



CATS

USER

MANUAL

**CATS User Manual
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OVERVIEW

The CRIS Allocation Tracking System – CATS – software replaces LOTS and replaces and enhances the Requisition Tracking System.

This training manual has been organized in order of suggested chronological steps for execution. For instance, Management Unit Administration is the first section because MUs will need to be set up prior to accomplishing any other task in CATS.

Note that the Table of Contents contains a hyperlink to the appropriate section when using the online version of this document. To use this feature, place the cursor over the section to be accessed, press the CTRL key and select the left mouse button.



QUESTIONS ABOUT CATS?

E-mail the CATS help team at

cats@ars.usda.gov

- **Capturing error messages:** If an error is encountered with CATS, please capture a print screen of the error by pressing ALT+Print Screen and pasting to a Word document. E-mail the word document with a full description to the CATS email address above.

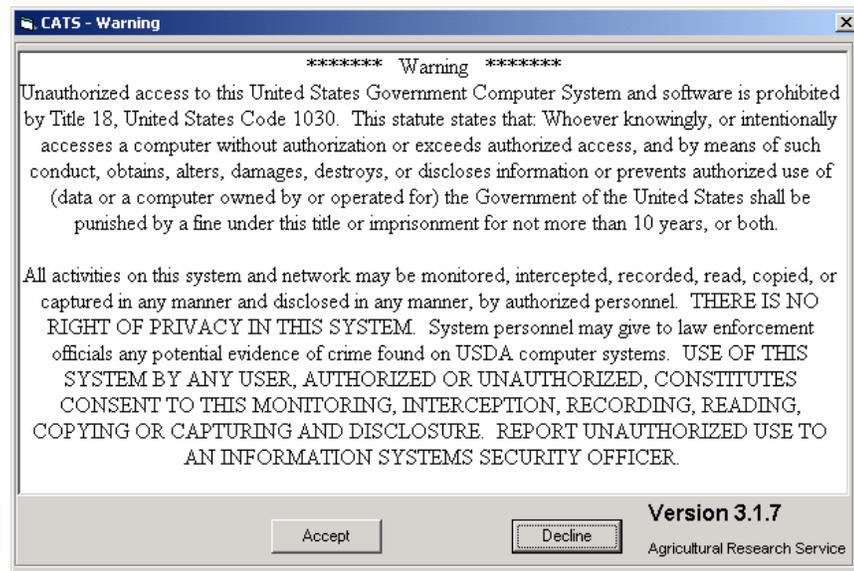
DOCUMENT CONVENTIONS

This training manual includes the following standard conventions:

- Hands-on instructions will appear in ***bold and italics***
- Helpful tips will appear in 
- Red text is a 
- Special instructions will appear as 
- Flowcharts in the manual precede the detailed instructions for those specific sections.

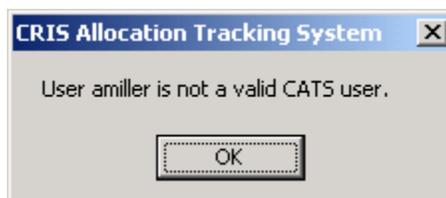
INSTALLATION AND LOGIN

- Installation Procedures are available via the MWA CATS Website: <http://www.mwa.ars.usda.gov/adp/cats.shtml>. Please read and follow the instructions exactly as written. Once installed, a CATS icon will be placed on your desktop. If not, go to C:\Program Files\Cats, right select the **cats.exe** file and send to the desktop (create shortcut). CATS users will be notified when new releases are posted on the website, along with instructions for downloading and upgrading files.
- Login
 - Double select the CATS icon on the desktop, it will bring up the following warning message, press **Accept** to continue.



Enter your user name (maximum of 8 characters) and password, then press OK. Passwords are NOT case sensitive. The CATS training/test database can be accessed by selecting TRAINING from the database drop-down menu.

- If the following error is received after entering your login name and password, the problem may be an invalid user name, password, OR there may be no connection to the CATS server (check to ensure there is a valid internet connection).

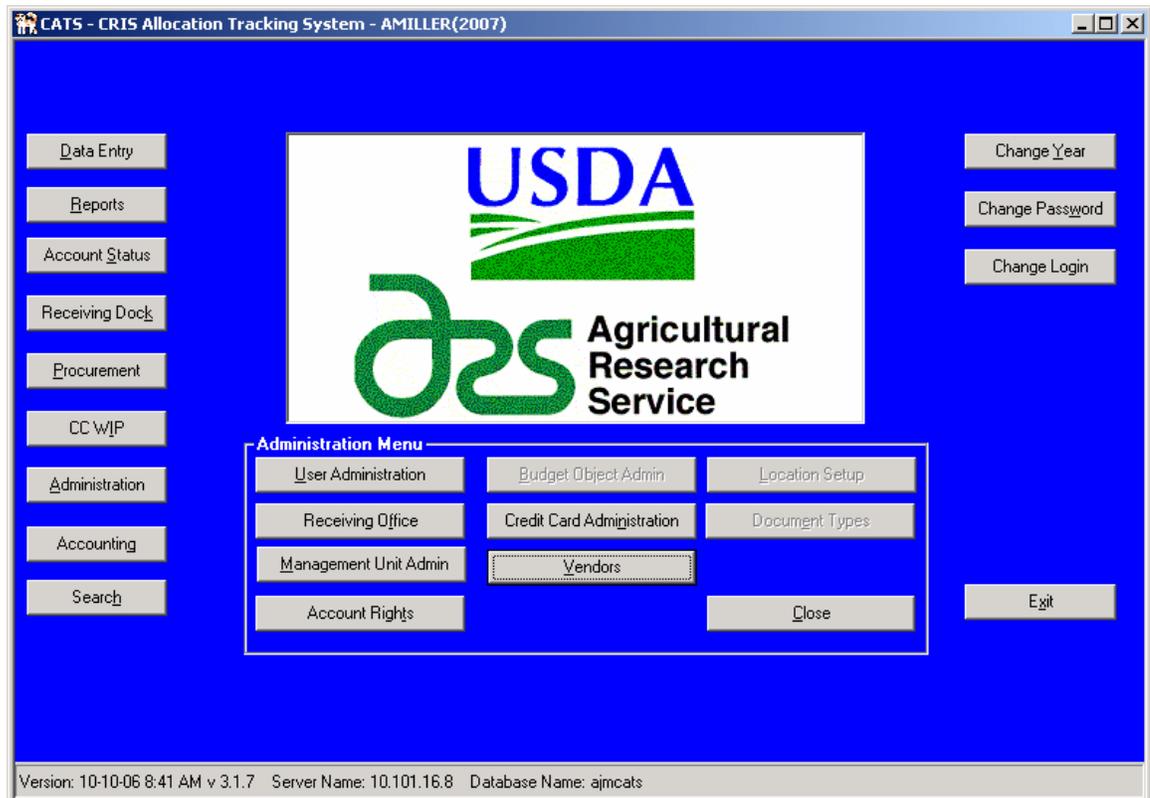


MANAGEMENT UNIT ADMINISTRATION

Target users for this section: Location and Accounting Administrators

Purpose of section: To enable Location and Accounting Administrators to setup Management Units and Sub Accounts.

- In order to begin setting up Management Units, Select *Administration*, then *Management Unit Admin* to access this setup screen:



- Adding a Management Unit:

Description	Number	Administrator	IHA	CPAIS
MWA DAD	7013601915	dstrub	915	
MWA AD	7013601925	jvolk	925	
MWA Biomet	7013601926	jvolk	926	
AD Reserve	7013601927	jvolk	927	
Salary Lapse Reserve	7013601928	jvolk	928	
MWA CEPS	7013601999	dstrub	999	
CROP PRODUCTION AND PEST ...	7013602110	ldunkle	110	
NATIONAL SOIL EROSION RESE...	7013602115	chuang	115	
LIVESTOCK BEHAVIOR	7013602120	dlay	120	
ADMINISTRATIVE OFFICE (w. Laf...	7013602910	joverton	910	
OPERATIONS AND MAINTENANCE	7013602966	joverton	966	
SOIL DRAINAGE RESEARCH UNIT	7013604105	nfausey	105	
LOCATION SUPPORT	7013604910	mbrocke1	910	
NORTH APPALACHIAN EXPERIM...	7013605105	jbonta	105	
LOCATION SUPPORT	7013605910	mbrocke1	910	
O & M - Utilities	7013605966	jbonta	966	
SOFT WHEAT QUALITY RESEAR...	7013607105	esouza	105	
APPLICATION TECHNOLOGY RE...	7013607110	ckrause	110	
CORN & SOYBEAN RESEARCH U...	7013607115	rgingery	115	
LOCATION SUPPORT	7013607910	mbrocke1	910	

This is the fundholder

Select Add to input information for the MUs to be entered into the database

Modifying a Management Unit:

To modify an existing MU, highlight the MU, then choose the **Modify** button.

CATS - Management Unit Administration

Description	Number	Administrator	IHA	CPAIS
AD Reserve	7013601927	jvolk	927	
Admin Support, Urbana, IL	7013611910	bdonsbac	910	
DOE	7083611606	shuber	606	
DOE-Portis	7083611723	aporis	723	
INTL INST OF TROP AGR · HART...	7083611615	ghartman	615	
Invasive Weed Management Rese...	7013611125	gsims	125	
Michigan State - Davis	7083611614	adavis	614	
MWA AD	7013601925	jvolk	925	
MWA Biomet	7013601926	jvolk	926	
MWA CEPS	7013601999	dstrub	999	
MWA DAD	7013601915	dstrub	915	
MWA Vehicles	7083601915	jvolk	915	
NCSRP-Hartman	7083611618	ghartman	618	
Nelson - USB	7933611724	rnelson	724	
NORTH CENTRAL SOYBEAN RE...	7083611616	ghartman	616	
NRI	7083611604	shuber	604	
Photosynthesis Research	7013611130	dort	130	
Revocable Permit-L. Theesfeld	7893601600	dstrub	600	
Salary Lapse Reserve	7013601928	jvolk	928	
Seibers-Maine-Cornelson-Bathol...	7013611105	reid	105	

Enter the In House Account number (Last 3 digits of Accounting Code)

Either Add or Modify will display:

Check either IRC/SRC or CPAIS if applicable

CATS - MU Maintenance

IHA Number: 910 MU Number: 7013611910

MU Description: Admin Support, Urbana, IL

MU Administrator: bdonsbac Allow for all years?

MU Fundholder:

IRC/SRC CPAIS

OK Cancel

Sub Account setup:

- **Each MU MUST have at least ONE Sub Account.**
- Highlight the MU where the Sub Account will be added, select **Sub Accounts**

CATS - Management Unit Administration

Description	Number	Administrator	IHA	CPAIS
MWA DAD	7013601915	dstrub	915	
MWA AD	7013601925	jvolk	925	
MWA Biomet	7013601926	jvolk	926	
AD Reserve	7013601927	jvolk	927	
Salary Lapse Reserve	7013601928	jvolk	928	
MWA CEPS	7013601999	dstrub	999	
CROP PRODUCTION AND PEST	7013602110	ldunkle	110	
NATIONAL SOIL EROSION RESE...	7013602115	chuang	115	
LIVESTOCK BEHAVIOR	7013602120	dlay	120	
ADMINISTRATIVE OFFICE (W. Laf...	7013602910	joverton	910	
OPERATIONS AND MAINTENANCE	7013602966	joverton	966	
SOIL DRAINAGE RESEARCH UNIT	7013604105	nfausey	105	
LOCATION SUPPORT	7013604910	mbrocke1	910	
NORTH APPALACHIAN EXPERIM...	7013605105	jbonta	105	
LOCATION SUPPORT	7013605910	mbrocke1	910	
D & M - Utilities	7013605966	jbonta	966	
SOFT WHEAT QUALITY RESEAR...	7013607105	esouza	105	
APPLICATION TECHNOLOGY RE...	7013607110	ckrause	110	
CORN & SOYBEAN RESEARCH U...	7013607115	rgingery	115	
LOCATION SUPPORT	7013607910	mbrocke1	910	

CATS - Sub Account Maintenance

Management Unit
CROP PRODUCTION AND PEST C

Sub Accounts

Description	Number	Start Ran...	End Range
DR. KACZOROWSKI	005	00001	99993
DR. T. S. ABNEY	009	00001	99993
DRS. ANDERSON/SCOFIELD	008	00001	99993
DRS. DUNKLE/GOODWIN	013	00001	99993
DRS. SHUKLE/WILLIAMS/SCHEME...	014	00001	99993

Add
Modify
Delete
Close

Select **Add** to setup a new Sub Account

To Modify or Delete a Sub Account, highlight it and select the action desired. **NOTE: Do NOT delete a Sub Account that has activity associated with it.**

Enter the Sub Account number to be assigned to the CRIS project being added (002, 003, 014, etc.) If there is only one Sub Account, it is suggested you use 001.

Enter description (such as name of MU or fundholder)

Enter the range of AD700 numbers to be used for the unit (Start – 12000; End 12999, etc). Ranges can overlap, however it is suggested using unique ranges for each MU, such as 12000-12999 for 7083601120. This makes it easier to quickly identify which Sub Account a requisition is associated with.

Enter CRIS number, Accession number, And 8 digit Mode code – these can be added later if necessary. This needs to be added for CAM purposes.

CATS - Sub Account Maintenance

Management Unit
CROP PRODUCTION AND PEST CONT

Sub Account Number
005

Description
DR. KACZOROWSKI

Start Range
00001

End Range
99993

Last Used
00011

Sub Account	Start R...	End Ra...	Last Us...
005 - DR. KACZOROWSKI	1	99993	11
008 - DRS. ANDERSON/SCOFIELD	1	99993	5
009 - DR. T. S. ABNEY	1	99993	4
013 - DRS. DUNKLE/GOODWIN	1	99993	5
014 - DRS. SHUKLE/WILLIAMS/SCHEMER...	1	99993	5

CRIS Number
3602 - 21000 - 005 - 00 - D

Accession #
0410458

Mode Code
3602 - 10 - 00

Research CRIS (Include in CAM)

CRIS Start Date
03/08/2006

CRIS End Date
09/30/2007

OK Cancel

If the subaccount is a Research CRIS, select this box

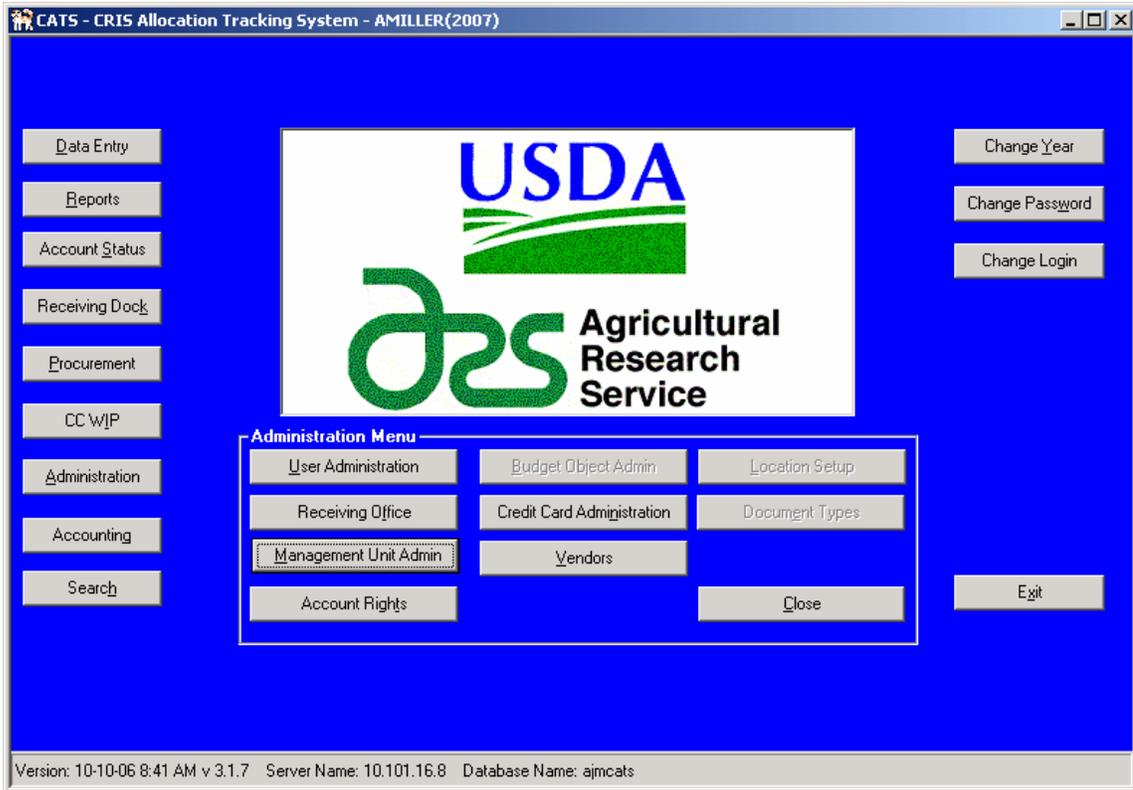
The 'CRIS Start Date' and the 'CRIS End Date' default to the beginning and end of the Fiscal Year. If adding a new CRIS during the year, change the start date to match ARIS. If terminating a CRIS, change the End Date to match ARIS.

DEFINE DISTRIBUTION

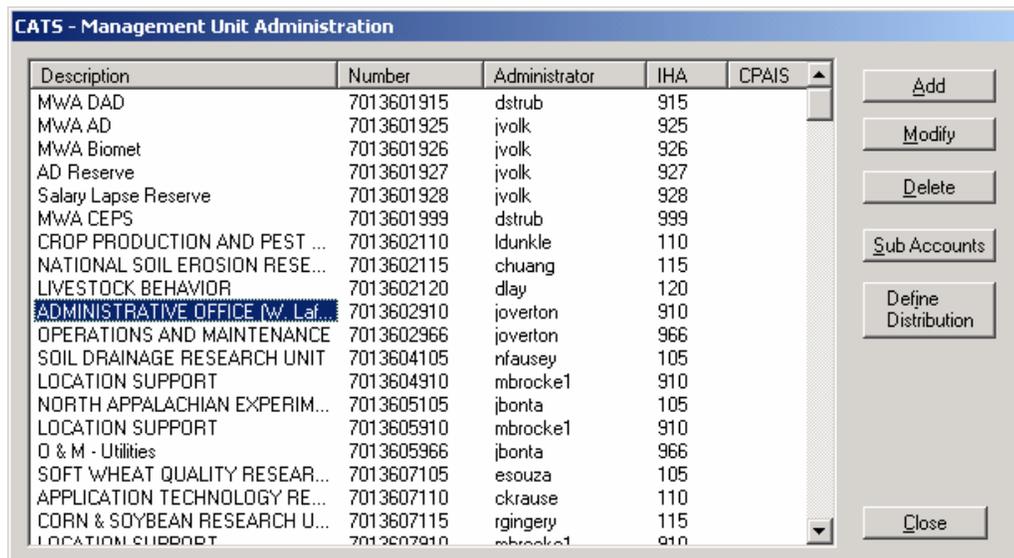
Target Users for this section: LAO or Accounting Technicians

Purpose of Section: To set percentage to be assigned to each CRIS or Sub Account for obligations within an MU

- Select *Administration*, followed by *Management Unit Admin*.



- Highlight the desired MU to change, select *Define Distribution*



Highlight the Sub Account to assign

Enter desired % for this Sub Account

Enter a meaningful description

Enter a 3-character Distribution Identifier.
Example:
Utility = UTL
Cell = CEL
Sprint = SPT

The screenshot shows the 'Preset Distributions' window for account 7013602110. The main table lists sub-accounts: 005 (DR. KACZOROWSKI), 008 (DRS. ANDERSON/SCOFIELD), and 009 (DR. T. S. ABNEY). The 'Sub Account' field is set to 008 and the 'Percentage' field is set to 20%. The 'Description' field contains 'Utility' and the 'Distribution Identifier' is 'UTL'. Buttons for 'Update', 'Remove', 'Save Completed Definition', 'Remove Definition', and 'Change Definition' are visible.

- Select *Update* to complete % assignment. When assignment is 100%, select *Save Completed Definition*.

The % distributions set up will be displayed in this area.

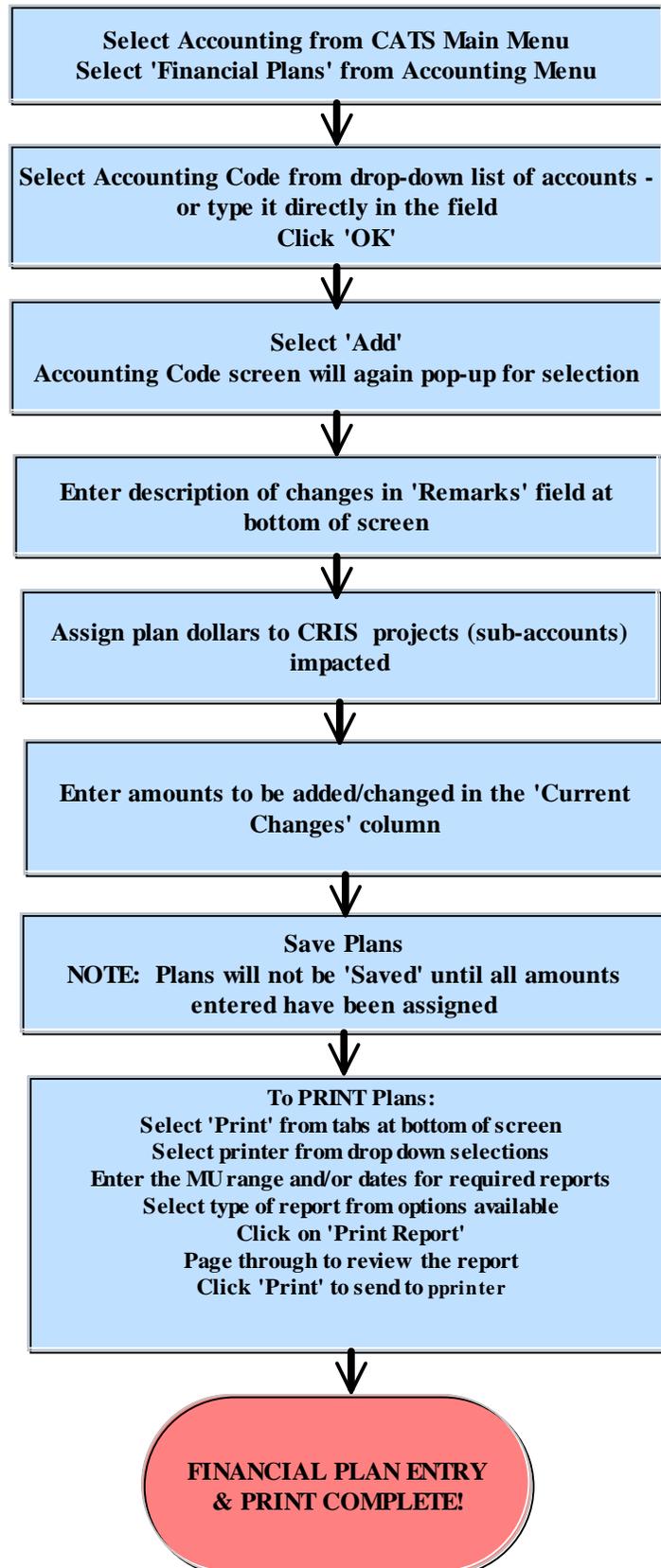
The screenshot shows the 'Preset Distributions' window after several updates. The main table now lists sub-accounts 009 (DR. T. S. ABNEY), 013 (DRS. DUNKLE/GOODWIN), and 014 (DRS. SHUKLE/WILLIAMS/SCHEMERH). The 'Sub Account' field is empty and the 'Percentage' field is empty. The 'Description' field contains 'Utility' and the 'Distribution Identifier' is 'UTL'. The bottom section displays a list of completed distributions: UTL, 005 - 10%, 008 - 20%, 009 - 30% (highlighted), 013 - 30%, and 014 - 10%. Buttons for 'Remove Definition', 'Change Definition', and 'Close' are visible.

CHANGING AN ASSIGNED DISTRIBUTION DEFINITION

- Highlight the line to be changed.
- Highlight Sub Account to be changed.
- Sub Account will appear in the Sub Account box in the middle of the screen with the current % displayed. Change the % in that box.
- Select **Update**.
- Starting with line 2, repeat the above steps for any remaining Sub Accounts to be changed.
- When all Sub Accounts have been changed, select **Save Completed Definition**.

NOTE: The revised distribution for PXE now displayed in this box

ENTERING/MODIFYING FINANCIAL PLANS

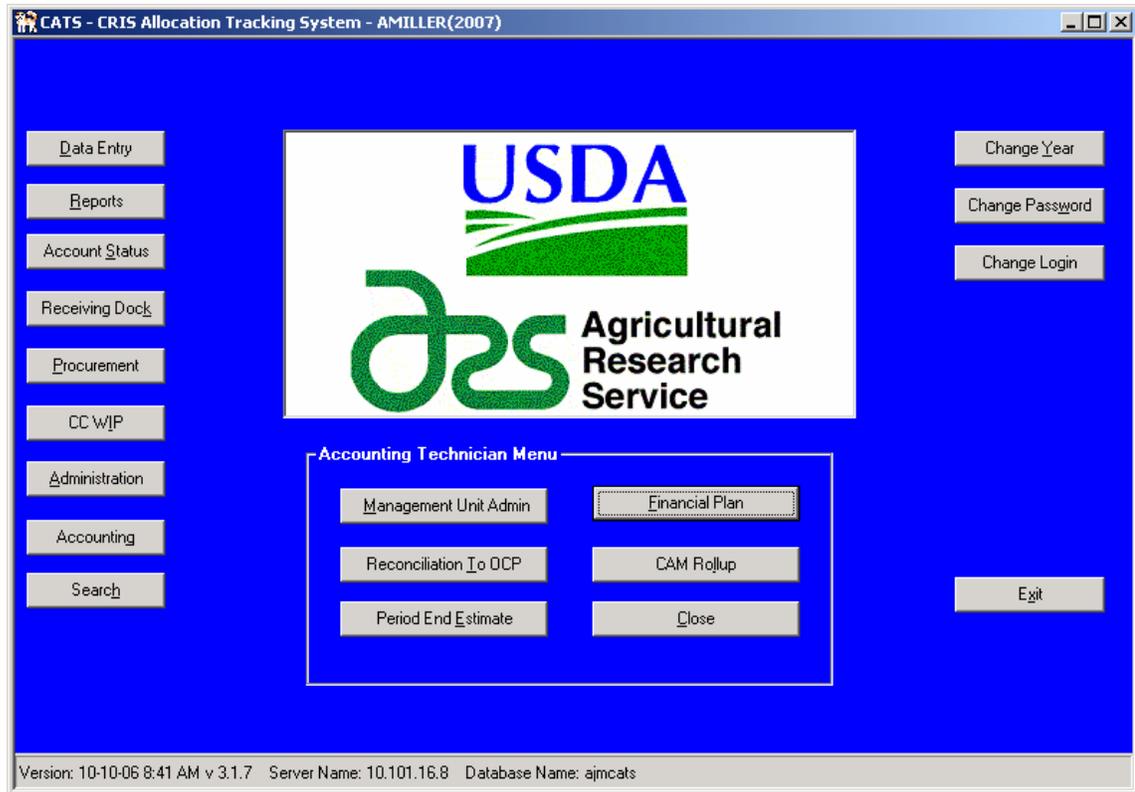


FINANCIAL PLANS

Target Users for this section: **LAO or Accounting Technicians**

Purpose of section: **To input initial ARMPS plans and modify as needed throughout the FY**

- Select *Accounting* then *Financial Plan*.



At this screen, enter or select the accounting code. Accounting Codes may be entered in the following ways:

- Type the account number in directly, OR
- Select the arrow to open a drop down box to select the account code you wish to use.
- Enter the plan number if known, or leave blank if the plan number is unknown, or a new plan is being added. This will bring up the last plan entered for the given account.
- After filling in the boxes select **OK** to proceed or **Cancel** to exit at this point.

CATS - CRIS Allocation Tracking System - AMILLER(2007) - [Financial Plan]

MU 701-3602-110 Sub 005 3602-21000-005-00D Sub 008 3602-21220-008-00D Sub 009 3602-21220-009-00D Sub C

Management Unit: CROP PRODUCTION AND PEST CONTROL Prepared Date: 10/16/2006 Effective Date: 10/16/2006
 Accounting Code: 701-3602-110 Plan: 01

DESCRIPTION	OBJECT CLASS	PREVIOUS PLANS	CURRENT CHANGES	REVISED
		AMOUNT	AMOUNT	AMOUNT
Scientific Effort	1000	\$0.00	1210300	\$1,210,300.00
Support Effort	6000	\$0.00	\$1,251,000.00	\$1,251,000.00
SUBTOTAL		\$0.00	\$2,461,300.00	\$2,461,300.00
Travel and Transp of Persons	2100	\$0.00	\$64,500.00	\$64,500.00
Transportation of Things	2200	\$0.00	\$1,200.00	\$1,200.00
Rents Communication	2300	\$0.00	\$0.00	\$0.00
Printing and Reproduction	2400	\$0.00	\$9,500.00	\$9,500.00
Other Services	2500	\$0.00	\$38,500.00	\$38,500.00
Repair, Alter or Maint	2530	\$0.00	\$0.00	\$0.00
R.S.A	2554	\$0.00	\$112,690.00	\$112,690.00
Supplies and Materials	2600	\$0.00	\$313,794.00	\$313,794.00
Support Services	2000	\$0.00	\$0.00	\$0.00
Equipment	3100	\$0.00	\$11,500.00	\$11,500.00
Lands and Structures	3200	\$0.00	\$0.00	\$0.00
Extramural Support	4000	\$0.00	\$230,700.00	\$230,700.00
SUBTOTAL		\$0.00	\$782,384.00	\$782,384.00
TOTAL		\$0.00	\$3,243,684.00	\$3,243,684.00
BASE FUNDS		\$0.00	\$3,290,332.00	\$3,290,332.00

Remarks: ALLOC 00: (8/17/06): INITIAL PLAN

Add Search Backward Plan Forward Plan Previous MU Next MU Save Print Close

Note the tabs that show the account code and the Sub Accounts.

Use this column to enter new plans or plan changes.

To move forward and backward between plans

- In the above exhibit, the MU figures are displayed. To see the plan for a Sub Account, select the tab for the appropriate Sub Account.
- To add a new Financial Plan:
 - Select **Add**
 - The following screen is displayed. Type in the account number for the plan to be added, or select the account from the drop down button & select **OK**.

Choose Accounting Code

Accounting Code

OK Cancel

- Enter amounts for each object class in the ‘Current Changes’ column. **Be sure to enter amounts in ‘Base Funds’ if it is a permanent release or reduction.**

CATS - CRIS Allocation Tracking System - AMILLER(2007) - [Financial Plan]

MU 701-3602-110 Sub 005 3602-21000-005-00D Sub 008 3602-21220-008-00D Sub 009 3602-21220-009-00D Sub C

Management Unit: CROP PRODUCTION AND PEST CONTROL Prepared Date: Effective Date: 11/30/2006
 Accounting Code: 701-3602-110 Plan: 02

DESCRIPTION	OBJECT CLASS	PREVIOUS PLANS AMOUNT	CURRENT CHANGES AMOUNT	REVISED AMOUNT
Scientific Effort	1000	\$1,210,300.00	0	\$1,210,300.00
Support Effort	6000	\$1,251,000.00	\$0.00	\$1,251,000.00
SUBTOTAL		\$2,461,300.00	\$0.00	\$2,461,300.00
Travel and Transp of Persons	2100	\$64,500.00	\$0.00	\$64,500.00
Transportation of Things	2200	\$1,200.00	\$0.00	\$1,200.00
Rents Communication	2300	\$0.00	\$0.00	\$0.00
Printing and Reproduction	2400	\$9,500.00	\$0.00	\$9,500.00
Other Services	2500	\$38,500.00	\$0.00	\$38,500.00
Repair, Alter or Maint	2530	\$0.00	\$0.00	\$0.00
R.S.A	2554	\$112,690.00	\$0.00	\$112,690.00
Supplies and Materials	2600	\$313,794.00	\$0.00	\$313,794.00
Support Services	2000	\$0.00	\$0.00	\$0.00
Equipment	3100	\$11,500.00	\$0.00	\$11,500.00
Lands and Structures	3200	\$0.00	\$0.00	\$0.00
Extramural Support	4000	\$230,700.00	\$0.00	\$230,700.00
SUBTOTAL		\$782,384.00	\$0.00	\$782,384.00
TOTAL		\$3,243,684.00	\$0.00	\$3,243,684.00
BASE FUNDS		\$3,290,332.00	\$0.00	\$3,290,332.00

Remarks:

Add Search Backward Plan Forward Plan Previous MU Next MU Save Print Close

- Once amounts have been entered for the MU, go to the ‘Remarks’ section and enter remarks as appropriate. Remarks should include identifying information, such as Allocation Number, Purpose from the allocation, dollar amounts, and applicable CRIS numbers. While only one line is displayed at a time, as much info as needed may be entered.
- Before a plan may be saved, amounts must be entered on the appropriate CRIS(s). To do this, select the tab for the first CRIS to be updated.
- The ‘Remarks’ section may be modified at any time without changing plan dollars or the date the plan was originally entered.

CATS - CRIS Allocation Tracking System - AMILLER(2007) - [Financial Plan]

MU 701-3602-110 Sub 005 3602-21000-005-00D Sub 008 3602-21220-008-00D Sub 009 3602-21220-009-00D Sub C

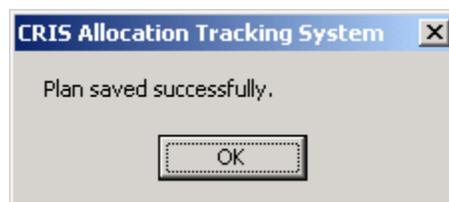
Management Unit: CROP PRODUCTION AND PEST Start Date: 10/1/2004
 Accounting Code: 701-3602-110 Plan: 02 End Date: 9/30/2007

DESCRIPTION	OBJECT CLASS	Unassigned Balance	PREVIOUS CRIS AMOUNT	CURRENT CHANGES AMOUNT	REVISED AMOUNT
Scientific Effort	1000	\$0.00	\$280,530.00	\$0.00	\$280,530.00
Support Effort	6000	\$0.00	\$341,900.00	\$0.00	\$341,900.00
SUBTOTAL		\$0.00	\$622,430.00	\$0.00	\$622,430.00
Travel and Transp of Persons	2100	\$0.00	\$14,700.00	\$0.00	\$14,700.00
Transportation of Things	2200	\$0.00	\$400.00	\$0.00	\$400.00
Rents Communication	2300	\$0.00	\$0.00	\$0.00	\$0.00
Printing and Reproduction	2400	\$0.00	\$4,000.00	\$0.00	\$4,000.00
Other Services	2500	\$0.00	\$5,000.00	\$0.00	\$5,000.00
Repair, Alter or Maint	2530	\$0.00	\$0.00	\$0.00	\$0.00
R.S.A	2554	\$0.00	\$42,500.00	\$0.00	\$42,500.00
Supplies and Materials	2600	\$0.00	\$82,647.00	\$0.00	\$82,647.00
Support Services	2000	\$0.00	\$0.00	\$0.00	\$0.00
Equipment	3100	\$0.00	\$6,000.00	\$0.00	\$6,000.00
Lands and Structures	3200	\$0.00	\$0.00	\$0.00	\$0.00
Extramural Support	4000	\$0.00	\$105,500.00	\$0.00	\$105,500.00
SUBTOTAL		\$0.00	\$260,747.00	\$0.00	\$260,747.00
TOTALS		\$0.00	\$883,177.00	\$0.00	\$883,177.00
BASE FUNDS		\$0.00	\$901,880.00	\$0.00	\$901,880.00

Remarks:

Add Search Backward Plan Forward Plan Previous MU Next MU Save Print Close

- On the Sub Account screen, there is an additional column titled 'Unassigned Balance'. As dollars are assigned to a Sub Account this column will change. **Only when this column reflects a \$0 balance can the record be saved.**
- Enter the dollars by object class for the Sub Account. **Copy the remarks used on the MU plan and put the same thing on the CRIS.** To accomplish this, go back to the MU Remarks and use the Windows commands to copy and paste the text in the Remarks section, and then return to the Sub Account Remarks field, paste the text, and edit accordingly.
- If there is a need to assign part of the dollars to another CRIS, select the TAB for the CRIS to which the dollars are to be assigned and repeat the above steps.
- Once the Unassigned Balance is \$0, select **Save** and the following screen will appear:



- At this point, the plan is complete. If another plan needs to be added, select **Add** to repeat this process.

- To print plans, select **Print** for the following screen:

- Enter the MU Range. To select a single MU, enter the same MU in both boxes.
- To print plans for a specific date or range of dates, enter the dates in the 'Prepared Date' boxes in the format MM/DD/YYYY. To print data for all dates, leave the dates blank.
- Select the button for the type of report desired. (Refer to the Sample Reports Section for examples of each type of report).
- When all criteria is entered, select **Print Preview** which displays the following screen:

DESCRIPTION	OBJECT CLASS	PREVIOUS PLANS AMOUNT	CURRENT CHANGES AMOUNT	REVISED AMOUNT
Scientific Effort	1000	\$0.00	\$1,210,300.00	\$1,210,300.00
Support Effort	6000	\$0.00	\$1,251,000.00	\$1,251,000.00
SUBTOTAL		\$0.00	\$2,461,300.00	\$2,461,300.00
Travel & Transp of Persons	2100	\$0.00	\$84,500.00	\$84,500.00
Transportation of Things	2200	\$0.00	\$1,200.00	\$1,200.00
Rents Communication	2300	\$0.00	\$0.00	\$0.00
Printing & Reproduction	2400	\$0.00	\$9,500.00	\$9,500.00
Other Services	2500	\$0.00	\$38,500.00	\$38,500.00
Repair, Alter or Maint	2530	\$0.00	\$0.00	\$0.00
R.S.A	2554	\$0.00	\$112,690.00	\$112,690.00
Supplies and Materials	2600	\$0.00	\$313,794.00	\$313,794.00
Support Services	2000	\$0.00	\$0.00	\$0.00
Equipment	3100	\$0.00	\$11,500.00	\$11,500.00
Lands & Structures	3200	\$0.00	\$0.00	\$0.00
Extramural Support	4000	\$0.00	\$230,700.00	\$230,700.00
SUBTOTAL		\$0.00	\$782,384.00	\$782,384.00
TOTAL		\$0.00	\$3,243,684.00	\$3,243,684.00
BASE FUNDS		\$0.00	\$3,290,332.00	\$3,290,332.00

- Page thru the document to review and then select **Print** to send to the printer, **Export** to send to a file, or the close button to exit without printing.

Sample MU Plan Summary Report

Agricultural Research Service
 CRIS Allocation Tracking System
 MU Plan Summary Report

11/30/06 12:05 pm

FISCAL YEAR	EFFECTIVE	MANAGEMENT UNIT	FUNDHOLDER	
2007	10/16/2006	CROP PRODUCTION AND PEST CONTROL	Larry Dunkle	
PLAN	ACCOUNTING CODE			
1	701-3602-110			
DESCRIPTION	OBJECT CLASS	PREVIOUS PLANS AMOUNT	CURRENT CHANGES AMOUNT	REVISED AMOUNT
Scientific Effort	1000	\$0.00	\$1,210,300.00	\$1,210,300.00
Support Effort	6000	\$0.00	\$1,251,000.00	\$1,251,000.00
	SUBTOTAL	\$0.00	\$2,461,300.00	\$2,461,300.00
Travel & Transp of Persons	2100	\$0.00	\$64,500.00	\$64,500.00
Transportation of Things	2200	\$0.00	\$1,200.00	\$1,200.00
Rents Communication	2300	\$0.00	\$0.00	\$0.00
Printing & Reproduction	2400	\$0.00	\$9,500.00	\$9,500.00
Other Services	2500	\$0.00	\$38,500.00	\$38,500.00
Repair, Alter or Maint	2530	\$0.00	\$0.00	\$0.00
R.S.A	2554	\$0.00	\$112,690.00	\$112,690.00
Supplies and Materials	2600	\$0.00	\$313,794.00	\$313,794.00
Support Services	2000	\$0.00	\$0.00	\$0.00
Equipment	3100	\$0.00	\$11,500.00	\$11,500.00
Lands & Structures	3200	\$0.00	\$0.00	\$0.00
Extramural Support	4000	\$0.00	\$230,700.00	\$230,700.00
	SUBTOTAL	\$0.00	\$782,384.00	\$782,384.00
	TOTAL	\$0.00	\$3,243,684.00	\$3,243,684.00
	BASE FUNDS	\$0.00	\$3,290,332.00	\$3,290,332.00
Prepared Date:	10/16/2006			
REMARKS:				
ALLOC 00: (8/17/06): INITIAL PLAN				

DATA ENTRY – SALARIES

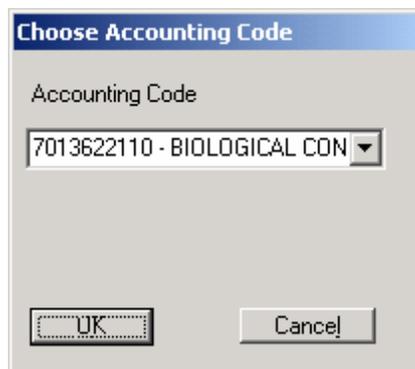
Target Users for this section: LAO or Accounting Technicians

Purpose of Section: To enter, update, and reconcile salary data from SAMS

- Select *Data Entry* and *Salaries*



- At this screen, type in the account code to be entered or select the account from the drop down button & select *OK*.



If Management Units have already been setup, the Sub Account information will be displayed in this column

BOC	Actual	Projected	Lapse
4013625105 - NSRIC 1000	\$438,788.34	\$33,944.03	
4013625105 - NSRIC 6000	\$251,253.66	\$17,907.89	\$4,693.94
002 - 362532000002000 1000	\$343,167.30	\$26,400.18	
002 - 362532000002000 6000	\$173,649.72	\$12,305.17	\$4,693.94
056 - 362532000056000 1000	\$95,621.04	\$7,543.85	
056 - 362532000056000 6000	\$77,609.94	\$5,602.72	
Unallocated 1000	\$0.00	\$0.00	\$0.00
Unallocated 6000	\$0.00	\$0.00	\$0.00

This screen is used to enter all salary data **from SAMS Liability by MU and Liability by CRIS reports**. To properly enter data into CATS, use the actual, projected, and lapse columns from SAMS. In entering data into CATS, the information **must** be pulled from the amounts for SY and Non-SY totals.

