

CATS User Manual

Table of Contents

Section I, THE SYSTEM

Introduction and History of CATS	Chapter 1.1, Page -----	3
System Requirements & CATS Main Screen	Chapter 1.2, Page -----	7
Search Tricks & Toolbar Reference	Chapter 1.3, Page -----	25
What's New in CATS & FAQs (Frequently Asked Questions).....	Chapter 1.4, Page -----	29
Commonly Used Acronyms and Abbreviations	Chapter 1.5, Page -----	35
Warning Messages	Chapter 1.6, Page -----	37

Section II, ACTION

Credit Card	Chapter 2.1, Page -----	41
Short Data Entry	Chapter 2.2, Page -----	67
AD-700 Purchase Request	Chapter 2.3, Page -----	91
Salaries	Chapter 2.4, Page ----	123
Account Reconciliation	Chapter 2.5, Page ----	139
Financial Plans	Chapter 2.6, Page ----	149
Projections	Chapter 2.7, Page ----	175
Account Status for Fund Holders	Chapter 2.8, Page ----	193
Reconciliation to OCP	Chapter 2.9, Page ----	201
Import ARMPS Financial Plans	Chapter 2.10, Page --	207
CAM (na).....	Chapter 2.11, Page --	221
Yearly Rollover	Chapter 2.12, Page --	223
Change Account Code/Mode Code (Area only)	Chapter 2.13, Page --	227

Section III, REPORTS

Status of Funds Report	Chapter 3.1, Page ----	231
User Field Report	Chapter 3.2, Page ----	251
Summary of User Fields Report	Chapter 3.3, Page ---	257
Credit Card Log Report	Chapter 3.4, Page ----	261
Financial Plans Report	Chapter 3.5, Page ----	265
Reconciliation Report	Chapter 3.6, Page ----	273
Budget Object Code (BOC) Report	Chapter 3.7, Page ----	279
Projections Report	Chapter 3.8, Page ----	285
Requisition (all transactions) Report	Chapter 3.9, Page ----	289
Relocation Report	Chapter 3.10, Page --	293
Repair and Maintenance (R&M) Report	Chapter 3.11, Page --	299
Year End Estimate Report	Chapter 3.12, Page --	303
User Account Reports	Chapter 3.13, Page --	307
Listing of Accounting Codes Report	Chapter 3.14, Page --	313

Section IV, REFERENCE TABLE ADMIN

Changing System Security/Mode Code	Chapter 4.1, Page----	319
MU Administration & Terminating CRIS's	Chapter 4.2, Page----	321
Shipping Address Administration	Chapter 4.3, Page----	333
User Administration	Chapter 4.4, Page----	341
User Field Administration	Chapter 4.5, Page----	353
Vendors Administration	Chapter 4.6, Page----	361
Relocation Users Administration	Chapter 4.7, Page----	369
Purchasing Agent Administration	Chapter 4.8, Page----	377
BOC Codes Administration (Agency Only)	Chapter 4.9, Page----	383

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Chapter 1.1, Introduction, Manual Use and Navigation, and CATS History

Contents

[I. Introduction](#)

[II. Manual Use and Navigation](#)

[III. CATS History](#)

I. Introduction

CRIS Allocation Tracking System (CATS) is used by Agricultural Research Service (ARS) and the National Agricultural Library (NAL) to track obligations at the accounting code and CRIS levels. It is basically our in-house accounting system. It is used to report annual CRIS expenditures to Budget and Program Management Staff (BPMS) via the CRIS Actualization Module (CAM) and to provide accurate year-end closing figures in accordance with financial management regulations. The easiest way to think of CATS is to compare it to your personal checkbook register and to compare the National Finance Center (NFC) as your bank. Each month you get a statement from your bank and you reconcile that statement against your checkbook register. This is the same relationship between CATS and NFC. Each month you get a statement from NFC, and you are required to reconcile that statement in CATS in order to show your fund holders the true and accurate obligations and remaining balances at the end of each fiscal month. CATS gives you a way to record and reconcile all valid commitments and obligations electronically. It also creates many useful reports for fund holders and other CATS users.

II. Manual Use and Navigation

This manual was designed to be used on line. This is because this manual is and will continue to be a “Work in Progress”. Due to ever-changing system functionality and system enhancements that are planned for the near future, this manual will continue to change over the next couple of years. The manual has many [Hyperlinks](#) that take you directly to that particular place in the manual. It also has navigation buttons at the bottom of every page that will return you to the beginning of the current chapter or to the Table of Contents. Therefore, at this time it is not recommended that you print this complete manual, but rather use the electronic features via the On-Line version. If you wish to print parts of the manual for training or other specific purposes, please feel free to do so.

Also, keep in mind that all of the images used in this manual were taken from the *Test Server*. The form labels, buttons, report formats, etc. should be correct; however the data on the forms and reports is fictitious and was used for testing and demonstration purposes only. In other words, it is not real data and does not show accurate transactions or security levels for users.

If you find any typographical errors or other omissions in this manual, please contact Phil Dailey on 541-738-4007 or phil.dailey@ars.usda.gov. Provide the page number and paragraph of where the error occurs; if validated, it will be corrected on the next version of the manual.

III. CATS History

In the early days of personal computers, our accounting systems was a DOS-based, stand-alone system named LOTS (Location Obligation Tracking System). LOTS was created by the Financial Management Division (FMD) within ARS and served the agency well for many years. With the introduction of the Windows-based operating systems in the mid 90's, it became harder and harder to maintain any DOS system, including LOTS. LOTS also had other inherent operational problems, such as being stand-alone. This allowed multiple versions to be used and sometimes people would be inadvertently using an old version and get into trouble. Also, backups needed to be created and maintained by each individual user. LOTS was followed by a system enhancement called ALRM, (Automated LOTS Reporting Module), which made access and printing reports from LOTS easier, but it still had the inherent DOS-based, stand-alone shortcomings. By the introduction of Windows 98 and subsequent Windows products, it was very evident a new system had to be found.

Therefore, shortly after the turn of the century, the FMD began looking for a replacement for LOTS that would modernize the system to be functional on Windows systems. The original CATS was developed mostly by the Mid-West Area (MWA). It was created from a requisition tracking system the MWA had in place called RTS. RTS was expanded to not only track requisitions, but to do all of the other financial and CRIS-based functions available in LOTS. After beta testing in FY 2004, CATS was fully deployed throughout the Agency in FY 2005. CATS also added many other features, such as user fields and the ability for credit card users to enter and maintain their logs on the CATS system itself. CATS was a server-based application, and therefore, users did not have to create and maintain backups. However, the software still needed to be installed on each PC, so version issues still sometimes arose.

ARIS, which is considered the backbone of all ARS systems, is based on the Oracle platform. Over time, other in-house FMD systems (SAMS & ARMPS) began migrating to the Oracle platform. CATS was unable to share data with these new systems, as it was based on an SQL platform. As time went on, other problems arose with CATS. It was initially developed in-house, but due to the complexity of the system, many enhancements and programming corrections to increase system performance and functionality needed to be contracted out at a significant cost to the agency. It became clear that a new version of CATS needed to be developed, in-house on the Oracle platform, which would look and feel the same as our other systems.

In August of 2006, the CATS Migration to Oracle Team was established by FMD, and consisted of users at different levels and occupations throughout the Agency. FMD continued the partnership with the Office of the Chief Information Office (OCIO), Applications Development Branch (ADB), to develop the system requirements in order to move CATS from the current platform to the Oracle platform. The team was also charged with developing new manuals and training materials for the new system deployment. The anticipated benefits would be that our own people would be developing the system, and the CATS team and FMD personnel would have direct contact with the program developers. If there were problems or if we needed to make upgrades, these

CATS History, (cont.)

were handled in-house. Also the system would be web based, like all of our other Oracle systems, therefore version problems would no longer exist. Backups are maintained at the OCIO agency level. The greatest benefit from the migration is that CATS, since it is on the same platform as the other systems, will be able to share duplicate data with ARIS, SAMS, ARMPS and other systems as they are developed.

New CATS, as with other FMD systems on the Oracle platform, was designed to be flexible enough to accommodate the largest Management Unit (MU) and produce reports required at all levels of the agency; MU, Location, Area and Headquarters. It is a user-friendly system with controls and consistency built in wherever possible. The controls are performed by the use of predefined selections and dynamic screens. The user can enter data by selecting choices found in predefined lists of values (LOVs) available via dropdown lists or by direct data entry. Direct data entry is validated wherever possible. This, plus the LOVs, reduces the possibility of typographical errors. Further controls of data entry are provided by dynamic screens which allow the user to enter data in required and optional fields only.

Although new CATS will continue to be enhanced, many benefits and efficiencies have already been realized from the new system:

- Updates to the software are handled centrally by the OCIO. No updates or adjustments (other than those required by Oracle) are required to the local PCs that use the data. Since the application is web-based, no special software is required, and the system can be accessed from almost any computer, world-wide.
- As with the old version of CATS, each Area Office has the authority to access each of its locations data and information. Therefore, if problems are identified, Area Office staff can look at the location's data from their own PC and help research the issue. If corrections to the data are required, the Area Office staff can make the corrections or instruct the location user how to correct the problem. Once the corrections are made, they will be seen immediately by both parties. Also, if an administrative vacancy occurs at a location, the Area Office can assist the location by maintaining CATS for them or can assign the rights to another Location to assist.
- The OCIO automatically backs up the data on a daily basis, eliminating the risk of data being lost or unrecoverable. This also relieves the Locations and Areas from this responsibility.

- Since ARIS, SAMS and ARMPS share the same platform with new CATS, the exchange of information between these systems has been greatly improved and automated wherever possible. Initial financial plans can be imported from ARMPS. Monthly salaries, actual and projected, can be loaded from SAMS. Project titles and numbers (CRISs) can be loaded and validated from ARIS. This will greatly reduce the chance of entering inaccurate information.

Agency-wide deployment of new CATS will take place in the first quarter of FY 2009. FMD, the CATS team and OCIO, ADB have put two years into the development of new CATS. We have maintained all of the useful functions from all of the previous systems plus we have added some new features and reports that were requested by you, the users. (See: [What's New in CATS](#).) The CATS Team, FMD and OCIO-ADB hope you enjoy using the new CATS.

We should be careful to get out of an experience only the wisdom that is in it - and stop there; lest we be like the cat that sits down on a hot stove-lid. She will never sit down on a hot stove-lid again, and that is well; but also she will never sit down on a cold one anymore either. -- *Mark Twain*

Chapter 1.2, System Requirements, & CATS Main Screen

Contents

[I. Introduction](#)

[II. System Requirements](#)

[A. Registering New Users](#)

[B. ARIS-CATS Access](#)

[C. Logging On to CATS](#)

[D. Logging Off](#)

[III. Main Screen](#)

[A. Purpose](#)

[B. Access Levels](#)

[C. Change Fiscal Year](#)

[D. Action Menu](#)

[E. Reports Menu](#)

[Status of Funds Sub Menu](#)

[F. Reference Menu](#)

[Appendix A](#)

[Appendix B](#)

I. Introduction

This section helps new users to get their systems set up to run CATS or any of the other ARIS systems. If users currently have access to any of the other seven ARIS systems, (SAMS, ARIS, ARMPS, etc.), their PC will be able to access CATS. CATS Requirements of this module will only need to be completed by those users that have never had access to other ARIS applications.

This section also instructs CATS users on how to log-on to they system and change their initial password set up by OCIO. Furthermore, it introduces CATS users to the Main Menu screens in CATS.

II System Requirements

There are multiple system requirements that allow CATS and other systems on the ARIS platform to work correctly. They are as follows:

- Microsoft Internet Explorer (minimum – 6.0 version; 7.0 also is compatible)
- Adobe Acrobat (Reader / Professional or higher)
- Jinitiator – First time users must install (see [Appendix A](#) for instructions)
- Popup blockers must be turned off or ARISAPP*.* must be made a trusted site

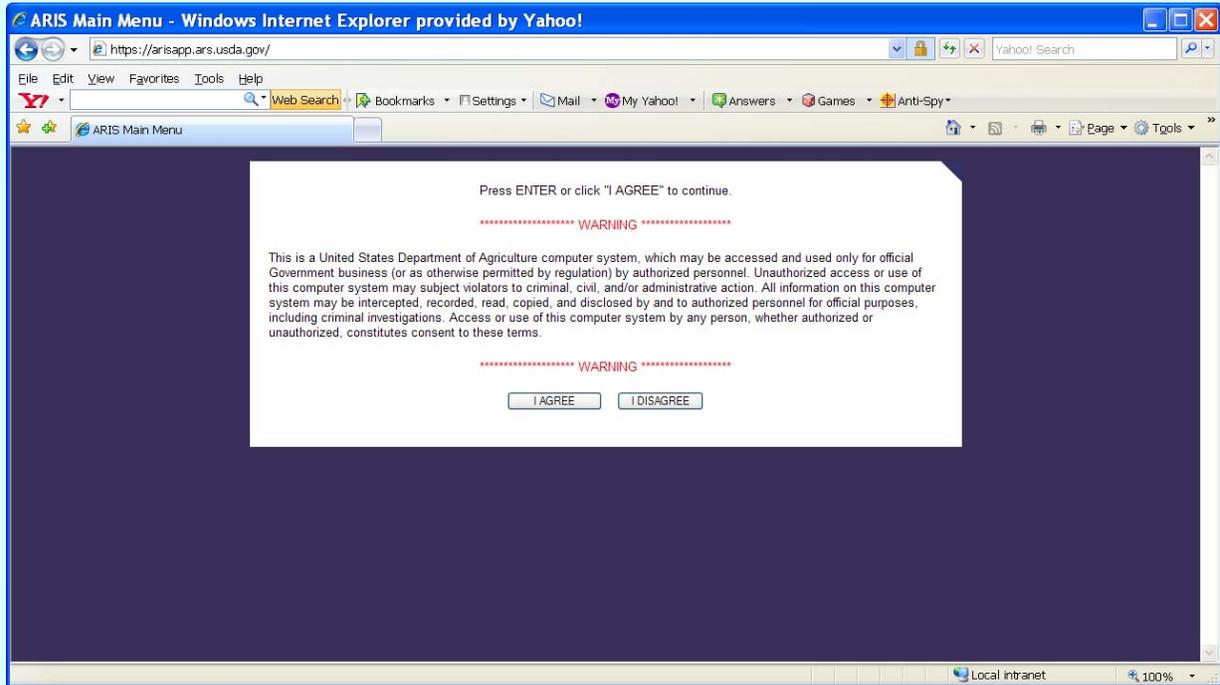
A. Registering New CATS Users

See [Appendix B](#).

B. ARIS – CATS Access

In Internet Explorer, enter the URL: <https://arisapp.ars.usda.gov> to get to the ARIS Security screen. Once entered, save it on your desktop for future use and ease in entry.

Image of ARIS Warning Security Screen



At the ARIS Security Warning screen, click **"I Agree"** to open the Application Main Menu screen.

Image of ARIS Application Main Page

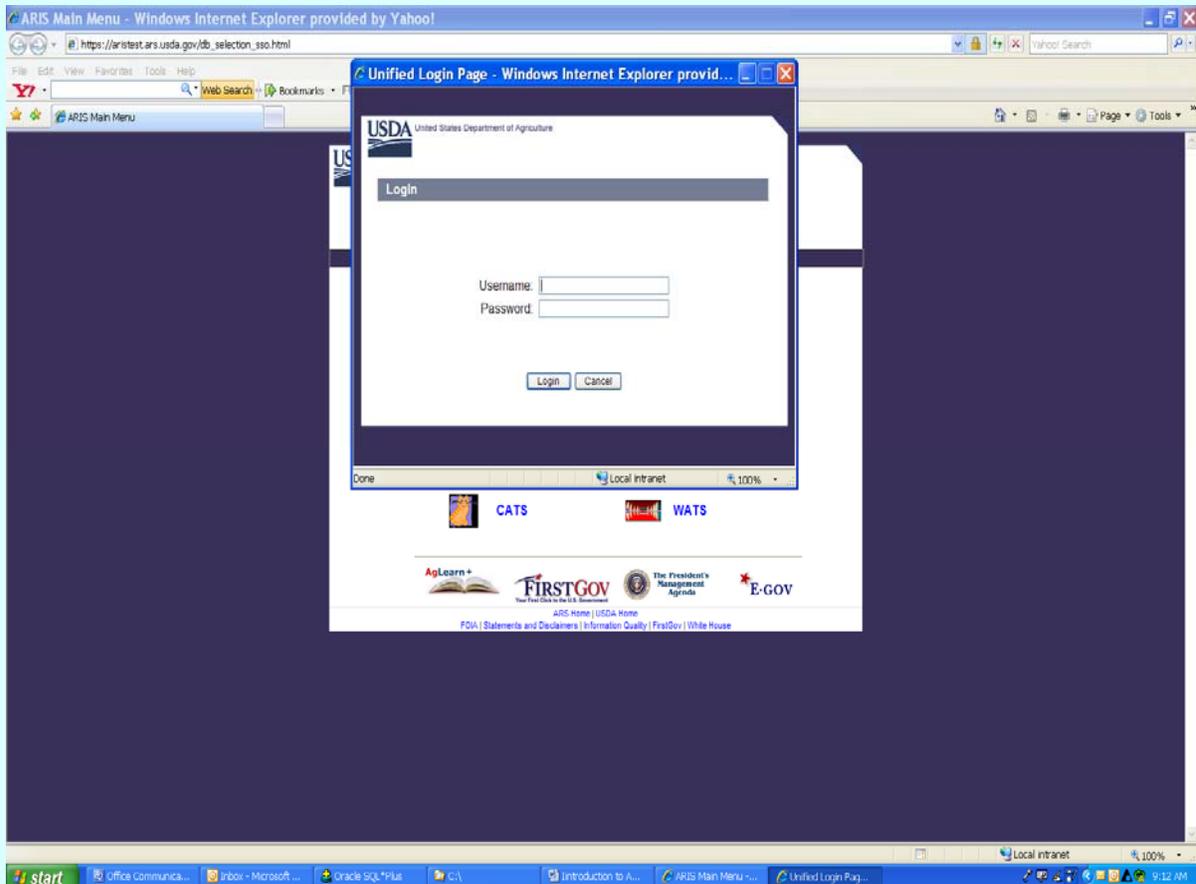


C. Logging On to CATS

Click “CATS” to display the Unified Login screen. Enter your Username and password and click “Login”

If you are a first time users, see next page!

Image of ARIS Unified Log-In Screen



NOTE!!

Please be aware that OCIO is working on linking our Active Directory log-on to the ARIS systems. Once this is done, you will no longer be required to have a separate log-on to the ARIS systems. In other words, once you log-on to your e-mail account at the beginning of the day, you will no longer be required to enter a separate user ID and password to log-on to ARIS systems. At that time, if you link to <https://arisapp.ars.usda.gov> you will be able to click on any of the applications from the Application Main Page and go straight to the application, provide you have access to that particular application; you will already be logged-in via the Active Directory. This link is anticipated to be active in the December 2008/January 2009 timeframe.

Image of the Change Password Screen

Unified Login Password Change Page - Windows Intern...

USDA United States Department of Agriculture

Change Login Password

Username: tlee

The password has expired, but a grace login is permitted.

Old Password:

New Password:

Confirm Password:

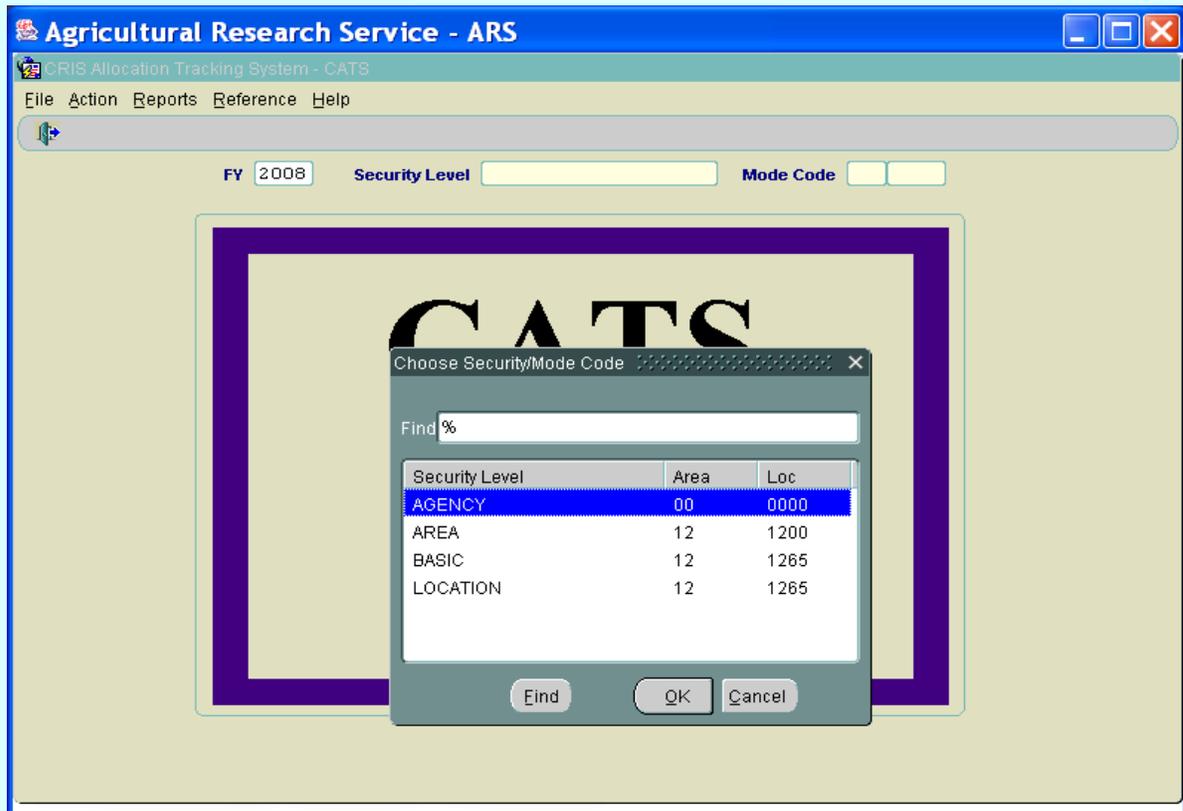
Ok Cancel Password Help

Done Local intranet 100%

If you are signing onto the CATS/ARIS system for the first time you will be prompted with the Change Login Password screen. In the Old Password field, enter the password given to you by the IT staff. In the New Password field, enter a new password that you have created. In the Confirm Password field, reenter the new password you have created, and then click “OK”.

If you need assistance in creating your new password, select “**Password Help**”, for ARIS minimum password requirements. Signing onto your PC will satisfy the USDA password requirements therefore, the ARIS password does not have to meet the same set of requirements.

Image of CATS Main Screen Security/Mode Code Selection



After completing the login process, the ARIS CATS Main Splash screen will be displayed. If you have access to more than one Security Level or Mode Code, highlight the access you need and click “**OK**”. If you have only one security level, click ‘**OK**’.

If you forget your password, and/or you try unsuccessfully three times to login to the system, you will be locked out. To unlock your User ID, you must send a message to the helpdesk aris@ars.usda.gov to request your ID be reset. You will then be notified that your ID has been reset and your password changed. Once reset, you will have to go in using the designated password and change it to a new password as described in the previous page.

Every 60 days you will be required to change your password as described in the previous page. You cannot change it any sooner.

D. Logging Off

To log off the system, click “**File**” and “**Exit**” on each screen, until you are completely out of ARIS. If you are not using ARIS for extended periods of time during the day, it is best to log off and then log back in when needed. There is a 30 minute idle time automatic logoff.

III CATS Main Screen

A. Purpose

The Main Screen is the starting point for performing actions in CATS. All options the user has access to can be viewed on the drop-down menus.

B. Access Levels

All valid CATS users must access this screen in order to access any other function in CATS.

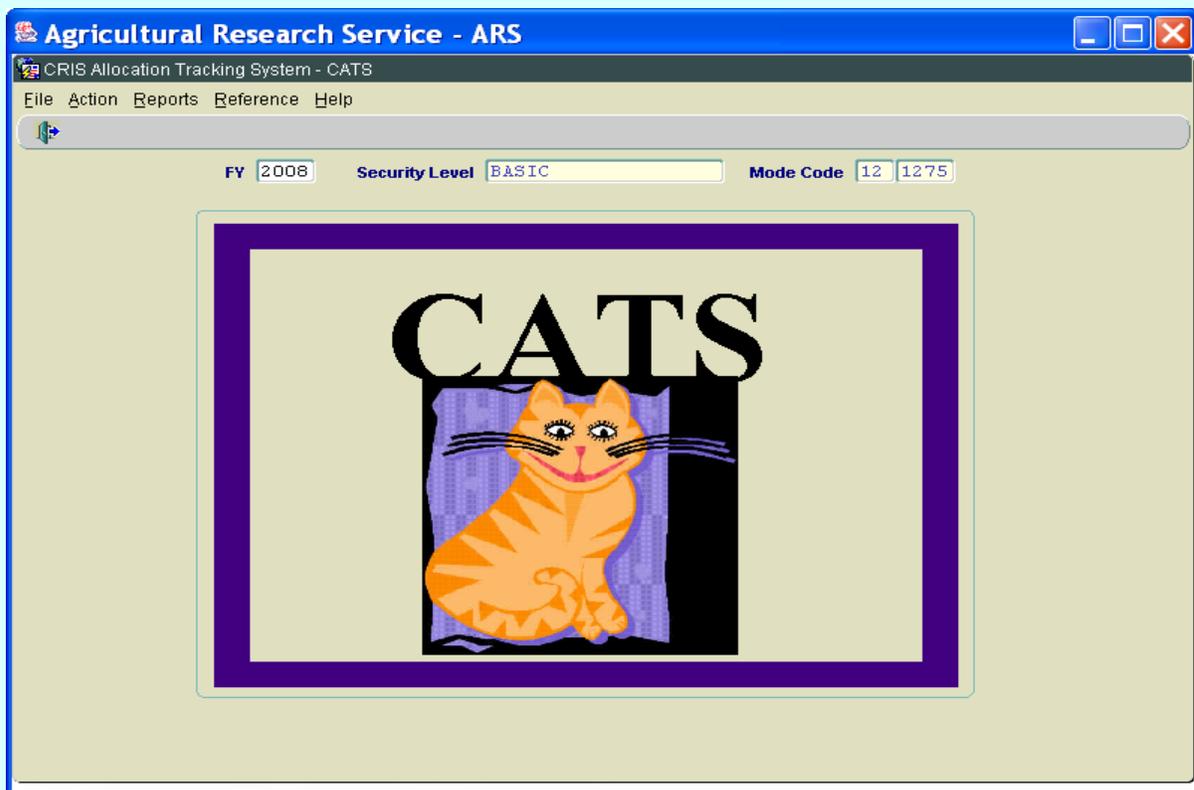
CATS shall only display those options that the user has access to based on their database security role assignment. See Security/Mode Code selections on the previous page.

C. Change Fiscal Year

When this form starts, CATS will display the current fiscal year. When the user types in a new value for this field, CATS will use this new value as the default fiscal year in all forms throughout the user's session running CATS, until the user subsequently changes it. This is where you change to a prior fiscal year if necessary.

II. Main Screen

Image of Main CATS Screen



A. Action Menu

All data entry modules may be accessed from the Action menu, except for Reference modules.

Image of Main Screen, Action Menu Option



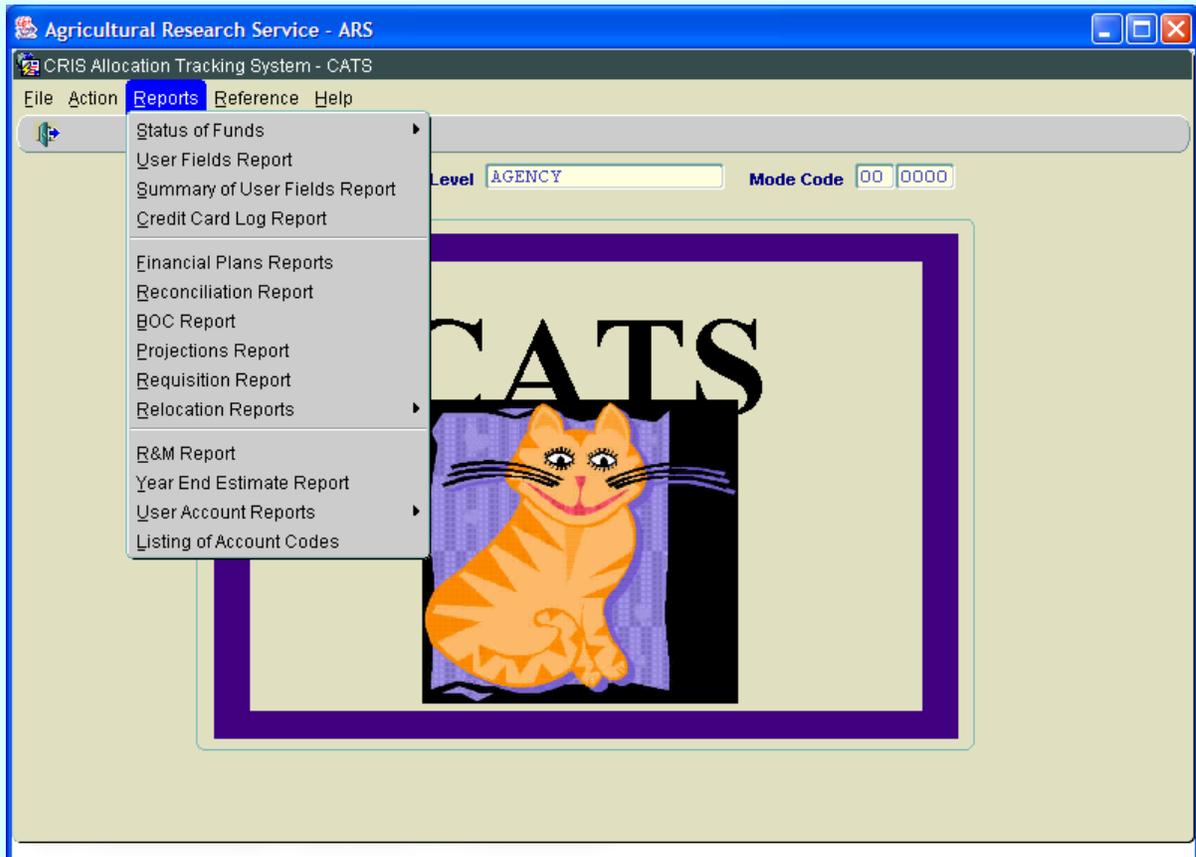
Action Menu Options

- Credit Card
- Short Data Entry
- AD-700
- Salaries
- Account Reconciliation
- Financial Plans
- Projections
- Account Status Fund Holder
- Reconciliation to OCP
- Import ARMPS
- CAM
- Rollover
- Change Account Code/Mode Code

B. Reports Menu

Most report modules are accessed from this menu; some reporting options can be invoked from the Action and Reference menu forms or from the “Prints” menu option on most forms.

Image of Main Screen, Reports Menu Option



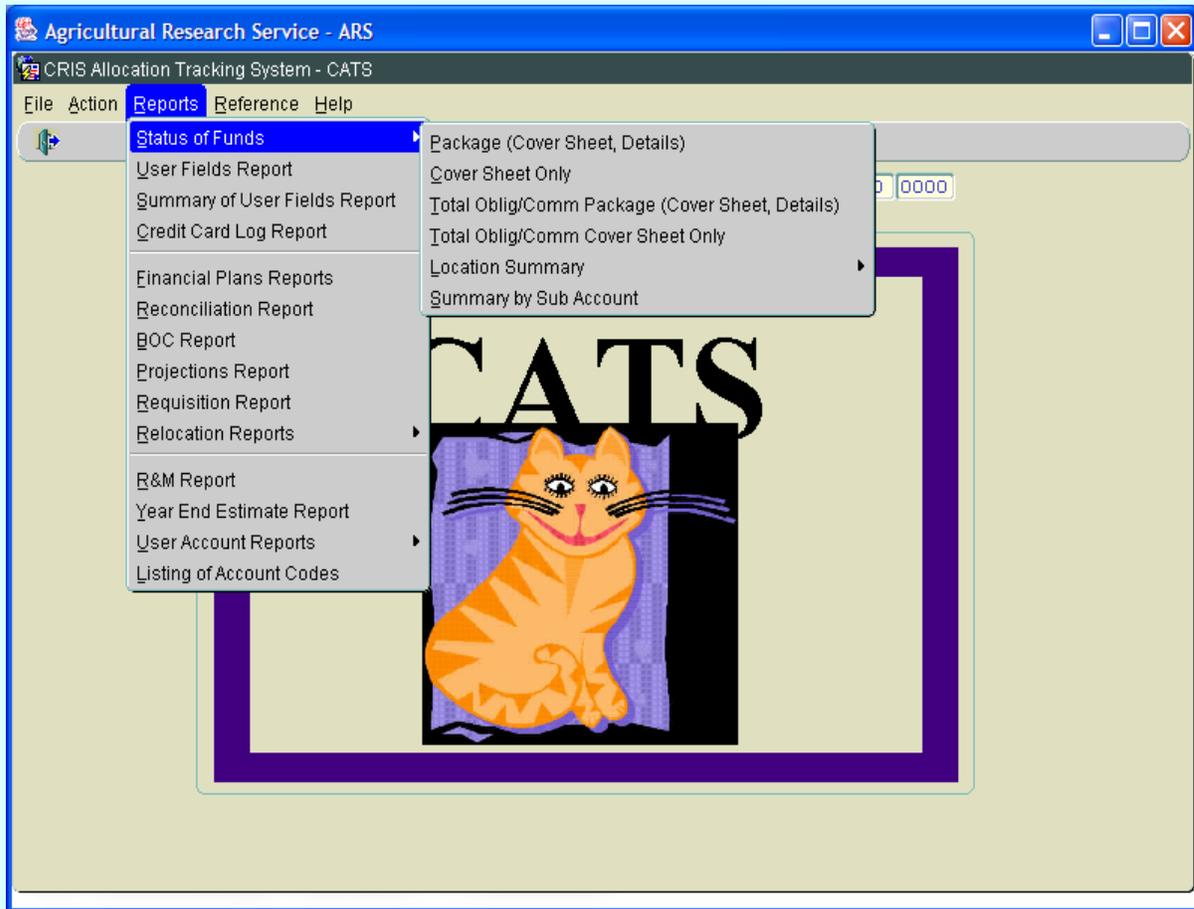
Reports Menu Options

- Status of Funds (with sub menus, on next page)
- User Fields Report
- Summary of User Fields Report
- Credit Card Log Report
- Financial Plans Reports
- Reconciliation Report
- BOC Report
- Projections Report
- Requisition Report
- Relocation Reports (with sub menu, “by User”, “by Mode Code”)
- R&M Report
- Year End Estimate Report
- User Account Report (with sub menu, “by User”, “by Mode Code”)
- Listing of Account Codes

1. Status of Funds Sub Menus

There are multiple options for the Status of Funds reports which can be selected from this menu.

Image of Main Screen, Reports, Status of Fund Options



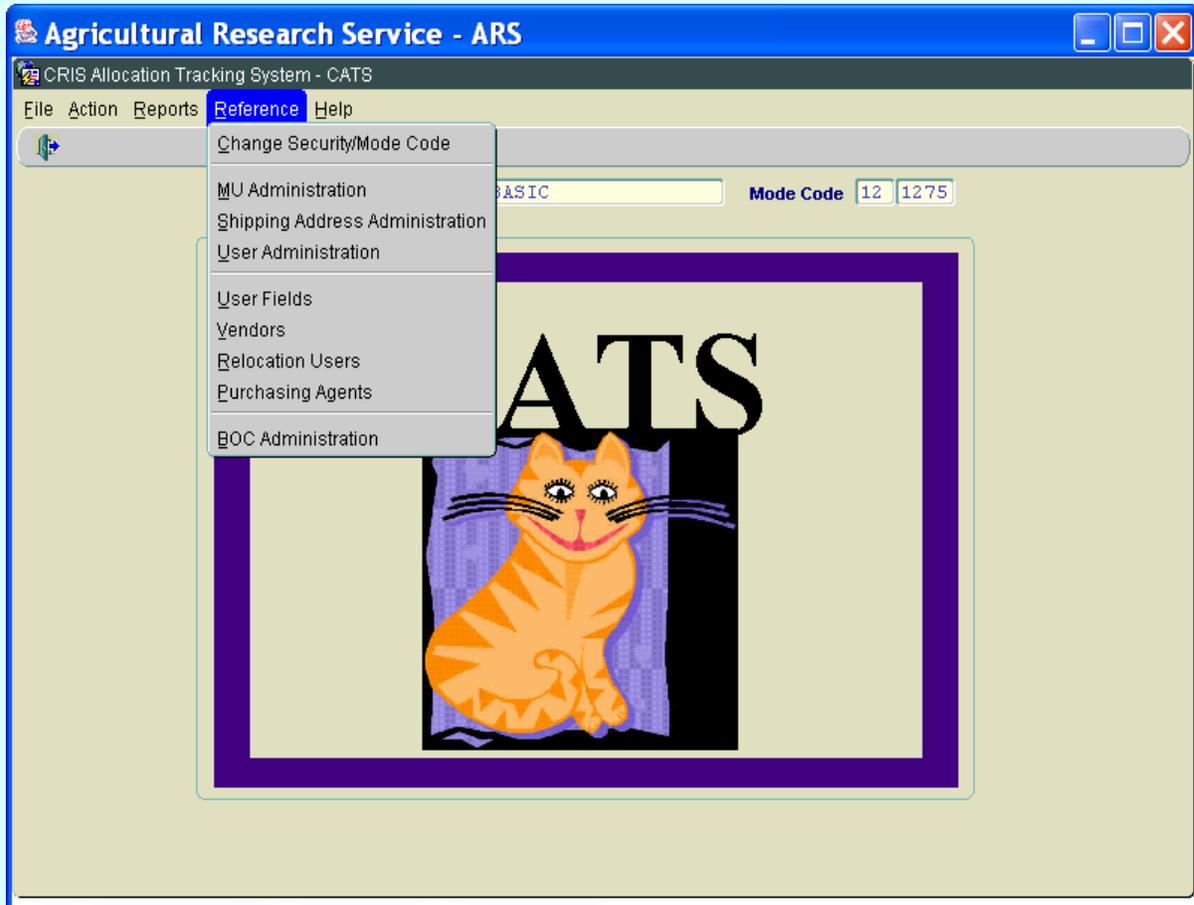
Status of Funds Reports Options

- Package (Cover Sheet, Details)
- Cover Sheet Only
- Total Oblig/Comm Package (Cover Sheet, Details)
- Total Oblig/Comm Cover Sheet Only
- Location Summary
 - by Account
 - by Sub Account
- Summary by Sub Account

C. Reference Menu

Reference modules are those that control access and manage data.

Image of Main Screen, Reference Menu Option



Reference Menu Modules

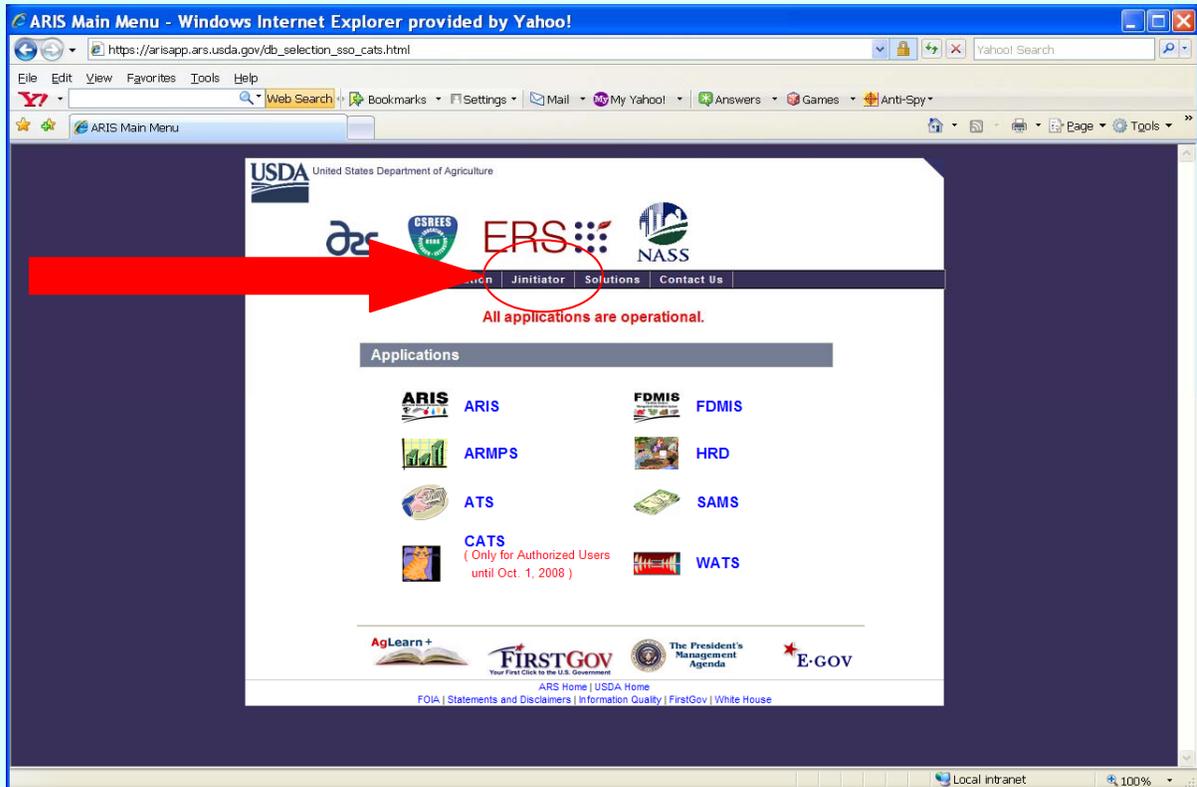
- Change Security / Mode Code
- MU Administration
- Shipping Address Administration
- User Administration
- User Fields
- Vendors
- Relocation users
- Purchasing Agents
- BOC Administration

Appendix A

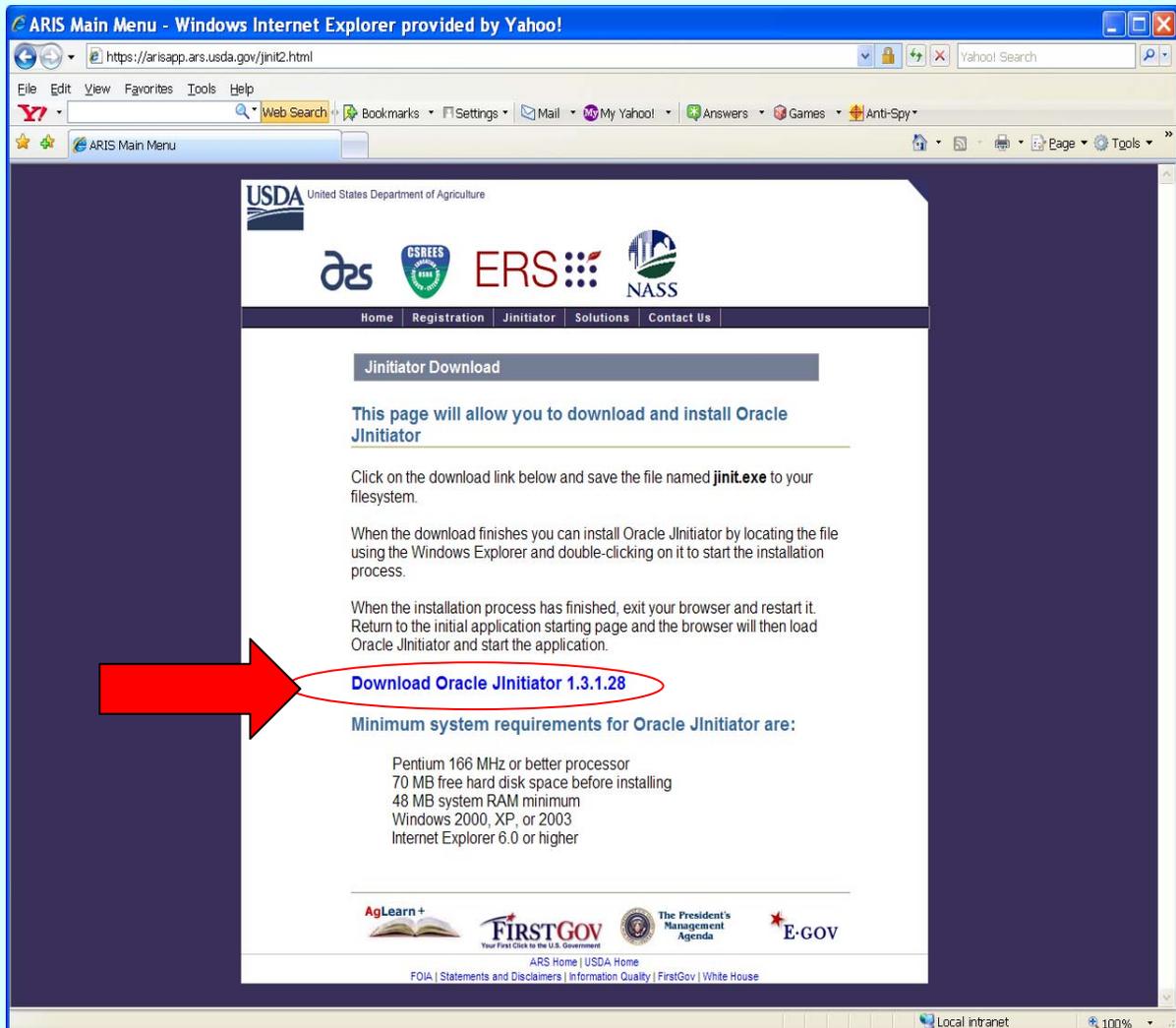
Installing J initiator

On the Application Main Menu screen, above the applications, click on Jinitiator. (See below).

Image of ARIS Main Application Screen

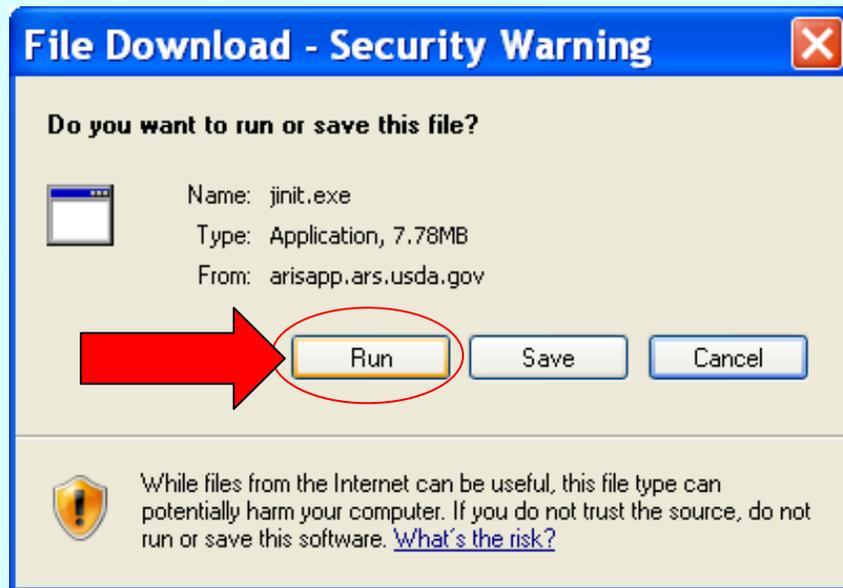


Jinitiator will allow you to download the Jinitiator software required to run all ARIS applications. Click on the **Download Oracle Jinitiator 1.2.1.28**. If you receive an error during the download, contact your Area Computer Specialist.



The screenshot shows a web browser window titled "ARIS Main Menu - Windows Internet Explorer provided by Yahoo!". The address bar shows the URL "https://arisapp.ars.usda.gov/jinit2.html". The page content includes the USDA logo and navigation links: Home, Registration, Jinitiator, Solutions, and Contact Us. The main heading is "Jinitiator Download". Below this, there is a section titled "This page will allow you to download and install Oracle Jinitiator". The text explains that users should click on a download link to save a file named "jinit.exe". It also provides instructions on how to install the software using Windows Explorer and what to do after installation. A red arrow points to the link "Download Oracle Jinitiator 1.3.1.28", which is circled in red. Below the link, the "Minimum system requirements for Oracle Jinitiator are:" are listed: Pentium 166 MHz or better processor, 70 MB free hard disk space before installing, 48 MB system RAM minimum, Windows 2000, XP, or 2003, and Internet Explorer 6.0 or higher. The footer contains logos for AgLearn+, FIRSTGOV, The President's Management Agenda, and E-GOV, along with links for ARS Home, USDA Home, FOIA, Statements and Disclaimers, Information Quality, FirstGov, and White House.

