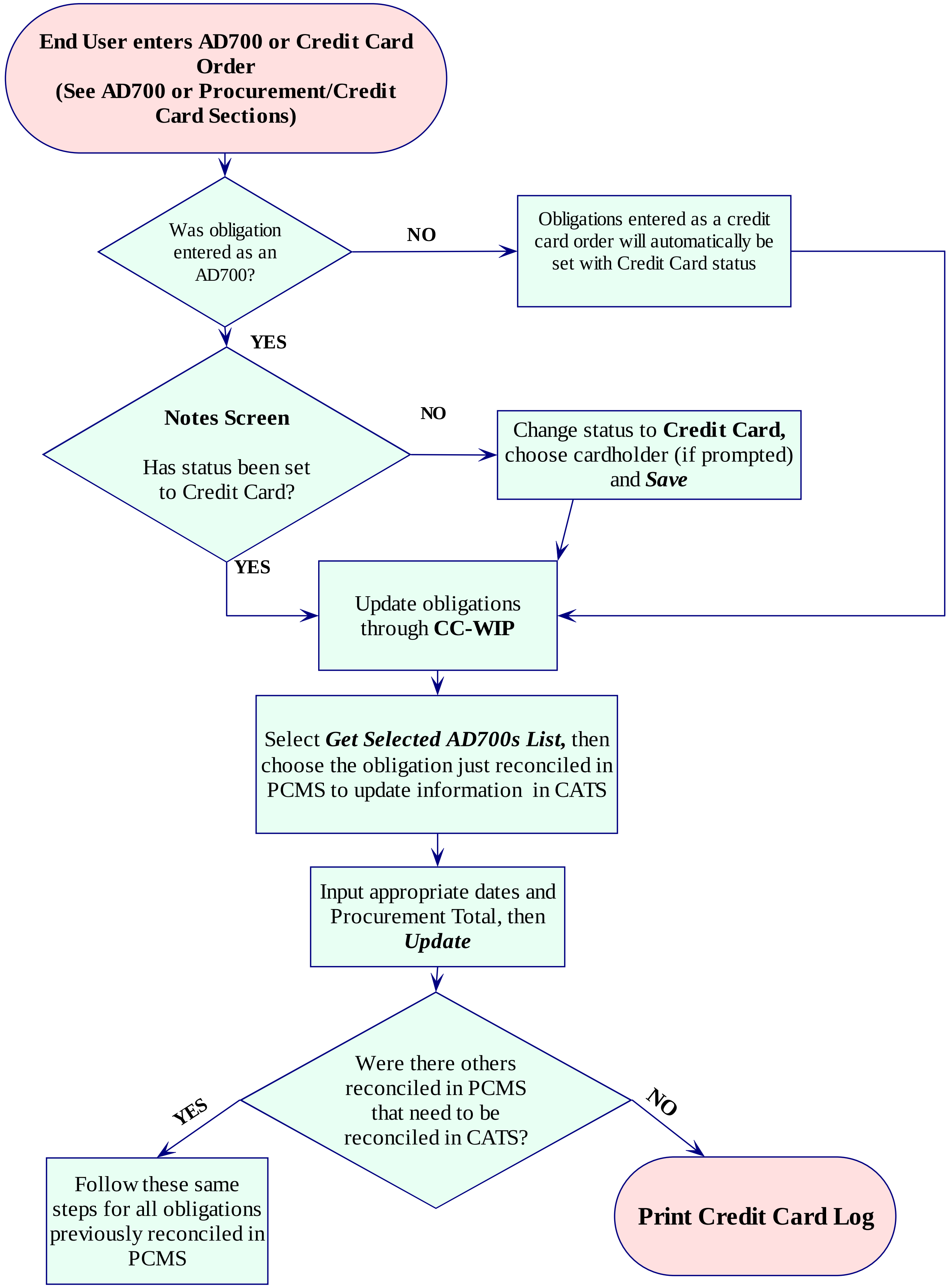


- The Account Selector screen will then appear. Choose the Management Unit and Sub Account (if desired) that this requisition will be obligated to. Select ***OK***.



- An AD700 is displayed. This is a copy of the original requisition that was used to create the template. Changes can be made to this requisition if needed since the status of the new AD700 is set as Working. Once changes are made, click ***Save***. This will save the requisition with a new number, coinciding with the MU chosen on the Account Selector screen.

