



CATS

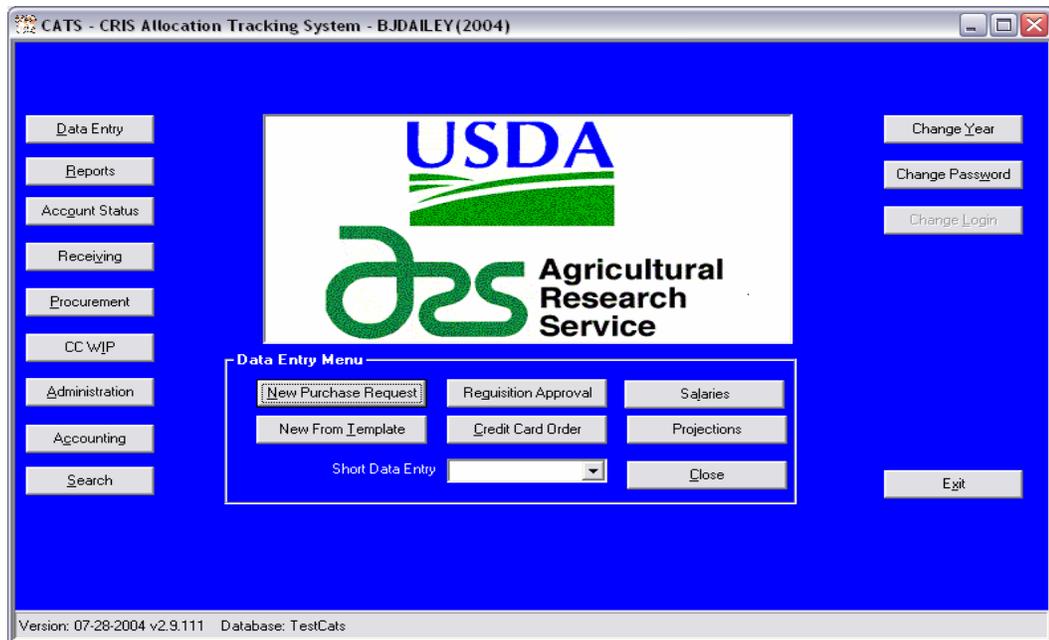
Procurement  
Functions

## NEW PURCHASE REQUESTS (Preparing AD700s)

**Target Users for this section: Procurement personnel, cardholders, and/or Accounting Technicians**

**Purpose of Section: To enter obligations in the form of AD700s or Purchase Requests and allow for assignment of procurement/credit card personnel to work the transaction from obligation to final receipt.**

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



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

CATS - Account Selector

Management Unit  
4013602110 CROP PRODUCTION AND PEST CO

Principal Sub Account  
004 - DR. N. NIELSEN

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.**



- **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: 1

Description:

Budget Object: 2670: Supplies and m

Unit Issue: ea

Quantity:

New Item Dele

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**CATS - CRIS Allocation Tracking System - BDAILEY(2004) - [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		Chloride	2670		10.	ea	\$18.00	\$180.00		
21 FOB Point							22 Discount Terms		<b>Sub-Total</b>	\$480.00
23 Required Delivery			23A Negotiated Delivery		24 Ship Via		26 Estimated Freight		<b>TOTAL</b>	\$480.00
Oct 19 2004							\$0.00			

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

Clone AD700 Print Save & Add Save Close

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

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

General    Detail    **Accounting**    Notes    Procurement

28 ACC LINE    29 ACCOUNTING CLASSIFICATION

A	B	C	D	E	30 Distribution	31 Amount
5	10	5 3	4	1 4 1 2		

01	40136	02110	004		100.000%	\$480.00
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RECOMMENDED SOURCES:

Vendors

R & M  
 None     Partial  
 Full

Clone AD700    Print    Save & Add    Save    Close

- The following screen will appear:

CATS - Accounts

Acc Line: 01

Use Validated MU    Use Unvalidated MU

Management Unit: 4013602110 - CROP PRODUCTION

Sub Account: 4 - DR. N. NIELSEN

Amount: \$480.00  
 Distribute by dollar amount  
 Distribute by percentage

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

New Account    Delete Account    Close

Select New Account.

