



CATS

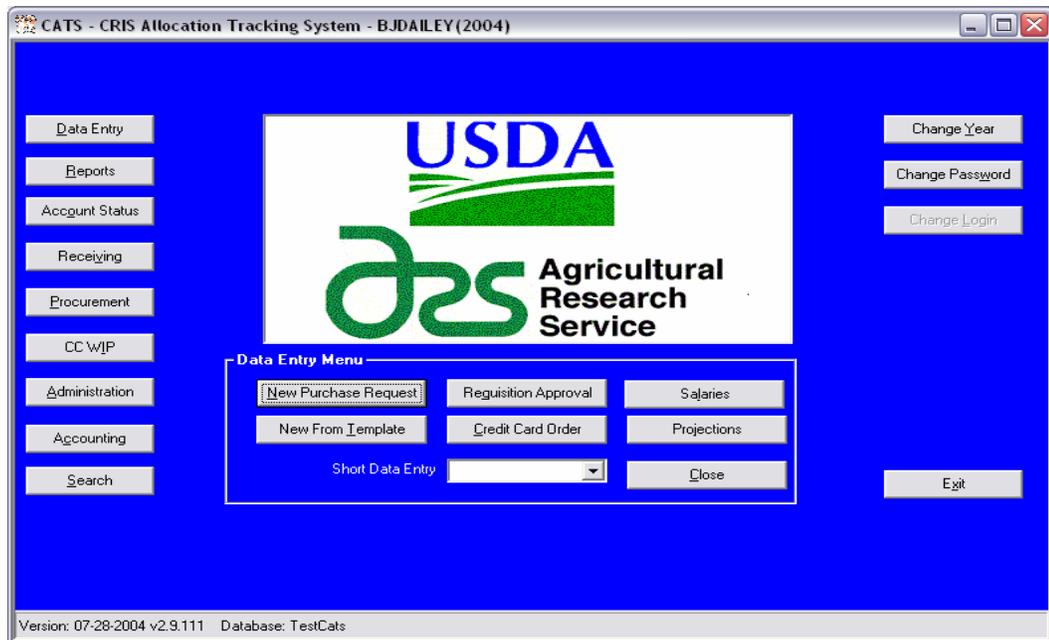
Credit Card
User Functions

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.**

- **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).

The image shows two overlapping windows from the CATS system. The background window is titled "CATS - Line Items" and contains a form for entering a new line item. The foreground window is titled "CATS - CRIS Allocation Tracking System - BDAILEY(2004) - [CATS - AD700 Entry]" and displays a detailed view of the current entry.

CATS - Line Items (Background Window):

- Line Item: 1
- Description: [Empty text area]
- Budget Object: 2670: Supplies and m...
- Unit Issue: ea
- Quantity: [Empty text box]
- Buttons: New Item, Dele...

CATS - CRIS Allocation Tracking System - BDAILEY(2004) - [CATS - AD700 Entry] (Foreground Window):

General		Detail		Accounting		Notes		Procurement	
12 Line Item	13 Act Code	14 Description	15 Budget Object	16 Acc Line	17 Quantity	18 Unit Issue	19 Unit Price	20 Amount	
01		Alcohol	2670		20.	ea	\$15.00	\$300.00	
02		Chloride	2670		10.	ea	\$18.00	\$180.00	
21 FOB Point		22 Discount Terms				Sub-Total		\$480.00	
23 Required Delivery		23A Negotiated Delivery		24 Ship Via		26 Estimated Freight		TOTAL	
[Oct 19 2004						\$0.00		\$480.00	

For additional information, please contact: Phone
 BJ Dailey (309)681-6630x

Buttons: Clone AD700, Print, Save & Add, Save, Close

- 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.

CATS - CRIS Allocation Tracking System - BDAILEY(2004) - [CATS - AD700 Entry]

General Detail **Accounting** Notes Procurement

28 ACC LINE 29 ACCOUNTING CLASSIFICATION

A	B	C	D	E	30 Distribution	31 Amount
5	10	5 3	4	1 4 1 2	100.000%	\$480.00

01 40136 02110 004 100.000% \$480.00

RECOMMENDED SOURCES:

Vendors

R & M
 None Partial
 Full

Clone AD700 Print Save & Add Save Close

- The following screen will appear:

CATS - Accounts

Acc Line: 01

Use Validated MU Use Unvalidated MU

Management Unit: 4013602110 - CROP PRODUCTION

Sub Account: 4 - DR. N. NIELSEN

Amount: \$480.00

Distribute by dollar amount (selected)
 Distribute by percentage

AD700 Total: \$480.00
 Procurement Total:
 Unallocated amount: \$0.00

New Account Delete Account Close

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.

CATS - Accounts

Acc Line: 2

Use Validated MU Use Unvalidated MU

Management Unit: 4013602115 - NATIONAL SOIL ERO

Sub Account: *P50 - STOTT 50/50

Amount: \$180.00

Distribute by dollar amount
 Distribute by percentage

AD700 Total: \$480.00

Procurement Total: [Empty]

Unallocated amount: \$0.00

New Account Delete Account Close

- 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.