CREDIT CARD/CC-WIP PROCEDURES

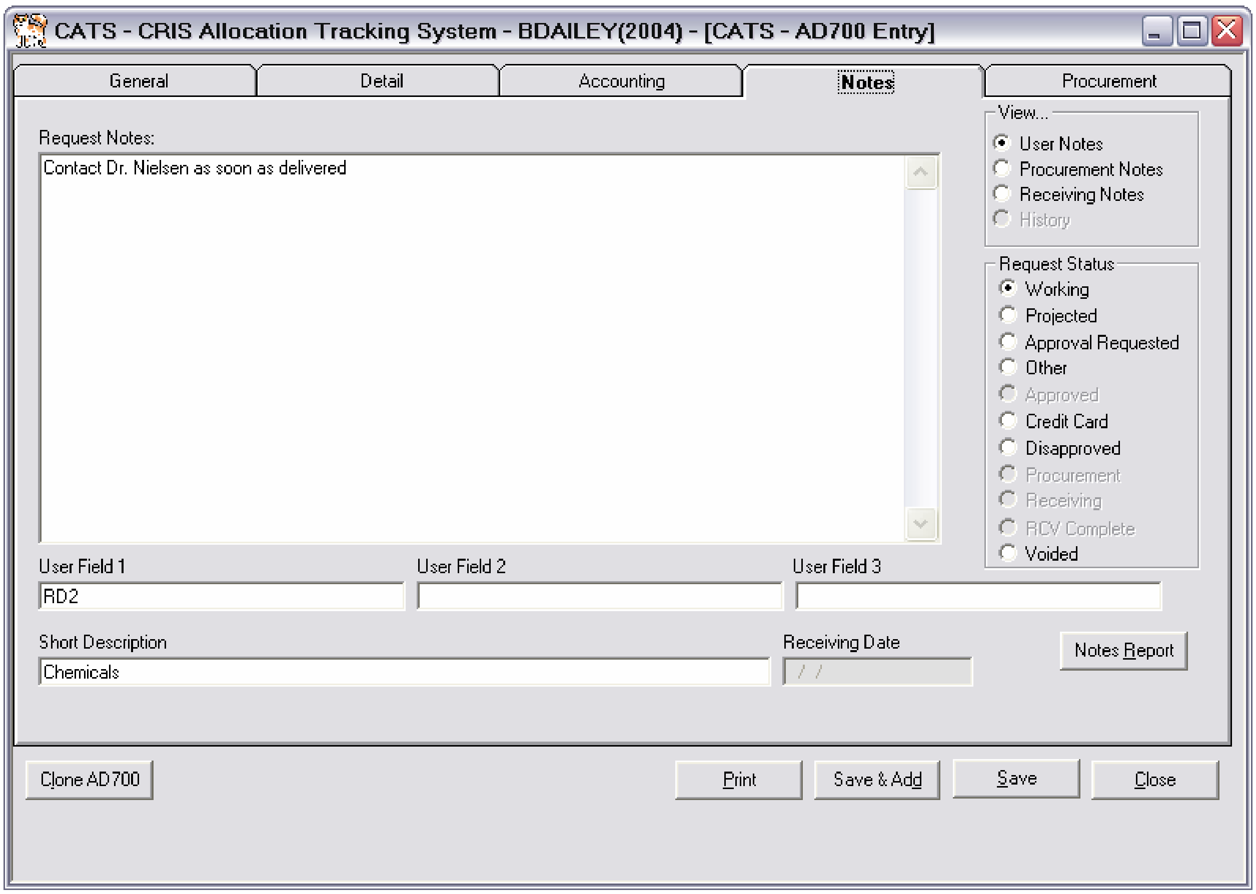


CREDIT CARD ORDERS

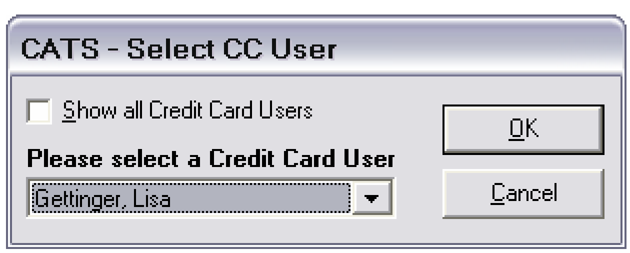
- There are two ways to create credit card entries, from an AD700, or through a short credit card order entry screen.

- To create a credit card order from an AD700, create a new AD700 as shown in the AD700 entry section. A previously-created AD700 can also be retrieved through Search.

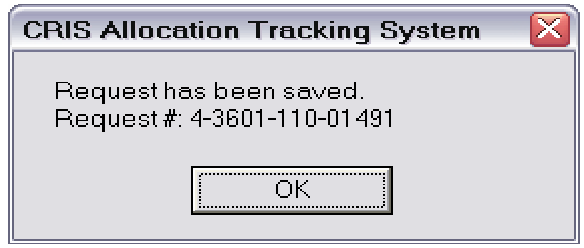
- With the AD700 open, go to the NOTES tab