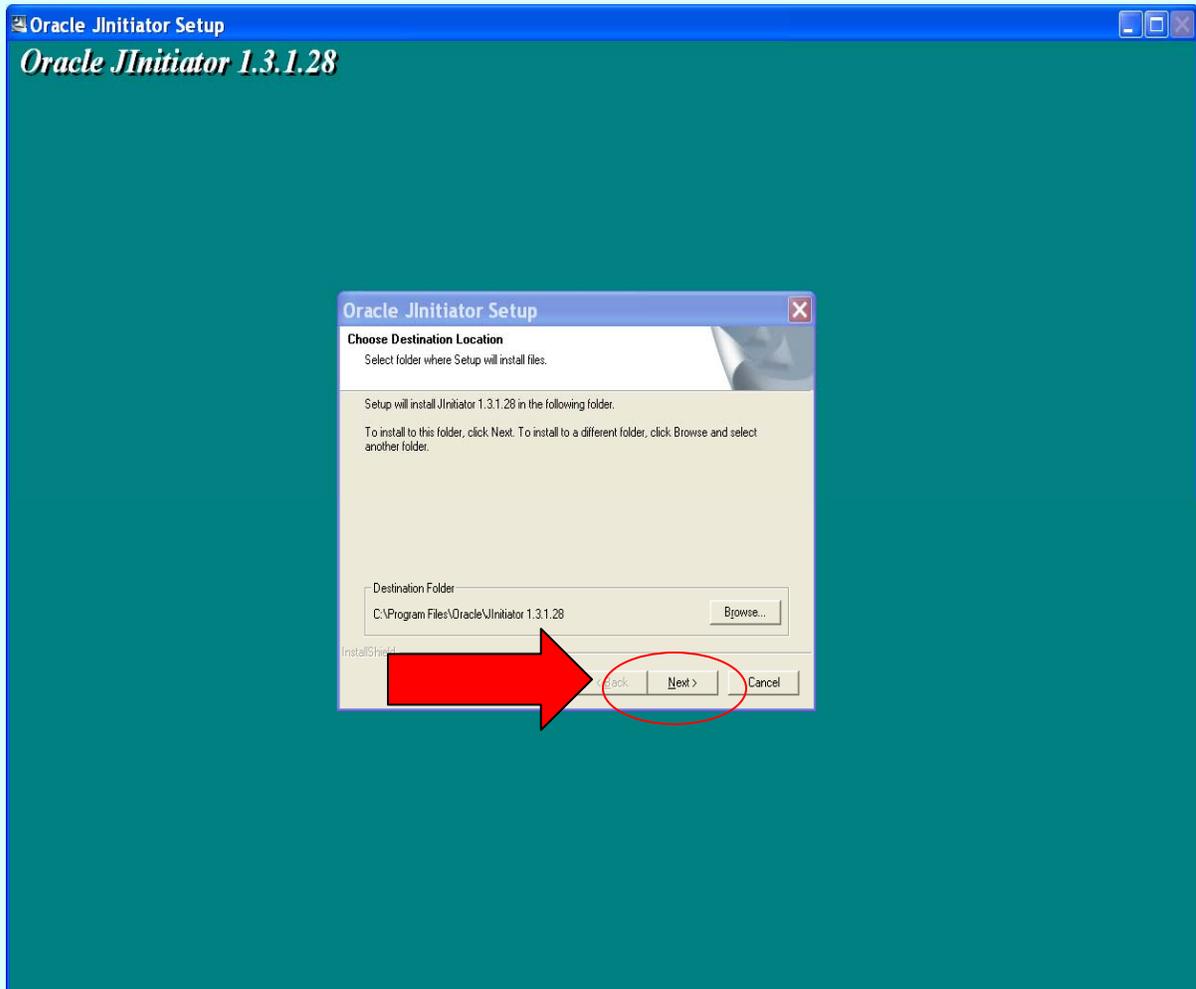
The file download – Security Warning screen will be displayed. Click, ‘**Run**’ to continue with the download process. .



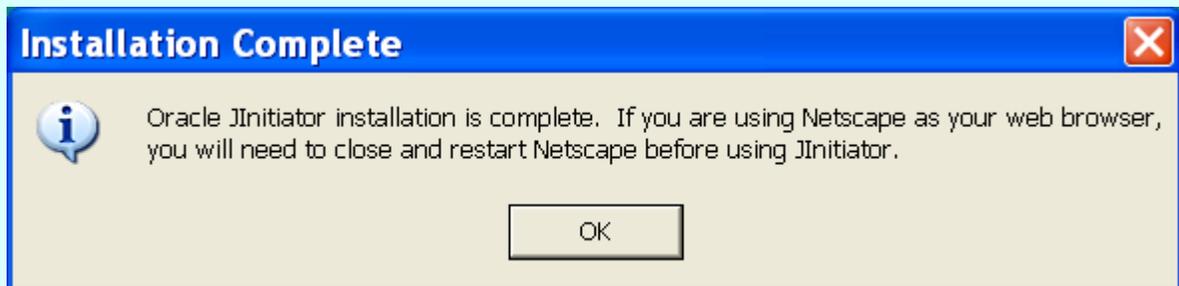
The Internet Explorer – security Warning will be displayed. Click, ‘**Run**’ to continue with the download process.



The Oracle Jinitiator Setup will be displayed. Click, **‘Next’** to continue with the download process.



After Jinitiator has been successfully downloaded, the *Installation Complete* will be displayed. Click, **‘OK’** to return back to the Jinitiator page.

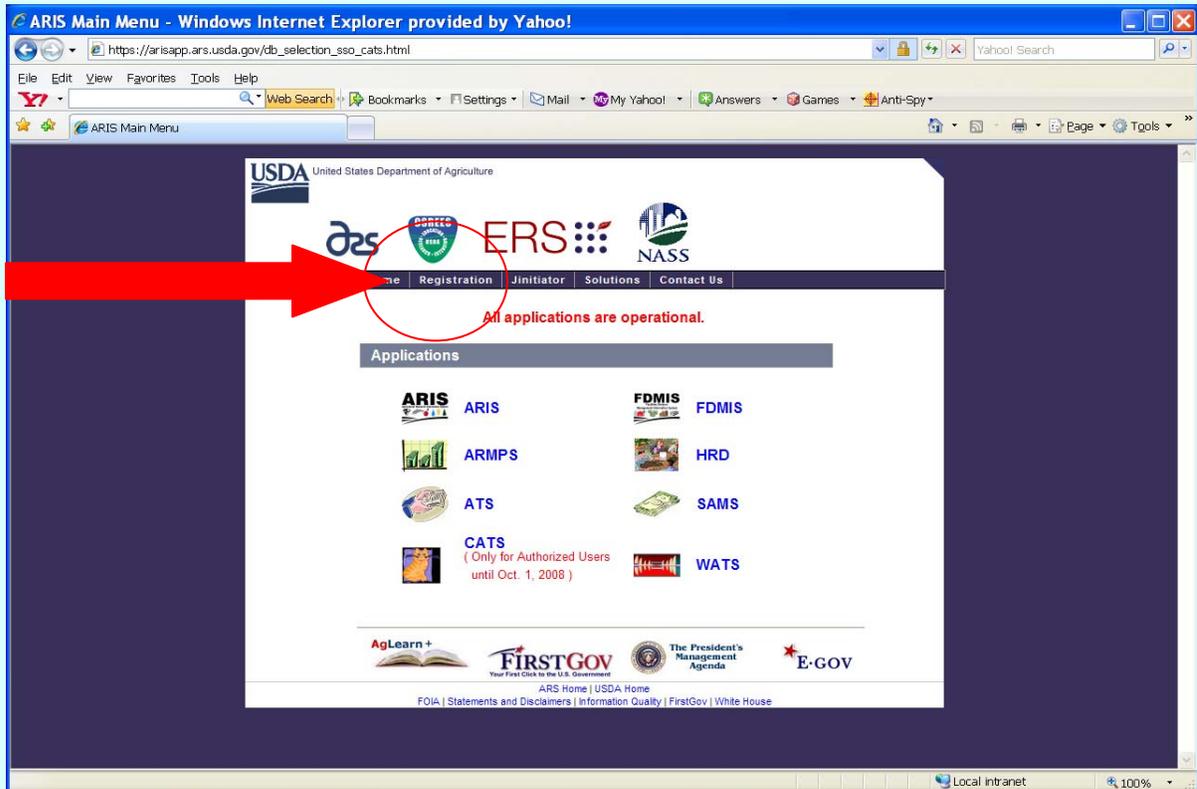


Appendix B

Registering New CATS users

From the ARIS Main Application page select “Registration”.

Image of ARIS Main Application Screen



From the ARIS Registration Forms Screen, click on the second option “E-Forms – ARIS, ARMPS, ATS, CATS, FDMIS, MAT SAMS and WATS hyperlink. (See image below) This will take you to E-Forms, where you can complete the REE-235 User Registration Form for your new user. Please send the completed form through the appropriate channels established by your Area. Please consult your AO or your ABFO if you do not know how to route the completed form.

Image of ARIS Registration Forms Screen



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Chapter 1.3, Search Tricks, Toolbar Reference & CATS Buttons

[I. Search Tricks](#)

[II. Toolbar Icons](#)

[III. CATS Buttons](#)

[IV. TAB and ENTER Keys & Windows Keyboard Functions](#)

I. Search Tricks

Here are a few tricks you can use to help you narrow down your selection of records when using the Search Functions in CATS. When you enter one of the symbols below in a Query (search) screen field, you can further limit how the program searches by that field.

Symbol	Usage	Examples
% (percent symbol)	Wildcard character	<p>The % can be placed before, after, and/or in the middle of a character string.</p> <p>Examples: Enter Mod% in a text field to find all values that start with “Mod”. Enter %mod% to find all values that contain “mod” anywhere in the field. Enter %mod%barc% to find all values that contain “mod” and “barc” <i>in that order</i>, in the field.</p> <p>Tip: Use the % symbol when entering character strings for long fields, such as portions of a person’s name, a project title, a location name, etc.</p>
: (colon)	Range/Between	<p>Used as a separator between the starting and ending values in a range. Can be used for all types of data, including dates.</p> <p>Example: Enter 10/1/01:9/30/02 in a date field to find records with a date between these two dates.</p>
; (semicolon)	Or	<p>Used as a separator in a list of search items.</p> <p>Example: Enter BAKER;BROWN in a name field to find records with BAKER or BROWN in the name field.</p> <p>Tips: A line cannot end with a semicolon. You may enter as many items as you wish separated by the semi-colon. If a long list is entered, a range search might be a better choice.</p>
>	Greater Than	Enter >1/1/2003 in a date field to find records where the date is greater than 1/1/2003. Enter >2000 in a numeric field to find records in which the numeric value of that field is greater than 2000.
<	Less Than	Enter <50000 in a numeric field to find records where the field is less than 50,000.
>=	Greater than or equal to	Enter >=25000 in a numeric field to find records where the field is greater than or equal to 25,000.
<=	Less than or equal to	Enter <=9/30/2003 in a date field to find records where the date is less than or equal to 9/30/2003.

II Toolbar Icon Reference

Not all icons are available in all applications.

Icon Image	Icon Name	Icon Function
	Print icon	Print a snapshot of the current screen.
	Cut icon	Cut the selected text.
	Copy icon	Copy the selected text.
	Paste icon	Paste the selected text.
	Editor icon	Display the text editor. For some long fields, this text editor can also be activated by double-clicking in the field.
	Query (search) Screen icon	Display the Query (search) screen.
	First Record icon	Navigate to the first record in the list.
	Previous Record icon	Navigate to the previous record in the list.
	Next Record icon	Navigate to the next record in the list.
	Last Record icon	Navigate to the last record in the list.
	Save icon	Save changes.
	Cancel icon	Cancel unsaved changes.
	Exit icon	Exit the form. From your main splash form, you will be returned to the ARS applications menu; otherwise you will be returned to the previous form you were on.
	Clear icon	Found only on the Query (search) screen. Put blanks in the Query (search) screen fields.
	Execute Query (search) icon	Execute the query and navigate to the list screen (available only from the Query (search) screen). The [Enter] key also executes the query.
	Help icon	Display field help where applicable.

III. CATS Buttons

Other standard navigation buttons that are found throughout CATS on data entry forms and reference tables are:

 List of Values (LOV) button displays a list of values within the user's security for the particular field it is next to.

 Go To button takes you to either a date entry form or a reference table where you can make edits and then return to the place you came from in CATS.

 Delete button will delete the information in the line and the line number that it is next to.

 Calendar icon next to date fields will open a calendar where the user can select a date to populate the field.

IV. TAB and ENTER Keys & Window Keyboard Functions.

As with all ARIS applications, the user, when on any form, should use the  key to move from field to field. The  key executes searches or queries and will not move the cursor from field to field. The user can also use the mouse to click on fields they wish to fill. When a record is initially created, the user is allowed to move from tab to tab. When doing so, CATS automatically saves any changes without prompting to save them, and does not require the undistributed amounts on the Account Detail tab to be zero. However, before a record can be saved, the transaction must be in balance. If you do not wish to balance it, you can discard the document without saving any of the changes.

Most other keys should work consistently with Windows functions. (i.e. Ctrl-C copies, Ctrl-V, pastes, etc.)

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Chapter 1.4, What's new in CATS

System Administration

- **New User Types— Procurement Manager, View Only (Location & Area)**

Account Setup

- **Validates CRIS #'s against ARIS/pulls in start and end dates and accession #**
- **Alerts user if inactive CRIS is selected**
- **Allows accounts to be designated for CAM**
- **Allows accounts to be identified as CPAIS**

Financial Plans

- **Update CATS with Initial ARMPS Plan**
- **Discretionary & Mandated Extramural Agreement Amounts Separated**

Data Entry

- **Vendor can be entered free form or from vendor table**
- **Vendors are specific to a 4th level mode code**
- **BOC can be entered free form or select**
- **Default BOC populates into SDE entry screens basic on document type**
- **Short Data Entry allows recurring transactions (monthly & quarterly)**
- **B2 Transfers have own SDE**
- **Credit Card entry allows for split transactions**
- **Allows records to be entered on accounting code not belonging to user's profile (i.e., purchase order that is being charged to multiple locations)**
- **More detail on Projections screens showing original, actual and balance amounts by subaccount for each line item.**
- **Improved AD-700 printout**

Reconciliation Procedures

- **Safeguards against accidental "unreconciliation"**
- **Can do partial reconciliation**
- **Many fields such as vendor, BOC, amount, description can be changed from the list screen without having to access the document to make a change.**
- **Working documents can be reconciled.**
- **Accounting personnel can reconcile or unreconcile a document or changes the distributions amounts from within the document itself without having to go to the reconciliation screens.**

Salaries

- **Salaries may be imported from SAMS**
- **Salaries can be apportioned to R&M.**

Relocation Projections

- **Add Relocation Projections**
- **Can Designate entries as Relocation expense**

Reports

- **Financial Plans Report**
- **Requisitions Report**
- **Projections Report**
- **Relocation Report**
- **User Account Report by User Name**
- **User Account Report by Mode Code**
- **Listing of Account Codes**
- **Excel Reports - Capability to Export many Reports to Excel**

Other

- **Rollover from one fiscal year to another**
- **Change Account Code/Mode Code**
- **Wildcard Search Options “%”**

CATS FAQ (Frequently Asked Questions)

1. If I can't find an answer in this manual, where do I go for help?
Your first point of contact should be your location Administrative Officer, accounting personnel or your Program Assistant/Secretary. If they don't know the answer, they will contact the Area Budget and Fiscal Office for guidance.
2. Can you delete an AD-700 once it has been saved?
No, you cannot delete, but you may void. (See [Chapter 2.3, AD-700, General Tab, Requisition Status](#))
3. What information will Basic Users be able to see on reports?
Basic Users can only see information belonging to their level of access.
4. Do default accounts need to be added for all users?
No, default accounts are only required for users at the unit level and below. Location level users or above have the option of adding a default account code and ship to address, but it is not mandatory. (See [Chapter 4.4, User Administration, Details Tab](#))
5. Do all User Fields have to be entered in the User Field Reference Table?
No, but it may be helpful to you and your users by eliminating some typographical errors in the user fields. (See [Chapter 4.5 User Fields Administration](#))
6. When using the Print Listing feature on various screens, how do you run a complete listing or exclude some items?
To print a complete listing you can check all the boxes manually, or go to Action on the menu and select Mark All Records, which marks all the records automatically. To exclude certain items, just uncheck the box of those you don't want if you have Marked All Records. To print just a select few, just check the boxes of those you wish to print, and then select Print Listing from the Print menu.
7. Will the default accounts rollover from year to year for each user?
Yes, if they are active accounts. If they are inactive, the system will alert you at the time of rollover. (See [Chapter 2.12 Yearly Rollover](#))
8. How and to whom do we submit requests for new users in CATS?
From the ARIS Main Menu, there is a REGISTRATION menu option. The AD-235 can be found there and the form must be completed and sent via the appropriate channels to the ARIS Help Desk. Contact your AO or ABFO to determine your area's channels. (See [Chapter 1.2, Appendix B, Registering New CATS Users](#))

9. Do User Fields have to add up to 100% for a particular document?
No, User Fields are merely a way to identify transactions for particular Search Criteria. You may have up to 6 User Fields per transaction and they all can have percentages from 0 to 100%.
10. If someone else uses your account (assigns an “Other” accounting code), how would you add a User Field to that record?
You can’t add it to that record, but you could create another dummy record for \$0 and assign User Fields with dollars or percentages to capture the transaction for a particular User Field. (See Other Accounting Code usage on any of the Data Entry Forms.)
11. Can you use an accounting code on a document that belongs to another location/Area on a document that you are creating?
Yes, you will need the accounting code and the subaccount and will enter it as an “Other” account on the document. The code must exist in CATS. If it does not, CATS will not allow you to enter it. . (See Other Accounting Code usage on any of the Data Entry Forms.)
12. How does the “Other” account work?
The account code that is entered as the primary accounting code determines who owns the record. A secondary account code from a different area or location does not have ownership, but will see the transaction on their account reconciliation screen. If a person enters a document for another location and the primary accounting code assigned to the document is for the other location, the person who entered the document will not see the document once it is saved. If a printed AD-700 is needed, it should be printed before the document is saved.
13. Does the new CATS allow for CPAIS accounting?
Yes, CATS will allow alpha characters in the accounting code. ([See Chapter 4.2 Management Unit Administration](#))
14. Can you print an AD-700 from the credit card entry?
Yes, just select the document, (or documents) you want to print AD-700s for and click on the Print AD-700 from the List Tab in the Credit Card module. Or you can make your selections and the print the AD-700(s) from the Prints menu. ([See Chapter 2.1, Credit Cards, List Tab](#))
15. Can you do partial reconciliation on credit card orders?
Yes, you can do a partial reconciliation and the system will reduce the original obligation by the amount of the partial reconciliation, and leave the original document with the reduced amount unreconciled. ([See Chapter 2.5 Account Reconciliation](#))

16. Where do I go to change a document from an AD-700 to a credit card entry or vice versa?
For the AD-700, you can go to the individual document and on the General Tab change the status Credit Card. You can also go to the account reconciliation screen list and select the arrow button to the right of the document and go to the General tab and change the requisition status. For the Credit Card transaction, select the transaction from the Credit Card List Tab, then go to the Details Tab and click on the Create AD-700 button on the bottom of the screen. Each of these processes will change the status of the document, so if you change a credit card transaction to an AD-700, it will disappear from the Credit Card List Tab and appear on the AD-700 List Tab, and vice versa.
17. Can you add an additional subaccount to a document on the account reconciliation screen?
No, you have to unreconcile the document, go back into the transaction and enter the additional code. You do have the option to change the subaccount to another one on the account reconciliation screen on an unreconciled record. You also have the ability to change the distribution amount/% on documents that are split between multiple subaccounts before you reconcile.
18. How does the Projection capture transactions entered as recurring transactions?
You can add a link to the recurring transaction to the Projection and the Projection will be reduced by the total amount of the recurring transactions. (See [Chapter 2.7, Projections](#))
19. What is the benefit of using Projections vs. recurring transactions?
Projections are valuable when you have set aside certain \$ amounts for a particular item, i.e. travel, conference, supplies, etc. Then, the actual transactions are linked to the Projection, and the Projection balance automatically decreases. Some fund holders may use this as a management tool to set \$ limitations for certain items and will have the option of printing a Projections Report to see how much has been spent against a Projection.
20. How do you expire or terminate a CRIS in CATS?
Go to MU Administration and change the CRIS Status to "I" for Inactive. Location and above will still have access to the CRIS, but no one below Location level will be able to access or use this CRIS. Remember that you will need to change pre-set distributions and user defaults that used the expired CRIS. (See [Chapter 4.2 Management Unit Administration, Terminating CRISs](#))
21. Can you reconcile a "Working" Document?
Yes, you may reconcile a Working document. Once reconciled, the status of the document will change to "Active". (See [Chapter 2.5 Account Reconciliation](#))

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Chapter 1.5, Commonly Used Acronyms and Abbreviations

ABFO ---- Area Budget and Fiscal Officer
AD----- Active Directory
AD----- Area Director
AFM----- Administrative and Financial Management
AO----- Administrative Officer
AO/AT --- Administrative Officer/Administrative Technician
ARMP---- Annual Resource Management Plan
ARMPS -- Annual Resource Management Planning System
ARMS---- Annual Resource Management System
ARS ----- Agricultural Research Service
ASAP ---- As Soon As Possible
BOC ----- Budget Object Code (or Classification)
BPA ----- Blanket Purchase Agreement
BPMS ---- Budget Program Management Staff
CATS ---- CRIS Allocation Tracking System
CD----- Center Director
COB ----- Close of Business
CRIS ----- Current Research Information System
CY ----- Calendar Year
FDW ---- Federal Data Warehouse
FFIS ----- Foundation Financial Information System
FMD----- Financial Management Division
.. FMD, FOB ----- FMD, Fiscal Operations Branch
.. FMD, FFISOB- FMD, FFIS Operations Branch
.. FMD, TRSB --- FMD, Travel and Relocation Services Branch
FT----- Financial Technician
FTE----- Full-Time Equivalent
FY ----- Fiscal Year (October 1 thru September 30)
FYI ----- For Your Information
HPRL ---- High Priority Resource List
HQ----- Headquarters
IRC ----- Indirect Research Costs
LC ----- Location Coordinator
LD ----- Laboratory Director
LOTS---- Location Obligation Tracking System (obsolete)
LOV ----- List of Values
MU ----- Management Unit
NAL ----- National Agricultural Library
NFC ----- National Finance Center
O&M----- Operations and Maintenance
OCIO----- Office of Chief Information Officer
.. OCIO,ADB----- OCIO, Applications Development Branch
OCP ----- Object Class report by Program
OGC----- Office of General Counsel

Commonly Used Acronyms and Abbreviations, (cont.)

OIG----- Office of Inspector General
OMB ----- Office of Management and Budget
PC ----- Personal Computer
PDF----- Portable Document Format (usually Adobe)
PDL ----- Payroll Detail Listing
POC ----- Point of Contact
P&P ----- Policies and Procedures
R&M ----- Repair and Maintenance
REE ----- Research, Education and Economics
RL ----- Research Leader
RSA ----- Research Support Agreement
SAMS ---- Salary Automated Management System
SDE ----- Short Data Entry
SCA ----- Specific Cooperative Agreement
SOF----- Status of Funds
SOP----- Standard Operating Procedures
SRC ----- Shared Research Costs
SRMP ---- Strategic Resource Management Planning
SSO----- Single Sign-On
TDL ----- Transaction Detail Listing
USDA ---- United States Department of Agriculture

Chapter 1.6, Warning Messages

Contents:

I. Introduction

- A. Could Not Reserve Record
- B. Other Warning Message

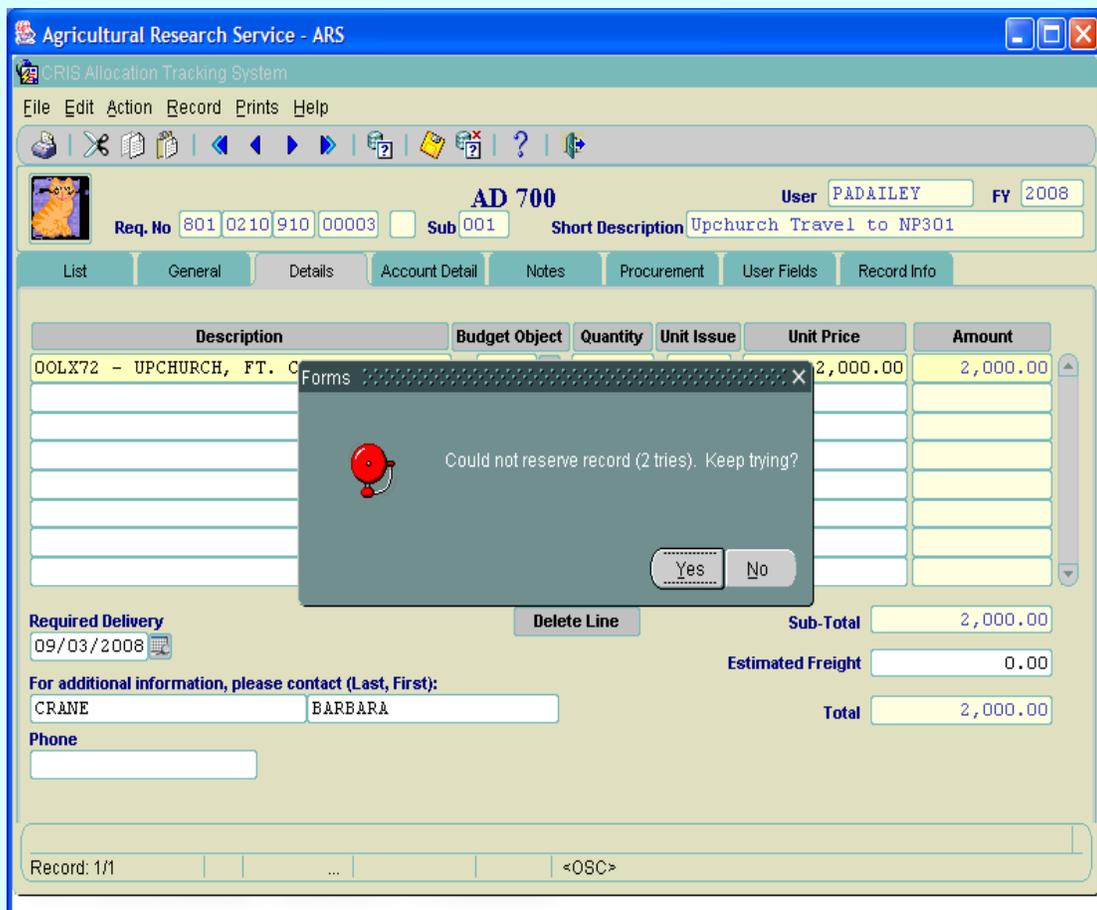
I. Introduction

This section explains and provides solutions to common error messages users may receive from time to time while using CATS.

A. Could Not Reserve Record (X tries). Keep Trying?

You will receive this 'Retry' message if you are trying to update a record when another user is modifying that same record. It is recommended that you click **No** (see next page).

Image of Could Not Reserve Record Warning



If you click **Yes** to the 'Retry' message, the messages will continue with new retry counts until the person who is modifying the record updates or cancels out, (releases the record). ([See following page.](#))

If you click **No** to the Retry message, you get this message.

The screenshot shows the 'Agricultural Research Service - ARS' application window. The title bar includes 'CRIS Allocation Tracking System' and a menu bar with 'File', 'Edit', 'Action', 'Record', 'Prints', and 'Help'. The main window displays a record for 'AD 700' with 'User' PADAILEY and 'FY' 2008. The 'Req. No' is 801 0210 910 00003 and 'Sub' is 001. The 'Short Description' is 'Upchurch Travel to NP301'. The 'List' tab is selected, showing a table with columns: Description, Budget Object, Quantity, Unit Issue, Unit Price, and Amount. The first row is '00LX72 - UPCHURCH, FT Forms' with a unit price of 00.00 and an amount of 2,000.00. An error dialog box is overlaid on the table, displaying a red speech bubble icon and the text: 'FRM-40501: ORACLE error: unable to reserve record for update or delete.' with an 'OK' button. Below the table, there are fields for 'Required Delivery' (09/03/2008), 'Delete Line', 'Sub-Total' (2,000.00), 'Estimated Freight' (0.00), and 'Total' (2,000.00). There are also fields for 'For additional information, please contact (Last, First):' with 'CRANE' and 'BARBARA' entered, and a 'Phone' field. The status bar at the bottom shows 'Record: 1/1' and '<OSC>'.

Click **OK** and go back to the List Tab. Wait a few minutes (for the other user to get out of the record) and then try it again. If you continue to have problems please contact your location AO or your ABFO for help.

If you continue to click **Yes** to the original warning message above you may, after the record is released, get the below message. From here click the **OK** button. Then you will need to go back to the List Tab and retrieve the record again. .

The screenshot shows the 'Agricultural Research Service - ARS' application window. The title bar reads 'Agricultural Research Service - ARS'. Below the title bar is the 'CRIS Allocation Tracking System' header. The main menu includes 'File', 'Edit', 'Action', 'Record', 'Prints', and 'Help'. The user is identified as 'PADAILEY' and the fiscal year is '2008'. The record is 'AD 700' with a 'Short Description' of 'Upchurch Travel to NP301'. The record number is '801 0210 910 00003' and the sub is '001'. The interface shows a table with columns for 'Description', 'Budget Object', 'Quantity', 'Unit Issue', 'Unit Price', and 'Amount'. A single row is visible with Description '00LX72 - UPCHURCH, FT Forms', Unit Price '00.00', and Amount '2,000.00'. A modal dialog box is open in the center, displaying a red speech bubble icon and the message: 'FRM-40654: Record has been updated by another user. Re-query to see change.' with an 'OK' button. Below the table, there are fields for 'Required Delivery' (09/03/2008), 'Delete Line' button, 'Sub-Total' (2,000.00), 'Estimated Freight' (0.00), and 'Total' (2,000.00). Contact information for CRANE BARBARA is also visible.

You will then see the changes the other user made to that record. At this point you can proceed and make your changes to the record

B. Other Warning Messages

Throughout CATS, other warning messages will appear for various reasons depending upon several factors and what you are trying to do within the system. The most common will be that CATS cannot save a record because you have not provided the **required** information to do so. Throughout this manual and in CATS, emphasis is put on required fields. Every data entry field is covered in this manual and it indicates if the field is required or not. Also, in CATS itself, if a field has an **asterisk (*)** next to it, it is a required field. If you split the accounting between two or more accounting lines, CATS accounting lines must be **perfectly balanced** before it can save the record. If you get these types of messages, follow the warning prompts and either complete and/or correct the required information or cancel out of the record without saving anything. If you encounter other warning messages that you do not understand, please contact your local accounting personnel or the Location AO for assistance.

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Chapter 2.1, Credit Card (Purchase Card)

Contents

[I. Introduction](#)

[A. Purpose](#)

[B. Access Levels](#)

[C. Saving and Navigating](#)

[D. Accessing the Credit Card List Screen](#)

[E. Quick Overview for Entering New or Maintaining Existing Credit Card Transactions](#)

[II. Main Screen](#)

[A. Header Fields](#)

[B. List Tab](#)

[C. Details Tab](#)

[D. Account Detail Tab](#)

[E. User Fields Tab](#)

[F. Record Info Tab](#)

[III. Search Screen](#)

[A. Search Tab](#)

[B. Account Detail Search Tab](#)

[IV. Print Listing](#)

I. Introduction

A. Purpose

The Credit Card form is used primarily by credit card holders and accounting technicians to maintain information about credit card purchases.

B. Access Levels

CATS allow all users with a CATS security level to access this form.

All Basic, Unit, Location, Area, and Agency users will be able to maintain information on credit card purchases for the accounts and sub accounts they have access to.

C. Saving and Navigation

As with all ARIS applications, the user, when on any form, should use the **Tab** key to move from field to field. The **Enter** key executes searches or queries and will not move the cursor from field to field. The user can also use the mouse to click on fields they wish to fill. When a record is initially created, the user is allowed to move from tab to tab. When doing so, CATS automatically saves any changes without prompting to save them, and does not require the undistributed amounts on the Account Detail tab to be zero.

When the user is viewing a record previously saved, CATS prompts the user to save changes before leaving the record.

When the user attempts to leave a record (executes the first, previous, next, last record functions, or “go to search screen” or exit functions), CATS will determine if the undistributed balance on the account details tab is zero. If it is not, the user will receive the alert message “Undistributed amount is not zero; you must fix before saving or exiting” and prevent the user from continuing with the action.

When the user attempts to leave a record as described above, CATS will determine if the undistributed balance for the account is the same as the total recorded through the Account Reconciliation module. If it is not, the user will receive the alert message “Reconciled total for account {account code} must equal the account reconciled amount of {amount}. You must fix.” and prevent the user from continuing with the action until the out of balance condition is corrected. In other words, make sure your transaction is in balance on the Account Details tab or CATS will not let you leave the record.

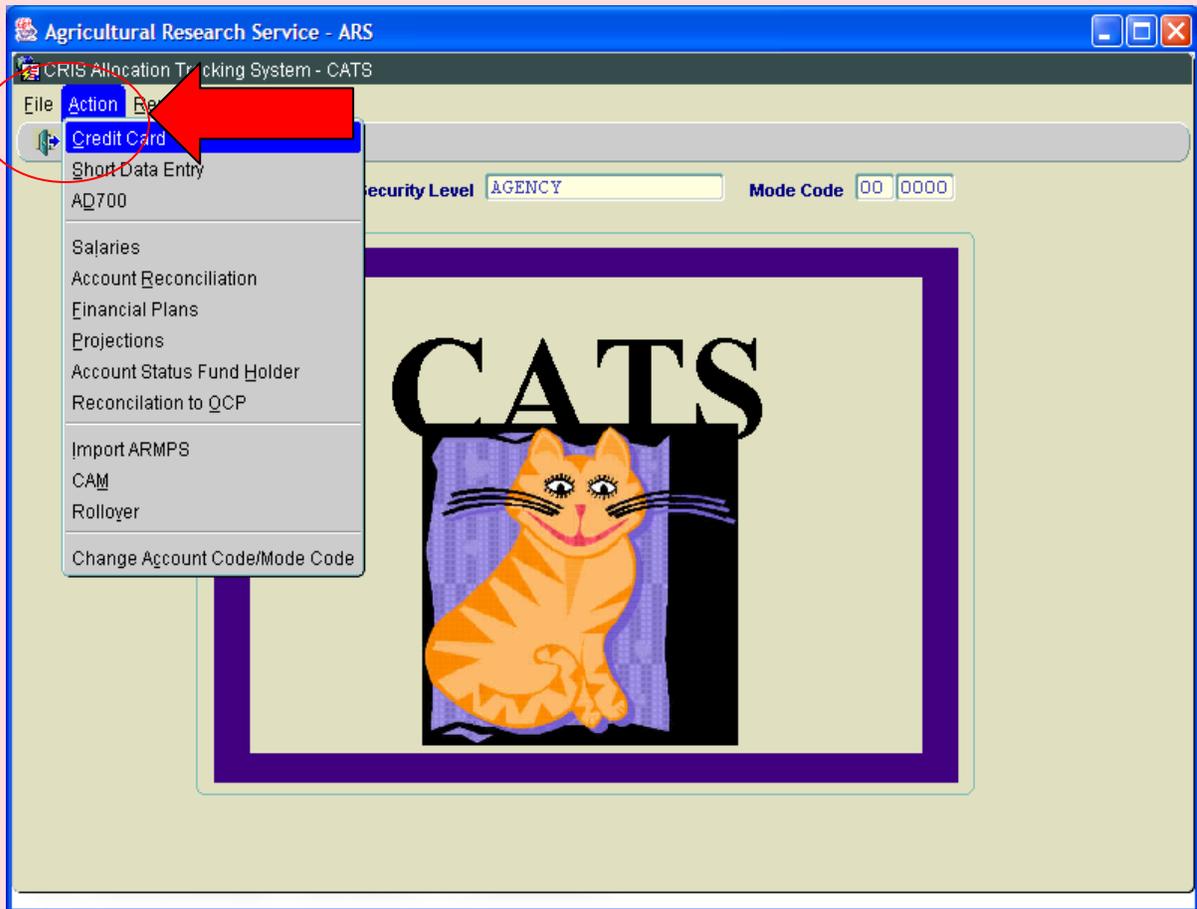
Toolbar Icon Reference

Not all icons are available in all applications.

<u>Image</u>	<u>Icon Name</u>	<u>Icon Function</u>
	Print	Print a snapshot of the current screen.
	Cut	Cut the selected text.
	Editor	Display the text editor. For some long fields, this text editor can also be activated by double-clicking in the field.
	Query (search) Screen	Display the Query (search) screen.
	First Record	Navigate to the first record in the list.
	Previous Record	Navigate to the previous record in the list.
	Next Record	Navigate to the next record in the list.
	Last Record	Navigate to the last record in the list.
	Save	Save changes.
	Cancel	Cancel unsaved changes.
	Exit	Exit the form. You will be returned to the previous form.
	Clear	Found only on the Query (search) screen. Put blanks in the Query (search) screen fields.
	Execute Query (search)	Execute the query and navigate to the list screen (available only from the Query (search) screen).
	Help	Display field help where applicable.

D. Accessing the Credit Card List Screen

Image of the CATS Main Screen accessing Credit Card List



When the user has successfully logged onto CATS, they select "Action" from the Main Menu and then select Credit Card. This will take them to the Credit Card List Screen.

E. Quick Overview for Entering New or Maintaining Existing Credit Card Transactions

When the user first enters the Credit Card screen, CATS displays the List Tab which is a listing of all transactions the user has access to. This is where the user can see and maintain all of their credit card transactions.

1. ADDING NEW

To add a new transaction, click the Add Button at the bottom of the page. This will take the user to the Details Tab where the user can add a new transaction. There are only seven *required* entry fields on the Detail Tab (indicated on the form with an *); all other fields are optional and users should check with local management and/or accounting personnel on how to use these optional fields. *The description field is not required by CATS but should be included to maintain an accurate “Purchase Card Log” as required by the Purchase Card Program.*

The seven required fields are:

- a. **Accounting Code**, (can be typed in or selected from the LOV button and most users will have a default accounting code which will populate for you)
- b. **Sub Account**, (can be typed in or selected from the LOV button and most users will have a default accounting code which will populate for you)
- c. **Transaction Date**, (CATS defaults this to the current date, but it can be changed to a different date if needed).
- d. **Vendor**, (can be typed in or selected from the LOV button, but for vendors to appear on the LOV, they must be added on the vendor reference table)
- e. **Budget Object Code, (BOC)** (defaults to 2670, a different one can be typed in or selected from the LOV . If typed, it must be a valid BOC)
- f. **Amount of the transaction.**
- g. **Credit Card User**, only if entering credit card transactions for someone else.

(See full detailed descriptions for all fields in section [II-C “Details Tab”](#) below.)

Image of Details Tab w/required entries circled

The screenshot displays the 'Credit Card' details tab in the CRIS Allocation Tracking System (CATS). The form contains the following fields and values:

- Req. No.:** 801 0312 910 00006
- Sub:** 001
- User:** PADAILEY
- Fiscal Year:** 2008
- Description:** fruit tray
- *Account Code:** 801 0312 910 (circled in red)
- *Sub-Acct:** 001 ? (circled in red)
- *Date:** 08/20/2008 (circled in red)
- *Credit Card User (Last Name, First):** HOLLAND KIM (circled in red)
- *Vendor:** GIANT (circled in red)
- *Budget Object:** 2500 ? (circled in red)
- *Amount:** 75.00 (circled in red)
- Short Description:** fruit tray (circled in blue)
- Credit Card Log:** KMH00003
- Check #:** (empty)
- R & M:** None (selected), Partial, Full
- Reconciled Date:** (empty)
- Date Received:** (empty)
- PCMS Approved:** (empty)

Buttons at the bottom include: Save & Return to List, Save & Add, Partial, Clone, Create AD700, and Void.

From this point, no additional information is required to save the transaction. The user can save the transaction by clicking the “Save and return to List” button, or by clicking the Save (diskette) Icon on the menu bar.

If the user is required to split the costs of the transaction between accounting codes and/or sub accounts, they should click on “Accounting Detail” tab and follow the “Account Detail” instructions. (See [II-D, Acct Details Tab](#))

If the user is required to add “User Fields” to the transaction, they should click on “User Field” tab and follow the “User Field” instructions. (See [II-E User Fields Tab](#))

2. UPDATING EXISTING TRANSACTIONS

To update an existing transaction, click on the checkbox to the left of the transaction or anywhere on the transaction line to highlight it. Once the transaction is highlighted, select the “Details Tab”. This will then take the user to the Detail Tab for the selected transaction and changes can be made. This will be where the user updates information such as, Received Date, USBank, Access® Online Reconciled Date and the total cost of the transaction if it has changed since the order was place. There is no CC Work in Progress as there was in the prior version of CATS. All transaction maintenance is done on the transaction tabs. To split the costs of an existing transaction between accounting codes or sub accounts, the user would click on the “Accounting Detail” tab and follow the “Account Detail” instructions. (See [II-D, Acct Details Tab](#)) To add or edit the “User Fields” on an existing transaction the user should click on the “User Fields” tab and follow the “User Field” instructions. (See [II-E User Fields Tab](#))

Even though they are not required entries when initially entering a credit card transaction in CATS, the Description, US Bank Access® Online Approved Date, and Received Date should be updated in order to maintain an accurate Purchase Card Log, which is a requirement of the Purchase Card Program.

II. Main Screen (List Tab)

When the user first enters the Credit Card form, CATS shall display the List Tab which is a listing of all transactions of which the user has access to. The list screen can be re-indexed on any of the column names by simply clicking on that column name. I.E. to sort the list by alphabetically by “Vendor”, simply click on the “Vendor” button at the top of the Vendor column. Clicking it again reverses the index. This is true for all columns of the list screen.

Image of Main Screen, List Tab

(All fields are view-only, except the check box to the left of each line.)

Table Data:

Requisition Number	CC Log #	Vendor	Item Description	Amount	P	R
801 0210 910 00001	KAP00001	OFFICE DEPOT		.00		U
801 0212 910 00001	AJJ00001	AMERICAN STORE	paper, clips	26.38		U
801 0312 910 00004	KMH00001	FEDEX	shipping	15.00		U
801 0312 910 00006	KMH00003	GIANT	fruit tray	75.00		U
801 0312 910 00007	KMH00004	OFFICE DEPOT	folders	200.00		U
801 1201 911 00006	SEJ00001	DELL	laptop	1,000.00	1	U
801 1201 911 00008	JML00006	ZIPPY COPIERS	office supplies	120.00		U
801 1201 916 00001	JML00007	HOME DEPOT	ink	250.00		U
801 1265 106 00002	GTO0001	HOME DEPOT		66.00		U
801 1275 149 00001	KDD00001	JOHN DEERE	tractors	318,400.00		U
801 1907 100 00003	JSO0001	BEST BUY	Silvasy	.00	1	U
801 1907 100 00019	JSO0006	SIGMA	Fuchs	16.20		U

A. Header Fields

CATS will display the following fields above all tabs except for the Search tab. These fields cannot be edited from this List Tab. CATS shall copy the corresponding contents of the highlighted or selected record on the List Tab to these fields, except where otherwise noted below.

Credit Card List Tab Header Fields

<u>Field Name</u>	<u>Description / Rules / Notes</u>
User	The login ID of the user
Fiscal Year	The user's default fiscal year.
Req. No.	The requisition number of the highlighted or selected document.
Sub	The main sub account for this highlighted or selected document.
Description	The description of the purchase for the highlighted or selected document.

B. List Tab

CATS will display non-voided documents the user has access to for the default fiscal year. Initially the records are sorted with the unreconciled documents (indicated by "U" in the "R" column) at the top and then by requisition number; CATS displays the reconciled documents (indicated by "R" in the "R" column) after the unreconciled documents also sorted by requisition number.

Credit Card List Tab Fields

<u>Field Name</u>	<u>Description / Rules / Notes</u>
Checkbox	When checked, the record will be printed on the Print Listing. See Print Listing below.
Requisition Number	The document's requisition number.
Credit Card Log	The tracking number or log number used by the credit card holder.
Vendor	The vendor of the item being purchased.
Item Description	A short description of the item being purchased.
Amount	The cost of the item being purchased. If the document's status is "U", (unreconciled by accounting personnel), CATS displays the unreconciled "Amount" field seen on the Details tab. If the document's status is "R", (reconciled by accounting personnel), CATS displays the total reconciled amount seen on the Account Detail tab.

Credit Card List Tab Fields, (cont.)

P	The partial sequence number. If an order is split or partial this number increased by one each time.
R	Reconciled (“R”) or unreconciled (“U”) indicator.

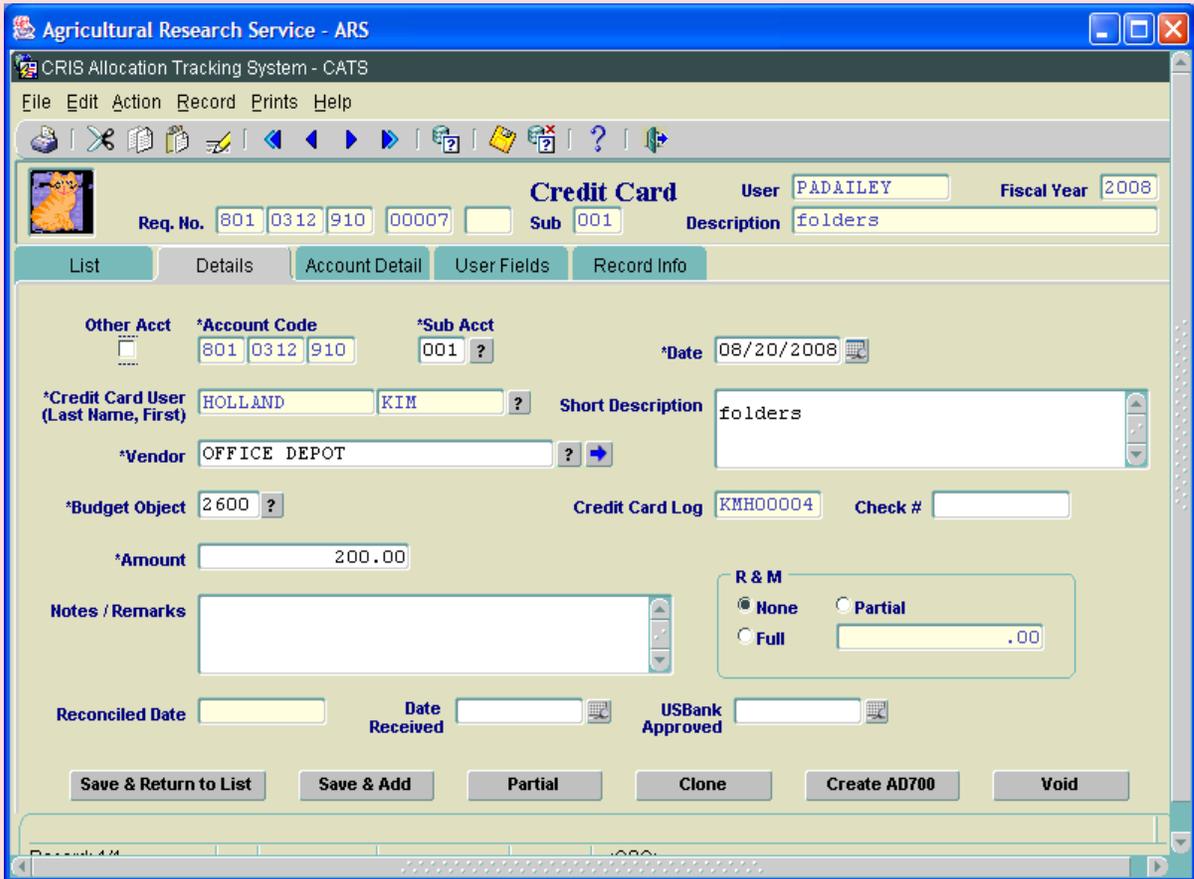
Credit Card List Tab Buttons

<u>Button Name</u>	<u>Actions</u>
Add	When this button is clicked, CATS moves to the Details tab with all fields blank except for any user default fields (Account Code, Sub Acct, Ship To Address) and other default fields (Date, Budget Object, Amount, R&M). If the user is a credit card holder, CATS displays the user’s last name and first name in their corresponding Credit Card User fields. CATS disables the navigation buttons on the top toolbar and their corresponding Record drop-down menu options (First, Previous, Next, Last).
Print CC Log	CATS creates the Credit Card Purchase Log report form (see Chapter 3.4, Credit Card Log Report.).
Print AD-700	Prints AD-700(s) for the selected transaction. Select the transaction to print by checking the check box to the left of that transaction. Multiple AD-700s can be printed by checking multiple transactions.

C. Details Tab

The Details tab is used to create a new transaction or to maintain required information for existing transactions, including creation of the initial account distributions.

Image of Credit Card Details Tab



Credit Card Details Tab Fields

<u>Field Name</u>	<u>Description / Rules / Notes</u>
Other Acct (Check Box)	<p><i>This is rarely used so please check with your accounting personnel if you need to use this feature.</i> When checked, indicates that the user will use an account code other than those they would normally have access to. (Note: After a record is saved, using someone else's accounting code, subsequent searches for this document by this user may result in this document not being retrievable by that user, since it may be an accounting code which they do not have access to).</p> <p><u>Required: No.</u> <u>Modifiable: Only when a new document is created</u></p>

Credit Card Details Tab Fields, (cont.)

Account Code	<p>The account code for the management unit which owns the document. If the user has a default account, CATS defaults this field to the user's default account set up in the user's profile. The account code must be within the user's security unless the Other Acct checkbox is checked, (see above). If the user's security level is Basic or Unit, the account must be active. If the user's security level is Location, Area, or Agency, CATS warns the user if the account is inactive, but allow the document to be saved.</p> <p> button: CATS displays the list of account codes the user has access to for the fiscal year. If the document is one that has previously been saved, this button is invisible.</p> <p><u>Required: Yes</u> <u>Modifiable: Only when a new document is created.</u></p>
Sub Acct	<p>The sub account or preset distribution associated with the selected accounting code. If the user has a default sub account, CATS defaults this field to the user's default sub account in the user's profile. If the user's security is Basic or Unit, the sub account must be active. If the user's security is Location, Area, or Agency, CATS warns the user the sub account is inactive, but allows the document to be saved.</p> <p>When a detail record is created, an Account Detail record is also created and the system allocates 100% of the Amount to the above account and sub account, unless the user entered a preset distribution. In the latter case, CATS creates multiple Account Detail records for each account and sub account in the preset distribution, and allocates the Amount to the account and its sub accounts based on the percentages in the preset distribution.</p> <p>Each time the user changes the sub account, the existing Account Detail records are deleted and a new set of Account Detail records are created based on the information entered for the sub account as described above.</p> <p> button: CATS displays all sub accounts and preset distributions the user has access to for the selected accounting code.</p> <p><u>Required: Yes.</u> <u>Modifiable: Only if the document is not reconciled.</u></p>

Credit Card Details Tab Fields, (cont.)