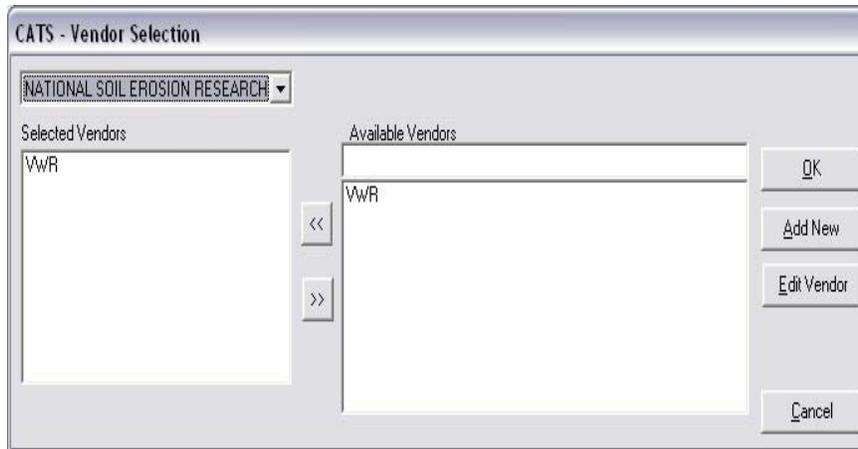
28 ACC LINE	A	B	C	D	E	30 Distribution	31 Amount
01	40136	02117	004			62.500%	\$300.00
02	40136	02115	*P50 004 005			37.500% 18.750% 18.750%	\$180.00 \$90.00 \$90.00

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.

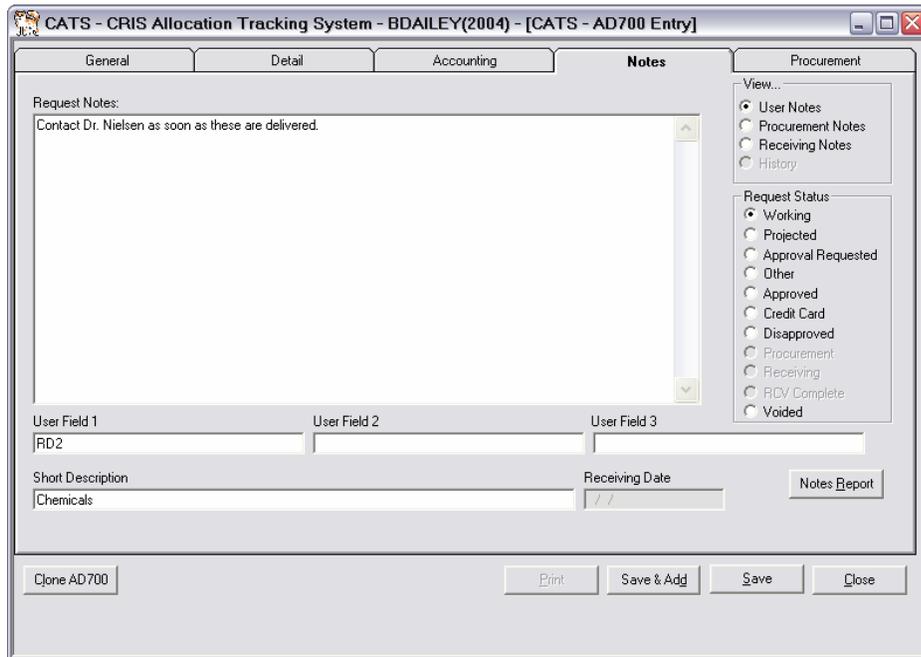
- **ACCOUNTING TAB (vendor):** To choose a vendor, select the *Vendor* button. A vendor list will pop up for the MU selected. If the vendor is not listed, select the *Add New* button.

- 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.

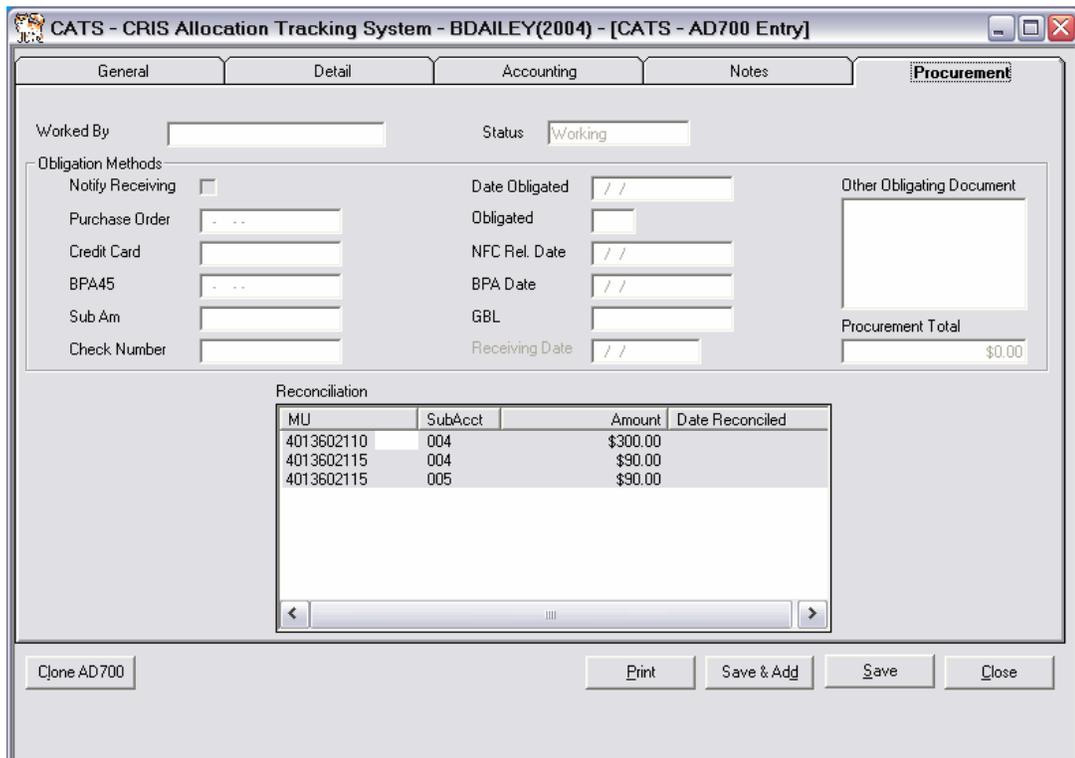
- Select several vendors if desired, but only the first vendor selected will print on the AD700



- **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).