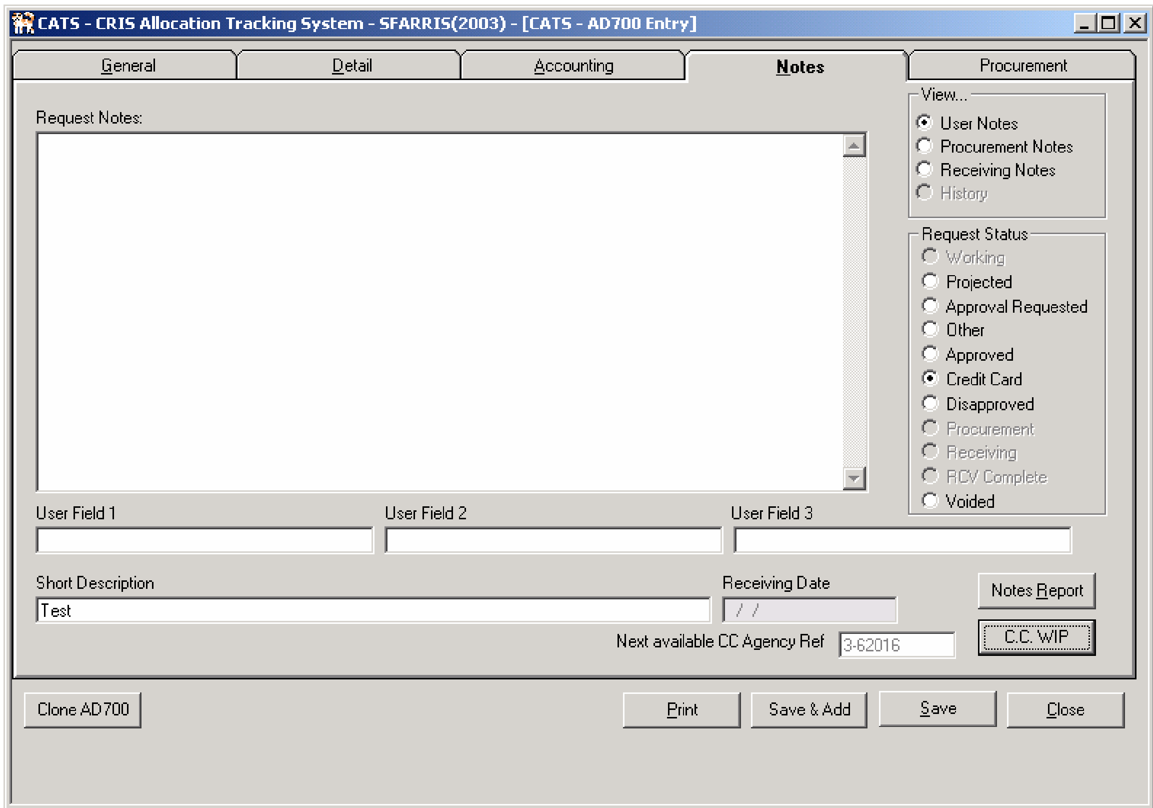


- At this point, the status is still "Working." Select the ***Credit Card*** option to indicate that the status will be changed to credit card status. Select ***Save***. Some users will have the option to assign an order to other credit card users (this is usually Administrators, Account Techs, and Approvers). If prompted, select CC User, then ***Save.***



The pop-up screen with the Request # is displayed. Select *OK*. Make note of the number for future reference.