Date	<p>Defaults to the current date.</p> <p>The date the requisition was entered into CATS. This field initially defaults to the current date but can be changed if necessary.</p> <p><u>Required: Yes.</u> <u>Modifiable: Only if the document is not reconciled</u></p>
Credit Card User	<p>The name of the person issued the Credit Card being used for this order. When the user running the form is a Credit Card User, that user's information becomes the default, otherwise a Credit Card User must be selected from the "?" list.</p> <p><input type="button" value="?"/> button: CATS displays the list of credit card users based on the user's level of access.</p> <p><u>Required: Yes.</u> <u>Modifiable: Only if the document is not reconciled; and only modifiable through the "?" button.</u></p>
Description	<p>Description of the item being purchased. <i>Depending on your local or area policies, the description in CATS may not have to be as detailed as those required in US Bank Access® Online.</i></p> <p><u>Required: No, but recommended.</u> <u>Modifiable: Yes.</u></p>
Vendor	<p>The vendor for the purchase. Can be typed in or selected from the <input type="button" value="?"/> button list of values.</p> <p><input type="button" value="?"/> button: CATS displays the list of vendors based on the user's access.</p> <p><input type="button" value="➡"/> button: If clicked, prompts the user to save a typed in vendor to the vendor table if so desired. This will make it available from the LOV for future transactions. CATS will not allow duplicate vendor names.</p> <p><u>Required: Yes.</u> <u>Modifiable: Only if the document is not reconciled.</u></p>
Budget Object	<p><i>Defaults to 2670.</i> The budget object class code (BOC). If 2670 is not the correct BOC the user can enter the correct code or select one using <input type="button" value="?"/> button. If the user enters a code that is not a valid BOC in CATS, they will not be able to save the record until a valid BOC is selected.</p> <p><input type="button" value="?"/> button: CATS displays a list of the valid BOCs in the CATS system.</p> <p><u>Required: Yes.</u> <u>Modifiable: Only if the document is not reconciled.</u></p>

Credit Card Details Tab Fields, (cont.)

Credit Card Log	<p>The tracking number for the purchases made by this Credit Card User. A new credit card log number is assigned each time a new document is created, each time the Credit Card User is changed, and each time a document is cloned with the user option of creating a new log number.</p> <p><u>Required: Yes.</u> <u>Modifiable: Only when a new Credit Card User is selected, which is only allowable through the associated “?” button or when a transaction is “cloned” and only when the document is not reconciled.</u></p>
Check #	<p>If a check is used to pay for the transaction, this is the number of the check associated with the order.</p> <p><u>Required: No.</u> <u>Modifiable: Yes.</u></p>
Amount	<p>Defaults to: \$0.00. The purchase amount. When the detail record is created, an Account Detail record is also created and the system allocates 100% of the Amount to the above Account and Sub Account, unless the user entered a preset distribution. In the latter case, multiple Account Detail records are created for each account and sub account in the preset distribution, and the system allocates the Amount to the account and its sub accounts based on the percentages in the preset distribution.</p> <p>Each time the user changes the Amount, CATS redistributes the monies based on the percents that are currently stored for that document.</p> <p><u>Required: Yes.</u> <u>Modifiable: only if the document is not reconciled.</u></p>
Notes / Remarks	<p>Notes or remarks on the credit card purchase.</p> <p><u>Required: No.</u> <u>Modifiable: Yes. (Up to 500 characters)</u></p>
R&M	<p>Defaults to “None”. Three radio buttons and an unlabelled amount field indicating how much of the purchase is in support of Repair and Maintenance (R&M). The allowable values are “None”, “Partial”, and “Full”. When R&M is “Full”; CATS copies the Amount field to the R&M amount field, and prevents it from being changed. When R&M is “Partial”, the user must enter an amount that must be greater than or equal to zero and less then or equal to the amount of the purchase. When R&M is “None”, the R&M amount field remains blank.</p> <p><u>Required: Yes, (defaults to “None”).</u> <u>Modifiable: Radio buttons are; amount field is modifiable only if the radio button is set to “Partial”</u></p>
Reconciled Date	<p>The date the document was completely reconciled through the Account Reconciliation form by accounting personnel.</p> <p><u>Required: No.</u> <u>Modifiable: No.</u></p>

Credit Card Details Tab Fields, (cont.)

(PCMS) US Bank Access® Online Approved Date	The date the document was reconciled with US Banks Access® Online system. <u>Required:</u> Not for initial entry, but once approved with US-Banks Access® Online system, it IS required and it must be >= the Date Received below. <u>Modifiable:</u> Yes.
Date Received	The date the items were received. <u>Required:</u> Not for initial entry, but once the order is completely received, it IS required and must <= the USBank Date above. <u>Modifiable:</u> Yes.
Ship To Address	This field remains invisible until the user clicks the “Create AD700” button. If the user has a default ship to address code set up in their profile, it is automatically displayed, but can be modified. The code must be in the Ship To Address reference table. [?] button: displays the ship to address codes in the user’s Location. CATS displays or removes this button when the Ship To Address field is displayed or removed, respectively. For Ship To addresses to appear on the LOV, they must be entered into the Ship To reference tables. <u>Required:</u> Only when converting to AD700. <u>Modifiable:</u> Yes, and recommended that the “?” be used.

Credit Card Details Tab Buttons

<u>Button Name</u>	<u>Actions</u>
Save & Return to List	CATS saves the current document and returns to the List tab as long as all “required” fields are completed.
Save & Add	CATS saves the document and starts creating a new document, which is the same function as the List tab “Add” button function.
Partial	The user is prompted to save changes to the current record. When the changes have been successfully saved, CATS sets the partial sequence number of the current record to “0” if it is blank. CATS creates another record that is a copy of the current record, keeping the requisition number and credit card log number, setting the Amount to zero, and giving the record a new partial sequence number. CATS remains on the Details tab and displays the new partial record.

Credit Card Details Tab Buttons, (cont.)

Clone	The user is prompted to save changes to the current record. When the changes have been successfully saved, CATS asks the user whether to keep the credit card log number or to generate a new one. CATS creates another record that is a copy of the current record, using the credit card log number as indicated by the user, and creating a new requisition number using the same account codes and a new document sequence number. CATS remains on the Details tab and displays the new cloned record. CATS will not clone the Notes/Remarks and will not clone the User Fields.
Create AD700	If one or more Account Detail distributions are reconciled, the user is informed that the document cannot be converted to an AD700. If none are reconciled, the document type is changed from "CREDITCARD" to "AD700" and the document's status is set to "working". The Ship To Address field and its "?" button are then displayed, and the "Create AD700" button is disabled. The user enters the ship to address information and then saves the document to make the changes effective. Note: After the changes are saved, the document will be visible on the AD700 screen and no longer visible on the Credit Card screen. When the changes are saved, CATS creates a "Recommended Sources (Vendors)" record using the Vendor entered on the Details tab. CATS creates a detail line using "1" for the "Line Item", "Item Description" for the "Description", "Budget Object" for the "Budget Object", "1" for the "Quantity", "ea" for the "Unit Issue", and "Amount" for the "Unit Price" fields.
Void UnVoid	If the button label is "Void", the status of the document is changed to "void" and the label on the button is changed to "UnVoid." If the button label is "UnVoid", the status of the document is changed to "active" and the label on the button is changed to "Void". Note: This button only functions if there are no reconciled account distributions for the document and if there are no projections linked to an account distribution in this document.

Other Required Credit Card Fields set by CATS

(CATS shall automatically set the following fields whenever a new record is created)

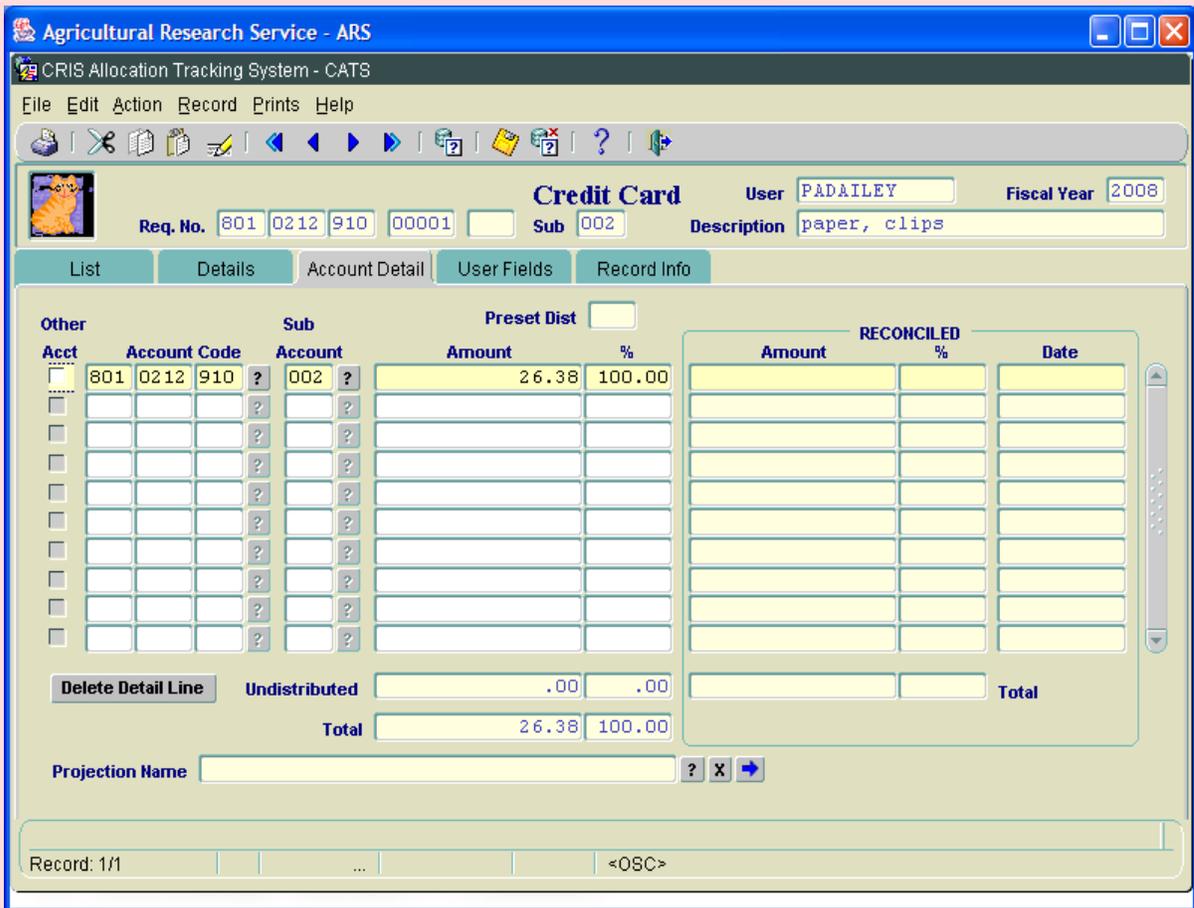
<u>Field Name</u>	<u>Setting</u>
Document Type	The document type is set to "CREDITCARD" when a new record is created, or when a conversion to an AD700 is canceled.
Document Status	The document status is "active" or null when a new record is created. The system sets the document's status to "working" ("W") when a record is converted to an AD700.
Reconciliation Status	The reconciliation status is set to "U" (unreconciled) when a new record is created, but will not change this field in this form.

D. Account Detail Tab

The account detail tab is used to split the transaction between sub accounts within one accounting code and/or multiple accounting codes and sub accounting codes. It also maintains account distribution information. These are the accounting codes/sub accounting codes that are used for reporting and for the reconciliation process.

If no accounting split is desired from the accounting listed on the Details tab, this Account Details tab need not be used.

Image of Credit Card Account Detail Tab



If you need to change an accounting code simply click on the **?** button to the right of the code you want to change, and select the correct code. REMEMBER, if you change the accounting code, you will most likely need to change the sub account too. Use the same process to change the sub account. To add another accounting line, click on the line and then the “?” and select another accounting line and sub account. Then split the amount of the transaction between the accounting lines using amounts or percentage. You must **balance** the total before CATS will let you save the accounting details, i.e. the undistributed totals must be equal to zero.

Credit Card Account Detail Tab Left Group Fields

<u>Field Name</u>	<u>Description / Rules / Notes</u>
Preset Distribution	The preset distribution code is entered on the Details tab when a preset is used for the sub account. <u>Required: No.</u> <u>Modifiable: No.</u>
Other Acct	When checked, this field indicates that the user is using an account code or sub account that is outside of their security level. The Sub Acct <input type="checkbox"/> button will be invisible. <u>Required: No.</u> <u>Modifiable: Yes, but only if the line item is not reconciled.</u>
Account Code	The account code the purchase is being distributed to. The account code must be in the MU table. <input type="checkbox"/> button: Displays the list of account codes the user has access to for the default fiscal year. <u>Required: Yes.</u> <u>Modifiable: Yes, but only if the line item is not reconciled.</u>
Sub Account	The sub account for the distribution. The sub account must belong to the accounting code. <input type="checkbox"/> button: Displays the list of sub accounts for the entered account that the user has access to. <u>Required: Yes.</u> <u>Modifiable: Yes, but only if the line item is not reconciled.</u>
Amount	The amount of the purchase to be distributed to this account and sub account. The default is zero. The amount must be less than or equal to the total amount of the purchase. CATS calculates the percentage of the total amount and place it in the adjacent “%” field. <u>Required: Yes.</u> <u>Modifiable: Yes, but only if the line item is not reconciled.</u>
%	The percentage of the total amount to be distributed to this account and sub account. The default is zero. The percentage must be less than or equal 100%. CATS calculates the amount and places it in the Amount field. <u>Required: Yes.</u> <u>Modifiable: Yes, but only if the line item is not reconciled.</u>
Undistributed Amount	CATS calculates this as the difference between the total amount of the purchase and the total amount distributed. <i>To save this must be equal zero.</i>
Undistributed %	CATS will calculate this as the difference between 100% and the total percentage of the purchase. <i>To save this must be equal to zero.</i>
Total Amount	CATS copies the Amount field from the Details tab.

Credit Card Account Detail Tab Left Group Fields (cont.)

Total Percent	CATS displays “100”.
Projection Name	The name of the projection this distributed amount is linked to. If blank, the transaction can be linked to a projection by clicking the <input type="button" value="?"/> button to the right of the projections field and selecting the appropriate projection. The transaction can be unlinked from a projection by clicking the <input type="checkbox"/> to the right of the projections field. The <input type="button" value=">"/> button takes you to the Projection module. Also amounts can be linked to and removed from projections through the Projections form. See the Chapter 2.7, Projections to understand how projections are linked to account distributions.

Credit Card Account Detail Tab Reconciled Frame Fields

These fields cannot be changed by the general credit card user; only accounting personnel can change these fields on this form. The information provided below is for reference only.

<u>Field Name</u>	<u>Description / Rules / Notes</u>
Amount	The amount reconciled for this distribution line item. The sum of all amounts must equal the total reconciled for the document. The sum of all amounts for each account must equal the total reconciled for the account. Required: Yes, if the line item is reconciled. Modifiable: Yes, if the line item is reconciled and the account for the line is within the user’s security.
%	The percent of the total amount reconciled for this distribution. Required: Yes, if the line item is reconciled. Modifiable: Yes, if the line item is reconciled and the account for the line is within the user’s security.
Date	The date the amount was reconciled (through the Account Reconciliation screen). Modifiable: No.
Total Reconciled Amount	CATS calculates this as the sum of the reconciled Amount fields. Modifiable: No.
Total Reconciled Percent	CATS calculates this as the sum of the reconciled “%” fields. Modifiable: No.

Credit Card Account Detail Tab Buttons

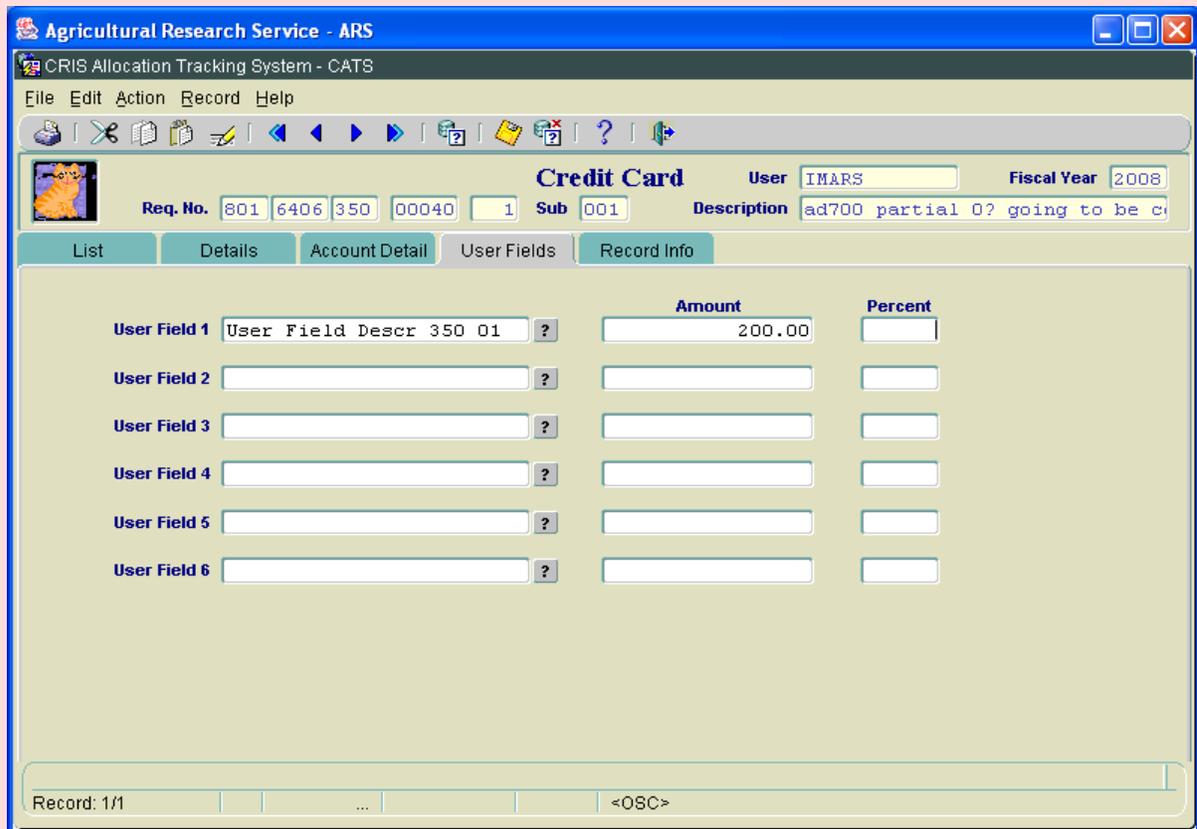
<u>Button Name</u>	<u>Actions</u>
Delete Detail Line	CATS deletes the highlighted account detail line, as long as it is not the only line, the line is not reconciled, and the line is not attached to a Projection.

E. User Fields Tab

If you do not use “User Fields” you would not use this tab.

“User Fields” are optional and not all locations use them. If your location does use them, please contact your location management for how and what they want you to put in these fields. The User Fields tab is used to select User Fields which you as a cardholder have access to. You can split the current transaction between up to six user fields either by amount or by a percentage of the transaction total from the Details Tab. Also, in new CATS “User Fields” can be pre-established for each accounting code by location personnel. If this is done, the **[?]** button by each User Field will display a list of all those pre-established user fields that are available for the accounting code on the details tab. User Fields can also be “Free Form” entry, but it is recommended that you use the **[?]** button if it is available. See your unit management or accounting personnel with questions on how to use “User Fields”

Image of Credit Card User Fields Tab



Credit Card User Fields Tab Fields

<u>Field Name</u>	<u>Description / Rules / Notes</u>
User Field 1, 2, 3, 4, 5, 6	<p>Used to store information about the document that allows the user to better organize the information for reporting purposes on the User Fields report.</p> <p> button: CATS displays a list of previously-stored user fields for the account.</p> <p><u>Required: No.</u> <u>Modifiable: Yes.</u></p>
Amount (1, 2, 3, 4, 5, 6)	<p>Used to designate a specific amount to be used with the value of the user field when generating the User Fields report. The user is allowed to enter either the Amount or the Percent field for a line, but not both.</p> <p><u>Required: No.</u> <u>Modifiable: Yes.</u></p>
Percent (1, 2, 3, 4, 5, 6)	<p>Used to designate a specific percent of the total transaction from the “Details Tab” to be used with the value of the user field when generating the User Fields report. The user is able to enter either the Percent or the Amount field for a line, but not both.</p> <p><u>Required: No.</u> <u>Modifiable: Yes.</u></p>

F. Record Info Tab

The Record Info Tab is used to view information on who created and updated the document information and when the changes were made. CATS will automatically updates these fields: User Last Modified and Date Last Modified fields whenever the main document record (fields on the Details tab) is changed.

Image of Credit Card Record Info Tab

All fields are view only.

Credit Card Record Info Tab Fields

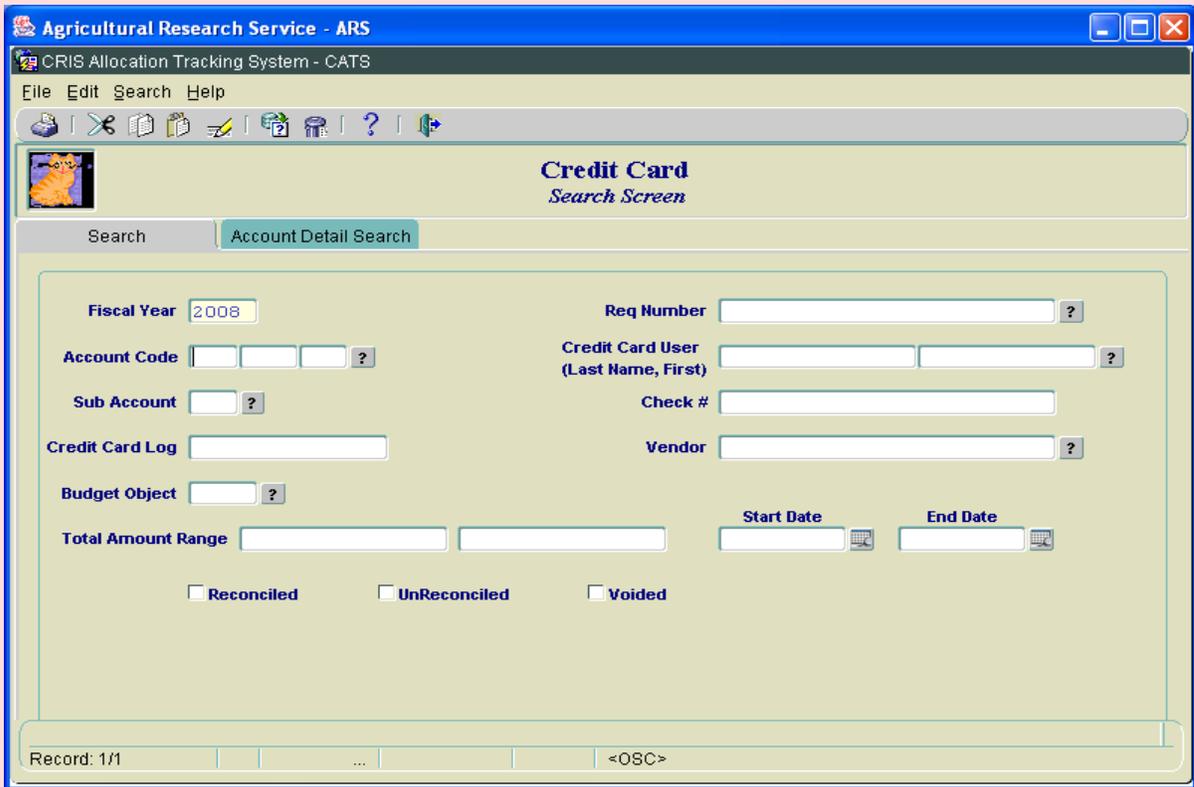
<u>Field Name</u>	<u>Description / Rules / Notes</u>
User Added	The login ID of the individual who created the original document.
Date Added	The date the document was created.
User Last Modified	The login ID of the individual who last modified the document.
Date Added	The date the record was last modified.

III. Search Screen

The Search Screen is accessed by clicking on the “Search” option. The Search screen has two tabs: Search and Account Detail Search. The Search tab is used for searching the main document information. The Account Detail Search is used for searching for accounts and sub account distributions on the document. All searches filter documents by the user’s working (default) fiscal year. All LOV searches filter transactions by the user’s working fiscal year.

A. Search Tab

Image of Credit Card Search Screen, Search Tab



Credit Card Search Screen Search Tab Fields

<u>Field Name</u>	<u>Description / Rules / Notes</u>
Fiscal Year	This defaults to the current fiscal year. CATS only retrieves documents for this fiscal year. <i>The fiscal year can only be changed on the Main CATS Screen.</i>
Req Number	The document requisition number. Any number or number range. Wildcards may be used. <input type="text" value="?"/> button: CATS displays unique document sequence numbers for credit card documents within the user’s security. <u>Required: No.</u> <u>Modifiable: Yes.</u>

Search Tab Fields, (cont.)

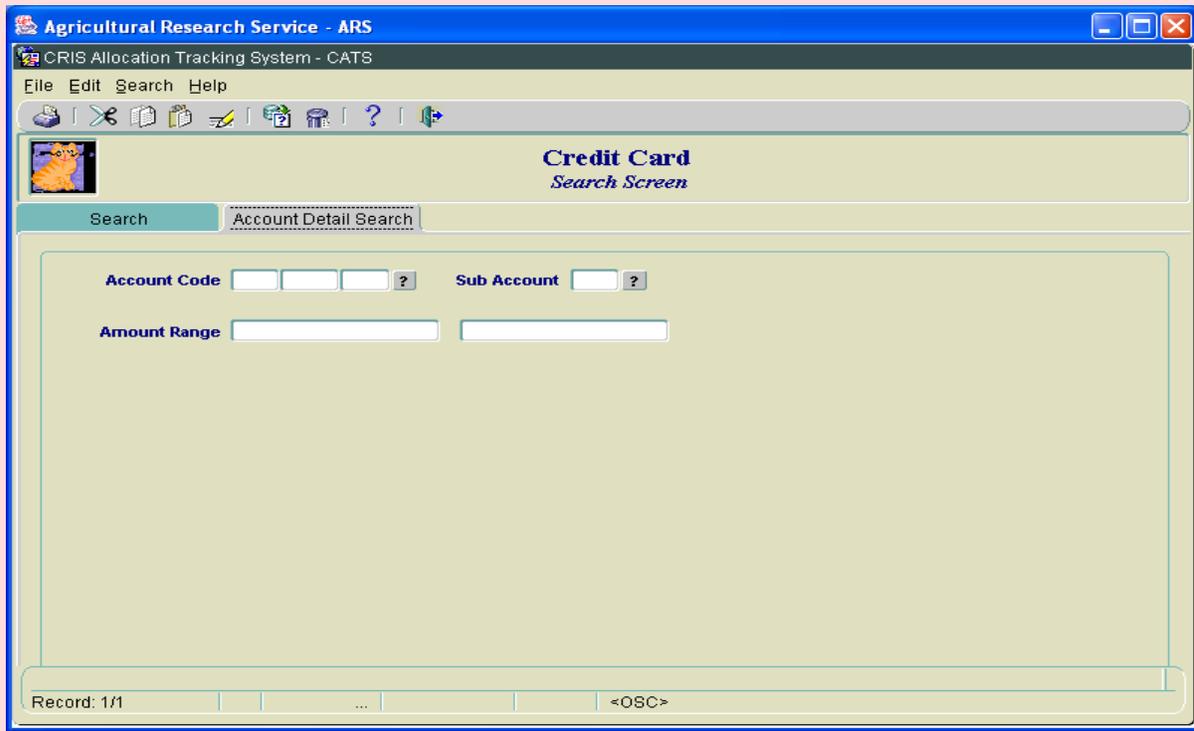
Account Code	An account code, which should be within the user's security. <input type="checkbox"/> button: CATS displays account codes for accounts within the user's security. <u>Required: Yes, if searching on sub account.</u> <u>Modifiable: Yes.</u>
Credit Card User (Last Name, First)	The credit card user last name and first name. One or both can be entered and used with wildcards. <input type="checkbox"/> button: CATS displays unique credit card users for documents within the user's security. <u>Required: No.</u> <u>Modifiable: Yes</u>
Sub Account	A sub account for the selected accounting code. <input type="checkbox"/> button: CATS displays sub account codes that the user has access to for the referenced account. <u>Required: No.</u> <u>Modifiable: Yes</u>
Check #	A check number. Wildcards (%) may be used. <u>Required: No.</u> <u>Modifiable: Yes</u>
Credit Card Log	When entered, CATS retrieves documents with the entered credit card log number matching all other criteria, including the user's security level. Wildcards (%) may be used. <u>Required: No.</u> <u>Modifiable: Yes</u>
Vendor	When entered, CATS retrieves documents matching the vendor's name and matching all other criteria, including the user's security. Wildcards (%) may be used. <input type="checkbox"/> button: CATS displays vendors for documents within the user's security level. <u>Required: No.</u> <u>Modifiable: Yes</u>
Budget Object	When entered, CATS retrieves all documents meeting all other criteria, including the user's security level. <input type="checkbox"/> button: CATS displays the list of Budget Object Codes for documents within the user's security level. <u>Required: No.</u> <u>Modifiable: Yes</u>

Credit Card Search Screen Search Tab Fields, (cont.)

Total Amount Range	This enables the user to search based on a range of document amounts. The first amount field must be <= the second amount field. When the amount range is entered, CATS retrieves all documents with the total purchase amount falling within the amount range. Required: No. Modifiable: Yes
Start Date	The Start Date must be <= the End Date. If the date range is entered, CATS retrieves all documents within that date range. Required: No. Modifiable: Yes
End Date	If a Start Date is entered, the End Date is required. The End Date must be >= the Start Date. If the date range is entered, CATS retrieves all documents within that date range. Required: No. Modifiable: Yes
Reconciled	When checked, CATS retrieves only reconciled documents meeting all other criteria. Required: No. Modifiable: Yes
UnReconciled	When checked, CATS retrieves only unreconciled documents meeting all other criteria. Required: No. Modifiable: Yes
Voided	When checked, CATS retrieves only voided documents meeting all other criteria. Required: No. Modifiable: Yes

B. Account Detail Search Tab

Image of Credit Card Search Screen Account Detail Search Tab



Credit Card Search Screen Account Detail Search Tab Fields

<u>Field Name</u>	<u>Description / Rules / Notes</u>
Account Code	<p>The account code on the Account Detail tab of the main screen.</p> <p><input type="button" value="?"/> button: CATS displays the list of accounts the user has access to that have distributions on the Account Detail tab.</p> <p>Required: No. Modifiable: Yes</p>
Sub Account	<p>The sub account code on the Account Detail tab of the main screen.</p> <p><input type="button" value="?"/> button: CATS displays the list of sub accounts the user has access to for the entered account.</p> <p>Required: No. Modifiable: Yes</p>
Amount Range	<p>The dollar amount used for a single line-item distribution on the Account Detail tab of the main screen.</p> <p>Required: No. Modifiable: Yes</p>

IV. Print Listing

To access this listing, from the List Tab, check the checkbox to the left of the item(s) you want to print, then from the menu select "Prints" and then "Print Listing".

Image of Credit Card Print Listing

09/26/2008		Agricultural Research Service CRIS Allocation Tracking System			1
Credit Card Listing					
<u>Requisition Number</u>	<u>Awarded Vendor</u>	<u>Item Description</u>	<u>Amount</u>	<u>Request Date</u>	<u>Recon Flag</u>
801-0312-910-00006	GIANT	fruit tray	75.00	08/20/2008	No
801-0312-910-00007	OFFICE DEPOT	folders	200.00	08/20/2008	No
801-1201-911-00006-1	DELL	laptop	1,000.00	08/20/2008	No
801-1201-911-00008	ZIPPY COPIERS	office supplies	120.00	08/23/2008	No
801-1201-911-00009	FISHER SCIENTIFIC	ducks	1,000.00	09/19/2008	No
801-1201-916-00001	HOME DEPOT	ink	250.00	08/26/2008	No
801-1265-106-00002	HOME DEPOT		66.00	08/15/2008	No
801-1265-106-00005	HOME DEPOT		15.00	09/25/2008	No
		Total:	2,726.00		

Chapter 2.2, Short Data Entry (SDE)

Contents

[I. Introduction](#)

[A. Purpose](#)

[B. Access Levels](#)

[C. Document Types](#)

[D. Saving and Navigating](#)

[II. Main Screen](#)

[A. Header Fields](#)

[B. List Tab](#)

[C. Details Tab](#)

[D. Account Detail Tab](#)

[E. User Fields Tab](#)

[F. Record Info Tab](#)

[III. Search Screen](#)

[A. Search Tab](#)

[B. Account Detail Search Tab](#)

[IV. Print Listing](#)

I. Introduction

A. Purpose

The Short Data Entry (SDE) form is used by non-accounting users, accounting technicians, and Location, Area, and Headquarters to maintain information on travel, training, agreements, and other obligating documents. It is used for everything except AD-700s, Credit Card Purchases and Salaries.

B. Access Levels

All users can access this form.

Basic, Unit, Location, Area, and Agency users can maintain information on miscellaneous purchases for accounts and sub accounts they have access to.

Procurement Managers and View Only users can only view information for accounts and sub accounts they have access to. All of the buttons are turned off except for the “Print” button for these users.

C. Document Types

The following table shows for each document type the different prompts displayed and the default budget object code (BOC). The document type code is displayed on the List tab and on reports. The other fields are displayed on the Details tab.

Short Data Entry Document Types and Field Prompts

<u>Document Type</u> <u>(List Label)</u>	<u>Document</u> <u>Type Code</u>	<u>Document</u> <u>Number Prompt</u> <u>Text</u>	<u>Vendor</u> <u>Prompt Text</u>	<u>Description</u> <u>Prompt Text</u>	<u>Default</u> <u>BOC</u>
Agreements	AGRE	Agreement #	Vendor	Description	4100
FFIS B2 Ledger Transfer	B2TR	B2 Number	Vendor	Type of Adj	
Gasoline Card	GASC	Date of Charges	Vendor	Veh Lic Plate	2614
Generic Entry	GENE	Doc Number	Vendor	Description	2670
New Purchase Request	NEWR	New Doc Number	New Vendor	New Description	
Purchase Order	PRCH	PO Number	Vendor	Description	3100
Training	TRNG	SF-182 Number	Vendor	Training Date	2523
Travel	TRAV	AD-202 Number	Traveler	Dates of Travel	2100
Utilities	UTIL	Util Account #	Utility Co	Service Date	2310

D. Saving and Navigating

When a record is initially created, the user can move from tab to tab and all changes are saved automatically without receiving a prompt to save, and doesn't require the undistributed amounts on the Account Detail tab to be zero.

When the user is viewing a record previously saved, CATS prompts the user to save changes before leaving the record.

When the user attempts to leave a record (executes the "first record", "previous record", "next record", "last record", "go to search screen", or "exit" functions), CATS determines if the undistributed balance (the difference between the purchase total on the Details tab and the sum of the distributions on the Account Detail tab) is zero. If it is not, CATS alerts the user with "Undistributed amount is not zero; you must fix before saving or exiting" and prevents the user from continuing with the save action.

When the user attempts to leave a record as described above, CATS determines if the reconciled balance (the total reconciled distributions for an account for the document) for each distributed account is the same as the total recorded through the Account Reconciliation module. If it is not, CATS alerts the user with "Reconciled total for account {account code} must equal the account reconciled amount of {amount}. You must fix." and prevents the user from continuing with the action.

II. Main Screen

If the user has security level Basic, Unit, or View Only, CATS will verify that the appropriate account and sub account security has been set up (done through the User Administration form). If a default account and sub account have not been set up for this user, CATS alerts the user with “Security has not been set up for record access for any sub accounts.” Contact location support staff, and prevents the user from entering the form. When the form starts, CATS displays the List tab for all users with the correct security.

A. Header Fields

CATS displays the following fields above all tabs except for the Search tab. CATS will not allow entry into these fields. CATS copies the corresponding contents of the current record on the List tab to these fields, except where otherwise noted below.

SDE List Tab Header Fields

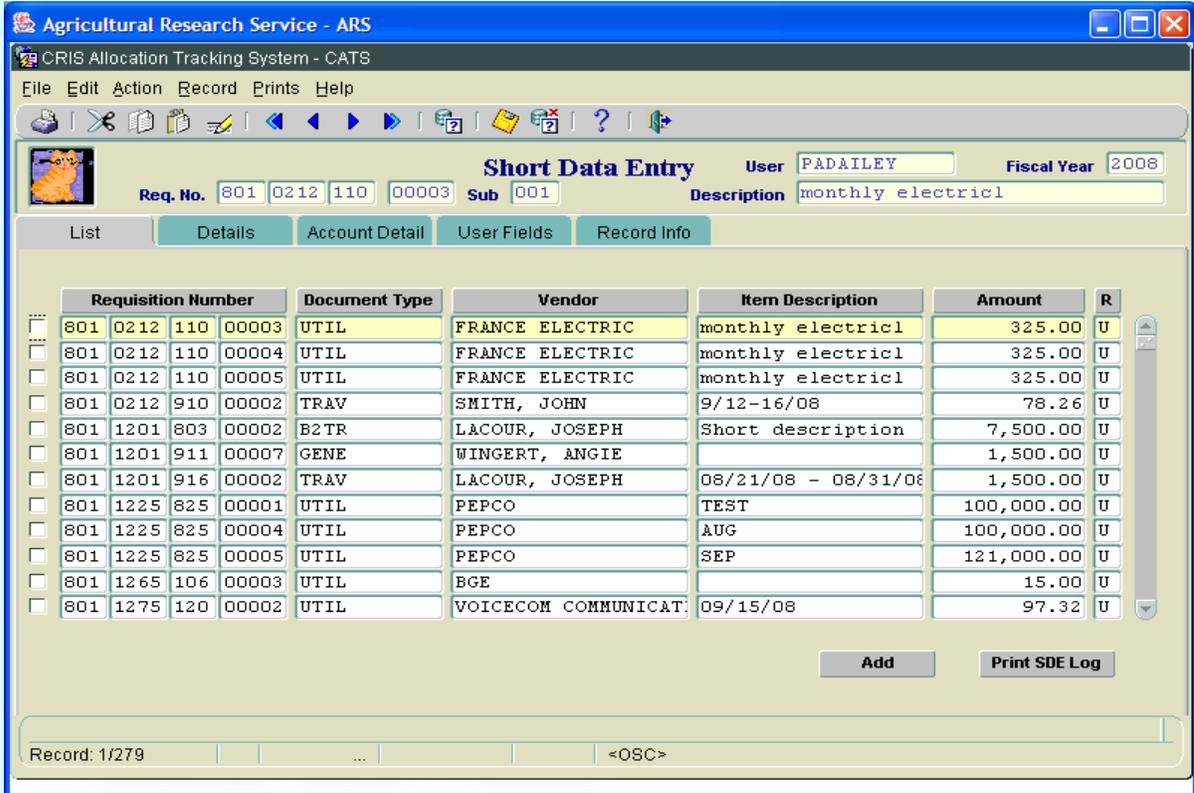
Field Name	Description / Rules / Notes
User	The user’s login ID.
Fiscal Year	The user’s default fiscal year. Can only be changed on the Main Screen after logging in.
Req. No.	The requisition number of the currently selected document.
Sub	The main sub account of the currently selected document and used to control access to the document at the sub-account level.
Description	The description of the currently selected document.

B. List Tab

CATS will initially display all non-voided documents the user has access to for user’s default fiscal year. CATS will initially sort the records with unreconciled documents (indicated by “U” in the “R” column) at the top and then by requisition number; CATS displays the reconciled documents (indicated by “R” in the “R” column) after the unreconciled documents also sorted by requisition number. The list screen can be re-indexed on any of the column names by simply clicking on that column name. I.E. to sort the list by alphabetically by “Vendor”, simply click on the “Vendor” button at the top of the Vendor column. Clicking it again reverses the index. This is true for all columns of the list screen.

Image of SDE List Tab

(All fields are view only, except the checkbox to the left of each line)



List Tab Fields

<u>Field Name</u>	<u>Description / Rules / Notes</u>
Checkbox	Used to mark a record for print listings. See Section IV Print Listings below.
Requisition Number	The document's requisition number.
Document Type	The document type code used by CATS.
Vendor	The vendor of the item being purchased.
Item Description	A short description of the item being purchased.
Amount	The cost of the item being purchased. If the document's status is "U", CATS shall display the unreconciled "Amount" field seen on the Details tab. If the document's status is "R", CATS shall display the total reconciled amount seen on the Account Detail tab.
R	Reconciled ("R") or unreconciled ("U") indicator.

SDE List Tab Buttons

<u>Button Name</u>	<u>Actions</u>
Add	CATS displays the Details tab with all fields blank except for any user default fields (Account Code, Sub Acct) and other default fields (Date, Amount, R&M). CATS disables the navigation buttons on the top toolbar and their corresponding Record drop-down menu options (First, Previous, Next, Last).
Print SDE Log	CATS creates a report listing the checked requisitions on the List tab (see section IV Short Data Entry Print Listing Report section below).

C. Details Tab

The Details tab is used to create and maintain the required information for short data entry transaction, including creation of the initial account distributions.

Image of SDE Details Tab

The screenshot displays the 'Short Data Entry' form within the 'Agricultural Research Service - ARS' application. The form is titled 'Short Data Entry' and includes the following fields and controls:

- Req. No.:** 801 0212 110 00003 Sub 001
- User:** PADAILEY
- Fiscal Year:** 2008
- Description:** monthly electric1
- Document Type:** Utilities
- Util Account #:** (empty)
- Other Acct:**
- *Account Code:** 801 0212 110
- *Sub Acct:** 001 ?
- *Utility Co:** FRANCE ELECTRIC
- *Budget Object:** 2310 ?
- Service Date (Short Description):** monthly electric1
- *Date:** 08/20/2008
- *Amount:** 325.00
- Notes:** electric bill
- R & M:**
 - None
 - Partial
 - Full
 -
- Reconciled Date:** (empty)
- Relocation:**

Buttons at the bottom include: Save & Return to List, Save & Add, Recurring, Clone, and Void. The status bar at the bottom indicates 'Record: 1/1'.

SDE Details Tab Fields

<u>Field Name</u>	<u>Description / Rules / Notes</u>
Document Type	<p>The document type for the transaction. When the user clicks in this field, CATS displays the list of all of the document types, as listed in Table 1 above, in the order listed in the table. The “Document Type (List Label)” column in this table contains the label that will be displayed in this list. When the user is adding a new record through the “Add” button on the List tab, CATS initially blanks this field. When the user is adding documents through the “Save and Add” or “Clone” buttons, CATS displays the value for the document just saved. When the user selects a document type, CATS displays field prompts for the three fields over the R&M fields on the right-hand side of the screen as described in Table 1 above.</p> <p><u>Required: Yes.</u> <u>Modifiable: Only if the document has not been reconciled.</u></p>
Doc Number	<p>An optional identifying number the user assigns to the document. The label for this field changes depending on the document type chosen (see the above table). The user should check Location and/or Area policy on what is appropriate to be entered here for each of the document types.</p> <p><u>Required: No</u> <u>Modifiable: Yes, (<= 20 characters)</u></p>
Other Acct	<p>When checked, indicates that the user will use an account code outside of user’s normal security. Note: After a record is saved, subsequent searches for this document by this user may result in this document not being retrievable by that user, since it may be outside the user’s security.</p> <p><u>Required: No.</u> <u>Modifiable: Only when a new document is created.</u></p>
Account Code	<p>The accounting code for the management unit which owns the document. If the user has a default account, CATS will default this field to the user’s default account in the user’s profile. The account code must be within the user’s security unless the Other Acct checkbox is checked. If the user’s security level is Basic or Unit, the account must be active. If the user’s security level is Location, Area, or Agency, CATS shall warn the user if the account is inactive, but allow the document to be saved.</p> <p><u>Required: Yes.</u> <u>Modifiable: Only when a new document in created.</u></p> <p><input type="checkbox"/> button: CATS shall display the list of account codes the user has access to for the fiscal year. If the document is one that has previously been saved, CATS shall render this button invisible.</p>

SDE Details Tab Fields (cont.)

Sub Acct	<p>The sub account or preset distribution associated with the selected accounting code. If the user has a default sub account, CATS defaults this field to the user's default sub account in the user's profile. If the user's security is Basic or Unit, the sub account must be active. If the user's security is Location, Area, or Agency, CATS warns the user if the sub account is inactive, but allows the document to be saved. When CATS creates a detail record, CATS also creates an Account Detail record and allocates 100% of the Amount to the above account and sub account, unless the user entered a preset distribution. In the latter case, CATS creates multiple Account Detail records for each account and sub account in the preset distribution, and allocates the Amount to the account and its sub accounts based on the percentages in the preset distribution.</p> <p>Each time the user changes the sub account, CATS deletes existing Account Detail records and creates a new set of Account Detail records based on what was entered for the sub account as described above.</p> <p><u>Required:</u> Yes. <u>Modifiable:</u> Only if the document has not reconciled.</p> <p><input type="button" value="?"/> button: CATS displays all sub accounts and preset distributions the user has access to for the above account.</p>
Vendor	<p>The vendor for the transaction. CATS changes the label for this field according to the requirements for the document type chosen (see Table 1 above). The user should enter appropriate information for the document type. If the label is "Vendor", then CATS will display the <input type="button" value="?"/> button for this field.</p> <p><u>Required:</u> Yes. <u>Modifiable:</u> Only if the document has not reconciled.</p> <p><input type="button" value="?"/> button: CATS displays the list of vendors based on the user's security. <input type="button" value="➔"/> button: If clicked, prompts the user to save a typed in vendor to the vendor table if so desired. This will make it available from the list of values for future transactions. CATS will not allow duplicate vendor names.</p>
Budget Object	<p>The budget object class code (BOC). CATS defaults this field to a specific value based on the document type as described earlier.</p> <p><u>Required:</u> Yes. <u>Modifiable:</u> Only if the document has not reconciled.</p> <p><input type="button" value="?"/> button: CATS displays a list of the active BOCs in the CATS system.</p>
Description	<p>Description of the item being purchased.</p> <p><u>Required:</u> No, but recommended. <u>Modifiable:</u> Yes, (<=250 characters)</p>
Date	<p>The date the transaction is entered into CATS. Defaults this to the current date.</p> <p><u>Required:</u> Yes, but defaults to current date <u>Modifiable:</u> Only if the document has not reconciled.</p>

SDE Details Tab Fields (cont.)

Amount	<p>The purchase amount. When CATS creates this detail record, CATS also creates an Account Detail record and allocates 100% of the Amount to the above Account and Sub Account, unless the user entered a preset distribution. In the latter case, CATS creates multiple Account Detail records for each account and sub account in the preset distribution, and allocates the Amount to the account and its sub accounts based on the percentages in the preset distribution.</p> <p>Each time the user changes the Amount, CATS redistributes the amounts based on the percents that are currently stored for the distributions for the document.</p> <p><u>Required: Yes.</u> <u>Modifiable: Only if all distributions on the document are not reconciled.</u></p>
Notes	<p>Notes on the purchase. Required: No. Modifiable: Yes. Type: <= 500 characters.</p>
R & M	<p>Three radio buttons and an unlabelled amount field indicating how much of the purchase is in support of Repair and Maintenance (R&M). The allowable values are “None”, “Partial”, and “Full”. When R&M is “Full”; CATS copies the Amount field to the R&M amount field, and prevent it from being changed. When R&M is “Partial”, the user must enter an amount that must be greater than or equal to zero and less then or equal to the amount of the purchase. When R&M is “None”, CATS sets the R&M amount field blank.</p> <p><u>Required: Yes, but defaults to none.</u> <u>Modifiable: Radio buttons are; amount field is modifiable if the radio is “Partial”.</u></p>
Reconciled Date	<p>The date the document was completely reconciled through the Account Reconciliation form. <u>System generated and cannot be changed here.</u></p>
Relocation	<p>A check in this box indicates the transaction is for relocation costs and opens the Relocated Person field below. <u>Required: No</u> <u>Modifiable: Yes</u></p>
Relocated Person	<p>The individual being relocated, for which the transaction applies. These people must be set up in the Relocation Users Reference table. (See Chapter 4.7 Relocation Users Administration.)</p> <p><u>Required: No</u> <u>Modifiable: Only if Relocation checkbox is checked and only through the <input type="checkbox"/> button.</u></p> <p><input type="checkbox"/> button: CATS displays the list of relocating persons for the Location.</p>

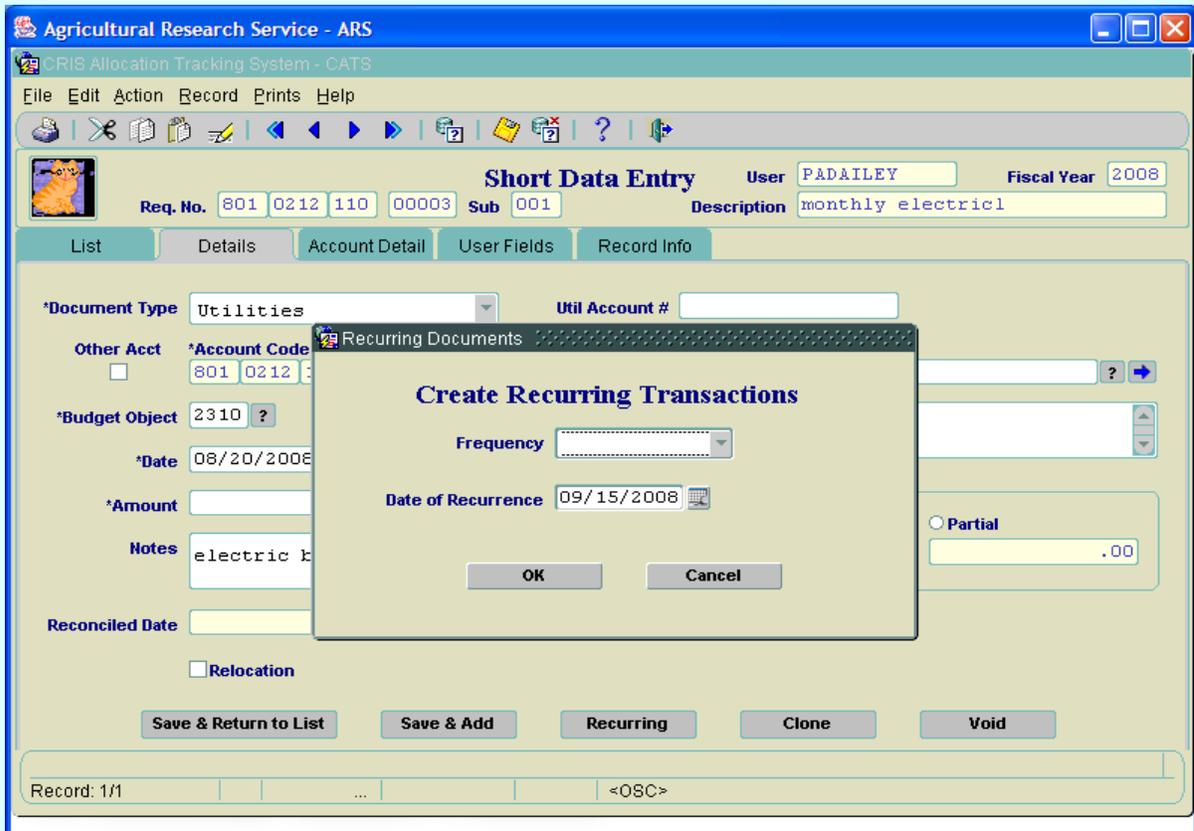
SDE Details Tab Buttons

<u>Button Name</u>	<u>Actions</u>
Save & Return to List	CATS saves the document and returns to the List tab.
Save & Add	CATS saves the document and starts creating a new document as described for the List tab “Add” button.
Recurring	This button is visible only for “Gasoline Card”, “Generic Entry”, and “Utilities” document types. When the user clicks this button, CATS displays the “Create Recurrent Transactions” pop-up window as shown on the image below.
Clone	CATS prompts the user to save changes to the current record. When the changes have been successfully saved, CATS creates another record that is a copy of the current record, and creating a new requisition number using the same account codes and a new document sequence number. CATS remains on the Details tab and display the new cloned record.
Void UnVoid	If the button label is “Void”, CATS changes the status of the document to “void” and changes the label on the button to “UnVoid” if there are no reconciled account distributions for the document and if there are no projections linked to an account distribution in this document. If the button label is “UnVoid”, CATS changes the status of the document to “active” and changes the label on the button to “Void”.