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

**CATS - Accounts**

Acc Line: 2

Use Validated MU      Use Unvalidated MU

Management Unit: 4013602115 - NATIONAL SOIL ERO

Sub Account: \*P50 - STOTT 50/50

Amount: \$180.00

Distribute by dollar amount  
 Distribute by percentage

AD700 Total: \$480.00

Procurement Total: [Empty]

Unallocated amount: \$0.00

New Account  
Delete Account  
Close

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

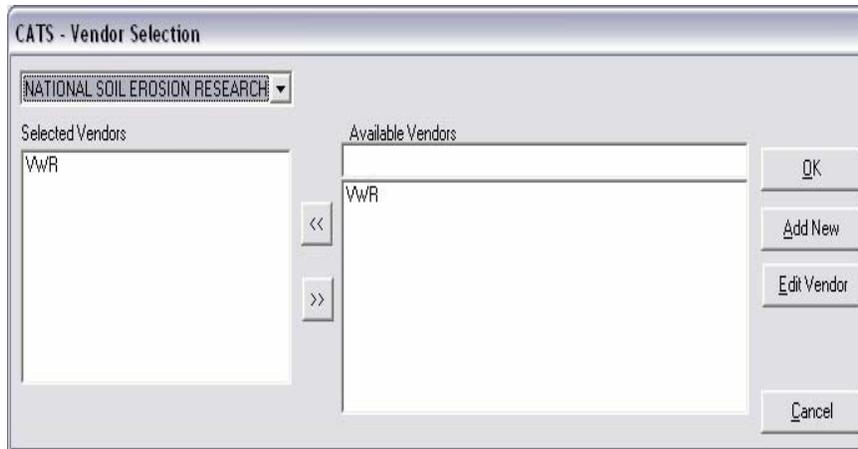
28 ACC LINE	A	B	C	D	E	30 Distribution	31 Amount
01	40136	02117	004			62.500%	\$300.00
02	40136	02115	*P50			37.500%	\$180.00
			004			18.750%	\$90.000
			005			18.750%	\$90.000

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

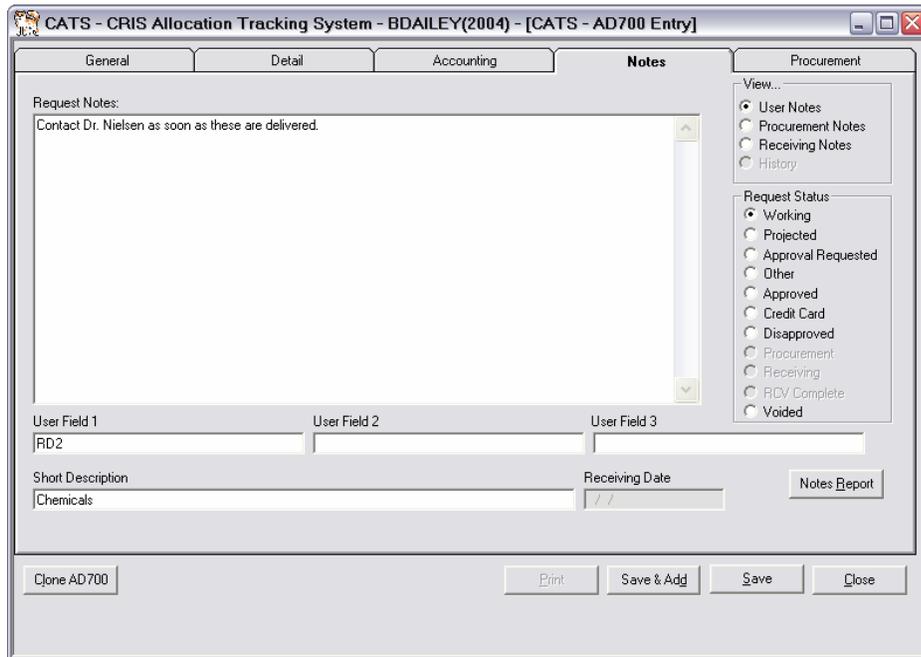
- **ACCOUNTING TAB (vendor):** To choose a vendor, select the *Vendor* button. A vendor list will pop up for the MU selected. If the vendor is not listed, select the *Add New* button.