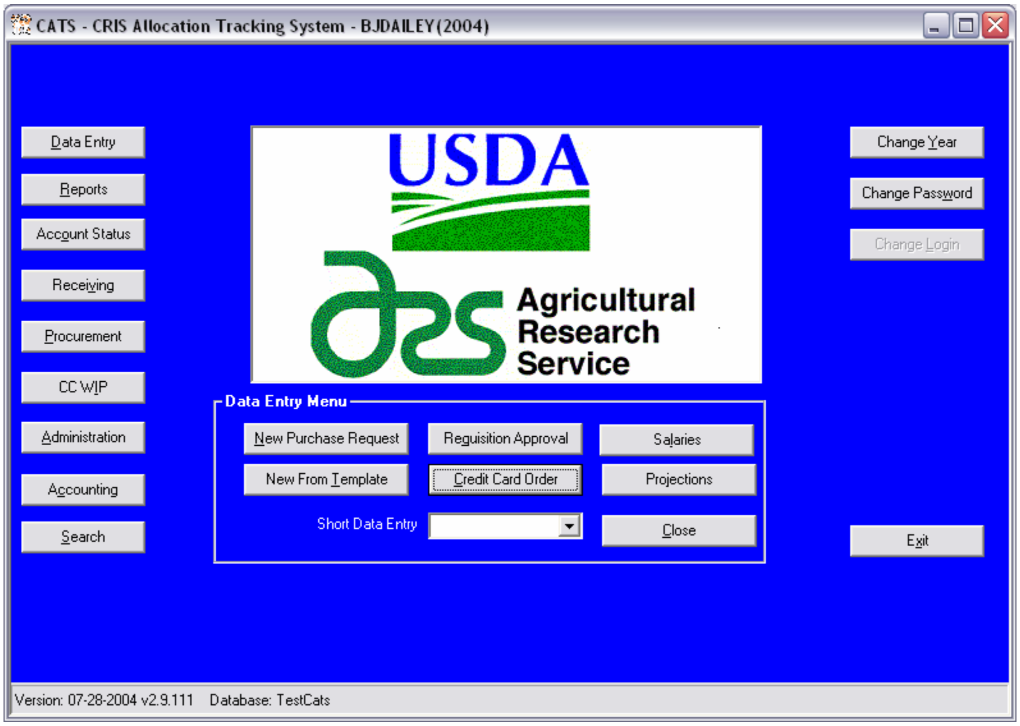




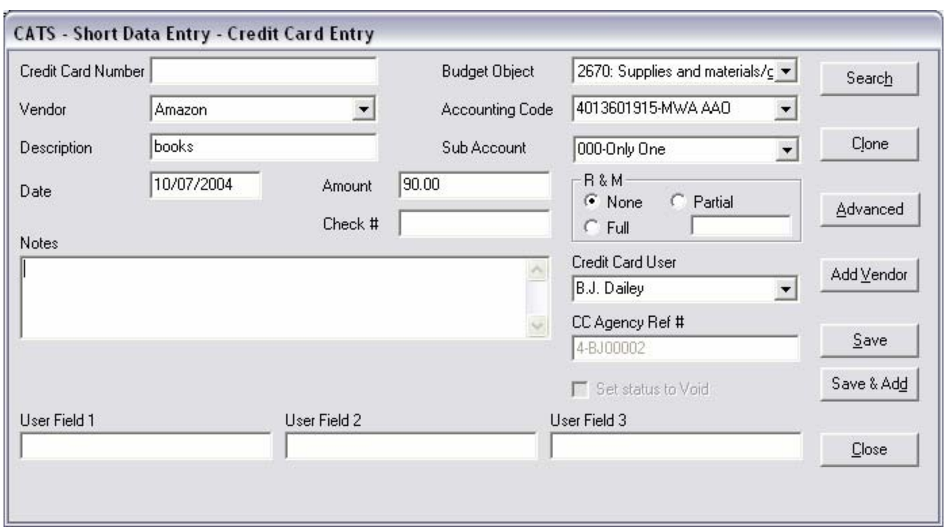
- **NOTE:** once the status has been set to Credit Card, a button becomes available to allow the selection of the option for the CC-WIP (Credit Card Work in Progress) screen to finish working on the order. Users can either ***Print***, ***Close***, or go to the CC-WIP.

With CATS Version 2.9.111, the CC-WIP button will be found on the Detail Tab; however, this will be moved back to the Notes Tab as shown above in a future release.

- To create a Credit Card Order from Short Data Entry Screen, select ***Data Entry,*** then ***Credit Card Order***.



- The Credit Card Short Data Entry (CC SDE) screen is displayed:

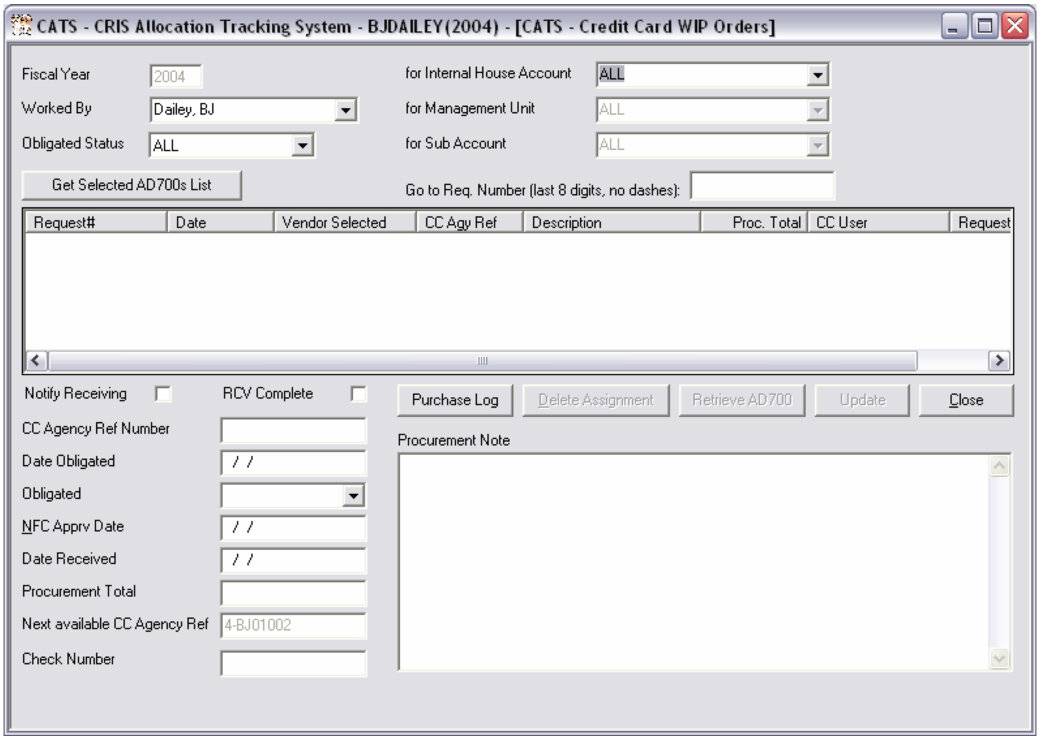


- Vendor, Description, Amount, and Accounting information are required. All other fields are optional. Notice that the next available CC Reference number is displayed and will be assigned when ***Save*** is selected.