The main application window is titled "CATS - CRIS Allocation Tracking System - BDAILEY(2004) - [CATS - AD700 Entry]". It features a tabbed interface with "General", "Detail", "Accounting", "Notes", and "Procurement" tabs. The "General" tab is active, showing a form with the following fields:

- PROCUREMENT REQUEST** (highlighted in green)
- TO: (Procurement Office)** (text input field)
- 1. REQUESTING OFFICE** (text input field)
- 2. RECEIVING OFFICE NO.** (dropdown menu, value: 5114)
- 3. CONTRACT NUMBER (If Applicable)** (text input field, value: GS#xxxxxxx)
- 4. ORDER DATE** (text input field)
- 5.** (text input field)
- 6. UNIT CODE** (text input field)
- 7. FUND CODE** (text input field, value: T5)
- 8. PURCHASE/DELIVERY ORDER NUMBER** (text input field)
- 9. SUB.** (text input field)
- 1A. PROCUREMENT REQUEST NO.** (text input field, value: 4-3601-110-01500)
- 1B. DATE** (text input field, value: Oct 06 2004)
- 10. TO: (Seller)** (text input field)
- 11. SHIP TO: (Consignee and Destination)** (text input field, value: USDA, ARS, MWA
NSERL
West Lafayette, IN)
- Inside Delivery Requested** (checkbox, unchecked)

At the bottom of the window are buttons for "Clone AD700", "Print", "Save & Add", "Save", and "Close".

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.

Print Preview

100%

1 / 1

powered by cry

PROCUREMENT REQUEST

INSTRUCTIONS: Agencies must provide entries in unshaded areas. See reverse.

TO: (Procurement Office)

1. REQUESTING OFFICE

2. RECEIVING OFFICE NO.

3. CONTRACT NUMBER (If Applicable)

4. ORDER DATE

5.

6. UNIT CODE

7. FUND CODE

8. PURCHASE/DELIVERY ORDER NUMBER

9.

1A. PROCUREMENT REQUEST NO. 4 - 3601 - 110 - 01500

S114

COXXXXXXXX

TS

1B. Date: October 6, 2004

CHECK ONE

Purchase Order

Delivery Order

10. TO: (Order)

11. SHIP TO: (Consumer and Destination)

UCDA, ARS, MWA

INCEL

West Lafayette, IN

INCIDE DELIVERY REQUESTED

12. LINE ITEM	13. ACT. CODE	14. DESCRIPTION	15. BUDGET SUBJECT	16. ACQ. LINE	17. QUANTITY	18. UNIT CODE	19. UNIT PRICE	20. AMOUNT
1		Alcohol	2670		20.00	ea	\$15.00	\$300.00
2		Chloride	2670		10.00	ea	\$18.00	\$180.00

NOTES:

Contact Dr. Nielsen as soon as delivered

Close

Creating Templates

(Only Use with AD700s with the current version 2.9.111)

- Select *Search*

The screenshot shows the 'CATS - CRIS Allocation Tracking System - LGETTING(2004) - [CATS - Requisition Search]' window. It features a search form with the following fields: Fiscal Year (2004), Requisition Number (4-3601-915-), IHA (All IHA's), MU, Sub-account, and Vendor. To the right of the form are buttons for Search, Create Template, Retrieve/Modify, View Original, Print, and Close. Below the form is a table with the following columns: Request Number, Vendor, Description, Amount, Date Requested, Status, Reconciled, and Category. The table contains 13 rows of data. At the bottom of the window, it states '380 item(s) found.'

Request Number	Vendor	Description	Amount	Date Requested	Status	Reconciled	Category
4-3601-915-15417	GSA	supplies	100.00	10/06/2004	Credit Card		CCEN
4-3601-915-15418	Buy.com	Little red wagon	225.00	10/06/2004	Credit Card		0700
4-3601-915-15419	University of Chicago	SCA Test	10,000.00	10/07/2004	Working		SCAS
4-3601-915-15420	Wal Mart	10/4/2004	1,000.00	10/07/2004	Working		BPA's
4-3601-915-15421	APHIS	interagency	1,000.00	10/07/2004	Working		IAGY
4-3601-915-15422	AAAS	test	10.00	10/07/2004	Working		Coll
4-3601-915-15423	L. Gettinger	test	100.00	10/07/2004	Working		NewD
4-3601-915-15424	Wal Mart	test	150.00	10/07/2004	Working		PROJ
4-3601-915-15425	GSA	test	200.00	10/07/2004	Working		PURC
4-3601-915-15426	Wal Mart	test SDE	150.00	10/07/2004	Working		SPRJ
4-3601-915-15427	Amazon	supplies	10.00	10/07/2004	Working		CCRD
4-3601-915-15428	Barrell OFun Comp...	swing	50.00	10/07/2004	Credit Card		0700
4-3601-915-15429	Barrell OFun Comp...	bicycles	160.00	10/07/2004	Credit Card		0700
4-3601-915-15430	Amazon	books	90.00	10/07/2004	Credit Card		CCEN