Recurring Transactions:

Once the required information is entered onto the Details Tab, CATS allows users to create recurring transactions at different frequencies throughout the fiscal year by clicking on the “Recurring” button. This would be used for transactions that occur throughout the year for the same amount and at the same time each month or one of the other frequencies (see below). Examples are monthly subscriptions, utility charges, etc. These can be used separately from or in conjunction with “Projections”. (See [Chapter 2.7, Projections](#))

Image of SDE, Details Tab, Create Recurring Transaction



SDE Create Recurring Transactions Pop-up Window Fields

<u>Field Name</u>	<u>Description / Rules / Notes</u>
Frequency	The values for frequency shall include bi-weekly, monthly, quarterly, and semi-annually. Required: Yes from the LOV only Modifiable: Yes, from the LOV only.
Date of Recurrence	The starting date for creating recurring documents. Required: Yes. Modifiable: Yes, and defaults to current date.

SDE Recurring Button Pop-up Window Buttons

<u>Button Name</u>	<u>Actions</u>
OK	CATS will clone the active document starting with the recurrence date and making clones at the selected frequency as many times as possible until the end of the fiscal year. For each clone, CATS will create a new requisition number and will create a new requisition date, the latter augmented by the selected frequency. CATS will only create clones for the default fiscal year; if the user enters a date greater than the default fiscal year, CATS will alert the user. When all clones have been finished, CATS will close the pop-up window and display the original document. If the recurrence date is the same date as the document date, then CATS will not create a clone for the recurrence date and will create the first clone using the next date.
Cancel	CATS will close the pop-up window.

CATS shall automatically set the following fields whenever a new record is created:

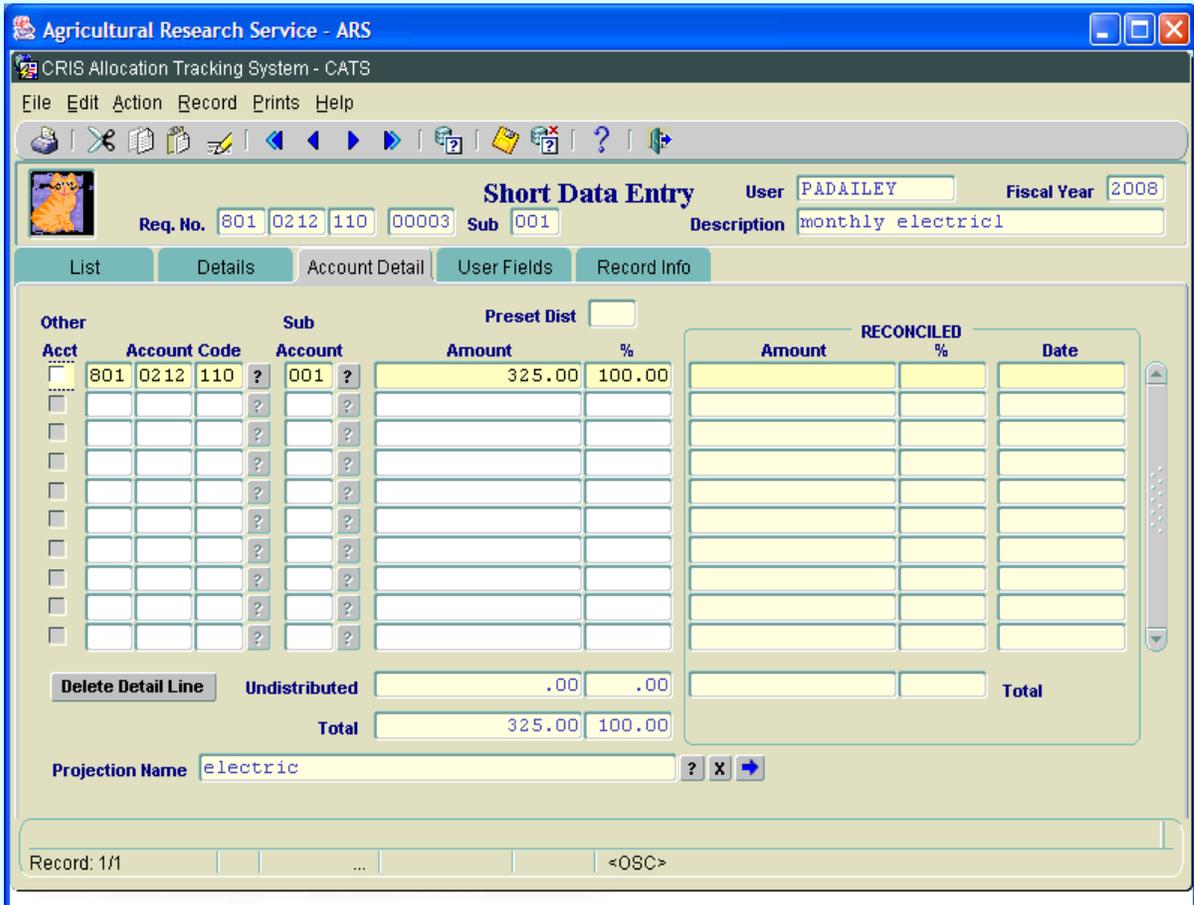
Other Required Fields

<u>Field Name</u>	<u>Setting</u>
document status	CATS will set the document's status to "active" (null) when a new record is created.
reconciliation status	CATS will set the reconciliation status to "U" (unreconciled) when a new record is created, but will not change this field in this form.
user created	The login ID of the user who created the record. This is the source of the information for the Record Info tab.
date created	The date the user created the record. This is the source of the information for the Record Info tab.
user last modified	The login ID of the user who last modified the record. This is the source of the information for the Record Info tab.
date last modified	The date a user last modified the record. This is the source of the information for the Record Info tab.

D. Account Detail Tab

The account detail tab is used to maintain account distribution information or split the transaction between multiple accounting/sub codes. These are the amounts that are used for reporting and for the reconciliation process.

Image of SDE Account Details Tab



SDE Account Detail Tab Fields

<u>Field Name</u>	<u>Description / Rules / Notes</u>
Preset Dist	The preset distribution code entered on the Details tab when a preset was used for the sub account. Required: No Modifiable: No, not from this screen.
Other Acct	When checked, indicates that the user is using an account code or sub account that is outside of her security. CATS shall render the Sub Acct <input type="checkbox"/> button invisible. Required: No Modifiable: Yes, if the line item is not reconciled.

SDE Account Detail Tab Fields (cont.)

Account Code	<p>The account code for an account the document purchase amounts are being distributed to. The account code must be in the MU table.</p> <p><u>Required:</u> Yes, at least one, but defaults to the one selected on the Details Tab</p> <p><u>Modifiable:</u> Yes, if the line item is not reconciled.</p> <p> button: CATS displays the list of account codes the user has access to for the default fiscal year.</p>
Sub Account	<p>The sub account for the distribution. The sub account must belong to the accounting code selected above.</p> <p><u>Required:</u> Yes, but defaults to the one selected on the Details Tab</p> <p><u>Modifiable:</u> Yes, if the line item is not reconciled.</p> <p> button: CATS displays the list of sub accounts for the entered account that the user has access to.</p>
Amount	<p>The amount of the purchase to be distributed to this account and sub account. CATS defaults this to zero. CATS calculates the percentage of the total amount and place it in the adjacent “%” field. If the amount is zero, CATS sets the percent to zero. The total of all distributed amounts must equal the total document amount.</p> <p><u>Required:</u> Yes</p> <p><u>Modifiable:</u> Yes, if the line item is not reconciled.</p>
%	<p>The percentage of the total amount to be distributed to this account and sub account. CATS defaults this to zero. The percentage must be less than or equal 100% for a document with non-zero amounts. If the document has non-zero amounts, CATS calculates the amount based on the entered percentage and places it in the Amount field. If the total amount for the document is zero, CATS sets all of the percents to zero but does not recalculate any amounts.</p> <p><u>Required:</u> Yes, but CATS calculates this for you if you enter the amount.</p> <p><u>Modifiable:</u> Yes, if the line item is not reconciled.</p>
Undistributed Amount	<p>CATS will calculate this as the difference between the total amount of the purchase (“Total Amount”) and the total amount distributed (sum of the Amount fields on the Account Details tab).</p> <p><u>Calculated by CATS and cannot be changed.</u></p>
Undistributed %	<p>If the document has non-zero amounts, CATS calculates this as the difference between 100% and the total percentage of the purchase. If the document has zero amounts, CATS sets this to zero.</p> <p><u>Calculated by CATS and cannot be changed.</u></p>
Total Amount	<p>CATS copies the Amount field from the Details tab.</p> <p><u>Calculated by CATS and cannot be changed.</u></p>

SDE Account Detail Tab Fields (cont.)

Total Percent	CATS displays “100”. Calculated by CATS and cannot be changed.
Projection Name	The name of the projection this distributed amount is linked to. If blank, the transaction can be linked to a projection by clicking the <input type="button" value="?"/> button to the right of the projections field and selecting the appropriate projection. The transaction can be unlinked from a projection by clicking the <input type="checkbox"/> to the right of the projections field. The <input type="button" value=">"/> button takes you to the Projection module. Also amounts can be linked to and removed from projections through the Projections form. See the Chapter 2.7, Projections to understand how projections are linked to account distributions.

SDE Account Detail Tab Reconciled Frame Fields

This section will only be used by location accounting personnel. It will not be used by basic users entering an AD-700. The accounting personnel must initially reconcile and unreconcile all amounts through the Account Reconciliation form. If the user’s security level is Location, Area, or Agency, the user may update the reconciled amount, but may not change the total amount reconciled for an account on this document.

Field Name	Description / Rules / Notes
Amount	The amount reconciled for this distribution line item. The sum of all amounts must equal the total reconciled for the document. The sum of all amounts for each account must equal the total reconciled for the account. Required: Yes, if the line item is reconciled. Modifiable: Yes, if the line item is reconciled and the account for the line is within the user’s security.
%	The percent of the total amount reconciled for this distribution. Required: Yes, if the line item is reconciled. Modifiable: Yes, if the line item is reconciled and the account for the line is within the user’s security
Date	The date the amount was reconciled (through the Account Reconciliation screen). Required: Yes, if the line item is reconciled. Modifiable: No, not from this screen
Total Reconciled Amount	CATS calculates this as the sum of the reconciled Amount fields. Calculated by CATS and cannot be changed.
Total Reconciled Percent	CATS calculates this as the sum of the reconciled “%” fields. Calculated by CATS and cannot be changed.

SDE Account Detail Tab Buttons

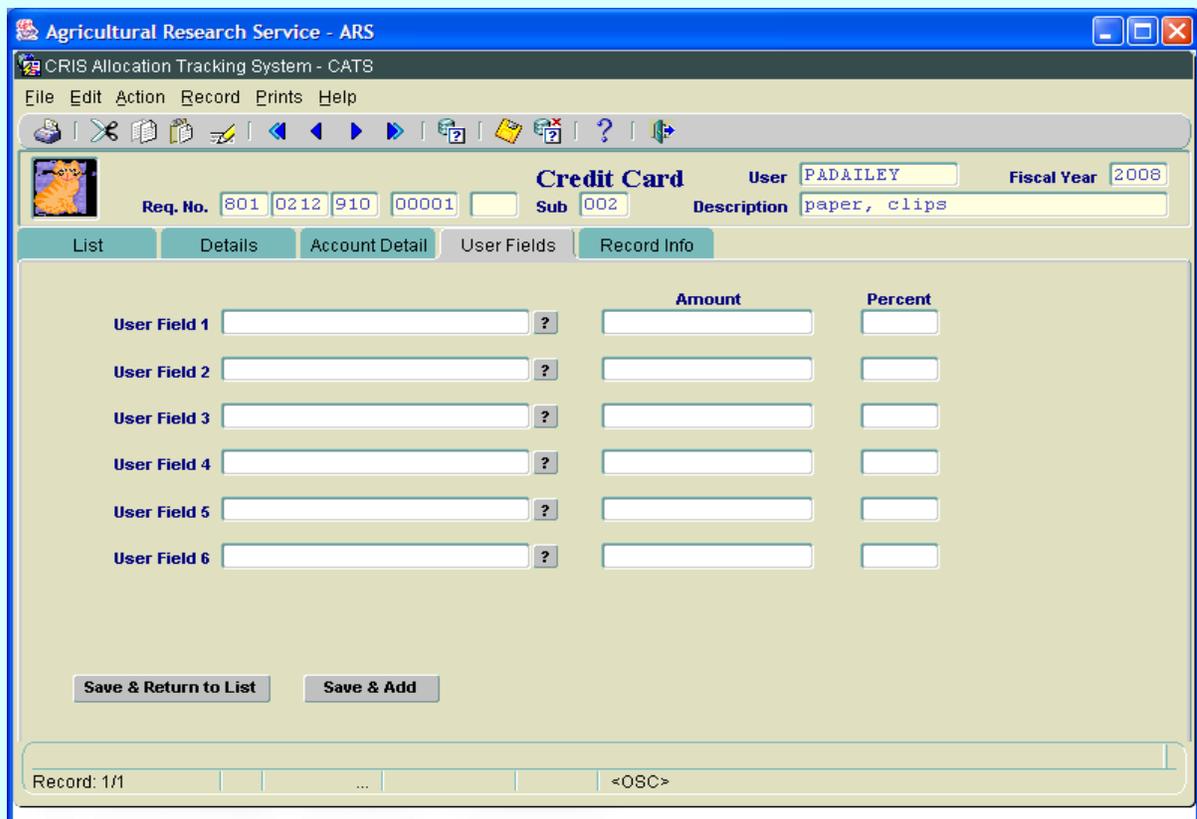
<u>Button Name</u>	<u>Actions</u>
Delete Detail Line	CATS deletes the highlighted account detail line, as long as it is not the only line, the line is not reconciled, and the line is not linked to a Projection.

E. User Fields Tab

If you do not use “User Fields” you would not use this tab.

“User Fields” are optional and not all locations use them. If your location does use them, please contact your location management for how and what they want you to put in these fields. The User Fields tab is used to select User Fields which you have access to via the **?** button or you can type them in. You can split the current transaction between up to six user fields either by amount or by a percentage of the transaction total from the Details Tab. Also, in new CATS “User Fields” can be pre-established for each accounting code by location personnel. If this is done, the **?** button by each User Field will display a list of all those pre-established user fields that are available for the accounting code on the details tab. User Fields can also be “Free Form” entry, but it is recommended that you use the **?** button if it is available. See your unit management or accounting personnel with questions on how to use “User Fields”

Image of SDE, User Fields Tab



SDE User Fields Tab Fields

<u>Field Name</u>	<u>Description / Rules / Notes</u>
User Field (1, 2, 3, 4, 5, 6)	<p>Used to store information about the document that allows the user to better organize the information for reporting purposes on the User Fields report. This is a free-form field so users may type in anything they want in these fields. <u>However, if User Fields are going to be used for reporting purposes, it is highly recommended that the location support staff establish a list of User Fields to be selected from the  button for each accounting code. This will help to eliminate typing errors and therefore inaccurate User Field Reports.</u></p> <p><u>Required: No.</u> <u>Modifiable: Yes, (<=25 characters)</u></p> <p> button: CATS displays a list of previously-stored user fields for the accounting code. This must be done by location support staff security levels or higher for them to be on the list.</p>
Amount (1, 2, 3, 4, 5, 6)	<p>Used to designate a specific amount to be used with the value of the user field when generating the User Fields report. CATS allows the user to enter either the Amount or the Percent field for a line, but not both.</p> <p><u>Required: No.</u> <u>Modifiable: Yes.</u></p>
Percent (1, 2, 3, 4, 5, 6)	<p>Used to designate a specific percent to be used with the value of the user field when generating the User Fields report. CATS allows the user to enter either the Percent or the Amount field for a line, but not both.</p> <p><u>Required: No.</u> <u>Modifiable: Yes.</u></p>

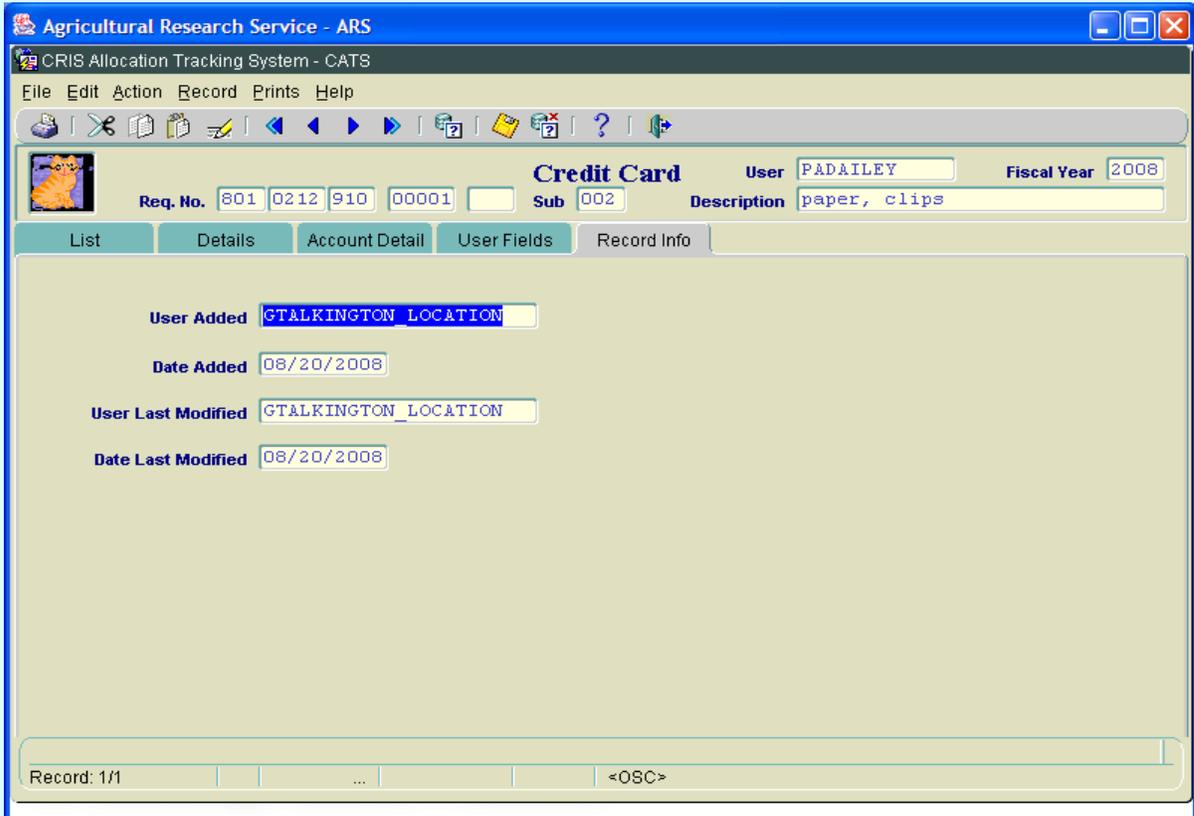
SDE User Fields Tab Buttons

<u>Button Name</u>	<u>Actions</u>
Save & Return to List	If clicked, CATS saves the document, (provided all of the required information and entries are in place), and return to the List tab,
Save & Add	If clicked, CATS saves the document, (provided all of the required information and entries are in place), and starts creating a new document from the Details Tab.

F. Record Info Tab

The Record Info Tab is used to view information on who created and updated the document information and when the changes were made.

Image of SDE Record Info Tab



SDE Record Info Tab Fields

(All fields are view only.)

<u>Field Name</u>	<u>Description / Rules / Notes</u>
User Added	The login ID of the individual who created the original document.
Date Added	The date the document was created.
User Last Modified	The login ID of the individual who last modified the document.
Date Last Modified	The date the record was last modified.

III. Search Screen

A. Search Tab

The Search Screen is accessed by clicking on the “Query” icon on the menu bar while anywhere within the SDE data entry screens. Searches are executed by the “Enter” key or clicking on the “Execute Query” icon. The Search screen consists of two tabs: Search and Account Detail Search. The Search tab is used for searching the main document information. The Account Detail Search is used for searching for account and sub account distributions on the document. All searches filter documents by the user’s default fiscal year. All LOV searches shall filter transactions by the user’s default fiscal year.

Image of SDE Search Tab

The screenshot shows the 'Short Data Entry Search Screen' window. The window title is 'Agricultural Research Service - ARS' and the application is 'CRIS Allocation Tracking System - CATS'. The menu bar includes 'File', 'Edit', 'Search', and 'Help'. The toolbar contains various icons for file operations and help. The main area is titled 'Short Data Entry Search Screen' and has two tabs: 'Search' and 'Account Detail Search'. The 'Account Detail Search' tab is active. The search criteria include: Fiscal Year (2008), Document Type, Account Code, Document Sequence, Sub Account, Vendor/Traveler, Budget Object, Short Description, Total Amount Range, Start Date, and End Date. There are also checkboxes for Reconciled, UnReconciled, Voided, and Relocation. The status bar at the bottom shows 'Record: 1/1' and '<OSC>'.

SDE Search Tab Fields

<u>Field Name</u>	<u>Description / Rules / Notes</u>
Fiscal Year	CATS defaults this to the current fiscal year. CATS only retrieves documents for this fiscal year. <u>Modifiable:</u> Not from this screen, only from the Main Screen.
Document Type	The type of document you wish to include in the search (See Table 1.) <u>Required:</u> No. <u>Modifiable:</u> Yes from Table 1, (does not include AD-700 or Credit Cards). <input type="button" value="?"/> button: CATS displays the list of all short data entry document types.
Account Code	An account code, which must be within the user's security. <u>Required:</u> Only if searching on accounting. <u>Modifiable:</u> Yes, but must be a valid accounting code in CATS. <input type="button" value="?"/> button: CATS displays account codes for accounts within the user's security.
Document Sequence	The document sequence number. Any number or number range. Wildcards may be used. <u>Required:</u> Only if searching on it. <u>Modifiable:</u> Yes <input type="button" value="?"/> button: CATS shall display unique document sequence numbers for short data entry documents within the user's security.
Sub Account	A sub account. <u>Required:</u> Only if searching on single sub account. <u>Modifiable:</u> Yes, but must be a valid sub account in CATS. <input type="button" value="?"/> button: CATS displays sub account codes that the user has access to for the entered account.
Vendor/Traveler	When entered, CATS retrieves documents matching the vendor's name and matching all other criteria, including that of being within the user's security. Wildcards may be used. <u>Required:</u> Only if searching on a vendor/traveler. <u>Modifiable:</u> Yes.
Budget Object	When entered, CATS shall retrieve all documents meeting all other criteria, including that of being within the user's security. <u>Required:</u> Only if searching on specific BOC. <u>Modifiable:</u> Yes, but must be a valid accounting code in CATS. <input type="button" value="?"/> button: CATS displays the list of Budget Object Codes for documents within the user's security.

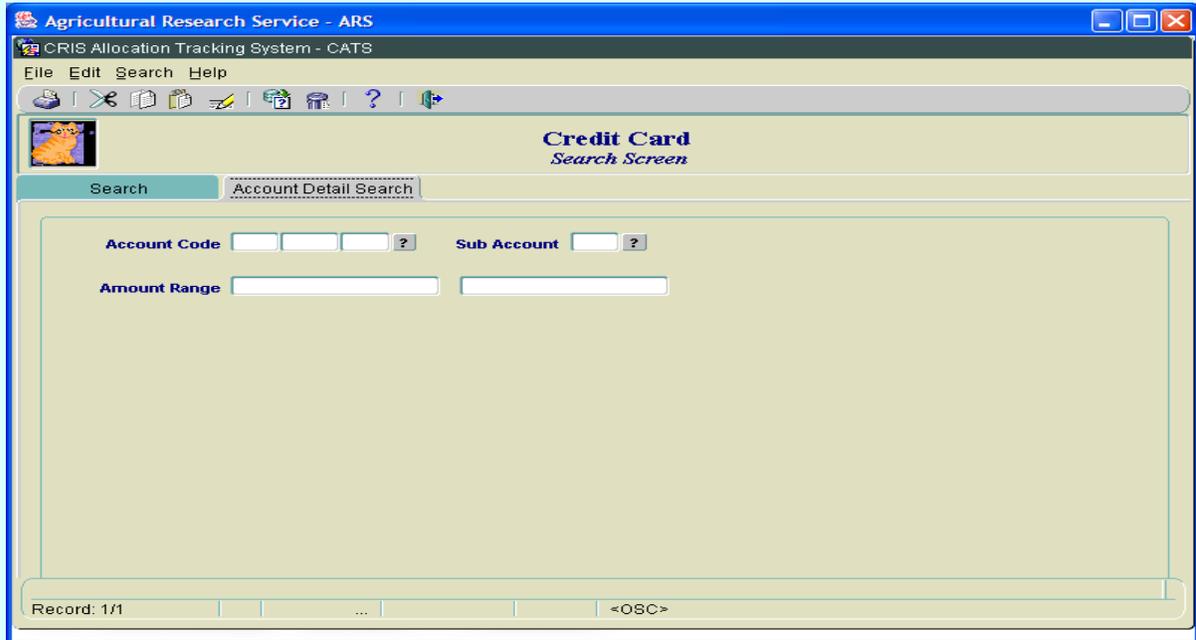
SDE Search Tab Fields (cont.)

Total Amount Range	Two amount fields representing the Amount field on the Details tab. CATS will copy the first amount value to the second amount field if the second amount field is blank. The first amount field must be <= the second amount field. When the amount range is entered, CATS retrieves all documents meeting all other criteria, including that of being in the user's security, which has total purchase amounts falling within the amount range. <u>Required: No</u> <u>Modifiable: Yes</u>
Start Date	CATS will copy the Start Date value to the End Date field if the End Date field is blank. The Start Date must be <= the End Date. <u>Required: No</u> <u>Modifiable: Yes</u>
End Date	If Start Date is entered, End Date is required. The End Date must be >= the Start Date. If the date range is entered, CATS will retrieve all documents meeting all other criteria, including that of being in the user's security, which has document dates falling within the date range. <u>Required: No, unless you entered a Start Date, but then it defaults to the same date, but can be changed.</u> <u>Modifiable: Yes</u>
Reconciled	When checked, CATS will retrieve reconciled documents meeting all other criteria, including that of being in the user's security. <u>Required: No</u> <u>Modifiable: Yes</u>
Unreconciled	When checked, CATS will retrieve unreconciled documents meeting all other criteria, including that of being in the user's security. <u>Required: No</u> <u>Modifiable: Yes</u>
Voided	When checked, CATS will retrieve only voided documents meeting all other criteria, including that of being in the user's security. <u>Required: No</u> <u>Modifiable: Yes</u>
Relocation	When checked, CATS will retrieve only documents with the "Relocation" field set, that meet all other criteria, including that of being in the user's security. <u>Required: No</u> <u>Modifiable: Yes</u>

B. Account Detail Search Tab

The Account Detail Search tab is used to search for documents with distributions to the selected account and, if entered, sub account.

Image of SDE Search Account Details Tab



Account Detail Search Tab Fields

<u>Field Name</u>	<u>Description / Rules / Notes</u>
Account Code	<p>The account code on the Account Detail tab of the main screen. <u>Required: No</u> <u>Modifiable: Yes</u></p> <p><input type="button" value="?"/> button: CATS will display the list of accounts the user has access to that have distributions on the Account Detail tab.</p>
Sub Account	<p>The sub account code on the Account Detail tab of the main screen. Account Code must be entered before entering Sub Account. <u>Required: No</u> <u>Modifiable: Yes</u></p> <p><input type="button" value="?"/> button : CATS will display the list of sub accounts the user has access to for the entered account.</p>
Amount Range	<p>The dollar amount used for a single line-item distribution on the Account Detail tab of the main screen. When entered and the second amount field is blank, CATS will copy the first amount field to the second amount field. <u>Required: No</u> <u>Modifiable: Yes</u></p>

IV. Print Listing

To create this report, from the List Tab, check the checkbox to the left of the item(s) you want to print, then from the menu select “Prints” and then “Print Listing”, or simply click on the Print SDE Log button on the bottom of the screen. See image below

Image of SDE List with Checked Transactions to Print

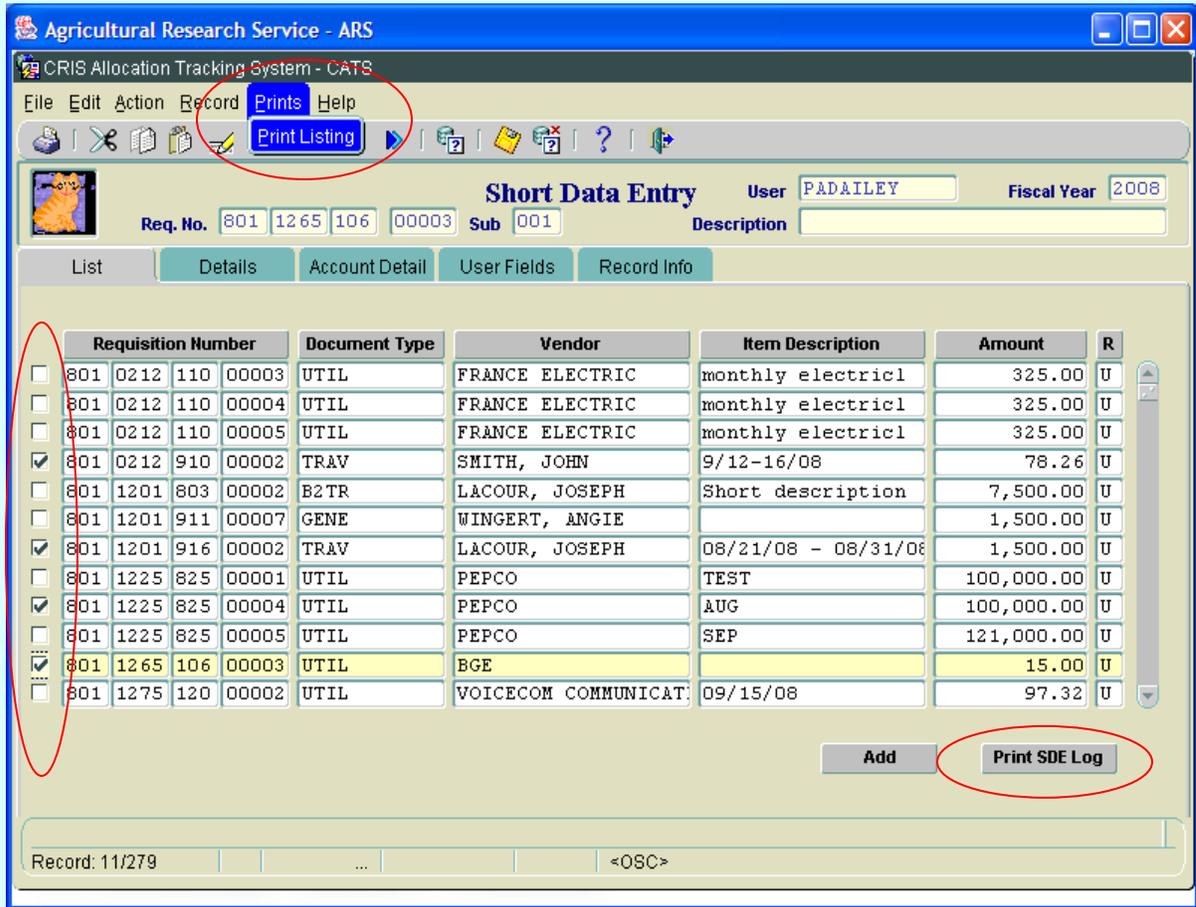


Image of SDE Print Listing Report

09/15/2008		Agricultural Research Service CRIS Allocation Tracking System Short Data Entry Requisition Listing			Page: 1	
Requisition Number	Vendor	Description	Amount	Date Requested	Reconciled	Category
801-0212-910-00002	SMITH, JOHN	9/12-16/08	\$78.26	08/20/2008		TRAV
801-1201-916-00002	LACOUR, JOSEPH	08/21/08 - 08/31/08 boise	\$1,500.00	08/26/2008		TRAV
801-1225-825-00004	PEPCO	AUC	\$100,000.00	08/04/2008		UTIL
801-1265-106-00003	BGE		\$15.00	08/15/2008		UTIL

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Chapter 2.3, AD-700 Purchase Requests

Contents

[I. Introduction](#)

[A. Purpose](#)

[B. Access Levels](#)

[C. Saving and Navigating](#)

[II. Main Screen](#)

[A. Header Fields](#)

[B. List Tab](#)

[C. General Tab](#)

[D. Detail Tab](#)

[E. Account Detail Tab](#)

[F. Notes Tab](#)

[G. Procurement Tab](#)

[H. User Fields Tab](#)

[I. Record Info Tab](#)

[III. Search Screen](#)

[A. Search Tab](#)

[B. Account Detail Search Tab](#)

[IV. AD700 Print](#)

[V. Print Listing](#)

I. Introduction

A. Purpose

The AD-700 form is used by all CATS users to enter, view and maintain information on AD-700 purchases request forms.

B. Access Levels

All CATS users have access to this form.

View Only users can view information for accounts and sub accounts they have access to. All buttons are turned off except the Print AD700 button for these users.

The Procurement Manager users only have access to maintain the procurement status and the Procurement tab information for accounts and sub accounts they have access to.

Basic users can maintain information on the AD700 purchases for accounts and sub accounts they have access to with the exception of the Procurement Tab information. They have access to three reports: Requisition, User Fields, and Credit Card Log.

Unit, Location, Area, and Agency users can maintain all information on AD700 purchases for accounts and sub accounts they have access to and can print most reports.

C. Saving and Navigating

When a record is initially created, users are able to move from tab to tab and automatically save any changes without being prompted to save them.

When the user attempts to leave a record during the initial creation of the record (executes the “first record”, “previous record”, “next record”, “last record”, “go to search screen”, or “exit” functions), CATS determines if the following conditions exist:

- at least one detail item has been entered;
- at least one vendor (“recommended sources”) has been entered; and
- the undistributed amount and percent balances are zero.

If any one of the above conditions does not exist, CATS alerts the user with alert messages for missing data or for unbalanced distributions (“Undistributed amount is not zero. Do you want to fix the changes needed to save the AD700”). If the user responds “fix”, CATS closes the alert and returns to the tab where the missing data needs to be entered. If the user responds “delete”, CATS deletes the AD700. If the user decides to not save the AD700, CATS displays the message “AD700 was not saved”.

When the user is viewing a record previously saved, CATS prompts the user if they want to save the changes before leaving the record.

When the user attempts to leave a record that is being updated (not an initial creation of an AD700 and executes the “first record”, “previous record”, “next record”, “last record”, “go to search screen”, “exit” functions), CATS determines if the following conditions exist:

- at least one detail item has been entered;
- at least one vendor has been entered; and
- undistributed amount and percent balances are zero.

If any one of the above requirements does not exist, CATS alerts the user with messages for missing data or “Undistributed amount is not zero; you must fix before saving or exiting” and prevents the user from continuing with the action.

When the user attempts to leave a record as described above, CATS determines if the reconciled balance amount for the account is the same as the total recorded through the Account Reconciliation module. If it is not, CATS alerts the user with “Reconciled total for account {account code} must equal the account reconciled amount of {amount}. You must fix.” and prevents the user from continuing with the action.

When the user attempts to leave a record as described above and the status is Credit Card, CATS determines if the Credit User Name has also been entered. If it has not been entered, CATS alerts the user with “Credit Card User is required. You must fix before saving or exiting” and prevents the user from continuing with the action.

There is no delete capability within the AD700 system. The user should set the status of an invalid record to “Void” (see “General Tab”, “Requisition Status” field).

II. Main AD 700 Screen

If the user has security level Basic, Unit, or View Only, CATS verifies that the appropriate account and sub account security has been set up (done through the User Administration form). If a default account and sub account have not be set up for this user, CATS alerts the user with *“Security has not been set up for record access for any sub accounts. Contact you Location Support Staff”*, or a similar warning and prevents the user from entering the form. When the form starts, CATS displays the List tab for all users with the correct security.

A. Header Fields

CATS displays the following fields above all tabs except for the Search tab. CATS prevents entry into these fields. CATS copies the corresponding contents of the current record on the List tab to these fields, except where otherwise noted below.

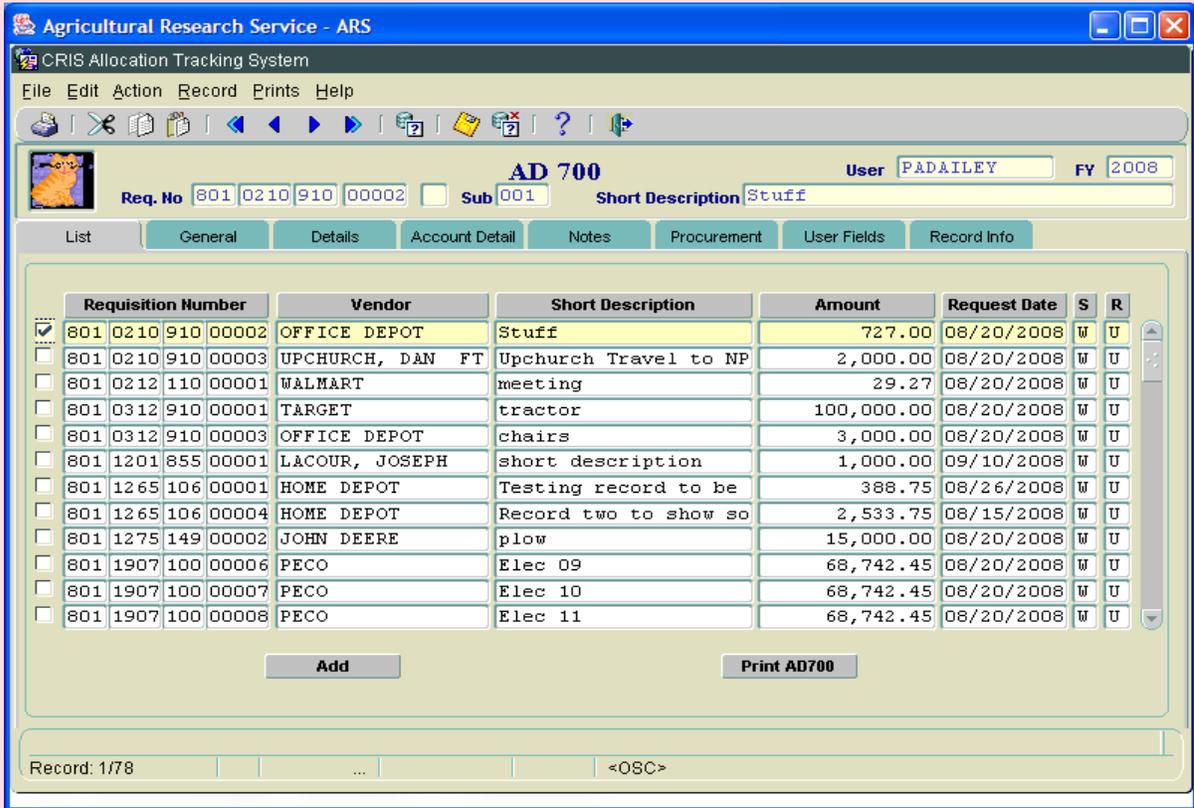
AD-700 Main Screen Header Fields

<u>Field Name</u>	<u>Description / Rules / Notes</u>
User	The user’s login ID.
Fiscal Year	The user’s default fiscal year. Only changeable on the Main Login Screen.
Req. No.	The requisition number of the current document.
Sub	The main sub account for this document used to control access to the document at the sub-account level.
Short Description	The short description of the purchase that was entered on the General Tab.

B. List Tab

CATS initially displays all non-voided documents that the user has access to for their default fiscal year. CATS initially sorts the records with unreconciled documents first (indicated by “U” in the “R” column) and then by requisition number; CATS displays the reconciled documents (indicated by “R” in the “R” column) after the unreconciled documents, also sorted by requisition number. The list screen can be re-indexed on any of the column names by simply clicking on that column name. I.E. to sort the list by alphabetically by “Vendor”, simply click on the “Vendor” button at the top of the Vendor column. Clicking it again reverses the index. This is true for all columns of all list screens.

Image of AD-700 List Tab



All of these fields are view only and cannot be modified from this List Tab, with the exception of the “check box” to the left of the requisition number. See Check Box below.

AD-700 List Tab Fields

<u>Field Name</u>	<u>Description / Rules / Notes</u>
Checkbox	When checked, indicates the record should be picked up for print listings. (See Section V, Print Listings below.) Multiple AD-700s forms can be printed at once by checking this box next to the ones you want printed and clicking on the Print AD700 button.
Requisition Number	The document’s requisition number.
Vendor	The vendor of the item being purchased.
Short Description	A short description of the item being purchased.
Amount	The amount. If the document’s status is “U”, CATS displays the Procurement Awarded amount if entered on the Procurement Tab, or the unreconciled Amount field seen on the Details tab. If the document’s status is “R”, CATS displays the total reconciled amount seen on the Account Detail tab.

AD-700 List Tab Fields, (cont.)

Request Date	The date the purchase was requested.
S	The status of the purchase: Working (“W”), Approved (“A”), Procurement/ATS (“P”), Credit Card (“C”), or Voided (“V”).
R	Reconciled (“R”) or unreconciled (“U”) indicator.

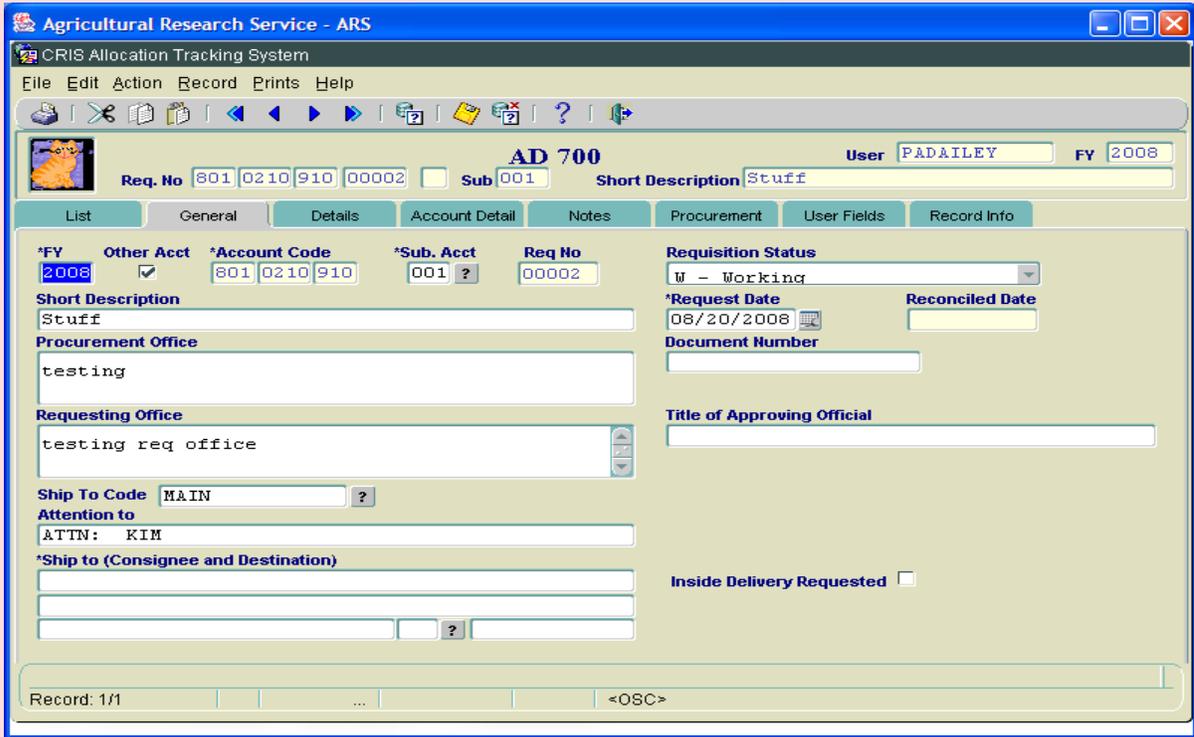
AD-700 List Tab Buttons

<u>Button Name</u>	<u>Actions</u>
Add	When clicked, CATS displays the General tab with all fields blank except for any user default fields (Account Code, Sub Acct, Ship To Address) and other default fields (FY, Status, Request Date). CATS disables the navigation buttons on the top toolbar and their corresponding Record drop-down menu options (First, Previous, Next, Last).
Print AD-700	CATS produces an AD700 for the marked requisitions on the List tab (see “Section IV, Print AD 700” section below or “Check Box” above).

C. General Tab

The General tab is used to create and maintain the required information for AD700 purchases, including creation of the initial account distributions.

Image of AD-700 General Tab



AD-700 General Tab Fields

<u>Field Name</u>	<u>Description / Rules / Notes</u>
FY	The user's default fiscal year. System generated and cannot be changed here. Can only be changed on the Main Log-In Screen
Other Acct	<u><i>This function is rarely, so if you use it, please be sure you understand how it works.</i></u> When checked, indicates that the user will use an account code outside of her normal security. Note: After a record is saved, subsequent searches for this document by this user may result in this document not being retrievable by that user, since it may be outside the user's security. Also the accounting code must be a valid accounting code (and sub) in CATS or the record cannot be saved. Please make sure you have the correct accounting and sub accounting codes when using this feature. If this is checked the document will belong to the 4 th level mode code in the accounting code selected once saved. If the accounting is split between different mode codes, the owner will be the first one entered here.

AD-700 General Tab Fields (cont.)

Account Code	<p>The account code for the management unit which owns the document. If the user has a default account, CATS defaults this field to the user's default account in the user's profile. The account code must be within the user's security unless the Other Acct checkbox is checked. If the user's security level is Basic or Unit, the account must be active. If the user's security level is Location, Area, or Agency, CATS shall warn the user if the account is inactive, but allow the document to be saved. In all cases, the account must be a valid account in the</p> <p><u>Required: Yes.</u> <u>Modifiable: Only when a new document is created and once saved it cannot be changed.</u></p> <p><input type="checkbox"/> button: CATS displays the list of account codes the user has access to. If the document is one that has previously been saved, this button will not be visible.</p>
Sub Acct	<p>The sub account or preset distribution, (See Chapter 4.2, MU Administration for more information on presets.) associated with the selected account code. If the user has a default sub account set up in their profile, CATS will default to it. If the user's security is Basic or Unit, the sub account must be active or the user will get an error message. If the user's security is Location, Area, or Agency, CATS warns the user if the sub account selected is inactive, but allows the document to be saved. In all cases, the sub account or preset must exist for the account in the sub account reference table. CATS stores the first sub account if a preset is used and subsequently display this sub account in this field. CATS also stores the preset code, but does not display it again in this field. When CATS creates a General record, CATS also creates an Account Detail record and allocates 100% of the Amount (which is zero at the time of creation, since no Details records have been created) to the above account and sub account, unless the user entered a preset distribution. In the latter case, CATS creates multiple Account Detail records for each account and sub account in the preset distribution, and allocates the Amount to the account and its sub accounts based on the percentages in the preset distribution. Each time the user changes the sub account, CATS deletes existing Account Detail records and creates a new set of Account Detail records based on what was entered for the sub account as described above.</p> <p><u><i>If you have checked the "Other Acct" box, you must know the sub account for the other accounting code you typed in. You will not be able to get the sub account from the LOV, as you will not have access to that accounting code and subsequent sub accounts.</i></u></p> <p><u>Required: Yes.</u> <u>Modifiable: Only if the complete document is unreconciled.</u></p> <p><input type="checkbox"/> button: CATS displays all sub accounts and preset distributions the user has access to for the above account.</p>

AD-700 General Tab Fields (cont.)