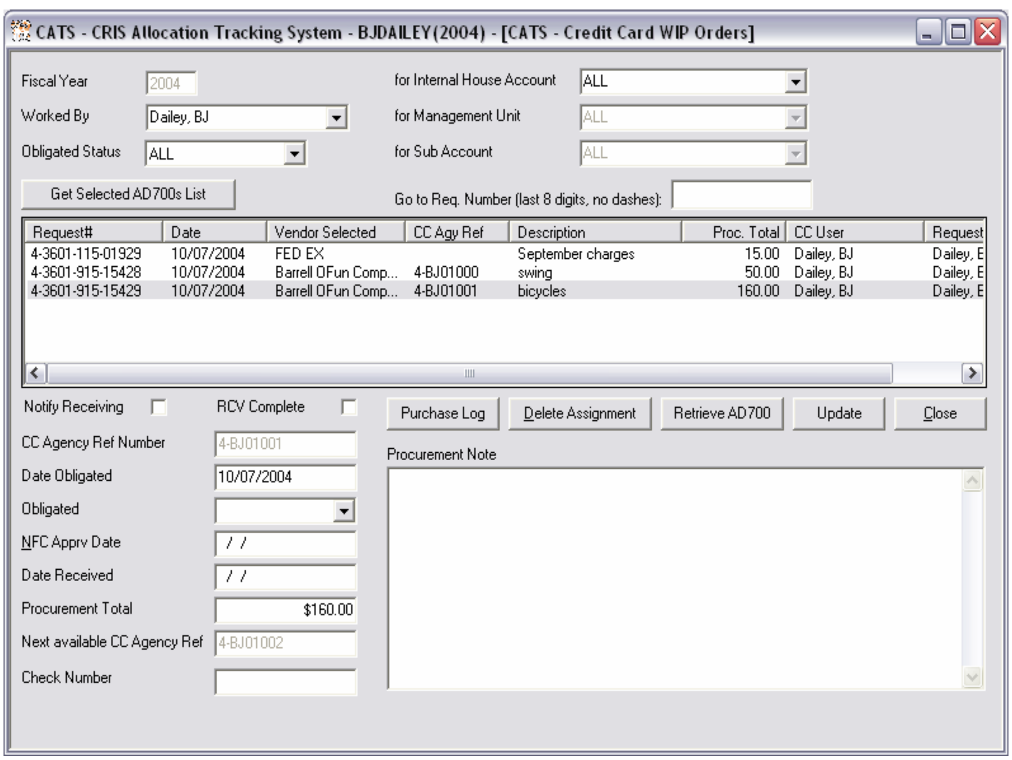
- Whether the requisition has been created in either the AD700 entry (where status is set to Credit Card) or from the CC SDE, it will be "worked" from the CC-WIP (Credit Card - Work in Progress) screen. CC-WIP allows for entering the rest of the information that needs to be included on the Credit Card Purchase Log reports.

CC-WIP (Credit Card - Work in Progress)

- At the CC-WIP screen, the user's name will be pre-selected in the Worked By field. The name in the Worked By field may be changed if the user is an Administrator, Accounting User, or Approver.



- Select ***Get Selected AD700s List*** to pull up a list of CC orders assigned to the user.



- Select the appropriate order. Notice the CC Reference number that was assigned when the requisition was saved in previous screen and the Date Obligated was set at the time the requisition was saved as a credit card.

- As the order is worked through the CC-WIP process, fill in the appropriate fields and select ***Update*** to save. The same order may be retrieved later to enter or edit the fields.

- Individual field information:

  - <u>CC Agency Ref Number:</u> Filled by system.

  - <u>Date Obligated:</u> Date the CC order was placed. The system fills this field when the requisition is saved, but editing may be done at any time.

  - <u>Obligated:</u> Indicate that an order is Partial or Complete. This is mainly for the user's information. It can be used to help filter the list if the user is a credit card user who places a lot of orders (notice the Obligated Status pick list at the top of the screen).

  - <u>NFC Approve Date:</u> The date reconciled in PCMS.

  - <u>Date Received:</u> The date the order is received as complete (if partial shipment is received, it is recommended only the date of the last shipment be entered).

  - <u>Procurement Total:</u> This will start out matching the total of the requisition entered. If the amount came back differently in PCMS (perhaps an adjusted price or different shipping charges than originally entered), simply put the new total here. This new total will show up on all reports in the system. If this amount is changed, make a note of the reason in the Procurement notes field to the right.

  - <u>Check Number:</u> If a check was written, record the check number here.

  - <u>Procurement Notes:</u> Free-form field for typing any notes the user would like entered for record purposes. These notes will print on the CC Purchase Log.