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

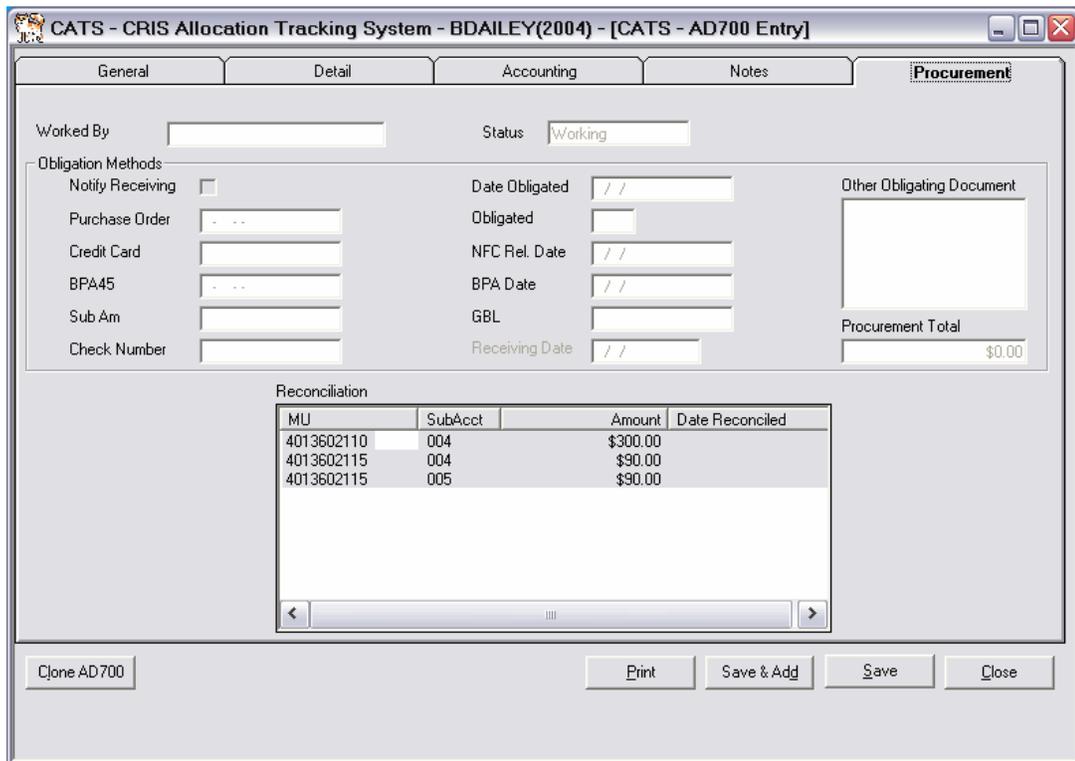
- Select several vendors if desired, but only the first vendor selected will print on the AD700



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



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



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



- **SAVE & ADD:** If entering multiple AD700s, use the *Save & Add* button, as opposed to *Save*. *Save & Add* will save the current AD700 and clear the document, except for the accounting tab information of the previous AD700.
- **CLONE AD700:** This creates an exact duplicate of the current AD700 and allows editing of the document in order to quickly enter multiple AD700s with similar information. It does not save the vendor or the BOC in the current version of CATS (2.9.111).

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

Print Preview

100%

1 / 1

powered by cry

**PROCUREMENT REQUEST**

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

TO: (Procurement Office)

1. REQUESTING OFFICE

2. RECEIVING OFFICE NO.

3. CONTRACT NUMBER (If Applicable)

4. ORDER DATE

5.

6. UNIT CODE

7. FUND CODE

8. PURCHASE/DELIVERY ORDER NUMBER

9.