Req No	The last 5 digits of the requisition number for the current document. System generated and cannot be changed by the user.
Requisition Status	<p>The status of the current document. The status defaults for “W” (Working).</p> <p><u>Required: Yes.</u> <u>Modifiable: Only if the document is not reconciled; if the status is “P”, only modifiable by Procurement Manager, Agency, Area and Location users.</u></p> <p>If the user selects “Procurement” (“P”), CATS sets the sub account, request date, detail line items and dollar amounts, and the account detail unreconciled amount fields to non-modifiable for all users. If the user is not a Procurement Manager, the Procurement tab is also non-modifiable. The Procurement Manager can modify the status to/from “Procurement” (“P”). Agency, Area and Location levels can change the “Procurement” (“P”) status to another status type.</p> <p>If the user selects “Credit Card” (“C”), CATS displays the Credit Card User Name field and <input type="button" value="?"/> button and requires entry of this field before saving. When the user saves the document, the document type is set to “CREDITCARD”, the “Vendor” field is set to the first vendor from the list of AD700 vendors, and the status is set to null (standard for the Credit Card record), and displays the message “AD700 is now located in the Credit Card form”. CATS then refreshes the document list (and the converted document will not be seen).</p>
Short Description	<p>Short description of the item being purchased. This shows up as the Description on other tabs.</p> <p><u>Required: No.</u> <u>Modifiable: Yes. (<= 250 characters).</u></p>
Reconciled Date	<p>Date the document was completely reconciled through the Account Reconciliation form.</p> <p>System generated and cannot be changed here.</p>
Procurement Office	<p>Name and address of the procurement office to which the AD-700 will be sent.</p> <p><u>Required: No.</u> <u>Modifiable: Yes. (<= 200 characters).</u></p>
Requesting Office	<p>Name and address of the requesting office.</p> <p><u>Required: No.</u> <u>Modifiable: Yes. (<= 200 characters).</u></p>
Title of Approving Official	<p>Title of the individual in the organization authorized to approve this purchase and will print on the AD-700 form when printed</p> <p><u>Required: No.</u> <u>Modifiable: Yes. (<= 40 characters).</u></p>

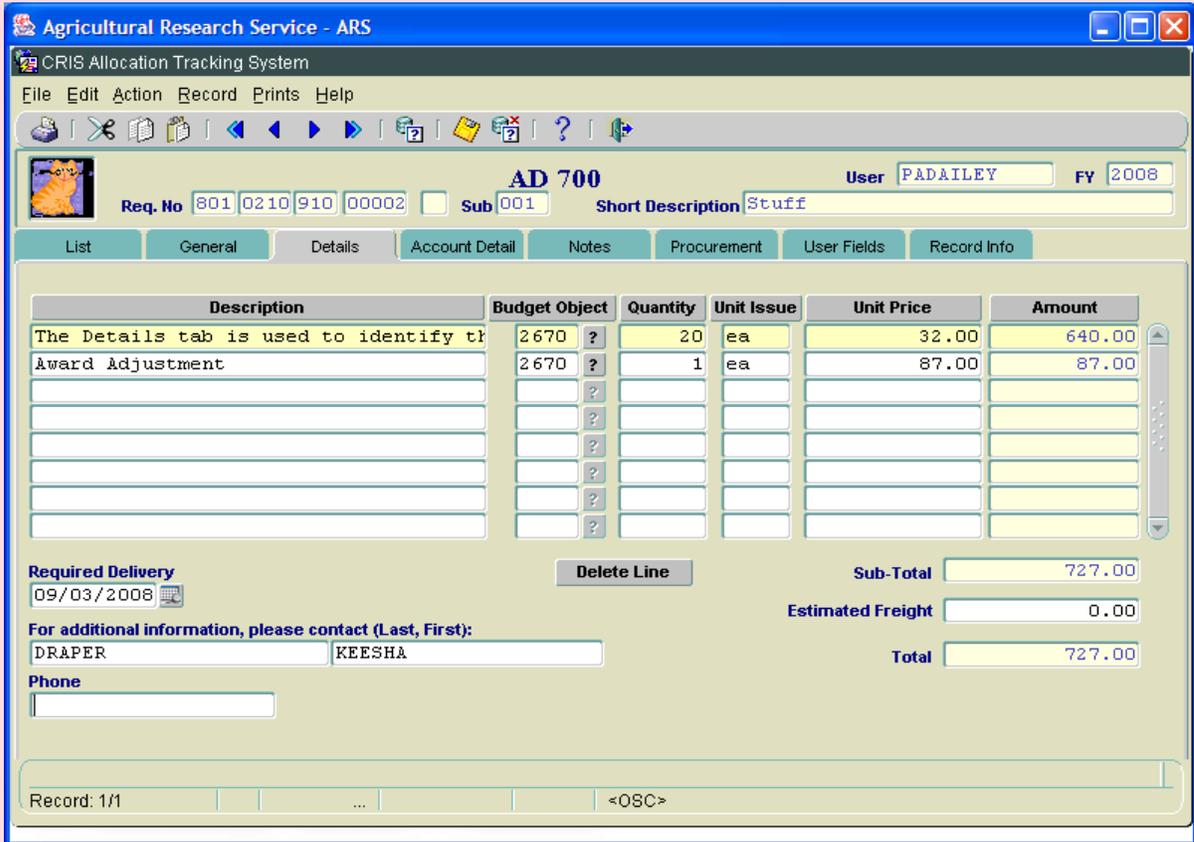
AD-700 General Tab Fields (cont.)

Document Number	An additional identifying number assigned to the document by the user. Required: No. Modifiable: Yes. (<= 20 characters).
Ship to Address Code	Address of the receiving office or ship to address for the purchase that is stored in the “Ship To Address Reference Table. If the user has a default Ship To code set up in their profile, CATS displays this default. If typed in, the code must be in the Ship To Address reference table. Required: No. Modifiable: Yes. (<= 8 characters) but must be in the “Ship To” table. <input type="button" value="?"/> button: CATS displays the ship to address codes in the user’s Location.
Request Date	Date the requisition was requested. CATS initially defaults this to the current date. Required: Yes, but defaults to today’s date. Modifiable: Only if the document is not reconciled
Attention to	Specific name, position, or office which is used following the ship to address to ensure the shipment is delivered to the correct place. Required: No. Modifiable: Yes, (<=50 characters)
Ship to (Consignee and Destination)	The address to which the order will be shipped. It automatically loads from the Ship-To table if a Ship To Code is entered above. Required: No. Modifiable: Yes. (<= 212 characters).
Inside Delivery	A check in this box indicates the user is requesting inside delivery. Required: No. Modifiable: Yes.
Credit Card User <u>(Only displayed when the Status is changed to Credit Card, see Status above.)</u>	When the Status of the document is changed to Credit Card, this field appears. This allows the user to change the AD-700 to a Credit Card transaction. CATS only allows the selection of the credit card user through the <input type="button" value="?"/> button. Required: Yes, if status changed to Credit Card. Modifiable: Only if the document status is Credit Card; only modifiable through the <input type="button" value="?"/> button. <input type="button" value="?"/> button: CATS displays the list of credit card users based on the user’s security.

D. Details Tab

The Details tab is used to identify the items being purchased, line item by line item, and related information required for the AD700. All of the fields in the header (User, FY, Req. No., Sub, and Description), have been defined previously and cannot be modified from this tab.

Image of AD-700 Details Tab



Detail Tab Fields

Field Name	Description / Rules / Notes
Description	Description of the individual line item. If the text exceeds the field, double clicking on the field opens the text editor which displays all of the text. Required: No. Modifiable: Yes. (<= 500 characters)
Budget Object	The budget object class code (BOC) of the line item. Required: Yes, but defaults to 2670, if changed it should be selected from the ? button as it must be a valid BOC. Modifiable: Only if the document is not reconciled. ? button: CATS displays a list of the active BOCs in the CATS system.

Detail Tab Fields (cont.)

Quantity	Quantity or number of units you want of that line item. <u>Required:</u> Yes. <u>Modifiable:</u> Only if the document is not reconciled..
Unit Issue	The unit of issue, (such as ea, lot, doz, grs, etc.), for the item you are purchasing. <u>Required:</u> Yes, but defaults to “ea” for each. <u>Modifiable:</u> Yes. (<= 3 characters.)
Unit Price	Unit price of the requested item. <u>Required:</u> Yes, defaults to zero; can be a positive or negative amount. <u>Modifiable:</u> Only if the document is not reconciled.
Amount	CATS calculates field; it is the “Unit Price” x “Quantity” for each line item.
Required Delivery	Date the user requested the purchase to be delivered. Please make it realistic!! <u>Required:</u> No, but defaults to the Request Date from the General Tab plus 14 days. <u>Modifiable:</u> Yes, but it must be a date that is >= than the Request Date.
For additional information, please contact (Last, First)	Last and First Name of the individual to contact for questions about the purchase. <u>Required:</u> No, but defaults to the user entering the AD-700. <u>Modifiable:</u> Yes. (each <= 20 characters)
Phone	Phone number of the individual to contact for questions about purchases. <u>Required:</u> No, but defaults to the users entering the AD-700 if it is in their profile in User Administration. <u>Modifiable:</u> Yes.
Sub Total	CATS calculates this as the sum of all Amounts for all entered line items.
Estimated Freight	Freight costs, if any, associated with the delivery. <u>Required:</u> No, defaults to zero. <u>Modifiable:</u> Yes.
Total	CATS calculates this as “Sub Total” + “Estimated Freight”. Any time the user changes any field that affects the Total, (quantity, unit price, estimated freight), CATS automatically redistributes the amounts based on the percents that are currently stored for the account/sub account distributions for the document.

AD-700 Details Tab Buttons

<u>Button Name</u>	<u>Actions</u>
Delete Line	CATS deletes the highlighted detail line, as long as it is not the only line or the line is not reconciled. If line number one is deleted CATS changes the next sequential line number to one. For reporting purposes there must always be at least one line item on an AD-700 document. See Table 8, Other Required Fields.

CATS automatically sets the following **hidden** field whenever a new record is created:

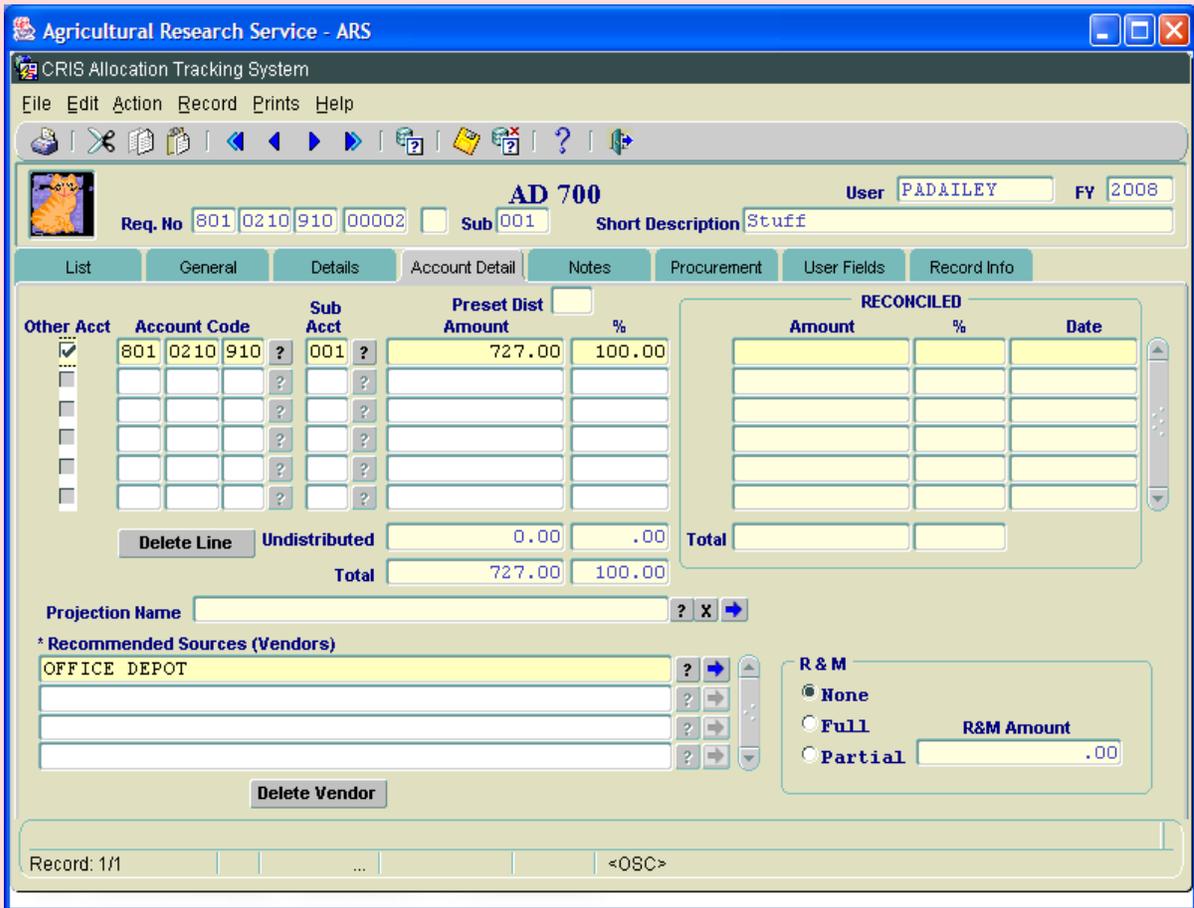
Other Required Fields

<u>Field Name</u>	<u>Description / Rules / Notes</u>
Line No	CATS sets the first item line number to 1. This field is maintained for reporting purposes and cannot be seen on this tab. <u>For reporting purposes, the BOC for the entire document, no matter how many line items the document contains, is the BOC for line number one; this BOC is also used for the BOC when changing an AD700 to a Credit Card.</u>

E. Account Detail Tab

The Account Detail tab is used to maintain account distribution information. These are the monies that are used for reporting and for the reconciliation process.

Image of AD-700 Account Detail Tab



AD-700 Account Detail Tab Left Group Fields

<u>Field Name</u>	<u>Description / Rules / Notes</u>
Preset Dist	The preset distribution code entered on the Details tab when a preset was used for the sub account. Cannot be changed here.
Other Acct	When checked, indicates that the user is using an account code or sub account that is outside of her security. CATS renders the Sub Acct ? button invisible. <i>(See use of "Other Acct" above on the General Tab)</i> <u>Required:</u> No <u>Modifiable:</u> Yes, if the line item is not reconciled.

AD-700 Account Detail Tab Left Group Fields, (cont.)

Account Code	<p>The accounting code(s) the amount is being distributed to. CATS automatically distributes the amount of the document to the account/sub/preset you chose on the General Tab. Therefore, in many cases, you will not need to modify the accounting distributions here. If you do, remember that the account code must be in the account reference table, and it is recommended that you use the <input data-bbox="1312 401 1349 449" type="button" value="?"/> button to get the list of available account/sub/presets when making any changes.</p> <p><u>Required:</u> Yes, but defaults to the account/sub/preset selected on the General Tab.</p> <p><u>Modifiable:</u> Yes, if the line item is not reconciled.</p> <p><input data-bbox="492 604 529 653" type="button" value="?"/> button: CATS shall display the list of account codes the user has access to for the default fiscal year.</p>
Sub Account	<p>The sub account for the distribution. The sub account must belong to the account.</p> <p><u>Required:</u> Yes, but defaults the same as the accounting code above.</p> <p><u>Modifiable:</u> Yes, if the line item is not reconciled.</p> <p><input data-bbox="492 884 529 932" type="button" value="?"/> button: CATS displays the list of sub accounts for the entered account that the user has access to.</p>
Amount	<p>The amount of the purchase to be distributed to this account and sub account. This defaults to zero. CATS calculates the percentage of the total amount and places it in the adjacent “%” field. If the amount is zero, the percentage is set to zero. The total of all distributed amounts must equal the total document amount.</p> <p><u>Required:</u> Yes, but defaults the same as the accounting code above.</p> <p><u>Modifiable:</u> Yes, if the line item is not reconciled.</p>
%	<p>The percentage of the total amount to be distributed to this account and sub account. This defaults to zero. The percentage must be less than or equal 100% for a document with non-zero amounts. If the document has non-zero amounts, CATS will calculate the amount based on the entered percentage and place it in the Amount field. If the total amount for the document is zero, CATS will set all of the percents to zero but shall not recalculate any amounts.</p> <p><u>Required:</u> Yes, but defaults to zero or another CATS calculated percent.</p> <p><u>Modifiable:</u> Yes, if the line item is not reconciled.</p>
Undistributed	<p>CATS calculates this as the difference between the total amount of the purchase and the total amount distributed. <u><i>You must have the AD-700 completely distributed, by amount or by percentage in order to save the document.</i></u></p>

AD-700 Account Detail Tab Left Group Fields, (cont.)

Undistributed Percent	If the document has non-zero amounts, CATS calculates this as the difference between 100% and the total percentage of the purchase. If the document has zero amounts, this is set to zero. <u>Same as above, you must have the AD-700 completely distributed, by amount or by percentage in order to save the document.</u>
Total	CATS copies the Amount field from the Details tab and this cannot be changed here.
Total Percent	CATS displays “100” until you make changes. The distributions must be completed.
Projection Name	The name of the projection this distributed amount is linked to. If blank, the transaction can be linked to a projection by clicking the <input type="checkbox"/> button to the right of the projections field and selecting the appropriate projection. The transaction can be unlinked from a projection by clicking the <input checked="" type="checkbox"/> to the right of the projections field. The <input type="checkbox"/> button takes you to the Projection module. Also amounts can be linked to and removed from projections through the Projections form. See the Chapter 2.7, Projections to understand how projections are linked.
Recommended Sources (Vendors)	<p>The list of recommended vendors for the purchase, at least one is required. These can be typed in (free-form) or selected by using the <input type="checkbox"/> button to the right of the field. Vendors that are typed in are NOT maintained or updated in the “List of Vendors” unless you click the <input type="checkbox"/> button to the right of the field after typing the vendor name in the vendor field. This will take you to the Vendor Table where you can add the vendor.</p> <p><u>Required: Yes, can be typed in (Uppercase) or selected from the <input type="checkbox"/> button “List of Vendors”</u></p> <p><u>Modifiable: Yes, if the document is not reconciled.</u></p> <p><input type="checkbox"/> button: CATS displays the list of vendors based on the user’s security</p>
R&M	<p>Three radio buttons and an unlabelled amount field indicating how much of the purchase is in support of Repair and Maintenance (R&M). The allowable values are “None”, “Partial”, and “Full”. When R&M is “Full”; CATS copies the Amount field to the R&M amount field, and prevents it from being changed. When R&M is “Partial”, the user must enter an amount that must be greater than or equal to zero and less than or equal to the amount of the purchase. When R&M is “None”, CATS sets the R&M amount field blank.</p> <p><u>Required: Yes, but defaults to “None”.</u></p> <p><u>Modifiable: Yes</u></p>

Account Detail Tab Reconciled Frame Fields

This particular section will only be used by location accounting personnel. It will not be used by basic users entering an AD-700. The accounting personnel must initially reconcile and unreconcile all amounts through the Account Reconciliation form in order for any of these fields to contain data. If the user's security level is Location, Area, or Agency, the user may update the individual reconciled amounts, but may not change the total amount reconciled for an account. Again, if changes are made, the document must be fully distributed by amount or percent, prior to saving.

AD-700 Account Details Tab Reconciled

<u>Field Name</u>	<u>Description / Rules / Notes</u>
Amount	The amount reconciled for this distribution line item. The sum of all amounts must equal the total reconciled amount for the document. The sum of all amounts for each account must equal the total reconciled amount for the account. If the line item is reconciled accounting personnel can modify it if the accounting code for the line is within the user's security.
%	The percent of the total amount reconciled for this distribution. If the line item is reconciled accounting personnel can modify it if the accounting code for the line is within the user's security.
Date	The date the amount was reconciled (through the Account Reconciliation screen). This date cannot be changed here.
Total Reconciled Amount	CATS calculates this as the sum of the reconciled Amount fields. If you make changes, you must fully distribute the amount or by percentage before CATS will allow you to save the document.
Total Reconciled Percent	CATS calculates this as the sum of the reconciled "%" fields if any changes are made. If you make changes, you must fully distribute the amount by percentage or amount before CATS will allow you to save the document.

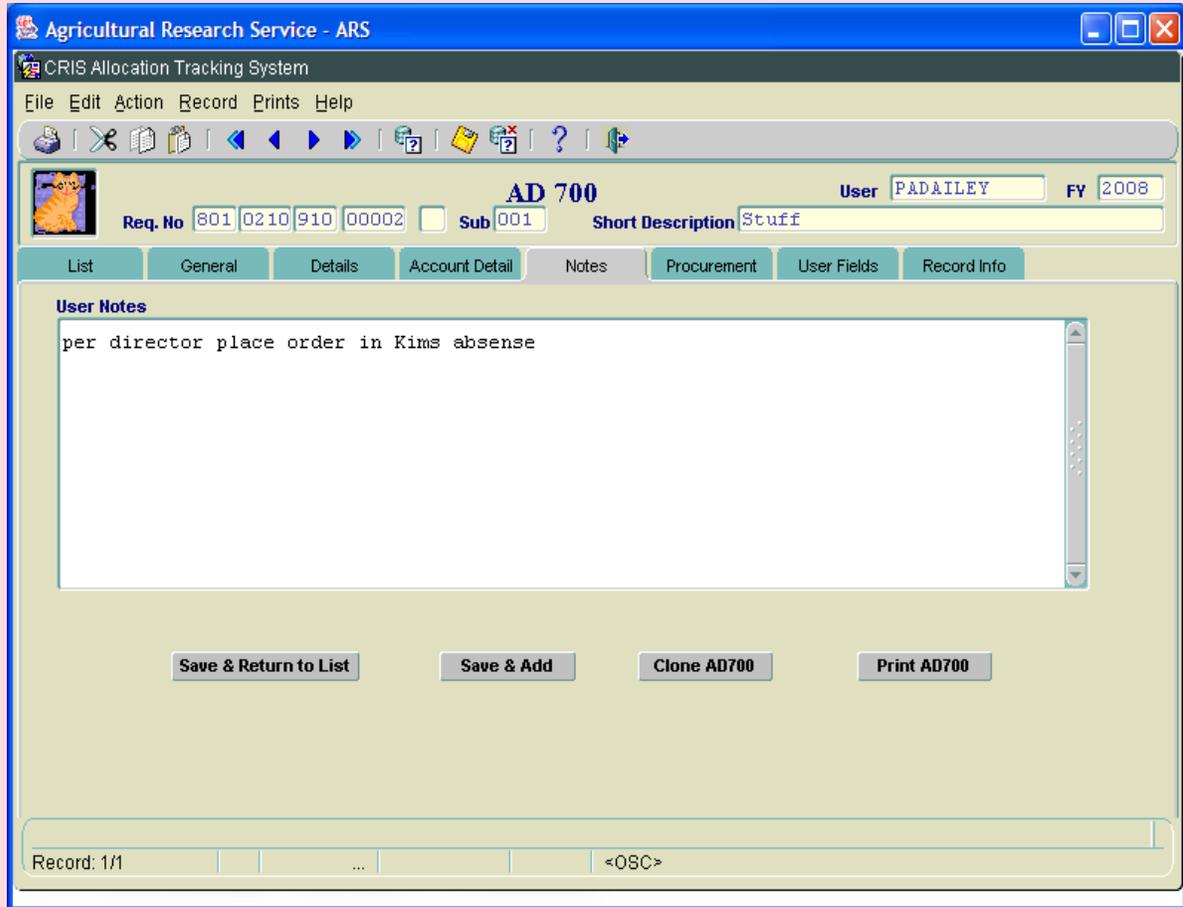
AD-700 Account Detail Tab Buttons

<u>Button Name</u>	<u>Actions</u>
Delete Detail Line	If clicked CATS will delete the highlighted account detail line, as long as it is not the only line, the line is not reconciled, and the line is not linked to a Projection.

F. Notes Tab

The Notes Tab is used to maintain information about the AD-700. This is not required entry, but may be helpful to the user and others to maintain a series of notes on the transaction. However, since this may be (depending on location/area policy), the last tab the user will need to access; this is the first tab in the sequence that displays buttons for other functions, (see definitions and functions for buttons below).

Image of AD-700 Notes Tab



AD-700 Notes Tab Fields

<u>Field Name</u>	<u>Description / Rules / Notes</u>
User Notes	Any notes associated with this AD-700. <u>Required: No.</u> <u>Modifiable: Yes (<=500 characters)</u>

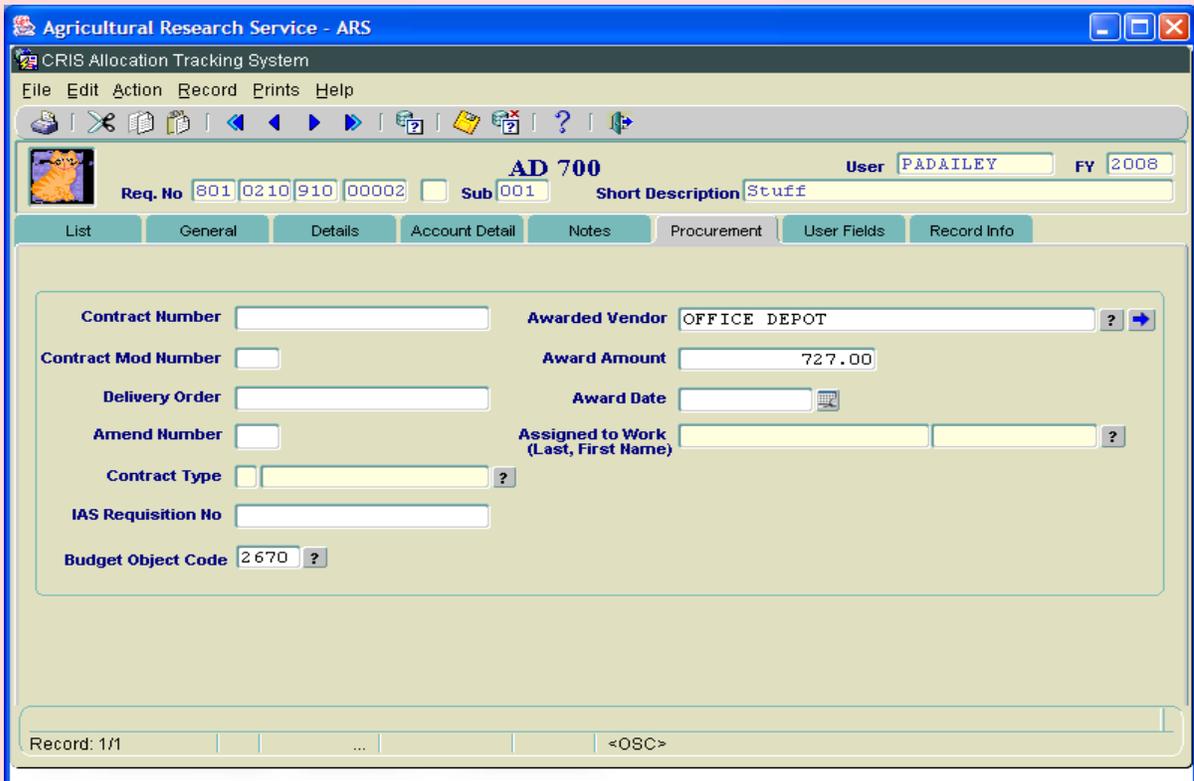
AD-700 Notes Tab Buttons

<u>Button Name</u>	<u>Actions</u>
Save & Return to List	If clicked, CATS saves the document, (provided all of the required information and entries are in place), and return to the List tab,.
Save & Add	If clicked, CATS saves the document, (provided all of the required information and entries are in place), and starts creating a new document from the Details Tab.
Clone	If clicked, CATS will create another record that is a copy of the current record, using the same account and sub account codes but a new document sequence number. CATS returns to the General tab and displays the new cloned record. CATS will not clone the Procurement Tab, but will clone all other completed tabs. CATS shall clone the record and set the document status to "Working" ("W"), the "Reconciled Status" to "Unreconciled" ("U"), and shall clear out any reconciled amounts, dates, and percentages.
Print AD700	CATS will produce an AD-700 print screen of the current document. (See " AD-700 Print " section.)

G. Procurement Tab

The use of this tab is optional; check with location management to see if you need to use this tab. If used, this tab is used by procurement personnel or other s to view and maintain information entered into CATS as the AD-700 is processed. If the document status is “Procurement”, CATS allows only Procurement Managers, Agency, Area and Location users to update information on this tab. If the document status is anything but procurement, CATS allows all users except for Basic users to update information on this tab.

Image of AD-700 Procurement Tab



AD-700 Procurement Tab Fields

<u>Field Name</u>	<u>Description / Rules / Notes</u>
Contract Number	The contract number from Procurement for the completed AD700. <u>Required: No.</u> <u>Modifiable: Yes (<=20 characters)</u>
Contract Mod Number	Contract modification number. A contract number is required for entry into this field. <u>Required: No.</u> <u>Modifiable: Yes, if you have provided a contract number. (<=3 characters)</u>

AD-700 Procurement Tab Fields, (cont.)

Delivery Order	Delivery Order number. <u>Required:</u> No. <u>Modifiable:</u> Yes (<=20 characters)
Amend Number	Amendment number. <u>Required:</u> No. <u>Modifiable:</u> Yes, if you have provided a Delivery Order number. (<=3 characters)
Contract Type	Type of Contract. <u>Required:</u> No. <u>Modifiable:</u> Yes, but ust use <input type="button" value="?"/> button, see below. <input type="button" value="?"/> button: CATS displays the list of active contract types t of contract types include: “B” (Contract), “D” (Delivery Order), “C” (Modification), “A” (Purchase Card), and “9” (Purchase Order).
IAS Requisition No	The IAS requisition number. Serves as a link between the CATS requisition number and the number in IAS. <u>Required:</u> No. <u>Modifiable:</u> Yes, (<=20 characters)
BOC	The budget object class code (BOC) of the AD-700. <u>Required:</u> Yes, but defaults to the BOC from the first line item on the Details Tab. If changed it should be selected from the <input type="button" value="?"/> button as it must be a valid BOC. <u>Modifiable:</u> Only if the document is not reconciled. <input type="button" value="?"/> button: CATS displays a list of the active BOCs in the CATS system.
Awarded Vendor	Vendor that receives the actual award for the purchase. <u>Required:</u> Only if the document is reconciled. <u>Modifiable:</u> Only if the document is not reconciled. (<=50 characters) <i><u>If the AD-700 is awarded to multiply vendors, it is recommended that new documents be added for each additional awarded vendor.</u></i> <input type="button" value="?"/> button: CATS displays the list of vendors based on the user’s security. The <input type="button" value="➡"/> button lets the user add a typed in vendor to the vendor table.

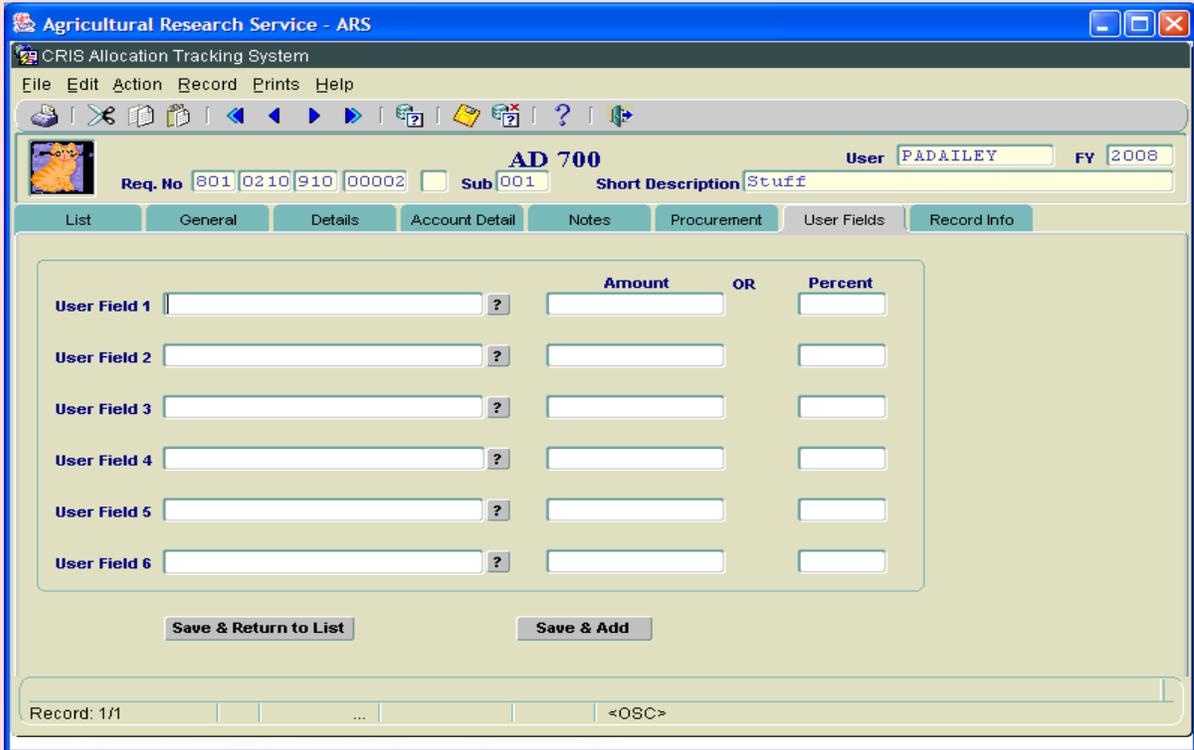
AD-700 Procurement Tab Fields, (cont.)

Award Amount	<p>The amount that was obligated when the order was awarded. Can be positive or negative. If this amount does not equal the Details tab “Total” and the user is a Procurement Manager, CATS creates a new detail line item with the difference between the two amounts, so that the new “Total” will match the “Award Amount”. CATS sets that line item’s “Description” to “Procurement Revision”.</p> <p>If this amount does not equal the Details tab “Total” and the user is not a Procurement Manager, the user must adjust the Details tab amount so that both amounts are equal.</p> <p><u>Required:</u> No. <u>Modifiable:</u> Only if the document is not reconciled.</p>
Award Date	<p>Date the AD700 was been awarded by the Procurement staff.</p> <p><u>Required:</u> No. <u>Modifiable:</u> Only if the document has not been reconciled.</p>
Assigned to Work	<p>The name of the purchasing agent who is assigned to work on this purchase. CATS only allows selection of the Purchasing Agent through the <input type="button" value="?"/> button. The Purchasing Agent must be entered into the Purchasing Agents reference table via User Administration by a person with a security level of Location or higher.</p> <p><u>Required:</u> Yes <u>Modifiable:</u> Yes: Only modifiable through the <input type="button" value="?"/> button.</p> <p><input type="button" value="?"/> button: CATS displays the list of purchasing agents based on the user’s security.</p>

H. User Fields Tab

The User Fields tab is used to collect descriptive tags, and amounts or percents to be used for filtering items on the User Fields reports.

Image of AD-700 User Fields Tab



AD-700 User Fields Tab Fields

<u>Field Name</u>	<u>Description / Rules / Notes</u>
User Field 1, 2, 3, 4, 5, 6	<p>Used to store information about the document that allows the user to better organize the information for reporting purposes on the User Fields report. This is a free-form field so users may type in anything they want in these fields.</p> <p><i><u>However, if User Fields are going to be used for reporting purposes, it is highly recommended that the location support staff establish a list of User Fields to be selected from the ? button for each accounting code. This will help to eliminate typing errors and therefore inaccurate User Field Reports.</u></i></p> <p><u>Required: No.</u></p> <p><u>Modifiable: Yes, (<=25 characters)</u></p> <p>? button: CATS displays a list of previously-stored user fields for the accounting code. This must be done by UNIT security levels or higher for them to be on the list.</p>

AD-700 User Fields Tab Fields, (cont.)

Amount (1, 2, 3, 4, 5, 6)	Used to designate a specific amount to be used with the value of the user field when generating the User Fields report. CATS allows the user to enter either the Amount or the Percent field for a line, but not both. <u>Required: No.</u> <u>Modifiable: Yes.</u>
Percent (1, 2, 3, 4, 5, 6)	Used to designate a specific percent to be used with the value of the user field when generating the User Fields report. CATS allows the user to enter either the Percent or the Amount field for a line, but not both. <u>Required: No.</u> <u>Modifiable: Yes.</u>

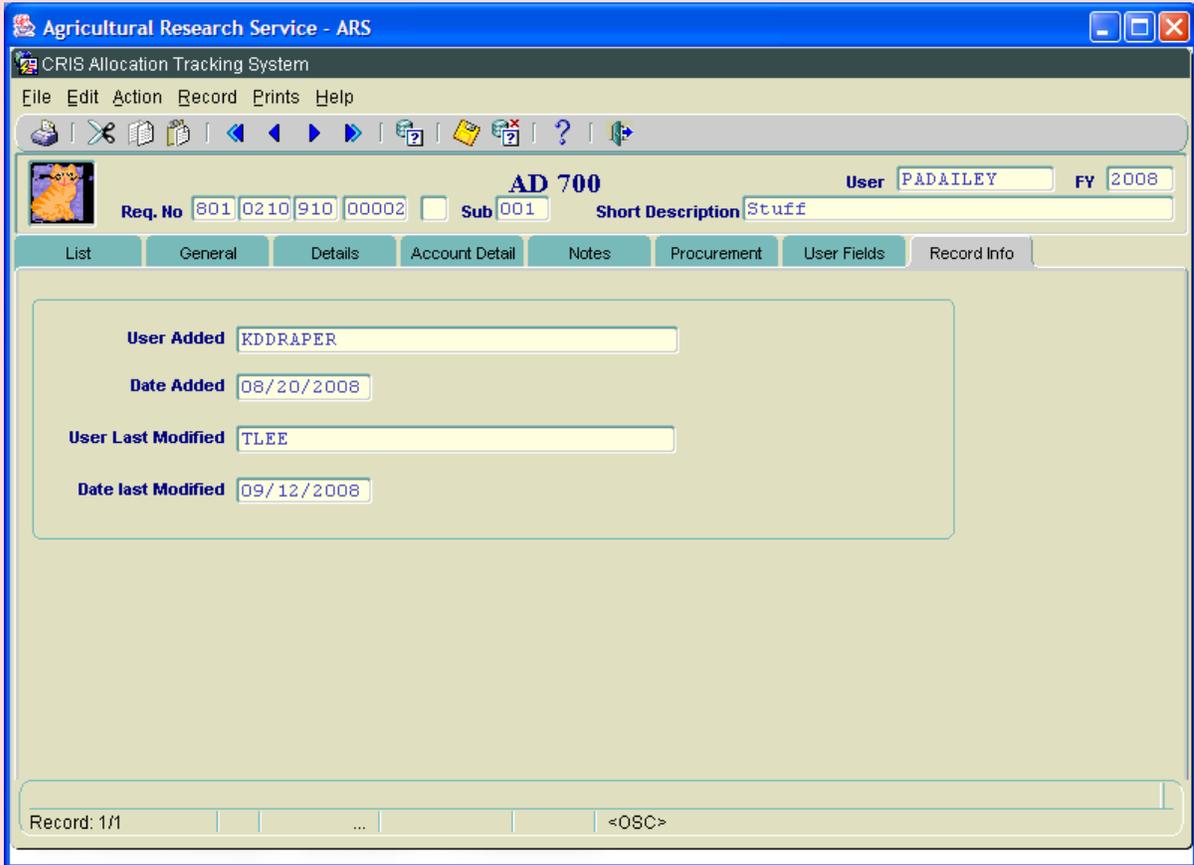
AD-700 User Fields Tab Buttons

<u>Button Name</u>	<u>Actions</u>
Save & Return to List	If clicked, CATS saves the document, (provided all of the required information and entries are in place), and return to the List tab,
Save & Add	If clicked, CATS saves the document, (provided all of the required information and entries are in place), and starts creating a new document from the Details Tab.

I. Record Info Tab

The Record Info Tab is used to view information on who created and updated the document information and when the changes were made. These are all “View Only” and cannot be changed or modified here.

AD-700 Record Info Tab



All fields are view only.

AD-700 Record Info Tab Fields

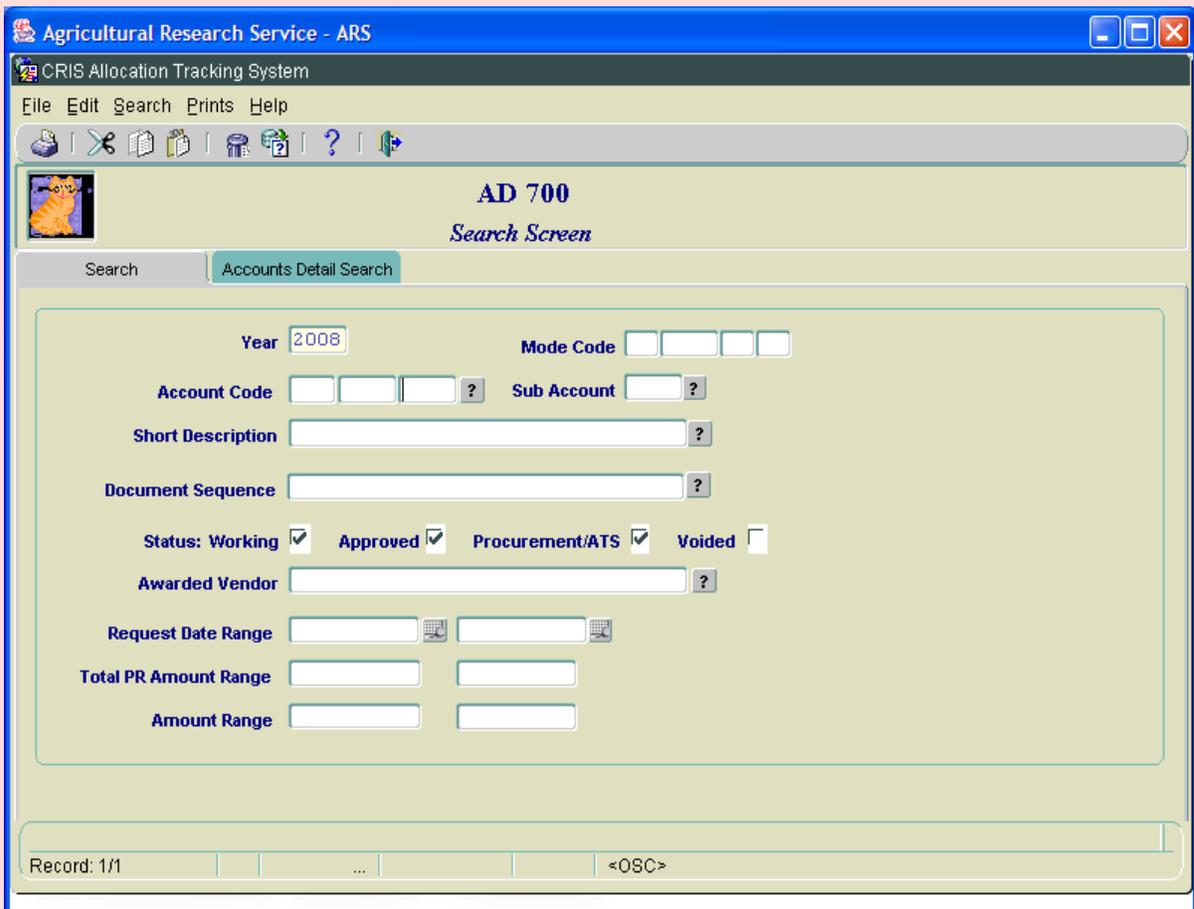
<u>Field Name</u>	<u>Description / Rules / Notes</u>
User Added	The login ID of the individual who created the original document.
Date Added	The date the document was created.
User Last Modified	The login ID of the individual who last modified the document.
Date Last Modified	The date the record was last modified.

III. Search Screen

The Search Screen is accessed by clicking on the “Search” icon on the menu bar while anywhere within the AD-700 data entry screens. It consists of two tabs: Search and Account Detail Search. The Search tab is used for searching the main document information. The Account Detail Search is used for searching for accounts and sub account distributions on the document. All searches will filter documents by the user’s working (default) fiscal year. All LOV searches will filter transactions by the user’s working fiscal year.

A. Search Tab

Image of AD-700 Search, Search Tab



AD-700 Search Tab Fields

<u>Field Name</u>	<u>Description / Rules / Notes</u>
Fiscal Year	CATS defaults this to the current fiscal year. CATS only retrieves documents for this fiscal year. Can only be changed on the Main Screen.

AD-700 Search Tab Fields, (cont.)

Account Code	<p>An account code, within the user's security. <u>Required: Yes, if you wish to search on an accounting code.</u> <u>Modifiable: Yes.</u></p> <p><input type="checkbox"/> button: CATS displays account codes for accounts within the user's security.</p>
Sub Account	<p>A sub account. <u>Required: No, unless you want to search on a specific sub within the previously selected accounting code.</u> <u>Modifiable: Yes.</u></p> <p><input type="checkbox"/> button: CATS displays sub account codes that the user has access to for the entered accounting code.</p>
Short Description	<p>When entered, CATS retrieves documents matching the descriptions' name and matching all other criteria, including that of being within the user's security. Wildcards "%" may be used. <u>Required: No</u> <u>Modifiable: Yes (<= 50 characters)</u></p> <p><input type="checkbox"/> button: CATS displays descriptions for documents within the user's security.</p>
Document Sequence	<p>The document sequence number. Any number or number range. Wildcards "%" may be used. <u>Required: No</u> <u>Modifiable: Yes, but must be a number.</u></p> <p><input type="checkbox"/> button: CATS displays unique document sequence numbers for AD700 documents within the user's security.</p>
Status	<p>When checked, CATS retrieves all the status's that are checked. The default is to retrieve only non voided documents meeting all other criteria, including that of being in the user's security. Default: Working, Approved, Procurement checked. <u>Required: No</u> <u>Modifiable: Yes</u></p>
Awarded Vendor	<p>When entered, CATS retrieves documents matching the vendor's name and matching all other criteria, including that of being within the user's security. Wildcards "%" may be used. <u>Required: No</u> <u>Modifiable: Yes (<= 50 characters)</u></p> <p><input type="checkbox"/> button: CATS displays awarded vendors for documents within the user's security.</p>

AD-700 Search Tab Fields, (cont.)

Request Start Date Range	Used to limit the dates on the search. CATS will copy the Start Date value to the End Date field if the End Date field is blank. The Start Date must be <= the End Date <u>Required: No</u> <u>Modifiable: Yes</u>
Request End Date Range	If Start Date is entered, End Date is required. The End Date must be >= the Start Date. If the date range is entered, CATS retrieves all documents meeting all other criteria, including that of being in the user's security, which has document dates falling within the date range. <u>Required: No, unless you entered a Start Date, but then it defaults to the same date, but can be changed.</u> <u>Modifiable: Yes</u>
Total Procurement Award Amount Range	Two amount fields representing the Award Amount on the Procurement tab. CATS copies the first amount value to the second amount field if the second amount field is blank. The first amount field must be <= the second amount field. When the amount range is entered, CATS retrieves all documents meeting all other criteria, including that of being in the user's security, which has award amounts falling within the amount range. <u>Required: No</u> <u>Modifiable: Yes</u>
Total Amount Range	Two amount fields representing the Total Amount on the Details tab. CATS copies the first amount value to the second amount field if the second amount field is blank. The first amount field must be <= the second amount field. When the amount range is entered, CATS retrieves all documents meeting all other criteria, including that of being in the user's security, which has total amounts falling within the amount range. <u>Required: No</u> <u>Modifiable: Yes</u>

B. Account Detail Search Tab

This tab is used to find a “specific” accounting line amount on an AD-700. It will return the AD-700 that matches the specific criteria for a single accounting line item whereas the Search Tab looks for the amount of the ‘total’ of all lines of accounting. You can enter all or just parts of the accounting code here. For instance, if I wanted to see only “801” codes of which I had access to, I would put 801 in the first field of the accounting code and execute the search. CATS would return a list of all accounting codes that begin with 801 which I have access to. All three of the accounting code fields work in this same fashion and you may use the wild card character “%” in any of these searches.

Image of AD700 Search Screen, Accounts Detail Search Tab

Agricultural Research Service - ARS

CRIS Allocation Tracking System

File Edit Search Help

AD 700
Search Screen

Search Accounts Detail Search

Account Code ? Sub Account ?

Amount Range

Record: 1/1 ... <OSC>

AD-700 Account Detail Search Tab Fields

<u>Field Name</u>	<u>Description / Rules / Notes</u>
Account Code	<p>The account code on the Account Detail tab of the main screen.</p> <p><u>Required: No</u> <u>Modifiable: Yes</u></p> <p><input type="checkbox"/> button : CATS displays the list of accounts the user has access to that have distributions on the Account Detail tab.</p>
Sub Account	<p>The sub account code on the Account Detail tab of the main screen. Account Code must be entered before entering Sub Account.</p> <p><u>Required: No</u> <u>Modifiable: Yes</u></p> <p><input type="checkbox"/> button : CATS displays the list of sub accounts the user has access to for the entered account.</p>
Amount Range	<p>The dollar amount used for a single line-item distribution on the Account Detail tab of the main screen. When entered and the second amount field is blank, CATS will copy the first amount field to the second amount field.</p> <p><u>Required: No</u> <u>Modifiable: Yes</u></p>

IV. AD700 Print

The AD-700 print is the AD-700 form containing data from the current record. It can be accessed from many places within CATS. To print multiple AD-700s, select them from the list screen with the checkboxes on the left, then click on the Print AD700 button at the bottom of the screen. It will print all of the AD-700 selected. As in all other ARIS applications, this form uses Adobe to generate this screen. This file can be saved, printed or e-mail directly from this screen, however, it cannot be changed here. In order to make any changes, you must close this window and return to CATS and modify the AD-700 where necessary and then select 'Print AD700' again.