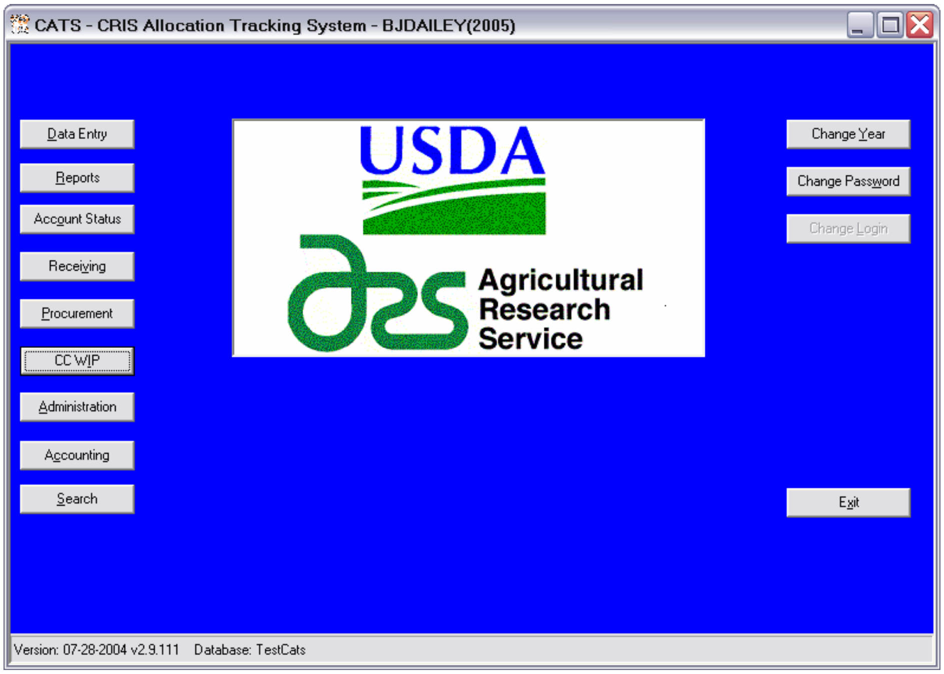
  - <u>Checkboxes for Notify Receiving and Received Complete:</u> These are optionally used to update the status of an order. The status shows up on several screens and reports. Additionally, the Notify Receiving check box will allow this requisition to show up on the Receiving screen. This is useful for places that have a loading dock with a receiving staff.

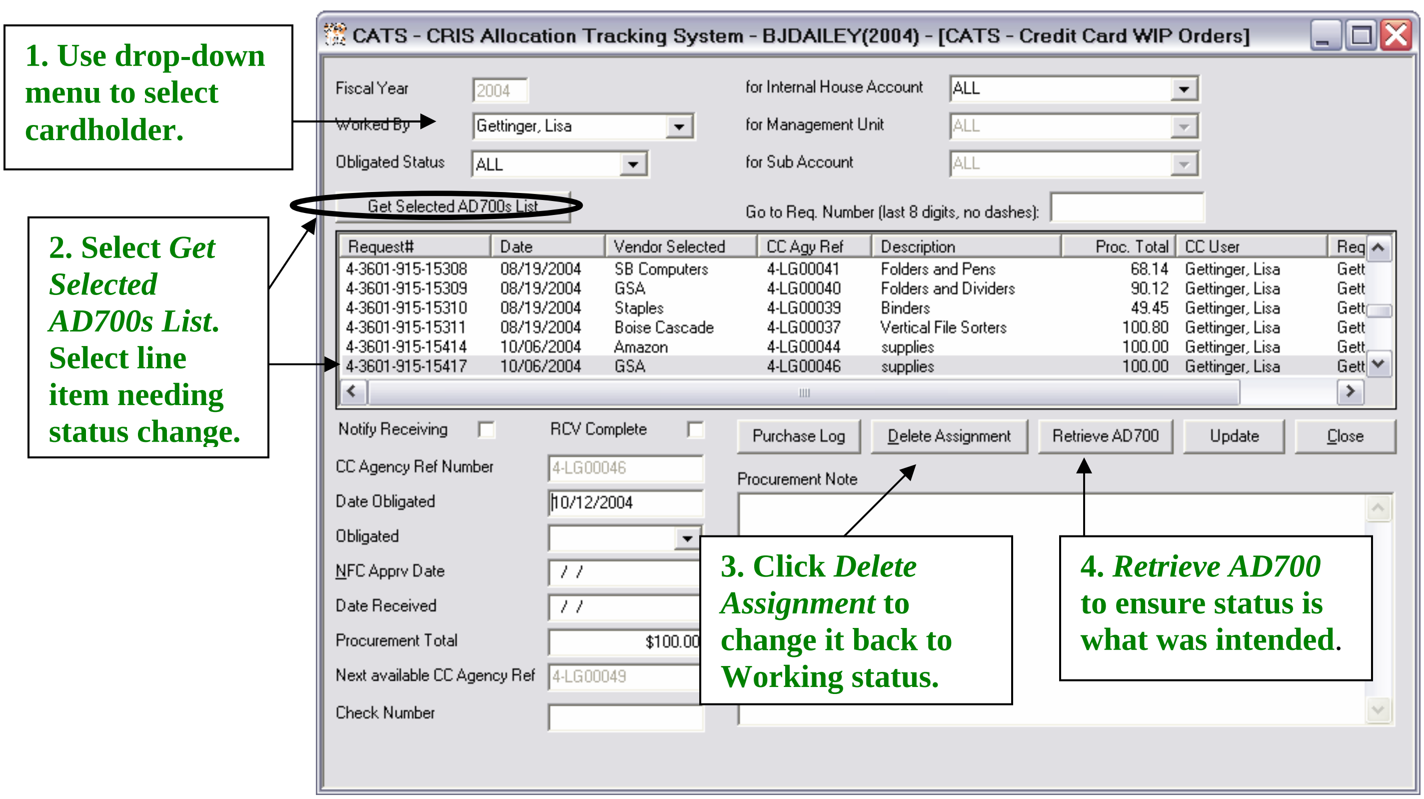
- When all desired changes have been made, select ***Update***. Select ***Close*** to exit this screen. If this screen was accessed from the AD700 screen, the user will be returned to the AD700 screen. Otherwise the user will be returned to the Main Menu screen.