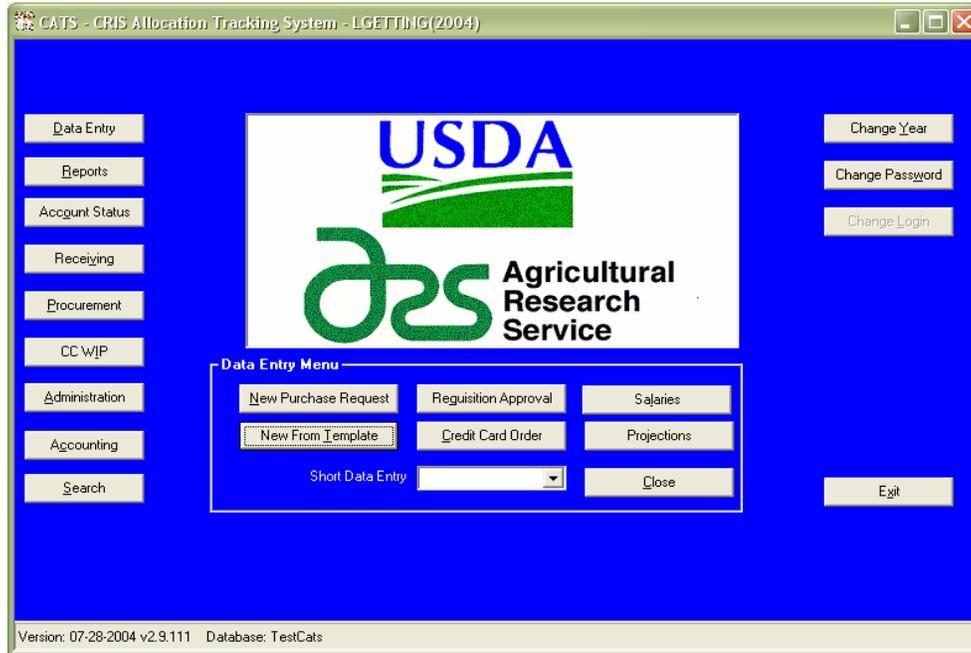
- Do a search to find the requisition needed to create a template. Select that requisition and click *Create Template*.

The 'Template Name' dialog box contains the text: 'Please specify the template name (must be unique).' There are 'OK' and 'Cancel' buttons. The text field contains the word 'Swings'.

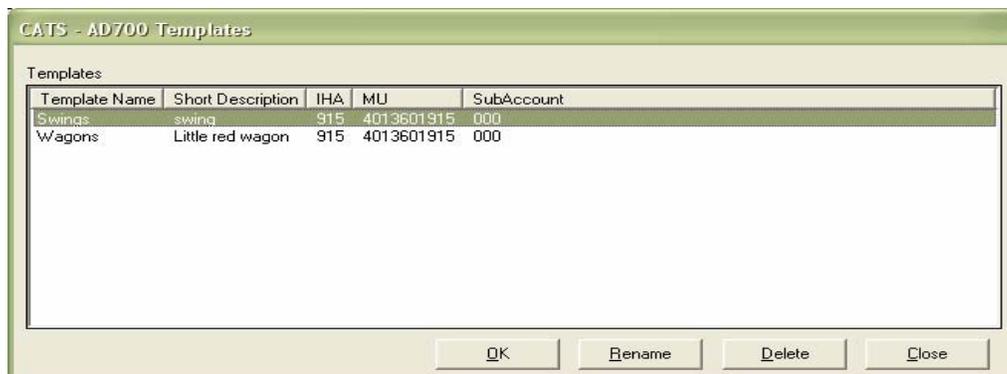
- Type in a name for the template and select **OK**. The following pop-up box will be displayed.

The 'CRIS Allocation Tracking System' pop-up box displays the message: 'Template Swings created.' There is an 'OK' button at the bottom.

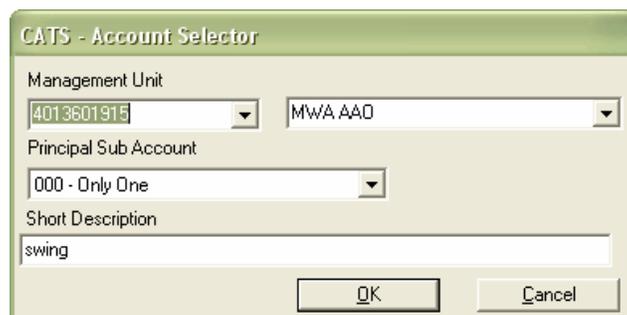
- To use the template just created, choose **Data Entry**, then **New From Template** from the CATS Main Menu.



- 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**.