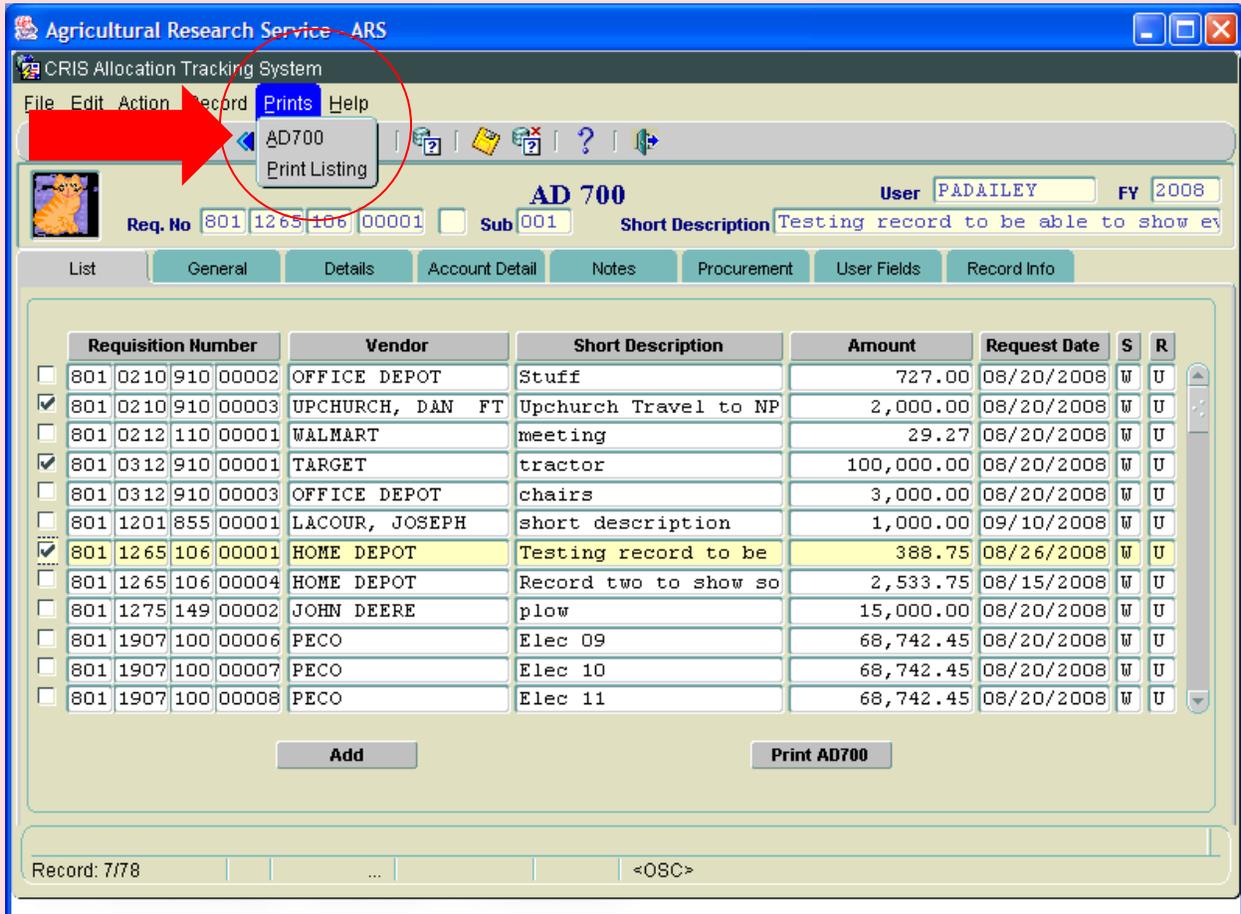
Image of AD-Printed 700

PROCUREMENT REQUEST		TO: (Procurement Office)					1. REQUESTING OFFICE					
<i>INSTRUCTIONS: Agencies must provide entries in unshaded areas. See reverse.</i>												
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. 801-0210-910-00002												
1B. DATE 08/20/2008												
CHECK ONE		10. TO: (Seller)					11. SHIP TO: (Consignee and Destination)					
<input type="checkbox"/> Purchase Order							ATTN: KIM					
<input type="checkbox"/> Delivery Order							<input type="checkbox"/> 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		The Details tab is used to identify the items being purchased, line item by line item, and related information required for the AD700. All of the fields in the header (User, FY, Req. No., Sub, and Description), have been defined previously and cannot be modified from this tab.					2670		20	ea	32.00	640.00
2		Award Adjustment					2670		1	ea	87.00	87.00
Notes per director place order in Kims absense												
For additional information, please contact: DRAPER, KEESHA												
TECHNICAL CONTACT						TELEPHONE NO.						
21. FOB POINT		22. DISCOUNT TERMS				Sub-Total >		25		727.00		
23. REQUIRED DELIVERY (Do not use ASAP) 08/03/2008		23A. NEGOTIATED DELIVERY		24. SHIP VIA		26. ESTIMATED FREIGHT 0.00		TOTAL >		27 727.00		
28. ACC. LINE 2	29. ACCOUNTING CLASSIFICATION					30. DISTRIBUTION		31. AMOUNT				
1	A 801	B 0210	C 910	D 001	E	100.00 %				727.00		
RECOMMENDED SOURCE(S) (If necessary, use attachment) OFFICE DEPOT						I certify that the above items are necessary for use in the public service. TITLE SIGNATURE OF AUTHORIZED REPRESENTATIVE						
This form was electronically produced by USDA/ARS/CIO/ADB										AD-700 (4-82)		

V. AD700 Print Listing

Print Listing is a brief report that shows AD-700s selected by the user. From the List Tab, use the “Check Boxes” on the left of the list to select the AD-700s, then choose Prints from the menu, and then Print List.

Image of List Screen, Prints, Print Listing



Doing so will generate the report imaged on the following page.

Image of AD-700 Print List Report

09/12/2008	Agricultural Research Service CRIS Allocation Tracking System				1
AD700 Listing					
<u>Requisition Number</u>	<u>Vendor</u>	<u>Item Description</u>	<u>Amount</u>	<u>Request Date</u>	<u>Recon Flag</u>
801-0210-910-00003	UPCHURCH, DAN FT COLINS 10/24- 26/2008	Upchurch Travel to NP301	2,000.00	08/20/2008	No
801-0312-910-00001	TARGET	tractor	100,000.00	08/20/2008	No
801-1265-106-00001	HOME DEPOT	Testing record to be able to show everyone	388.75	08/26/2008	No
Total:			102,388.75		

Chapter 2.4, Salaries

Contents

[I. Introduction](#)

[A. Purpose](#)

[B. Access Levels](#)

[C. Data Types](#)

[D. Reconciliation Process](#)

[E. Save Function](#)

[F. Browse Function](#)

[II. Salaries Main Screen](#)

[A. Buttons](#)

[1. Search/Modify](#)

[2. Add](#)

[3. Import SAMS](#)

[a. SAMS Import Errors Screen](#)

[b. SAMS Import Errors Report](#)

[B. Header Fields](#)

[C. Account / MU Fields](#)

[D. Sub Account / CRIS Fields](#)

I. Introduction

A. Purpose

The Salaries form is used to:

- Import salaries from SAMS for a specific accounting code and pay period; this is a new feature included in this version of CATS, designed to eliminate the need to run the SAMS “Liability by CRIS” and “Liability by MU” reports to then manually type into CATS;
- Create a salary record for a specific accounting code; and
- Modify a salary record for a specific accounting code.

B. Access Levels

Users with security levels Location, Area, and Agency can access this form.

C. Data Types

CATS will use the CATS system-defined data types indicated in the main document for common fields, such as “Account Code”. CATS will also use the following data types standard for this module.

<u>Data Type Name</u>	<u>Description</u>
Pay Periods	CATS will initialize this list field with the range of pay periods for the fiscal year, as stored in SAMS, and will display them in the order “19”, “20”, ... “18”, “19”. If a fiscal year starts with pay period 20, the list will start with pay period 20. If the user types in a pay period that is the same as those at the beginning and end of the fiscal year, CATS will default to the first pay period of the fiscal year; to get the last pay period, the user will click on the last pay period in the list.

D. Reconciliation Process

The “Actual” amounts in SAMS are considered to be “reconciled” and the sum of the “Projected” + “Lapse” amounts in SAMS are considered to be “unreconciled”.

E. Save Function

CATS will perform the following checks before allowing the data to be saved:

- Check for all mandatory fields: pay period.
- Check that the account is in balance: if any of the six “Unallocated” amounts are not zero, the account will be out of balance; this will be indicated by the “Account is out of balance” message displayed in the upper right corner of the screen.

F. Browse Function

When the user imports one or more accounts from SAMS, CATS will save these records in a temporary area during the import process. When the import process has finished successfully, CATS will return the user to the main screen. The records the user will now be seeing are from the temporary area; the user will need to actually save them to CATS to make the import permanent. After the above Save Function checks have passed, CATS will store the amounts in the CATS salary documents tables and delete them from the temporary tables. If the user had imported a range of accounts, the user will be viewing the next account that was imported. To cancel the review process and discard any remaining unreviewed imported records, the user will click the “Search”, “Add”, or “Import Salaries from SAMS” buttons, or click the “Exit” icon on the toolbar.

II. Salaries Main Screen

A. Buttons

1. Search/Modify

The Search/Modify button is used to pull up a salary screen for an accounting code which you have already added into CATS. (*the Add button is used to add a salary screen for an accounting code which you have NOT previously added to CATS, see Add below.*) CATS will display a pop-up window as shown on the following image:

Image of Salaries, Search Function

The screenshot shows the 'Salaries' main screen in the CATS application. The window title is 'Agricultural Research Service - ARS' and the subtitle is 'CRIS Allocation Tracking System - CATS'. The interface includes a menu bar (File, Edit, Record, Help) and a toolbar with various icons. The main area is titled 'Salaries' and contains several input fields and tables.

At the top, there are fields for 'Salary Document #' and 'Date Last Modified'. Below these are input fields for '*Account Code' and '*As of PP'. A table displays 'Actual', 'Projected', and 'Lapse' values for account codes 1000 and 6000, along with 'NFC Errors Totals' and 'RM Amount'. A 'Select Account to SEARCH' pop-up window is overlaid on the screen, showing an 'Account Code' input field with a question mark and 'OK' and 'Cancel' buttons. The 'Search/Modify' button at the bottom of the main screen is circled in red. Other buttons include 'Add' and 'Import Salaries from SAMS'. A 'Description' field is also present. At the bottom, there is a status bar showing 'Record: 1/1' and '<OSC>'.

Prior to opening the Search/Modify pop-up window, CATS will check to see if there are any pending changes to save from the previous screen. If there are, CATS will alert the user with "Do you want to save the changes you have made?" If the user decides to save the changes, CATS will perform the validations described for the "[Save](#)" function. If the user decides to cancel the changes or if there were no changes to save, CATS will open the above pop-up window without saving anything.

Salaries Search/Modify, Select Account to Search Box

<u>Field Name</u>	<u>Description / Rules / Notes</u>
Account Code	<p>The account code for the salary document that the user wishes to retrieve is entered here. The account must exist in the salaries table.</p> <p><input type="button" value="?"/> button: CATS will display the list of accounts the user has access to that have salary documents stored in the CATS system for the default fiscal year.</p>

<u>Button Name</u>	<u>Actions</u>
OK	If the account is valid and has a stored salary record, CATS will close the pop-up window and retrieve and display the salary document information for the selected account. If the account is not valid or a salary document has not been created for that account, then CATS will notify the user with the message "Account does not have a salary record" and remain on the pop-up window.
Cancel	CATS will close the pop-up window and return to the main screen.

2. Add

Add function is used when the user's wishes to manually add a salary record into CATS. It is only used for adding the account code record for the first time each year. After a record is added, it cannot be added again, and must be located via the Search/Modify function. When the Add button is clicked, CATS will display a pop-up window as shown on the following image:

Image of Salaries Add Function

The screenshot shows the 'Salaries' window in the Agricultural Research Service - ARS software. The window title is 'Agricultural Research Service - ARS' and the subtitle is 'CRIS Allocation Tracking System - CATS'. The main window contains a form with the following elements:

- Salary Document #**: A text input field.
- Date Last Modified**: A text input field.
- *Account Code**: A dropdown menu.
- *As of PP**: A dropdown menu.
- Table**: A table with columns for 'Actual', 'Projected', and 'Lapse'. The table has rows for account codes 1000 and 6000, and a 'Grand Total' row. The values in the table are .00.
- Unallocated 1000**: A text input field with value .00.
- Unallocated 6000**: A text input field with value .00.
- Grand Total**: A text input field with value .00.
- Description**: A text input field.
- Buttons**: 'Search/Modify', 'Add' (circled in red), and 'Import Salaries from SAMS'.

A pop-up window titled 'Select Account to SEARCH' is overlaid on the main form. It contains an 'Account Code' field with a question mark and 'OK' and 'Cancel' buttons.

Prior to opening the Add pop-up window, CATS will check to see if there are any pending changes on the previous screen to save and alert the user with "Do you want to save the changes you have made?" If the user decides to save the changes, CATS will perform the validations described for the "Save" function below. If the user decides to cancel the changes or if there were no changes to save, CATS will open the above pop-up window without saving anything.

Salaries Add, Select Account to Search Box Fields and Buttons

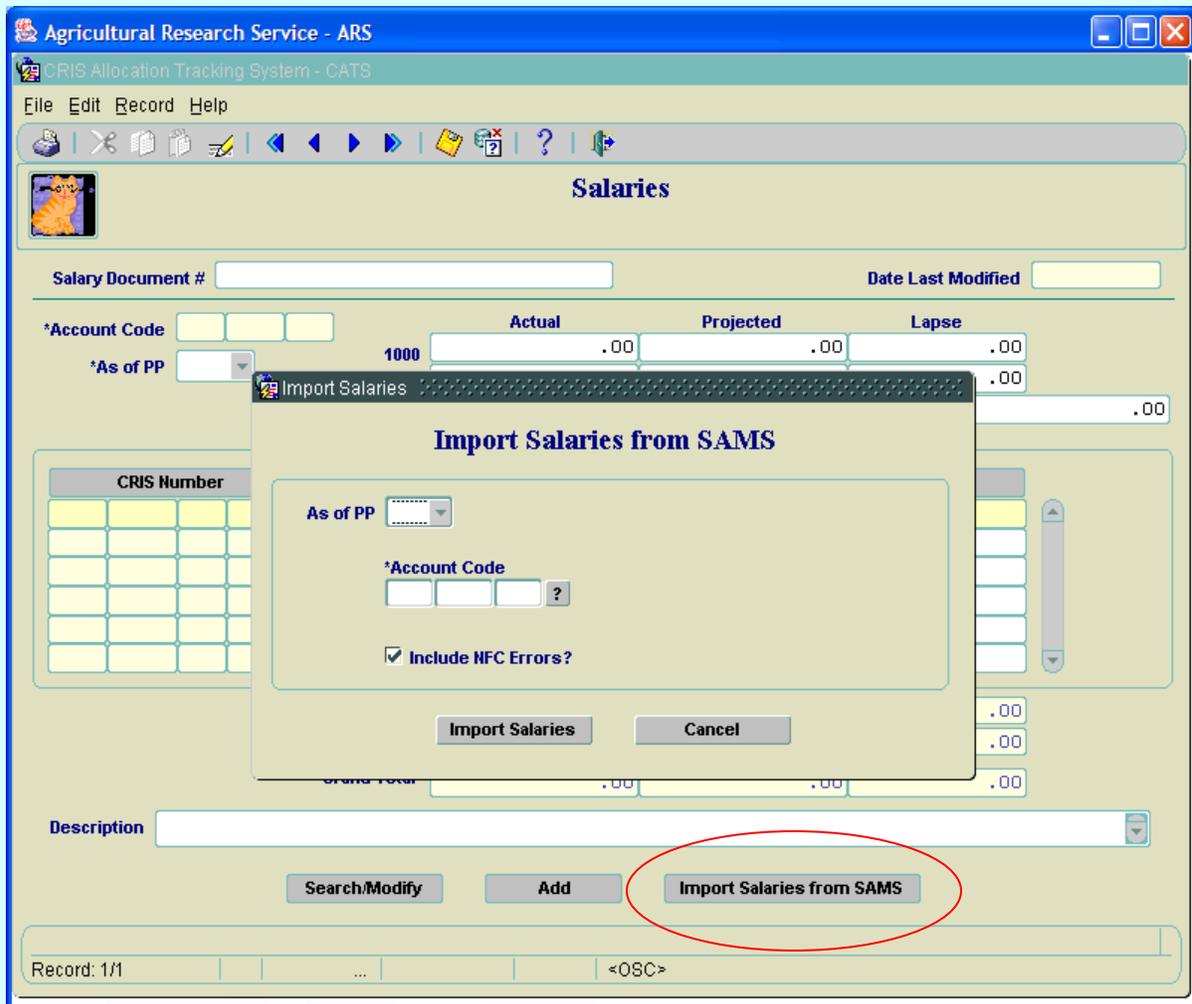
<u>Field Name</u>	<u>Description / Rules / Notes</u>
Account Code	<p>The account code for which the user wishes to add a salary document is entered here. The account must <i>not</i> have an existing salary document. If it does it can be found by using the search function.</p> <p><input type="button" value="?"/> button: CATS will display the list of accounts that the user has access to that <i>do not</i> have salary documents stored in the CATS system for the default fiscal year.</p>

<u>Button Name</u>	<u>Actions</u>
OK	<p>If the account is valid and does not have an existing salary record, CATS will close the pop-up and create a set of records for the selected account, which will include a record for the account-level information, and a set of records for each sub account / CRIS for that account. CATS will set the "Salary Document #" field to "SALARY -SAMS". CATS will set all account-level amounts to zero. CATS will create for each CRIS project two lines: one for BOC 1000 and one for BOC 6000, with all amounts set to zero. CATS will then display this salary document information. At this point, all data will need to be manually entered onto the screen.</p>
Cancel	CATS will close the pop-up window and return to the main screen.

3. Import Salaries from SAMS

It is very important that your CRIS data in CATS matches your CRIS data in SAMS when using this function. If it does not, you will get an error message telling you that your information does not match. (See SAMS Import Errors below.) When the “Import Salaries from SAMS” button is clicked, CATS will display a pop-up window as shown on the following image:

Image of Salaries Import Salaries from SAMS Function



The user can import the salary amounts for an account from SAMS multiple times; each time the user imports the amounts, CATS will overwrite any existing data with the new data.

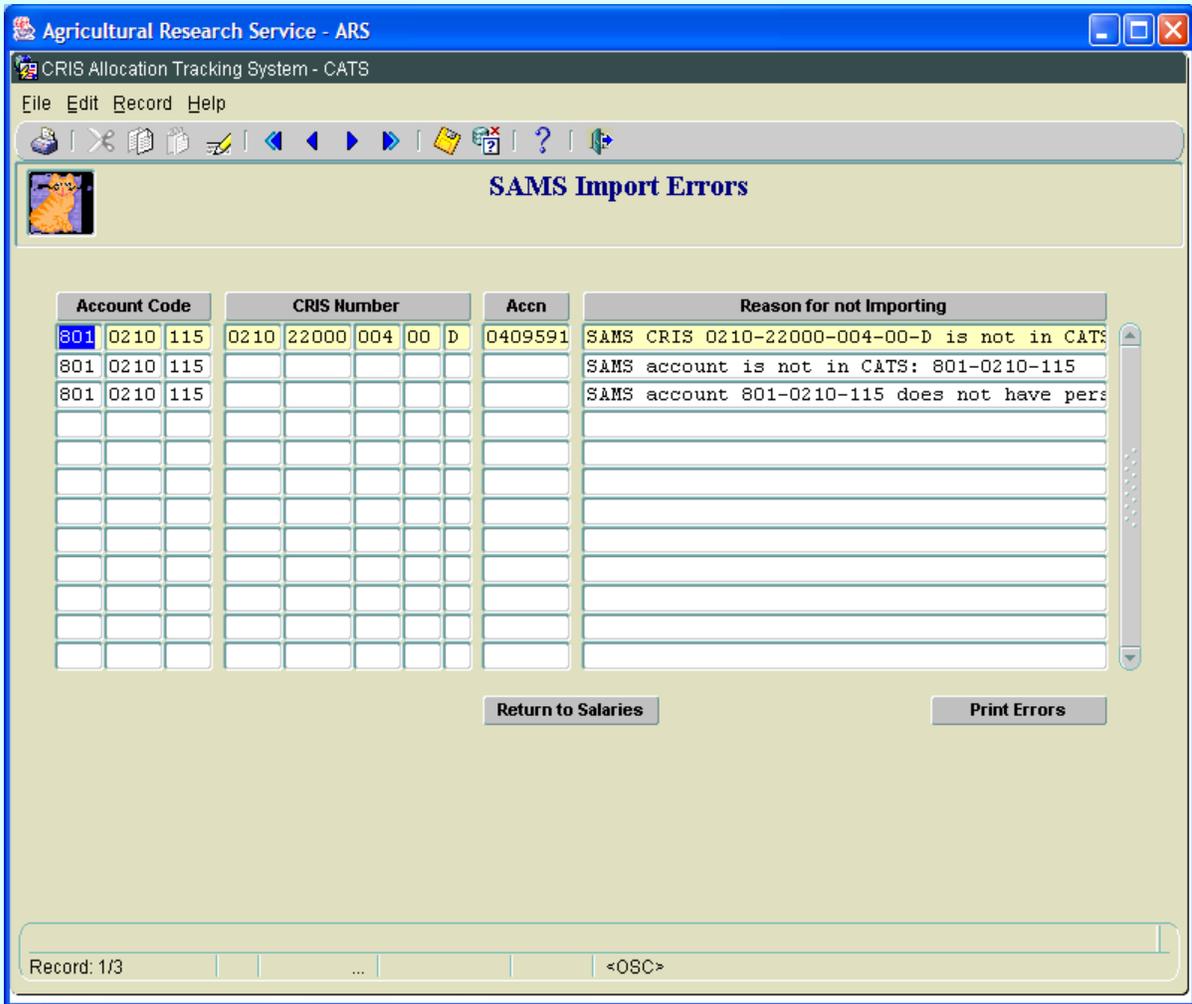
Salaries Import Salaries from SAMS Fields and Buttons

<u>Field Name</u>	<u>Description / Rules / Notes</u>
As of PP	<p>The pay period through which the user wants to import salaries. If not provided, the import process will use the “as of” pay period in SAMS.</p> <p><u>Required: No, but recommended, and if not entered CATS will use the “as of” pay period from SAMS.</u></p> <p><u>Modifiable: Yes.</u></p>
Account Code	<p>The account code for importing salaries. The account must be valid in SAMS.</p> <p><u>Required: Yes.</u></p> <p><u>Modifiable: Yes.</u></p> <p><input type="checkbox"/> button: CATS will display the list of SAMS accounts the user has access to.</p>
Include NFC Errors	<p>When this checkbox is checked, the import process will include the NFC Errors in the total calculations of the “6000” amounts at the account level, and will copy these amounts to the “NFC Errors Totals” fields.</p> <p><u>Required: No.</u></p> <p><u>Modifiable: Yes.</u></p>

<u>Button Name</u>	<u>Actions</u>
Import Salaries	<p>CATS will do the following:</p> <ul style="list-style-type: none"> • Check for valid account code in SAMS; and verify the accounting code is within the user’s security. • Check CATS to see if the SAMS account is stored in CATS along with their CRIS numbers. If the account exists in SAMS and is not in CATS, CATS will create a record in an error log table, which the user will be able to browse later (see the section “Import Errors Screen”). If an account exists in both CATS and SAMS, but the SAMS CRIS numbers are not allocated to CATS sub accounts for that account, CATS will create a record in the above error log table. In addition, CATS checks to see if the project and accession numbers in SAMS are also in ARIS, to ensure that valid project (CRIS) numbers are imported into CATS; if these numbers are not valid, CATS will create a record in the above error log table. To successfully import SAMS data, the SAMS accounts and sub accounts need to be set up properly in CATS through the MU Administration screen in CATS. • Calculate and store the Liability by MU, CRIS, and Totals. • Close the pop-up window and return to the salaries screen.
Cancel	CATS will close the pop-up window and return to the main screen.

a. SAMS Import Errors Screen

Image of SAMS Import Errors Screen



The SAMS Import Errors screen displays the accounts and CRIS numbers that were not imported and the reason why they could not be imported. All fields are view-only

SAMS Import Error Fields

<u>Field Name</u>	<u>Description / Rules / Notes</u>
Account Code	The account code of the account that was not imported.
CRIS Number	The CRIS number for the sub account for the account which was not imported.
Accn	The accession number for the CRIS number for the sub account which was not imported.

SAMS Import Error Fields (cont.)

<p>Reason for not Importing</p>	<p>A text message which explains why the account was not imported. There may be multiple messages for an account, if there are multiple CRIS numbers which could not be imported. CATS will enable the user to see the full message through an edit pop-up window invoked by double-clicking the mouse. CATS will show the messages generated by the import process, which may include:</p> <p>If you get any of these errors, you will not be able to complete the import until the error is fixed.</p> <p>No SAMS accounts were found between {start account} and {end account}</p> <p>SAMS account {account} is not in CATS</p> <p>SAMS CRIS {CRIS number} is not in CATS</p> <p>SAMS does not have sub accounts for account {account}</p> <p>SAMS CRIS {CRIS number} is missing the accession number</p> <p>SAMS CRIS {CRIS number} is not a valid ARIS project or does not have a valid accession number</p> <p>SAMS CRIS {CRIS number} does not match an ARIS project with same accession number</p> <p>SAMS CRIS {CRIS number} has an invalid (non-numeric) accession number: {accession number}</p> <p>SAMS account {account} does not have personnel data</p>
--	--

SAMS Import Error Buttons

<u>Button Name</u>	<u>Actions</u>
Return to Salaries	CATS will return the user to the main salaries screen and delete all import error data.
Print Errors	CATS will print the " SAMS Import Errors Report " listing all of the errors from this attempt to import.

b. SAMS Import Errors Report**Image of SAMS Import Errors Report**

Agricultural Research Service CRIS Allocation Tracking System Salaries: SAMS Import Errors				Page: 1
Account Code	CRIS Number	Accession	Reason for not Importing	
801-0210-115	0210-22000-004-00-D	0409591	SAMS CRIS 0210-22000-004-00-D is not in CATS	
801-0210-115			SAMS account is not in CATS: 801-0210-115	
801-0210-115			SAMS account 801-0210-115 does not have personnel data	

The “Salaries: SAMS Import Errors” report shows the errors generated by the Import SAMS function. The report will show all errors, including those not shown on the screen due to limited space. The report will sort the contents by account code and then by CRIS number.

For a description of the fields, refer to the “[SAMS Import Errors Screen](#)” section of this document. The report will show all fields shown on this screen: “Account Code”, “CRIS Number”, “Accession”, and “Reason for not Importing”.

B. Header Fields

Image of Salaries, Main Screen

Salaries Account is out of balance

Salary Document # Date Last Modified

*Account Code *As of PP

	Actual	Projected	Lapse
1000	5,000.00	5,000.00	.00
6000	2,000.00	2,000.00	.00
NFC Errors Totals	.00	.00	RM Amount <input type="text"/>

CRIS Number	Sub	BOC	Actual	Projected	Lapse
0212 88888 777 00 D 002 1000			2,500.00	2,500.00	.00
0212 88888 777 00 D 002 6000			1,000.00	1,000.00	.00
0212 88888 999 00 D 001 1000			2,498.00	2,500.00	.00
0212 88888 999 00 D 001 6000			1,000.00	1,000.00	.00

Unallocated 1000	2.00	.00	.00
Unallocated 6000	.00	.00	.00
Grand Total	6,998.00	7,000.00	.00

Description

Record: 1/1 ... <OSC>

The Salaries screen is the main screen used for displaying and maintaining salary data. A second screen, “[SAMS Import Errors](#)”, is also included within this form.

For the information shown on the above screen image, the CRIS portion has \$2 that is not included in the MU portion. Whenever the values in the “Unallocated 1000”, “Unallocated 6000” or “Unallocated Lapse” fields greater than \$1.00, CATS will display the message “**Account is out of balance**” in the upper right corner of the screen. When using “Import Salaries from SAMS”, this condition may occur due to rounding errors in SAMS. If so, slight adjustments will need to be made to the totals at the top of the screen or the individual CRISs to balance the record before CATS will allow you to save it.

Salaries Header Fields

<u>Field Name</u>	<u>Description / Rules / Notes</u>
Salary Document #	CATS will automatically insert "SALARY – SAMS" into this field whenever a record is created, through both the "Add" and the "Import Salaries from SAMS" button functions. Required: No. Modifiable: Yes, but only after an account is pulled onto the screen via one of the buttons (<= 30 characters.)
Date Last Modified	CATS will set this date to the date the record was added, imported, or modified.

C. Salaries Account / MU Fields

<u>Field Name</u>	<u>Description / Rules / Notes</u>
Account Code	The account code for the salary record. The account code is created through the "Add" or "Import SAMS" button functions.
As of PP	The pay period to which the salaries are considered to be reconciled. When the user creates a new record using the "Add" function, CATS will initialize this field to the first pay period of the default fiscal year. Required: Yes, if using "Add" but is populated for you if using "Import from SAMS". Modifiable: Yes, but in most cases should not be changed unless manual entry is done.
1000 Actual	The actual salary amount for the account code for BOC 1000 (SY positions) as of the above pay period. Required: Yes, if manual entering and there are SY actual salaries. If using "Import from SAMS" this field is populated from SAMS. Modifiable: Yes, but if imported from SAMS in most cases should not be changed. SAMS should be correct!
6000 Actual	The actual salary amount for the account code for BOC 6000 (non-SY positions) as of the above pay period. Required: Yes, if manual entering and there are Non-SY actual salaries. If using "Import from SAMS" this field is populated from SAMS. Modifiable: Yes, but if imported from SAMS in most cases should not be changed. SAMS should be correct!
1000 Projected	The projected salary amount for the account code for BOC 1000 (SY positions) from the above pay period to the end of the year. Required: Yes, if manual entering and there are SY projected salaries. If using "Import from SAMS" this field is populated from SAMS. Modifiable: Yes, but if imported from SAMS in most cases should not be changed. SAMS should be correct!

Salaries Account/MU Fields (cont.)

6000 Projected	<p>The projected salary amount for the account code for BOC 6000 (non-SY positions) from the above pay period to the end of the year.</p> <p>Required: Yes, if manual entering and there are Non-SY projected salaries. If using “Import from SAMS” this field is populated from SAMS.</p> <p>Modifiable: Yes, but if imported from SAMS in most cases should not be changed. SAMS should be correct!</p>
1000 Lapse	<p>The lapse salary amount for the account code for BOC 1000 (SY positions).</p> <p>Required: Yes, if manual entering and there is SY lapse. If using “Import from SAMS” this field is populated from SAMS.</p> <p>Modifiable: Yes, but if imported from SAMS in most cases should not be changed. SAMS should be correct!</p>
6000 Lapse	<p>The lapse salary amount for the account code for BOC 6000 (non-SY positions).</p> <p>Required: Yes, if manual entering and there is Non-SY lapse. If using “Import from SAMS” this field is populated from SAMS.</p> <p>Modifiable: Yes, but if imported from SAMS in most cases should not be changed. SAMS should be correct!</p>
NFC Errors Totals Actual	<p>The NFC errors amount for the account code as of the above pay period.</p> <p>Required: Yes, if manual entering and there are NFC errors in Actual salaries. If using “Import from SAMS” this field is populated from SAMS.</p> <p>Modifiable: Yes, but if imported from SAMS in most cases should not be changed. SAMS should be correct!</p>
NFC Errors Totals Projected	<p>The NFC projected amount for the account code from the above pay period through the end of the year.</p> <p>Required: Yes, if manual entering and there are NFC errors in Projected salaries. If using “Import from SAMS” this field is populated from SAMS.</p> <p>Modifiable: Yes, but if imported from SAMS in most cases should not be changed. SAMS should be correct!</p>
R&M Amount	<p>The dollar amount of the salaries for the account that goes toward R&M activities. When CATS imports salaries from SAMS to overwrite an existing salary document, CATS will retain the R&M amount and copy it to the updated record.</p> <p>Required: No.</p> <p>Modifiable: Yes.</p>

D. Salaries Sub Account / CRIS Fields

CATS will initially display the data sorted by CRIS number and then BOC.

<u>Field Name</u>	<u>Description / Rules / Notes</u>
CRIS Number	The project or CRIS number.
Sub	The sub account for the CRIS number.
BOC	The budget object class (or code): either 1000 or 6000.
Actual	<p>The actual salary amount for the account code and CRIS number for the indicated BOC as of the above pay period.</p> <p><u>Required:</u> Yes, if manual entering and there are actual salaries for this specific CRIS and BOC. If using “Import from SAMS” buttons this field is populated from SAMS.</p> <p><u>Modifiable:</u> Yes, but if imported from SAMS in most cases should not be changed. SAMS should be correct!</p>
Projected	<p>The projected salary amount for the account code and CRIS number for the indicated BOC from the above pay period through the end of the year.</p> <p><u>Required:</u> Yes, if manual entering and there are projected salaries for this specific CRIS and BOC. If using “Import from SAMS” buttons this field is populated from SAMS.</p> <p><u>Modifiable:</u> Yes, but if imported from SAMS in most cases should not be changed. SAMS should be correct!</p>
Lapse	<p>The lapse salary amount for the account code and CRIS number for the indicated BOC.</p> <p><u>Required:</u> Yes, if manual entering and there is lapse for this specific CRIS and BOC. If using “Import from SAMS” buttons this field is populated from SAMS.</p> <p><u>Modifiable:</u> Yes, but if imported from SAMS in most cases should not be changed. SAMS should be correct.</p>
Unallocated 1000 Actual	CATS will calculate this as the difference between the MU actual salary amount (top of the screen) and the sum of the CRIS actual salary amounts (middle of the screen) for BOC 1000 (SY positions). When this amount is not zero, CATS will display the message “Account is out of balance” in the upper right portion of the screen.
Unallocated 6000 Actual	CATS will calculate this as the difference between the MU actual salary amount (top of the screen) and the sum of the CRIS actual salary amounts (middle of the screen) for BOC 6000 (non-SY positions). When this amount is not zero, CATS will display the message “Account is out of balance” in the upper right portion of the screen.

Salaries Sub Account/CRIS Fields (cont.)

Unallocated 1000 Projected	CATS will calculate this as the difference between the MU projected salary amount (top of the screen) and the sum of the CRIS projected salary amount (middle of the screen) for BOC 1000 (SY positions). When this amount is not zero, CATS will display the message “Account is out of balance” in the upper right portion of the screen.
Unallocated 6000 Projected	CATS will calculate this as the difference between the MU projected salary amount (top of the screen) and the sum of the CRIS projected salary amount (middle of the screen) for BOC 6000 (non-SY positions). When this amount is not zero, CATS will display the message “Account is out of balance” in the upper right portion of the screen.
Unallocated 1000 Lapse	CATS will calculate this as the difference between the MU lapse salary amount (top of the screen) and the sum of the CRIS lapse salary amount (middle of the screen) for BOC 1000 (SY positions). When this amount is not zero, CATS will display the message “Account is out of balance” in the upper right portion of the screen.
Unallocated 6000 Lapse	CATS will calculate this as the difference between the MU lapse salary amount (top of the screen) and the sum of the CRIS lapse salary amount (middle of the screen) for BOC 6000 (non-SY positions). When this amount is not zero, CATS will display the message “Account is out of balance” in the upper right portion of the screen.
Grand Total Actual	CATS will calculate this as the sum of the “1000 Actual” and “6000 Actual” amounts fields in the sub account / CRIS section of this screen.
Grand Total Projected	CATS will calculate this as the sum of the “1000 Projected” and “6000 Projected” amounts fields in the sub account / CRIS section of this screen.
Grand Total Lapse	CATS will calculate this as the sum of the “1000 Lapse” and “6000 Lapse” amounts fields in the sub account / CRIS section of this screen.
Description	Explanation or comments on the salary document. <u>Required: No.</u> <u>Modifiable: Yes. (<= 250 characters.)</u>

Chapter 2.5, Account Reconciliation

Contents

[I. Introduction](#)

[A. Purpose](#)

[B. Access Levels](#)

[C. General Form Functionality](#)

[II. Search Screen](#)

[III. Main Screen](#)

[A. Header Fields](#)

[B. List Tab](#)

[IV. Print Listing](#)

I. Introduction

A. Purpose

The Account Reconciliation form is used by the accounting technicians or persons serving in that role to reconcile the CATS account records with the official NFC reports.

The user selects an account to reconcile and a list of all documents meeting the search criteria is generated. The user may enter other search criteria to reduce the number of documents retrieved by CATS.

For each document matching the user's search criteria, CATS displays the distribution totals for the selected account. If there were multiple distributions on the document, CATS displays only the distributions for the selected account. CATS aggregates distributions by sub account into one total for the account for each document.

For example, if a document had the following unreconciled distribution,

Acct Code: 801 6406 112	Sub: 001	Amount: \$1,000
Acct Code: 801 6406 112	Sub: 002	Amount: \$500
Acct Code: 801 1265 104	Sub: 001	Amount: \$500

and the user wanted to reconcile account 801 6406 112 for the above document, CATS displays a single total for 801 6406 112 for 1,500 (total for subs 001 and 002), and doesn't show the amount of \$500 for account 801 1265 104.

The user reconciles a document from this list as follows:

- enter a reconciliation amount, if different from what is displayed
- update all required information: i.e. Vendor, BOC, Description, etc.
- enter a reconciliation date by clicking in the reconciled date field
- save the changes by clicking on the diskette icon on the tool bar

B. Access Levels

CATS allows users with Location, Area, and Agency security levels to access this form.

C. General Form Functionality

CATS reconciles the account distribution amounts (on the Account Detail tab of the corresponding forms), not the document total amounts (on the Details tab of the corresponding forms). CATS only allows users to reconcile accounts distribution amounts for accounts they have access to. Remember, the AD700, Credit Card, and Short Data Entry forms allow users to distribute amounts to accounts they do not have access to when they use the “Other Acct” checkbox on the Account Detail tab; CATS does not allow the users to reconcile these amounts if they do not have access to the account code or sub account.

II. Search Screen

When the user enters the form, CATS displays the search screen.

Account Reconciliation Search Screen

The screenshot shows the 'Account Reconciliation Search Screen' within the 'CRIS Allocation Tracking System - CATS' application. The window title is 'Agricultural Research Service - ARS'. The search screen includes the following fields and options:

- Year:** A text box containing '2008'.
- Account Code:** Three text boxes followed by a help button (?).
- Document Type:** A dropdown menu.
- Select a date range:** A section with 'Request' and 'From' text boxes, a calendar icon, 'To' text box, and another calendar icon.
- Salaries:** Radio buttons for 'Show Salaries', 'Show Non-Salaries', and 'Show All' (selected).
- Reconciled/Unreconciled:** Radio buttons for 'Show Reconciled', 'Show Unreconciled' (selected), and 'Show All'.
- Enter:** A button at the bottom right.

The status bar at the bottom shows 'Record: 1/1', a separator, 'List of Valu...', and '<OSC>'.

The only required entry is the accounting code, see above. It can be typed in or selected from the **[?]** button. All other fields are not required but can be used if you wish to narrow the search parameters. See descriptions of each field below.

Account Reconciliation Search Screen Fields

<u>Field Name</u>	<u>Description / Rules / Notes</u>
Year	<p>CATS displays the current fiscal year unless the user has changed fiscal year on the Main Screen.</p> <p><u>Required:</u> Yes, but CATS populates it for you. <u>Modifiable:</u> Fiscal year is changed on the Main Menu screen.</p>
Account Code	<p>The accounting code that the user wants to reconcile.</p> <p><u>Required:</u> Yes. <u>Modifiable:</u> Yes.</p> <p>The <input type="checkbox"/> button will display all accounting codes the user has access to that have at least one document (AD700, Credit Card, Short Data Entry) with an accounting distribution for that accounting code or it can be typed in.</p>
Date Range From/To	<p>If 'Show Unreconciled' is selected, this will allow the user to search for unreconciled transactions within a selected date range. If 'Show Reconciled' is selected, this will allow the user to search for reconciled transactions within a selected date range. If 'Show All' is selected, the search will return all transactions within the selected date range regardless of reconciliation status. If dates are entered, CATS will return only those documents that fall within the specified dates. If no dates are entered, CATS will return all documents that meet the other specified criteria (fiscal year and accounting code), regardless of document dates. The 'To' field will automatically default to the date entered into the 'From' field. The "From" date must be <= the "To" date. The Calendar button can be used to select a date.</p> <p><u>Required:</u> No. <u>Modifiable:</u> Yes.</p>
Salaries radio button group	<p>Indicates how to include salary records in the search results. <i>However, this will only show salary amounts entered as a document, (i.e. an AD-700, Credit Card, or SDE), and using a salary BOC. It will not show salaries entered via the Salary Module.</i></p> <ul style="list-style-type: none"> • Show Salaries: CATS shall retrieve only those documents which have BOC codes 1000 – 1999 and 6000 – 6999, i.e. the Salary BOCs. • Show Non-Salaries: CATS shall retrieve only those documents which do not have BOC codes that are not between 1000 and 1999 or between 6000 and 6999. • Show All: CATS shall retrieve documents for all BOC codes. <p><u>Required:</u> Yes; defaults to most common setting which is "Show All" <u>Modifiable:</u> Yes.</p>

Account Reconciliation Search Screen Fields (cont.)

Reconciled/ Unreconciled radio group	<p>Indicates how to include reconciled records in the search results.</p> <ul style="list-style-type: none"> • Show Reconciled: CATS shall retrieve only those documents which have been reconciled. Reconciled distributions have a value in the reconciled date field on the Account Distribution tab of the corresponding document form. • Show Unreconciled: CATS shall retrieve only those documents which have unreconciled distributions. Unreconciled distributions have no value in the reconciled date field on the Account Distribution tab of the corresponding document form. • Show All: CATS shall retrieve all documents. <p><u>Required:</u> Yes, but defaults to most common setting which is “Show Unreconciled”. <u>Modifiable:</u> Yes.</p>
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Account Reconciliation Search Screen Buttons

<u>Button Name</u>	<u>Description / Rules / Notes</u>
Enter	Executes the query base on the data enter in the above fields. The enter key on the key board or the “Execute Query” icon on the Tool Bar does the same thing.

Searching Requirements

Once the search criteria have been entered the user hits on the Enter button, the enter key on the keyboard or the “Execute” icon on the menu bar to execute the search. The user must retrieve an account to view and update. CATS will only work on one accounting code at a time.

CATS retrieves documents that match all search criteria. As an example, using the criteria “Show Salaries” and “Show Unreconciled” for an account, CATS retrieves all AD700, Credit Card, Short Data Entry documents that have BOC codes between 1000 and 1999 or 6000 and 6999, and have at least one account distribution that has no date in the reconciled date field.

If there are no documents that match all search criteria, CATS shall display an alert message and remain on the search screen.

III. Main Reconciliation Screen

A. Header Fields

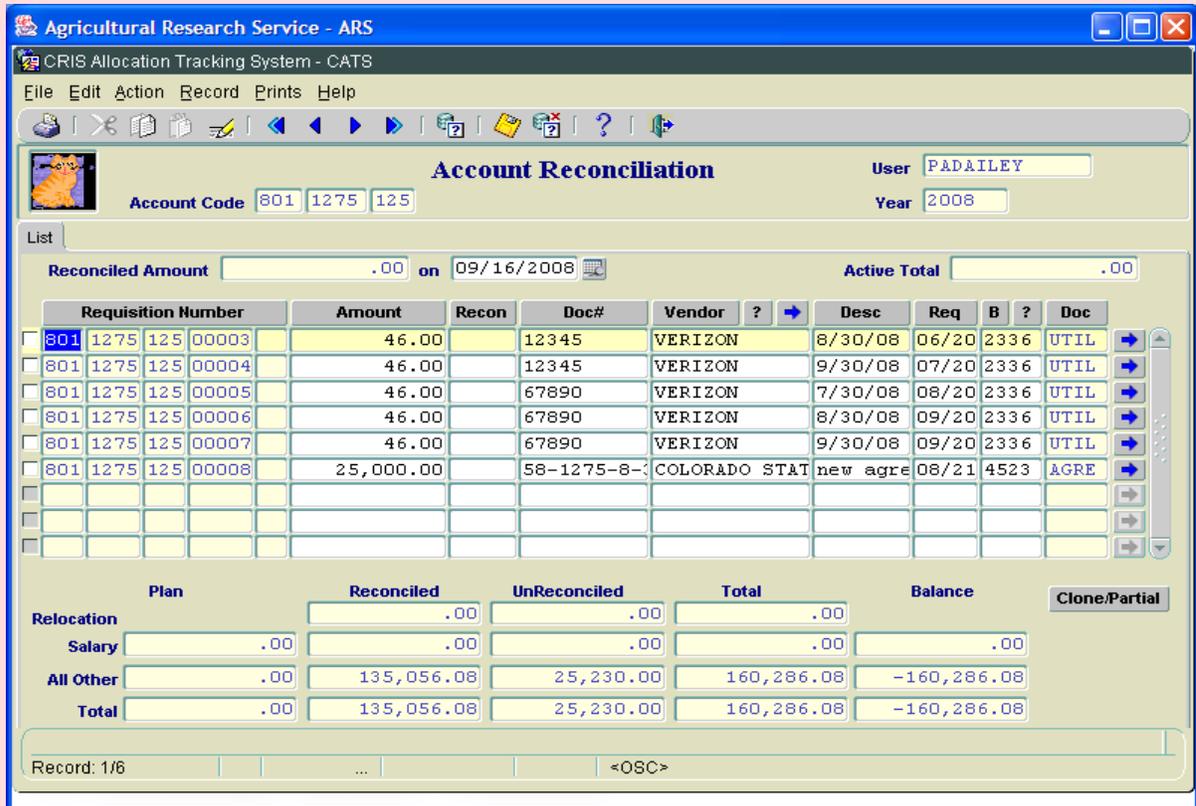
<u>Field Name</u>	<u>Description / Rules / Notes</u>
User	The user's login ID
Account Code	The account selected on the search screen and cannot be changed from this screen. To change you must start a new search.
Year	The user's default fiscal year and cannot be changed here. It can only be changed from the Main Menu Screen.

B. List Tab

The List tab is divided into two sections: the List section, which displays the documents meeting the search criteria, and the Summary section, which displays the "Status of Funds" summary calculations. The summary calculations match those of the Status of Funds reports.

Users perform all account reconciliations on this screen. If a document has a distribution to multiple sub accounts for that accounting code, CATS aggregates the distributed amounts into one total for the document on the screen.

Image of Main Reconciliation Screen



Account Reconciliation List Tab, List Section Fields

<u>Field Name</u>	<u>Description / Rules / Notes</u>
Reconciled Amount	The total amount of all documents reconciled on the date selected for the On date field, (see next field).
On (a date)	The date used as the reconciliation date for any transaction reconciled. Also used as the filter for the previous field, Reconciled Amount. I.E. put a date in this field and the Reconciled Amount field will display the total of all documents reconciled on that date. <u>Required:</u> Yes, but defaults to “Today’s Date”, can use the Calendar icon to the right of the field to select a date. <u>Modifiable:</u> Yes.
Active Total	This is the total of all of the documents reconciled since the last “Save” was executed. Each time the “Save” is executed, CATS shall reset this to zero.
Requisition Number	The requisition number for the document which has distributed amounts for the account. System generated and cannot be changed by user.
Checkbox	If checked will be listed on the Print Listing, see Print Listing below.
Amount	This is the total amount distributed to the account in the document. This number can be changed by the user on this screen. When the user changes this amount, CATS automatically calculates the reconciled distributions based on the percentages of the amounts allocated to the sub accounts for the account.
Recon Date	The date the account distribution was reconciled. This field is blank if the document is unreconciled. If this field is blank, when the user clicks the mouse in this field, the “On” date field is copied to this field. If this field is not blank, when the user clicks the mouse in this field, CATS ‘blanks’ this field (effectively unreconciling the distribution). When the field is changed from blank to filled, the “Amount” field is added to the “Active Total” field above the list section. When the field is changed from filled to blank, the “Amount” field is subtracted from the “Active Total” field above the list section. <u>Note of caution:</u>—If you unreconcile an entry that had been reconciled in a previous session, the “Active Total” amount for the current session may not match your current TDL total. Please pay close attention to the date and be very careful when unreconciling documents.
Doc#	The Document Number created by the user for identifying AD700 and SDE documents; the CC Log # for Credit Card documents. This field may be blank as this may not be a “required” field on some of the data entry forms. It can only be changed on this screen when the document is unreconciled.

Account Reconciliation List Tab, List Section Fields, (cont.)