NOTE: SY amounts are entered into the line for BOC 1000, and Non-SY amounts into the line for BOC 6000.

1. Using SAMS Liability by MU, enter the amounts from the actuals, projected, and lapse columns into the appropriate fields at the top of the screen.
2. Using SAMS Liability by CRIS reports, enter the amounts from the actuals, projected, and lapse columns into the appropriate fields next to the individual CRIS lines.

NOTE: As the amounts are entered from the CRIS reports, the unallocated lines at the bottom of the screen will begin to change. After the full amounts are allocated to CRIS, the unallocated balances should be zero. If they are not zero, the record will not be saved.

3. LAPSE: Immediately following a salary lapse report in SAMS, lapse amounts in the Liability by MU and CRIS reports should be zero. This means the lapse dollars entered into CATS will also be zero.

IMPORTANT!! When the lapse amounts are changed to zero at the time of the lapse reports, Financial Plans MUST be adjusted to reflect the salary lapse adjustments. (SAMS automatically made the financial plan adjustment.) Failure to adjust the financial plans will result in inaccurate account balances. To verify Status of Funds (SOF) is correct, print the SOF and compare the salary portion of the report to your SAMS reports. If salary plan, actual, projected, lapse, and balance do not match on both reports, all of the above steps have not been completed correctly. (NOTE: If relocation costs have been entered under BOC 1200 in CATS, the amounts will differ between CATS and SAMS by that amount.) As an alternative, these salary lapse adjustments can be made at a later time when the allocation from BPMS is received. The financial plan adjustment can be made when the salary lapse adjustment allocation is received from BPMS.

Following are sample reports from SAMS showing the actual, projected, and lapse data by MU and CRIS:

ACCOUNTING CODE:	401 - 3625 - 105	MANAGEMENT UNIT NAME:	SWINE ODOR AND MANURE MANAGEMENT RESEARCH L	ACTUAL PAY PERIOD:	17					
EMPLOYEE NAME	POSITION NUMBER	PLAN GRADE, TOUR	FTE'S PLAN PROJ	BIWEEKLY PLAN	ACTUAL	PROJECTED	TOT. LIAB	LAPSE	DIFFERENCE	
CROUSE JOHN D	1W7927	GS 15 P FT	1.00 1.00	6,238.40	155,300.03	148,184.38	11,560.37	159,744.75	0.00	-4,444.72
KERR BRIAN J	1W8480	GS 14 P FT	1.00 1.00	5,343.93	136,100.05	130,266.41	10,153.47	140,419.88	0.00	-4,319.83
TRABUE STEVEN L	1W8535	GS 13 P FT	1.00 1.00	3,111.84	77,800.03	84,256.47	6,209.36	90,465.83	0.00	-12,665.80
VICE ANDERSEN VACANT	1W8537	GS 13 P FT	1.00 0.23	3,021.20	77,800.03	0.00	0.00	0.00	71,710.17	6,089.86
ZIEMER CHERIE J	1W8680	GS 12 P FT	1.00 1.00	3,168.86	80,699.97	76,081.08	6,020.83	82,101.91	0.00	-1,401.94
VACANCY -- 10/01/2004	1W8536	GS 12 P FT	1.00 0.23	3,020.20	77,800.03	0.00	0.00	0.00	77,800.03	0.00
SY OTHER TOTALS :					13,000.00	0.00	0.00	0.00		13,000.00
FINANCIAL PLAN ADJUSTMENTS :					0.00					0.00
SALARY LAPSE PREVIOUSLY REPORTED :						-149,510.00			-149,510.00	0.00
SY SUB TOTALS :			6.00 4.46		468,990.14	438,788.34	33,944.03	472,732.37	0.20	-3,742.43
ANDERSON JEFFREY C.	0W9948	GS 2 T FT	0.00 0.44	251.62	0.00	7,945.18	331.67	8,276.85	0.00	-8,276.85
ANHALT JENNIFER C	7W8539	GS 7 P FT	1.00 0.56	2,475.20	51,700.02	28,029.01	783.69	28,812.70	23,168.94	-281.62
HALVORSEN BRETT J.	0W8891	GS 2 T FT	0.00 0.24	176.62	0.00	4,748.54	0.00	4,748.54	0.00	-4,748.54
HANSON JENNIFER K	7W8538	GS 7 P FT	1.00 1.00	1,735.83	43,899.97	42,890.20	3,397.30	46,287.50	0.00	-2,387.53
HARDING THOMAS M	0W8896	GS 2 T FT	0.00 0.28	402.18	0.00	5,205.73	40.60	5,246.33	0.00	-5,246.33
LESAN JOSEPH C	0W8883	GS 2 T FT	0.63 0.68	485.67	12,999.93	12,359.63	1,520.42	13,880.05	0.00	-880.12
MALLARINO EMMA V	0W8896	GS 3 T FT	0.63 0.06	221.54	14,099.92	1,366.18	0.00	1,366.18	0.00	12,733.74
REPPERT EMILY J	0W8846	GS 2 T FT	0.63 0.30	485.67	12,999.93	4,072.38	394.56	4,466.94	0.00	8,532.99
STEADHAM SHARI R	7W8681	GS 9 P FT	1.00 1.00	2,695.10	68,800.03	65,502.82	5,120.69	70,623.51	0.00	-1,823.48
WESE JACILYN R	9W8703	GS 6 P FT	1.00 1.00	1,503.05	38,499.94	36,901.41	2,942.87	39,844.28	0.00	-1,344.34
WOJCIK EVA A	7W8540	GS 6 P FT	1.00 1.01	1,709.39	44,699.99	42,238.58	3,376.09	45,614.67	0.00	-914.68
VACANCY -- 02/08/2004	0W8029	GS 2 T FT	0.63 0.51	485.67	12,999.93	0.00	0.00	0.00	0.00	12,999.93
VACANCY -- 08/08/2004	7W8541	GS 6 T FT	1.00 0.15	1,532.96	39,500.05	0.00	0.00	0.00	0.00	39,500.05
VACANCY -- 08/08/2004	0W8793	GS 2 T FT	0.63 0.07	402.18	12,999.97	0.00	0.00	0.00	0.00	12,999.97
NSY OTHER PAY:					34,000.00	0.00	0.00	0.00		34,000.00
FINANCIAL PLAN ADJUSTMENTS :					0.00					0.00
SALARY LAPSE PREVIOUSLY REPORTED :						-18,475.00			-18,475.00	0.00
NFC ERRORS:						0.00	0.00	0.00		0.00
NSY SUB TOTALS :			9.15 7.30		368,724.68	251,259.66	17,907.89	269,167.55	4,693.94	94,863.19
SY & NSY SUB TOTALS :			15.15 11.76		837,714.82	690,048.00	51,851.92	741,899.92	4,694.14	91,120.76
Adjustment of negative Lapse :									0.00	0.00
MU TOTALS :			15.15 11.76		837,714.82	690,048.00	51,851.92	741,899.92	4,694.14	91,120.76
POSITION NUMBER	LAST NAME	COMMENTS								
0W9948	ANDERSON	20 HRS/PP; PAY ADJUSTMENT \$18.02								
0W8891	HALVORSEN	EOD 11/30/03; 20 HRS/PP; PAY ADJ \$9.30; PP 25, 26 CORRECTED 5-20-04 \$263.72, \$391.95;								
0W8846	REPPERT	EOD 9/21/03; PAY ADJ \$13.65								
0W8883	LESAN	EXT OF APFT - NTE 12/27/03; PAY ADJ \$42.70								
0W8896	MALLARINO	RESIGNED 12/19/03; RETAIN POSITION; LUMP SUM PAYMENT OF 6.25 HRS								
1W7927	CROUSE	PAY ADJ \$563.52								
1W8480	KERR	PP 5 \$3000 AWARD; PAY ADJ \$479.50								
1W8535	TRABUE	PP 15 WGI; PAY ADJ \$265.50; RECRUITMENT \$8612 PP 14								
1W8537	VICE ANDERSEN	PROJECTED AT 12/2								
1W8680	ZIEMER	PAY ADJ \$286.25								
7W8538	HANSON	WGI PP 17; PAY ADJ \$148.40; PP 12 PERF AWARD \$1100								
7W8540	WOJCIK	PAY ADJ \$148.00; PP 12 PERF AWARD \$600								
7W8681	STEADHAM	PAY ADJ \$227.40; PP 12 PERF AWARD \$810								
9W8703	WESE	WGI PP 15; PAY ADJ \$140.90; PP 12 PERF AWARD \$600								
7W8541		PROJECTED AT 6/02								
0W8793		PROJECTED 02/01, 40HRS/PP								
1W8536		PROJECTED SALARY AT 12/2								
0W8896	HARDING	VICE MALLARINO; PROJECTED 02/01, 40 HRS/PP								
7W8539	ANHALT	PAY ADJ \$55.36; PP 9 CHANGE TO 35 HRS/PP; POSITION WILL BE ABOLISHED. PP 14 LUMP SUM ESTIMATE								

AGRICULTURAL RESEARCH SERVICE
Salary Management System
Liability By Cris

Account Code 401 - 3625 - 105

ACTUAL THROUGH PAY PERIOD: 17

CRIS NUMBER 3625 - 31000 - 002 - 00 - D SUBACCOUNT:

Employee Name	Pos No	PLAN Grade, Tour	FTE Plan, Proj	BIWEEKLY	PLAN	ACTUAL	*** PROJECTED	SALARY DOLLARS*** TOT. LIAB	LAPSE	DIFFERENCE
CROUSE JOHN D	1W7927	GS 15 P FT	1.00 1.00	6,238.40	155,300.03	148,184.38	11,560.37	159,744.75	0.00	-4,444.72
KERR BRIAN J	1W8480	GS 14 P FT	1.00 1.00	5,343.93	115,685.04	110,726.45	8,630.45	119,356.90	0.00	-3,671.86
TRABUE STEVEN L	1W8535	GS 13 P FT	1.00 1.00	3,111.84	77,800.03	84,256.47	6,209.36	90,465.83	0.00	-12,665.80
VICE ANDERSEN VACANT	1W8537	GS 13 P FT	1.00 0.23	3,021.20	77,800.03	0.00	0.00	0.00	71,710.17	6,089.86
VACANCY -- 10/01/2004	1W8536	GS 12 P FT	1.00 0.23	3,020.20	77,800.03	0.00	0.00	0.00	77,800.03	0.00
SY OTHER PAY:					12,250.00	0.00	0.00	0.00		12,250.00
FINANCIAL PLAN ADJUSTMENTS:					0.00					0.00
SALARY LAPSE PREVIOUSLY REPORTED:					-149,510.00				-149,510.00	
ADJUSTMENTS BETWEEN CRIS'S:					0.00				0.00	
SY SUB TOTALS:			5.00 3.46		367,125.16	343,167.30	26,400.18	369,567.48	0.20	-2,442.52
ANDERSON JEFFREY C.	0W9948	GS 2 T PT	0.00 0.44	251.62	0.00	7,945.18	331.67	8,276.85	0.00	-8,276.85
HALVORSEN BRETT J.	0W8891	GS 2 T PT	0.00 0.24	176.62	0.00	4,748.54	0.00	4,748.54	0.00	-4,748.54
VACANCY -- 02/08/2004	0W8029	GS 2 T PT	0.63 0.51	485.67	12,999.93	0.00	0.00	0.00	0.00	12,999.93
REPPERT EMILY J	0W8846	GS 2 T PT	0.63 0.30	485.67	12,999.93	4,072.38	394.56	4,466.94	0.00	8,532.99
LESAN JOSEPH C	0W8883	GS 2 T PT	0.63 0.68	485.67	12,999.93	12,359.63	1,520.42	13,880.05	0.00	-880.12
HANSON JENNIFER K	7W8538	GS 7 P FT	1.00 1.00	1,735.83	43,899.97	42,890.20	3,397.30	46,287.50	0.00	-2,387.53
WOJCIK EVA A	7W8540	GS 6 P FT	1.00 1.01	1,709.39	44,699.99	42,238.58	3,376.09	45,614.67	0.00	-914.68
WEESE JACILYN R	9W8703	GS 6 P FT	1.00 1.00	1,503.05	32,724.95	31,366.20	2,501.44	33,867.64	0.00	-1,142.69
VACANCY -- 08/08/2004	7W8541	GS 6 T FT	1.00 0.15	1,532.96	39,500.05	0.00	0.00	0.00	0.00	39,500.05
VACANCY -- 08/08/2004	0W8793	GS 2 T PT	0.63 0.07	402.18	12,999.97	0.00	0.00	0.00	0.00	12,999.97
ANHALT JENNIFER C	7W8539	GS 7 P FT	1.00 0.56	2,475.20	51,700.02	28,029.01	783.69	28,812.70	23,168.94	-281.62
NSY OTHER PAY:					32,000.00	0.00	0.00	0.00		32,000.00
FINANCIAL PLAN ADJUSTMENTS:					0.00					0.00
SALARY LAPSE PREVIOUSLY REPORTED:					-18,475.00				-18,475.00	
ADJUSTMENTS BETWEEN CRIS'S:					0.00				0.00	
NSY SUB TOTALS:			7.52 5.96		278,049.74	173,649.72	12,305.17	185,954.89	4,693.94	87,400.91
SY & NSY SUB TOTALS:			12.52 9.42		645,174.90	516,817.02	38,705.35	555,522.37	4,694.14	84,958.39
MU TOTALS:			12.52 9.42		645,174.90	516,817.02	38,705.35	555,522.37	4,694.14	84,958.39
CRIS TOTALS:			12.52 9.42		645,174.90	516,817.02	38,705.35	555,522.37	4,694.14	84,958.39

Position Number	Last Name	Comments
0W9948	ANDERSON	20 HRS/PP; PAY ADJUSTMENT \$18.02
0W8891	HALVORSEN	EOD 11/30/03; 20 HRS/PP; PAY ADJ \$9.30; PP 25, 26 CORRECTED 5-20-04 \$263.72, \$391.95;
0W8846	REPPERT	EOD 9/21/03; PAY ADJ \$13.65
0W8883	LESAN	EXT OF APPT - NTE 12/27/03; PAY ADJ \$42.70
7W8538	HANSON	WGI PP 17; PAY ADJ \$148.40; PP 12 PERF AWARD \$1100
7W8540	WOJCIK	PAY ADJ \$148.00; PP 12 PERF AWARD \$600
9W8703	WEESE	WGI PP 15; PAY ADJ \$140.90; PP 12 PERF AWARD \$600
7W8541		PROJECTED AT 6/02
0W8793		PROJECTED 02/01, 40HRS/PP
7W8539	ANHALT	PAY ADJ \$55.36; PP 9 CHANGE TO 35 HRS/PP; POSITION WILL BE ABOLISHED. PP 14 LUMP SUM ESTIMATE

AGRICULTURAL RESEARCH SERVICE
Salary Management System
Liability By Cris

Account Code 401 - 3625 - 105

ACTUAL THROUGH PAY PERIOD: 17

CRIS NUMBER 3625 - 32000 - 056 - 00 - D SUBACCOUNT:

Employee Name	Pos No	PLAN Grade, Tour	FTE		BIWEEKLY	PLAN	ACTUAL	*** SALARY DOLLARS***		LAPSE	DIFFERENCE
			Plan, Proj					PROJECTED	TOT. LIAB		
KERR BRIAN J	1W8480	GS 14 P FT	1.00	1.00	5,343.93	20,415.01	19,539.96	1,523.02	21,062.98	0.00	-647.97
ZIEMER CHERIE J	1W8680	GS 12 P FT	1.00	1.00	3,168.86	80,699.97	76,081.08	6,020.83	82,101.91	0.00	-1,401.94
SY OTHER PAY:						750.00	0.00	0.00	0.00		750.00
FINANCIAL PLAN ADJUSTMENTS:						0.00					0.00
SALARY LAPSE PREVIOUSLY REPORTED:						0.00				0.00	
ADJUSTMENTS BETWEEN CRIS'S:						0.00				0.00	
SY SUB TOTALS:			2.00	2.00		101,864.98	95,621.04	7,543.85	103,164.89	0.00	-1,299.91
MALLARINO EMMA V	0W8896	GS 3 T FT	0.63	0.06	221.54	14,099.92	1,366.18	0.00	1,366.18	0.00	12,733.74
STEADHAM SHARI R	7W8681	GS 9 P FT	1.00	1.00	2,695.10	68,800.03	65,502.82	5,120.69	70,623.51	0.00	-1,823.48
WEESE JACILYN R	9W8703	GS 6 P FT	1.00	1.00	1,503.05	5,774.99	5,535.21	441.43	5,976.64	0.00	-201.65
HARDING THOMAS M	0W8896	GS 2 T FT	0.00	0.28	402.18	0.00	5,205.73	40.60	5,246.33	0.00	-5,246.33
NSY OTHER PAY:						2,000.00	0.00	0.00	0.00		2,000.00
FINANCIAL PLAN ADJUSTMENTS:						0.00					0.00
SALARY LAPSE PREVIOUSLY REPORTED:						0.00				0.00	
ADJUSTMENTS BETWEEN CRIS'S:						0.00				0.00	
NSY SUB TOTALS:			2.63	2.34		90,674.94	77,609.94	5,602.72	83,212.66	0.00	7,462.28
SY & NSY SUB TOTALS:			4.63	4.34		192,539.92	173,230.98	13,146.57	186,377.55	0.00	6,162.37
MU TOTALS:			4.63	4.34		192,539.92	173,230.98	13,146.57	186,377.55	0.00	6,162.37
CRIS TOTALS:			4.63	4.34		192,539.92	173,230.98	13,146.57	186,377.55	0.00	6,162.37

Position Number	Last Name	Comments
0W8896	MALLARINO	RESIGNED 12/19/03; RETAIN POSITION; LUMP SUM PAYMENT OF 6.25 HRS
0W8896	HARDING	VICE MALLARINO; PROJECTED 02/01, 40 HRS/PP
7W8681	STEADHAM	PAY ADJ \$227.40; PP 12 PERF AWARD \$810
9W8703	WEESE	WCI PP 15; PAY ADJ \$140.90; PP 12 PERF AWARD \$600
0W8896	MALLARINO	RESIGNED 12/19/03; RETAIN POSITION; LUMP SUM PAYMENT OF 6.25 HRS
0W8896	HARDING	VICE MALLARINO; PROJECTED 02/01, 40 HRS/PP

- Salary Document # and pay period are required fields. The Salary Document # can be what works best for the user. *As of PP* is the Pay Period (drop down selections) most recently reconciled in SAMS (see the top of the SAMS report “Actuals thru PP ____”).

CATS - CRIS Allocation Tracking System - AMILLER(2007)

Date Last Modified: 10/30/2006

Salary Document #: OCTOBER

BOC	Actual As of PP 20	Projected	Lapse
7013622110 - BIOLOGICAL CONTROL OF 1000	\$24,092.30	\$619,060.47	\$0.00
7013622110 - BIOLOGICAL CONTROL OF 6000	\$19,351.67	\$536,423.20	\$0.00
029 - 36222200002900D 1000	\$6,292.51	\$160,496.73	
029 - 36222200002900D 6000	\$4,879.51	\$124,528.13	
030 - 36222200003000D 1000	\$8,082.92	\$209,003.62	
030 - 36222200003000D 6000	\$4,457.23	\$155,962.68	
031 - 36222200003100D 1000	\$9,716.87	\$249,560.12	
031 - 36222200003100D 6000	\$10,014.93	\$255,932.39	
Unallocated 1000	\$0.00	\$0.00	\$0.00
Unallocated 6000	\$0.00	\$0.00	\$0.00

Description:

Search Back Forward Add Save Close

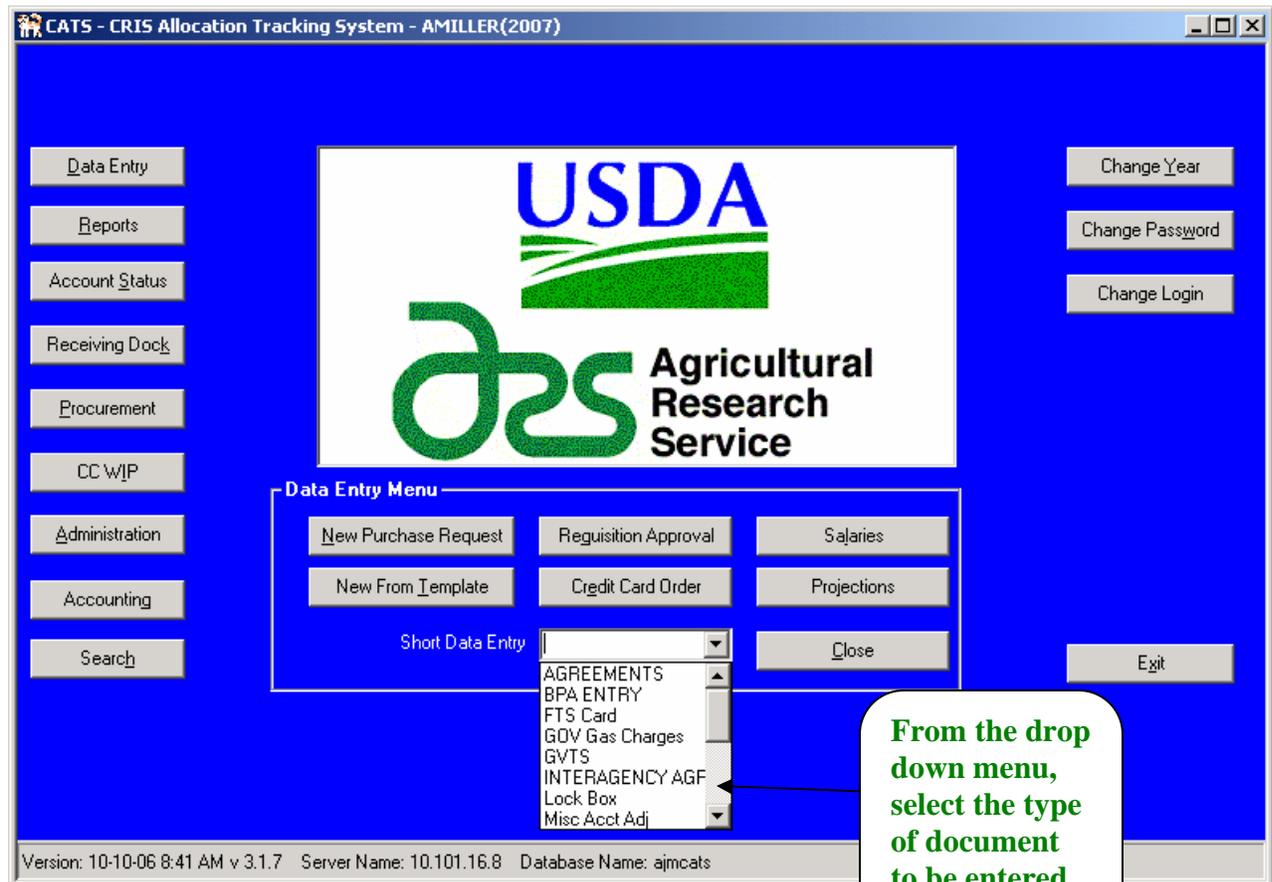
- Fill in desired comments in the description box.
- The *Back* and *Forward* buttons allow for scrolling through MUs.
- Choose *Search* to find the MU for which data is to be entered.
- Once entries are complete, select *Save* to ensure the data entry is protected. Select *Close* to return to the main menu.

SHORT DATA ENTRY

Target Users: LAO or Accounting Technicians only

Purpose of Section: To allow Accounting personnel to quickly enter obligating documents, such as travel or training, cardholder logs, or other obligations appearing on the TDL that have not been entered into CATS.

Select *Data Entry* from the Main Menu



- **NOTE: Data entry for each document type will follow the same scheme for entry, with field identifications applicable to the particular document type.**
- See [Appendix B](#) for SDE Sample template used by the Midwest Area as suggested best practices for field usage uniformity.

TRAVEL Short Data Entry:

- Fill in the following fields: Name of Traveler, Dates of Travel, Date, and Amount.

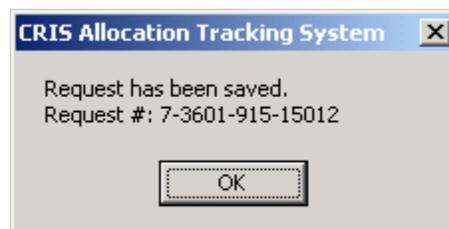
The screenshot shows the 'CATS - Short Data Entry - Travel' form. The fields are filled with the following data:

- AD-202 Number: 7CS033360010459
- Name of Traveler: J Smith
- Dates of Travel: 11/27-11/30
- Date: 11/30/2006
- Amount: 1020.00
- Budget Object: 2100: Travel & Transportation
- Accounting Code: 2100: Travel & Transportation
- Sub Account: 2101: Travel allowance for Rur
- Notes: CATS Training
- User Field 1: ITO
- User Field 2: AJM

Annotations in green text:

- 'Date field defaults to current date' points to the Date field.
- 'Select BOC from drop-down list' points to the Budget Object dropdown menu.
- 'Notes = whatever you want, such as what might be in Remarks on the 202.' points to the Notes text area.

- Once data entry is complete, select **Save**. The pop-up screen with the Request # will be displayed. Make note of the number for future reference. Select **OK**.



- There are two additional options for saving the record:
 - **CLONE**: Creates an exact copy of the SDE, allowing you to make changes and save as a new requisition. For instance, if you were processing travel for a number of users, you could create an SDE for traveler 1, save it, then Clone it, make changes applicable to traveler 2, save it, Clone it, and so on for more travelers.
 - **SAVE & ADD**: Saves the current working record, and blanks the form for input of additional records.

UTILITY Short Data Entry:

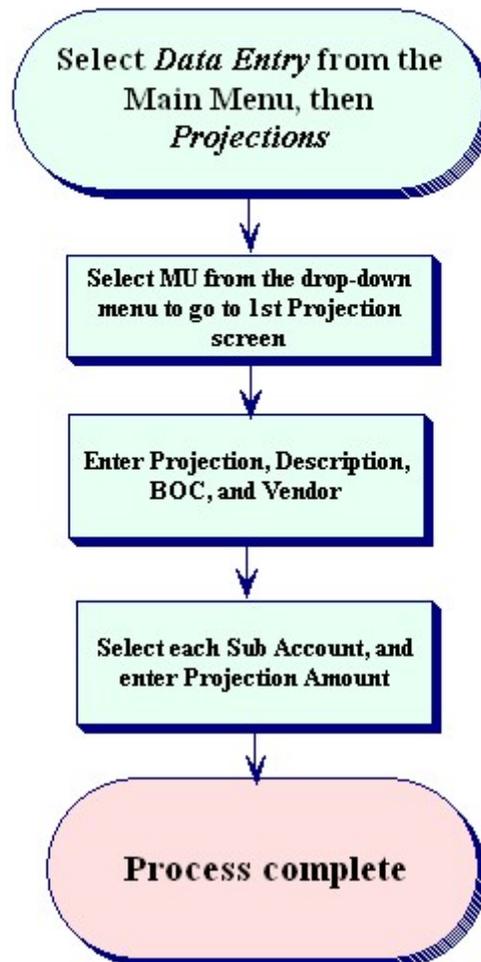
Fill in the Util Account #', Utility Co (Provider), and Service Date.

- Complete the Short Data Entry form in a similar manner as above for all Document Types available via SDE.
- When Data Entry is complete, select *Save* and *Close* to return to main menu.
- USER FIELDS NOTE: The three user fields can be used as desired by individuals for additional documentation and search purposes. (See [User Fields Section](#))

New From Template:

From the *Short Data Entry* screen, select *New From Template* to display previously saved AD700 templates. This option allows the template's information to be saved as the structure for a new AD700. (For more info, see [Create Template](#) section.)

SETTING UP PROJECTIONS



PROJECTIONS

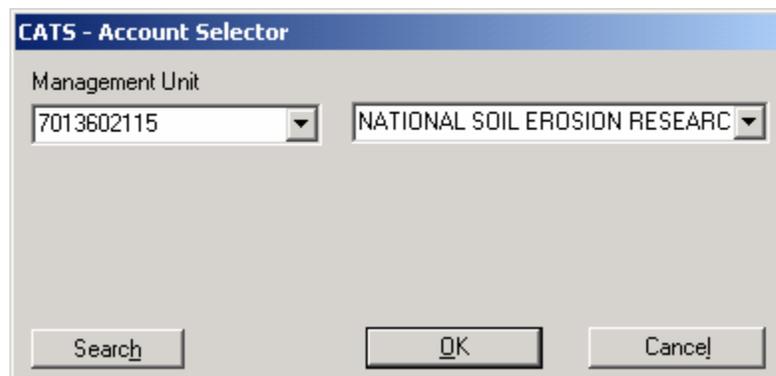
Target Users for this section: LAO or Accounting Technicians

Purpose of section: To allow projections of repetitive or monthly obligations throughout the FY, reducing the projection by the actual reconciled from the Transaction Detail Listing (TDL)

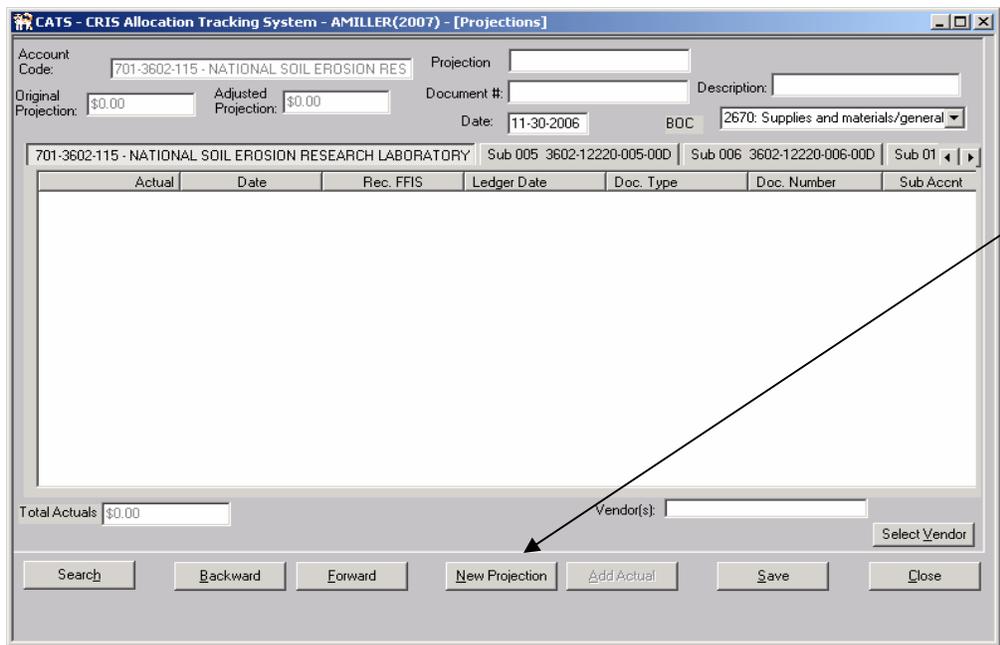
- To create projections, select *Data Entry* then *Projections*.



- After selecting *Projections*, the following screen will be displayed and prompt for the MU desired:



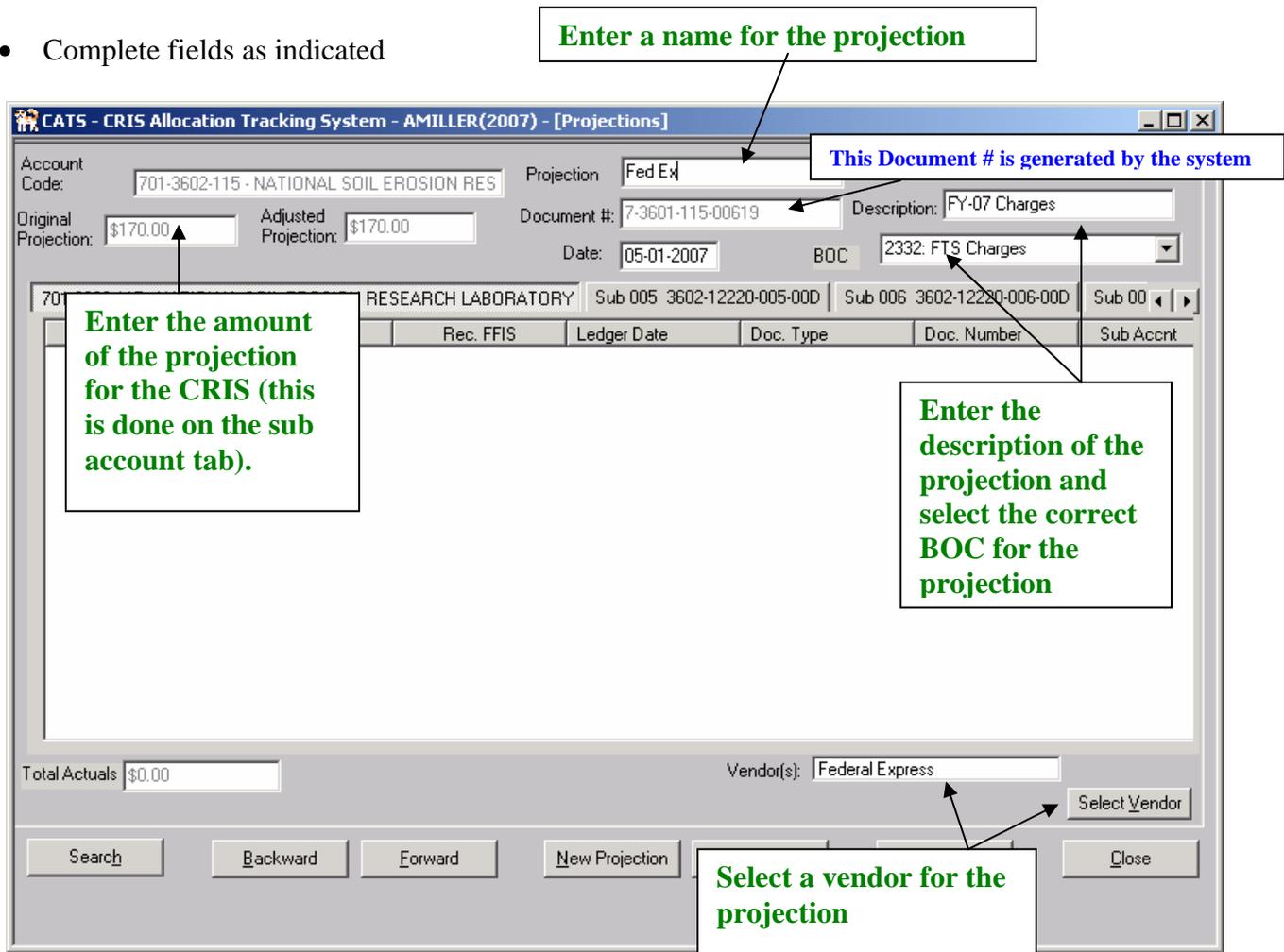
- Select the MU from the drop down box, then select **OK** to go to the following screen:



If an existing projection is already displayed, select **New Projection** to ensure there is a clean screen (blank fields) for data entry

NOTE: Projection fields are completed on the first screen displayed, **but amounts are first entered by CRIS, not MU.**

- Complete fields as indicated



- Once the projection amounts for each CRIS impacted by the projection have been entered, then tab back to the MU tab to confirm the total shown is the correct total.
- After all data has been added, select **Save**. The saved document # will be displayed as shown above and will populate field as shown in the following screen:

CATS - CRIS Allocation Tracking System - AMILLER(2007) - [Projections]

Account Code: 701-3602-115 - NATIONAL SOIL EROSION RES Projection: Fed Ex

Original Projection: \$170.00 Adjusted Projection: \$170.00 Document #: 7-3601-115-00619 Description: FY-07 Charges

Date: 05-01-2007 BOC: 2332: FTS Charges

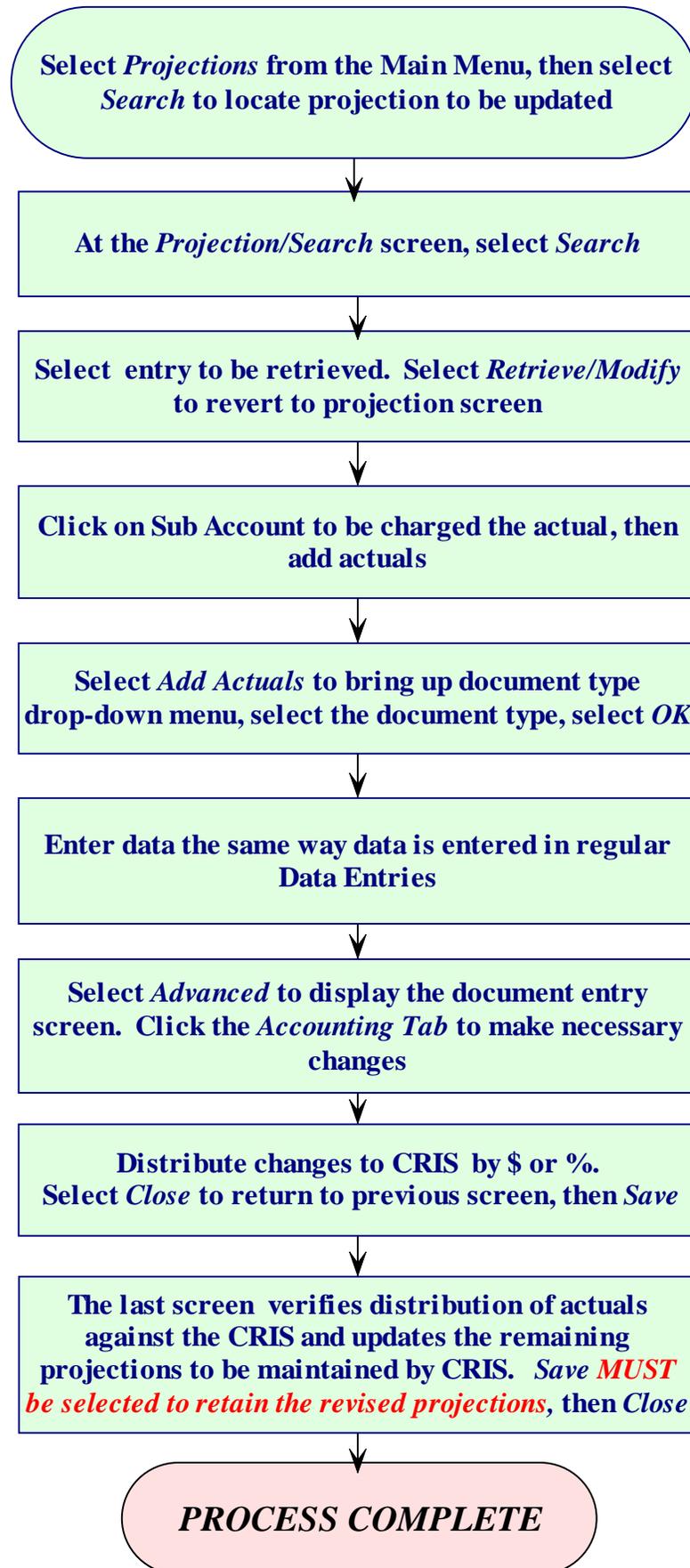
701-3602-115 - NATIONAL SOIL EROSION RESEARCH LABORATORY Sub 005 3602-12220-005-00D Sub 006 3602-12220-006-00D Sub 00

Actual	Date	Rec. FFIS	Ledger Date	Doc. Type	Doc. Number	Sub Acct

Total Actuals: \$0.00 Vendor(s): Federal Express Select Vendor

Search Backward Forward New Projection Add Actual Save Close

ENTERING ACTUALS AGAINST PROJECTIONS



ENTERING ACTUALS AGAINST A PROJECTION

Target Users for this section: LAO or Accounting Technicians only

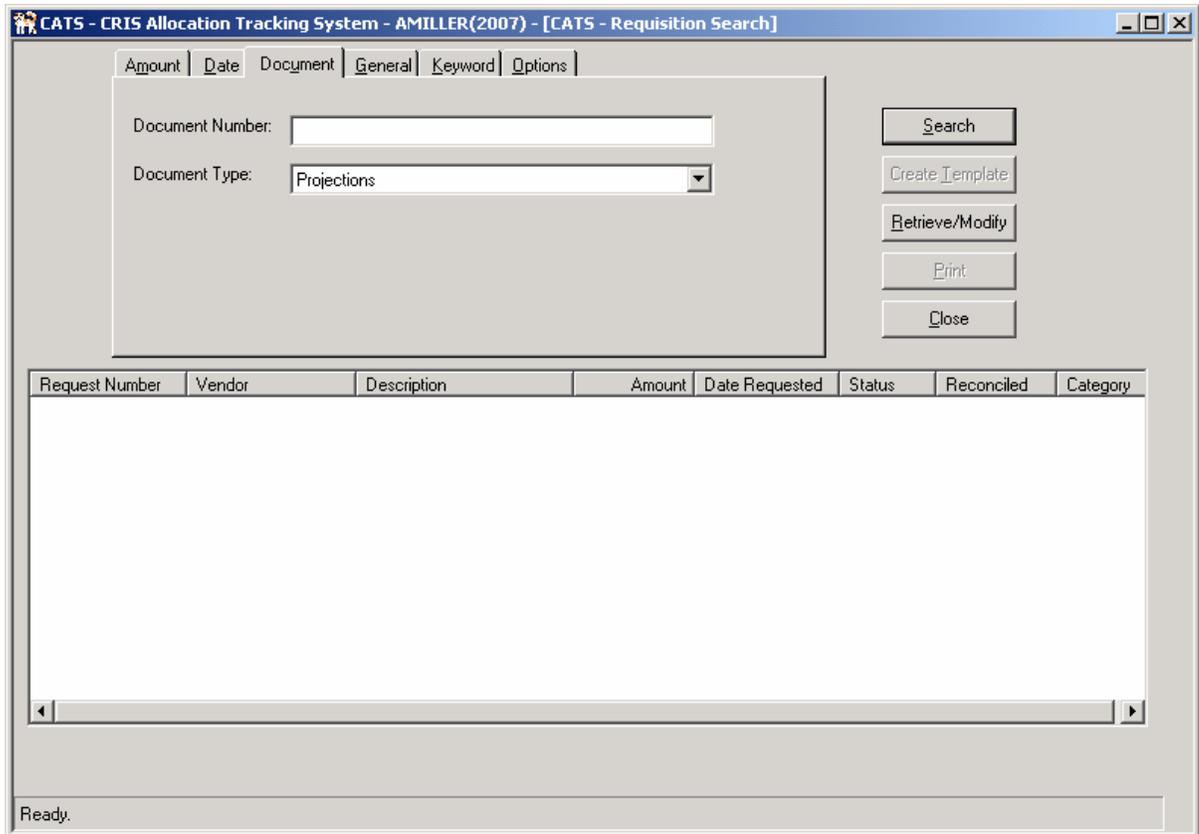
Purpose of section: To reconcile actual cost(s) of obligations against a Projection

- Select the *Projections* button to return to the following screen:



The image shows a dialog box titled "CATS - Account Selector". It contains two dropdown menus. The first dropdown menu is labeled "Management Unit" and has the value "7013602115" selected. The second dropdown menu is labeled "NATIONAL SOIL EROSION RESEARC" and has the value "NATIONAL SOIL EROSION RESEARC" selected. At the bottom of the dialog box, there are three buttons: "Search", "OK", and "Cancel".