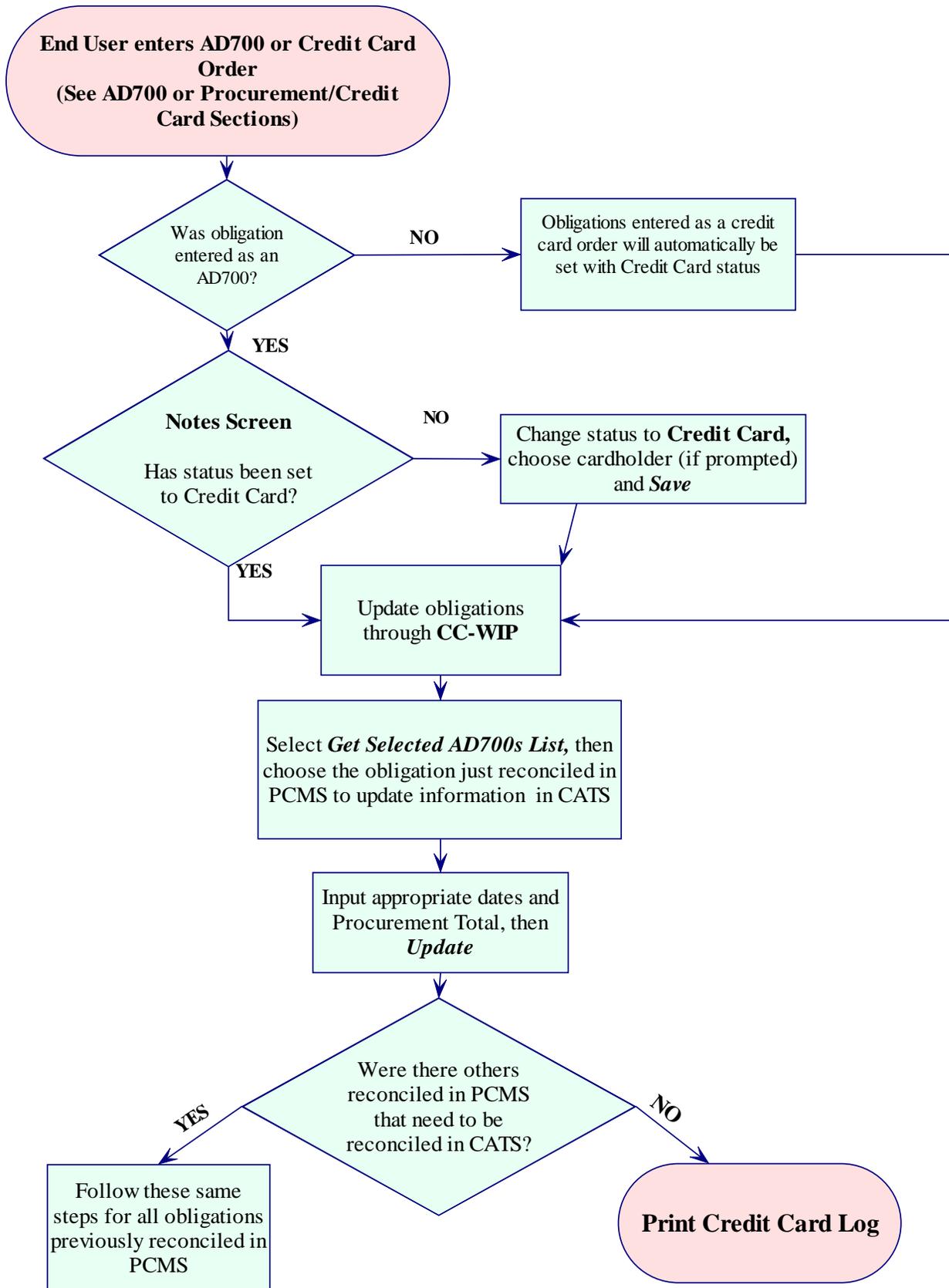
CATS - CRIS Allocation Tracking System - LGETTING(2004) - [CATS - AD700 Entry]

General		Detail	Accounting	Notes	Procurement			
PROCUREMENT REQUEST		TO: (Procurement Office)		1. REQUESTING OFFICE				
2 RECEIVING OFFICE NO.	3 CONTRACT NUMBER (If Applicable)	4 ORDER DATE	5	6 UNIT CODE	7 FUND CODE	8 PURCHASE/DELIVERY ORDER NUMBER	9 SUB.	1A. PROCUREMENT REQUEST NO.
5114					T5			
<input type="radio"/> Purchase Order <input type="radio"/> Delivery Order		10. TO: (Seller)		11. SHIP TO: (Consignee and Destination)		<input type="checkbox"/> Inside Delivery Requested		
				USDA, ARS, MWA 1815 N. University Peoria, IL 61604				

Clone AD700 Print Save & Add Save Close

- 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

CATS - CRIS Allocation Tracking System - BDAILEY(2004) - [CATS - AD700 Entry]

General Detail Accounting **Notes** Procurement

Request Notes:
Contact Dr. Nielsen as soon as delivered

View...
 User Notes
 Procurement Notes
 Receiving Notes
 History

Request Status
 Working
 Projected
 Approval Requested
 Other
 Approved
 Credit Card
 Disapproved
 Procurement
 Receiving
 RCY Complete
 Voided

User Field 1 User Field 2 User Field 3
RD2

Short Description Receiving Date
Chemicals //

Notes Report

Clone AD700 Print Save & Add Save Close

- 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**.