Vendor	The vendor or supplier. This field can be modified on this screen without having to open the document. <input type="button" value="?"/> button (above the field): displays the list of all vendors for the user's security and can be selected from this list. The <input type="button" value="➡"/> button adds a typed in vendor to the vendor table and takes you to the vendor table to provide further information on the vendor.
Description	The short description of the purchase for AD-700 and the description for all other document types. This may be blank as these fields may not be required in the data entry forms. This field is modifiable from this screen without having to open the document.
Req Dt	The requisition or request date that was put on the original document. This field is modifiable from this screen without having to open the document.
S	The current status of the transaction. This is system generated and cannot be changed from this screen.
BOC	The budget object class (BOC) code for the transaction. For an AD700 this the BOC of the first detail item. For Short Data Entry and Credit Card, this is the entered BOC on the Details tab. This field is modifiable from this screen without having to open the document. The <input type="button" value="?"/> button on the top of the field will display the LOV for all BOCs of which you can select. The document must be unreconciled to change the BOC from this, or any other form.
Doc	The document type. This is system generated and cannot be changed from this screen.

Account Reconciliation List Tab, Summary Section Fields

All of these fields are system generated and cannot be modified by users.

<u>Field Name</u>	<u>Description / Rules / Notes</u>
Relocation Reconciled	The total amounts distributed to this account that were allocated to relocation expenditures that have been reconciled. CATS calculates this by summing the account distributions with a reconciled date for all non-voided documents for this account where the "Relocation" checkbox in the Short Data Entry form has been checked.
Relocation Unreconciled	The total amounts distributed to this account that were allocated to relocation expenditures that have not been reconciled. CATS calculates this the same as above.

Account Reconciliation List Tab, Summary Section Fields, (cont.)

Relocation Total	Total Relocations costs (reconciled and unreconciled). System generated and cannot be changed by user.
Salary Plan	Total Financial Plan for salaries
Salary Reconciled	<p>CATS adds the following totals:</p> <ul style="list-style-type: none"> For each non-voided document in which the BOC is between 1000 and 1999 or between 6000 and 6999, and the document is not flagged as “relocation”, CATS totals all reconciled account distributions for this account. From the Salaries screen for the account, CATS totals the “1000 Actual” and “6000 Actual” fields in the upper portion of the screen.
Salary Unreconciled	<p>CATS adds the following totals:</p> <ul style="list-style-type: none"> For each non-voided document in which the BOC is between 1000 and 1999 or between 6000 and 6999, and the document is not flagged as “relocation”, CATS totals all unreconciled account distributions for this account. Note of caution: If a relocation bonus is given in lieu of relocation transfer of station, it would show up on the PDL with salaries and would not be flagged as relocation because it would cause the Reconciled Salaries out of balance. From the Salaries screen for the account, CATS totals the “1000 Projected”, “6000 Projected”, “1000 Lapse”, and “6000 Lapse” fields in the upper portion of the screen. For each non-voided Projection for the account for which the BOC is between 1000 and 1999 or between 6000 and 6999, CATS shall calculate this in the same manner as it calculates the “Total Balance Amount” on the Account Distribution tab of the Projections screen.
Salary Total	Total Salary Costs (reconciled and unreconciled)
Salary Balance	The balance available for salaries (“Salary Plan” – “Salary Total”.)
All Other Plan	The total financial plan for All Other
All Other Reconciled	For each non-voided document in which the BOC is between 2000 and 5999, CATS totals all reconciled account distributions for this account.

Account Reconciliation List Tab, Summary Section Fields, (cont.)

All Other Unreconciled	CATS adds the following totals: <ul style="list-style-type: none"> For each non-voided document in which the BOC is between 2000 and 5999, and the document is not flagged as a “relocation”, CATS totals all unreconciled account distributions for this account (includes Projections)
All Other Total	Total All Other transactions (“All Other Reconciled” + “All Other Unreconciled”)
All Other Balance	The balance available for All Other (“All Other Plan” – “All Other Total”).
Total Plan	CATS calculates this as “Salary Plan” + “All Other Plan”.
Total Reconciled	CATS calculates this as “Salary Reconciled” + “All Other Reconciled”.
Total Unreconciled	CATS calculates this as “Salary Unreconciled” + “All Other Unreconciled”.
Total	CATS calculates this as “Total Reconciled” + “Total Unreconciled”.
Total Balance	CATS calculates this as “Total Plan” – “Total Total”.

Account Reconciliation List Tab Buttons

<u>Button Name</u>	<u>Actions</u>
 button to the right of each line item.	<p>CATS prompts the user to save any changes; after the changes are saved or canceled, CATS displays the form that corresponds to the selected document. The form will retrieve that document and display the information on the Account Detail tab.</p>
Clone/Partial	<p>If the document type is AD700 or Short Data Entry, CATS does the following:</p> <p style="padding-left: 40px;">CATS alerts the user with “Do you want to clone this record?”</p> <p style="padding-left: 80px;">If the user responds “yes”, CATS closes the alert, performs the clone function as described in the documentation for the form, and produces a confirmation message.</p> <p style="padding-left: 80px;">If the user responds “no”, CATS closes the alert.</p> <p>If the document type is Credit Card, CATS does the following:</p> <p style="padding-left: 40px;">CATS prompts the user with “Do you want to clone or partial this record?”</p> <p style="padding-left: 80px;">If the user responds “clone”, CATS alerts the user with “Do you want to clone this with the same log ID or a different log ID?”</p> <p style="padding-left: 80px;">If the user responds “same”, CATS clones the record using the same value for credit card log ID in the current document, as described in the documentation for the Credit Card form.</p> <p style="padding-left: 80px;">If the user responds “new”, CATS clones the record and creates a new value for credit card log ID, as described in the documentation for the Credit Card form.</p> <p style="padding-left: 80px;">If the user responds “partial”, then CATS clones the record as described in the documentation for the Credit Card form.</p> <p>CATS refreshes the screen and displays new records if “Show Unreconciled” or “Show All” was part of the search criteria, because the new documents will be created as unreconciled documents.</p>

IV. Print Listing

The print listing feature works the same here as on all list screens. You check the checkbox to the left of the transactions you want on the report, (or to select all, go to “Action” on the Menu and select “Mark All”), then select “Prints” from the Menu then “Print Listing” to generate the report.

Also see [Chapter 3.6, Reconciliation Report](#) to print a reconciliation report.

Chapter 2.6, Financial Plans

Contents

[I. Introduction](#)

- [A. Purpose](#)
- [B. Access Levels](#)
- [C. Calculations](#)

[II. Main Screen](#)

- [A. Header Fields](#)
- [B. List Tab](#)
- [C. Acct Plans Salary Tab](#)
- [D. Acct Plans Non-Salary Tab](#)
- [E. Sub Acct Plans Salary Tab](#)
- [F. Sub Acct Plans Non-Salary Tab](#)

[III. Search Screen](#)

[IV. Print Listing](#)

I. Introduction

A. Purpose

The Financial Plan form is used by Headquarters, Area, and Location administrative officers and accounting technicians to maintain information on financial plans for accounts. The financial plans consist of the planned expenditures in different budget object categories and are summarized at the account level and the sub account level. Financial plans for accounting codes are initially established from approved ARMPS financial plans, but can and often do change throughout the fiscal year. In order to provide accurate financial reports to fund holders, accounting personnel have the responsibility of ensuring the financial plans for their accounts codes/sub accounts in CATS match those in ARIS and FFIS.

B. Access Levels

CATS will allow users with Location, Area, or Agency security to access this form and maintain financial plan information for accounts they have access to.

C. Calculations

The financial plans will consist of information at the account level and sub account level. To be in balance, the value for each line item at the account level must equal the sum of the values for the corresponding line item for all sub accounts for that account. The difference between the account and sub account total values is the “unassigned balance”. When the user attempts to save a record, CATS will check to see if any unassigned balance field is not zero. If so, then CATS will alert the user and prevent the user from leaving the record until the user corrects the problem. The alert will give the user the options of:

- fixing the changes;
- reverting back to the saved plan; or
- resetting all changes to zero.

The descriptions and calculations for the following four columns on each data entry tab will not be discussed field-by-field or line-by-line at the BOC level later in this document.

<u>Column Name</u>	<u>Description / Calculations</u>
Unassigned Balance	<p>CATS will calculate for each line the difference between the "Revised Amount" for that line at the account level and the sum of the "Revised Amounts" for that line for all sub accounts for that account. Example:</p> <pre> "Revised Amount", account, BOC 2100: \$1,300 "Revised Amount", sub account 001, BOC 2100: \$1,000 "Revised Amount", sub account 002, BOC 2100: \$400 ----- "Revised Amount", all sub accounts, BOC 2100: \$1,400 {Unassigned Balance", BOC 2100} = {"Revised Amount", account, BOC 2100} - {"Revised Amount", all sub accounts, BOC 2100} = - \$100 </pre>
Previous Plans Amount	<p>CATS will calculate for each line the sum of all "Current Changes Amounts" for that line from all previous financial plans for this account at the appropriate level (account, sub account) for the tab. Example:</p> <pre> "Current Changes Amount", Plan 1, BOC 2100: \$1,000 "Current Changes Amount", Plan 2, BOC 2100: \$200 ----- "Previous Plans Amount", Plan 3, BOC 2100: \$1,200 </pre>
Current Changes Amount	The enterable fields on the form. CATS will store these in the database and use them for calculating the other amounts.
Revised Amount	<p>CATS will calculate for each line the sum of the "Previous Plans Amount" and "Current Changes Amount" for that line. Example:</p> <pre> "Previous Plans Amount", BOC 2100: \$1,200 "Current Changes Amount", BOC 2100: \$100 ----- "Revised Amount", BOC 2100: \$1,300 </pre>

II. Main Screen

The form will consist of four tabs, two of which display information at the account level, and two of which will display information at the sub account level.

When the user first enters the Financial Plans form, CATS will display the List tab.

When a financial plan is selected for an account that has only one sub account, CATS will hide the sub account tabs.

A. Header Fields

CATS will display the following fields above all tabs except for the Search tab. CATS will prevent entry into these fields. CATS will copy the corresponding contents of the currently selected record on the List tab to these fields, except where otherwise noted below.

Financial Plans Header Fields

Field Name	Description / Rules / Notes
FY	The user's default fiscal year. Can be changed on the Main Screen only.
User	The user's login ID.
Account Code	The account code of the plan selected from the list screen.
Account Description	The description or name associated with the account code selected

B. List Tab

CATS will display all financial plans for accounts the user has access to for her default fiscal year. CATS will initially sort the records by account code and plan number. As the case with all list screens, you cannot change any of the data listed here. Changes to the date listed here are made on the other Financial Plan Tabs. If you want to change an existing plan, select it from this list and then proceed to the plan tabs and make your changes.

Financial Plans List Tab

Account Code	Remarks	Plan No.	Effective Date	Tot Current Chg
<input type="checkbox"/> 801 0210 910		1	08/20/2008	1,883,094.97
<input type="checkbox"/> 801 0210 910		2	09/16/2008	25,000.00
<input type="checkbox"/> 801 0212 110		1	08/20/2008	.00
<input type="checkbox"/> 801 0212 910		1	08/20/2008	.00
<input type="checkbox"/> 801 0312 910		1	08/20/2008	.00
<input type="checkbox"/> 801 1201 803		1	08/20/2008	438,194.00
<input type="checkbox"/> 801 1201 911		1	08/20/2008	1,914,489.00
<input type="checkbox"/> 801 1201 925		1	08/20/2008	1,136,091.00
<input type="checkbox"/> 801 1225 825		1	08/19/2008	10,000,000.00
<input type="checkbox"/> 801 1275 118		1	08/20/2008	4,110,063.00
<input type="checkbox"/> 801 1275 120		1	08/20/2008	3,902,321.00
<input type="checkbox"/> 801 1275 125		1	08/20/2008	.00

Financial Plans List Tab Fields

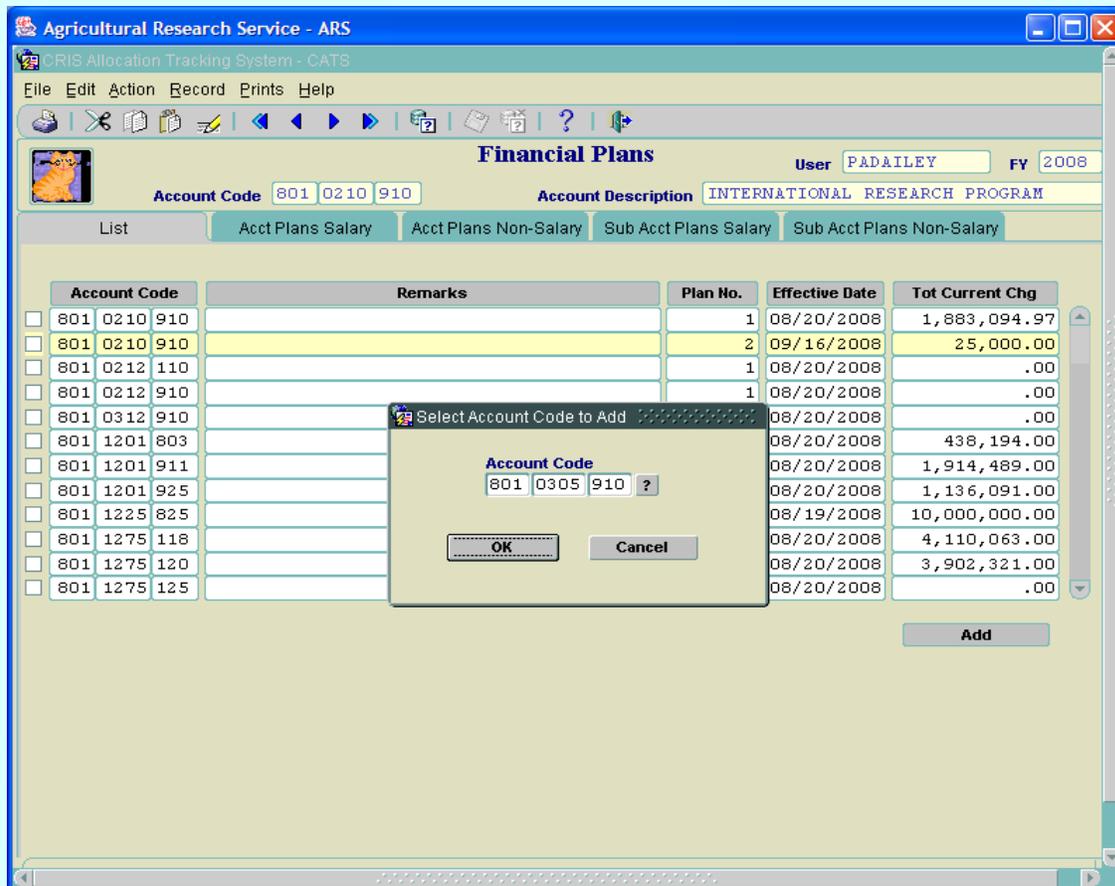
Field Name	Description / Rules / Notes
Checkbox	When checked, line will be included on Print Listing below
Account Code	The account associated with the financial plan.
Remarks	Remarks about the financial plan at the account level.
Plan No.	The plan number for the account and fiscal year.
Effective Date	The date the plan became effective.
Tot Current Chg	CATS will calculate this by summing all "current changes" amounts for all BOCs for this financial plan and all previous financial plans.

Financial Plans Tab Buttons

<u>Button Name</u>	<u>Actions</u>
Add	CATS will display the pop-up window shown on the next image.

Add is the only button and you must click it to add a new plan to any of your accounts. You cannot add plans from any of the other tabs. Again, do not use **Add** if you just want to change a current plan. To change an existing plan, select it from this list and then proceed to the plan tabs and make your changes.

Financial Plans List Tab, Add Plan



Financial Plans Select Account Pop-up Window Fields

Here is where you use the button to select the accounting code to add the plan to.

<u>Field Name</u>	<u>Description / Rules / Notes</u>
Account Code	The account code for the new financial plan. <input data-bbox="492 520 529 556" type="button" value="?"/> button: CATS will display the list of accounts the user has access to for the default fiscal year.

Financial Plans Select Account Pop-up Window Buttons

Then select OK to add a plan to account you've selected or cancel to cancel the add function entirely.

<u>Button Name</u>	<u>Actions</u>
OK	CATS will create the next financial plan for the account and initialize all fields with zeroes. CATS will close the pop-up window and display the Acct Plans Salary tab, and display the newly-created plan on this tab.
Cancel	CATS will close the pop-up window and return to the List tab.

C. Acct Plans Salary Tab

This screen is used for the entry or modification of financial plans salary information at the account level. The only column you can change on any of these tabs is the “Current Changes Amount”. This is where you enter your plan change that corresponds to the correct BOC. You should start by changing the account plans first. If you do not have salary BOC plan changes, you can skip it and go to the Non Salary tab. The same is true for the Sub Plans, if you have no salary BOCs to change, you can go straight to the Sub Acct Plans Non-Salary. Remember financial plans should always be in balance once you have added a plan. The sum of the amounts on the sub accounts for each BOC line must equal the amount for the BOC line on the main account.

Financial Plans Acct Plans Salary Tab

Financial Plans Acct Plans Salary Tab Fields

<u>Field Name</u>	<u>Description / Rules / Notes</u>
Plan	CATS-generated number assigned to this plan.

Financial Plans Acct Plans Salary Tab Fields, (cont.)

Prepared Date	The date the financial plan was prepared.
Effective Date	The date the financial plan is effective. <u>Required: Yes and defaults to the current date</u> <u>Modifiable: Yes</u>
SY Salary Unassigned Balance	CATS will calculate this as the “SY Salary Revised Amount” for the account minus the sum of the “SY Salary Revised Amount” for all sub accounts for this account. This will show your “out of balance” amount for this line.
SY Salary Previous Plans Amount	CATS will calculate this as the sum of all “SY Salary Current Changes” amounts for all previous financial plans for the account.
SY Salary Current Changes Amount	The current changes the user wants to make for the “SY Salary” category. <u>Required: Only if you have a change in SY salaries.</u> <u>Modifiable: Yes</u>
SY Salary Revised Amount	CATS will calculate this as “SY Salary Previous Plans Amount” + “SY Salary Current Changes Amount”.
SY Other Pay Unassigned Balance	CATS will calculate this as the “SY Other Pay Revised Amount” for the account minus the sum of the “SY Other Pay Revised Amount” for all sub accounts for this account. This will show your “out of balance” amount for this line.
SY Other Pay Previous Plans Amount	CATS will calculate this as the sum of all “SY Other Pay Current Changes” amounts for all previous financial plans for the account.
SY Other Pay Current Changes Amount	The current changes the user wants to make for the “SY Other Pay” category. <u>Required: Only if you have a change in SY Other Pay.</u> <u>Modifiable: Yes</u>
SY Other Pay Revised Amount	CATS will calculate this as “SY Other Pay Previous Plans Amount” + “SY Other Pay Current Changes Amount”.

Financial Plans Acct Plans Salary Tab Fields, (cont.)

SY Subtotal Unassigned Balance	CATS will calculate this as the “SY Subtotal Revised Amount” for the account minus the sum of the “SY Subtotal Revised Amount” for all sub accounts for this account. This will show your “out of balance” amount for this line.
SY Subtotal Previous Plans Amount	CATS will calculate this as “Non-SY Salary Previous Plans Amount” + “Non-SY Other Pay Previous Plans Amount”.
SY Subtotal Current Changes Amount	CATS will calculate this as “SY Salary Current Changes Amount” + “SY Other Pay Current Changes Amount”.
SY Subtotal Revised Amount	CATS will calculate this as “SY Subtotal Previous Plans Amount” + “SY Subtotal Current Changes Amount”.
Non-SY Salary Unassigned Balance	CATS will calculate this as the “Non-SY Salary Revised Amount” for the account minus the sum of the “Non-SY Salary Revised Amount” for all sub accounts for this account. This will show your “out of balance” amount for this line.
Non-SY Salary Previous Plans Amount	CATS will calculate this as the sum of all “Non-SY Salary Current Changes” amounts for all previous financial plans for the account.
Current Changes Amount Non-SY Salary	The current changes the user wants to make for the “Non-SY Salary” category. <u>Required: Only if you have a change in Non-SY salaries.</u> <u>Modifiable: Yes</u>
Non-SY Salary Revised Amount	CATS will calculate this as “Non-SY Salary Previous Plans Amount” + “Non-SY Salary Current Changes Amount”.
Non-SY Other Pay Unassigned Balance	CATS will calculate this as the “Non-SY Other Pay Revised Amount” for the account minus the sum of the “Non-SY Other Pay Revised Amount” for all sub accounts for this account. This will show your “out of balance” amount for this line.

Financial Plans Acct Plans Salary Tab Fields, (cont.)

Non-SY Other Pay Previous Plans Amount	CATS will calculate this as the sum of all “Non-SY Other Pay Current Changes” amounts for all previous financial plans for the account.
Current changes Amount Non-SY Other Pay	The current changes the user wants to make for the “Non-SY Other Pay” category. <u>Required: Only if you have a change in Non-SY other Pay.</u> <u>Modifiable: Yes</u>
Non-SY Other Pay Revised Amount	CATS will calculate this as “Non-SY Other Pay Previous Plans Amount” + “Non-SY Other Pay Current Changes Amount”.
Non-SY Subtotal Unassigned Balance	CATS will calculate this as the “Non-SY Subtotal Revised Amount” for the account minus the sum of the “Non-SY Subtotal Revised Amount” for all sub accounts for this account. This will show your “out of balance” amount for this line.
Non-SY Subtotal Previous Plans Amount	CATS will calculate this as “Non-SY Salary Previous Plans Amount” + “Non-SY Other Pay Previous Plans Amount”.
Non-SY Subtotal Current Changes Amount	CATS will calculate this as “Non-SY Salary Current Changes Amount” + “Non-SY Other Pay Current Changes Amount”.
Non-SY Subtotal Revised Amount	CATS will calculate this as “Non-SY Subtotal Previous Plans Amount” + “Non-SY Subtotal Current Changes Amount”.
Total Salary Unassigned Balance	CATS will calculate this as the “Total Salary Revised Amount” for the account minus the sum of the “Total Salary Revised Amount” for all sub accounts for this account.
Total Salary Previous Plans Amount	CATS will calculate this as “SY Subtotal Previous Plans Amount” + “Non-SY Subtotal Previous Plans Amount”.

Financial Plans Acct Plans Salary Tab Fields, (cont.)

Total Salary Current Changes Amount	CATS will calculate this as “SY Subtotal Current Changes Amount” + “Non-SY Subtotal Current Changes Amount”.
Total Salary Revised Amount	CATS will calculate this as “Total Salary Previous Plans Amount” + “Total Salary Current Changes Amount”.
Total Funds Unassigned Balance	CATS will calculate this as the “Total Funds Revised Amount” for the account minus the sum of the “Total Funds Revised Amount” for all sub accounts for this account.
Total Funds Previous Plans Amount	CATS will calculate this as “Total Salary Previous Plans Amount” + “Total Non-Salary Previous Plans Amount” (from the next tab page).
Total Funds Current Changes Amount	CATS will calculate this as “Total Salary Current Changes Amount” + “Total Non-Salary Current Changes Plans Amount” (from the next tab page).
Total Funds Revised Amount	CATS will calculate this as “Total Funds Previous Plans Amount” + “Total Funds Current Changes Amount”.
Base Funds Unassigned Balance	CATS will calculate this as the “Base Funds Revised Amount” for the account minus the sum of the “Base Funds Revised Amount” for all sub accounts for this account.
Base Funds Previous Plans Amount	CATS will calculate this as the sum of all “Base Funds Current Changes” amounts for all previous financial plans for the account.
Base Funds Current Changes Amount	The current changes the user wants to make for the “Base Funds” category. Nothing is required in these fields, but some users like to keep track of Base funding levels. Financial plan changes can be either temporary or permanent. If they are temporary, which most are, they do not affect base funding. If the change is permanent, it does affect base funding. Contact your ABFO for more guidance on using the Base Funds option. <u>Required: Only if you have a change in your base funding amount.</u> <u>Modifiable: Yes</u>

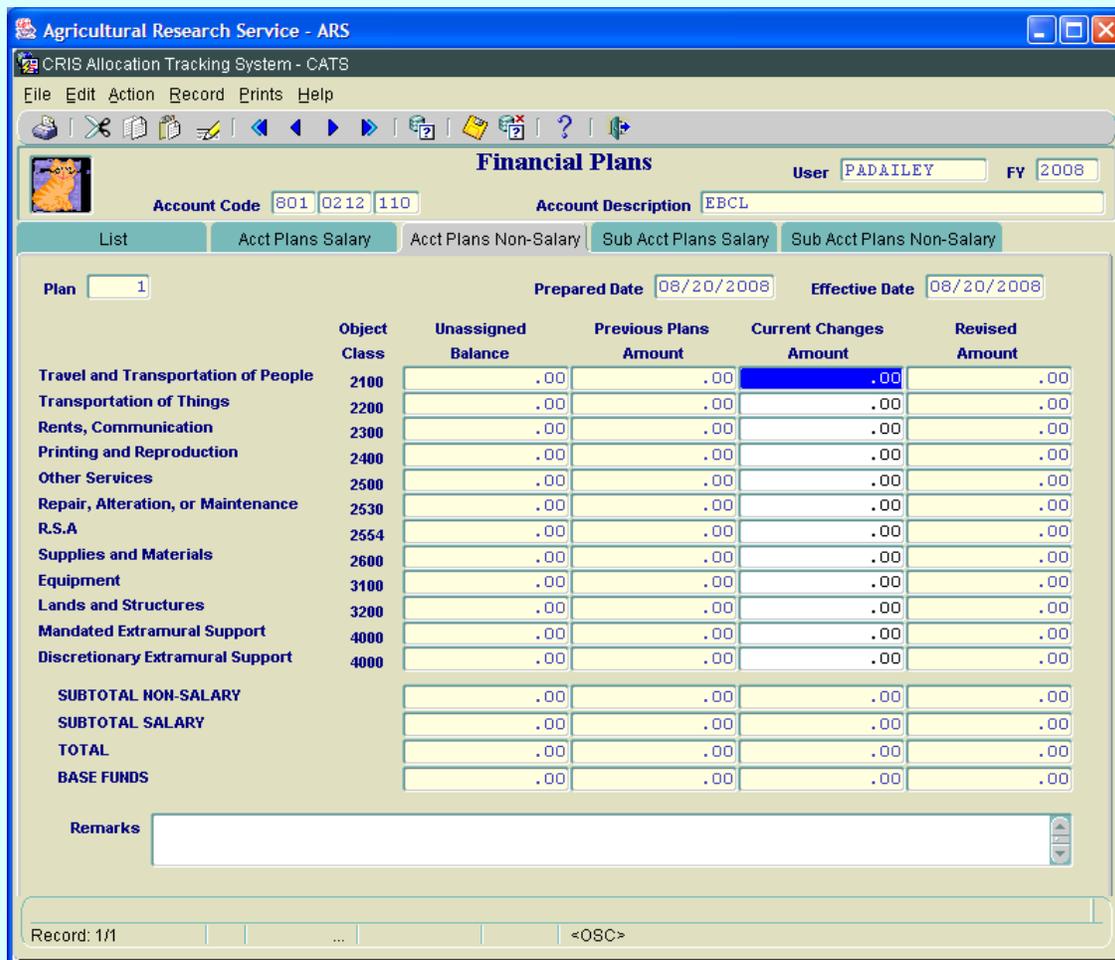
Financial Plans Acct Plans Salary Tab Fields, (cont.)

Base Funds Revised Amount	CATS will calculate this as “Base Funds Previous Plans Amount” + “Base Funds Current Changes Amount”.
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D. Acct Plans Non-Salary Tab

This screen is used for the entry or modification of financial plans non-salary information for the MU or accounting code.

Image of Financial Plans Acct Plans Non-Salary Tab



Financial Plans Acct Plans Non-Salary Tab Fields

<u>Field Name</u>	<u>Description / Rules / Notes</u>
Plan	The plan number. CATS will copy this from the Acct Plans Salary Tab.
Prepared Date	The date the financial plan was prepared. CATS will copy this from the Acct Plans Salary Tab.
Effective Date	The effective date of the financial plan. CATS will copy this from the Acct Plans Salary Tab.
Object Class 2100 .. 4000, Unassigned Balance	CATS will calculate this as the “Object Class {number} Revised Amount” for all sub accounts minus the “Object Class {number} Revised Amount” for this account.
Object Class 2100 .. 4000, Previous Plans Amount	CATS will calculate this as the sum of all “Object Class {number} Current Changes” amounts for all previous financial plans for the account.
Object Class 2100 .. 4000, Current Changes Amount	The current changes the user wants to make for the “Object Class {number}” category. Required: Only if you have a change for one or more of these Object Classes. Modifiable: Yes
Object Class 2100 .. 4000, Revised Amount	CATS will calculate this as “Object Class {number} Previous Plans Amount” + “Object Class {number} Current Changes Amount”.
Subtotal Non-Salary Unassigned Balance	CATS will calculate this as the sum of all of the “Object Class {number} Unassigned Balance” fields.
Subtotal Non-Salary Previous Plans Amount	CATS will calculate this as the sum of all of the “Object Class {number} Previous Plans Amount” fields.

Financial Plans Acct Plans Non-Salary Tab Fields, (cont.)

Subtotal Non-Salary Current Changes Amount	CATS will calculate this as the sum of all of the “Object Class {number} Current Changes Amount” fields.
Subtotal Non-Salary Revised Amount	CATS will calculate this as “Subtotal Non-Salary Previous Plans Amount” + “Subtotal Non-Salary Current Changes Amount”.
Subtotal Salary Unassigned Balance	CATS will copy this from the “Subtotal Salary Unassigned Balance” field from the Acct Plans Salary tab.
Subtotal Salary Previous Plans Amount	CATS will copy this from the “Subtotal Salary Previous Plans Amount” field from the Acct Plans Salary tab.
Subtotal Salary Current Changes Amount	CATS will copy this from the “Subtotal Salary Current Changes Amount” field from the Acct Plans Salary tab.
Subtotal Salary Revised Amount	CATS will copy this from the “Subtotal Salary Revised Amount” field from the Acct Plans Salary tab.
Total Unassigned Balance	CATS will calculate this as “Subtotal Non-Salary Unassigned Balance” + “Subtotal Salary Unassigned Balance”.
Total Previous Plans Amount	CATS will calculate this as “Subtotal Non-Salary Previous Plans Amount” + “Subtotal Salary Previous Plans Amount”.
Total Current Changes Amount	CATS will calculate this as “Subtotal Non-Salary Current Changes Amount” + “Subtotal Salary Current Changes Amount”.
Total Revised Amount	CATS will calculate this as “Subtotal Non-Salary Revised Amount” + “Subtotal Salary Revised Amount”.
Base Funds Unassigned Balance	CATS will copy this from the “Base Funds Unassigned Balance” field from the Acct Plans Salary tab.

Financial Plans Acct Plans Non-Salary Tab Fields, (cont.)

Base Funds Previous Plans Amount	CATS will copy this from the “Base Funds Previous Plans Amount” field from the Acct Plans Salary tab.
Base Funds Current Changes Amount	CATS will copy this from the “Base Funds Current Changes Amount” field from the Acct Plans Salary tab.
Base Funds Revised Amount	CATS will copy this from the “Base Funds Revised Amount” field from the Acct Plans Salary tab.
Remarks	Remarks a.k.a. comments on the financial plan or its revision for the account. <u>Required: No, but recommended to keep track of your plans.</u> <u>Modifiable: Yes (<= 500-characters)</u>

E. Sub Acct Plans Salary Tab

This screen is used for the entry or modification of financial plans salary information for the sub accounts (CRIS allocations). You select the Sub Acct/CRIS you wish to change by clicking the drop down on the Sub Acct/CRIS fields. See below. If there is a change to all Sub Acct/CRISs, you will need to select each one individually and make the change to each.

Financial Plans Sub Acct Plans Salary Tab

Financial Plans User: PADAILEY FY: 2008

Account Code: 801 0212 110 Account Description: EBCL

Plan: 1 Sub Acct/CRIS: 001 / 0212-22000-022-03-T Start Date: 06/20/2005 End Date: 01/31/2009

	Previous CRIS Amount	Current Changes Amount	Revised Amount
Scientific (SY) Salary (1000)			
SY Salary	.00	.00	.00
SY Other Pay	.00	.00	.00
SY SUBTOTAL	.00	.00	.00
Support (NSY) Salary (6000)			
Non-SY Salary	.00	.00	.00
Non-SY Other Pay	.00	.00	.00
NON-SY SUBTOTAL	.00	.00	.00
Totals			
TOTAL SALARY	.00	.00	.00
TOTAL FUNDS	.00	.00	.00
BASE FUNDS	.00	.00	.00

Record: 1/3 <OSC>

Financial Plans Sub Acct Plans Salary Tab Fields

<u>Field Name</u>	<u>Description / Rules / Notes</u>
Plan	The financial plan number for the account. CATS will copy this from the “Plan” field on the Acct Plans Salary tab.
Sub Acct/CRIS	The sub account and its associated CRIS number. CATS will create a select list containing all sub accounts for the account, sorted by sub account. CATS will display the first sub account in the list when the tab is first entered, and all associated data for that sub account. When the user selects a sub account from this list, CATS will display the associated data for that sub account.
Start Date	The project start date.
End Date	The project end date.
SY Salary Unassigned Balance	CATS will calculate this as the sum of the “SY Salary Revised Amount” for all sub accounts for this account minus the “SY Salary Revised Amount” for the account.
SY Salary Previous CRIS Amount	CATS will calculate this as the sum of all “SY Salary Current Changes” amounts for all previous financial plans for the sub account.
SY Salary Current Changes Amount	The current changes the user wants to make for the “SY Salary” category. <u>Required: Only if you have a change in SY salaries.</u> <u>Modifiable: Yes</u>
SY Salary Revised Amount	CATS will calculate this as “SY Salary Previous CRIS Amount” + “SY Salary Current Changes Amount”.
SY Other Pay Unassigned Balance	CATS will calculate this as the sum of the “SY Other Pay Revised Amount” for all sub accounts for this account minus the “SY Other Pay Revised Amount” for the account.
SY Other Pay Previous CRIS Amount	CATS will calculate this as the sum of all “SY Other Pay Current Changes” amounts for all previous financial plans for the sub account.

Financial Plans Sub Acct Plans Salary Tab Fields, (cont.)

SY Other Pay Current Changes Amount	The current changes the user wants to make for the “SY Other” category. <u>Required: Only if you have a change in SY Other Pay.</u> <u>Modifiable: Yes</u>
SY Other Pay Revised Amount	CATS will calculate this as “SY Other Pay Previous CRIS Amount” + “SY Other Pay Current Changes Amount”.
SY Subtotal Unassigned Balance	CATS will calculate this as “SY Salary Unassigned Balance” + “SY Other Pay Unassigned Balance”.
SY Subtotal Previous CRIS Amount	CATS will calculate this as “SY Salary Previous CRIS Amount” + “SY Other Pay Previous CRIS Amount”.
SY Subtotal Current Changes Amount	CATS will calculate this as “SY Salary Current Changes Amount” + “SY Other Pay Current Changes Amount”.
SY Subtotal Revised Amount	CATS will calculate this as “SY Salary Revised Amount” + “SY Other Pay Revised Amount”.
Non-SY Salary Unassigned Balance	CATS will calculate this as the sum of the “Non-SY Salary Revised Amount” for all sub accounts for this account minus the “Non-SY Salary Revised Amount” for the account.
Non-SY Salary Previous CRIS Amount	CATS will calculate this as the sum of all “Non-SY Salary Current Changes” amounts for all previous financial plans for the sub account. Required: Yes. Modifiable: No. Type: Amount.
Non-SY Salary Current Changes Amount	The current changes the user wants to make for the “Non-SY Salary” category. <u>Required: Only if you have a change in Non-SY salaries.</u> <u>Modifiable: Yes</u>
Non-SY Salary Revised Amount	CATS will calculate this as “Non-SY Salary Previous CRIS Amount” + “Non-SY Salary Current Changes Amount”.

Financial Plans Sub Acct Plans Salary Tab Fields, (cont.)

Non-SY Other Pay Unassigned Balance	CATS will calculate this as the sum of the “Non-SY Other Pay Revised Amount” for all sub accounts for this account minus the “Non-SY Other Pay Revised Amount” for the account.
Non-SY Other Pay Previous CRIS Amount	CATS will calculate this as the sum of all “Non-SY Other Pay Current Changes” amounts for all previous financial plans for the sub account.
Non-SY Other Pay Current Changes Amount	The current changes the user wants to make for the “Non-SY Other Pay” category. <u>Required: Only if you have a change in Non-SY Other Pay.</u> <u>Modifiable: Yes</u>
Non-SY Other Pay Revised Amount	CATS will calculate this as “Non-SY Other Pay Previous CRIS Amount” + “Non-SY Other Pay Current Changes Amount”.
Non-SY Subtotal Unassigned Balance	CATS will calculate this as “Non-SY Salary Unassigned Balance” + “Non-SY Other Pay Unassigned Balance”.
Non-SY Subtotal Previous CRIS Amount	CATS will calculate this as “Non-SY Salary Previous CRIS Amount” + “Non-SY Other Pay Previous CRIS Amount”.
Non-SY Subtotal Current Changes Amount	CATS will calculate this as “Non-SY Salary Current Changes Amount” + “Non-SY Other Pay Current Changes Amount”.
Non-SY Subtotal Revised Amount	CATS will calculate this as “Non-SY Salary Revised Amount” + “Non-SY Other Pay Revised Amount”.
Total Salary Unassigned Balance	CATS will calculate this as “SY Subtotal Unassigned Balance” + “Non-SY Subtotal Unassigned Balance”.
Total Salary Previous CRIS Amount	CATS will calculate this as “SY Subtotal Previous CRIS Amount” + “Non-SY Subtotal Previous CRIS Amount”.

Financial Plans Sub Acct Plans Salary Tab Fields, (cont.)

Total Salary Current Changes Amount	CATS will calculate this as “SY Subtotal Current Changes Amount” + “Non-SY Subtotal Current Changes Amount”.
Total Salary Revised Amount	CATS will calculate this as “SY Subtotal Revised Amount” + “Non-SY Subtotal Revised Amount”.
Total Funds Unassigned Balance	CATS will calculate this as “Total Salary Unassigned Balance” + “Subtotal Non-Salary Unassigned Balance” (from the Sub Acct Plans Non-Salary tab).
Total Funds Previous CRIS Amount	CATS will calculate this as “Total Salary Previous CRIS Amount” + “Subtotal Non-Salary Previous CRIS Amount” (from the Sub Acct Plans Non-Salary tab).
Total Funds Current Changes Amount	CATS will calculate this as “Total Salary Current Changes Amount” + “Subtotal Non-Salary Current Changes Amount” (from the Sub Acct Plans Non-Salary tab).
Total Funds Revised Amount	CATS will calculate this as “Total Salary Revised Amount” + “Subtotal Non-Salary Revised Amount” (from the Sub Acct Plans Non-Salary tab).
Base Funds Unassigned Balance	CATS will calculate this as the sum of the “Base Funds Revised Amount” for all sub accounts for this account minus the “Base Funds Revised Amount” for the account.
Base Funds Previous CRIS Amount	CATS will calculate this as the sum of all “Base Funds Current Changes” amounts for all previous financial plans for the sub account.
Base Funds Current Changes Amount	The current changes the user wants to make for the “Base Funds” category. <u>Required: No, but if you have a changed in Base Funding on the Account Tabs you will need to balance it here.</u> <u>Modifiable: Yes</u>
Base Funds Revised Amount	CATS will calculate this as “Base Funds Previous Amount” + “Base Funds Current Changes Amount”.

F. Sub Acct Plans Non-Salary Tab

This screen is used for the entry or modification of financial plans non- salary information for the sub accounts or CRIS.

Financial Plans Sub Acct Plans Non-Salary Tab

Object Class	Unassigned Balance	Previous CRIS Amount	Current Changes Amount	Revised Amount
Travel and Transportation of People 2100	.00	.00		.00
Transportation of Things 2200	.00	.00	.00	.00
Rents, Communication 2300	.00	.00	.00	.00
Printing and Reproduction 2400	.00	.00	.00	.00
Other Services 2500	.00	.00	.00	.00
Repair, Alteration, or Maintenance 2530	.00	.00	.00	.00
R.S.A 2554	.00	.00	.00	.00
Supplies and Materials 2600	.00	.00	.00	.00
Equipment 3100	.00	.00	.00	.00
Lands and Structures 3200	.00	.00	.00	.00
Mandated Extramural Support 4000	.00	.00	.00	.00
Discretionary Extramural Support 4000	.00	.00	.00	.00
SUBTOTAL NON-SALARY	.00	.00	.00	.00
SUBTOTAL SALARY	.00	.00	.00	.00
TOTAL	.00	.00	.00	.00
BASE FUNDS	.00	.00	.00	.00

Financial Plans Sub Acct Plans Non-Salary Tab Fields

Field Name	Description / Rules / Notes
Plan	The financial plan number for the account. CATS will copy this from the “Plan” field on the Sub Acct Plans Salary tab.
Sub Acct / CRIS	The sub account and CRIS Number for the sub account plan. CATS will copy this from the “Sub Acct / CRIS” field on the Sub Acct Plans Salary tab.
Start Date	The project start date. CATS will copy this from the “Start Date” field on the Sub Acct Plans Salary tab.

Financial Plans Sub Acct Plans Non-Salary Tab Fields, (cont.)

End Date	The project end date. CATS will copy this from the “End Date” field on the Sub Acct Plans Salary tab.
Object Class 2100 .. 4000, Unassigned Balance	CATS will calculate this as the “Object Class {number} Revised Amount” for all sub accounts minus the “Object Class {number} Revised Amount” for this account.
Object Class 2100 .. 4000, Previous CRIS Amount	CATS will calculate this as the sum of all “Object Class {number} Current Changes” amounts for all previous financial plans for the subaccount. Required: Yes. Modifiable: No. Type: Amount.
Object Class 2100 .. 4000, Current Changes Amount	The current changes the user wants to make for the “Object Class {number}” category. <u>Required: Only if you have a change for one or more of these Object Classes.</u> <u>Modifiable: Yes</u>
Object Class 2100 .. 4000, Revised Amount	CATS will calculate this as “Object Class {number} Previous Plans Amount” + “Object Class {number} Current Changes Amount”.
Subtotal Non-Salary Unassigned Balance	CATS will calculate this as the sum of all of the “Object Class {number} Unassigned Balance” fields.
Subtotal Non-Salary Previous CRIS Amount	CATS will calculate this as the sum of all of the “Object Class {number} Previous CRIS Amount” fields.
Subtotal Non-Salary Current Changes Amount	CATS will calculate this as the sum of all of the “Object Class {number} Current Changes Amount” fields.
Subtotal Non-Salary Revised Amount	CATS will calculate this as “Subtotal Non-Salary Previous Plans Amount” + “Subtotal Non-Salary Current Changes Amount”.

Financial Plans Sub Acct Plans Non-Salary Tab Fields, (cont.)

Subtotal Salary Unassigned Balance	CATS will copy this from the “Subtotal Salary Unassigned Balance” field from the Sub Acct Plans Salary tab.
Subtotal Salary Previous CRIS Amount	CATS will copy this from the “Subtotal Salary Previous CRIS Amount” field from the Sub Acct Plans Salary tab.
Subtotal Salary Current Changes Amount	CATS will copy this from the “Subtotal Salary Current Changes Amount” field from the Sub Acct Plans Salary tab.
Subtotal Salary Revised Amount	CATS will copy this from the “Subtotal Salary Revised Amount” field from the Sub Acct Plans Salary tab.
Total Unassigned Balance	CATS will calculate this as “Subtotal Non-Salary Unassigned Balance” + “Subtotal Salary Unassigned Balance”.
Total Previous CRIS Amount	CATS will calculate this as “Subtotal Non-Salary Previous CRIS Amount” + “Subtotal Salary Previous CRIS Amount”.
Total Current Changes Amount	CATS will calculate this as “Subtotal Non-Salary Current Changes Amount” + “Subtotal Salary Current Changes Amount”.
Total Revised Amount	CATS will calculate this as “Subtotal Non-Salary Revised Amount” + “Subtotal Salary Revised Amount”.
Base Funds Unassigned Balance	CATS will copy this from the “Base Funds Unassigned Balance” field from the Sub Acct Plans Salary tab.
Base Funds Previous CRIS Amount	CATS will copy this from the “Base Funds Previous Plans Amount” field from the Sub Acct Plans Salary tab.
Base Funds Current Changes Amount	CATS will copy this from the “Base Funds Current Changes Amount” field from the Sub Acct Plans Salary tab.
Base Funds Revised Amount	CATS will copy this from the “Base Funds Revised Amount” field from the Sub Acct Plans Salary tab.
Remarks	Remarks a.k.a. comments on the financial plan or its revision for the sub account. <u>Required: No, but recommend for keeping track of your plans.</u> <u>Modifiable: Yes (<= 500-characters)</u>

III. Search Screen

This screen is used to search for a specific financial plan in CATS. None of these fields are required but can be used to limit the list of plans you wish to view on the list tab. For instance, if you wish to see plans for a specific accounting code you would enter it here and execute the search. CATS would then return to you a list of financial plans for that accounting code only. The other fields work the same way.

Financial Plans Search Screen

Agricultural Research Service - ARS

CRIS Allocation Tracking System - CATS

File Edit Prints Search Help

Financial Plans
Search Screen

Search

Account Code ?

Sub Account ?

Plan Number

Start Effective Date

End Effective Date

Beginning Total Change Amount Ending Total Change Amount

Record: 1/1 ... <OSC>

Financial Plans Search Tab Fields

<u>Field Name</u>	<u>Description / Rules / Notes</u>
Account Code	The account code to search for. <input data-bbox="516 451 548 493" type="button" value="?"/> button: CATS will display the list of all account codes the user has access to which have financial plans.
Sub Account	The sub account for the above account. <input data-bbox="516 619 548 661" type="button" value="?"/> button: CATS will display the list of sub accounts for the above account.
Plan Number	The plan number.
Start Effective Date	The starting effective date of the plan. "Start Effective Date" must be <= "End Effective Date".
End Effective Date	The ending effective date of the plan. "End Effective Date" must be >= "Start Effective Date". The "End Effective Date" is null and "Start Effective Date" is not null, CATS will copy "Start Effective Date" to this field and use both for the date range.
Beginning Total Change Amount	The total amount to start searching by. "Beginning Total Change Amount" must be <= "Ending Total Change Amount".
Ending Total Change Amount	The total amount to end searching by. "Ending Total Change Amount" must be >= "Starting Total Change Amount".

IV Print Listing

The print listing feature works the same here as on all list screens. You check the checkbox to the left of the plans you want on the report, (or to select all, go to "Action" on the Menu and select "Mark All"), then select "Prints" from the Menu then "Print Listing" to generate the report. This report basically the same information found on the list screen.

Also see [Chapter 3.5, Financial Plan Reports](#).

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Chapter 2.7, Projections

Contents

[I. Introduction](#)

[A. Purpose](#)

[B. Access Levels](#)

[II. Main Screen](#)

[A. Header Fields](#)

[B. List Tab](#)

[C. Details Tab](#)

[D. Account Detail Tab](#)

[E. User Fields Tab](#)

[F. Actuals Tab](#)

[III. Search Screen](#)

[IV. Print Listing](#)

I. Introduction

A. Purpose

The Projections form is used to maintain records on projections for repetitive obligations that occur throughout the fiscal year, such as utilities, travel, fuel charges, etc., where the amounts timing of each transaction vary. (For charges that happen at the same time and for the same amount each time, (see [Chapter 2.2, SDE. Recurring Transactions.](#)) As actual costs are realized, the purchase documents (AD-700, credit card, SDE) are linked to the projection. The balance of the projection will equal the total projection less the linked purchase documents. Projections are estimates of spending and not actual purchase documents. Projections are used to indicate that funds are set aside for that category without requiring the creation of a transaction document. The Projections form allows the user to add and remove links to actual purchase documents (AD700, Credit Card, and Short Data Entry); these linked documents are used to generate “actual” expenditures that are compared and drawn down from the projection total. Projections can only be assigned to one account code; however, you may assign the projection to multiple sub accounts or use a preset distribution. Since CATS does not consider projections a transaction document, projections do not show up on some of the reports or lists, such as the Requisition Report, Account Reconciliation list screen and View Only list fields. However, they do show up on the Status of funds and on any other list screens (Account Reconciliation and View Only), that totals unreconciled transactions, showing the funds as part of the “unreconciled” balance. By nature, a projection balance is always a balance that is unreconciled; it is an estimate of planned expenditures, so you will not see projection balances on the Account Reconciliation forms either. Only real transactions tied to projections can be reconciled

B. Access Levels

Security levels Location, Area, and Agency can access this form.

II. Main Screen

A. Header Fields

The following fields will be displayed above all tabs except for the Search tab. These fields cannot be modified. The corresponding contents of the current record on the List tab will be copied to these fields, except where otherwise noted below.