- Select an MU, and then select *Search* to locate the projection to be updated. The following screen is displayed:



The image shows a window titled "CATS - CRIS Allocation Tracking System - AMILLER(2007) - [CATS - Requisition Search]". The window has a menu bar with "Amount", "Date", "Document", "General", "Keyword", and "Options". Below the menu bar, there are two input fields: "Document Number:" with a text box and "Document Type:" with a dropdown menu set to "Projections". To the right of these fields are five buttons: "Search", "Create Template", "Retrieve/Modify", "Print", and "Close". Below the input fields and buttons is a table with the following columns: "Request Number", "Vendor", "Description", "Amount", "Date Requested", "Status", "Reconciled", and "Category". The table is currently empty. At the bottom of the window, there is a status bar that says "Ready."

- To view the projections that have been entered, select **Search** and a listing of all projections will display as follows:

Document Number:

Document Type:

Search

Create Template

Retrieve/Modify

Print

Close

Request Number	Vendor	Description	Amount	Date Requested	Status	Reconciled	Category
6-3601-915-15022	Verizon Wireless	Cell phone service	194.19	12/09/2005	Other		PROJ
6-3601-915-15033	SBC Ameritech	Video Conference Line	50.00	12/09/2005	Other		PROJ
6-3601-915-15063	T-Mobile	Blackberry Service	205.60	01/09/2006	Other	09/2006	PROJ
6-3601-915-15275	GSA	GOV Gas Charges	317.18	07/17/2006	Other		PROJ
6-3601-915-15357	Federal Express	Federal Express-915-1525...	500.00	08/08/2006	Other		PROJ
6-3601-925-25030	Verizon Wireless	Cell phone service	200.47	12/09/2005	Other		PROJ
6-3601-925-25243	GSA	GSA GOV gas	70.75	07/17/2006	Other		PROJ
6-3601-925-25297	Federal Express	Federal Express-915-1525...	74.46	08/08/2006	Other		PROJ

8 item(s) found.

- Double click or highlight the desired entry and select **Retrieve/Modify** to revert to the projection screen below:

Account Code: Projection:

Original Projection: Adjusted Projection: Document #: Description:

Date: BOC:

601-3601-915 - MWA AAD | Sub 001 3601-88888-006-00D

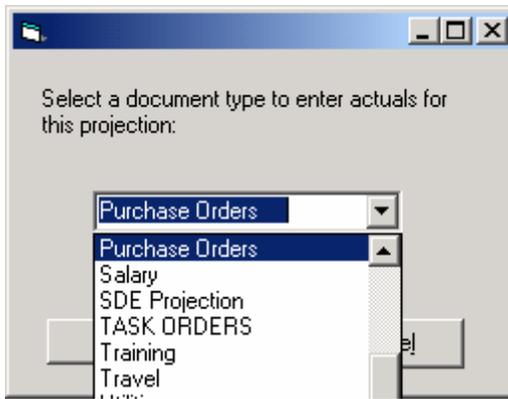
Actual	Date	Rec. FFIS	Ledger Date	Doc. Type	Doc. Number	Sub Acct
44.13	12/09/2005		12/09/2005	UTIL	6-3601-915-15034	001
41.78	03/06/2006		05/04/2006	UTIL	6-3601-915-15104	001
41.78	04/10/2006		04/12/2006	UTIL	6-3601-915-15160	001
44.08	05/04/2006		05/04/2006	UTIL	6-3601-915-15184	001
5.60	06/13/2006		06/20/2006	UTIL	6-3601-915-15222	001
51.16	07/03/2006		07/17/2006	UTIL	6-3601-915-15267	001
52.09	08/07/2006		08/10/2006	UTIL	6-3601-915-15341	001
106.54	09/11/2006		09/11/2006	UTIL	6-3601-915-15404	001

Total Actuals Vendor(s):

Search Backward Forward New Projection Add Actual Save Close

- At this screen, first select the desired Sub Account tab to charge the item against, then select **Add Actual** to be prompted to select a doc type.

- Select the desired doc type, and then **OK** to go to the Data Entry screens.



- At the following screen, enter the data in the same manner as the regular Data Entries.

CATS - Short Data Entry - Purchase Orders

PO Number	40-51KJ-4-555	Budget Object	2670: Supplies and materials/g	Search
Vendor	Verizon	Accounting Code	6013601915- MWA A40	Clone
Description	September	Sub Account		Advanced
Date	11/30/2006	Amount	22.00	Add Vendor
Notes	<input type="radio"/> None <input type="radio"/> Partial <input type="radio"/> Full			Save
				Save & Add
<input type="checkbox"/> Set status to Void				Close
User Field 1	User Field 2	User Field 3		

- If the actual cost needs to be spread to more than the one CRIS, select *Save*, and select *Advanced* to display the following:

- At the following screen, double click the accounting line to continue

28 ACC LINE	29 ACCOUNTING CLASSIFICATION										30 Distribution	31 Amount
	A	B	C		D	E						
	5	10	5	3	4	1	4	1	2			
1	60136	01915	001							100.00%	\$15.00	

- The following screen is displayed:

- This is the same screen discussed in distributing dollars to multiple CRIS in the [AD 700 preparation section](#). A new account can be added to distribute the total dollars between CRIS by dollar or by percentage depending on the field selected in the Amount area. When completed, select *Close* to return to the previous screen. Select *Save* to save the information and *Close* to return to the Projection screen, which will display the following:

Actual	Date	Rec. FFIS	Ledger Date	Doc. Type	Doc. Number	Sub Acct
200.00	12/09/2005		12/09/2005	UTIL	6-3601-915-15023	001
202.52	01/09/2006		01/10/2006	UTIL	6-3601-915-15071	001
104.09	02/11/2006		02/11/2006	UTIL	6-3601-915-15097	001
105.72	03/07/2006		03/08/2006	UTIL	6-3601-915-15113	001
101.53	04/10/2006		04/12/2006	UTIL	6-3601-915-15158	001
99.68	04/10/2006		04/12/2006	UTIL	6-3601-915-15159	001
99.68	05/04/2006		05/04/2006	UTIL	6-3601-915-15183	001
2.30	06/13/2006		06/20/2006	UTIL	6-3601-915-15224	001
149.01	07/03/2006		07/17/2006	UTIL	6-3601-915-15266	001
131.28	08/03/2006		08/10/2006	UTIL	6-3601-915-15328	001
10.00	11/30/2006			PURC	6-3601-915-15450	001
5.00	11/30/2006			PURC	6-3601-915-15450	001

- The above entry verifies that part of the actual is on CRIS 004 and part is on CRIS 005. Selecting either entry will display the data entry for that CRIS. **NOTE:** the Adjusted projection has now changed. The Original Projection has been reduced by the actuals that have been entered and an Adjusted Projection still ties up the balance of the original projection. Select *Save*, then *Close* to complete this screen.

PREPARING AD700s (New Purchase Requests)

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 personnel to work the transaction from obligation to final receipt.

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

CATS - CRIS Allocation Tracking System - AMILLER(2006)

USDA
ARS Agricultural Research Service

Data Entry Menu

New Purchase Request Regquisition Approval Salaries
New From Template Credit Card Order Projections
Short Data Entry [Dropdown] Close

Change Year
Change Password
Change Login

Exit

Version: 10-10-06 8:41 AM v 3.1.7 Server Name: 10.101.16.8 Database Name: ajmcats

Select the appropriate MU, Sub Account, and Short Description. See **NOTE** below. The MU defaults to your default MU set up in [User Administration](#)

CATS - Account Selector

Management Unit
7013601915 MWA DAD

Principal Sub Account
001 - Only One

Short Description
Fischer Scientific - Chemicals

OK Cancel

- 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 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.

CATS - CRIS Allocation Tracking System - AMILLER(2007) - [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 1B. DATE Nov 30 2006

Purchase Order Delivery Order 10. TO: (Seller) 11. SHIP TO: (Consignee and Destination)

USDA, ARS, MWA
1815 N. University
Peoria, IL 61604 Inside Delivery Requested

Clone AD700 Print Save & Add Save Close

- **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).

CATS - Line Items

Line Item
2

Description
Choride

Budget Object
2670: Supplies and materials

Unit Issue Quantity
box 10

CATS - CRIS Allocation Tracking System - AMILLER(2007) - [CATS - AD700 Entry]

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		Choride	2670		10	box	\$12.00	\$120.00	

21 FOB Point 22 Discount Terms

Sub-Total \$420.00

23 Required Delivery 23A Negotiated Delivery 24 Ship Via 26 Estimated Freight

Dec 14 2008 \$0.00

TOTAL \$420.00

For additional information, please contact: Phone
Andrea Miller (309)681-6574x

- ACCOUNTING TAB (accounts).** The MU number selected will automatically be pulled into this screen. 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 - AMILLER(2007) - [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%	\$420.00

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: 7013601915 - MWA DAD

Sub Account: 1 - Only One

Amount: \$420.00

Distribute by dollar amount
 Distribute by percentage

AD700 Total: \$420.00
 Procurement Total: \$.00
 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.

The screenshot shows the "CATS - Accounts" window. On the left, there is a form with the following fields: "Acc Line" (dropdown menu with "2" selected), "Use Validated MU" button, "Use Unvalidated MU" button, "Management Unit" (dropdown menu with "7013601925 - MWA AD" selected), "Sub Account" (dropdown menu with "1 - Only One" selected), and "Amount" (text box with "200" entered). Below the "Amount" box are two radio buttons: "Distribute by dollar amount" (selected) and "Distribute by percentage". On the right side of the window, there are summary fields: "AD700 Total:" (\$420.00), "Procurement Total" (\$.00), and "Unallocated amount" (\$0.00). At the bottom right, there are three buttons: "New Account", "Delete Account", and "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.
- In order to charge to a different location, choose **Use Unvalidated MU** and add the MU and Sub Account from the different location. Make sure these are valid entries; otherwise the entry will not show up properly.

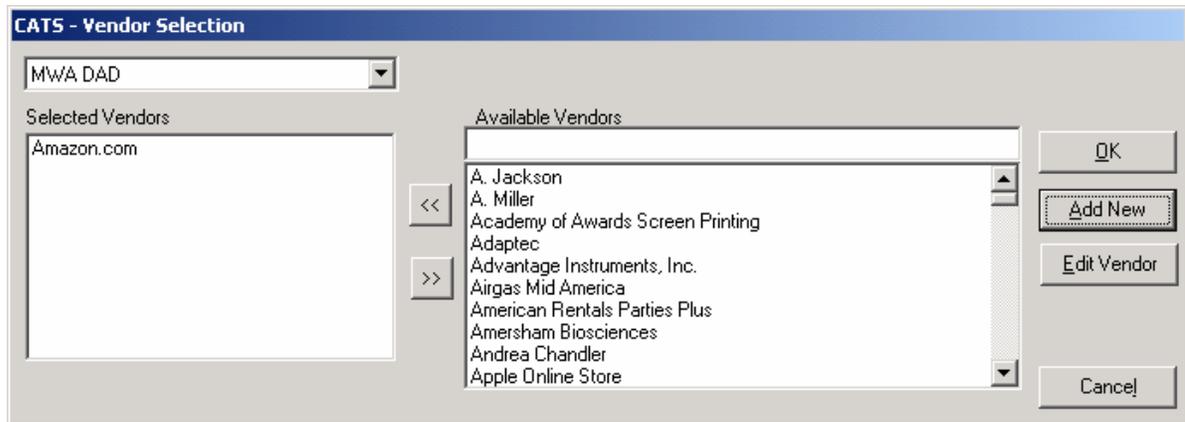
28 ACC LINE	A	B	C	D	E	30 Distribution	31 Amount
01	70136	01915	001			52.381%	\$220.00
02	70136	01925	1			47.619%	\$200.00

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 (vendors).** 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.

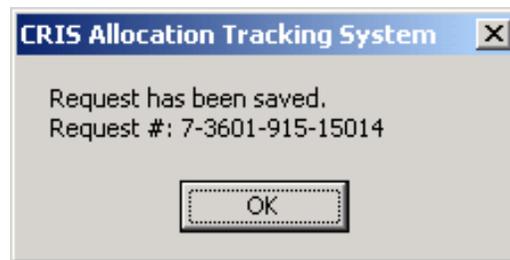
- Select several vendors if desired, but only the first vendor selected will print on the AD700



- **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. Please see the [User Field Section](#) for further explanation of the user of these fields.
- 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 (read only).** Selecting this tab allows viewing of the order status. As the order is processed by the Procurement staff or Cardholder, 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.

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.

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 SUB

1A. PROCUREMENT REQUEST NO. 7 - 3601 - 915 - 15016

S114 TS 18. Date: November 30, 2006

CHECK ONE Purchase Order Delivery Order

10. TO: (Select)

11. SHIP TO: (Contract Line and Destination)
USDA, ARS, MWA
1815 N. University
Peoria, IL 61604 INSIDE DELIVERY REQUESTED

12 LINE ITEM	13 ACT. CODE	14 DESCRIPTION	15 BUDGET OBJECT	16 ACC. LINE	17 QUANTITY	18 UNIT ISSUE	19 UNIT PRICE	20 AMOUNT
1		Alcohol	2672		20.00	ea	\$15.00	\$300.00
2		Chorde	2670		10.00	box	\$12.00	\$120.00

NOTES:
Mandatory sources were checked.

Close

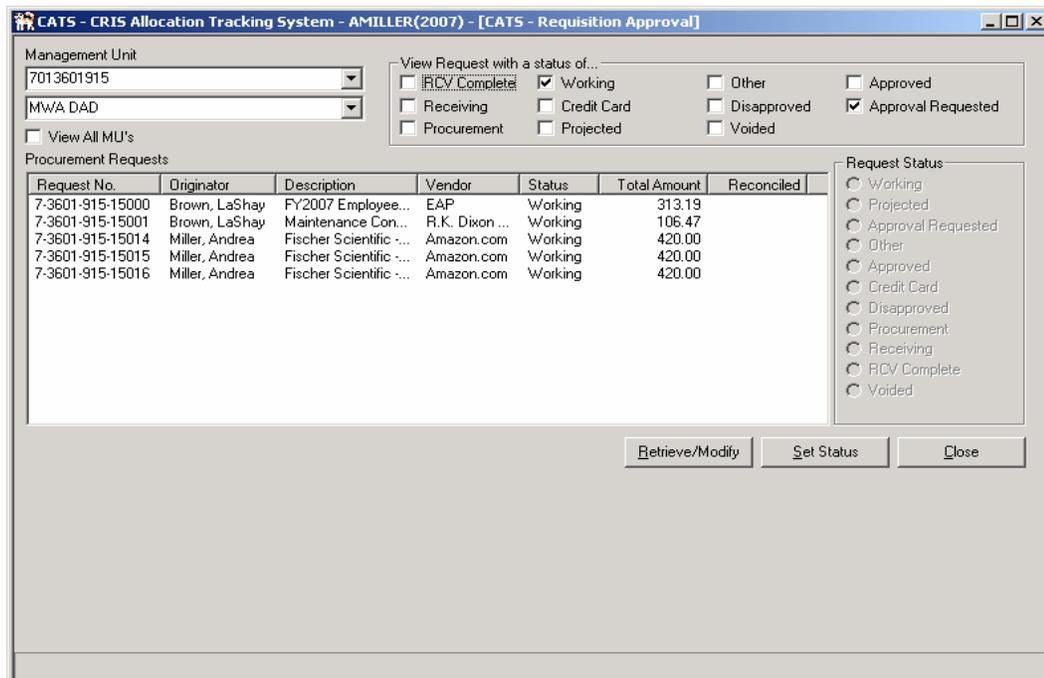
- In order to close out of print preview screens, choose the *Close* button at the bottom right of the screen. Selecting the 'X' in the upper right hand corner will close completely out of CATS.

REQUISITION APPROVAL (for Approvers and Accounting Technicians only)

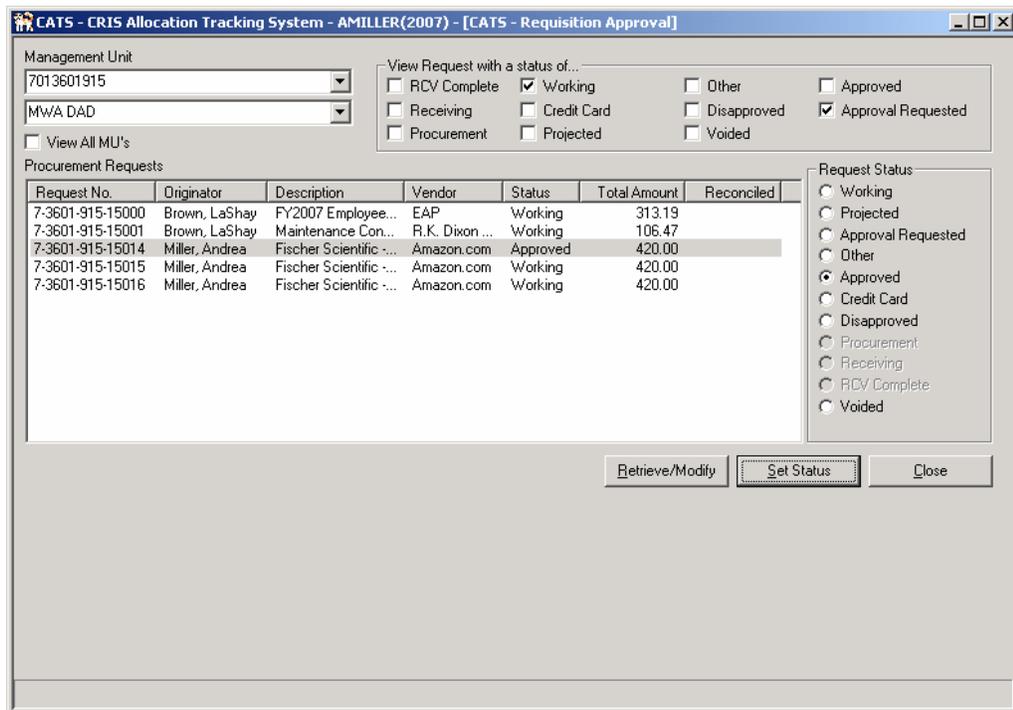
- Select *Data Entry*, then *Requisition Approval* from the Data Entry Menu.



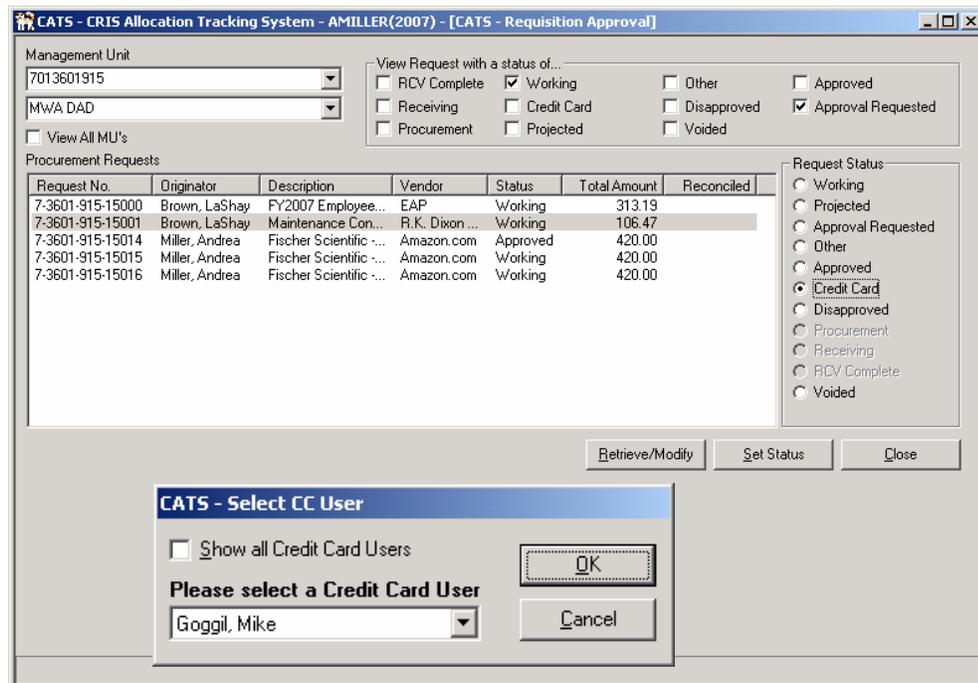
- For requisitions requiring approval, select the Management Unit, then check the *Approval Requested* box to show requisitions with that status.



- For requisitions to be sent to procurement, select the requisition number to be approved. Mark the request status as **Approved** and then select the **Set Status** button.

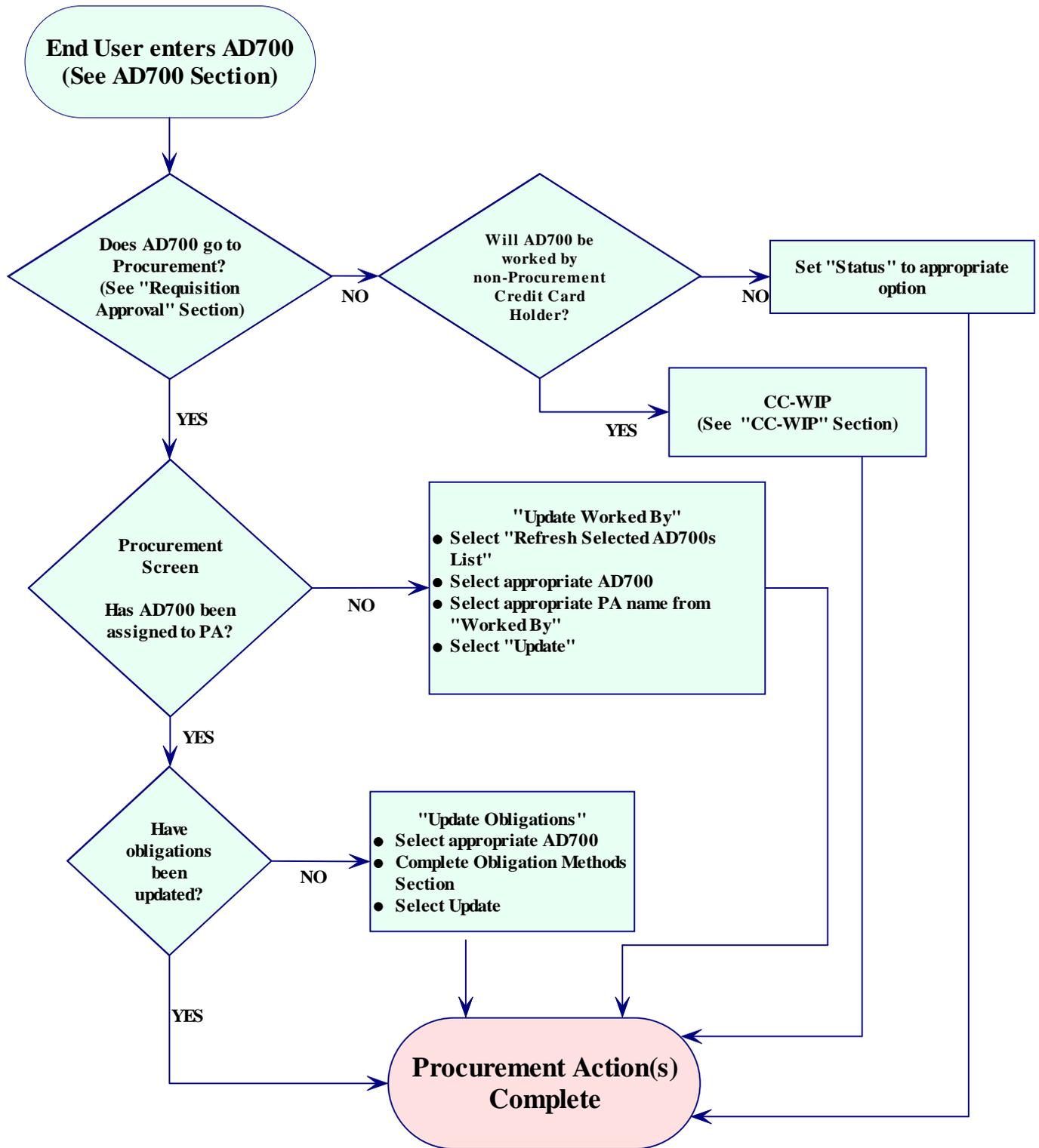


- For requisitions being paid by a credit card user, mark the request status as **Credit Card**. A pop-up box will be displayed to select the card user. Select the appropriate credit card user and select **OK**. Then, select **Set Status**.



- After **Set Status** has been selected, select **Close** to return to the Data Entry Main Menu.
- Note: Once reconciled, the item cannot be Voided.

PROCUREMENT PROCEDURES



PROCUREMENT FUNCTIONS

Target User(s) for this section: Procurement personnel

Purpose of Section: To enter obligations and allow for Procurement personnel to be assigned to work a transaction from obligation to final receipt.

- Select *Procurement* from the Main Menu.



- The Procurement screen is displayed:

The screenshot shows the "CATS - CRIS Allocation Tracking System - AMILLER(2007) - [CATS - Procurement WIP Orders]" window. The interface is light gray. At the top, there are several dropdown menus and text boxes for filtering: Fiscal Year (2007), For Internal House Account (ALL), For Management Unit (ALL), For Sub Account (ALL), Worked By (ALL Unassigned), Obligating Type (ALL), and Obligated Status (ALL). There are two radio buttons for "Update Mode": "Update Worked By" (selected) and "Update Obligation". A button labeled "Refresh Selected AD700s List" is circled in black. Below the filters is a table with columns: Request#, Requestor, Approve Date, Vendor Selected, Description, Proc. Total, and Worked By. The table is currently empty. At the bottom left, there is a button "Retrieve/Modify this AD700". At the bottom right, there are buttons "Print", "Update", and "Close". Below the table, there is a section titled "Worked By Fields" with a table for assigning users. The table has columns for Lastname, Firstname, and LoginID. Below this table are text boxes for "Worked By", "Date Assigned", "Assigned By", and "Deleted By", along with a "Delete Assignment" button.

- Selecting the *Refresh Selected AD700s List* will populate the screen with the entries not yet assigned to a purchasing agent.

The screenshot shows the CATS - CRIS Allocation Tracking System interface. At the top, there are several filter fields: Fiscal Year (2007), For Internal House Account (ALL), Worked By (ALL Unassigned), For Management Unit (ALL), Obligating Type (ALL), and For Sub Account (ALL). Below these are radio buttons for 'Update Mode' (Update Worked By is selected) and 'Update Obligations'. A 'Refresh Selected AD700s List' button is visible. A table lists request items with columns: Request#, Requestor, Approve Date, Vendor Selected, Description, Proc. Total, and Worked By. Below the table are buttons for 'Retrieve/Modify this AD700', 'Print', 'Update', and 'Close'. At the bottom, there is a 'Worked By Fields' section with a table for Lastname, Firstname, and LoginID, and fields for Worked By, Date Assigned, Assigned By, and Deleted By, along with a 'Delete Assignment' button.

Request#	Requestor	Approve Date	Vendor Selected	Description	Proc. Total	Worked By
7-3601-925-25000	Buxton, Sherri ...	01/10/2007	Millenium Hotel	New SY Training	4,964.68	Unassigned
7-3611-130-00404	Kirby, Sheree ...	01/23/2007	Office Max	file cabinet	210.96	Unassigned

- To assign an order to a purchasing agent, perform the following actions:
 - Select the ‘Request #’ to be assigned.
 - Locate the name of the person that will work the order in the “Worked by Fields” box.
 - Select the name of the person being selected and then select *Update*.

Note the info populated in the “Worked by Fields” box

This screenshot is similar to the previous one but highlights the 'Worked By Fields' section. The table in this section is populated with the following data:

Lastname	Firstname	LoginID
Haws	Donna	dhaws
Lough	Diana	dlough

An arrow points from the text box on the left to the 'Worked By Fields' table.

- **Update** the purchase information on an AD700:

CATS - CRIS Allocation Tracking System - AMILLER(2007) - [CATS - Procurement WIP Orders]

Fiscal Year: 2007 For Internal House Account: ALL Worked By: ALL Unassigned
 For Management Unit: ALL Obligating Type: ALL
 For Sub Account: ALL Obligated Status: ALL

Update Mode:
 Update Worked By
 Update Obligations

Refresh Selected AD700s List Jump to Requisition Number (last 8 digits, no dashes):

Request#	Requestor	Approve Date	Vendor Selected	Description	Proc. Total	Worked By
7-3601-925-25000	Buxton, Sherri	01/10/2007	Millenium Hotel	New SY Training	4,964.68	Unassigned

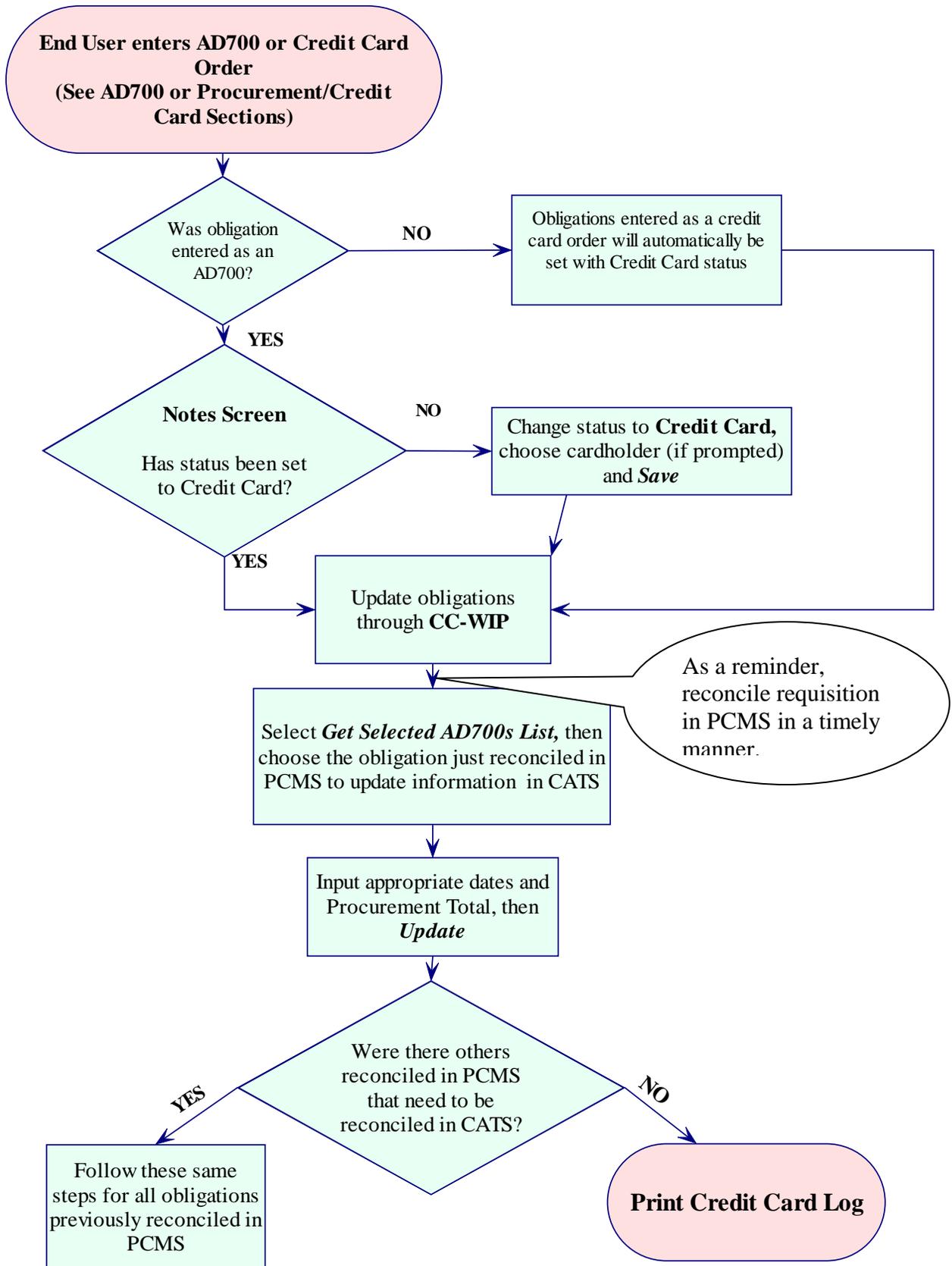
Retrieve/Modify this AD700 Print Update Close

Mark one of these boxes as appropriate.

Obligation Methods:
 Notify Receiving RCV Complete Doctype: CC -CC BOC: 3140: Non-capitalized Equipment
 Purchase Order: . . . Date Obligated: 10/18/2006 Other Obligating Document:
 CC Agy Ref Num: 81176 Next Ref #: Obligated: Complete
 BPA45: . . . NFC Rel. Date: 11/07/2006
 Sub Am: BPA Date: / / Procurement Total: 4,964.68
 Check Number: GBL:

- To **update** the purchase information on an AD700:
 - Select **Update Obligation**, select all assigned or select an individual procurement “User” in the ‘Worked By’ field, then select **Refresh Selected AD700s List** to populate the screen as shown above.
 - Select the ‘Request #’ to be updated.
 - The fields on the bottom of the screen in ‘Obligation Methods’ will become active and ready for data entry.
 - Complete the appropriate boxes at the bottom with the obligation info. For Example:
 - Purchase Orders – complete Purchase Order
Date Obligated
Obligated
Procurement Total
 - Credit Card Order – complete CC Agy Ref Num
Date Obligated
Obligated
Procurement Total
NFC Rel Date (after approved in PCMS)
 - To complete the record, select **Update**.

CREDIT CARD/CC-WIP PROCEDURES



CREDIT CARD ORDERS

- There are two ways to create credit card entries: 1) from an AD700, or 2) 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 - AMILLER(2007) - [CATS - AD700 Entry]

General Detail Accounting **Notes** Procurement

Request Notes:
Seller: Complete Packaging & Shipping Suppl

View...
 User Notes
 Procurement Notes
 Receiving Notes
 History

Request Status
 Working
 Projected
 Approval Requested
 Other
 Approved
 Credit Card
 Disapproved
 Procurement
 Receiving
 RCV Complete
 Voiced

User Field 1 User Field 2 User Field 3
ITS

Short Description Receiving Date
80GB Hard Drive //

Notes Report

Next available CC Agency Ref 7-AM00002

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**.

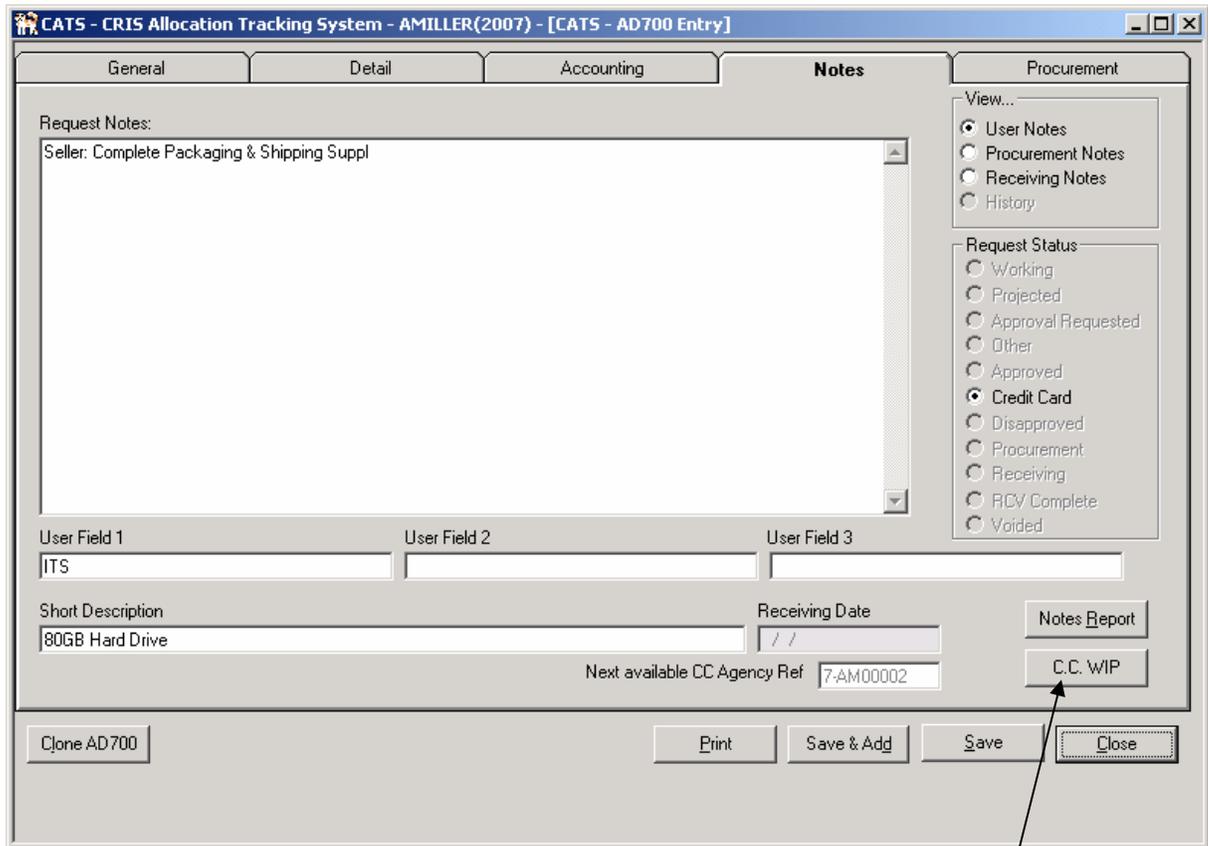
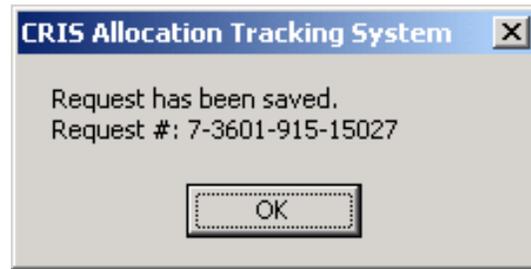
CATS - Select CC User

Show all Credit Card Users

Please select a Credit Card User
Gettinger, Lisa

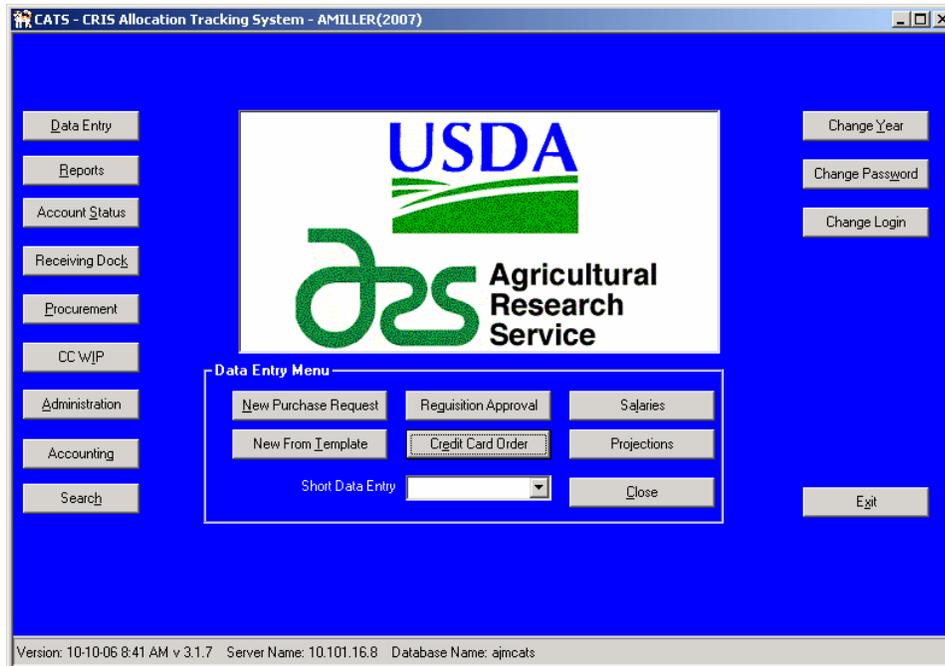
OK Cancel

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](#).
- **Reminder:** Check PCMS regularly after placing a credit card order. CATS requisition number should be used to fill the Agency Reference # in PCMS.

- 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. **Note: The Credit Card Number field is optional and used as a reference number. This is NOT the 16 digit number of the actual Credit Card.**
- 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)

- **NOTE:** CC-WIP information should be entered **AFTER** reconciling an order in PCMS.
- 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, Account Tech, or Approver.