CATS - Select CC User

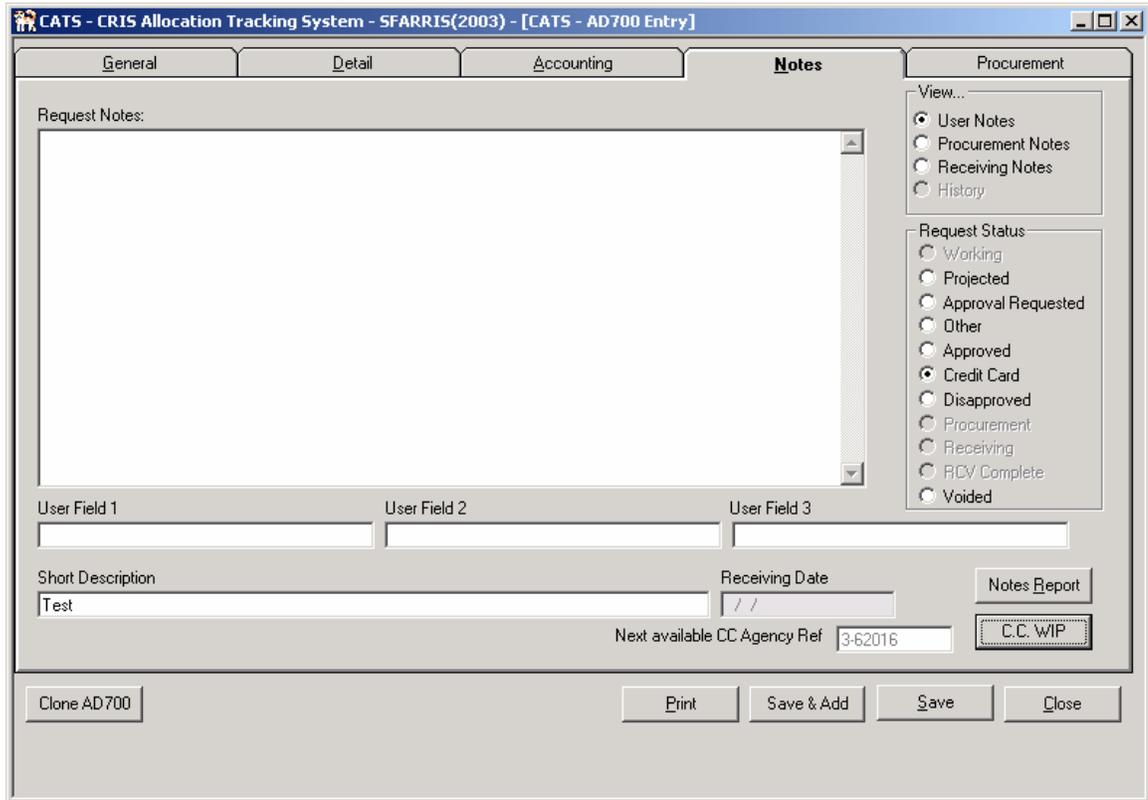
Show all Credit Card Users

Please select a Credit Card User

Gettinger, Lisa

OK Cancel

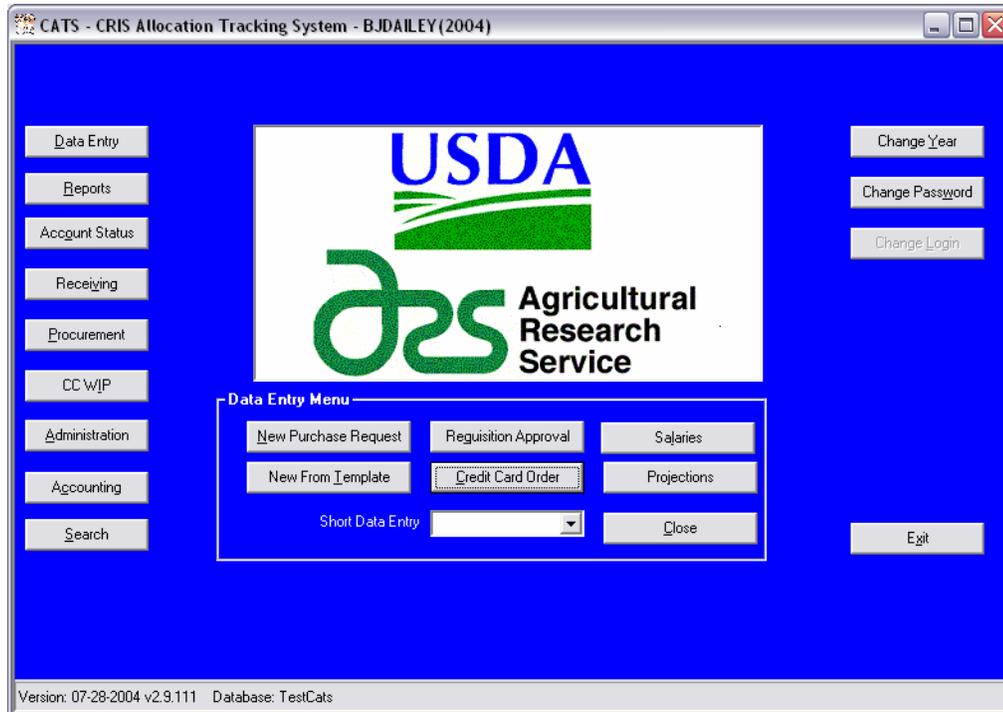
The pop-up screen with the Request # is displayed. Select **OK**. Make note of the number for future reference.



- **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.

CATS - CRIS Allocation Tracking System - BJAILEY(2004) - [CATS - Credit Card WIP Orders]

Fiscal Year: 2004
 Worked By: Dailey, BJ
 Obligated Status: ALL

for Internal House Account: ALL
 for Management Unit: ALL
 for Sub Account: ALL

Get Selected AD700s List
 Go to Req. Number (last 8 digits, no dashes):

Request#	Date	Vendor Selected	CC Agcy Ref	Description	Proc. Total	CC User	Request
----------	------	-----------------	-------------	-------------	-------------	---------	---------

Notify Receiving RCV Complete
 CC Agency Ref Number:
 Date Obligated: / /
 Obligated:
 NFC Apprv Date: / /
 Date Received: / /
 Procurement Total:
 Next available CC Agency Ref: 4-BJ01002
 Check Number:

Purchase Log Delete Assignment Retrieve AD700 Update Close

Procurement Note

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

CATS - CRIS Allocation Tracking System - BJAILEY(2004) - [CATS - Credit Card WIP Orders]

Fiscal Year: 2004
 Worked By: Dailey, BJ
 Obligated Status: ALL

for Internal House Account: ALL
 for Management Unit: ALL
 for Sub Account: ALL

Get Selected AD700s List
 Go to Req. Number (last 8 digits, no dashes):