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

S114

CO#XXXXXXXX

TS

1B. Date: October 6, 2004

CHECK ONE

Purchase Order

Delivery Order

10. TO: (Order)

11. SHIP TO: (Consumer and Destination)

UCDA, ARS, MWA

INCEL

West Lafayette, IN

INCIDE DELIVERY REQUESTED

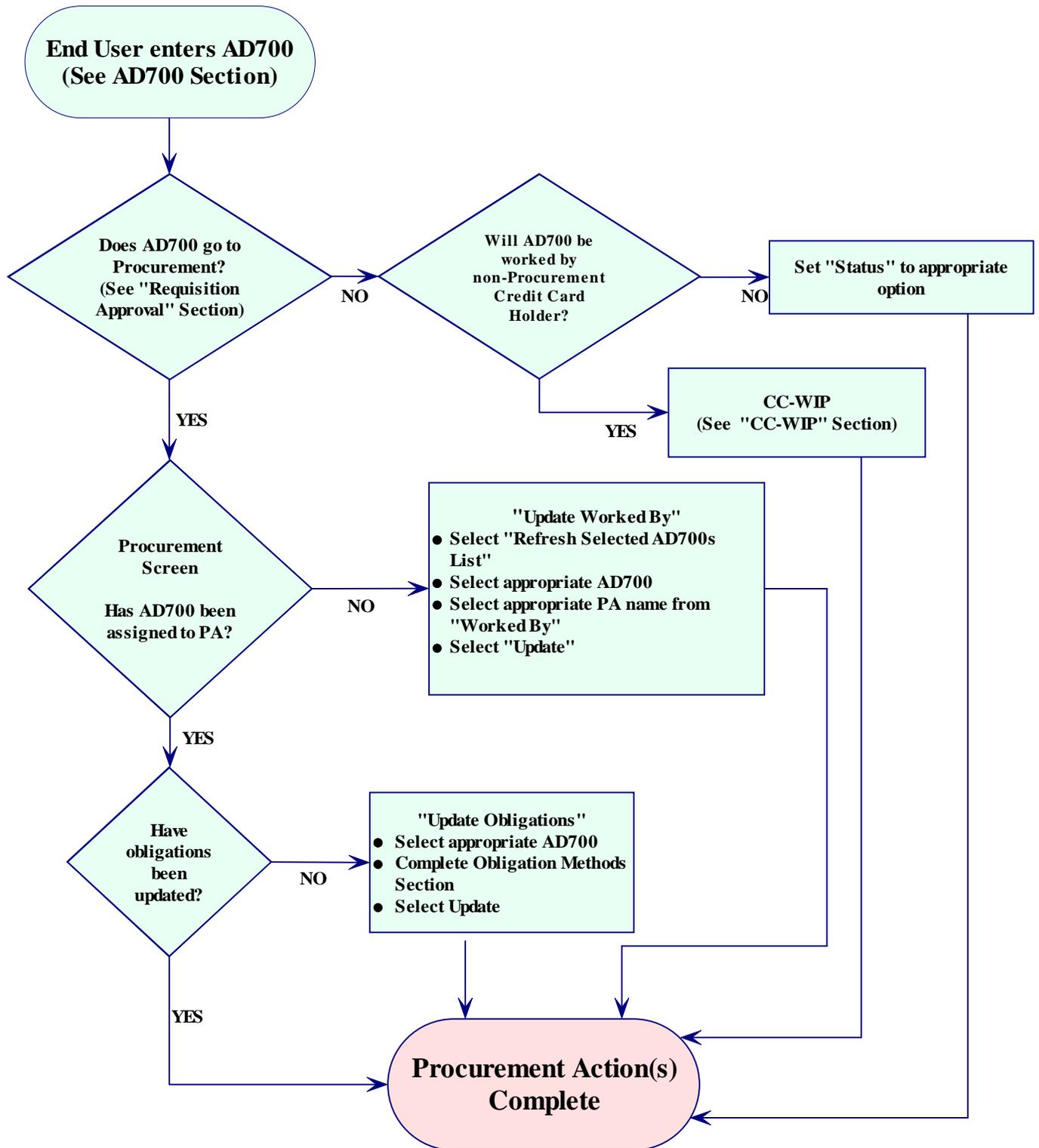
12. LINE ITEM	13. ACT. CODE	14. DESCRIPTION	15. BUDGET SUBJECT	16. ACQ. LINE	17. QUANTITY	18. UNIT CODE	19. UNIT PRICE	20. AMOUNT
1		Alcohol	2670		20.00	ea	\$15.00	\$300.00
2		Chloride	2670		10.00	ea	\$18.00	\$180.00

NOTES:

Contact Dr. Nielsen as soon as delivered

Close

# PROCUREMENT PROCEDURES

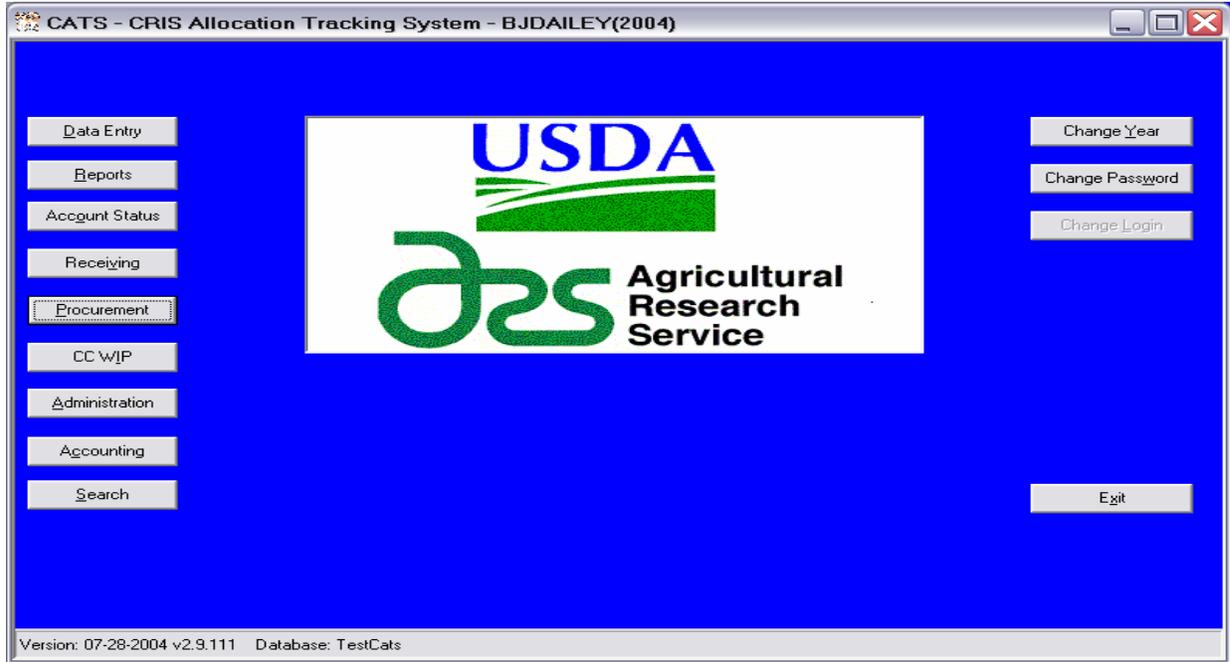


## PROCUREMENT FUNCTIONS

**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 Procurement screen in the CATS - CRIS Allocation Tracking System. The window title is "CATS - CRIS Allocation Tracking System - BJAILEY(2004) - [CATS - Procurement WIP Orders]". The interface is light gray. At the top, there are several dropdown menus: Fiscal Year (2004), 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 Obligations. A button labeled "Refresh Selected AD 700s List" is circled in red. Below the Update Mode section, there is a text input field for "Jump to Requisition Number (last 8 digits, no dashes):". A table with columns Request#, Requestor, Approve Date, Vendor Selected, Description, Est Total, and Worked By is displayed. Below the table, there are buttons for Retrieve/Modify this AD700, Print, Update, and Close. At the bottom, there is a section for Worked By Fields with a table for Lastname, Firstname, and LoginID, and input fields 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 dropdown menus for Fiscal Year (2004), Internal House Account (305), Management Unit (4013625305: Periparturient), Sub Account (ALL), and Worked By (ALL Unassigned). Below these are radio buttons for 'Update Mode' with 'Update Worked By' selected. A 'Refresh Selected AD700s List' button is visible. A table lists several AD700s with columns for Request#, Requestor, Approve Date, Vendor Selected, Description, Est Total, and Worked By. Below the table is a 'Worked By Fields' box containing a list of names (Haws, Dodd) and their corresponding LoginIDs (dhaws, sdodd). At the bottom, there are fields for 'Worked By', 'Date Assigned', 'Assigned By', and 'Deleted By', along with a 'Delete Assignment' button.