CATS - CRIS Allocation Tracking System - AMILLER(2007) - [CATS - Credit Card WIP Orders]

Fiscal Year: 2007
 Worked By: Miller, Andrea
 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 Agy Ref	Description	Proc. Total	CC User	Request

Notify Receiving: RCV Complete:

CC Agency Ref Number:
 Date Ordered:
 Obligated:
 NFC Apprv Date:
 Date Received:
 Procurement Total:
 Next available CC Agency Ref: 7-AM00003
 Check Number:
 BDC:

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 - AMILLER(2007) - [CATS - Credit Card WIP Orders]

Fiscal Year: 2007
 Worked By: Miller, Andrea
 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 Agy Ref	Description	Proc. Total	CC User	Request
7-3601-915-15088	01/30/2007	Amazon	7-AM00002	books	90.00	Miller,Andrea	Miller,An
7-3601-925-25010	10/31/2006		7-AM00001	Computer Fans	14.27	Miller,Andrea	Demond

Notify Receiving: RCV Complete:

CC Agency Ref Number:
 Date Ordered: 01/15/2007
 Obligated: Complete
 NFC Apprv Date:
 Date Received: 01/30/2007
 Procurement Total: 95.00
 Next available CC Agency Ref: 7-AM00003
 Check Number:
 BDC:

Purchase Log Delete Assignment Retrieve AD700 Update Close

Procurement Note

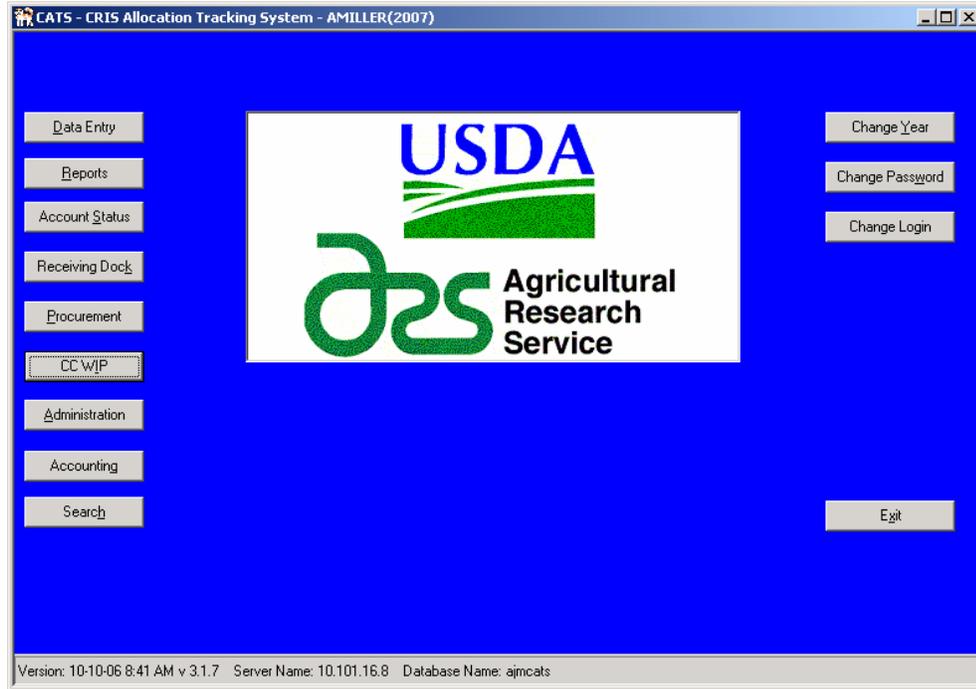
- Select the appropriate order. Notice the CC Reference number that was assigned when the requisition was saved in previous screen and the Date Obligated was set at the time the requisition was saved as a credit card.
- As the order is worked through the CC-WIP process, fill in the appropriate fields 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 Ordered: 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 lots 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.

Credit Card Order Modifications

This function would only be utilized if changes, other than the amount, need to be made in order to reconcile the obligation. An obligation 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 this function.

Changing requisition back to *Working* status from CC-WIP for Credit Card Holders

- 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.

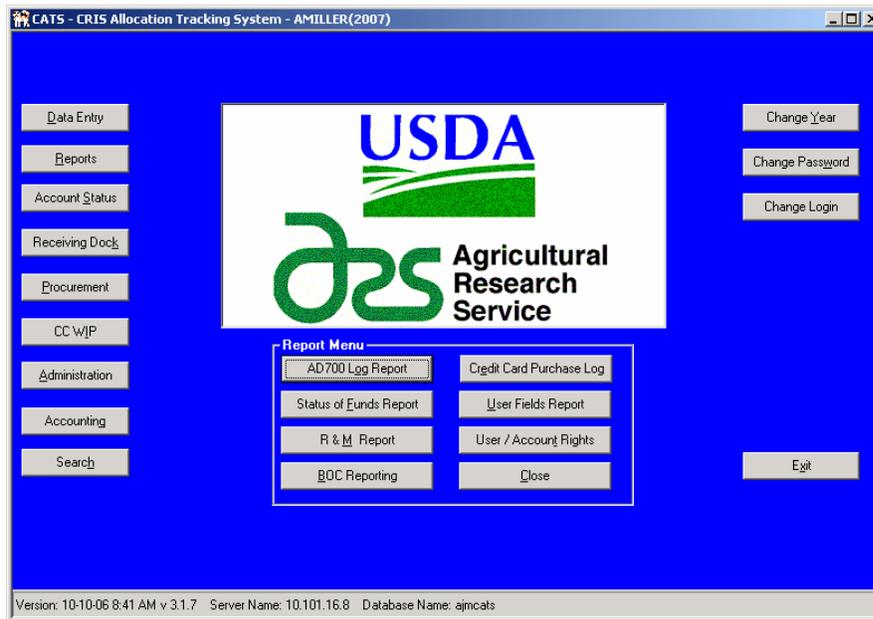
Request#	Date	Vendor Selected	CC Agy Ref	Description	Proc. Total	CC User	Req.
7-3601-925-25020	11/02/2006	Kroger	7-LB00002	KROGER - Food Items ...	55.23	Brown,LaShay	Brow
7-3601-925-25042	11/27/2006	ASA-CSSA-SSSA	7-LB00009	Registration Fee for AS...	335.00	Brown,LaShay	Brow
7-3601-925-25043	11/27/2006	Office Depot		Planner/Office supplies	0.00	Brown,LaShay	Brow
7-3601-925-25048	11/29/2006	Scherago Internati...		Registration Fee for atte...	0.00	Brown,LaShay	Brow
7-3601-925-25074	12/27/2006	GSA Advantage	7-LB00010	Dr. Shafer's Wallet Fold...	96.91	Brown,LaShay	Brow
7-3601-925-25075	01/04/2007	Diversity Graphics	7-LB00011	EEO Posters for EO/CR...	92.00	Brown,LaShay	Brow

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:

CREDIT CARD PURCHASE LOG 1/30/07 10:57 am

CARDHOLDER NAME: Miller, Andrew

CC ORDER NUMBER	REQ NUMBER	ORDER DATE	VENDOR	DESCRIPTION	TOTAL COST	DATE RECVD	APPROVE DATE (MFC)	REMARKS
7-AME00001	7-3401-923-23010			Computer Fax	\$14.27			
7-AME00002	7-3401-923-13088		Amazon	books	\$96.00			

Close

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

RECONCILIATION PROCESS

- Prior to beginning the Reconciliation process:
- Run TDL from BRIO
 - Run SAMS Liability by MU/CRIS
 - LMU must match OCP

Enter salaries from LMU/CRIS Reports:

- Select *Data Entry* in CATS
- Select *Salaries*
- Enter salary totals in correct fields (*Actual, Projected, Lapse*)
- Enter amount into correct BOC field
- Use down arrow to select correct Pay Period
- Assign \$ to CRIS projects
- After entering, unallocated total at bottom of screen should be '0'

TDL:

- Check entries for \$ that negate each other and ignore them
- Check for obligations and disbursements against commitments/projections in CATS - (*Utilities, Telephone, etc.*)
- Check for fuel expenditures and enter those into CATS, or modify projected entries

Reconcile against TDL. Obligations only:

- Select *Account Status* in CATS
- Choose the MU to be reconciled
- Select *Get List*
- Select/highlight lines/items to be reconciled - current date will be inserted in Reconciled column

To view reconciled data:

- Select radio button for 'Reconciled items'
- Select date range to be viewed
- Reconciled list for the selected dates will be displayed
- Print the list
- Compare total on list against TDL
- Reconcile Salaries after ensuring TDL totals match OCP

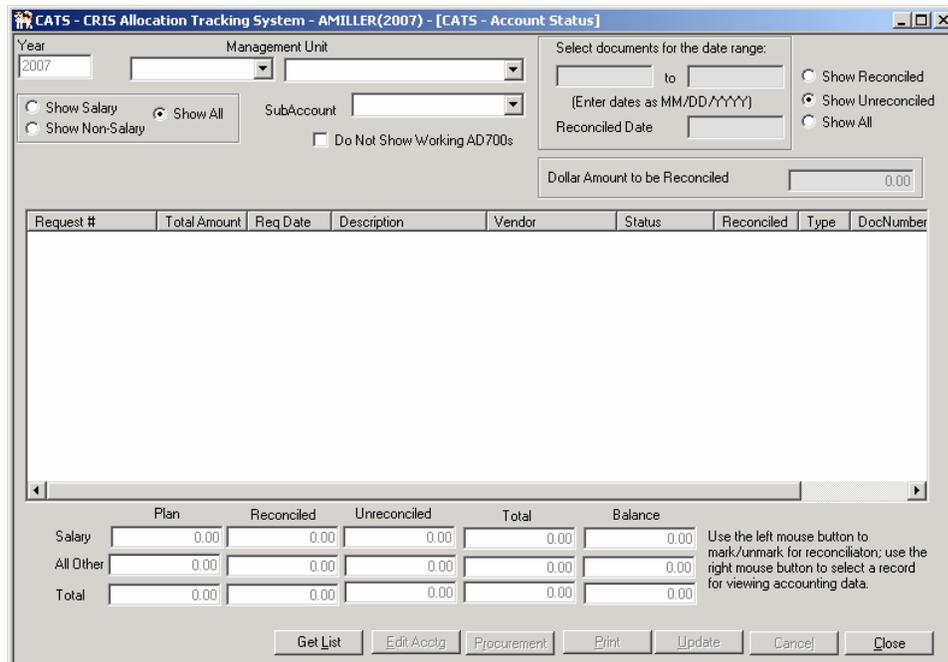
RUN STATUS OF FUNDS

RECONCILIATION – ‘ACCOUNT STATUS’

- To reconcile CATS records to BRIO reports, select *Account Status* from the main menu.



- The following screen displays the balance or ‘status’ of accounts. This screen is displayed for the reconciliation process.



- To reconcile an account:

NOTE: An item cannot be reconciled if it reflects a status of ‘Working.’

- Select the Management Unit to work on by selecting the drop down arrow under ‘Management Unit’.
- Highlight the MU to be reconciled.
- Select *Get List*.
- This following screen is displayed:

These buttons control the data displayed on the screen.

Use these buttons to see only reconciled, only unreconciled, or all items.

This area displays the info selected in the above two boxes.

These boxes allow you to temporarily eliminate ‘working’ records from consideration on the screen and in the ‘mini’ SOF below

This area reflects a ‘mini’ up to date status of funds for the selected MU or CRIS

Request #	Total Amount	Req Date	Description	Vendor	Status	Reconciled	Type	DocNum
7-3601-915-15020	169.05	11/13/2006	#25310 S/B 6013601...	GSA CUSTOMER...	Other		NewD	7-3601-9
7-3601-915-15027			80GB Hard Drive	GSA Advantage	Cred			
7-3601-915-15034			Maintenance Contract...	Copy Products Co.	Wor			
7-3601-915-15035			Cannon Image Runner...	Copy Products Co.	Wor			
7-3601-915-15062			cancelled subscription	Peoria Journal Star	Oth			
7-3601-915-15067			Federal Express DAD	Federal Express	Oth			
7-3601-915-15070			Oct bill	AT & T	Oth			
7-3601-915-15071			Nov bill	AT & T	Oth			
7-3601-915-15078	550.00	01/08/2007	FY07 charges	Federal Express	Oth			
7-3601-915-15079	0.70	01/09/2007	Nov 2006 usage	AT & T	Oth			
7-3601-915-15080	29.25	01/10/2007	Ames, IA-12/18/06	D. Strub	Oth			
7-3601-915-15081	106.47	01/10/2007	7500 Canon Laser Cla...	R.K. Dixon Co.	Working		0700	7-3601-9
7-3601-915-15082	96.65	01/10/2007	Maintenance Contract ...	Copy Products Co.	Working		0700	7-3601-9
7-3601-915-15083	373.04	01/12/2007	Peoria, IL-1/9-10/07	L. Wilson-Voss	Other		TRAV	7CS033f
7-3601-915-15084	6.90	01/12/2007	Peoria, IL-1/9-10/07	L. Wilson-Voss	Other		TRAV	7CS033f

Plan	Reconciled	Unreconciled	Total	Balance
1,492,900.00	274,991.31	1,215,997.91	1,490,989.22	1,910.78
56,474.00	14,965.10	2,898.28	17,863.38	38,610.62
1,549,374.00	289,956.41	1,218,896.19	1,508,852.60	40,521.40

Use the left mouse button to mark/unmark for reconciliator; use the right mouse button to select a record for viewing accounting data.

Get List Edit Acctg Procurement Print Update Cancel Close

- Do the following to reconcile records:
 - NOTE: Must have Show Unreconciled selected in order to reconcile.**
 - NOTE: The reconciled date can be changed by inputting the desired date in the ‘Reconciled Date’ field. The default date is the current date.**
 - Locate the line on the screen that matches the entry on the BRIO reports and select the line. This will cause a reconciled date to be displayed in the ‘Reconciled’ column. If the incorrect item is selected to show reconciled, select again to remove the date.
 - After all lines are marked as reconciled, select *Update* and the reconciled lines will be removed from the screen. The ‘Dollar Amount to be Reconciled’ automatically calculates as items are reconciled. The final total should match the TDL total for the period being reconciled.
 - Selecting *Update* also updates the ‘mini’ Status of Funds (SOF) area.

- To Print reconciled items:
 - Select **Show Reconciled**.
 - Enter the reconciled date range desired. For example, if the account was reconciled on 01/30/2007, that date would be entered as the beginning and the ending date.
 - Next select **Get List**. This will now display a list of the reconciled items for 01/30/07.
 - To print this list, select **Print**.

Year: 2007 Management Unit: 7013601915 MWA DAD

Select documents for the date range: 09/01/2006 to 01/30/2007

Reconciled Date: 01/30/2007

Options: Show Reconciled, Show Unreconciled, Show All

Dollar Amount to be Un-Reconciled: 0.00

Request #	Total Amount	Req Date	Description	Vendor	Status	Reconciled	Type	DocNumr
7-3601-915-15000	240.12	08/03/2006	FY2007 Employee Con...	EAP	Other	11/14/2006	0700	7-3601-S
7-3601-915-15001	106.47	10/12/2006	Maintenance Contract ...	R.K. Dixon Co.	Credit Card	12/06/2006	0700	7-3601-S
7-3601-915-15002	1,700.94	10/20/2006	Washington, DC-10/9...	J. Volk	Other	11/14/2006	TRAV	7CS033K
7-3601-915-15003	115.02	10/20/2006	Washington, DC-10/9...	J. Volk	Other	11/14/2006	TRAV	7CS033K
7-3601-915-15004	483.50	11/01/2006	St Louis-10/23-26/06	D. Strub	Other	12/06/2006	TRAV	7NS033K
7-3601-915-15005	10.80	11/01/2006	St Louis-10/23-26/06	D. Strub	Other	12/06/2006	TRAV	7NS033K
7-3601-915-15012	114.31	11/02/2006	locked in FFIS-FY06	GSA	Other	11/14/2006	B2TR	MJV001!
7-3601-915-15013	-114.31	11/02/2006	Charges locked in FFI...	GSA	Other	12/06/2006	B2TR	MJV001!
7-3601-915-15014	153.53	11/03/2006	St Louis-10/25/06	L. Abney	Other	12/06/2006	TRAV	7CS033K
7-3601-915-15015	2,001.26	11/13/2006	Washington DC-10/29...	G. Stonewall	Other	12/06/2006	TRAV	7CS033K
7-3601-915-15016	169.68	11/13/2006	Washington DC-10/29...	G. Stonewall	Other	12/06/2006	TRAV	7CS033K
7-3601-915-15017	832.08	11/13/2006	Pittsburgh, PA-10/29-1...	R. Holzinger	Other	12/06/2006	TRAV	7CS336I
7-3601-915-15019	-122.20	11/13/2006	#00001 S/B 6013601...	Peoria Journal Star	Other	12/06/2006	NewD	7-3601-S
7-3601-915-15019	122.20	11/13/2006	#00001 S/B 6013601...	Peoria Journal Star	Other	11/14/2006	NewD	7-3601-S
7-3601-915-15020	-169.05	11/13/2006	#25310 S/B 6013601...	GSA CUSTOMER...	Other	11/14/2006	NewD	7-3601-S

	Plan	Reconciled	Unreconciled	Total	Balance
Salary	1,492,900.00	274,991.31	1,215,997.91	1,490,989.22	1,910.78
All Other	56,474.00	14,965.10	2,898.28	17,863.38	38,610.62
Total	1,549,374.00	289,956.41	1,218,896.19	1,508,852.60	40,521.40

Buttons: Get List, Edit Acctg, Procurement, Print, Update, Cancel, Close

- Salaries NOTE: There is no need to reconcile or unreconcile salaries. When salaries are saved, Actuals are automatically saved as reconciled, and Projected and Lapse are automatically saved as unreconciled. The reconcile status should be left alone on salaries.
- At this point the first account reconciliation has been completed. Select another MU following the steps above to reconcile that account, or choose **Close** to exit from this screen.
- NOTE: Users with appropriate rights may come back to this screen to view their current account balance on the mini SOF. Selecting an MU and a CRIS displays the SOF for the CRIS only. To obtain a printout of the information displayed on the screen at any given time, simply select **Print**.

Making Changes Through Account Status

- The Accounting Tech can add information to an entry using the copy of the obligating document (i.e. PO info) when working in this section, if there is a line with 'Type' 0700 or without a document number in the 'Doc Number' column, or the dollar amount needs to be changed. This can be accomplished by RIGHT clicking on the line and then selecting the **Procurement** button at the bottom of the screen. For information on completing the Procurement section see the section on [Procurement Functions](#).

- To change the 'status' of a record from the 'Account Status' screen, do the following:
 - RIGHT click the record to be changed, then select the **Edit Accounting** button at the bottom of the screen.
 - Depending on the document type, this opens either an AD700 or a Short Data Entry.
 - If an AD700 is displayed, select the Notes tab to change the status.
 - If a Short Data Entry is displayed, select the **Advanced** Button to pull up the AD700, then select the Notes tab to change the status.
 - Once at the Notes tab, select the radio button next to the Status desired.
 - **Save** the 'Status' change, then select **Close** to go back to Account Status.

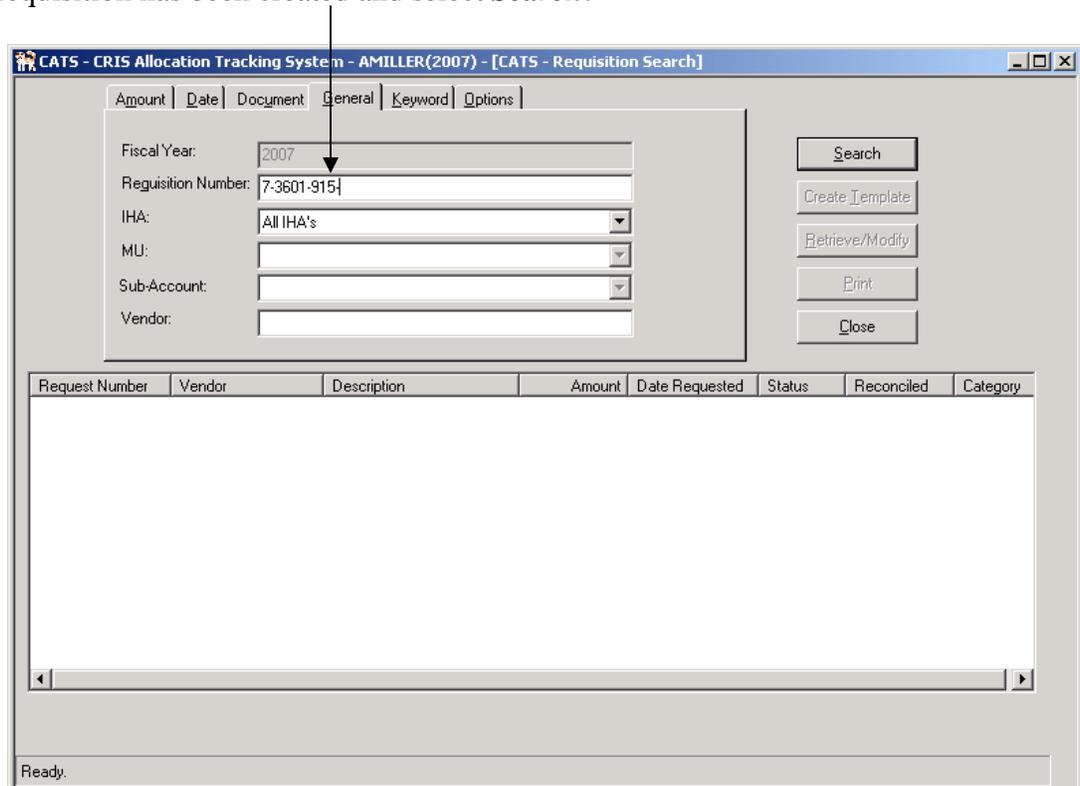
Samples of Account Code Modifications

Sample No. 1 – AD700 Modification of Account Code:

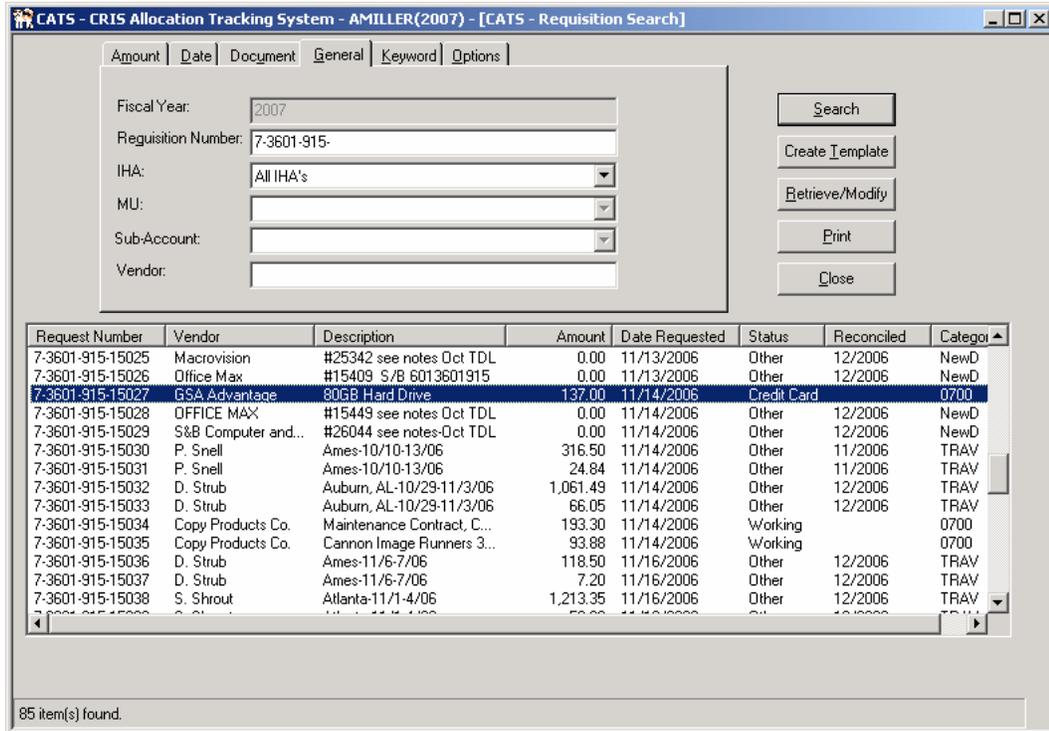
- Select *Search* from the Main Menu



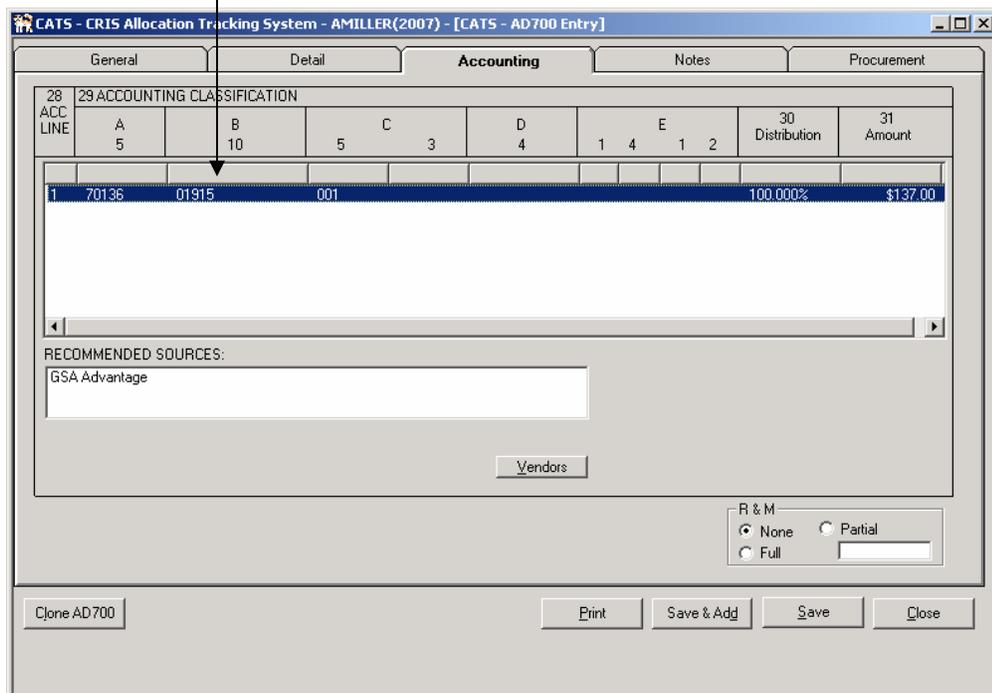
- Enter the last three digits of the Management Unit or the In House Account (IHA) in which the requisition has been created and select *Search*.



- Select the requisition number to be changed, or highlight the record and select **Retrieve/Modify**. The requisition must be in working status (see next section on how to change a requisition back to working status) in order to change the account code. The requisition highlighted below was entered as a New Purchase Request (AD700). (The next sample is a requisition that was entered through Short Data Entry).



- The original AD700 Entry is displayed. Select the **Accounting** tab. Highlight and double-click the first line of accounting.



- The following screen is displayed.

The screenshot shows the 'CATS - Accounts' window. On the left, there is a form with the following fields: 'Acc Line' (dropdown menu with '1' selected), 'Management Unit' (dropdown menu with '7013601915 - MWA DAD' selected), and 'Sub Account' (dropdown menu with '1 - Only One' selected). Below these are two buttons: 'Use Validated MU' and 'Use Unvalidated MU'. At the bottom left, there is an 'Amount' field containing '\$137.00' and two radio buttons: 'Distribute by dollar amount' (selected) and 'Distribute by percentage'. On the right side, there are three text boxes: 'AD700 Total' with '\$137.00', 'Procurement Total' with '\$137.00', and 'Unallocated amount' with '\$0.00'. Below these are three buttons: 'New Account', 'Delete Account', and 'Close'.

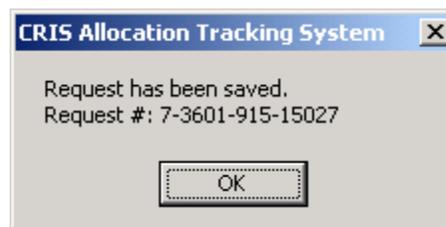
- Change the Management Unit to the account needed.

This screenshot is similar to the previous one, but the 'Management Unit' dropdown menu is open, showing a list of options. An arrow points from the text 'Change the Management Unit to the account needed.' to the dropdown menu. The list includes: '7013601915 - MWA DAD', '7013601915 - MWA DAD', '7013601925 - MWA AD' (highlighted in blue), '7013601926 - MWA Biomet', '7013601927 - AD Reserve', '7013601928 - Salary Lapse Reserve', '7013601999 - MWA CEPS', '7013611105 - Soybean/Maize Gemp', and '7013611125 - Invasive Weed Manag'. The 'Distribute by dollar amount' radio button is selected.

- The Accounting Detail now displays that the amount is charged to the new accounting code. Select **Save**.

28 ACC LINE	A	B	C	D	E	30 Distribution	31 Amount
01	70136	01925	1			100.000%	\$137.00

- The request will be saved with the same requisition number even though it is being charged to a new management unit.



- Select **OK** and then select **Close** on the AD700 Entry screen.

Sample No. 2 – Short Data Entry Modification of Account Code:

- From the Search screen, select the requisition number to be changed or highlight the record and select **Retrieve/Modify**. The requisition must be in working status (see next section on how to change a requisition back to working status). The requisition highlighted below was entered through the Short Data Entry screen since it has a defined Category of CCRD.

Request Number	Vendor	Description	Amount	Date Requested	Status	Reconciled	Category
7-3601-915-15083	L. Wilson-Voss	Peoria, IL-1/9-10/07	373.04	01/12/2007	Other		TRAV
7-3601-915-15084	L. Wilson-Voss	Peoria, IL-1/9-10/07	6.90	01/12/2007	Other		TRAV
7-3601-915-15085	SDV Solutions, Inc	Toner Cartridge for HP LJ ...	168.94	01/12/2007	Credit Card		0700
7-3601-915-15086	A. Miller	Cook, IL-1/15-16/07	185.00	01/19/2007	Other		TRAV
7-3601-915-15087	A. Miller	Cook, L-1/15-16/07	11.57	01/19/2007	Other		TRAV
7-3601-915-15088	Amazon	books	90.00	01/30/2007	Credit Card		CCEN
7-3601-915-15000	EAP	FY2007 Employee Contra...	313.19	08/03/2006	Other	11/2006	0700
7-3601-915-15001	R.K. Dixon Co.	Maintenance Contract for ...	106.47	10/12/2006	Credit Card	12/2006	0700
7-3601-915-15002	J. Volk	Washington, DC-10/9-14...	1,700.94	10/20/2006	Other	11/2006	TRAV
7-3601-915-15003	J. Volk	Washington, DC-10/9-14...	115.02	10/20/2006	Other	11/2006	TRAV
7-3601-915-15004	D. Strub	St Louis-10/23-26/06	483.50	11/01/2006	Other	12/2006	TRAV
7-3601-915-15005	D. Strub	St Louis-10/23-26/06	10.80	11/01/2006	Other	12/2006	TRAV
7-3601-915-15012	GSA	locked in FFIS-FY06	114.31	11/02/2006	Other	11/2006	B2TR
7-3601-915-15013	GSA	Charges locked in FFIS-F...	-114.31	11/02/2006	Other	12/2006	B2TR

85 item(s) found.

- The original Short Data Entry screen is then displayed. Nothing can be changed on this screen, but changes can be made by selecting **Advanced**.

CATS - Short Data Entry - Credit Card Entry

Credit Card Number: [] Budget Object: 2670: Supplies and materials/g

Vendor: Amazon Accounting Code: 7013601915 - MWA DAD

Description: books Sub Account: 001-Only One

Date: 01/30/2007 Amount: \$90.00 R & M: None Partial Full

Notes: Crystal Reports Manuals

Credit Card User: Miller, Andrea

CC Agency Ref #: 7-AM00002

Set status to Void

User Field 1: ITS User Field 2: [] User Field 3: []

- This pulls up an AD700 Entry even though the requisition was created through Short Data Entry. Select the Accounting tab, and then double-click the first line of accounting.

CATS - CRIS Allocation Tracking System - AMILLER(2007) - [CATS - AD700 Entry]

General Detail **Accounting** Notes Procurement

28 ACC LINE	29 ACCOUNTING CLASSIFICATION										30 Distribution	31 Amount
	A	B	C		D	E						
	5	10	5	3	4	1	4	1	2			
1	70136	01915	001								100.000%	\$90.00

RECOMMENDED SOURCES:
Amazon

Vendors

R & M
 None Partial Full

Clone AD700 Print Save & Add Save Close

- The following Accounts box is displayed.

CATS - Accounts

Acc Line: 1

Use Validated MU Use Unvalidated MU

Management Unit: 7013601915 - MWA DAD

Sub Account: 1 - Only One

Amount: \$90.00
 Distribute by dollar amount
 Distribute by percentage

AD700 Total: \$90.00
 Procurement Total: \$90.00
 Unallocated amount: \$0.00

New Account Delete Account Close

- Change the Management Unit and Sub Account to the accounts needed.

Acc Line 1

Use Validated MU Use Unvalidated MU

Management Unit
7013611125 - Invasive Weed Manag

Sub Account
7 - Sims
18 - Chee-Sanford/Williams/Davis
79 - Minor Use

\$90.00

Distribute by dollar amount
 Distribute by percentage

AD700 Total: \$90.00
Procurement Total: \$90.00
Unallocated amount: \$0.00

New Account
Delete Account
Close

- The Accounting Detail is displayed showing that the amount is charged to the new accounting code. Select *Save*.

CATS - CRIS Allocation Tracking System - AMILLER(2007) - [CATS - AD700 Entry]

General Detail **Accounting** Notes Procurement

28 ACC LINE	29 ACCOUNTING CLASSIFICATION										30 Distribution	31 Amount
A	B	C		D	E							
5	10	5	3	4	1	4	1	2				
01	70136	11125	018								100.000%	\$90.00

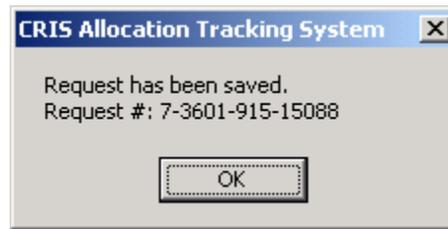
RECOMMENDED SOURCES:
Amazon

Vendors

R & M
 None Partial Full

Clone AD700 Print Save & Add Save Close

- The request will be saved with the same requisition number even though it is being charged to a new management unit.



- Select **OK** and then select **Close** on the AD700 Entry screen.

See the [AD700 entry section](#) for instructions on distributing the costs to several accounts. Changes to each line of accounting follows the same steps shown above.

Change a Requisition Back to Working Status For Accounting and Purchasing Tech's:

- Select *Search* from the Main Menu.



- Enter the last three digits of the Management Unit or the IHA in which the requisition has been created and select *Search*.

Request Number	Vendor	Description	Amount	Date Requested	Status	Reconciled	Category
----------------	--------	-------------	--------	----------------	--------	------------	----------

Ready.

- Select the requisition to be changed. Since this requisition is not in Working Status, changes cannot be made until it is changed back to Working. To do this, go to Procurement by first selecting *Close* to return to the Main Menu.

Amount | Date | Document | General | Keyword | Options

Fiscal Year: 2007

Requisition Number: 7-3611-910-

IHA: All IHA's

MU:

Sub-Account:

Vendor:

Search

Create Template

Retrieve/Modify

Print

Close

Request Number	Vendor	Description	Amount	Date Requested	Status	Reconciled	Category
7-3611-910-00092	Federal Express	790-612030066 RP910-0...	12.21	12/04/2006	Credit Card	01/2007	0700
7-3611-910-00125	Federal Express	798-565650559 RP910-125	14.04	12/28/2006	Credit Card		0700
7-3611-910-00127	Federal Express	790-630267982 RP910-127	14.04	12/28/2006	Credit Card		0700
7-3611-910-00098	Federal Express	792-889270730 RP910-98	14.14	12/11/2006	Credit Card	01/2007	0700
7-3611-910-00112	Federal Express	799-549603921 RP910-112	14.14	12/18/2006	Credit Card	01/2007	0700
7-3611-910-00146	Federal Express	799-568505320 - invoiced	14.19	01/23/2007	Working		0700
7-3611-910-00142	Federal Express	792-271033170 RP910-142	14.77	01/17/2007	Credit Card		0700
7-3611-910-00044	Federal Express	791-154505609 RP910-	15.17	11/06/2006	Credit Card	12/2006	0700
7-3611-910-00060	Federal Express	792-231152277 RP910-60	15.86	11/13/2006	Credit Card	12/2006	0700
7-3611-910-00058	USPS	stampsRP910-00058	16.60	11/13/2006	Credit Card	12/2006	0700
7-3611-910-00088	Speedway	A319968	16.73	11/29/2006	Other	12/2006	FUEL
7-3611-910-00006	SUPER PANTRY	A319968	16.91	10/31/2006	Other	11/2006	FUEL
7-3611-910-00089	Speedway	A319968	25.09	11/29/2006	Other	12/2006	FUEL
7-3611-910-00063	OfficeMax	dymolabel RP910-00063	26.85	11/15/2006	Credit Card	01/2007	0700

148 item(s) found.

- Next select *Procurement* from the Main Menu.

CATS - CRIS Allocation Tracking System - AMILLER(2007)

Data Entry

Reports

Account Status

Receiving Dock

Procurement

CC W/P

Administration

Accounting

Search

Change Year

Change Password

Change Login

Exit

USDA
Agricultural Research Service

Version: 10-10-06 8:41 AM v 3.1.7 Server Name: 10.101.16.8 Database Name: ajmcats

- Select the appropriate account under IHA and MU, and 'All Assigned' in the Worked By field, then select *Refresh Selected AD700s List*.

- Select the appropriate requisition to highlight it, then select *Delete Assignment*, then Select *Close*.

Request#	Requestor	Approve Date	Vendor Selected	Description	Proc. Total	Worked By
7-3611-910-00134	Plotner, Randa ...	01/11/2007	Federal Express	792-266420333 RP910-...	4.73	Plotner, Randa ...
7-3611-910-00137	Plotner, Randa ...	01/16/2007	Federal Express	798-079123326 RP910-...	5.14	Plotner, Randa ...
7-3611-910-00139	Plotner, Randa ...	01/17/2007	Federal Express	792-270212550 RP910-...	4.73	Plotner, Randa ...
7-3611-910-00140	Plotner, Randa ...	01/17/2007	Federal Express	791-207374092 RP910-...	4.73	Plotner, Randa ...
7-3611-910-00141	Plotner, Randa ...	01/17/2007	Federal Express	790-158900166 RP910-...	5.14	Plotner, Randa ...
7-3611-910-00142	Plotner, Randa ...	01/17/2007	Federal Express	792-271033170 RP910-...	14.77	Plotner, Randa ...
7-3611-910-00143	Plotner, Randa ...	01/17/2007	Website Dynamics	CREDIT RP910-143	-29.95	Plotner, Randa ...

- Return to the Search screen and pull up the requisition. It has now been set to Working Status and can now be modified.

The screenshot displays the 'CATS - Requisition Search' interface. It features a search form with the following fields: Fiscal Year (2007), Requisition Number (7-3611-910-00142), IHA (All IHA's), MU, Sub-Account, and Vendor. To the right of the form are buttons for Search, Create Template, Retrieve/Modify, Print, and Close. Below the form is a table with the following data:

Request Number	Vendor	Description	Amount	Date Requested	Status	Reconciled	Category
7-3611-910-00142	Federal Express	792-271033170 RP910-142	14.77	01/17/2007	Working		0700

At the bottom of the window, it indicates '1 item(s) found.'

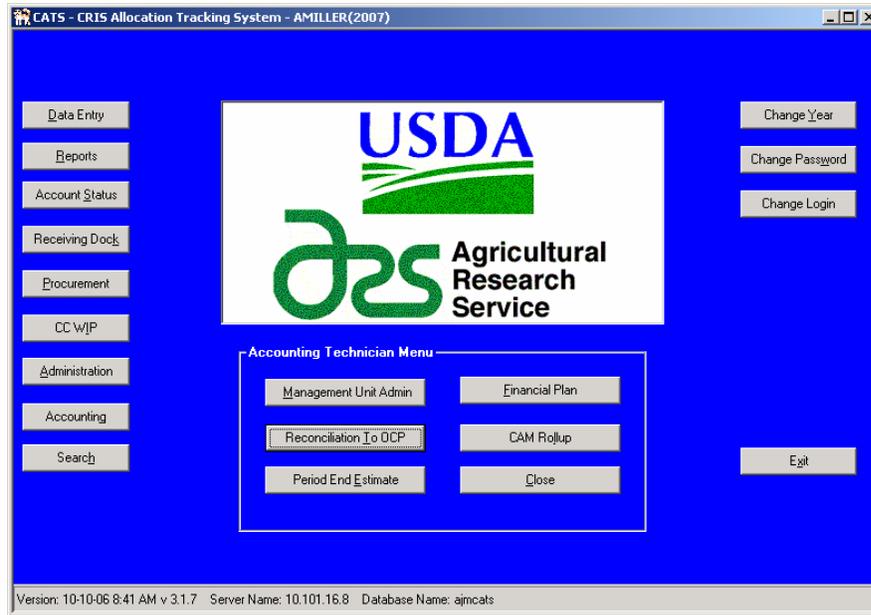
NOTE: Credit Card Holders can also delete the assignment of a record through *CC-WIP*. See the [Procurement/Credit Card Functions](#) section for instructions.

RECONCILIATION TO OCP

Target Users: LAO or Accounting Technicians only

Purpose of section: To match TDL/OCP entries with CATS

- Select *Accounting* then *Reconciliation to OCP* from the Main Menu



- Input data from OCP as indicated. The reconciled data within CATS will automatically fill the CATS Total column, calculating any differences between the two. There will probably be differences between the BOCs in CATS and the BOCs on the OCP. To change or not change can be the reconciler's option. The CATS Total should equal the OCP total. If not, find out why and correct accordingly.