Request#	Date	Vendor Selected	CC Agcy Ref	Description	Proc. Total	CC User	Request
4-3601-115-01929	10/07/2004	FED EX		September charges	15.00	Dailey, BJ	Dailey, E
4-3601-915-15428	10/07/2004	Barrell OFun Comp...	4-BJ01000	swing	50.00	Dailey, BJ	Dailey, E
4-3601-915-15429	10/07/2004	Barrell OFun Comp...	4-BJ01001	bicycles	160.00	Dailey, BJ	Dailey, E

Notify Receiving RCV Complete
 CC Agency Ref Number: 4-BJ01001
 Date Obligated: 10/07/2004
 Obligated:
 NFC Apprv Date: / /
 Date Received: / /
 Procurement Total: \$160.00
 Next available CC Agency Ref: 4-BJ01002
 Check Number:

Purchase Log Delete Assignment Retrieve AD700 Update Close

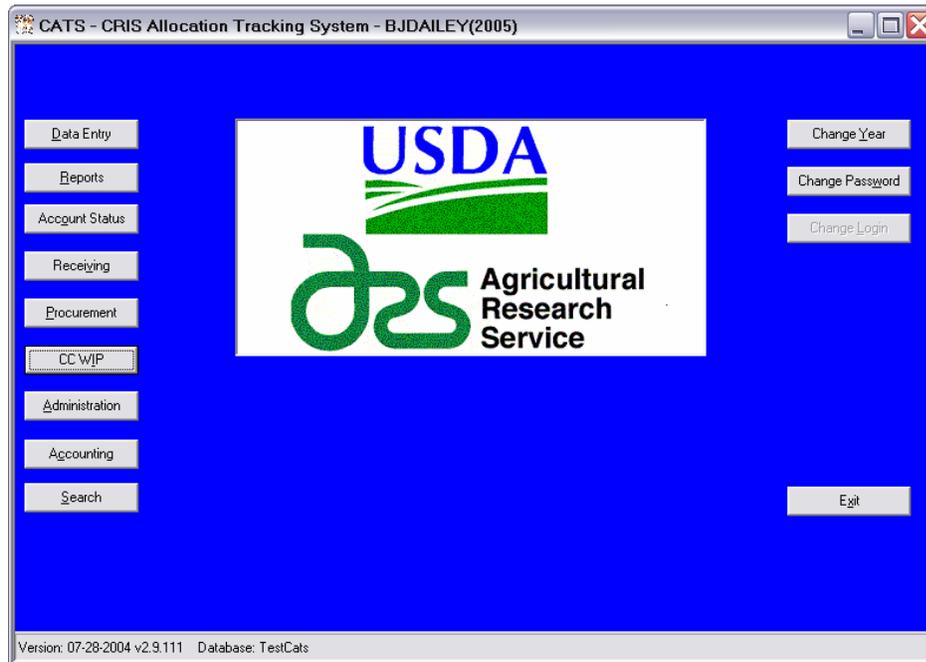
Procurement Note

- 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:
 - CC Agency Ref Number: Filled by system.
 - Date Obligated: Date the CC order was placed. The system fills this field when the requisition is saved, but editing may be done at any time.
 - Obligated: 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).
 - NFC Approve Date: The date reconciled in PCMS.
 - Date Received: 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).
 - Procurement Total: 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.
 - Check Number: If a check was written, record the check number here.
 - Procurement Notes: Free-form field for typing any notes the user would like entered for record purposes. These notes will print on the CC Purchase Log.
 - Checkboxes for Notify Receiving and Received Complete: 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 Credit Card Users (Delete Assignment)

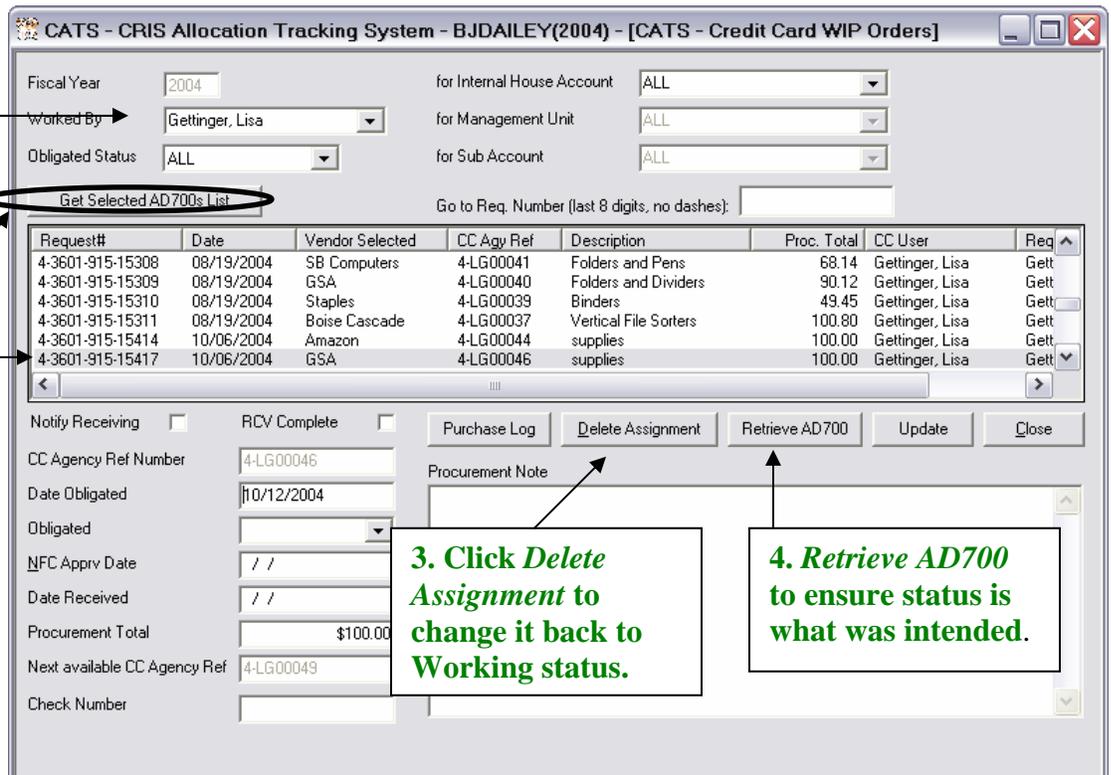
This function will only be utilized if a change other than the amount is needed. The requisition will only be displayed in CC-WIP when it has a Credit Card status. No changes may be made to a Credit Card order unless it has been changed to Working status through the function, delete assignment.