Changing requisition back to *Working* status from CC-WIP for <u>Credit Card Users</u> (Delete Assignment)

This function will only be utilized if a change other than the amount is needed. The requisition will only be displayed in CC-WIP when it has a Credit Card status. No changes may be made to a Credit Card order unless it has been changed to Working status through the function, delete assignment.

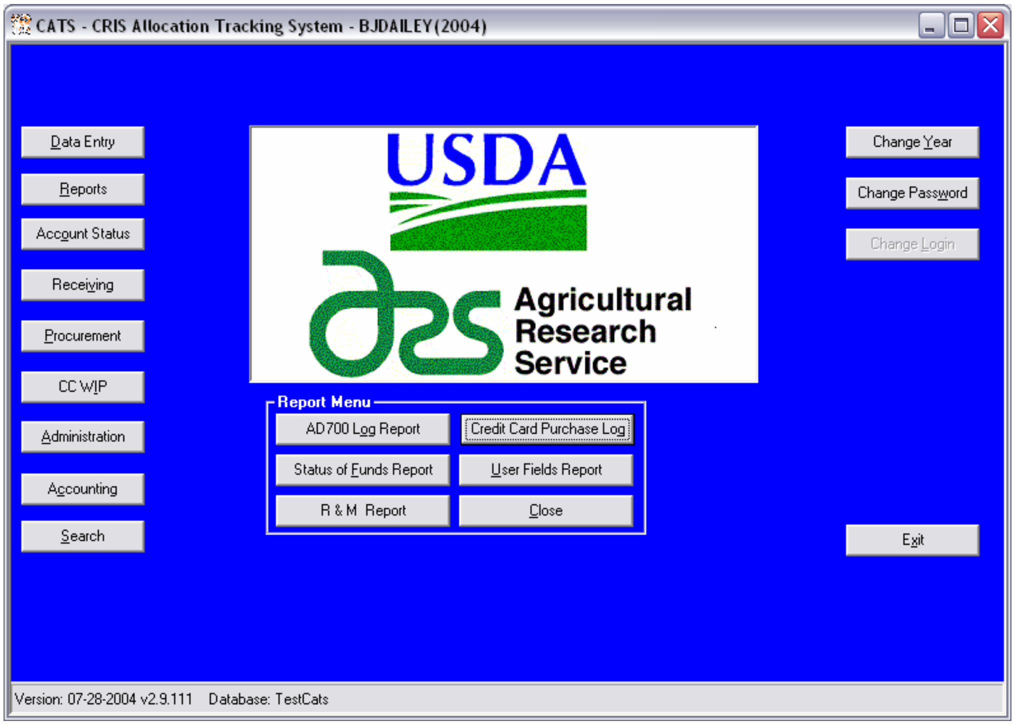
- Select ***CC-WIP*** from Main Menu





CREDIT CARD PURCHASE LOG

- The system can generate a Credit Card Purchase Log report for cardholders.