Object Class	OCP Total	CATS Total	Difference
1000	\$164,451.57	164,451.57	0.00
6000	\$199,356.74	199,356.74	0.00
2000	\$0.00	0.00	0.00
2100	\$10,307.94	10,307.94	0.00
2200	\$0.00	0.00	0.00
2300	\$88.90	88.90	0.00
2400	\$0.00	0.00	0.00
2500	\$3,837.89	3,837.89	0.00
2530	\$58.98	58.98	0.00
2554	\$0.00	0.00	0.00
2600	\$10,971.72	10,971.72	0.00
3100	\$8,239.12	8,239.12	0.00
3200	\$0.00	0.00	0.00
4000	\$0.00	0.00	0.00
Totals:	397,312.86	397,312.86	0.00

To print the OCP report, select **Print**. The report will print exactly as shown on the screen.

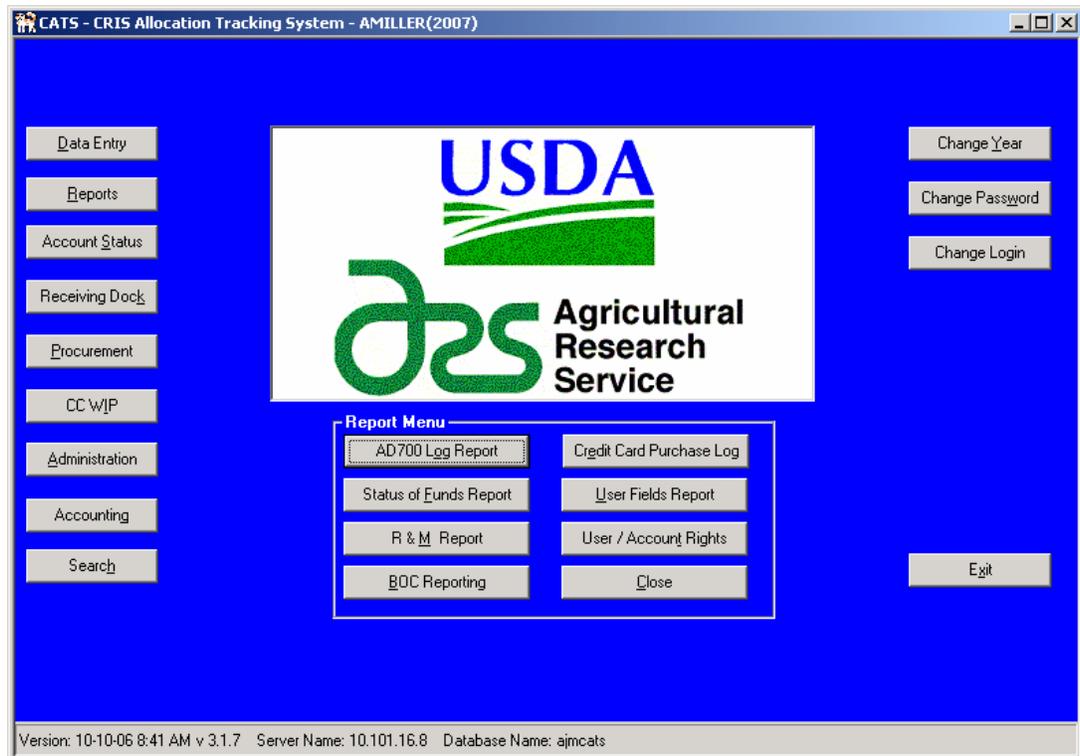
REPORTS

- **NOTE:** Actual sample reports are included in the Appendix of this manual.
- In order to run any of the following reports, select **Accounting** from the Main Menu, then select the report desired:
 - **Reconciliation to OCP** – Refer to the [Reconciliation to OCP Section](#)
 - **Period End Estimate** – Refer to the [Period End Estimate Section](#)
 - **Financial Plans** – Refer to the [Financial Plan Section](#)
 - **CAM Rollup** – Refer to the [CAM Section](#)
- In order to run any of the following reports, select **Reports** from the Main Menu, then select the report desired:
 - **AD700 Log Report** – click [here](#)
 - **Status of Funds Report** – click [here](#)
 - **R&M Report** – click [here](#)
 - **Credit Card Purchase Log** – click [here](#)
 - **User Fields Report** – click [here](#)

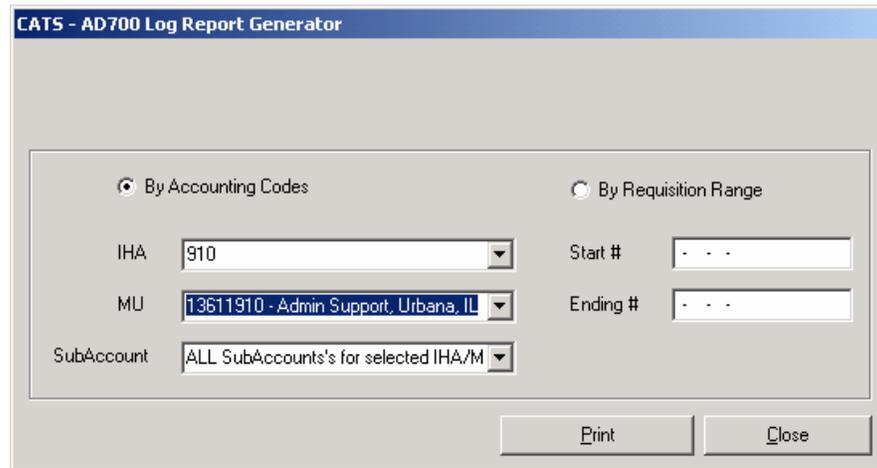
Following are instructions for compiling the above reports:

AD700 Log Report:

- Select **Reports**, then **AD700 Log Report**

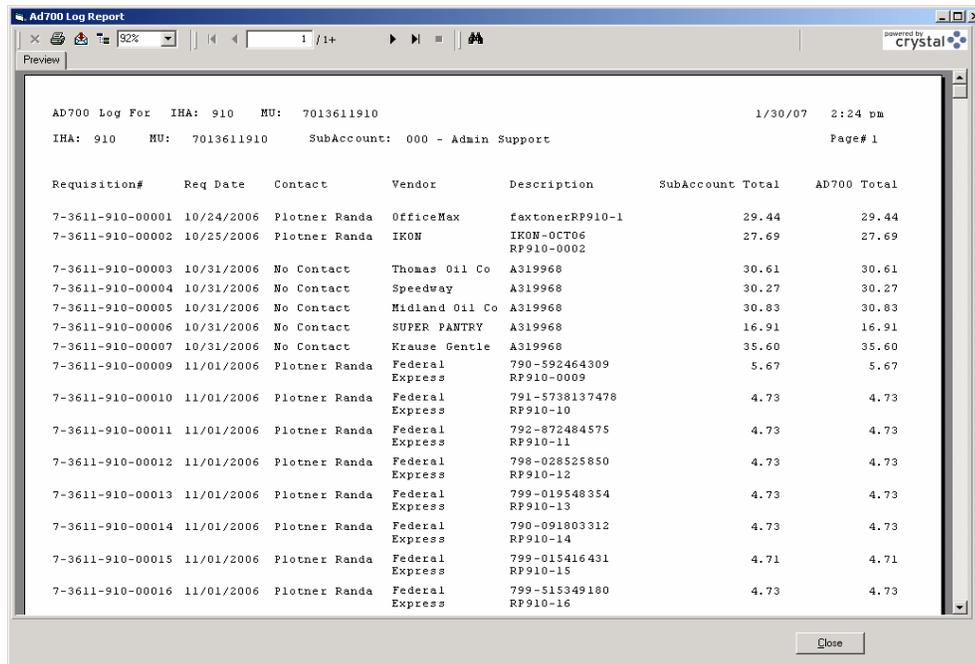


- Select the radio button for Accounting Code, select the IHA, MU, and Sub Account (if desired). Select **Print**.
- For a specific Requisition Range, select that radio button, and enter the starting and ending requisition numbers. Select **Print**.



The dialog box is titled "CATS - AD700 Log Report Generator". It contains two radio buttons: "By Accounting Codes" (selected) and "By Requisition Range". Below the radio buttons are three dropdown menus for "IHA" (value: 910), "MU" (value: 13611910 - Admin Support, Urbana, IL), and "SubAccount" (value: ALL SubAccounts's for selected IHA/M). To the right of these are two text boxes for "Start #" and "Ending #", both containing three dashes. At the bottom right are "Print" and "Close" buttons.

- AD700 Print Preview is displayed.



The print preview window shows a table of requisition data. The header information includes: AD700 Log For IHA: 910 MU: 7013611910, 1/30/07 2:24 pm, IHA: 910 MU: 7013611910 SubAccount: 000 - Admin Support, Page# 1. The table has 7 columns: Requisition#, Req Date, Contact, Vendor, Description, SubAccount Total, and AD700 Total. There are 16 rows of data.

Requisition#	Req Date	Contact	Vendor	Description	SubAccount Total	AD700 Total
7-3611-910-00001	10/24/2006	Plotner Randa	OfficeMax	faxtonerRP910-1	29.44	29.44
7-3611-910-00002	10/25/2006	Plotner Randa	IKON	IKON-OCT06 RF910-0002	27.69	27.69
7-3611-910-00003	10/31/2006	No Contact	Thomas Oil Co	A319968	30.61	30.61
7-3611-910-00004	10/31/2006	No Contact	Speedway	A319968	30.27	30.27
7-3611-910-00005	10/31/2006	No Contact	Midland Oil Co	A319968	30.83	30.83
7-3611-910-00006	10/31/2006	No Contact	SUPER PANTRY	A319968	16.91	16.91
7-3611-910-00007	10/31/2006	No Contact	Krause Gentle	A319968	35.60	35.60
7-3611-910-00009	11/01/2006	Plotner Randa	Federal Express	790-592464309 RP910-0009	5.67	5.67
7-3611-910-00010	11/01/2006	Plotner Randa	Federal Express	791-5738137478 RP910-10	4.73	4.73
7-3611-910-00011	11/01/2006	Plotner Randa	Federal Express	792-872484575 RP910-11	4.73	4.73
7-3611-910-00012	11/01/2006	Plotner Randa	Federal Express	798-028525850 RP910-12	4.73	4.73
7-3611-910-00013	11/01/2006	Plotner Randa	Federal Express	799-019548354 RP910-13	4.73	4.73
7-3611-910-00014	11/01/2006	Plotner Randa	Federal Express	790-091803312 RP910-14	4.73	4.73
7-3611-910-00015	11/01/2006	Plotner Randa	Federal Express	799-015416431 RP910-15	4.71	4.71
7-3611-910-00016	11/01/2006	Plotner Randa	Federal Express	799-515349180 RP910-16	4.73	4.73

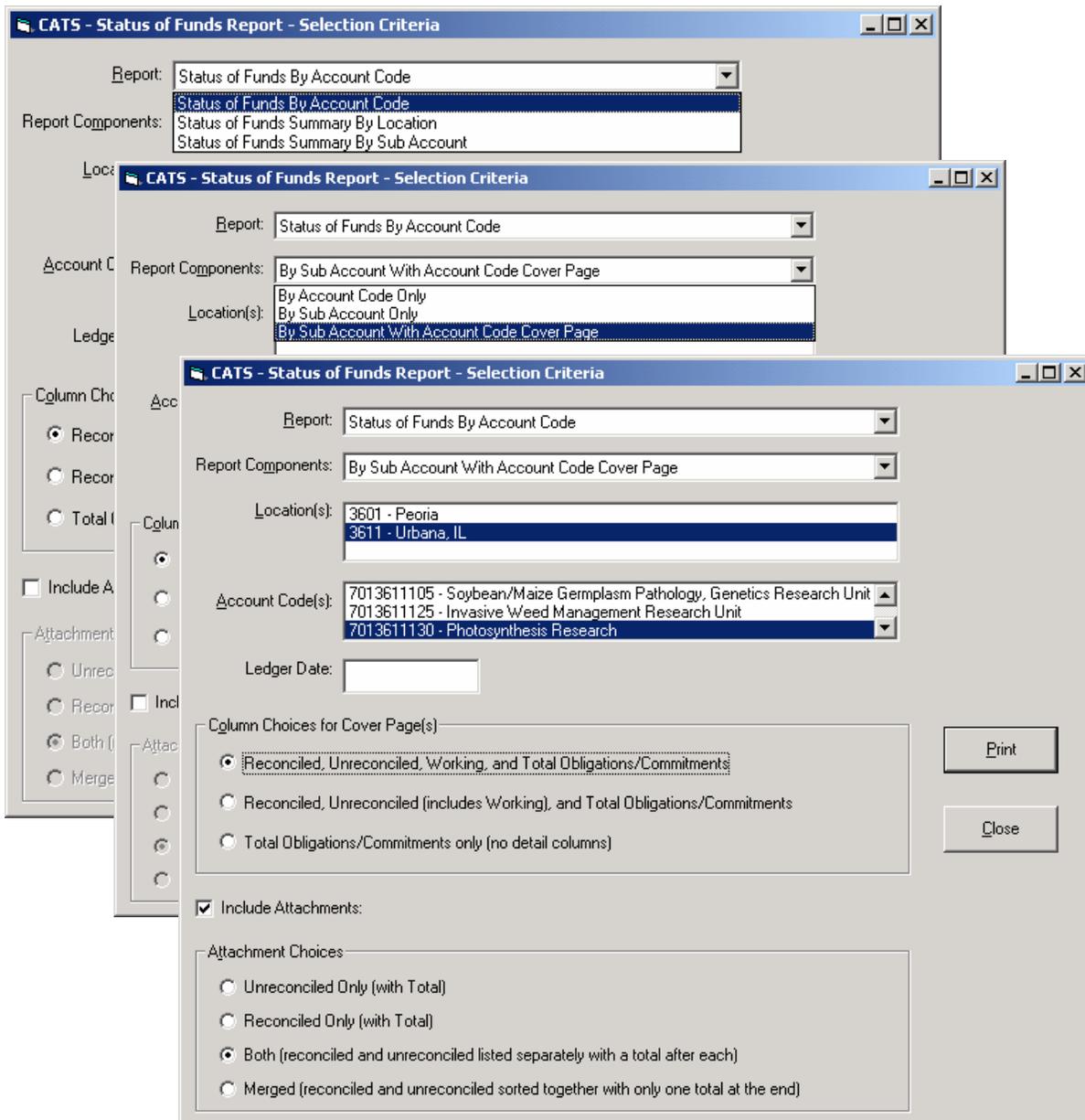
Print the Report:

- 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.

Status of Funds Report:

- Select *Status of Funds Report* from the Reports Menu
- Select type of report desired
- Select Report Components
- Select Location
- Select Account(s)
- Enter ledger date
- Select Column choices to be displayed on cover page
- To include Attachments, select the radio button “Include Attachment” and select the type of attachments to be included
- Select *Print* to view a Print Preview of the report



- Status of Funds by Management Unit cover page - print preview

SOF By AccountCode

powered by crystal

Preview

92%

1 / 1+

1/30/07 3:14 pm

STATUS OF FUNDS BY ACCOUNT CODE

FUNDHOLDER: Donald Ort

LEDGER DATE: 01/06/2007

ACCOUNT: 701-3611-130

DESCRIPTION: Physiology & Research

	FINANCIAL PLAN	RECONCILED	UNRECONCILED	WORKING	TOTAL OBLIG/COMM	BALANCE AVAILABLE
SALARIES						
1000 SCIENTIFIC EFFORT	607,600.00	112,729.25	497,074.08	0.00	609,803.33	-2,203.33
6000 SUPPORT EFFORT	178,750.00	24,630.31	164,377.99	0.00	188,908.30	-10,158.30
SUBTOTAL	786,350.00	137,259.56	661,452.07	0.00	798,711.63	-12,361.63
CONTRACT SUPPLIES & SERVICES						
2000 SUPPORT SERVICES	0.00	0.00	0.00	0.00	0.00	0.00
2100 TRAVEL & TRANSP OF PERSON	23,500.00	5,926.75	628.11	0.00	6,854.86	16,945.14
2200 TRANSPORTATION OF THINGS	0.00	0.00	0.00	0.00	0.00	0.00
2300 RENTS, COMMUNICATIONS & U	2,500.00	18.05	111.83	0.00	129.88	2,370.12
2400 PRINTING & REPRODUCTION	0.00	0.00	0.00	0.00	0.00	0.00
2500 OTHER SERVICES	12,266.00	4,867.07	0.00	0.00	4,867.07	7,408.93
2530 REPAIR, ALTER OR MAINT OF	0.00	1,171.00	0.00	0.00	1,171.00	-1,171.00
2554 RESEARCH	138,239.00	0.00	0.00	0.00	0.00	138,239.00
2600 SUPPLIES AND MATERIALS	173,690.00	7,268.61	3,238.91	9,513.75	20,011.27	153,678.73
SUBTOTAL	350,195.00	19,231.48	3,978.85	9,513.75	32,724.08	317,470.92
EQUIPMENT						
3100 EQUIPMENT	24,800.00	0.00	0.00	0.00	0.00	24,800.00
3200 LANDS AND STRUCTURES	0.00	0.00	0.00	0.00	0.00	0.00
SUBTOTAL	24,800.00	0.00	0.00	0.00	0.00	24,800.00
EXTRAMURAL						
4000 EXTRAMURAL SUPPORT	505,625.00	0.00	0.00	0.00	0.00	505,625.00
SUBTOTAL	505,625.00	0.00	0.00	0.00	0.00	505,625.00
ALL OTHER TOTAL	880,620.00	19,231.48	3,978.85	9,513.75	32,724.08	847,895.92
ACCOUNT TOTAL	1,666,970.00	156,491.04	665,430.92	9,513.75	831,435.71	835,534.29

Close

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.

R&M Report:

- Select **Reports**, then **R&M Report**
- Select Location
- Select one or more Account Codes
- Select Ledger Date (defaults to current date)
- Check Working Records if they are to be included in the report
- Select **Print**

The screenshot shows a dialog box titled "CATS - Repair And Maintenance Reporting". It contains the following fields and options:

- Location(s):** A list box with "3601 - Peoria" and "3611 - Urbana, IL" selected.
- Account Code(s):** A list box with "7083611617-USB - Hartman", "7083611618-NCSRFP-Hartman", "7083611619-CSREES-NRI", "7083611723-DOE-Portis", and "7933611724-Nelson - USB" selected.
- Ledger Date:** A text box containing "01/30/2007".
- Include Working Records:** An unchecked checkbox.
- Buttons:** "Print" and "Close".

- R&M Report - print preview

The screenshot shows a print preview window titled "Report And Maintenance Obligations". It displays a summary of repair and maintenance obligations for three account codes. The window includes a toolbar with a printer icon and a "Close" button.

Page: 1

SUMMARY OF REPAIR AND MAINTENANCE OBLIGATIONS

1/30/07 3:16 pm
Ledger Date: 01/30/2007

INCLUDES WORKING DOCUMENTS : NO

ACCOUNT CODE: T01-3611-106
ACCOUNT DESCRIPTION: Soybean/Maize Gen Plasm Pathology, Oeseter Rese2

TRANSACTION	AMOUNT	VENDOR	DESCRIPTION	OBJECT CLASS	LEDGER FLAG	LEDGER/ORDER DATE
0700 -7-RP00226	1,172.10	Polbr Refrigerator, LLC	Gen 323010G-NCRS-RP 106-108	2630	Y	01/05/2007
0700 -7-RP00317	1,100.39	Polbr Refrigerator, LLC	M125THSEED RP 106-119	2632	N	12/04/2006
0700 -7-RP00297	1,073.11	Polbr Refrigerator, LLC	-80 FREEZER-NGRC RP 106-00007	2632	N	10/10/2006
ACCOUNT: T01-3611-106		Sub - Total: 3,345.60				

ACCOUNT CODE: T01-3611-125
ACCOUNT DESCRIPTION: Soybean Weed Management Research Unit

TRANSACTION	AMOUNT	VENDOR	DESCRIPTION	OBJECT CLASS	LEDGER FLAG	LEDGER/ORDER DATE
ACCOUNT: T01-3611-125		Sub - Total: 0.00				

ACCOUNT CODE: T01-3611-130
ACCOUNT DESCRIPTION: Soybean Weed Research

TRANSACTION	AMOUNT	VENDOR	DESCRIPTION	OBJECT CLASS	LEDGER FLAG	LEDGER/ORDER DATE
-------------	--------	--------	-------------	--------------	-------------	-------------------

Close

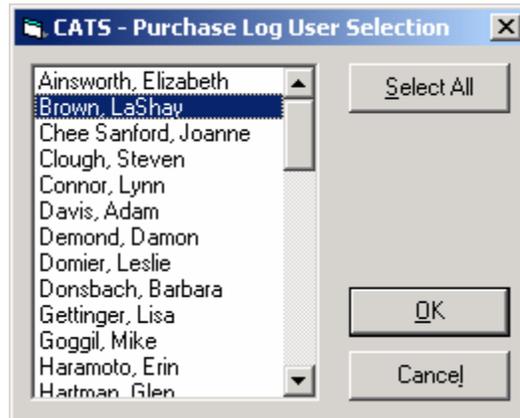
Print the Report:

- 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.

Credit Card Log Report:

- Select **Reports**, then **Credit Card Log Report**
- Select the Credit Card User(s), select **OK**



- Credit Card Purchase Log - print preview

CC ORDER NUMBER	REQ NUMBER	ORDER DATE	VENDOR	DESCRIPTION	TOTAL COST	DATE RECVD	APPROVE DATE (MFC)	REMARKS
	7-3401-923-23043		Office Depot	Planner/Office supplies	\$0.00			
	7-3401-923-23048		Schlage International Inc.	Registration Fee for attendance to Security from the 10/13/2004 Workshop	\$0.00			
7-LE00001	7-3401-913-13001	10/13/2004	E.K. Dixon Co.	Minimums Contract for Day Apple's Custom Lunch for F&E	\$104.47	11/02/2004	10/13/2004	
7-LE00002	7-3401-923-23020	10/09/2004	Exp per	REGISTRATION Fee for purchase for the AIA's Workshop	\$33.23	11/08/2004	11/08/2004	Exp per the selected vendor.
7-LE00003	7-3401-923-23009	11/07/2004	Harvard Business Review Magazi	Yearly Subscription Renewal of Harvard Business Review for Tracy Nelson	\$99.00		11/29/2004	
7-LE00004	7-3401-923-23001	12/13/2004	Jean Trophy	Contract for Award Plaques for 2003 MWA Winner	\$123.00	11/08/2004	10/14/2004	
7-LE00009	7-3401-923-23042	11/27/2004	A&A-C&SA-C&SA	Registration Fee for A&A-C&SA Meeting - Dr. Steven Shaker	\$333.00	11/08/2004	12/07/2004	Dr. Shaker has cancelled his attendance to this conference and will be receiving a full refund for this charge per Patricia Weston. Phone: 408-218-4941
7-LE00010	7-3401-923-23074	01/17/2007	GSA Advantage	Dr. Shaker's Walter E. Miller and Penell Chapman	\$94.91	01/17/2007		
7-LE00011	7-3401-923-23073		Diversity Graphics	REGISTRATION for EO/CE Celebration, MWA location	\$92.00			

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.

User Fields Report:

- See the [User Fields Section](#) for more detailed information on how to use this 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' interface. It includes several sections: 'User Field Search Criteria' with a text input for 'User Field' (containing 'ITS') and radio buttons for 'Exact Match', 'All User Fields', 'Match Fields', and 'Null Values'; 'Date Range' with 'Starting Date' and 'Ending Date' fields; 'Requisition Number Range' with 'Start Number' and 'Ending Number' fields; 'Sort Order' with a list of fields and up/down arrows; 'Request Status' with radio buttons for 'Working', 'Projected', 'Approval Requested', 'Other', 'Approved', 'Credit Card', 'Disapproved', 'Procurement', 'Receiving', 'RCV Complete', and a checked 'All Options'; 'Allocation Amt' with a text input containing '50000'; and 'Short Description' with a text input. There are also 'Print Preview' and 'Close' buttons.

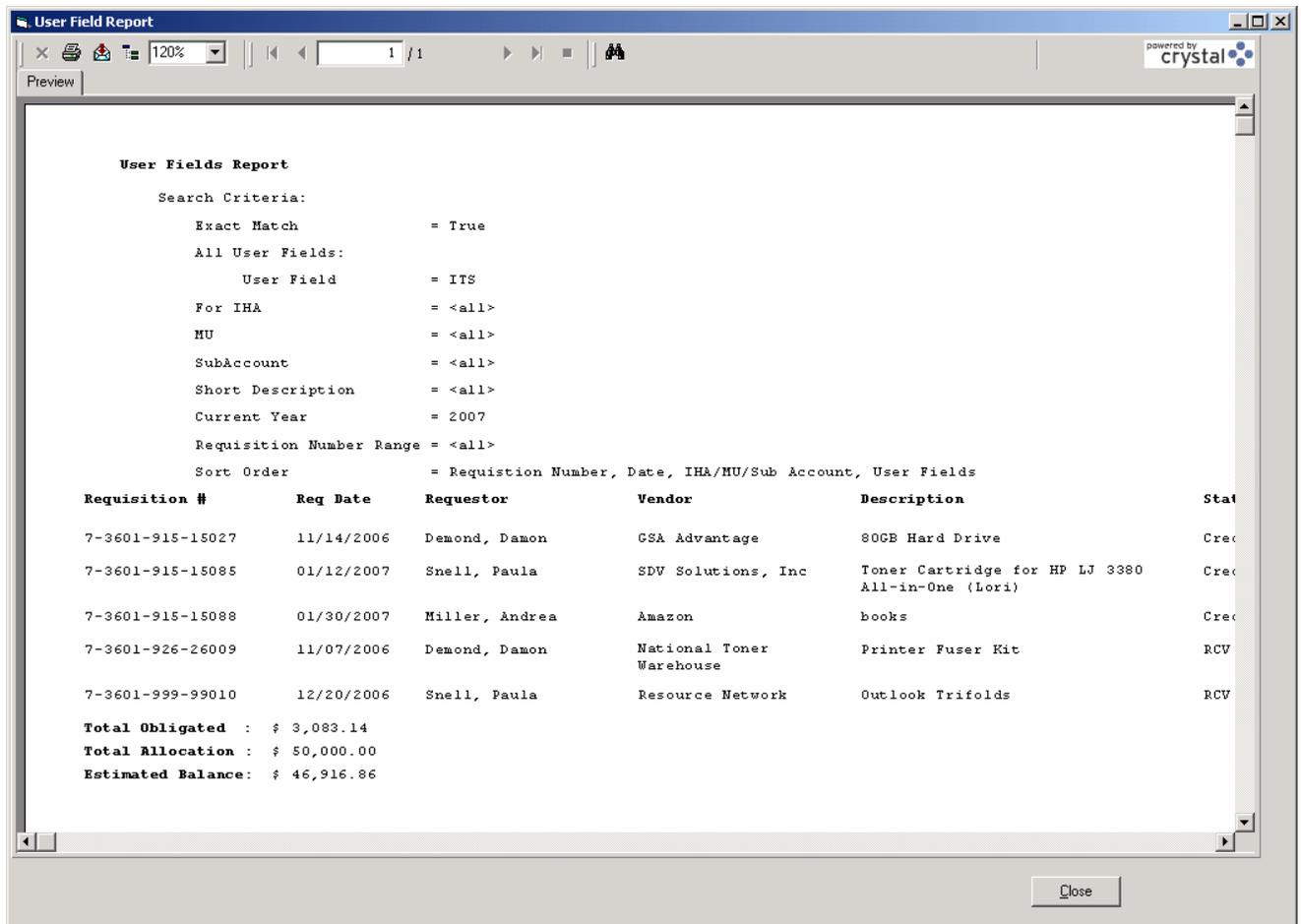
The Date Range and Requisition Number Range can be used to further restrict the search.

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:

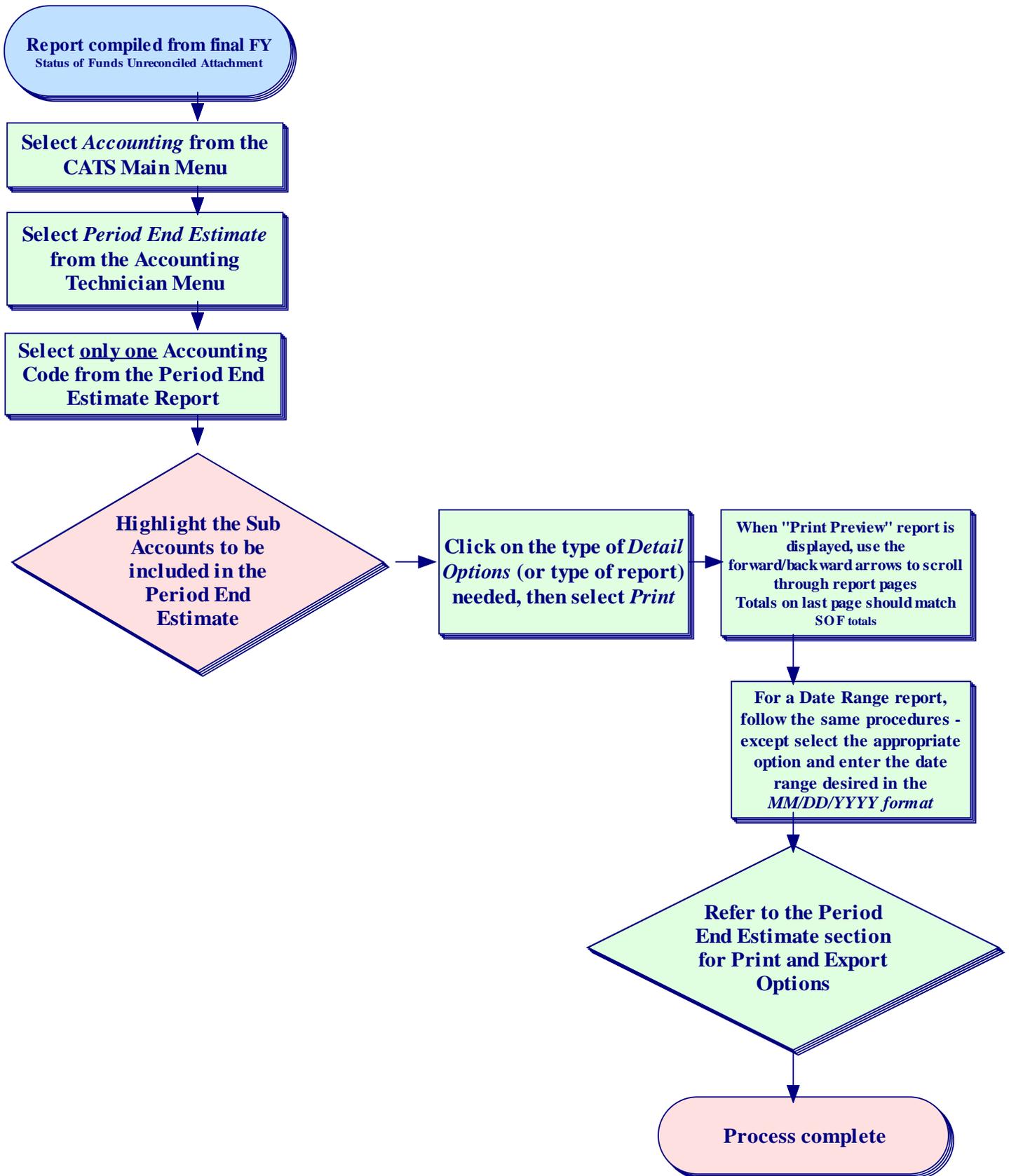


Print the Report:

- 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.

PERIOD END ESTIMATE REPORTS

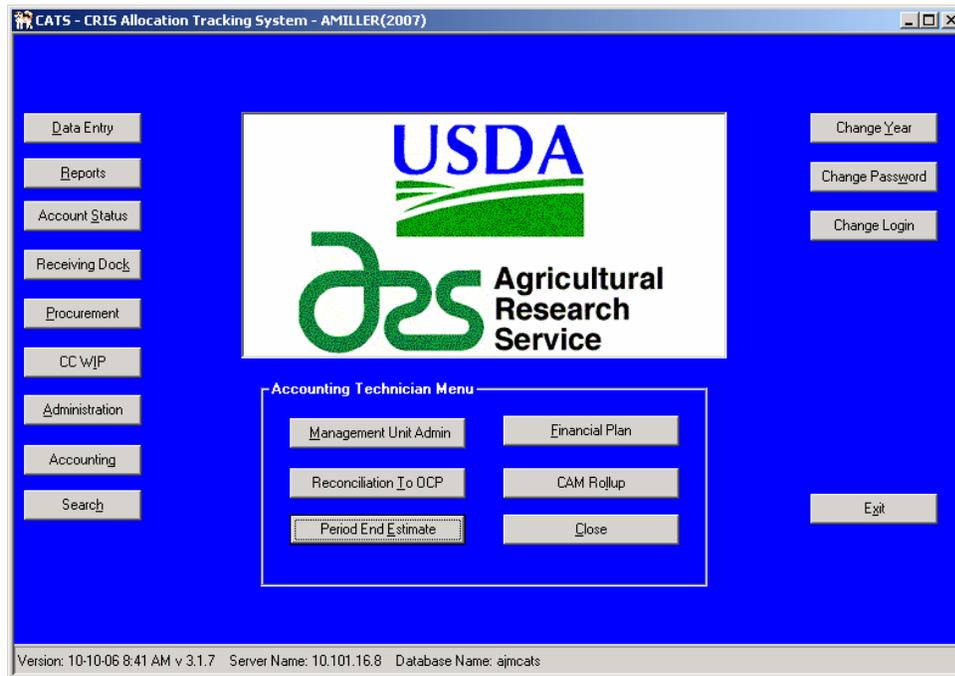


Period End Estimate Reports

Target Users: LAO or Accounting Technicians only

Purpose of section: To prepare the PEST report covering all unposted obligations by BOC for year end data entry into FFIS

- Select **Accounting** from the Main Menu, then Select **Period End Estimate** from the Accounting Technician menu



- Select the Accounting Code needed for the Period End Estimate:

NOTE: Select only one accounting code at a time. Selecting a range of accounts will return NO data.

Period End Estimate Report

Account Code(s):
 7013601999 - MWA CEPS
 7013611105 - Soybean/Maize Germplasm Pathology, Genetics Research Unit
7013611125 - Invasive Weed Management Research Unit
 7013611130 - Photosynthesis Research

Sub Account(s):
007 - Sims
018 - Chee-Sanford/Williams/Davis
079 - Minor Use

Ledger Date: 01/30/2007

Detail Options:
 Unreconciled
 Reconciled
 Reconciled within Date Range: MM/DD/YYYY to MM/DD/YYYY
 Merged

Buttons: Print, Cancel

Select the type of Detail Options (or type of report) desired, then select Print

Highlight the Sub Accounts to be included in the Period End Estimate

- A Print Preview of the report is displayed. Use the **forward or backward arrows** to scroll through the report pages for data verification.

Period End Estimate

ACCOUNT CODE: TD1-3611-125
 ACCOUNT DESCRIPTION: Invasive Weed Management Research Unit
 ALL UN-RECONCILED TRANSACTIONS

TRANSACTION	AMOUNT	VENDOR	DESCRIPTION	OBJECT CLASS	LEDGER FLAG	LEDGER/ORDERED DATE	SUB	SUBHOLDER
SLRY -Dec P DL3	116							
SLRY -Dec P DL3	260							
Subtotal	377							
0700 -7-RP00326								
Subtotal								
TRAV -TCS0336110105								
Subtotal								
0700 -125-00029								
0700 -125-00029								
0700 -7-RP00320								
0700 -7-A-000005								
0700 -125-00056	3							
0700 -125-00057								
0700 -7-01008								
0700 -125-00059								
0700 -7-RP00320								
0700 -7-RP00308	1							
0700 -7-RP00309								
Grand Total	684,261.12							

The totals on the last pages of any Period End Estimates report should match the totals on the SOF.

- To get a Reconciled report by Date Range, follow the same procedures, except select the appropriate option and enter the date range desired in the MM/DD/YYYY format in both date fields.

Period End Estimate Report

Account Code(s): 7013611105 - Soybean/Maize Germplasm Pathology, Genetics Research Unit
 7013611125 - Invasive Weed Management Research Unit
 7013611130 - Photosynthesis Research
 7013611910 - Admin Support, Urbana, IL

Sub Account(s): 016 - Noel/Hartman/Domier/Walker
 018 - Nelson/Clough
 019 - Sachs

Ledger Date: 02/01/2007

Detail Options:
 Unreconciled
 Reconciled
 Reconciled within Date Range: 01/01/2007 to 01/31/2007
 Merged

Print Cancel

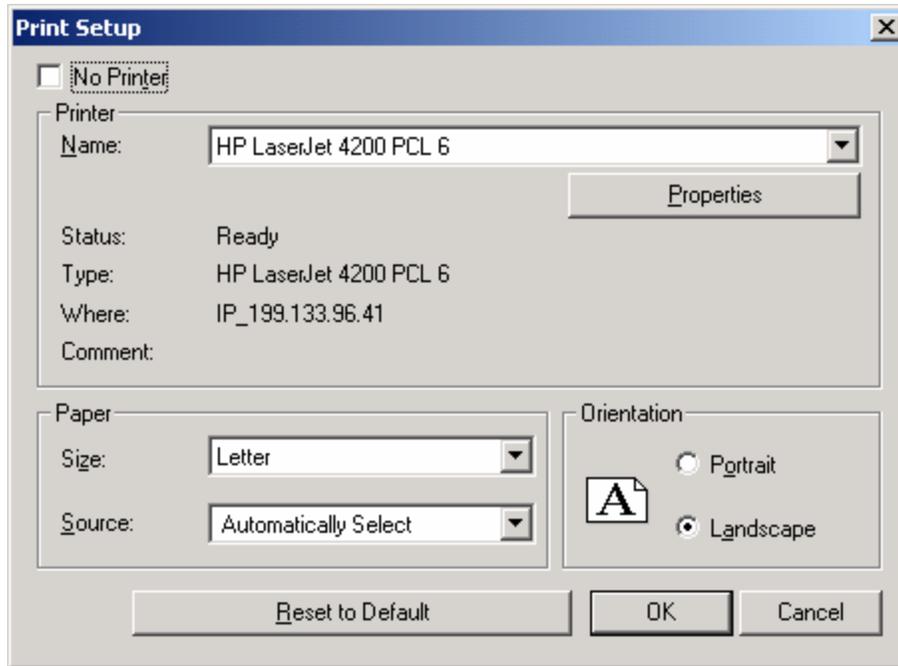
- A report is generated based on the dates selected:

PERIOD END ESTIMATE
 Ledger Date: 02/01/2007
 Page: 1
 2/1/07 12:38 pm

ACCOUNT CODE: 7013611105
 ACCOUNT DESCRIPTION: Soybean/Maize Germplasm Pathology, Genetics Research Unit
 RECONCILED TRANSACTIONS BY DATE RANGE

TRANSACTION	AMOUNT	VENDOR	DESCRIPTION	OBJECT CLASS	LEDGER FLAG	LEDGER/ORDERED DATE	SUB	SUBHOLDER
SLRY -Dec PDL2	93,662.61		Sabbly 1000 - Acknals of P.P. 24	1000	Y	01/06/2007	016	361122000016000
SLRY -Dec PDL2	46,911.36		Sabbly 1000 - Acknals of P.P. 24	1000	Y	01/06/2007	018	361121000018000
SLRY -Dec PDL2	24,877.61		Sabbly 1000 - Acknals of P.P. 24	1000	Y	01/06/2007	019	361121000019000
GRAND TOTAL	165,451.67							
TRAV -JCS0336110103	61.00	North Oaks	12/6-12/6/06	2100	Y	01/05/2007	019	361121000019000
TRAV -JCS033611206	591.22	Wake/Dawd R	10/23-10/26/06	2100	Y	01/05/2007	016	361122000016000
TRAV -JCS0336110212	763.86	Her, Mohe	10/4-10/10/06	2100	Y	01/05/2007	016	361122000016000
TRAV -JCS0336110210	520.00	Wake/Dawd R	11/12-11/16/06	2100	Y	01/05/2007	016	361122000016000
TRAV -JCS0336110238	139.50	Wake/Dawd R	11/8-11/9/06	2100	Y	01/05/2007	016	361122000016000
TRAV -JCS0336110102	188.50	Leslie Domier	10/29-10/31/06	2100	Y	01/05/2007	016	361122000016000
TRAV -JCS0336110232	308.50	Her, Mohe	11/29-12/1/06	2100	Y	01/05/2007	016	361122000016000
TRAV -JCS0336110247	2,039.10	Wake/Dawd R	11/19-11/22/06	2100	Y	01/05/2007	016	361122000016000
TRAV -JCS0336110237	229.50	Wake/Dawd R	11/29-12/01/06	2100	Y	01/05/2007	016	361122000016000
TRAV -JCS0336110244	1,496.89	Wake/Dawd R	10/30-11/02/06	2100	Y	01/05/2007	016	361122000016000
TRAV -JCS0336110209	654.96	Wake/Dawd R	10/09-10/12/06	2100	Y	01/05/2007	016	361122000016000
GRAND TOTAL	6,873.02							
0700 -R-PP00254	26.32	Federal Express	799-65765469 RP 105-00218	2353	Y	01/05/2007	018	361121000018000
GRAND TOTAL	26.32							
0700 -R-PP00235	3,326.40	Illinois Crop Improvement	White Phacelia/07	2540	Y	01/05/2007	019	361121000019000

Reports may be printed directly from CATS to your local printer or Adobe format



OR

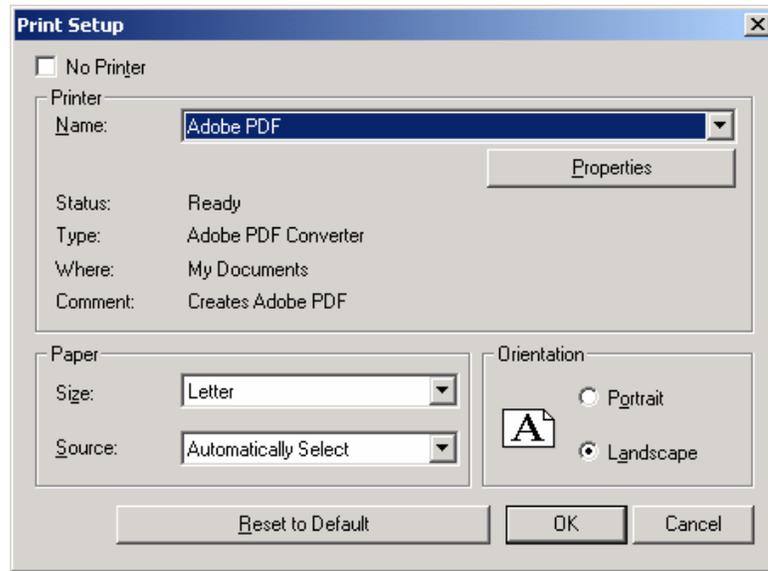
- The report may be exported directly to Adobe, Excel, or Word format – to do this select the *Export* icon at the top left of the screen and choose the preferred format for exporting.