- Select *CC-WIP* from Main Menu



1. Use drop-down menu to select cardholder.

2. Select *Get Selected AD700s List*. Select line item needing status change.

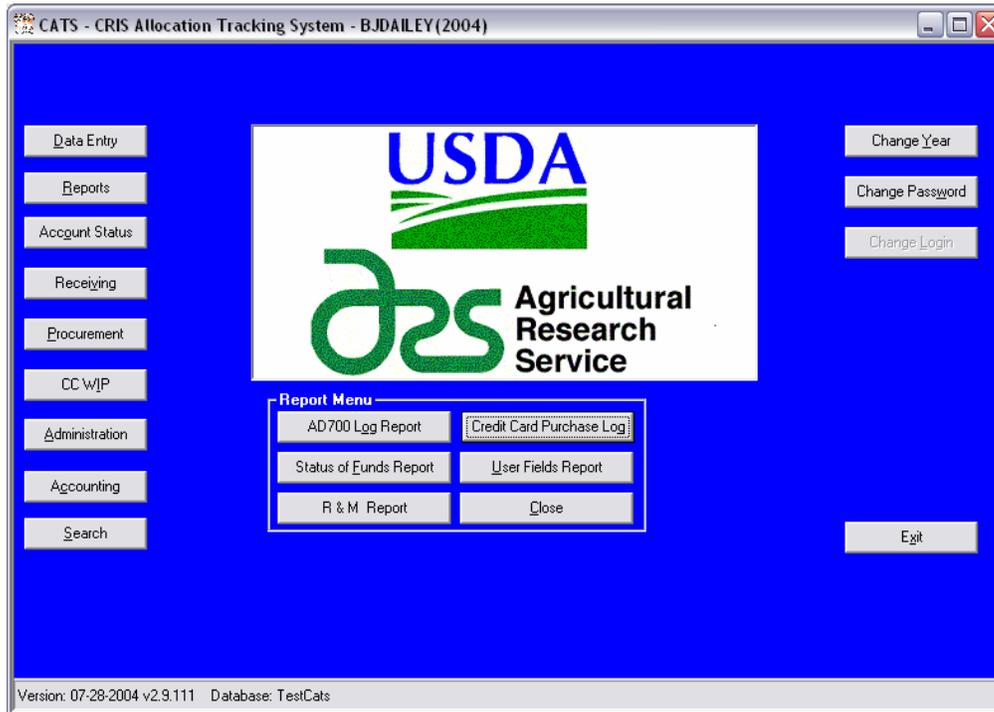


3. Click *Delete Assignment* to change it back to Working status.

4. Retrieve AD700 to ensure status is what was intended.

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.

CC ORDER NUMBER	REQ NUMBER	ORDER DATE	VENDOR	DESCRIPTION	TOTAL COST	DATE RECVD	APPROVE DATE(NFC)	REMARKS
	4-3601-115-01929		FED EX	September charges	\$15.00			
4-BJ01000	4-3601-915-15428		Barrell OFun Company	swing	\$50.00			
4-BJ01001	4-3601-915-15429		Barrell OFun Company	bicycles	\$160.00			

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 screenshot shows the 'CATS - User Fields Report Generator' window. It features several sections for defining search criteria:

- User Field Search Criteria:** A text box containing 'RJ - RELO'. Below it are radio buttons for 'Exact Match' (checked), 'Print User Fields on report', 'All User Fields' (selected), 'Match Fields', and 'Null Values'.
- Date Range:** Fields for 'Starting Date' and 'Ending Date', both showing '//'.
- Requisition Number Range:** Fields for 'Start Number' and 'Ending Number', both showing '...'.
- Sort Order:** A list box containing 'User Fields', 'Requisition Number', 'Date', and 'IHA/MU/SubAccount', with up and down arrows.
- IHA, MU, SubAccount:** Three dropdown menus with values '999', '4013601999 - MWA CEPS', and '000 - Only One' respectively.
- Request Status:** A list of radio buttons including 'Working', 'Projected', 'Approval Requested', 'Other', 'Approved', 'Credit Card', 'Disapproved', 'Procurement', 'Receiving', and 'RCV Complete'. The 'All Options' checkbox is checked.
- Allocation Amt:** A text box containing '\$18,000.00'.
- Short Description:** An empty text box.
- Close:** A button at the bottom right.

Four callout boxes provide additional information:

- Top Right:** 'The Date Range and Requisition Number Range can be used to further restrict the search.'
- Left:** 'This section is used to define the search fields.'
- Bottom Center:** 'The Allocation Amt is an amount that has been identified as being available for the subject search.'
- Bottom Right:** '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, Requisition 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							

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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.