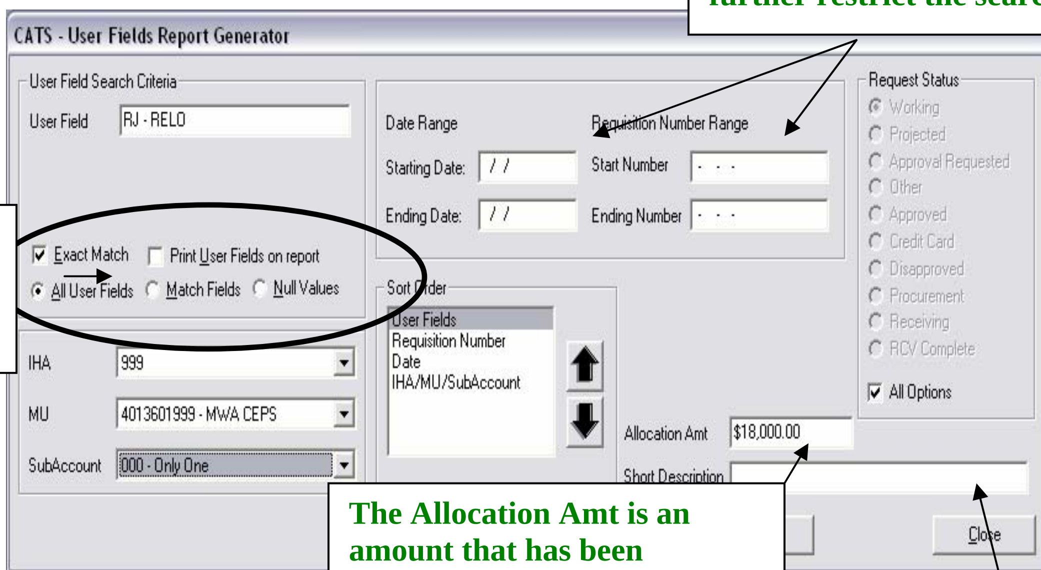
- From the main menu, choose ***Reports***, then ***Credit Card Purchase Log*** (note: this log report can also be accessed from the CC-WIP screen). If a user can assign orders to other users (Administrators, Accounting Techs, Approvers), a menu for selecting specific users for which to print the report will be displayed. A print preview is displayed:

In the Print Preview window, select the printer icon to print the report.

User Fields Report

- Select ***Reports***, then ***User Fields Report***
- Enter User Field Search Criteria for which report is being compiled
- Select IHA, MU, Sub Account (if desired)
- Use up or down arrows to determine sort order desired
- Select ***Print***

The Date Range and Requisition Number Range can be used to further restrict the search.



This section is used to define the search fields.

The Allocation Amt is an amount that has been identified as being available for the subject search.

The Short Description field is another optional field on the AD700 that can be searched.

- User Field Report preview:

User Fields Report Date of Report: 10/8/2004 2:54 pm

Search Criteria:

Exact Match = False

All User Fields:

User Field = RJ%

For IHA = 999

MU = 4013601999

SubAccount = 000

Short Description = <all>

Current Year = 2004

Requisition Number Range = <all>

Sort Order = User Fields, Requistion Number, Date, IHA/MU/Sub Account

Requisition #	Req Date	Requestor	Vendor	Description	Status	Amount
4-3601-999-99023	01/12/2004	GettingerLisa	Ralph Jesse	Relocation	Other	15,901.00
4-3601-999-99026	01/27/2004	GettingerLisa	Ralph Jesse	Relocation	Other	-256.40
4-3601-999-99027	01/27/2004	GettingerLisa	Ralph Jesse	Relocation	Other	21.20
4-3601-999-99028	01/27/2004	GettingerLisa	Ralph Jesse	Relocation	Other	187.50
4-3601-999-99029	01/27/2004	GettingerLisa	Ralph Jesse	Relocation	Other	4.96
4-3601-999-99030	01/27/2004	GettingerLisa	Ralph Jesse	Relocation	Other	49.80
4-3601-999-99031	01/27/2004	GettingerLisa	Ralph Jesse	Relocation	Other	19.10
4-3601-999-99032	01/27/2004	GettingerLisa	Ralph Jesse	Relocation	Other	85.47
4-3601-999-99062	04/05/2004	GettingerLisa	Ralph Jesse	Relocation	Other	-3,054.62
4-3601-999-99063	04/02/2004	GettingerLisa	Ralph Jesse	Relocation	Other	3,054.62
4-3601-999-99073	06/21/2004	GettingerLisa	Ralph Jesse	Relocation	Other	-1,895.81
4-3601-999-99074	06/21/2004	GettingerLisa	Ralph Jesse	Relocation	Other	2,721.12
4-3601-999-99081	07/06/2004	GettingerLisa	Ralph Jesse	Relocation	Other	-10,662.98
4-3601-999-99084	07/26/2004	GettingerLisa	Ralph Jesse	Relocation	Other	21.00
4-3601-999-99085	07/26/2004	GettingerLisa	Ralph Jesse	Relocation	Other	-21.00

Total Obligated : $ 6,174.96
Total Allocation : $ 18,000.00
Estimated Balance: $ 11,825.04

Page 1 of 1

Print the Report:

- Select the Printer icon in the top left corner.
- At the Printer setup screen, select the destination printer for the report.
- Select ***OK.***
- The next print screen allows the selection of pages to be printed and/or the number of copies desired. Select ***OK***.

NOTE: If your computer has Adobe PDF as a printer selection, the report may be printed to the Adobe print file and saved to the computer for future reference, or select the Export Icon in the top left corner to export the report to another format, i.e. Adobe PDF.