PERIOD END ESTIMATE
Ledger Date: 02/01/2007
Page: 1
2/1/07 12:38 pm

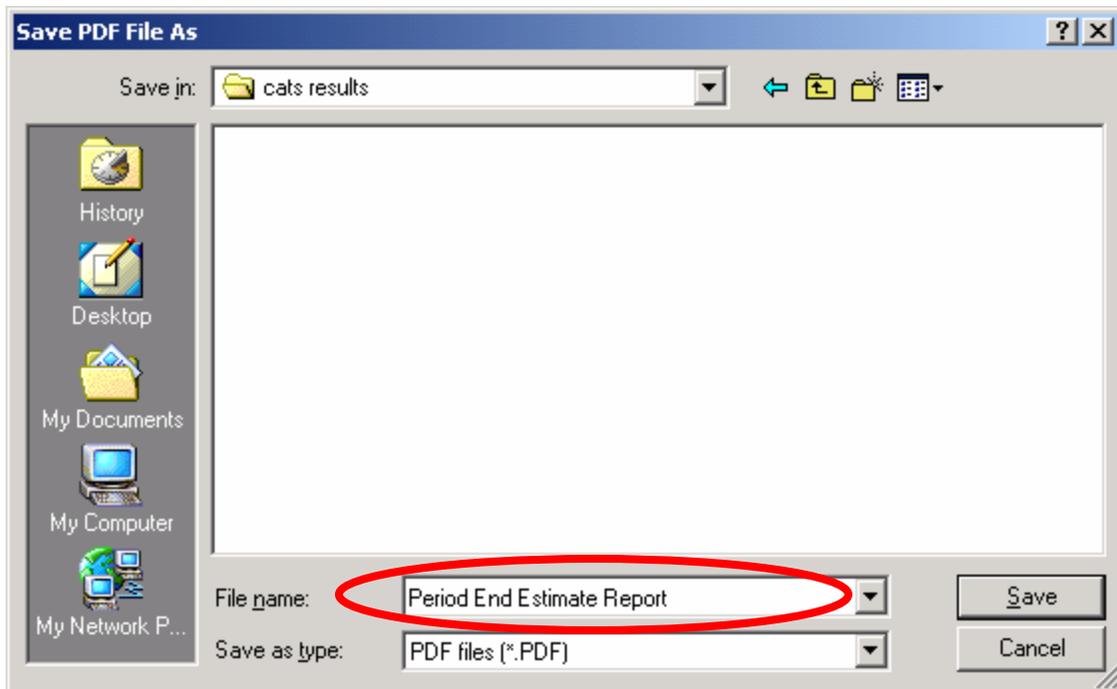
ACCOUNT CODE: TD1-3611-105
ACCOUNT DESCRIPTION: Soybean/Maize Germplasm Pathology, Genetics Research Unit
RECONCILED TRANSACTIONS BY DATE RANGE

TRANSACTION	AMOUNT	VENDOR	DESCRIPTION	OBJECT CLASS	LEDGER FLAG	LEDGER/ORDERED DATE	SUB	SUBHOLDER
SLRY -Dec PDL2	93,662.61		Salary 1000 - Actuals of PP 24	1000	Y	01/06/2007	016	36112200016000
SLRY -Dec PDL2	45,911.35		Salary 1000 - Actuals of PP 24	1000	Y	01/06/2007	018	36112100018000
SLRY -Dec PDL2	24,877.61		Salary 1000 - Actuals of PP 24	1000	Y	01/06/2007	019	36112100019000
Subtotal	164,451.57							
TRAV -TCSB336110103	61.00	Marth Sachs	12/6-12/6/06	2100	Y	01/05/2007	019	36112100019000
TRAV -TCSB33611208	591.22	Wake r David R	10/23-10/26/06	2100	Y	01/05/2007	016	36112200016000
TRAV -TCSB336110212	153.96	Miller, Moxie	10/4-10/10/06	2100	Y	01/05/2007	016	36112200016000
TRAV -TCSB336110210	520.00	Wake r David R	11/12-11/16/06	2100	Y	01/05/2007	016	36112200016000
TRAV -TCSB336110238	139.50	Wake r David R	11/8-11/9/06	2100	Y	01/05/2007	016	36112200016000
TRAV -TCSB336110102	185.50	Lezik Domler	10/29-10/31/06	2100	Y	01/05/2007	016	36112200016000
TRAV -TCSB336110232	308.50	Miller, Moxie	11/29-12/1/06	2100	Y	01/05/2007	016	36112200016000
TRAV -TCSB336110247	2,039.10	Wake r David R	11/19-11/22/06	2100	Y	01/05/2007	016	36112200016000
TRAV -TCSB336110237	229.50	Wake r David R	11/29-12/01/06	2100	Y	01/05/2007	016	36112200016000
TRAV -TCSB336110244	1,486.89	Wake r David R	10/30-11/02/06	2100	Y	01/05/2007	016	36112200016000
TRAV -TCSB336110209	554.95	Wake r David R	10/08-10/12/06	2100	Y	01/05/2007	016	36112200016000
Subtotal	6,873.02							
0700 -T-RP00254	26.32	Federal Express	798-557565469 RP 105-00218	2353	Y	01/05/2007	018	36112100018000
Subtotal	26.32							
0700 -T-RP00235	3,326.40	Illinois Crop Improvement	Wheat Nursery/07	2540	Y	01/05/2007	019	36112100019000

- Choose the appropriate format and Select **OK**. Next Select **OK** from the Export Options Window.



- Select an appropriate file name for the report and select **Save**. (To review the file, start the appropriate program and open the file.)



- After Printing or Exporting the report, select **Close** to go back to the Account/Sub-Account Selection Screen

Account Code(s): 701-3611-105
 Account Description: Soybean/Maize Germplasm Pathology, Genetics Research Unit
 Reconciled Transactions by Date Range

TRANSACTION	AMOUNT	VENDOR	DESCRIPTION	OBJECT CLASS	LEDGER FLAG	LEDGER/ORDERED DATE	SUB	SUBHOLDER
SLRY -Dec P D L2	93,662.61		Sally 1000 - Actuals of PP 24	1000	Y	01/06/2007	016	36112200016000
SLRY -Dec P D L2	45,911.36		Sally 1000 - Actuals of PP 24	1000	Y	01/06/2007	018	361121000018000
SLRY -Dec P D L2	24,877.61		Sally 1000 - Actuals of PP 24	1000	Y	01/06/2007	019	361121000019000
Subtotal	164,451.57							
TRAV -TCG0336110103	61.00	Marth Sachs	12/6-12/6/06	2100	Y	01/05/2007	019	361121000019000
TRAV -TCG0336112008	591.22	Walker David R	10/23-10/26/06	2100	Y	01/05/2007	016	361122000016000
TRAV -TCG0336110212	753.86	Miller, Mark	10/4-10/10/06	2100	Y	01/05/2007	016	361122000016000
TRAV -TCG0336110210	520.00	Walker David R	11/12-11/16/06	2100	Y	01/05/2007	016	361122000016000
TRAV -TCG0336110236	129.50	Walker David R	11/6-11/9/06	2100	Y	01/05/2007	016	361122000016000
TRAV -TCG0336110102	189.50	Lexie Domier	10/29-10/31/06	2100	Y	01/05/2007	016	361122000016000
TRAV -TCG0336110232	309.50	Miller, Mark	11/29-12/1/06	2100	Y	01/05/2007	016	361122000016000
TRAV -TCG0336110247	2,039.10	Walker David R	11/19-11/22/06	2100	Y	01/05/2007	016	361122000016000
TRAV -TCG0336110237	229.50	Walker David R	11/29-12/01/06	2100	Y	01/05/2007	016	361122000016000
TRAV -TCG0336110244	1,486.89	Walker David R	10/30-11/02/06	2100	Y	01/05/2007	016	361122000016000
TRAV -TCG0336110209	554.95	Walker David R	10/08-10/12/06	2100	Y	01/05/2007	016	361122000016000
Subtotal	6,873.02							
0700 -R-PP00254	26.32	Federal Express	798-657566469 84-106-00219	2353	Y	01/05/2007	018	361121000018000
Subtotal	26.32							
0700 -R-PP00236	3,326.40	Illinois Crop Improvement	White Pine Freely/D	2540	Y	01/05/2007	019	361121000019000

- For additional reports, select a new accounting code and follow the same procedures, or select **Cancel** to return to the Accounting Menu.

Period End Estimate Report

Account Code(s): 7013611105 - Soybean/Maize Germplasm Pathology, Genetics Research Unit
 7013611125 - Invasive Weed Management Research Unit
 7013611130 - Photosynthesis Research
 7013611910 - Admin Support, Urbana, IL

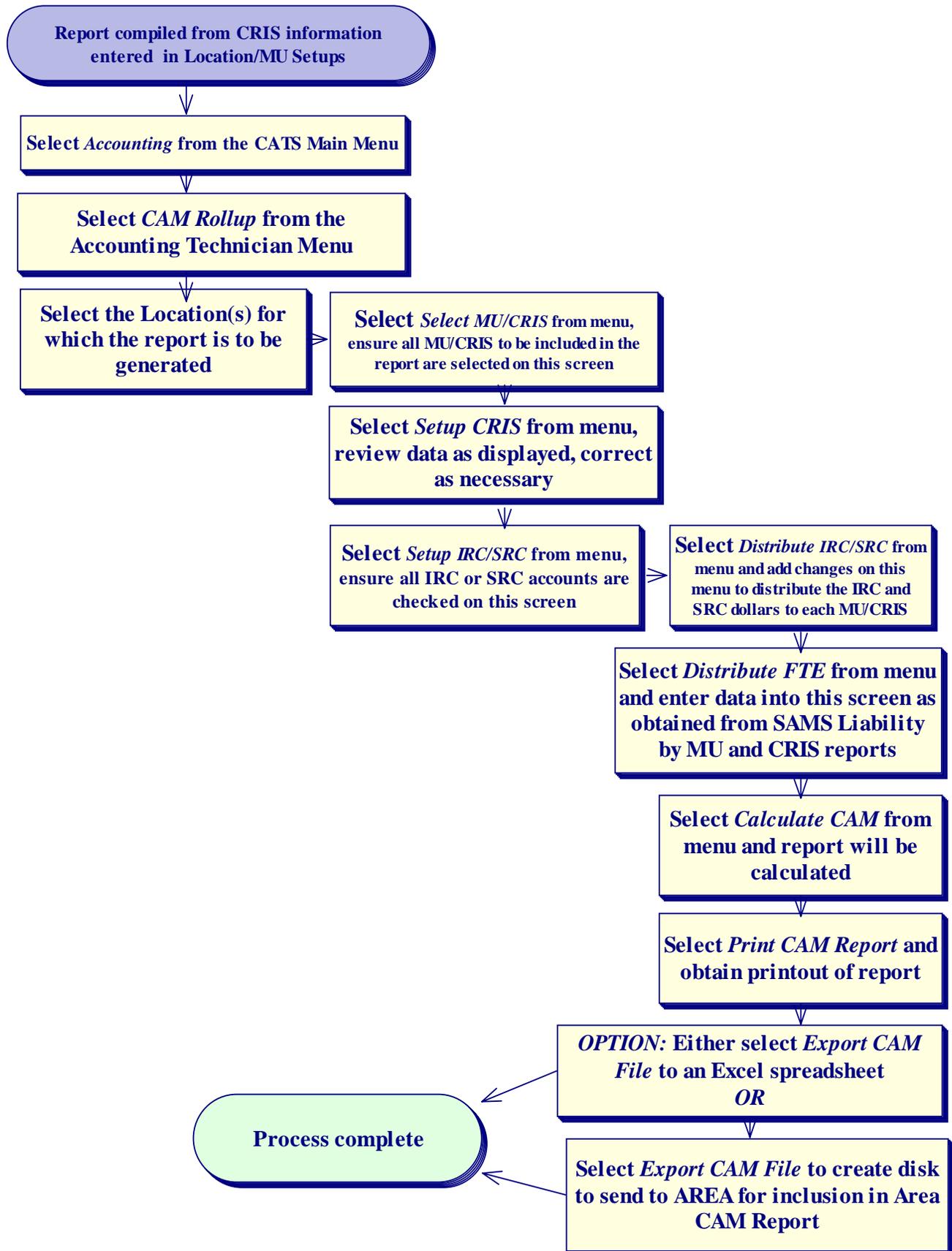
Sub Account(s): 016 - Noel/Hartman/Domier/Walker
 018 - Nelson/Clough
 019 - Sachs

Ledger Date: 02/01/2007

Detail Options:
 Unreconciled
 Reconciled
 Reconciled within Date Range: MM/DD/YYYY to MM/DD/YYYY
 Merged

Print Cancel

CAM ROLLUP PROCEDURES



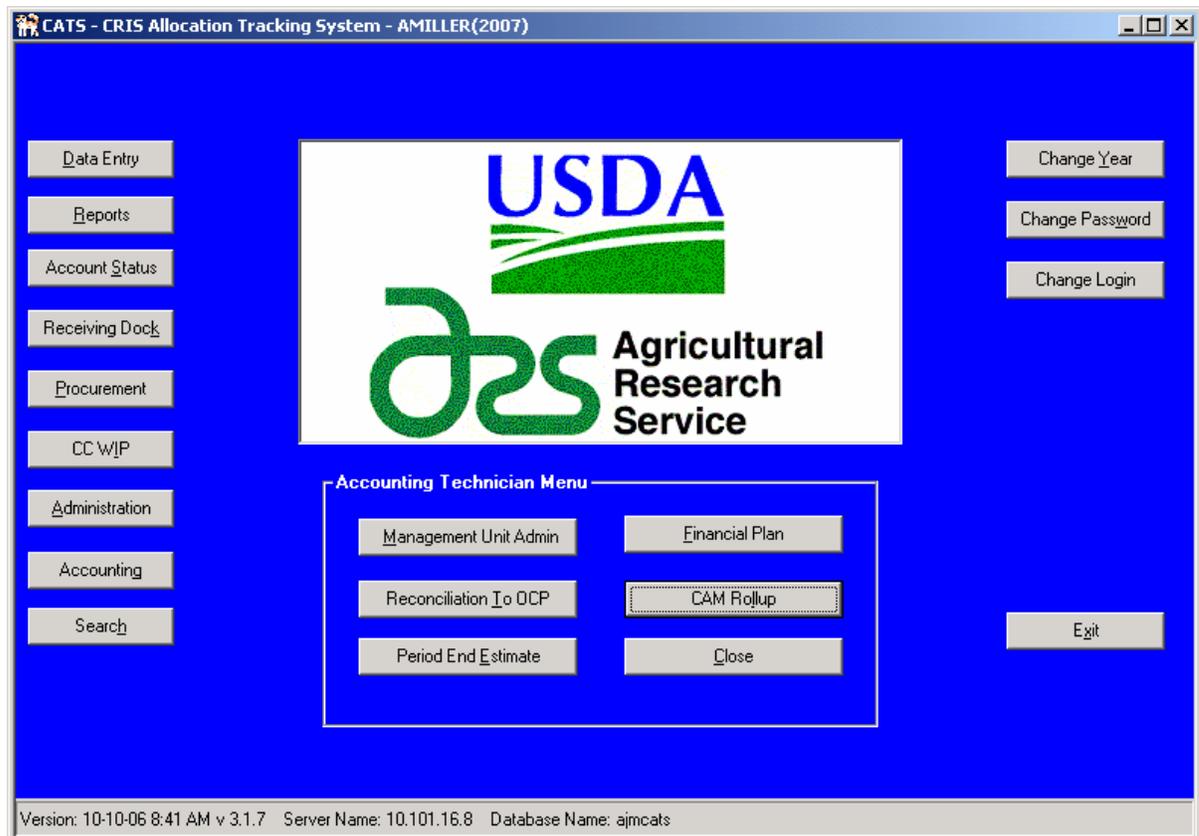
CRIS Activities Module (CAM)

Target Users: LAO or Accounting Technicians only

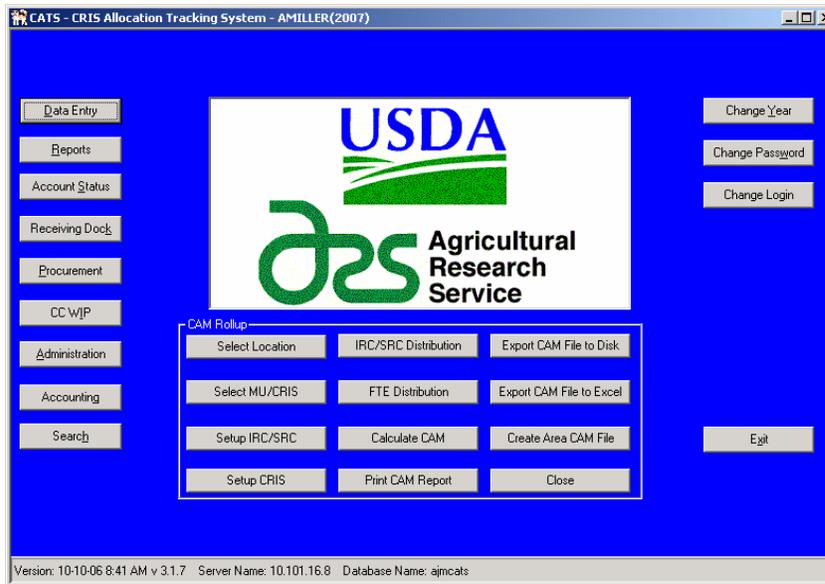
Purpose of section: To prepare the year-end report covering both appropriated and soft fund CRIS projects for reporting CRIS accountability to Congress.

NOTE: The CAM process offers the capability to track all changes to IRC accounts throughout the fiscal year within the CATS database, thus eliminating the need to keep a separate spreadsheet for that purpose.

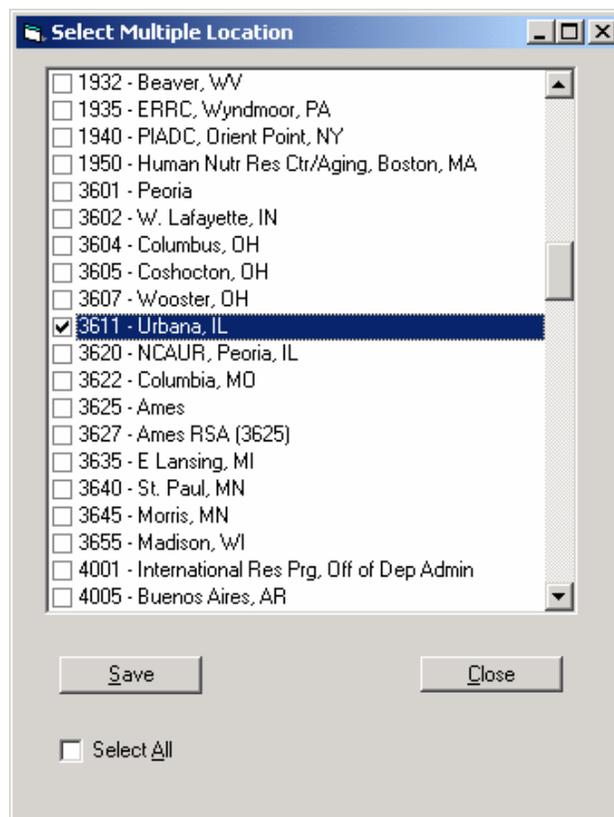
- To perform CAM functions, select *Accounting* followed by *CAM Rollup* from the main menu.



- The CAM Rollup section is used to perform the following functions:
 - Select Location
 - Select MU/CRIS
 - Setup IRC/SRC
 - Setup CRIS
 - IRC/SRC Distribution
 - FTE Distribution
 - Calculate CAM
 - Run CAM Report
 - Export CAM File to *either* an Excel spreadsheet or a disk



- Begin the CAM Setup process by following the menu options from the CAM Rollup menu.
- Select *Select Location*, choose the appropriate Location, Select *Save* and *Close*.



NOTE: If you do not exit out of the CAM process properly (such as if CATS locks up, and you have to end the program because it is not responding) your location will be locked out of CAM, and you will need to contact the CATS helpdesk (cats@ars.usda.gov) to unlock your location.

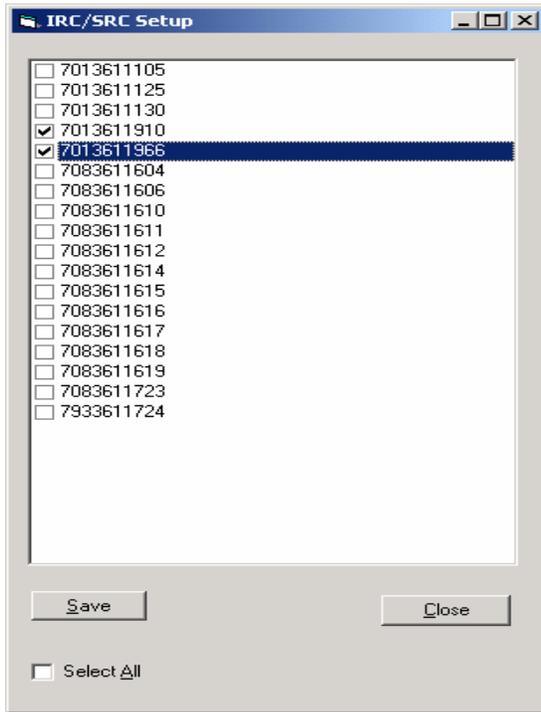
- **Select MU/CRIS**

	MU	CRIS
<input checked="" type="checkbox"/>	7013611105	3611-21000-018-00-D
<input checked="" type="checkbox"/>	7013611105	3611-21000-019-00-D
<input checked="" type="checkbox"/>	7013611105	3611-22000-016-00-D
<input checked="" type="checkbox"/>	7013611125	3611-00007-079-00-D
<input checked="" type="checkbox"/>	7013611125	3611-12220-007-00-D
<input checked="" type="checkbox"/>	7013611125	3611-22000-018-00-D
<input checked="" type="checkbox"/>	7013611130	3611-21000-020-00-D
<input checked="" type="checkbox"/>	7013611130	3611-21000-021-00-D
<input type="checkbox"/>	7013611910	. . .
<input type="checkbox"/>	7013611966	. . .
<input checked="" type="checkbox"/>	7083611604	3611-21000-020-01-R
<input checked="" type="checkbox"/>	7083611606	3611-21000-020-03-R
<input checked="" type="checkbox"/>	7083611610	3611-21000-020-02-R
<input type="checkbox"/>	7083611611	3611-22000-016-10-R
<input type="checkbox"/>	7083611612	3611-21000-018-18-R
<input checked="" type="checkbox"/>	7083611612	3611-21000-018-18-R
<input checked="" type="checkbox"/>	7083611614	3611-22000-018-02-R
<input checked="" type="checkbox"/>	7083611615	3611-22000-016-14-R
<input type="checkbox"/>	7083611616	3611-22000-016-15-R
<input type="checkbox"/>	7083611617	3611-22000-016-18-R
<input type="checkbox"/>	7083611618	3611-22000-016-25-R
<input checked="" type="checkbox"/>	7083611619	3611-21000-020-08-R
<input checked="" type="checkbox"/>	7083611723	3611-21000-020-04-R
<input checked="" type="checkbox"/>	7933611724	3611-21000-016-02-T

Select All

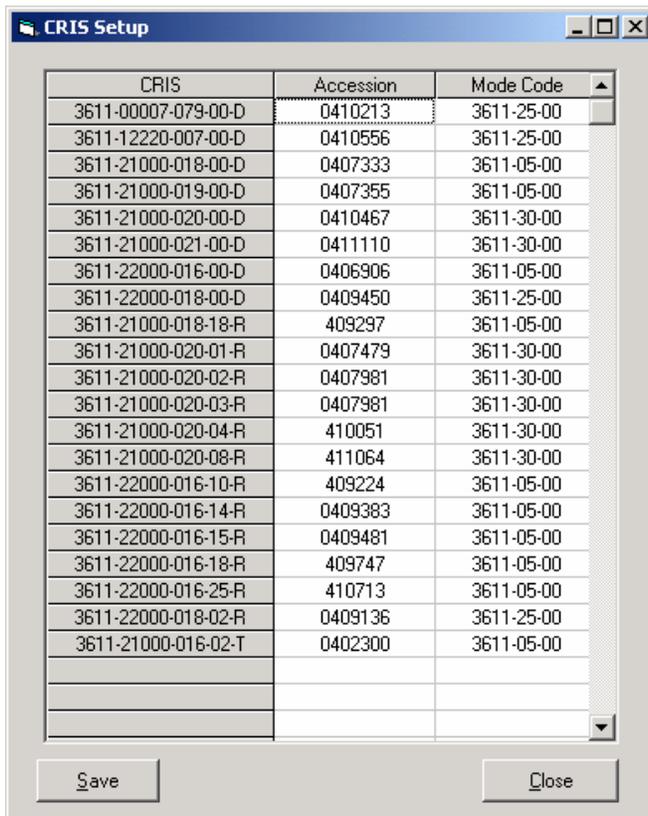
Select all account codes/CRIS for which CAM data will be collected. Review CRIS and account code numbers to ensure they are correct and match the final year-end allocation. Select Save, then Close when selection is complete.

- Setup IRC/SRC



After all MUs have been setup with their CRIS descriptions the MU accounts are displayed on this screen. Check each IRC account for the location or area. Select *Save*, then *Close* when selection is complete.

- Setup CRIS



Review each CRIS listed to ensure CRIS, Accession, and Mode Code numbers are correct. If not, go to the field displaying incorrect or no information and enter correct data. Click *Save*, then *Close* when all data is correct. Making changes here will change in MU Administration also.

- Input IRC/SRC Distribution

Plan No.

MU	CRIS #	Previous Amount	Change	Revised Amount	% of Previous Amount
7013611105	3611-21000-018-00-D		\$50.00	\$50.00	
7013611105	3611-21000-019-00-D			0.0	
7013611105	3611-22000-016-00-D			0.0	
7013611125	3611-00007-079-00-D			0.0	
7013611125	3611-12220-007-00-D			0.0	
7013611125	3611-22000-018-00-D			0.0	
7013611130	3611-21000-020-00-D			0.0	
7013611130	3611-21000-021-00-D			0.0	
7083611604	3611-21000-020-01-R			0.0	
7083611606	3611-21000-020-03-R			0.0	
7083611610	3611-21000-020-02-R			0.0	
TOTALS		\$0.00	\$50.00	\$50.00	0.0%

Amount of Change

Comments

- The first time the user pulls up the above screen, users will be forced to Select MU/CRIS. There will be zeros in the **Previous Amount** column since there are no past changes. The initial IRC costs from ARMPS will be the first ‘change’ to input.
- After the user makes and saves the changes, the budget screen displays the last changes in the **Previous Amount** column the next time the screen is accessed.
- **Distribute by %** button is disabled if there is no value in the Previous Amount column. Distribute by % is computed automatically based on the amounts in the Previous Amount column. This key is used when an amount is to be distributed to all CRIS based on the % distribution currently in place. To use this option, enter the amount to be distributed in the “Amount of Change”, then select **Distribute by %**. Once the distribution is made the amounts can be manually adjusted for each CRIS.
- **Select MU/CRIS** displays a CRIS drop down list and allows the entry of any changes in CRIS that need to be made.
- Select **Save** to save the changes.
- Select **Close** to exit the CAM Main Menu.

- After the IRC/SRC are distributed to CRIS, the **Distribute FTE** button will become active for selection to go to the following screen:

MU	CRIS #	Direct Res FTE		IRC FTE		TOTAL	
		SY	Non-SY	SY	Non-SY	SY	Non-SY
7013611105	3611-21000-018-00-D	2.5	1.5	0.0	0.0	2.5	1.5
7013611105	3611-21000-019-00-D	3.5	1.2	0.0	0.0	3.5	1.2
7013611105	3611-22000-016-00-D	1	1.1	0.0	0.0	1.0	1.1
7013611125	3611-00007-079-00-D	0.0	0.0	0.0	0.0	0.0	0.0
7013611125	3611-12220-007-00-D	2	0.0	0.0	0.0	2.0	0.0
7013611125	3611-22000-018-00-D	0.0	0.0	0.0	0.0	0.0	0.0
7013611130	3611-21000-020-00-D	0.0	0.0	0.0	0.0	0.0	0.0
7013611130	3611-21000-021-00-D	0.0	0.0	0.0	0.0	0.0	0.0
7083611604	3611-21000-020-01-R	0.0	0.0	0.0	0.0	0.0	0.0
7083611606	3611-21000-020-03-R	0.0	0.0	0.0	0.0	0.0	0.0
7083611610	3611-21000-020-02-R	0.0	0.0	0.0	0.0	0.0	0.0
TOTALS		0.0	0.0	0.0	0.0	9.0	3.8

NOTE: Data input on this screen will be taken from the SAMS – Liability by CRIS (projected) reports reflecting both SY FTE and Support FTE for each project. IRC FTE will be reflected in the SAMS IRC accounts. This is the same process followed each year for inputting FTE amounts or percentages into the CAM database.

- Use the same CRIS selections from Budget IRC/SRC screen.
- Manually enter information in Direct FTE columns; one decimal point.
- **Distribute by %** applies only to IRC columns; no more than two decimal places on %. To use this function, numbers are entered into the boxes for ‘IRC SY FTE’ and ‘IRC NON-SY FTE’ at the top of the screen and then select **Distribute by %**. These FTE are then distributed to CRIS in the ‘IRC FTE’ columns. The IRC FTE for SY and Non-SY columns can also be entered manually.
- Nothing on this screen can be less than zero.
- Select **Save** to save the changes.
- Select **Close** to exit to the CAM Main Menu.

Calculate CAM

- Select **Calculate CAM**. The system calculates the numbers for the report. Warning: this calculation can take a long time. Please be patient. Exiting out of the CATS screen before completing the calculation will cause the CAM report for this location to be locked, and the CATS team will have to be contacted to unlock it. A popup does not display when the calculations are done, however they are finished when the mouse cursor is no longer displayed as an hourglass.

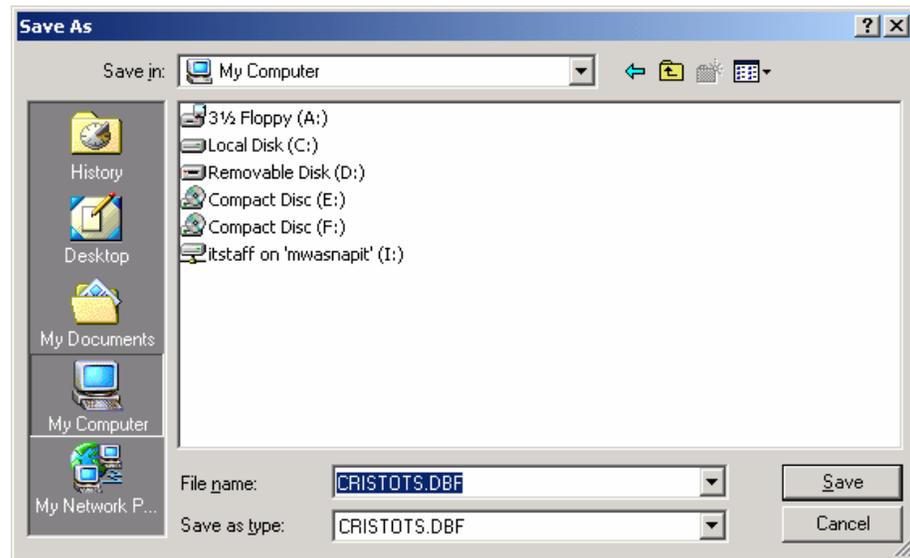
Print CAM

- Select **Print CAM Report** from the menu. Select **Print**. The following report is displayed. To print on 8 1/2 x 11 paper, select Adobe PDF as your printer.

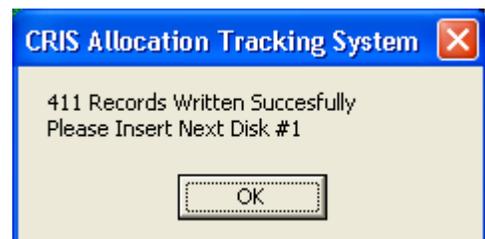
CRIS FIGURES REPORT (Listed by Project Type within Location)													4/25/07 11:41 a	
CRIS Number	Accession Number	Mode Code	Financial Plan	SY Salaries	SY FTE	NON-SY Salaries	NON-SY FTE	RSA Extramurals	Equipment	All Other	IRC SRC	Salaries through IRC/RC	Balance	
Year: 2007			Area: 36	Location: 3611		CRIS Type: D								
3611000070900D	0410213	3611-25-00	14,234.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	14,234.00	
36111222000700D	0410556	3611-25-00	297,876.00	145,253.22	2.00	65,364.72	0.00	42,566.00	0.00	8,251.39	0.00	261,436.33	36,440.67	
36112100001600D	0407333	3611-05-00	876,983.00	232,771.24	2.50	485,432.87	1.00	54,376.00	8,239.12	32,273.01	252,455.64	1,068,547.88	-188,564.88	
36112100001900D	0407358	3611-05-00	492,116.00	137,369.78	3.50	274,561.02	1.20	30,085.00	0.00	16,046.58	0.00	458,062.38	34,053.62	
36112100002000D	0410467	3611-30-00	974,311.00	572,458.19	0.00	41,352.69	0.00	138,239.00	28,492.85	63,015.78	0.00	843,558.51	130,752.49	
36112100002100D	0411110	3611-30-00	699,986.00	30,971.32	0.00	70,674.50	0.00	0.00	0.00	0.00	0.00	101,646.82	598,340.18	
36112200001600D	0406906	3611-05-00	1,288,170.00	509,537.61	1.00	307,745.08	1.10	221,106.00	5,991.05	129,199.37	0.00	1,173,579.11	114,590.89	
36112200001800D	0409450	3611-25-00	811,863.00	324,186.81	0.00	273,126.00	0.00	112,223.00	45,000.00	45,873.00	0.00	800,108.81	11,554.19	
CRIS Type: D			Totals:	5,455,339.00	1,982,548.17	9.00	1,518,256.88	3.80	598,595.00	87,723.02	254,359.13	252,455.64	4,703,937.84	751,401.16
36112100001618R	409297	3611-05-00	441,492.00	0.00	0.00	426.73	0.00	275,714.00	0.00	0.00	0.00	276,140.73	165,351.27	
36112100002001R	0407479	3611-30-00	27,607.17	0.00	0.00	21,824.71	0.00	0.00	0.00	5,623.66	0.00	30,448.37	-2,841.20	
36112100002002R	0407981	3611-30-00	99,753.00	0.00	0.00	0.00	0.00	49,752.00	0.00	4,387.66	0.00	54,109.66	45,643.34	
36112100002003R	0407991	3611-30-00	88,403.96	0.00	0.00	52,951.24	0.00	0.00	0.00	14,187.90	0.00	67,109.14	21,294.82	
36112100002004R	410051	3611-30-00	119,301.61	5,050.91	0.00	27,153.64	0.00	0.00	0.00	0.00	0.00	32,204.55	87,097.06	
36112100002008R	411054	3611-30-00	392,872.00	0.00	0.00	0.00	0.00	0.00	0.00	47,625.58	0.00	47,625.58	345,246.42	
36112200001614R	0409393	3611-05-00	80,161.64	0.00	0.00	0.00	0.00	0.00	0.00	5,538.10	0.00	5,538.10	74,623.54	
36112200001802R	0409136	3611-25-00	31,866.28	0.00	0.00	35,737.49	0.00	0.00	0.00	0.00	0.00	35,737.49	-3,871.21	
CRIS Type: R			Totals:	1,281,457.66	5,050.91	0.00	138,093.81	0.00	325,466.00	0.00	80,302.90	0.00	548,913.62	732,544.04
36112100001602T	0402300	3611-05-00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	
CRIS Type: T			Totals:	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	
Location: 3611			Totals:	6,736,796.66	1,987,599.08	9.00	1,656,350.69	3.80	924,061.00	87,723.02	374,662.03	252,455.64	5,252,851.46	1,483,945.20
Area: 36			Totals:	6,736,796.66	1,987,599.08	9.00	1,656,350.69	3.80	924,061.00	87,723.02	374,662.03	252,455.64	5,252,851.46	1,483,945.20
Year: 2007			Totals:	6,736,796.66	1,987,599.08	9.00	1,656,350.69	3.80	924,061.00	87,723.02	374,662.03	252,455.64	5,252,851.46	1,483,945.20

Export CAM File – Option 1

- Select **Export CAM File to Disk** from the menu.
- The number of disks needed for the transmission is indicated. Select **OK**.
- The Save As window displays. The A: drive should be selected. **DO NOT CHANGE THE NAME OF THE FILE.** (NOTE: If you do not have an A: drive on the computer you can select a directory on another drive and then copy the two files to a diskette later.)



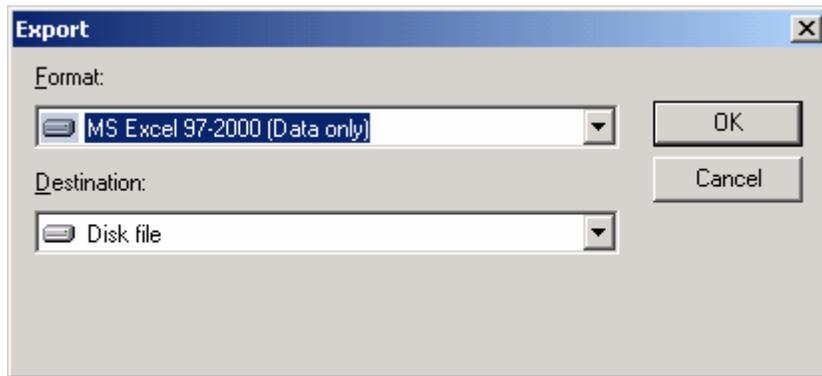
- Select **Save**. The number of records to be written is displayed. Select **OK** twice.



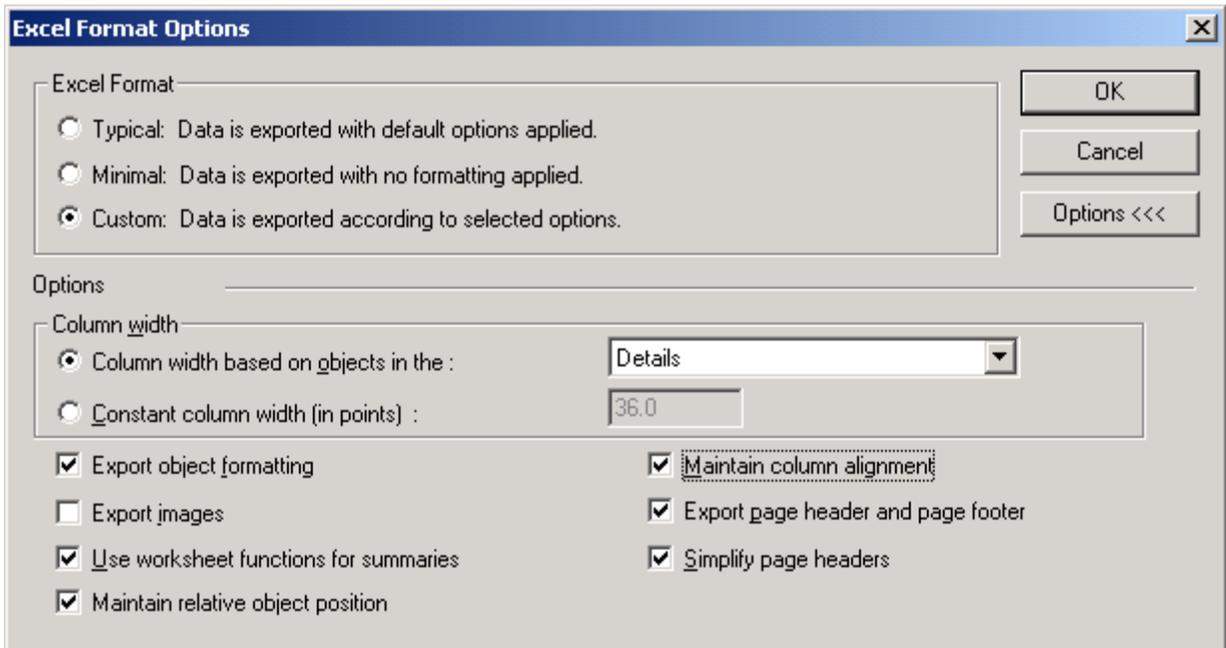
- Select **Close** on the CAM Rollup section.

Export CAM File – Option 2

- Select **Export CAM File to Excel** from the CAM Rollup Main Menu. Select the correct Excel format for saving the report, then select **OK**.



- Select the options as displayed below and choose **OK**:



- Select a location to save the file to and choose **OK**.