Request#	Requestor	Approve Date	Vendor Selected	Description	Est Total	Worked By
4-3625-305-01089	Bates, Annette ...	01/24/2004	Federal Express	Express pkg. - Mary Bo...	10.00	Unassigned
4-3625-305-01110	Bates, Annette ...	01/24/2004	Federal Express	Express pkg. - Mary Bo...	10.00	Unassigned
4-3625-305-01132	Waters, Theresa ...	01/12/2004	BioSource Interna...	IC-Fix	85.00	Unassigned
4-3625-305-01133	Waters, Theresa ...	01/12/2004	BD Pharmingen	STAT-1 antibody	235.00	Unassigned
4-3625-305-01152	Bates, Annette ...	01/24/2004	Federal Express	Express pkg. to M. Bow...	15.00	Unassigned
4-3625-305-01168	Bates, Annette ...	02/03/2004	Karen Piconi	Technical writing class (...)	300.00	Unassigned
4-3625-305-01275	Bates, Annette ...	07/24/2004	Iowa State Univer...	Salaru & benefits for Ha...	3,937.00	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 first one, but the 'Worked By' field in the 'Worked By Fields' box is now populated with 'dhaws'. The 'Update' button is highlighted with a red box. A blue callout box with an arrow points to the 'dhaws' entry in the 'Worked By Fields' list.

Request#	Requestor	Approve Date	Vendor Selected	Description	Est Total	Worked By
4-3625-305-01089	Bates, Annette ...	01/24/2004	Federal Express	Express pkg. - Mary Bo...	10.00	Unassigned
4-3625-305-01110	Bates, Annette ...	01/24/2004	Federal Express	Express pkg. - Mary Bo...	10.00	Unassigned
4-3625-305-01132	Waters, Theresa ...	01/12/2004	BioSource Interna...	IC-Fix	85.00	Unassigned
4-3625-305-01133	Waters, Theresa ...	01/12/2004	BD Pharmingen	STAT-1 antibody	235.00	Unassigned
4-3625-305-01152	Bates, Annette ...	01/24/2004	Federal Express	Express pkg. to M. Bow...	15.00	Unassigned
4-3625-305-01168	Bates, Annette ...	02/03/2004	Karen Piconi	Technical writing class (...)	300.00	Unassigned
4-3625-305-01275	Bates, Annette ...	07/24/2004	Iowa State Univer...	Salaru & benefits for Ha...	3,937.00	Unassigned

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

**CATS - CRIS Allocation Tracking System - BDAILEY(2004) - [CATS - Procurement WIP Orders]**

Fiscal Year: 2004 For Internal House Account: 110 Worked By: ALL Assigned

For Management Unit: 4013602110: CROP PROD 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	Est Total	Worked By
4-3601-110-01500	Dailey, B.J.	10/06/2004	VWR	Chemicals	480.00	Cooley, Danielle ...
4-3602-110-00541	Ramey, Dawn	03/25/2004	Federal Express	Ship 2/13/04 Graybosch	5.25	Overton, Janet ...
4-3602-110-00542	Ramey, Dawn	03/25/2004	Federal Express	Ship 2/7/04, NRI-Good...	5.25	Overton, Janet ...
4-3602-110-00543	Ramey, Dawn	03/25/2004	Federal Express	Ship 2/4/04	5.68	Overton, Janet ...
4-3602-110-00544	Overton, Janet	03/26/2004	DOT Scientific	Freezer & Refrig.	6,048.50	Overton, Janet ...
4-3602-110-00545	Overton, Janet	03/26/2004	Dienharts	growth chamber installat...	4,500.00	Overton, Janet ...
4-3602-110-00559	Ramey, Dawn	03/29/2004	PURDUE UNIVE...	REM expenses/1 of 2 \$...	538.20	Overton, Janet ...

Retrieve/Modify this AD700 Print Update Close

Obligation Methods

Notify Receiving  RCV Complete

Purchase Order: 40-52KJ-4-1234 Date Obligated: 10/06/2004

CC Agy Ref Num: Next Ref # Obligated: Complete

BPA45: NFC Rel. Date: / /

Sub Am: BPA Date: / /

Check Number: GBL: Procurement Total: 480.00

Mark one of these boxes as appropriate.

- To **update** the purchase information on an AD700:
  - Select **Update Obligations**, 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**.