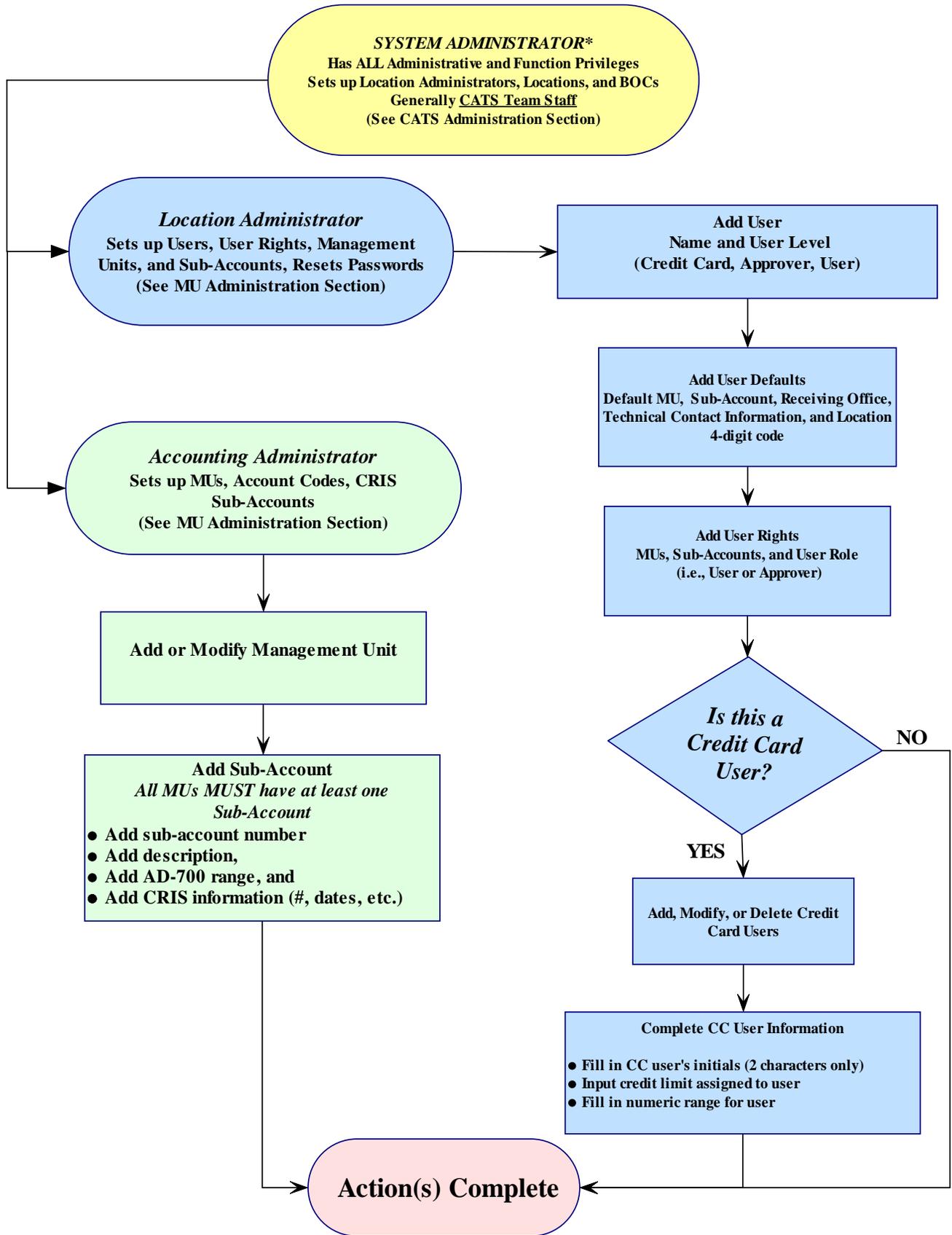
NOTE:

The OPTION for exportation choice will be determined by FMD and relayed to the Areas prior to completing the Export function for CAM for the fiscal year impacted. ABFOs will notify locations which option is to be used.

The following is the suggested way to format your CAM spreadsheet once it has been saved:

- In Excel, click on the top left cell in order to highlight the entire worksheet.
- Select ***Format, Cells, Font*** tab, and choose a font of Arial with a size of 10 and select ***OK***.
- With the entire worksheet still highlighted, choose ***Format, Row, Autofit***, and ***Format, Column, Autofit Selection***.
- Double Click each Cell in Row 1 (this will clean up the titles).
- Double click the edge of each of the top letter labeled fields (this will make the column the width of the largest field in that column).

ADMINISTRATIVE PROCEDURES



CATS ADMINISTRATION

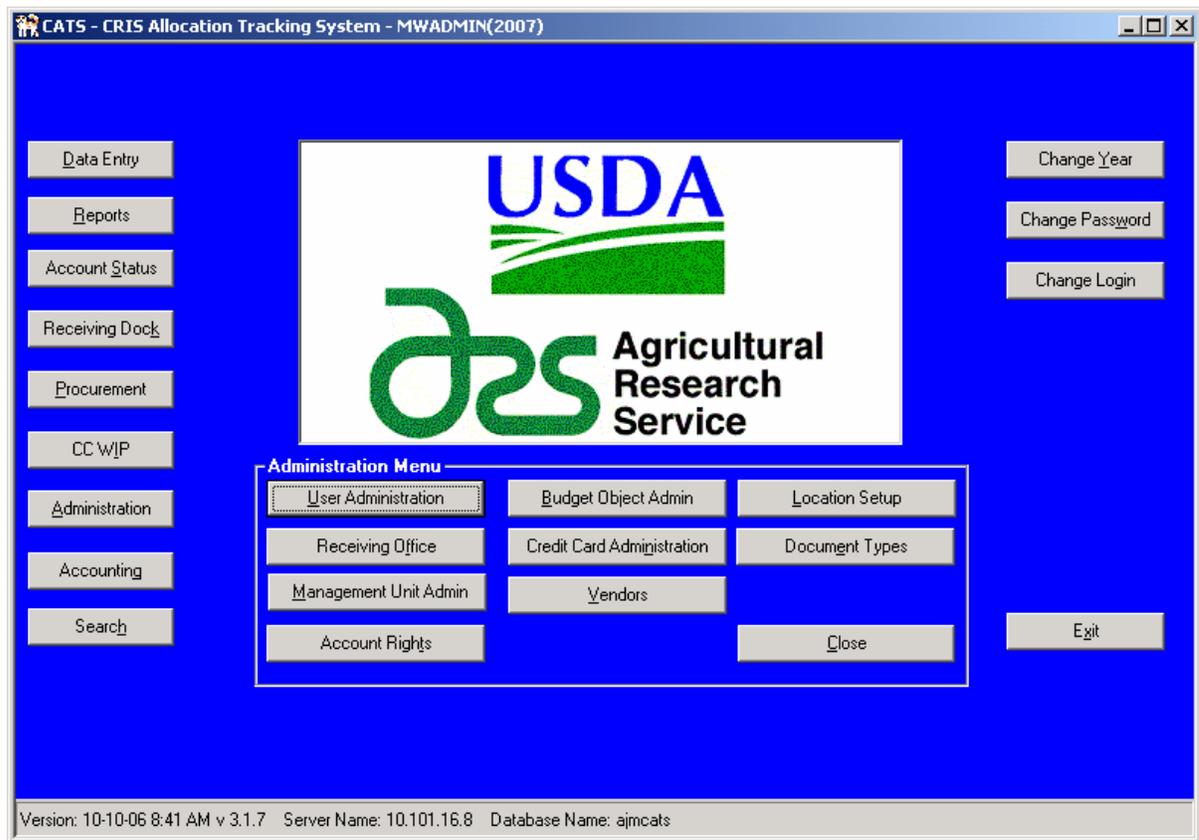
Target User(s) for this section: Location Administrators

Purpose of section: To administer the security features of the CATS System, including User and Management Unit setup.

The System Administrators (MWA IT Staff) will set up Locations and Receiving Offices. These items must be set up prior to user setup. At the current time, all Locations have been added to the system.

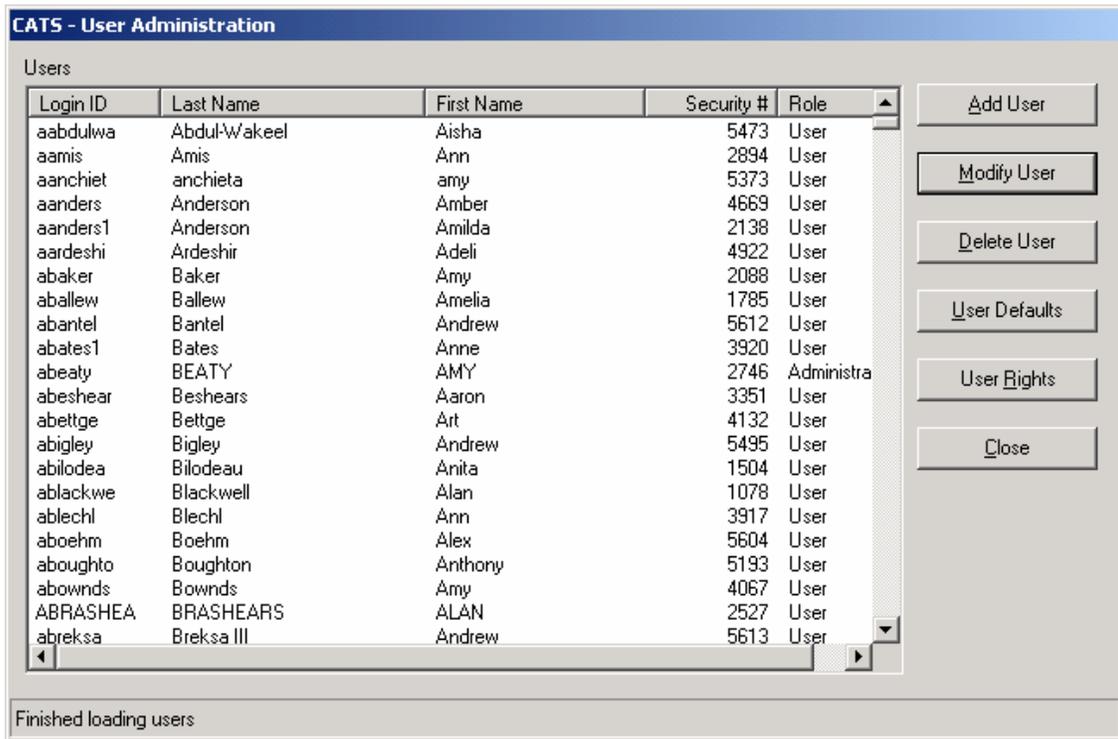
Location Administration:

- Select **Administration** from the Main Menu. The available options will be dependent upon the level of Administrative Rights:

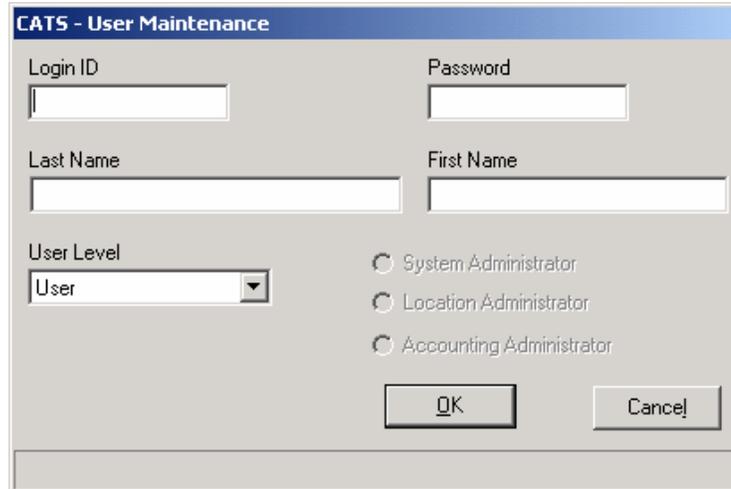


User Administration:

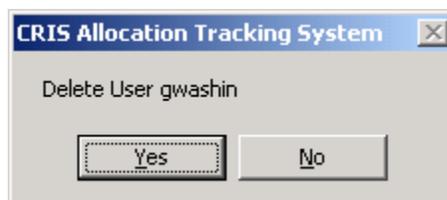
- Select **User Administration** from which Location Administrators can **Add User**, **Modify User**, or **Delete User**; assign **User Defaults** and **User Rights**.
- **NOTE:** The Delete User function should only be completed when a user has no data assigned to it for the current year.



- **Add User or Modify User** (uses the same screen) – assign a Login ID, Last Name, First Name and User Level (a detailed description follows). The System Administrator will assign the Login ID and password. The Login ID is usually in the form of first initial of first name and first seven characters of last name, i.e., gwashing (George Washington).



- **Delete User** – Only use this function when a user does not have data assigned to it in the year being deleted. For example, user *gwashing* put data in for FY 2003 and part of 2004 before retiring. Delete user *gwashing* in FY 2005 since the User ID has not been “associated” with any data in that year.



- **User Defaults** – This screen is displayed after a user is added OR it can be selected from the **User Administration** Menu. The User’s defaults are set up here, including:
 - Default Management Unit and Sub Account (the user may have authority to “purchase” for more than one Management Unit, however, this is the Unit used most frequently)
 - Receiving Office
 - Location Code & any Additional Agency Locations the user should have rights to.
 - User Contact Information that will be included on the AD700.
 - There is no need to change the Time Out, Template Limit, or Fund Code.

CATS - User Defaults

User: gwashing

Default Management Unit: 7001902122-Research Support Ag

Default Sub Account: 000-RSA - WAC

Default Receiving Office Number: 0202

Default Technical Contact: George Washington

Technical Contact Phone Number: (800)555-1212x

Default Agency Location: 3625

Fund Code: T5

Time Out: 255

Template Limit: 50

Additional Agency Locations:

- 0101 - Office of the Administrats
- 0104 - Information Staff
- 0109 - Office of Technology
- 0201 - Assoc Admin For Nationa
- 0202 - Nat Resources & Sustain

Buttons: OK, Cancel

- **User Rights** – Assign Management Unit and Sub Accounts rights to the User here. **NOTE:** each user must have ONE Management Unit and ONE corresponding Sub Account, typically this is the Default MU and Sub Account defined in User Defaults.

CATS - Account Rights Administration

User: gwashing

Management Units

Name	Number
Research Support Agree...	7001902122

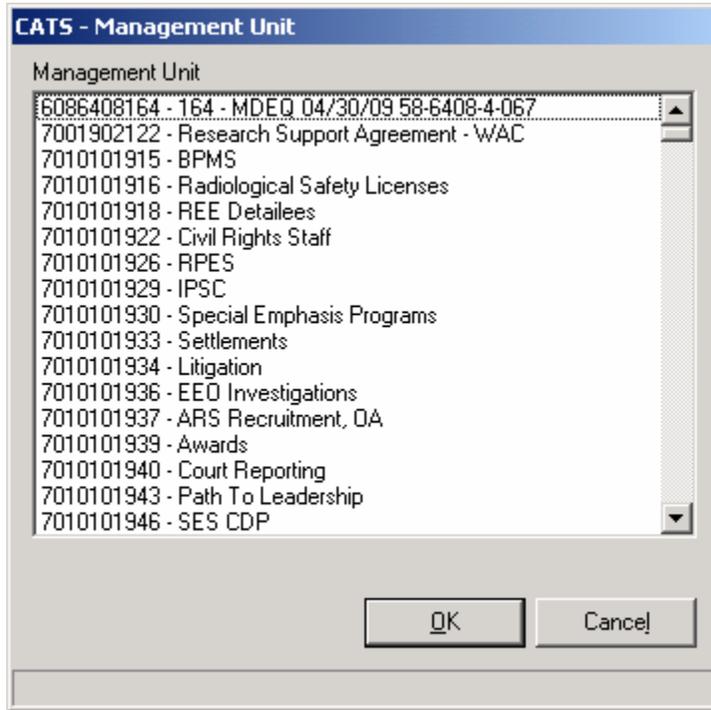
Buttons: Add MU, Delete MU

Sub Accounts

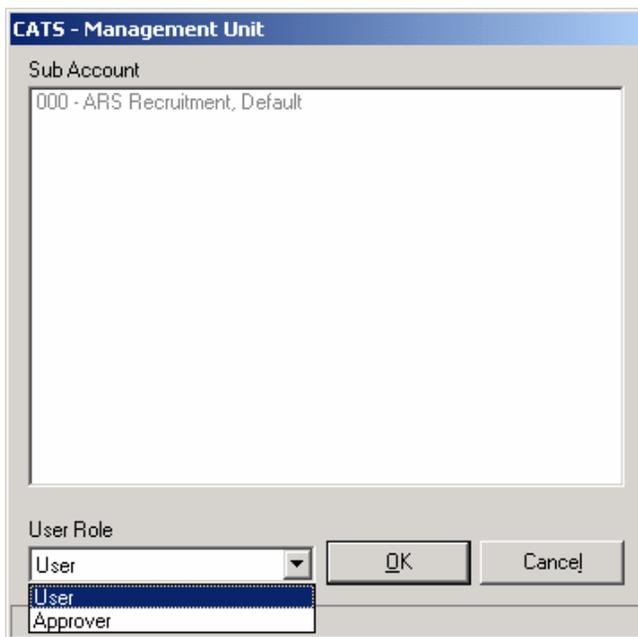
Description	Number	Role
-------------	--------	------

Buttons: Add, Modify, Delete, Close

- Select **Add MU** button to display the entire list of MUs. This will display ONLY those MUs to which the Administrator has rights. Select the appropriate MU; multiple MUs can be selected using the standard Windows techniques (Shift or CTRL + mouse click). Select **OK**:



- Highlight the appropriate MU on the left side of the screen
- Select **Add** on the right side (Sub Account side) of the screen. All Sub Accounts that have been created for the MU are displayed.
- Highlight the appropriate Sub Account; multiple Sub Accounts can be selected using the standard Windows techniques (Shift or CTRL + mouse click).
- Select the appropriate User Role; either User or Approver.
- Select **OK**.



- **Credit Card Administration:**

- Select **Administration**, then **Credit Card Administration** to **Add**, **Modify**, or **Delete** Credit Card Users.

User	Credit Limit	Start Range	End Range	Last Used	Prefix
aabdulwa	2500	1	1000	6	AA
aamis	2500	1	500	49	AA
aanchiet	2500	1	99999	45	AA
aanders	3000	1	500	101	AA
aanders1	2500	1	99999	0	AA
aardeshi	2500	500	1000	499	AA
abaker	2500	1	500	25	AB
aballew	2500	1	999	2	AB
abates1	2500	1001	2000	1050	AB
abeaty	2500	1	999	167	AB
abeshear	2500	1	99999	8	AB
abette	2500	2001	2999	2092	AB

Buttons: Add, Modify, Delete, Close

- Select **Add** and choose a user that does not already have credit card information assigned. The drop down list includes all users the current logged in user has rights to see. This list includes users who are already assigned as credit card users – do not add users a second time as credit card users. Complete fields as appropriate:

CATS - Credit Card Maintenance

User: amiller

Credit Limit:

Prefix (Optional):

Start Range: End Range: Last Used:

Buttons: OK, Cancel

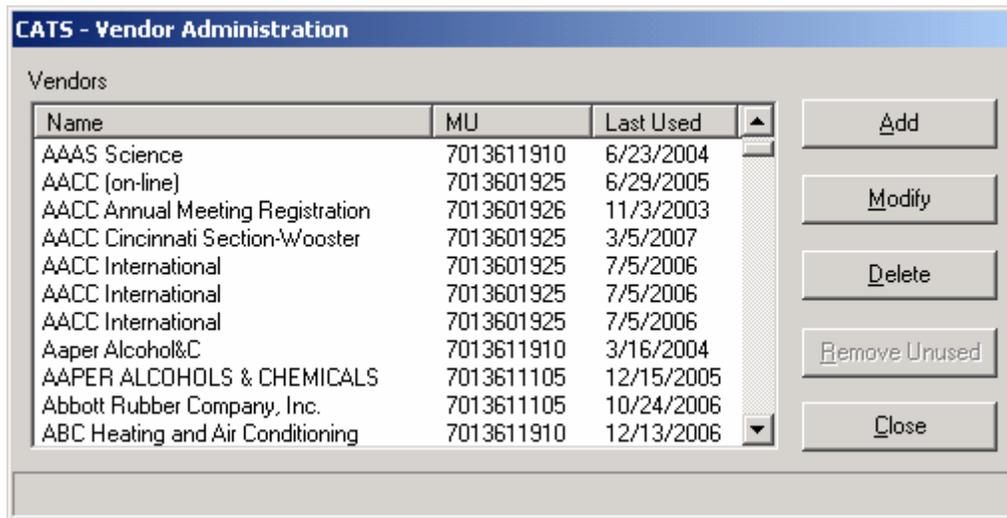
Fill in the user initials (only two characters allowed) for the Prefix. NOTE: The combination of prefix and range must be unique to this user.

Credit limit assigned to user.

Fill in a beginning numeric range and an end range, the system will generate the last used.

- **Vendor Administration**

- Select **Administration** and **Vendors**. You can choose to **Add**, **Modify**, or **Delete** a vendor for your Management Unit from the following screen:



- Select **Add** or **Modify** and 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. The minimum required information is Management Unit and Name.

The screenshot shows a window titled "CATS - Vendors". It contains a form with the following fields:

- Management Unit: 7010101916 - Radiological Safety L
- Name: CDW
- Contact: (empty)
- Address: (empty)
- City: (empty)
- State: (empty)
- Zip Code: (empty)
- Phone #: () - x
- Fax #: () -
- FIN #: (empty)
- Date Last Used: (empty)

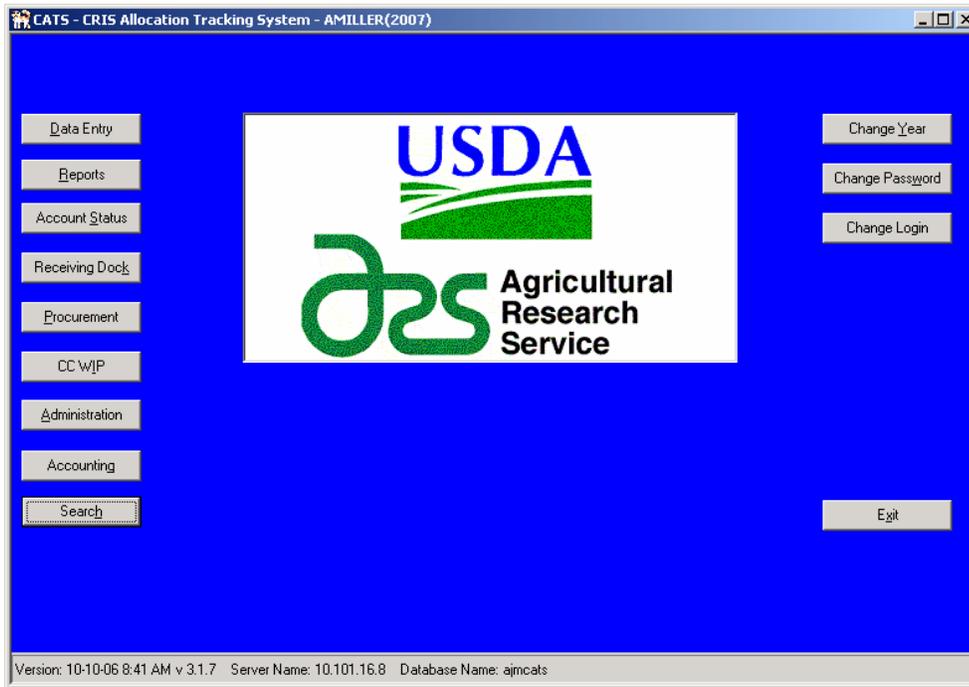
Buttons for "OK" and "Cancel" are located at the bottom right of the form.

User Level Information

- User – includes the following functions:
 - End User – Ordering staff
 - Enters documents, such as AD700s
 - Cardholder – Has the same capabilities as End User, plus
 - Enters Credit Card purchases
 - Updates status on CC-WIP
 - Runs CC Report
 - Approving Official – Fundholders, Secretaries/administrative clerks, etc.; has the same capabilities as Cardholder, plus
 - Approves orders
 - Assigns credit card orders or works credit card orders on behalf of anyone that has access to one of their accounts.
- Receiving User – Has the same capabilities as a User, but can also see transactions marked “Notify Receiving”. This type of user verifies purchases as they are received; i.e., a person who may work on the receiving dock.
- Procurement User – Has the same capabilities as a Cardholder, plus
 - Modifies AD700 requests for purchasing (procurement total, procurement notes)
 - Enters Credit Card purchases as cardholder
 - Enters status information on purchases (anything on the Procurement WIP)
 - Runs AD700/Purchase Order Report
- Accounting User – Generally, these users are in Accounting Technician/Budget Analysts positions – can do everything a Procurement user can do, plus
 - Enters CRIS information including terminations (dates)
 - Defines Preset Percentage Distribution
 - Enters Financial Plans
 - Enter documents
 - Reconciles CATS to FFIS
 - Runs Reports
 - Modifies procurement totals and accounting
 - Uses CAM module
- Administrator
 - System Administrator (MWA IT Staff) – Can do everything. Creates Locations and Location Administrators; assigns location rights to Location Administrators; creates Document Types, Budget Object Codes, and Receiving Offices. Contact the CATS team for assistance.
 - Location Administrator – Defines users; sets up User Defaults and User Rights for access to Account Codes (MU), Sub Account (CRIS), etc. Performs Management Unit Administration, sets up Vendors and Credit Card users. Resets user passwords. Inherits all functionality of the Accounting Administrator.
 - Accounting Administrator – Can do everything an accounting tech can do. Sets up Account Codes (MU), Sub Account (CRIS), but cannot assign user rights to Users. Most users in an Accounting Technicians position are set up as an Accounting Administrator.

SEARCH FUNCTIONS

- From the Main menu, select the *Search* button.



- The Search Screen is displayed:

CATS - CRIS Allocation Tracking System - AMILLER(2007) - [CATS - Requisition Search]

Amount | Date | Document | General | Keyword | Options

Fiscal Year: 2007
Requisition Number: 7-3601-
IHA: All IHA's
MU:
Sub-Account:
Vendor:

Search
Create Template
Retrieve/Modify
Print
Close

Request Number	Vendor	Description	Amount	Date Requested	Status	Reconciled	Category
----------------	--------	-------------	--------	----------------	--------	------------	----------

Ready.

- The tabs at the top of the search screen allow setting of search options. There are tabs for **Amount, Date, General, Document, Keyword, and Options**. All of the search criteria fields can be filled in simultaneously. This means multiple criteria may be used for a search; the criteria are accumulated. For example, if a date range is set and a dollar amount, the system will only return requisitions that are within that dollar amount AND within the selected date range.

The screenshot shows a search interface with the following fields and values:

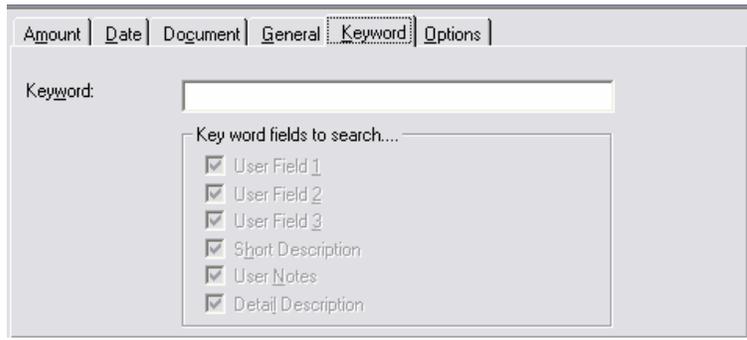
Field	Value
Fiscal Year	2007
Requisition Number	7-3601- -
IHA	All IHA's
MU	
Sub-Account	
Vendor	

- **General:** The General tab is the default tab for the Search screen. Narrow the search by specifying part of the requisition number, accounting information, and vendor.
 - In the Requisition Number field, type any part of the beginning of the last 8 digits. For example, if 999 is entered (the field reads "7-3601-999- "), the search will return all requisitions 7-3601-999-00000 through 7-3601-999-99999. As another example, "7-3601-999-9 " will return all requisitions 7-3601-999-90000 through 7-3601-999-99999. For users with access to accounts at multiple locations, the location part of the filter may be changed as needed, for example "7-3601- - " would search for records in location 3601.
 - The accounting filters are useful for users that can see multiple accounts; it allows for quickly narrowing the search down to a single IHA, MU, or Sub Account.
 - The Vendor search is a free form text search. Use wildcards in the vendor field. To find all of the AD700s with vendors that start with a C, enter c* in the vendor field, or *w* to find all AD700s with vendors that have a W anywhere in the vendor name.
 - The top field on the General tab is a field that shows the fiscal year in use. Normally this will be the current fiscal year, but if you use the Change Year function on the main menu, the selected year will be visible. This serves as a reminder of the year for which data is being accessed. The working year may NOT be changed here.
- **Amount:** The Amount tab allows for specifying a dollar range for either a line item total, or an order total. For example - this is useful for finding order of about \$1,000 (or any amount) but other data relative to the order is unknown. For another example, enter an order total range of \$900 - \$1,100 to find all of the orders around \$1,000.

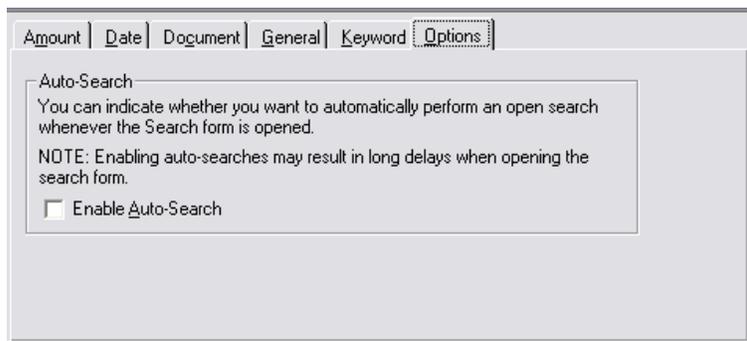
- **Date:** The Date tab allows for entering a date range. Select the down arrow to bring up a calendar feature that allows for selection of the date from the calendar, or select each portion of the date and type a number, or use the up and down arrow keys to change the date. The All Dates button tells the system to search all dates instead of using the range. Note that the range will not override the current working year, if a date is set for 2 years back, it will still only include records since the beginning of the current fiscal year.

- **Document:** The Document tab allows for narrowing the search to specific document types. Select the down arrow to display a list of Document Types.

- **Keyword:** The Keyword tab allows for searching by keyword. Search on all or any combination of the User Fields, Short Description, User Notes, or Line Item Detail Descriptions. Wildcards can be used anywhere in the descriptions. For example, enter *large* to find all requisitions with the word "large" in one of the selected fields (the search is not case sensitive).



- Options:** The Options tab contains a checkbox to enable or disable Auto-Search when the Search screen is first accessed. Some users find it convenient to always immediately pull up all of the requisitions to which they have access upon entering the Search screen. Other users prefer to narrow their search before they run the search for performance reasons (for example, for an administrator with access to multiple locations, the search might be quite slow). If you want all records immediately pulled up when entering Search, check **Enable Auto-Search**.

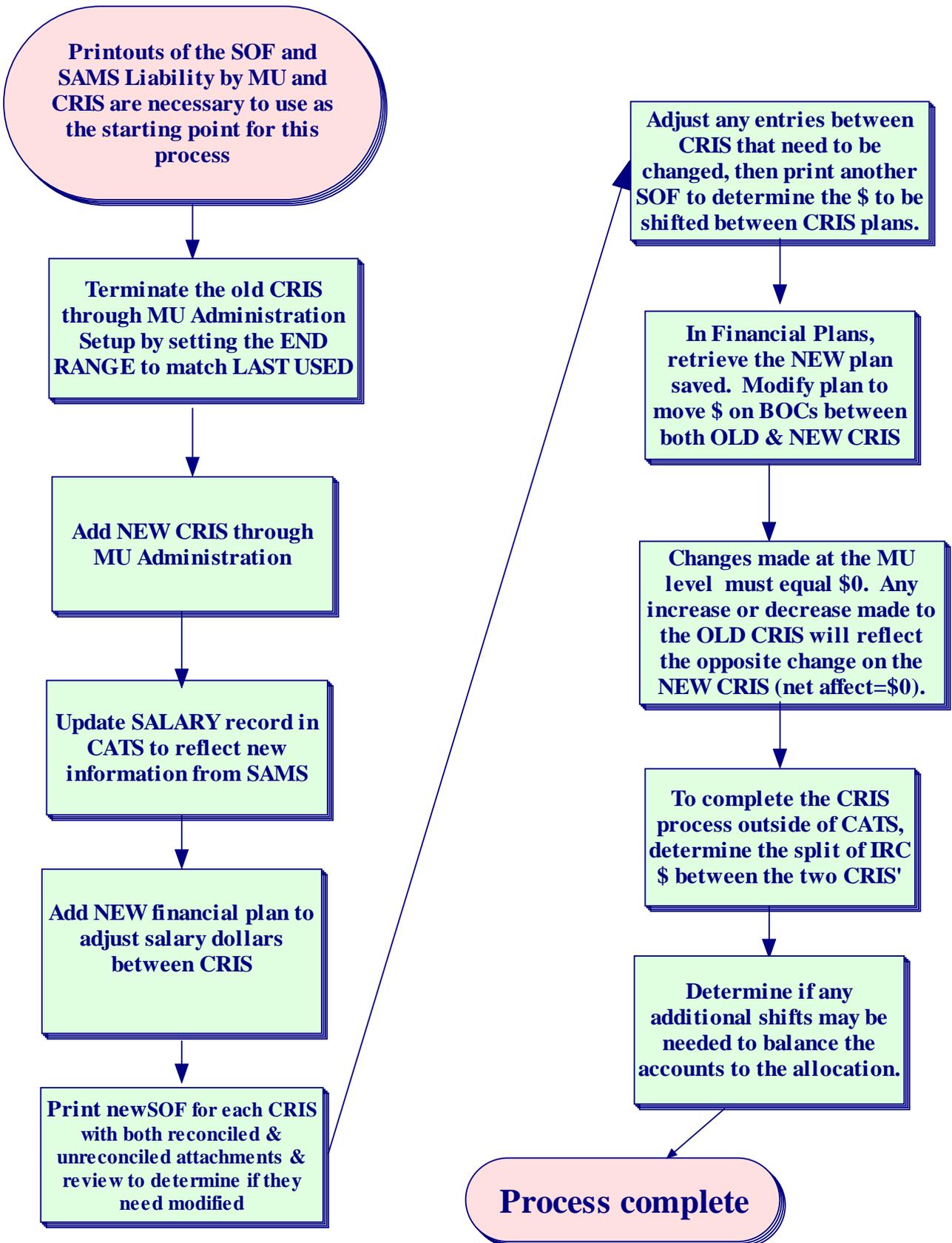


WORKING WITH THE SEARCH RESULTS:

Request Number	Vendor	Description	Amount	Date Requested	Status	Reconciled	Category
7-3601-915-01500	GSA,AutoChoice (...)	Vehicle P.O., MWAD-01-0...	727.20	04/03/2007	Working		0700
7-3601-915-15000	EAP	FY2007 Employee Contra...	313.19	08/03/2006	Other	11/2006	0700
7-3601-915-15001	R.K. Dixon Co.	Maintenance Contract for ...	106.47	10/12/2006	Credit Card	12/2006	0700
7-3601-915-15002	J. Volk	Washington, DC-10/9-14...	1,700.94	10/20/2006	Other	11/2006	TRAV
7-3601-915-15003	J. Volk	Washington, DC-10/9-14...	115.02	10/20/2006	Other	11/2006	TRAV
7-3601-915-15004	D. Strub	St Louis-10/23-26/06	483.50	11/01/2006	Other	12/2006	TRAV
7-3601-915-15005	D. Strub	St Louis-10/23-26/06	10.80	11/01/2006	Other	12/2006	TRAV
7-3601-915-15012	GSA	locked in FFIS-FY06	114.31	11/02/2006	Other	11/2006	B2TR
7-3601-915-15013	GSA	Charges locked in FFIS-F...	-114.31	11/02/2006	Other	12/2006	B2TR
7-3601-915-15014	L. Abney	St Louis-10/25/06	153.53	11/03/2006	Other	12/2006	TRAV
7-3601-915-15015	G. Stonewall	Washington DC-10/29-11...	2,001.26	11/13/2006	Other	12/2006	TRAV
7-3601-915-15016	G. Stonewall	Washington DC-10/29-11...	169.68	11/13/2006	Other	12/2006	TRAV
7-3601-915-15017	R. Holzinger	Pittsburgh, PA-10/29-11/...	832.08	11/13/2006	Other	12/2006	TRAV
7-3601-915-15019	Peoria Journal Star	#00001 S/B 6013601926...	0.00	11/13/2006	Other	12/2006	NewD

- Selecting the ***Search*** button executes (or re-executes) the search as described on the tabs. Also on the Search screen are Create Template, Retrieve/Modify, View Original, and Print buttons.
 - The ***Create Template*** button allows for selecting any requisition from the search results and creating a template out of it (useful for ordering similar items frequently). Templates can be used from the Data Entry menu.
 - The ***Retrieve/Modify*** button will open the document in the proper entry screen for viewing or modifying the details (this is also the default behavior if selecting on a requisition).
 - The ***Print*** button allows for printing the results of the search.
- On this screen, select any of the column titles and the results will sort on that column. For example, select the Vendor label and the list will sort by Vendor. The default sort is by Requisition Number.

CRIS TERMINATION PROCESS



CRIS TERMINATIONS

NOTE: Prior to doing CRIS terminations in CATS, CRIS terminations in SAMS must be completed. Terminate CRIS in SAMS following the directions provided in the SAMS manual at <http://www.afm.ars.usda.gov/finance/resources.htm> and print the final liability by MU and liability by CRIS reports!

- Print an SOF on the terminating CRIS to use as the starting point

The screenshot shows a dialog box titled "CATS - Status of Funds Report - Selection Criteria". It contains several fields and options for configuring a report:

- Report:** A dropdown menu set to "Status of Funds By Account Code".
- Report Components:** A dropdown menu set to "By Sub Account With Account Code Cover Page".
- Location(s):** A list box containing three entries: "3611 - Urbana, IL", "3620 - NCAUR, Peoria, IL" (which is highlighted), and "3622 - Columbia, MD".
- Account Code(s):** A list box containing three entries: "701 36201 30 - Mycotoxin Research Unit" (highlighted), "701 36201 35 - Crop Bioprotection Research Unit", and "701 36201 40 - Food & Industrial Oil Research Unit".
- Ledger Date:** A text box containing "04/30/2007".
- Column Choices for Cover Page(s):** A group box containing three radio button options:
 - Reconciled, Unreconciled, Working, and Total Obligations/Commitments
 - Reconciled, Unreconciled (includes Working), and Total Obligations/Commitments
 - Total Obligations/Commitments only (no detail columns)
- Include Attachments:** A checked checkbox.
- Attachment Choices:** A group box containing four radio button options:
 - Unreconciled Only (with Total)
 - Reconciled Only (with Total)
 - Both (reconciled and unreconciled listed separately with a total after each)
 - Merged (reconciled and unreconciled sorted together with only one total at the end)

On the right side of the dialog box, there are two buttons: "Print" and "Close".

- Terminate old CRIS thru **Management Unit Administration** by setting 'End Range' to match 'Last Used'

CATS - Management Unit Administration

Description	Number	Administrator	IHA	CPAIS
Photosynthesis Research	7013611130	dort	130	
Admin Support, Urbana, IL	7013611910	bdonsbac	910	
UTILITIES	7013611966	bdonsbac	966	
Mycotoxin Research Unit	7013620130	dkendra	130	
Crop Bioprotection Research Unit	7013620135	pslning	135	
Food & Industrial Oil Research Unit	7013620140	serhan	140	
Plant Polymer Research Unit	7013620145	jwillett	145	
Cereal Products & Food Science Re...	7013620150	gbiresaw	150	

CATS - Sub Account Maintenance

MU: Mycotoxin Research Unit

Sub Accounts

Description	Number	Start Ran...	End Range
MTX - Alexander 032	032	01000	01999
MTX - Dombink 036	036	05000	05999
MTX - Maragos 035	035	04000	04999
MTX - Proctor 034	034	03000	03999
MTX - Wicklow 033	033	02000	02999

CATS - Sub Account Maintenance

Management Unit: Mycotoxin Research Unit

Sub Account Number: 034

Description: **MTX - Proctor 034**

Start Range: 03000 **End Range: 03999** Last Used: 03142

Sub Account	Start R...	End Ra...	Last Us...
032 - MTX - Alexander 032	1000	1999	1078
033 - MTX - Wicklow 033	2000	2999	2182
034 - MTX - Proctor 034	3000	3999	3142
035 - MTX - Maragos 035	4000	4999	4038
036 - MTX - Dombink 036	5000	5999	5012

CRIS Number: 3620 - 42000 - 034 - 00 - D Research CRIS (Include in CAM)

Accession #: 0410216 CRIS Start Date: 01/25/2006

Mode Code: 3620 - 30 - 00 CRIS End Date: 09/30/2007

Buttons: OK, Cancel

- Add NEW CRIS thru Management Unit Administration

The image shows two overlapping windows from the CATS system. The top window, titled "CATS - Management Unit Administration", displays a list of units with columns for Description, Number, Administrator, IHA, and CPAIS. The "Mycotoxin Research Unit" (Number 7013620130) is highlighted. The bottom window, titled "CATS - Sub Account Maintenance", shows the "Sub Accounts" table for the selected unit. The table has columns for Description, Number, Start Range, and End Range. The "MTX - Proctor 034" (Number 034) is highlighted.

Description	Number	Administrator	IHA	CPAIS
Photosynthesis Research	7013611130	dort	130	
Admin Support, Urbana, IL	7013611910	bdonsbac	910	
UTILITIES	7013611966	bdonsbac	966	
Mycotoxin Research Unit	7013620130	dkendra	130	
Crop Bioprotection Research Unit	7013620135	pslining	135	
Food & Industrial Oil Research Unit	7013620140	serhan	140	
Plant Polymer Research Unit	7013620145	jwillett	145	
Cereal Products & Food Science Re...	7013620150	gbiresaw	150	

Description	Number	Start Ran...	End Range
MTX - Alexander 032	032	01000	01999
MTX - Dombink 036	036	05000	05999
MTX - Maragos 035	035	04000	04999
MTX - Proctor 034	034	03000	03999
MTX - Wicklow 033	033	02000	02999

- Update the salary record in *Salaries* from the CATS Main Menu to reflect new info from SAMS

The image shows the "CATS - CRIS Allocation Tracking System - AMILLER(2007)" window. It displays a table of salary records with columns for Description, BOC, Actual, Projected, and Lapse. A black circle highlights the "Actual" and "Projected" columns for the "Mycotoxin Research Unit" entries. The "Date Last Modified" is 11/2/2006 and the "Salary Document #." is sala.

Description	BOC	Actual	Projected	Lapse
7013620130 - Mycotoxin Research Unit	1000	\$706,902.92	\$878,418.14	\$0.00
7013620130 - Mycotoxin Research Unit	6000	\$550,748.79	\$668,001.57	\$366.26
		Actual	Projected	Lapse
		As of PP 05		
032 - 36204200003200D	1000	\$169,077.64	\$212,148.02	
032 - 36204200003200D	6000	\$106,831.28	\$128,785.20	
033 - 36204200003300D	1000	\$175,584.30	\$213,877.83	
033 - 36204200003300D	6000	\$223,601.26	\$265,002.26	
034 - 36204200003400D	1000	\$189,093.50	\$237,882.00	
034 - 36204200003400D	6000	\$117,749.99	\$152,494.54	
035 - 36204200003500D	1000	\$117,593.06	\$146,279.31	
035 - 36204200003500D	6000	\$75,743.42	\$85,740.29	\$366.26
036 - 36204200003600D	1000	\$55,554.42	\$68,230.98	
Unallocated	1000	\$0.00	\$0.00	\$0.00
Unallocated	6000	\$0.00	\$0.00	\$0.00

- Select **Accounting**, then **Financial Plans** from the Main Menu. Add a NEW Plan to the MU that will have a total of \$0. Use this plan to move money between the 'OLD' CRIS and the 'NEW' CRIS. The amount of salary dollars to be moved between the CRIS' can be obtained by looking at the Plan dollars on the SAMS Liability by CRIS reports for each CRIS. Adjust the Plan dollars for Salaries and save the plan.

CATS - CRIS Allocation Tracking System - AMILLER(2007) - [Financial Plan]

MU 701-3620-130 Sub 032 3620-42000-032-000 Sub 033 3620-42000-033-000 Sub 034 3620-42000-034-000 Sub C

Management Unit: Mycotoxin Research Unit Start Date: 1/25/2006
 Accounting Code: 701-3620-130 Plan: 05 End Date: 9/30/2007

DESCRIPTION	OBJECT CLASS	Unassigned Balance	PREVIOUS CRIS AMOUNT	CURRENT CHANGES AMOUNT	REVISED AMOUNT
Scientific Effort	1000	\$0.00	\$379,600.00		\$379,600.00
Support Effort	6000	\$0.00	\$241,300.00	\$0.00	\$241,300.00
SUBTOTAL		\$0.00	\$620,900.00	\$0.00	\$620,900.00
Travel and Transp of Persons	2100	\$0.00	\$13,600.00	\$0.00	\$13,600.00
Transportation of Things	2200	\$0.00	\$0.00	\$0.00	\$0.00
Rents Communication	2300	\$0.00	\$0.00	\$0.00	\$0.00
Printing and Reproduction	2400	\$0.00	\$0.00	\$0.00	\$0.00
Other Services	2500	\$0.00	\$4,000.00	\$0.00	\$4,000.00
Repair, Alter or Maint	2530	\$0.00	\$1,391.00	\$0.00	\$1,391.00
R.S.A	2554	\$0.00	\$0.00	\$0.00	\$0.00
Supplies and Materials	2600	\$0.00	\$69,788.00	\$0.00	\$69,788.00
Support Services	2000	\$0.00	\$0.00	\$0.00	\$0.00
Equipment	3100	\$0.00	\$24,000.00	\$0.00	\$24,000.00
Lands and Structures	3200	\$0.00	\$0.00	\$0.00	\$0.00
Extramural Support	4000	\$0.00	\$0.00	\$0.00	\$0.00
SUBTOTAL		\$0.00	\$112,779.00	\$0.00	\$112,779.00
TOTALS		\$0.00	\$733,679.00	\$0.00	\$733,679.00
BASE FUNDS		\$0.00	\$752,789.00	\$0.00	\$752,789.00

Remarks:

Add Search Backward Plan Forward Plan Previous MU Next MU Save Print Close

- Print a new SOF for each CRIS with reconciled and un-reconciled attachments. Review reports and determine if any entries need to be modified to change the CRIS assignment.
- Once all CRIS changes are complete, print another SOF to use in determining the dollars to be shifted between CRIS plans.
- Select the **Financial Plans** menu, then select the plan saved above. Modify plan to move dollars on each object class between the OLD and NEW CRIS. These changes should result in a balance on the OLD CRIS of \$0. Any balance (+ or -) will be reflected on the NEW CRIS.
- To complete the CRIS termination process outside of CATS, it will be necessary to determine the split of IRC dollars between the two CRIS' and then determine if any additional shifts of dollars may be required to balance the accounts.

USER FIELDS - User Field Report Dollar/Percentage calculations:

- This section clarifies the use of the User Fields on the SDE and AD700 entry screens.
- There can be a modifier included in the User Fields. This number will follow one of two sets of allowable separation characters. The characters are "\$\$" or "%%". If either of these sets of characters exist in the user fields, the search criteria will ignore them and anything following them (example if the User Field had "CMP\$\$1,200.23" a search for an exact match of "CMP" should select this record).
- The separation characters signify that the following number is either a dollar amount (\$\$) or a percentage (%%). If there is an invalid number after the separation characters, the separation characters and what follows is ignored. The number should be valid if entered as a whole number or a decimal, with or without commas (i.e. 100 or 100.00 or 1,200.34 should all be valid). The report will not verify the amounts or percentages against anything. It is the users' responsibility for making sure the User Fields have good data in them (i.e. if the percentages in the user fields add up to more or less than 100%, the program and report do not have to report any kind of error).
- The contents of the Amount column on each line of the User Field Report are as follows:
 - If there are no separation characters and the field matches the search criteria, print the AD700 total (or procurement total if available) in the total column.
 - If there is a \$\$ separation character and the characters before the separation characters match the search criteria, print the dollar amount after the separation character in the Amount column.
 - If there is a %% separation character and the characters before the separation characters match the search criteria, calculate that percentage of the AD700 total (or the procurement total if available) and print the resulting dollar amount in the total column (or the total amount if the number is greater than 100).
 - If there is a separation character in the field but a valid number does not follow the separation character, ignore the information following the separation character and print the total amount in the Amount column.
- The total at the end of the report will be based on the numbers printed in the Amount column.
- The user may also enter a dollar amount to show as an allocation on the report (a non-mandatory "allocation" field on the search criteria dialog). If this is used, the report will subtract the total at the end of the report from this entered amount and print an "Estimated Balance" (the report footer includes the total obligated which is the total of the amount column, the total allocation entered in the search criteria dialog, and the estimated balance which is the difference in the two).



Remember, if there are
ANY QUESTIONS
ABOUT CATS, regardless
of the type of problem
encountered, e-mail the
CATS help team at:

cats@ars.usda.gov

APPENDIX A: REPORTS

AD700 Log Report - Sample

AD700 Log For IHA: 926 MU: 7013601926 5/2/07 10:54 am

IHA: 926 MU: 7013601926 SubAccount: 001 - Only One Page# 1

Requisition#	Req Date	Contact	Vendor	Description	SubAccount Total	AD700 Total
7-3601-926-26000	10/16/2006	No Contact	D. Palmquist	Indianapolis 10/4-5/06	175.00	175.00
7-3601-926-26001	10/16/2006	No Contact	D. Palmquist	Indianapolis 10/4-5/06	16.35	16.35
7-3601-926-26002	11/01/2006	No Contact	D. Palmquist	St Louis-10/23-26/06	575.60	575.60
7-3601-926-26009	11/07/2006	Snell Paula	National Toner Warehouse	Printer Fuser Kit	215.94	215.94
7-3601-926-26010	04/03/2007	Palmquist Debra	Kansas State University STAT Meeting	Registration fee-Applied Statistics in Agriculture	150.00	150.00
7-3601-926-26011	04/19/2007	No Contact	EIS (Exec. Information Systems)	SAS Basic Contract for 2007	15,528.80	15,528.80
7-3601-926-99995	12/21/2006	No Contact	No vendor selected	Salary 6000 - Actual as of PP 05	66,087.15	66,087.15
7-3601-926-99997	12/21/2006	No Contact	No vendor selected	Salary 6000 - Projected as of PP 05	79,373.14	79,373.14
Grand Total:					\$162,121.98	\$162,121.98

Status of Funds by Account Code - Sample

STATUS OF FUNDS BY ACCOUNT CODE

5/2/07 12:36 pm

FUNDHOLDER: Steven R. Bhafer

LEDGER DATE: 04/02/2007

ACCOUNT: 701-3601-926
DESCRIPTION: MWA Biomet

	<u>FINANCIAL PLAN</u>	<u>RECONCILED</u>	<u>UNRECONCILED</u>	<u>WORKING</u>	<u>TOTAL OBLIG/COMM</u>	<u>BALANCE AVAILABLE</u>
<u>SALARIES</u>						
1000 SCIENTIFIC EFFORT	0.00	0.00	0.00	0.00	0.00	0.00
6000 SUPPORT EFFORT	148,334.00	66,087.15	79,373.14	0.00	145,460.29	2,873.71
	<hr/>	<hr/>	<hr/>	<hr/>	<hr/>	<hr/>
SUBTOTAL	148,334.00	66,087.15	79,373.14	0.00	145,460.29	2,873.71
<u>CONTRACT SUPPLIES & SERVICES</u>						
2000 SUPPORT SERVICES	0.00	0.00	0.00	0.00	0.00	0.00
2100 TRAVEL & TRANSP OF PERSON	7,000.00	750.60	0.00	0.00	750.60	6,249.40
2200 TRANSPORTATION OF THINGS	0.00	0.00	0.00	0.00	0.00	0.00
2300 RENTS, COMMUNICATIONS & U	5,355.00	0.00	0.00	0.00	0.00	5,355.00
2400 PRINTING & REPRODUCTION	0.00	0.00	0.00	0.00	0.00	0.00
2500 OTHER SERVICES	0.00	16.35	0.00	0.00	16.35	-16.35
2530 REPAIR, ALTER OR MAINT OF	0.00	0.00	0.00	0.00	0.00	0.00
2554 RESEARCH	0.00	0.00	0.00	0.00	0.00	0.00
2600 SUPPLIES AND MATERIALS	11,871.00	150.00	215.94	0.00	365.94	11,505.06
	<hr/>	<hr/>	<hr/>	<hr/>	<hr/>	<hr/>
SUBTOTAL	24,226.00	916.95	215.94	0.00	1,132.89	23,093.11
<u>EQUIPMENT</u>						
3100 EQUIPMENT	0.00	0.00	0.00	15,528.80	15,528.80	-15,528.80
3200 LANDS AND STRUCTURES	0.00	0.00	0.00	0.00	0.00	0.00
	<hr/>	<hr/>	<hr/>	<hr/>	<hr/>	<hr/>
SUBTOTAL	0.00	0.00	0.00	15,528.80	15,528.80	-15,528.80
<u>EXTRAMURAL</u>						
4000 EXTRAMURAL SUPPORT	0.00	0.00	0.00	0.00	0.00	0.00
	<hr/>	<hr/>	<hr/>	<hr/>	<hr/>	<hr/>
SUBTOTAL	0.00	0.00	0.00	0.00	0.00	0.00
ALL OTHER TOTAL	24,226.00	916.95	215.94	15,528.80	16,661.69	7,564.31
ACCOUNT TOTAL	172,560.00	67,004.10	79,589.08	15,528.80	162,121.98	10,438.02

GLOBAL COMMENTS:

PLAN NUMBER: 2

ALLOC 02: FY2007 PAY COST DISTRIBUTION

PLAN NUMBER: 1

ALLOC 01: Initial ARMP3 Plan

STATUS OF FUNDS BY SUBACCOUNT

5/2/07 12:42 pm

SUBHOLDER: 3601-88888-002
 FUNDHOLDER: Steven R. Shafer

ACCOUNT: 701-3601-926-001
 DESCRIPTION: Only One

LEDGER DATE: 04/02/2007

	<u>FINANCIAL PLAN</u>	<u>RECONCILED</u>	<u>UNRECONCILED</u>	<u>WORKING</u>	<u>TOTAL OBLIG/COMM</u>	<u>BALANCE AVAILABLE</u>
<u>SALARIES</u>						
1000 SCIENTIFIC EFFORT	0.00	0.00	0.00	0.00	0.00	0.00
6000 SUPPORT EFFORT	148,334.00	66,087.15	79,373.14	0.00	145,460.29	2,873.71
SUBTOTAL	148,334.00	66,087.15	79,373.14	0.00	145,460.29	2,873.71
<u>CONTRACT SUPPLIES & SERVICES</u>						
2000 SUPPORT SERVICES	0.00	0.00	0.00	0.00	0.00	0.00
2100 TRAVEL & TRANSP OF PERSON	7,000.00	750.60	0.00	0.00	750.60	6,249.40
2200 TRANSPORTATION OF THINGS	0.00	0.00	0.00	0.00	0.00	0.00
2300 RENTS, COMMUNICATIONS & U	5,355.00	0.00	0.00	0.00	0.00	5,355.00
2400 PRINTING & REPRODUCTION	0.00	0.00	0.00	0.00	0.00	0.00
2500 OTHER SERVICES	0.00	16.35	0.00	0.00	16.35	-16.35
2530 REPAIR, ALTER OR MAINT OF	0.00	0.00	0.00	0.00	0.00	0.00
2554 RESEARCH	0.00	0.00	0.00	0.00	0.00	0.00
2600 SUPPLIES AND MATERIALS	11,871.00	150.00	215.94	0.00	365.94	11,505.06
SUBTOTAL	24,226.00	916.95	215.94	0.00	1,132.89	23,093.11
<u>EQUIPMENT</u>						
3100 EQUIPMENT	0.00	0.00	0.00	15,528.80	15,528.80	-15,528.80
3200 LANDS AND STRUCTURES	0.00	0.00	0.00	0.00	0.00	0.00
SUBTOTAL	0.00	0.00	0.00	15,528.80	15,528.80	-15,528.80
<u>EXTRAMURAL</u>						
4000 EXTRAMURAL SUPPORT	0.00	0.00	0.00	0.00	0.00	0.00
SUBTOTAL	0.00	0.00	0.00	0.00	0.00	0.00
ALL OTHER TOTAL	24,226.00	916.95	215.94	15,528.80	16,661.69	7,564.31
ACCOUNT TOTAL	172,560.00	67,004.10	79,589.08	15,528.80	162,121.98	10,438.02

GLOBAL COMMENTS:

PLAN NUMBER: 2

ALLOC 02: FY2007 PAY COST DISTRIBUTION

PLAN NUMBER: 1

ALLOC 01: Initial ARMP3 Plan

ATTACHMENT A BY SUBACCOUNT

TODAY'S DATE: 5/2/2007

LEDGERDATE: 04/02/2007

ACCOUNT CODE: 701-3601-926

SUBACCOUNT: 001

SUBHOLDER: 3601-88888-002

ALL RECONCILED TRANSACTIONS

<u>TRANSACTION</u>	<u>AMOUNT</u>	<u>VENDOR</u>	<u>DESCRIPTION</u>	<u>OBJECT CLASS</u>	<u>LEDGER FLAG</u>	<u>LEDGER/ ORDERED DATE</u>	<u>PERCENT</u>
0700 -926-26010	150.00	Kansas State Univrs	Registration fee-Applied Statistics In Agriculture	2670	Y	04/02/2007	100.00
SLRY -SALA2	66,087.15		Salary 6000 - Actual as of PP 05	6000	Y	04/02/2007	100.00
TRAV -6C8033601611	16.35	D. Palmquist	Indianapolis 10/4-5/06	2575	Y	11/03/2006	100.00
TRAV -7B80336010610	575.60	D. Palmquist	St Louis-10/23-26/06	2100	Y	12/07/2006	100.00
TRAV -7cs0336010611	175.00	D. Palmquist	Indianapolis 10/4-5/06	2100	Y	11/03/2006	100.00
TOTAL:	\$67,004.10						

ATTACHMENT A BY SUBACCOUNT

TODAY'S DATE: 5/2/2007

LEDGERDATE: NONE

ACCOUNT CODE: 701-3601-926

SUBACCOUNT: 001

SUBHOLDER: 3601-88888-002

ALL UN-RECONCILED TRANSACTIONS (INCLUDES WORKING STATUS)

<u>TRANSACTION</u>	<u>AMOUNT</u>	<u>VENDOR</u>	<u>DESCRIPTION</u>	<u>OBJECT CLASS</u>	<u>LEDGER FLAG</u>	<u>LEDGER/ ORDERED DATE</u>	<u>PERCENT</u>
0700 -926-26009	215.94	National Toner Wareh	Printer Fuser Kit	2670	N	11/07/2006	100.00
0700 -926-26011	15,528.80	EIS (Exec. Informati	SAS Basic Contract for 2007	3152	N	04/19/2007	100.00
SLRY -SALA3	79,373.14		Salary 6000 - Projected as of PP 05	6000	N	12/21/2006	100.00
TOTAL:	\$95,117.88						

R & M Report – Sample

Page: 1

SUMMARY OF REPAIR AND MAINTENANCE OBLIGATIONS

5/2/07 1:08 pm

Ledger Date: 05/02/2007

INCLUDES WORKING DOCUMENTS : YES

ACCOUNT CODE: 701-3622-115

ACCOUNT DESCRIPTION: CROPPING SYSTEMS & WATER QUALITY

TRANSACTION	AMOUNT	VENDOR	DESCRIPTION	OBJECT CLASS	LEDGER FLAG	LEDGER/ ORDER DATE
CCEN -7-RL00006	10.46	ORSCHELN	Misc. Field Supplies	2670	N	03/29/2007
CCEN -7-RL00005	121.92	ORSCHELN	Misc Field Supplies	2670	N	03/28/2007
CCEN -7-RL00003	7.50	Columbia Ice	Dry Ice	2670	Y	03/12/2007
CCEN -7-RL00002	7.50	Columbia Ice	Dry Ice	2670	Y	03/12/2007

ACCOUNT : 701-3622-115						
Sub - Total :	147.38					

LOCATION : 3622						
Sub - Total :	147.38					

AREA : 36						
Sub - Total :	147.38					

GRAND TOTAL :	147.38					

Credit Card Purchase Log – Sample Report

CREDIT CARD PURCHASE LOG

5/2/07 1:18 pm

CARDHOLDER NAME: **Snell Paula**

CC ORDER NUMBER	REQ NUMBER	ORDER DATE	VENDOR	DESCRIPTION	TOTAL COST	DATE RECVD	APPROVE DATE (NFC)	REMARKS
7-PS00002	7-3601-926-26009	11/07/2006	National Toner Warehouse	Printer Fuser Kit	\$215.94	11/09/2006		
7-PS00003	7-3601-999-99010	12/20/2007	Resource Network	Outlook Trifolds	\$2,471.26	12/26/2007	01/12/2007	
7-PS00007	7-3601-915-15085	01/12/2007	SDV Solutions, Inc	Toner Cartridge for HP LJ 3380 All-in-One (Lori)	\$168.44	01/12/2007	02/07/2007	
7-PS00008	7-3601-915-15105	02/15/2007	GovConnection	Printer Toner Cartridge	\$613.39	02/20/2007	02/26/2007	
7-PS00012	7-3601-915-15132		Communications Supply Corporat	Replacement UPS battery	\$116.96			
7-PS00013	7-3601-915-15133	04/09/2007	Rustime Software LLC	Data Recovery Software for FAT and USB Drives	\$69.00	03/27/2007	04/09/2007	
7-PS00014	7-3601-915-15134	04/09/2007	Franklin Covey	PenPlus 4.1 for MS Outlook -- for Diene	\$79.95	03/27/2007	04/09/2007	
7-PS00016	7-3601-915-15158	04/09/2007	GSA Advantage	Printer Cartridges	\$583.21	04/11/2007	04/20/2007	
7-PS00018	7-3601-925-25158		Gateway Computers	PC for Lori Wilson Voss	\$1,187.00			

User Fields Report – Sample Report

User Fields Report

5/2/07 1:25 pm

Search Criteria:

Exact Match - True
 All User Fields:
 User Field - AAO
 For IHA - <all>
 MU - <all>
 SubAccount - <all>
 Short Description - <all>
 Current Year - 2007
 Requisition Number Range - <all>

Sort Order - Requisition Number, Date, IHA/MU/Sub Account, User Fields

Requisition #	Req Date	Requestor	Vendor	Description	Status	Amount
7-3601-915-15001	10/12/2006	Brown, LaShay	R.K. Dixon Co.	Maintenance Contract for Deb Agee's Cannon Laser Class Fax	Credit Card	106.47
7-3601-915-15034	11/14/2006	Brown, LaShay	Copy Products Co.	Maintenance Contract, Canon Image Runners 330S	Credit Card	193.30
7-3601-915-15035	11/14/2006	Brown, LaShay	Copy Products Co.	Cannon Image Runners 330S for Copy Usage Expense	Credit Card	93.88
7-3601-915-15081	01/10/2007	Brown, LaShay	R.K. Dixon Co.	7500 Canon Laser Class Fax	Credit Card	106.47
7-3601-915-15082	01/10/2007	Brown, LaShay	Copy Products Co.	Maintenance Contract for Canon Image Runners 330S	Credit Card	193.30
7-3601-915-15090	02/02/2007	Brown, LaShay	Peoria Journal Star	Peoria Journal Star Classified Ad for B&F Officer	Credit Card	682.96
7-3601-915-15106	03/05/2007	Brown, LaShay	Copy Products Co.	Maintenance Contract for Canon Image Runner in IT Office	Credit Card	74.21
7-3601-915-15137	04/02/2007	Brown, LaShay	Jeffrey Alans	Picture Frame purchaed for Linda Theesfeld's Retirement Photo	Credit Card	16.19
7-3601-915-15138	04/02/2007	Brown, LaShay	CDS Office Technologies	Maintenance Agreement for Minolta Copiers for Copy Usage	Working	306.82
7-3601-915-15149	04/06/2007	Brown, LaShay	CDS Office Technologies	MAINTENANCE AGREEMENT FOR COPY USAGE ON MINOLTA COPIERS.	Working	270.08
7-3601-915-15159	04/17/2007	Brown, LaShay	Copy Products Co.	Maintenance Contract for Canon Image Runners for AD/IT Offices	Working	193.30
Total Obligated :						\$2,236.98

Account Status Reconciliation – Sample

Reconciliation Report

5/2/07 1:35 pm

Year	Management Unit	Sub Account	This Report Contains	Selected Date Range
2007	7013601915 - MWA DAD	<< Not specified >>	Reconciled Items Salary/NonSalary Items	01/01/2007 Thru 01/10/2007

Request#	Request Date	Description	Vendor	Status	Total Amount	Reconciled	Type	Number	BOC
7-3601-915-15049	12/06/2006	Sept bill	SBC	Other	-53.48	01/04/2007	B2TR	mjv0025	2337
7-3601-915-15051	12/06/2006	Sept bill	Celco Partnership	Other	-194.19	01/04/2007	B2TR	mjv0025	2336
7-3601-915-15053	12/06/2006	vehicle charges sept	GSA	Other	-27.50	01/04/2007	B2TR	mjv0024	2531
7-3601-915-15056	12/06/2006	vehicle charges Sept	GSA	Other	-55.00	01/04/2007	B2TR	mjv0024	2670
7-3601-915-15058	12/06/2006	vehicle charges Sept.	GSA	Other	-32.00	01/04/2007	B2TR	mjv0024	2650
7-3601-915-15061	12/06/2006	vehicle charges Sept.	GSA	Other	-316.17	01/04/2007	B2TR	mjv0024	2600
7-3601-915-15063	12/12/2006	San Francisco, CA-11/27-12/2/06	D. Strub	Other	1,521.50	01/04/2007	TRAV	7N80336010200	2100
7-3601-915-15064	12/12/2006	San Francisco, CA-11/57-12/2/06	D. Strub	Other	19.60	01/04/2007	TRAV	7N80336010200	2575
7-3601-915-15065	12/18/2006	Seattle, WA-12/3-9/06	G. Stonewall	Other	1,757.87	01/04/2007	TRAV	7C80336010206	2100
7-3601-915-15066	12/18/2006	Seattle, WA-12/3-9/06	G. Stonewall	Other	101.16	01/04/2007	TRAV	7C80336010206	2575
7-3601-915-15072	01/04/2007	Dec Bill	AT & T	Other	53.48	01/04/2007	UTIL	309-682-0036-357	2337
7-3601-915-15073	01/04/2007	01/01/07	Celco Partnership	Other	103.50	01/04/2007	UTIL	38039458500001	2336
7-3601-915-15074	01/04/2007	A308887	GSA	Other	98.77	01/04/2007	FUEL	12/2006	2614
7-3601-915-15075	01/04/2007	A314825	GSA	Other	73.72	01/04/2007	FUEL	12/2006	2614
7-3601-915-15076	01/04/2007	Refund	Federal Express	Other	-4.93	01/04/2007	Col	25	2670
7-3601-915-15077	01/04/2007	Supplemental-10/29-11/1/06	R. Holzinger	Other	107.89	01/04/2007	TRAV	7C80336010211	2100

Grand - Total: 3,154.22

	Plan	Reconciled	Unreconciled	Total	Balance
Salary	1,467,104.00	652,129.47	760,697.80	1,412,827.27	54,276.73
Other	63,502.00	23,034.86	10,184.00	33,218.86	30,283.14
Total	1,530,606.00	675,164.33	770,881.80	1,446,046.13	84,559.87

Period End Estimate – Sample Report

PERIOD END ESTIMATE

Page: 1

Ledger Date: 05/02/2007

5/2/07 1:38 pm

ACCOUNT CODE : 701-3601-926

ACCOUNT DESCRIPTION: MWA Biomet

ALL UN-RECONCILED TRANSACTIONS

TRANSACTION	AMOUNT	VENDOR	DESCRIPTION	OBJECT CLASS	LEDGER FLAG	LEDGER/ ORDERED DATE	SUB	SUBHOLDER
0700 -7-P800002	215.94	National Toner Warehouse	Printer Fuser Kit	2670	N	11/07/2006	001	360188888002000
Subtotal	215.94							
0700 -926-26011	15,528.80	EIS (Exec. Information Systems)	SAB Basic Contract for 2007	3152	N	04/19/2007	001	360188888002000
Subtotal	15,528.80							
SLRY -SALA3	79,373.14		Salary 6000 - Projected as of PP 05	6000	N	12/21/2006	001	360188888002000
Subtotal	79,373.14							
Grand Total	95,117.88							

Financial Plans – MU Plan Summary Sample Report

Agricultural Research Service
CRIS Allocation Tracking System
MU Plan Summary Report

5/2/07 1:43 pm

FISCAL YEAR	EFFECTIVE	MANAGEMENT UNIT	FUNDHOLDER		
2007	10/17/2006	MWA CEPS	Diane Strub		
PLAN	ACCOUNTING CODE				
1	701-3601-999				
DESCRIPTION	OBJECT CLASS	PREVIOUS PLANS AMOUNT	CURRENT CHANGES AMOUNT	REVISED AMOUNT	
Scientific Effort	1000	\$0.00	\$0.00	\$0.00	
Support Effort	6000	\$0.00	\$81,400.00	\$81,400.00	
SUBTOTAL		\$0.00	\$81,400.00	\$81,400.00	
Travel & Transp of Persons	2100	\$0.00	\$7,000.00	\$7,000.00	
Transportation of Things	2200	\$0.00	\$0.00	\$0.00	
Rents Communication	2300	\$0.00	\$5,370.00	\$5,370.00	
Printing & Reproduction	2400	\$0.00	\$0.00	\$0.00	
Other Services	2500	\$0.00	\$0.00	\$0.00	
Repair, Alter or Maint	2530	\$0.00	\$0.00	\$0.00	
R.S.A	2554	\$0.00	\$0.00	\$0.00	
Supplies and Materials	2600	\$0.00	\$45,534.00	\$45,534.00	
Support Services	2000	\$0.00	\$0.00	\$0.00	
Equipment	3100	\$0.00	\$0.00	\$0.00	
Lands & Structures	3200	\$0.00	\$0.00	\$0.00	
Extramural Support	4000	\$0.00	\$0.00	\$0.00	
SUBTOTAL		\$0.00	\$57,904.00	\$57,904.00	
TOTAL		\$0.00	\$139,304.00	\$139,304.00	
BASE FUNDS		\$0.00	\$139,304.00	\$139,304.00	

Prepared Date: 3/26/2007
REMARKS:
ALLOC 01: Initial ARMPB Plan

**Agricultural Research Service
CRIS Allocation Tracking System
MU Plan Summary Report**

5/2/07 1:43 pm

FISCAL YEAR	EFFECTIVE	MANAGEMENT UNIT	FUNDHOLDER
2007	3/26/2007	MWA CEPS	Diane Strub
PLAN	ACCOUNTING CODE		
2	701-3601-999		

DESCRIPTION	OBJECT CLASS	PREVIOUS PLANS AMOUNT	CURRENT CHANGES AMOUNT	REVISED AMOUNT
Scientific Effort	1000	\$0.00	\$0.00	\$0.00
Support Effort	6000	\$81,400.00	\$840.00	\$82,240.00
	SUBTOTAL	\$81,400.00	\$840.00	\$82,240.00
Travel & Transp of Persons	2100	\$7,000.00	\$0.00	\$7,000.00
Transportation of Things	2200	\$0.00	\$0.00	\$0.00
Rents Communication	2300	\$5,370.00	\$0.00	\$5,370.00
Printing & Reproduction	2400	\$0.00	\$0.00	\$0.00
Other Services	2500	\$0.00	\$0.00	\$0.00
Repair, Alter or Maint	2530	\$0.00	\$0.00	\$0.00
R.S.A	2554	\$0.00	\$0.00	\$0.00
Supplies and Materials	2600	\$45,534.00	\$0.00	\$45,534.00
Support Services	2000	\$0.00	\$0.00	\$0.00
Equipment	3100	\$0.00	\$0.00	\$0.00
Lands & Structures	3200	\$0.00	\$0.00	\$0.00
Extramural Support	4000	\$0.00	\$0.00	\$0.00
	SUBTOTAL	\$57,904.00	\$0.00	\$57,904.00
	TOTAL	\$139,304.00	\$840.00	\$140,144.00
	BASE FUNDS	\$139,304.00	\$840.00	\$140,144.00

Prepared Date: 3/26/2007
REMARKS:
ALLOC 02: FY2007 PAY COST DISTRIBUTION

Appendix B
Short Data Entry Suggested Uses

Short Data Entry Templates (Used by Midwest Area Office for Uniformity)			
Agreements (SCAS)			
Field Titles	Description	Sample	On Status of Funds
Agreement #	Number Assigned to Agreement	58-3625-4-100	Y - Transaction
Vendor	Cooperator	Iowa State University	Y - Vendor
Description	Type of Agreement	SCA	Y - Description
Budget Object	4000 Series	4521	Y - Object Class
Accounting Code	Accounting Code to be Charged	401-3825-112	
Sub Account	Sub Account to be Charged	001	Y - Sub
Date	Current Date	9/1/2004	Y - Ledger/Ordered Date
Amount	Amount of the Agreement	\$10,000.00	Y - Amount
Notes	Optional for Additional Information		N
User Fields	Optional		N
BPA Entry (BPAs)			
Field Titles	Description	Sample	On Status of Funds
45/43 PO	BPA Number	43-5114-4-0015	Y - Transaction
Vendor	Vendor from BPA	Fed-Ex	Y - Vendor
Prepared Date	Date the BPA was created	11/4/2003	Y - Description
Budget Object	BOCC from the BPA	2240	Y - Object Class
Accounting Code	Accounting Code to be Charged	401-3825-112	
Sub Account	Sub Account to be Charged	001	Y - Sub
Date	Date of the Invoice	7/2/2004	Y - Ledger/Ordered Date
Amount	Amount of the Invoice against the BPA	\$100.00	Y - Amount
Notes	Optional for Additional Information		N
User Fields	Optional		N
FTS Card (FTS#)			
Field Titles	Description	Sample	On Status of Funds
Month Charged	Month Charges on TDL	September	Y - Transaction
GSA	Vendor - GSA	GSA	Y - Vendor
FTS Charges	Month Charges Occurred	August	Y - Description
Budget Object	2332	2332	Y - Object Class
Accounting Code	Accounting Code to be Charged	401-3801-999	
Sub Account	Sub Account to be Charged	000	Y - Sub
Date	Current Date	9/1/2004	Y - Ledger/Ordered Date
Amount	Amount of Charges from TDL	\$75.00	Y - Amount
Notes	Optional for Additional Information		N
User Fields	Optional		N
GOV Gas Charges (FUEL)			
Field Titles	Description	Sample	On Status of Funds
Date of Charges	Month Charges on TDL	September	Y - Transaction
GSA CC	Vendor - GSA	GSA	Y - Vendor
Veh Lic Plate #	License Plate # from TDL	A308883	Y - Description
Budget Object	2614	2614	Y - Object Class
Accounting Code	Accounting Code to be Charged	401-3801-915	
Sub Account	Sub Account to be Charged	000	Y - Sub
Date	Current Date	9/1/2004	Y - Ledger/Ordered Date
Amount	Total Amount of Charges from TDL	\$55.55	Y - Amount
Notes	Optional for Additional Information		N
User Fields	Optional		N

Government Travel System (GVTS)			
Field Titles	Description	Sample	On Status of Funds
GVTS-CBA-B2#	B2# from Area Office	CG720	Y - Transaction
Vendor	Travel Company	Omega World Travel	Y - Vendor
Traveler	Name of Non-Government Traveler	A. Jones	Y - Description
Budget Object	BOCC from B2 Document	2111	Y - Object Class
Accounting Code	Accounting Code to be Charged	401-3625-110	
Sub Account	Sub Account to be Charged	015	Y - Sub
Date	Current Date	9/1/2004	Y - Ledger/Ordered Date
Amount	Amount from the B2 Document	\$363.95	Y - Amount
Notes	Optional for Additional Information		N
User Fields	Optional		N
Interagency Agreements (IAGY)			
Field Titles	Description	Sample	On Status of Funds
Agreement #	Number Assigned to Agreement	60-3625-04-123	Y - Transaction
Vendor	Cooperator (Federal Agency)	ICD	Y - Vendor
Description	Purpose of the Agreement	Maintenance Allowance - Menge	Y - Description
Budget Object	BOCC from the Agreement	2510	Y - Object Class
Accounting Code	Accounting Code to be Charged	401-3625-110	
Sub Account	Sub Account to be Charged	015	Y - Sub
Date	Current Date	9/1/2004	Y - Ledger/Ordered Date
Amount	Amount of the Agreement	\$30,000.00	Y - Amount
Notes	Optional for Additional Information		N
User Fields	Optional		N
Lock Box (Coll)			
Field Titles	Description	Sample	On Status of Funds
Transmittal #	ARS 94#	03 001	Y - Transaction
Vendor	Source of Payment	J. Doe	Y - Vendor
Purpose	Description from ARS 94	Jury Duty Refund	Y - Description
Budget Object	BOCC from ARS 94	1101	Y - Object Class
Accounting Code	Accounting Code to be Charged	401-3625-110	
Sub Account	Sub Account to be Charged	015	Y - Sub
Date	Current Date	9/1/2004	Y - Ledger/Ordered Date
Amount	Amount of Check (Always a Credit)	-\$10.00	Y - Amount
Notes	Optional for Additional Information		N
User Fields	Optional		N
Misc Acct Adj (B2TR)			
Field Titles	Description	Sample	On Status of Funds
B2#	Number from the B2 Document	38010000123	Y - Transaction
Vendor	Vendor Adjustment was Done on	C. Smith	Y - Vendor
Type of Adj	Short Description of the Adjustment	Salary Adjustment	Y - Description
Budget Object	BOCC from the B2 Document	1000	Y - Object Class
Accounting Code	Accounting Code to be Charged	401-3601-915	
Sub Account	Sub Account to be Charged	000	Y - Sub
Date	Current Date	9/1/2004	Y - Ledger/Ordered Date
Amount	Amount from the B2 Document	\$973.00	Y - Amount
Notes	Optional for Additional Information	Split Salary between 915 & 925	N
User Fields	Optional		N

New Document Type (NewD)			
Field Titles	Description	Sample	On Status of Funds
New Doc Number	Number Appropriate for Entry	123	Y - Transaction
New Vendor	Vendor From Source Document	Government Printing Office	Y - Vendor
New Description	Description of Transaction	Highlights Magazine	Y - Description
Budget Object	BOCC from Document	2870	Y - Object Class
Accounting Code	Accounting Code to be Charged	401-3601-915	
Sub Account	Sub Account to be Charged	000	Y - Sub
Date	Current Date	9/1/2004	Y - Ledger/Ordered Date
Amount	Amount from Document	\$10,000.00	Y - Amount
Notes	Optional for Additional Information		N
User Fields	Optional		N
Projections (PROJ)			
Field Titles	Description	Sample	On Status of Funds
Projection #	# Related to Obligation	4CS0336010402	Y - Transaction
Vendor	Vendor from Source Document	D. Strub	Y - Vendor
Projections	Description of Obligation	Madison 08/08-10/04	Y - Description
Budget Object	BOCC Appropriate for Charge	2100	Y - Object Class
Accounting Code	Accounting Code to be Charged	401-3601-915	
Sub Account	Sub Account to be Charged	000	Y - Sub
Date	Current Date	9/1/2004	Y - Ledger/Ordered Date
Amount	Amount of Projection	\$500.00	Y - Amount
Notes	Optional for Additional Information		N
User Fields	Optional		N
Purchase Orders (PURC)			
Field Titles	Description	Sample	On Status of Funds
PO Number	Purchase Order Number	40-8125-4-1234	Y - Transaction
Vendor	Vendor from Purchase Order	Leica	Y - Vendor
Description	Purpose of the Purchase Order	Microscope	Y - Description
Budget Object	BOCC from the Purchase Order	3121	Y - Object Class
Accounting Code	Accounting Code to be Charged	401-3601-915	
Sub Account	Sub Account to be Charged	000	Y - Sub
Date	Current Date	9/1/2004	Y - Ledger/Ordered Date
Amount	Amount of Purchase Order	\$75,000.00	Y - Amount
Notes	Optional for Additional Information		N
User Fields	Optional		N
SDE Projections (SPRJ)			
Field Titles	Description	Sample	On Status of Funds
Projection #	# Related to Obligation	4CS0336010425	Y - Transaction
Vendor	Vendor from Source Document	P. Scott	Y - Vendor
Description	Description of Obligation	Iowa 09/04	Y - Description
Budget Object	BOCC Appropriate for Charge	2100	Y - Object Class
Accounting Code	Accounting Code to be Charged	401-3601-915	
Sub Account	Sub Account to be Charged	000	Y - Sub
Date	Current Date	9/1/2004	Y - Ledger/Ordered Date
Amount	Amount of Projection	\$2,000.00	Y - Amount
Notes	Optional for Additional Information		N
User Fields	Optional		N

Task Orders (0347)			
Field Titles	Description	Sample	On Status of Funds
TO Number	RSA Task Order Number	T-4-3625-110	Y - Transaction
Vendor	RSA Cooperator	Iowa State University	Y - Vendor
Description	Purpose of Task Order	RSA - Additional Funds	Y - Description
Budget Object	2554	2554	Y - Object Class
Accounting Code	Accounting Code to be Charged	401-3625-110	
Sub Account	Sub Account to be Charged	015	Y - Sub
Date	Current Date	9/1/2004	Y - Ledger/Ordered Date
Amount	Amount of Task Order	\$2,400.00	Y - Amount
Notes	Optional for Additional Information		N
User Fields	Optional		N
Training (TRNG)			
Field Titles	Description	Sample	On Status of Funds
SF-182 Number	Number from Training Form (SF-182)	0021	Y - Transaction
Vendor	Vendor doing the Training	Management Concepts	Y - Vendor
Training Dates	Initials of Trainee & Dates of Training	LG - 12/06-08/04	Y - Description
Budget Object	BOCC from Training Form	2523	Y - Object Class
Accounting Code	Accounting Code to be Charged	401-3601-915	
Sub Account	Sub Account to be Charged	000	Y - Sub
Date	Date Training Form Approved	9/13/2004	Y - Ledger/Ordered Date
Amount	Amount of Training	\$750.00	Y - Amount
Notes	Optional for Additional Information	Location, Title of Course	N
User Fields	Optional		N
Travel (TRAV) - 2 Entries per Voucher			
Field Titles	Description	Sample	On Status of Funds
AD-202 Number	Authorization Number	4CS0338010401	Y - Transaction
Name of Traveler	Traveler	D. Strub	Y - Vendor
Dates of Travel	Destination & Dates	Ames 07/17-20/04	Y - Description
Budget Object	BOCC for Travel (Separate Entry for Misc.)	2100	Y - Object Class
Accounting Code	Accounting Code to be Charged	401-3601-915	
Sub Account	Sub Account to be Charged	000	Y - Sub
Date	Date Voucher was Released	7/24/2004	Y - Ledger/Ordered Date
Amount	Amount of Travel (Separate Entry for Misc.)	\$250.40 (Voucher Total Minus Misc.)	Y - Amount
Notes	Optional for Additional Information		N
User Fields	Optional		N
Utilities (UTIL)			
Field Titles	Description	Sample	On Status of Funds
Util Account #	Account Number from the Utility Co.	123456	Y - Transaction
Utility Co	Vendor - Utility Company	Ameren	Y - Vendor
Service Date	Dates of Service	07/11-08/12/04	Y - Description
Budget Object	BOCC for Utility Charge	2310	Y - Object Class
Accounting Code	Accounting Code to be Charged	401-3625-110	
Sub Account	Sub Account to be Charged	044	Y - Sub
Date	Current Date	9/1/2004	Y - Ledger/Ordered Date
Amount	Amount of Utilities	\$535.43	Y - Amount
Notes	Optional for Additional Information		N
User Fields	Optional		N

z-AT Entry (CCRD)			
Field Titles	Description	Sample	On Status of Funds
Credit Card Log #	Log Number	123	Y - Transaction
Vendor	Vendor Items Purchased From	GSA	Y - Vendor
Item Purchased	Short Description of Items Ordered	File Folders	Y - Description
Budget Object	Pertinent BOCC	2870	Y - Object Class
Accounting Code	Accounting Code to be Charged	401-3601-915	
Sub Account	Sub Account to be Charged	000	Y - Sub
Date	Current Date	9/1/2004	Y - Ledger/Ordered Date
Amount	Amount of Order	\$22.40	Y - Amount
Notes	Optional for Additional Information		N
User Fields	Optional		N