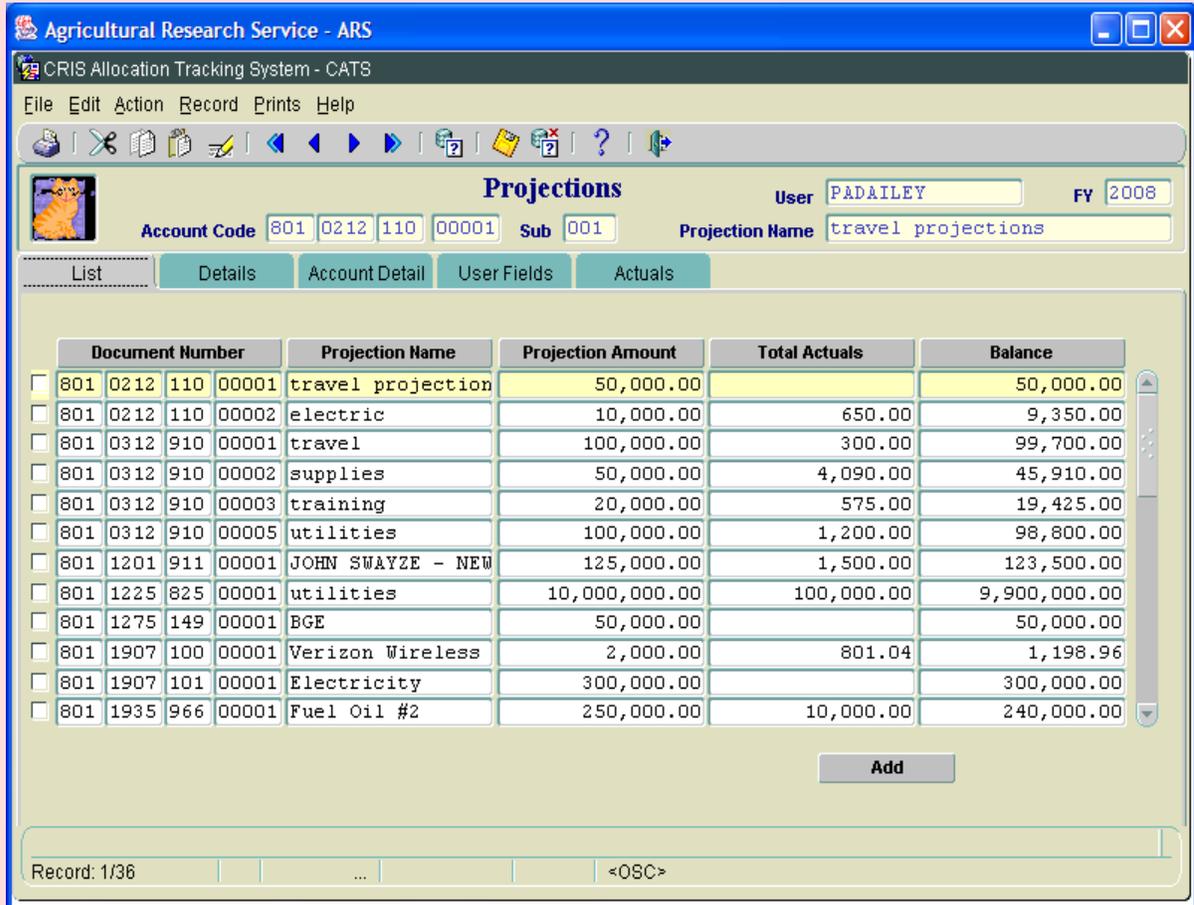
Projections Header Fields

<u>Field Name</u>	<u>Description / Rules / Notes</u>
User	The user's login ID.
FY	The user's default fiscal year. Can only be changed on the Main Screen.
Account Code	The account code and the projection number of the selected item on the list.
Sub	The principal sub account for the selected item on the list.
Projection Name	The name or description of the projection from the selected item on the list..

B. List Tab

CATS will initially display all non-voided projections the user has access to for the default fiscal year. These records are initially sorted by the document number.

Image of Projections List Tab



The information below is a description of the items on the List Tab. If you have no projections in the system this List will be blank. None of the fields on the List Tab can be changed. You must select an item on the list by clicking anywhere on the line you want to change and then click on one of the other tabs to make changes.

Projections List Tab Fields

<u>Field Name</u>	<u>Description / Rules / Notes</u>
Checkbox	Used to mark a record for the printing records, (see Print Listing below).
Document Number	The combination of account code and projection number (sequence number for the account and fiscal year) which identify a projection.

Projections List Tab Fields, (cont.)

Projection Name	The name or description of the projection.
Projection Amount	The total amount of the projection.
Total Actuals	The total amount of the distributed amounts from documents linked to the projection. CATS will calculate this by summing the account distributions for accounts which match the projection's account and which have been linked to this projection, using either the unreconciled amount (if the distribution is not reconciled) or the reconciled amount (if the distribution is reconciled).
Balance	CATS will calculate this as "Projection Amount" – "Total Actuals". If this difference is less than zero, CATS will display zero in place of the amount which means the projection is zeroed out or overspent.

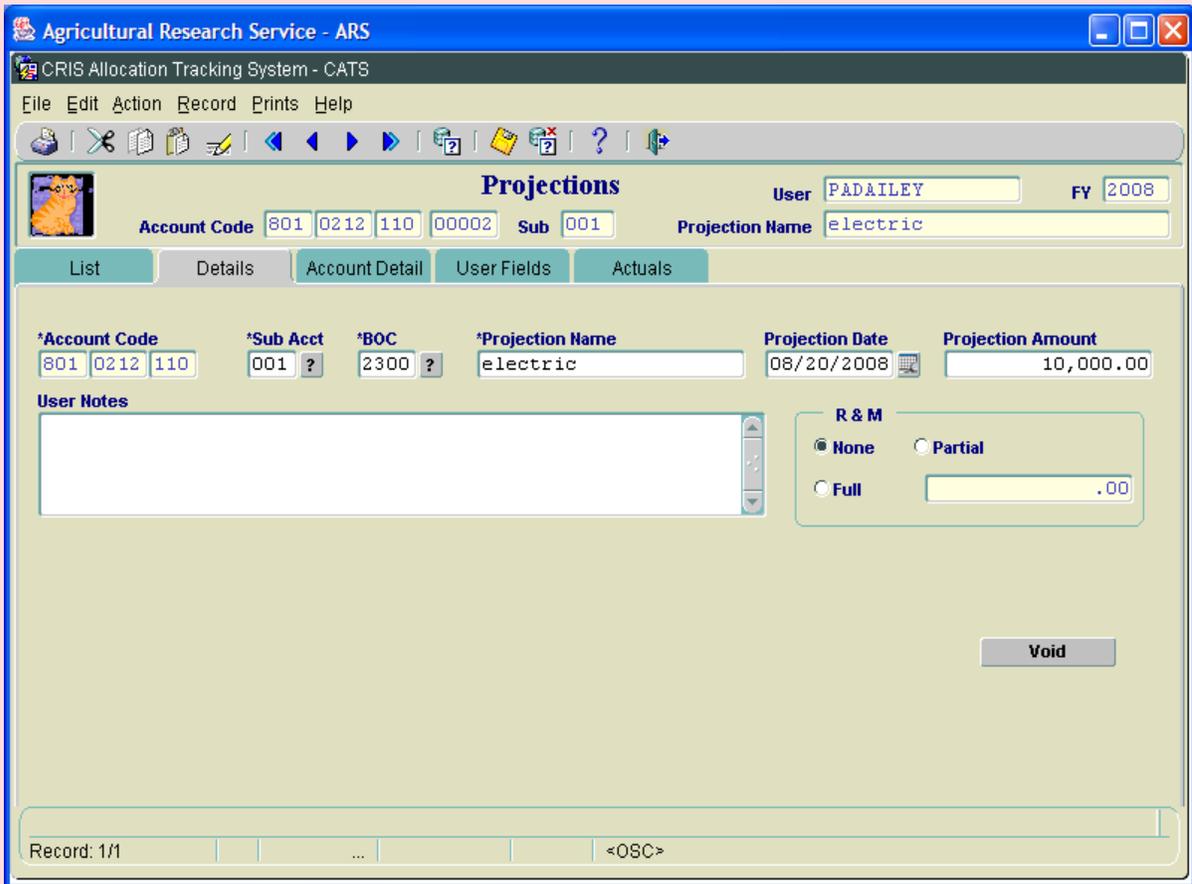
Projections List Tab Buttons

<u>Button Name</u>	<u>Actions</u>
Add	CATS will display the Details tab with all fields blank except for those with defaults (Projection Date).

C. Details Tab

The details tab is used to create and maintain the basic information on the projection.

Image of Projections Detail Tab



Projections Details Tab Fields

<u>Field Name</u>	<u>Description / Rules / Notes</u>
Account Code	<p>The account code. The account code must be within the user’s security and must be a valid account in the account reference table. Projections, at this time, cannot be split between accounting codes.</p> <p><u>Required: Yes.</u></p> <p><u>Modifiable: Only when creating a new record.</u></p> <p>[?] button: CATS will display the list of account codes the user has access to for the default fiscal year.</p>

Projections Details Tab Fields, (cont.)

Sub Acct	<p>The sub account or preset distribution associated with the selected account code. If the user has a default sub account, CATS will default this field to the user's default sub account in the user's profile. CATS will warn the user if the sub account is inactive, but allow the document to be saved.</p> <p>When CATS creates a detail record, CATS will also create an Account Detail record and allocate 100% of the Amount to the above account and sub account, unless the user entered a preset distribution. In the latter case, CATS will create multiple Account Detail records for each account and sub account in the preset distribution, and allocate the Amount to the account and its sub accounts based on the percentages in the preset distribution.</p> <p>Each time the user changes the sub account, CATS will delete existing Account Detail records and will create a new set of Account Detail records based on what was entered for the sub account as described above.</p> <p><u>Required: Yes.</u> <u>Modifiable: Only if all distributions on the document are not reconciled.</u></p> <p> button: CATS will display all sub accounts and preset distributions the user has access to for the above account.</p>
BOC	<p>The budget object class (BOC) for the projection. The value must be in the BOC reference table.</p> <p><u>Required: Yes.</u> <u>Modifiable: Yes.</u></p> <p> button: CATS will display all BOCs.</p>
Projection Name	<p>The name or description of the projection.</p> <p><u>Required: Yes.</u> <u>Modifiable: Yes (<=50 characters)</u></p>
Projection Date	<p>The date the projection was created.</p> <p><u>Required: Yes, defaults to current date.</u> <u>Modifiable: Yes.</u></p>
Projection Amount	<p>The amount of the projection. When CATS creates this detail record, CATS will also create an Account Detail record and allocate 100% of the Amount to the above Account and Sub Account, unless the user entered a preset distribution. In the latter case, CATS will create multiple Account Detail records for each account and sub account in the preset distribution.</p> <p><u>NOTE:</u> Each time the user changes the Amount, CATS will redistribute the amounts based on the percents that are currently stored for the distributions for the document.</p> <p><u>Required: Yes.</u> <u>Modifiable: Yes.</u></p>

Projections Details Tab Fields, (cont.)

Projection Notes	Notes on the projection. <u>Required:</u> No. <u>Modifiable:</u> Yes (<= 500-characters)
R&M	Three radio buttons and an unlabelled amount field indicating how much of the purchase is in support of Repair and Maintenance (R&M). The allowable values are “None”, “Partial”, and “Full”. When R&M is “Full”; CATS will copy the Amount field to the R&M amount field, and prevent it from being changed. When R&M is “Partial”, the user must enter an amount that must be greater than or equal to zero and less then or equal to the amount of the purchase. When R&M is “None”, CATS will set the R&M amount field blank. <u>Required:</u> Yes, but defaults to “None” <u>Modifiable:</u> Yes, radio buttons are; amount field is modifiable if the radio is “Partial”

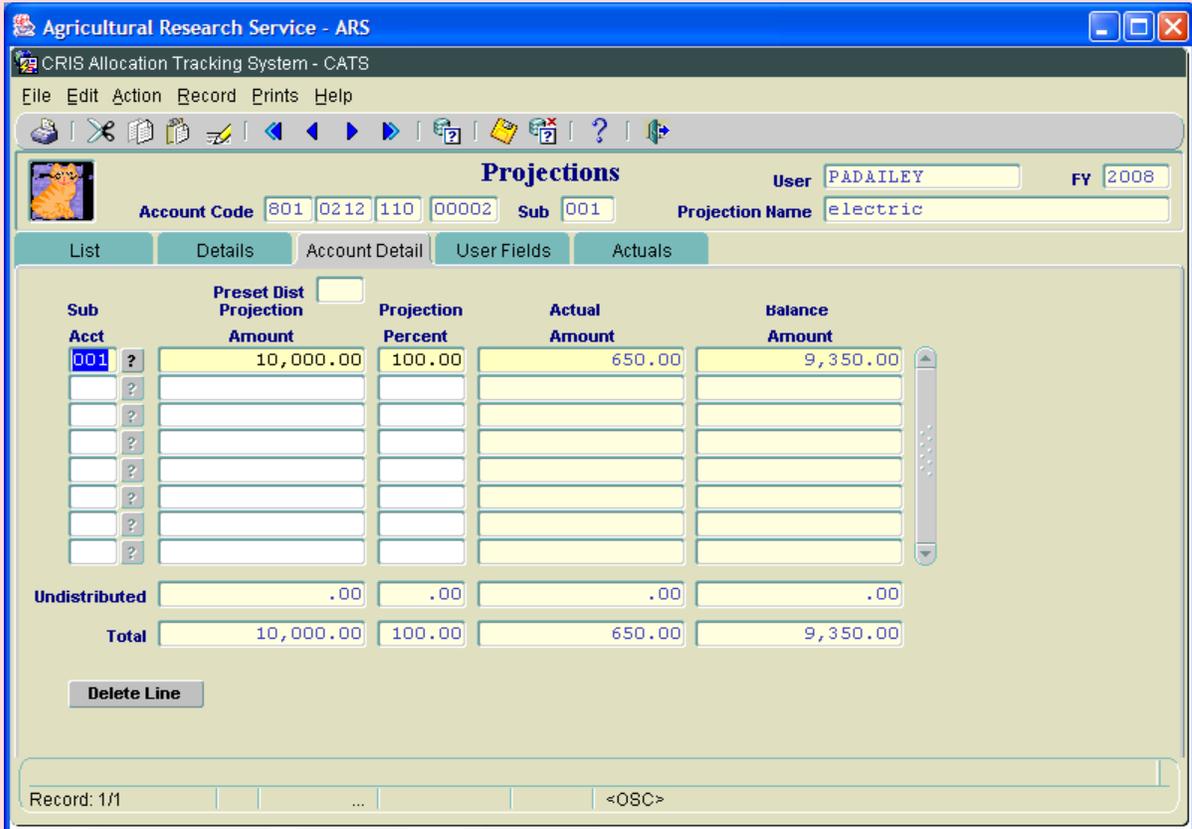
Projections Details Tab Buttons

<u>Button Name</u>	<u>Actions</u>
Void UnVoid	If the button label is “Void”, CATS will change the status of the document to “void” (“V”) and change the label on the button to “UnVoid” if there are no reconciled account distributions for the document and if there are no projections linked to an account distribution in this document. If the button label is “UnVoid”, CATS will change the status of the document to “active” (null) and change the label on the button to “Void”.

D. Account Detail Tab

The Account Detail tab is used to maintain information on the distributions of amounts for this projection to sub accounts for the previously entered account. This is where the projection can be split between sub accounts.

Image of Projections Account Detail Tab



Projections Account Detail Tab Fields

<u>Field Name</u>	<u>Description / Rules / Notes</u>
Preset Dist	The preset distribution entered in the Sub Account field on the Details tab, if one was entered. <u>Required: No.</u> <u>Modifiable: No but can be changed on the details tab.</u>
Sub Acct	The sub account for the current account (seen on the header) to which projected amounts are distributed. <u>Required: Yes, at least one.</u> <u>Modifiable: Yes.</u> [?] button: CATS will display the list of sub accounts for the current account (seen on the header).

Projections Account Detail Tab Fields, (cont.)

Projection Amount	The dollar amount of the projection to distribute to the sub account. <u>Required:</u> Yes, but initially calculated by CATS <u>Modifiable:</u> Yes, but if changed you must balance the projection
Projection Percent	The percent of the projection to distribute to the sub account. <u>Required:</u> Yes, but initially calculated by CATS <u>Modifiable:</u> Yes, but if changed you must balance the projection.
Actual Amount	The actual amount of the distributions linked to this projection. CATS will calculate this by summing up the distribution amounts for the distributions linked to the document for this account and sub account. <u>Calculated by CATS</u>
Balance Amount	The unobligated amount of the projection. CATS will calculate this as “Projection Amount” – “Actual Amount”. If the value is less than zero, CATS will set it to zero. <u>Calculated by CATS</u>
Undistributed Projection Amount	CATS will calculate this as the account level “Projection Amount” minus the total of the “Projection Amount” for the sub accounts. <u>Calculated by CATS</u>
Undistributed Actual Amount	CATS will calculate this as the account level “Actual Amount” minus the total of the “Actual Amount” for the sub accounts. Note: The account level “Actual Amount” is the same as the “Total Actuals” on the List tab. <u>Calculated by CATS</u>
Undistributed Balance Amount	CATS will calculate this as “Undistributed Projection Amount” – “Undistributed Actual Amount”. Required: Yes. Modifiable: No. Type: Amount. <u>Calculated by CATS</u>
Total Projection Amount	CATS will copy this from the “Projection Amount” field on the Details tab. <u>Calculated by CATS</u>
Total Actual Amount	CATS will calculate this as the sum of all actual distributions linked to this projection, which is the same as the “Total Actuals” on the List tab. <u>Calculated by CATS</u>
Total Balance Amount	CATS will calculate this as “Total Projection Amount” – “Total Actual Amount”. If the value is less than zero, CATS will set it to zero. <u>Calculated by CATS</u>

Projections Account Detail Tab Buttons

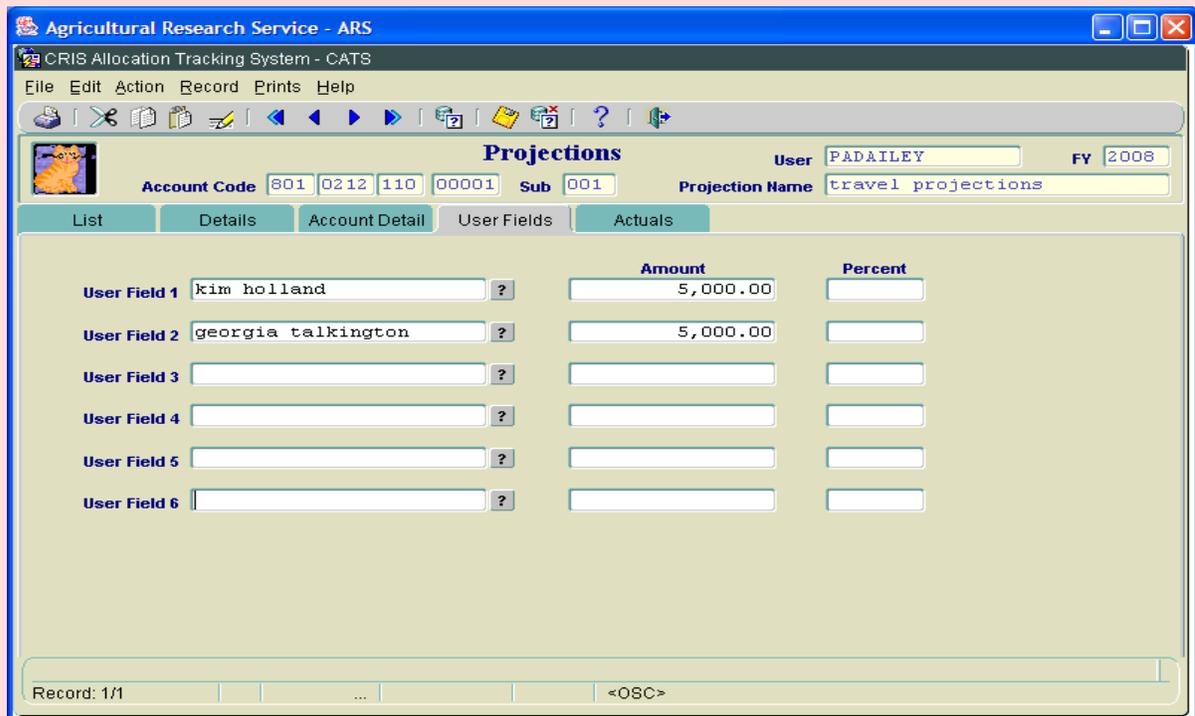
<u>Button Name</u>	<u>Actions</u>
Delete Line	CATS will delete the highlighted account detail line, as long as it is not the only line and it is not linked to transaction documents. CATS will check to see if the sub account has distributions linked to it on this projection; if so, CATS will ask the user if they want to remove the links. If the user responds “yes”, CATS will remove the links to this projection for this sub account, and will delete the highlighted line. If the user responds “no”, CATS will not delete the line.

E. User Fields Tab

If you do not use “User Fields” you would not use this tab.

“User Fields” are optional and not all locations use them. If you do use them, you can split the current transaction between up to six user fields either by amount or by a percentage of the transaction total from the Details Tab. Also, in new CATS “User Fields” can be pre-established for each accounting code by location personnel. If this is done, the ? button to the right of each User Field will display a list of all those pre-established user fields that are available for the accounting code on the details tab. User Fields can also be “Free Form” entry, but it is recommended that you use the ? button if it is available.

Image of Projections, User Fields Tab



Projections User Fields Tab Fields

<u>Field Name</u>	<u>Description / Rules / Notes</u>
User Field 1, 2, 3, 4, 5, 6	<p>Used to store information about the document that allows the user to better organize the information for reporting purposes on the User Fields report. This is a free-form field so users may type in anything they want.</p> <p><u>Required:</u> No. <u>Modifiable:</u> Yes, (<=25 characters)</p> <p>[?] button: CATS displays a list of previously-stored user fields for the accounting code. This must be done by location support staff security levels or higher for them to be on the list.</p>
Amount (1, 2, 3, 4, 5, 6)	<p>Used to designate a specific amount to be used with the value of the user field when generating the User Fields report. CATS allows the user to enter either the Amount or the Percent field for a line, but not both.</p> <p><u>Required:</u> No. <u>Modifiable:</u> Yes.</p>
Percent (1, 2, 3, 4, 5, 6)	<p>Used to designate a specific percent to be used with the value of the user field when generating the User Fields report. CATS allows the user to enter either the Percent or the Amount field for a line, but not both.</p> <p><u>Required:</u> No. <u>Modifiable:</u> Yes.</p>

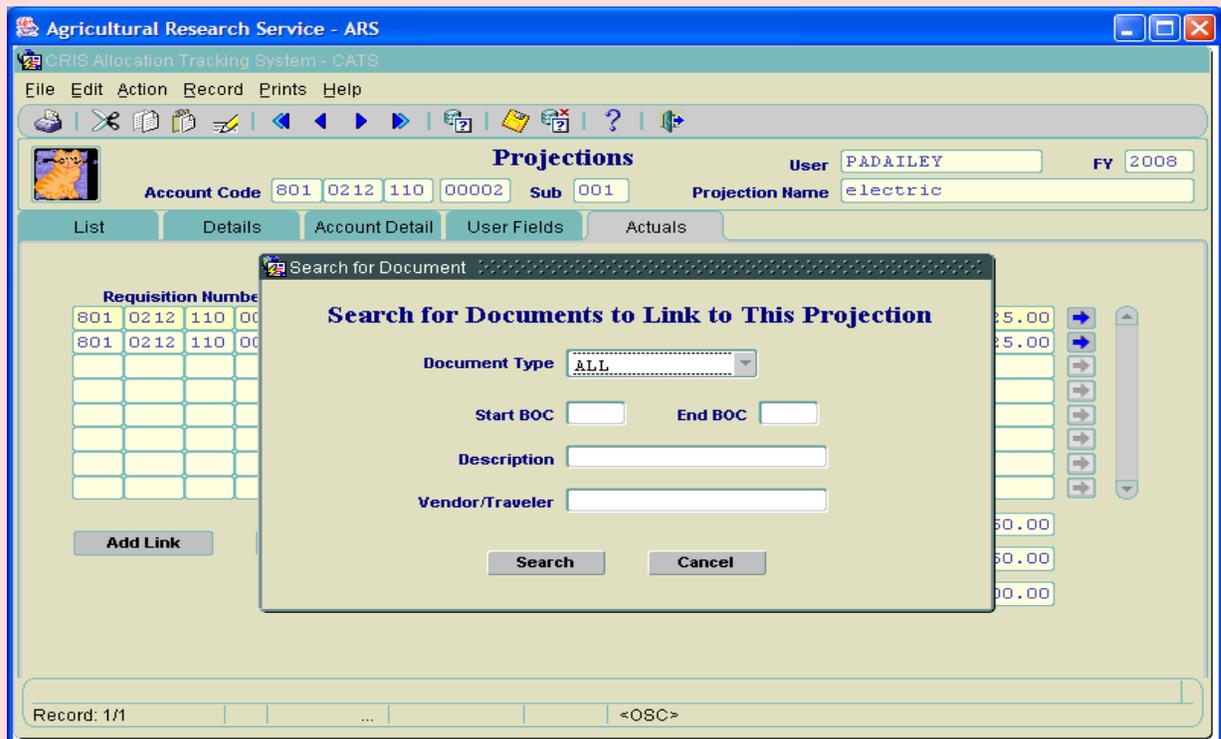
Projections Actuals Tab Fields, (cont.)

Amount	The reconciled distribution amount for the sub account and account, if the distribution was reconciled, or the unreconciled amount, if the distribution was not reconciled.
Total Actuals	CATS will calculate this as the sum of all "Amount" records on this screen.
Balance	CATS will calculate this as the "Projection Amount" field on the Details tab – "Total Actuals".
Projection Amount	CATS will copy this from the "Projection Amount" field on the Details tab. Required: Yes. Modifiable: No. Type: Amount.

Projections Actuals Tab Buttons

<u>Button Name</u>	<u>Actions</u>
Add Link	CATS will display the pop-up window shown on the next screen image.
Remove Link	CATS will ask the user to confirm that she wants to remove the document from the projection. If the user responds "Yes", CATS will remove the document from the projection and refresh the Actuals tab.

Image of Projections Actuals Tab, Add Link



The only field require for the search is the Document Type and CATS defaults to “ALL”. Other fields can be limited to narrow the search parameters if you wish. Wild card character “%” may be used in most of these fields.

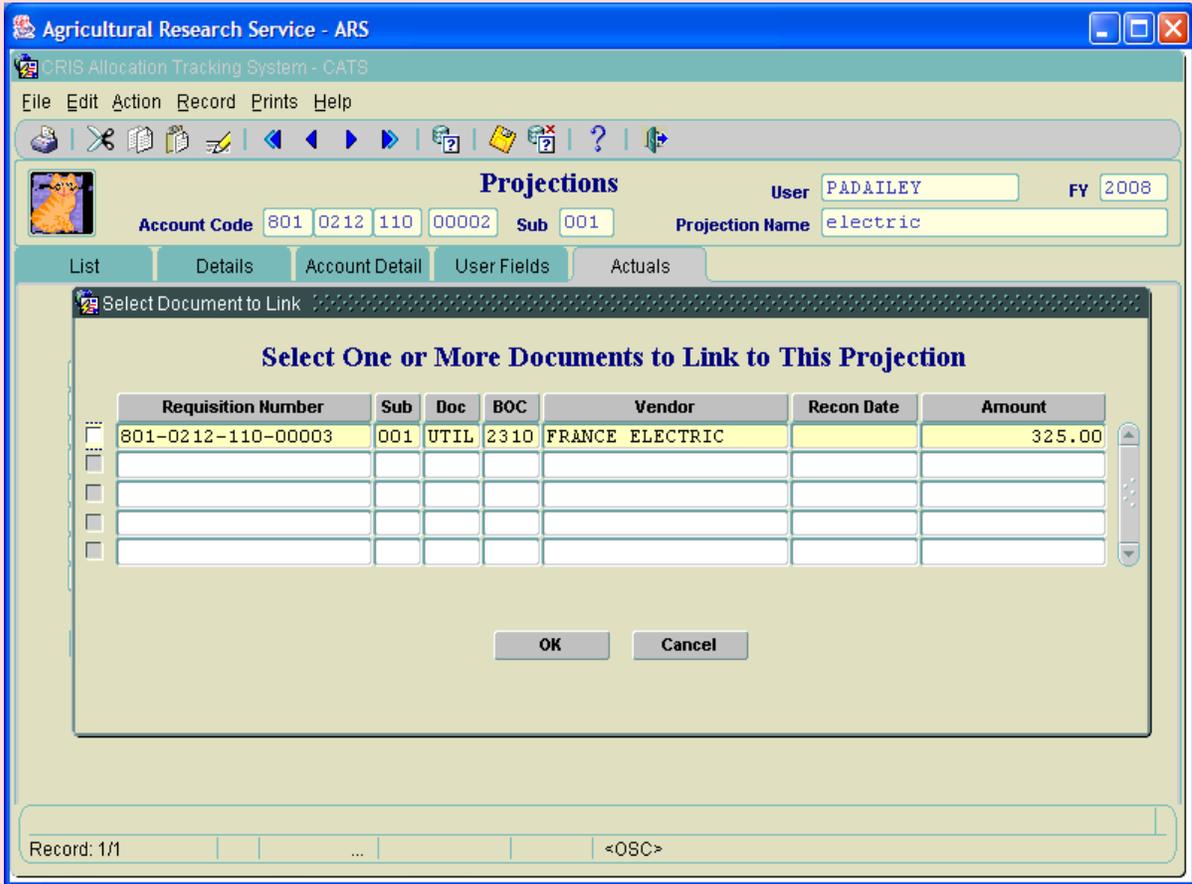
Projections Search for Documents to Link Pop-Up Window Fields

<u>Field Name</u>	<u>Description / Rules / Notes</u>
Document Type	CATS will default to “ALL” which will return all document types. If you want to search on a specific document type you can select it from the LOV dropdown. <u>Required: No.</u> <u>Modifiable: Yes.</u>
Start BOC	The starting Budget Object Class code. Enter the starting range of your BOC search <u>Required: No.</u> <u>Modifiable: Yes.</u>
End BOC	The ending Budget Object Class code. If entered, “End BOC” must be >= “Start BOC”. <u>Required: No, unless you selected a Start BOC</u> <u>Modifiable: Yes.</u>
Description	The short description of the purchase. <u>Required: No.</u> <u>Modifiable: Yes.</u>
Vendor/Traveler	The vendor or traveler on the document. <u>Required: No.</u> <u>Modifiable: Yes.</u>

Projections Search for Documents to Link Pop-Up Window Buttons

<u>Button Name</u>	<u>Actions</u>
Search	CATS will display the pop-up window shown on the following screen image.
Cancel	CATS will close the pop-up window and remain on the Actuals Tab.

Image of Projections, Actuals, Select Documents to Link to Projections



This shows a list of all of the documents that met your search parameters. To link one of these documents to the projection, simply click the checkbox to the left of the document line. Multiple documents can be checked at one time and all those checked will be linked to the projection once the OK button is clicked. No other fields are changeable on this list.

Projections Select One or More Documents Pop-Up Window Fields

<u>Field Name</u>	<u>Description / Rules / Notes</u>
Checkbox	Used to indicate that this document should be linked. Just click to check the document(s) you want to link to the projection; multiple documents can be checked for linking.
Sub	The sub account on the document for which the distribution account code is the same as the screen's header account code, and the document is not currently linked.
Doc Type	The document type code.
BOC	The budget object code.

Projections Select One or More Documents Pop-Up Window Fields, (cont.)

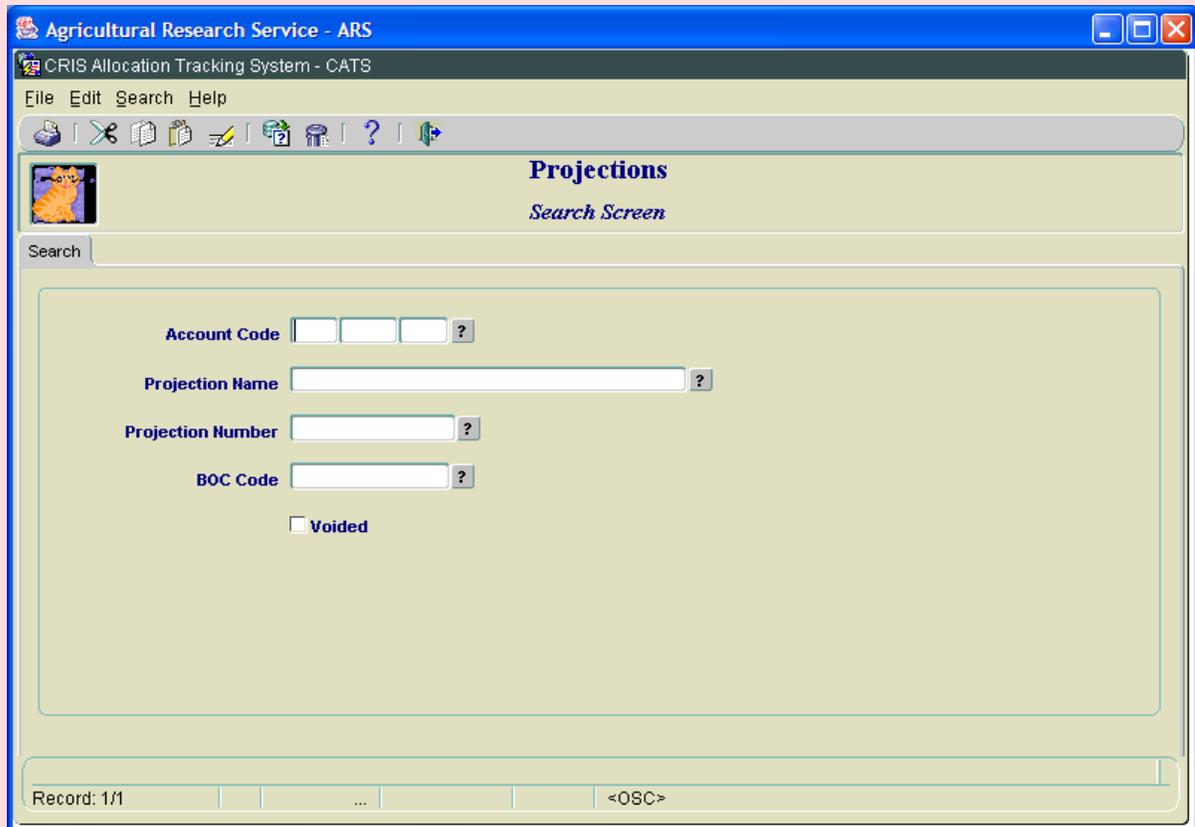
Vendor	The vendor.
Recon Date	The date the distribution was reconciled. Modifiable: No. Type: Date.
Amount	The amount of the distribution. CATS will display the reconciled amount if the distribution is reconciled and the unreconciled amount otherwise. Required: Yes. Modifiable: No. Type: Amount.

Projections Select One or More Documents Pop-Up Window Buttons

<u>Button Name</u>	<u>Actions</u>
OK	CATS will link all selected documents to the projection and close the pop-up window.
Cancel	CATS will close the pop-up window and return to the Actuals Tab.

III. Search Screen

Image of Projections Search Screen



None of the fields on this screen are required. If you execute the query with all fields blank, CATS will return a list of all of the projections which you have access too. To limit the search, you may provide parameters as listed below. Wild card character “%” may be used in most of these fields.

Projections Search Screen Tabs

<u>Field Name</u>	<u>Description / Rules / Notes</u>
Account Code	When entered, CATS will retrieve projections for that account. <input type="checkbox"/> button: CATS will display the list of accounts the user has access to which also have projections.
Projection Name	When entered, CATS will retrieve all projections with that value in the projection name. Wildcards may be used. <input type="checkbox"/> button: CATS will display the list of projection names for those projections with accounts the user has access to.
Projection Number	When entered, CATS will retrieve all projections with that projection number for accounts within the user’s security. <input type="checkbox"/> button: CATS will display the list of projection document sequence numbers for those projections with accounts the user has access to.
BOC Code	When entered, CATS will retrieve all projections meeting all other criteria, including that of being within the user’s security. Required: No. Modifiable: Yes. Type: BOC. <input type="checkbox"/> button: CATS will display the list of BOC codes for projections the user has access to.
Voided	When checked, CATS will retrieve only voided documents meeting all other criteria, including that of being in the user’s security. Required: No. Modifiable: Yes. Type: Checkbox. Default: Unchecked.

IV. Print Listing

The print listing feature works the same here as on all list screens. You check the checkbox to the left of the projections you want on the report, (or to select all, go to “Action” on the Menu and select “Mark All”), then select “Prints” from the Menu then “Print Listing” to generate the report. The report is basically the same information as on the list screen.

Also see [Chapter 3.8, Projection Reports.](#)

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CATS Account Status for Fund Holders

Contents

- [I. Introduction](#)
 - [A. Purpose](#)
 - [B. Access Levels](#)
- [II. Search Tab](#)
- [III. Main Screen](#)
 - [A. Header Fields](#)
 - [B. List Tab](#)
- [IV. Print Listing](#)

I. Introduction

A. Purpose

The Account Status Fund Holder form is used by fund holders and others to view the account balances of a specific account. This module is **View Only**, so nothing can be changed in this module. It simply provides a quick way for fund holders to see their current account balances without having to run a report. The main screen lists all documents (Credit Card, Short Data Entry and AD-700s) that contain the selected accounting code in the accounting code distribution, and provides a summary of the planned, reconciled, and unreconciled amounts to date. Please note that the list ***will not*** contain projections or salary entries, as CATS does not consider these entries as documents as defined above. However projections and salary entries, reconciled and unreconciled, will be included in the totals on the bottom of the screen.

(For further information, see [Chapter 2.4, Salaries](#) and [Chapter 2.6, Projections](#).)

B. Access Levels

CATS will allow users with security levels Unit, Location, Area, Agency and those with View Only security roles, (Location and Area), to access this form.

II. Search Screen

When the user enters this form, CATS will display the search screen.

Image of Account Status Fund Holder Search Screen

Search Screen Fields

<u>Field Name</u>	<u>Description / Rules / Notes</u>
Year	The user's default fiscal year from the Main Screen.
Account code	The accounting code that the user wants to view and only one can be viewed. Required: Yes. Modifiable: Yes. [?] button: Displays all accounts the user has access to that have at least one document with an accounting distribution for that account.
Sub Account	The sub account for the above account. When entered, CATS will only retrieve documents with distributions to the above account and sub account. Required: No. Modifiable: Yes. [?] button: Displays all sub accounts for the above account for which the user has access.

Search Screen Fields, (cont.)

Document Type	The general category of document: “AD700”, “CREDITCARD”, or “SDE” (Short Data Entry). CATS will display these entries in a select list. <u>Required: No.</u> <u>Modifiable: Yes, from the LOV.</u>
From	The starting document reconciliation date. CATS will copy the date into the ending date field (“To”) if no date has been entered for that field. The “From” date must be <= the “To” date. <u>Required: No.</u> <u>Modifiable: Yes.</u>
To	The ending document reconciliation date. “To” date must be >= the “From” date. <u>Required: No.</u> <u>Modifiable: Yes.</u>
Salaries radio group	Indicates how to include salary records in the search results. <i><u>This is somewhat of a misnomer, as “Show Salaries” will only include documents (Credit Card, SDE’s and AD-700’s) that use the salary BOCs.</u></i> It will not include salaries entered via the Salary Module. However, salaries entered via the Salaries Module will be included in the totals at the bottom of the screen. Defaults to “Show All”. <ul style="list-style-type: none"> • Show Salaries: CATS will retrieve those documents which have BOC codes 1000 – 1999 and 6000 – 6999. • Show Non-Salaries: CATS will retrieve those documents which have BOC codes that are not between 1000 and 1999 and are not between 6000 and 6999. • Show All: CATS will retrieve documents for all BOC codes.
Reconciled/ Unreconciled radio group	Indicates how to include reconciled records in the search results. Defaults to “Show Unreconciled”, but can be changed to any of the three. <ul style="list-style-type: none"> • Show Reconciled: CATS will retrieve those documents which have reconciled distributions. Reconciled distributions have a value in the reconciled date field on the Account Distribution tab of the corresponding document form. • Show Unreconciled: CATS will retrieve those documents which have unreconciled distributions. Unreconciled distributions have no value in the reconciled date field on the Account Distribution tab of the corresponding document form. • Show All: CATS will retrieve all documents. <i><u>Again, this will only include all Credit Card, SDE and AD-700 documents, it will not include projection balances or salaries entered via their respective modules. (See Section A. Purpose Above)</u></i>

Searching Requirements

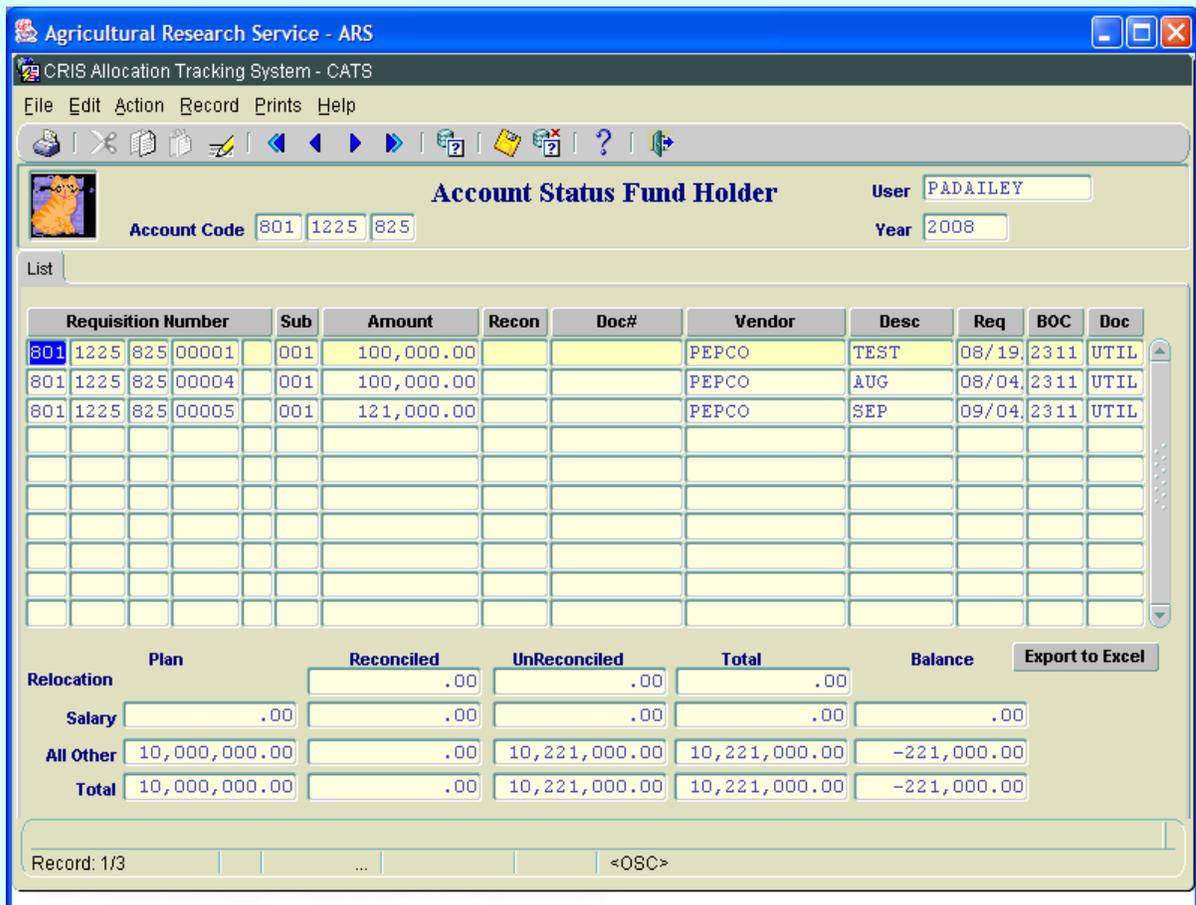
CATS will retrieve documents that match all search criteria. As an example, using the criteria “Show Salaries” and “Show Unreconciled” for an account, CATS will retrieve all AD700, Credit Card, and Short Data Entry documents that have BOC codes between 1000 and 1999 or 6000 and 6999, and have at least one account distribution that has no date in the reconciled date field. If there are no documents that match all search criteria, CATS will display an alert message and remain on the search screen.

III. Main Screen

A. Header Fields

Nothing on this screen is modifiable by the user. This is ‘View Only’.

Image of Account Status Fund Holder, Main Screen



As beaten to death earlier, this account only lists \$321,000 in documents but shows a total of \$10,221,000. This is because this account has a \$9,900,000 projection. This projection shows on the Status of Funds details, but it does not appear on this list. Only documents appear here.

B. List Tab

The List tab is divided into two sections: the list section, listing documents matching the search criteria, and the summary section at the bottom, showing the Status of Funds totals.

List Tab, List Section Fields

<u>Field Name</u>	<u>Description / Rules / Notes</u>
User	The user's login ID.
Account Code	The account selected on the search screen.
Year	The user's default fiscal year.
Requisition Number	The requisition number for the document which has distributed amounts for the account.
Sub	The sub account for the distribution.
Amount	CATS will initially calculate this as the total amount distributed to the account in the document.
Recon Date	The date the account distribution was reconciled for the document. Blank for unreconciled distributions.
Doc#	The document number for AD700 and SDE documents; the CC Log # for Credit Card documents.
Vendor	The vendor or supplier. If the document is an AD700 and the AD700 has been awarded, this corresponds to the Award Vendor on the Procurement tab of the AD700 form; if the AD700 has not been awarded, this corresponds to the first vendor from the list of recommended sources. If the document is not an AD700, this corresponds to the Vendor field on the Details tab.
Desc	The short description of the purchase.
Req	The requisition or request date of the document.
BOC	The budget object class (BOC) code for the transaction. For an AD700 this the BOC of the first detail item. For Short Data Entry and Credit Card, this is the entered BOC on the Details tab.
Doc	The document type.

List Tab, Summary Section Fields

<u>Field Name</u>	<u>Description / Rules / Notes</u>
Relocation Reconciled	The total distributed amounts for this account that were allocated to relocation expenditures that have been reconciled. CATS will calculate this by summing the account distributions with a reconciled date for all non-voided documents for this account where the “Relocation” checkbox in the Short Data Entry form has been checked.
Relocation Unreconciled	The total distributed amounts for this account that were allocated to relocation expenditures that have not been reconciled. CATS will calculate this by summing the account distributions without a reconciled date for all non-voided documents for this account where the “Relocation” checkbox in the Short Data Entry form has been checked.
Relocation Total	CATS will calculate this as “Relocation Reconciled” + “Relocation Unreconciled”.
Salary Plan	CATS will calculate this in the same manner as it calculates “Total Salary Revised Amount” from the Financial Plans form “Acct Plans Salary” tab.
Salary Reconciled	CATS will add the following totals: <ul style="list-style-type: none"> • For each non-voided document for the account in which the BOC is between 1000 and 1999 or between 6000 and 6999, and the document is not flagged as a “relocation”, CATS will total all reconciled account distributions. • From the Salaries screen for the account, CATS will total the “1000 Actual” and “6000 Actual” fields in the upper portion of the screen.
Salary Unreconciled	CATS will add the following totals: <ul style="list-style-type: none"> • For each non-voided document in which the BOC is between 1000 and 1999 or between 6000 and 6999, and the document is not flagged as a “relocation”, CATS will total all unreconciled account distributions for this account. • From the Salaries screen for the account, CATS will total the “1000 Projected”, “6000 Projected”, “1000 Lapse”, and “6000 Lapse” fields in the upper portion of the screen. • For each non-voided Projection for the account for which the BOC is between 1000 and 1999 or between 6000 and 6999, CATS will calculate this in the same manner as it calculates “Total Balance Amount” on the Account Distribution tab of the Projections screen.

List Tab, Summary Section Fields, (cont.)

Salary Total	CATS will calculate this as “Salary Reconciled” + “Salary Unreconciled”.
Salary Balance	CATS will calculate this as “Salary Plan” – “Salary Total”.
All Other Plan	CATS will calculate this in the same manner as it calculates “Subtotal Non-Salary Revised Amount” from the Financial Plans form “Acct Plans Non-Salary” tab.
All Other Reconciled	For each non-voided document in which the BOC is between 2000 and 5999, CATS will total all reconciled account distributions for this account.
All Other Unreconciled	CATS will add the following totals: <ul style="list-style-type: none"> • For each non-voided document in which the BOC is between 2000 and 5999, and the document is not flagged as a “relocation”, CATS will total all reconciled account distributions for this account. • For each non-voided Projection for the account for which the BOC is between 2000 and 5999, CATS will calculate this in the same manner as it calculates “Total Balance Amount” on the Account Distribution tab of the Projections screen.
All Other Total	CATS will calculate this as “All Other Reconciled” + “All Other Unreconciled”.
All Other Balance	CATS will calculate this as “All Other Plan” – “All Other Total”.
Total Plan	CATS will calculate this as “Salary Plan” + “All Other Plan”.
Total Reconciled	CATS will calculate this as “Salary Reconciled” + “All Other Reconciled”.
Total Unreconciled	CATS will calculate this as “Salary Unreconciled” + “All Other Unreconciled”.
Total Total	CATS will calculate this as “Total Reconciled” + “Total Unreconciled”.
Total Balance	CATS will calculate this as “Total Plan” – “Total Total”.

List Tab Buttons

Button Name	Actions
Export to Excel	CATS will export the contents of the List tab list section into an Excel worksheet.

IV. Print Listing

The print listing feature works the differently here then on all list screens as there are no Checkboxes here. By selecting “Prints” and then “Print Listing” from the Menu, CATS will produce a report which contains the contents of the list.

Image of Account Status Fund Holder Print Listing

08/28/2008		Agricultural Research Service CRIS Allocation Tracking System Fund Holder Account Status Report								1
Requisition No	Sub	Amount	Recon Date	Doc No	Vendor	Description	Req Date	Status	BOC	Doc Type
801-1225-825-00001	001	100,000.00			PEPCO	TEST	08/19/2008		2311	UTIL
801-1225-825-00004	001	100,000.00			PEPCO	AUG	08/04/2008		2311	UTIL
801-1225-825-00005	001	121,000.00			PEPCO	SEP	09/04/2008		2311	UTIL

Chapter 2.9, Reconciliation to OCP

Contents

- [I. Introduction](#)
 - [A. Purpose](#)
 - [B. Access Levels](#)
- [II. Main Screen](#)
 - [A. Header Fields](#)
 - [B. List Tab](#)
 - [C. Details Tab](#)
- [III. Search Screen](#)
- [IV. Print Listing](#)

I. Introduction

A. Purpose

The Reconciliation to OCP form is used by the Financial Technicians to update the OCP totals for different budget object classes. The form functions like a dynamic calculator that compares the OCP totals against the current document (AD700, Credit Card, and Short Data Entry) totals and calculates the difference between the two totals.

B. Access Levels

Users with security levels Location, Area, and Agency can access to this form.

II. Main Screen

A. Header Fields

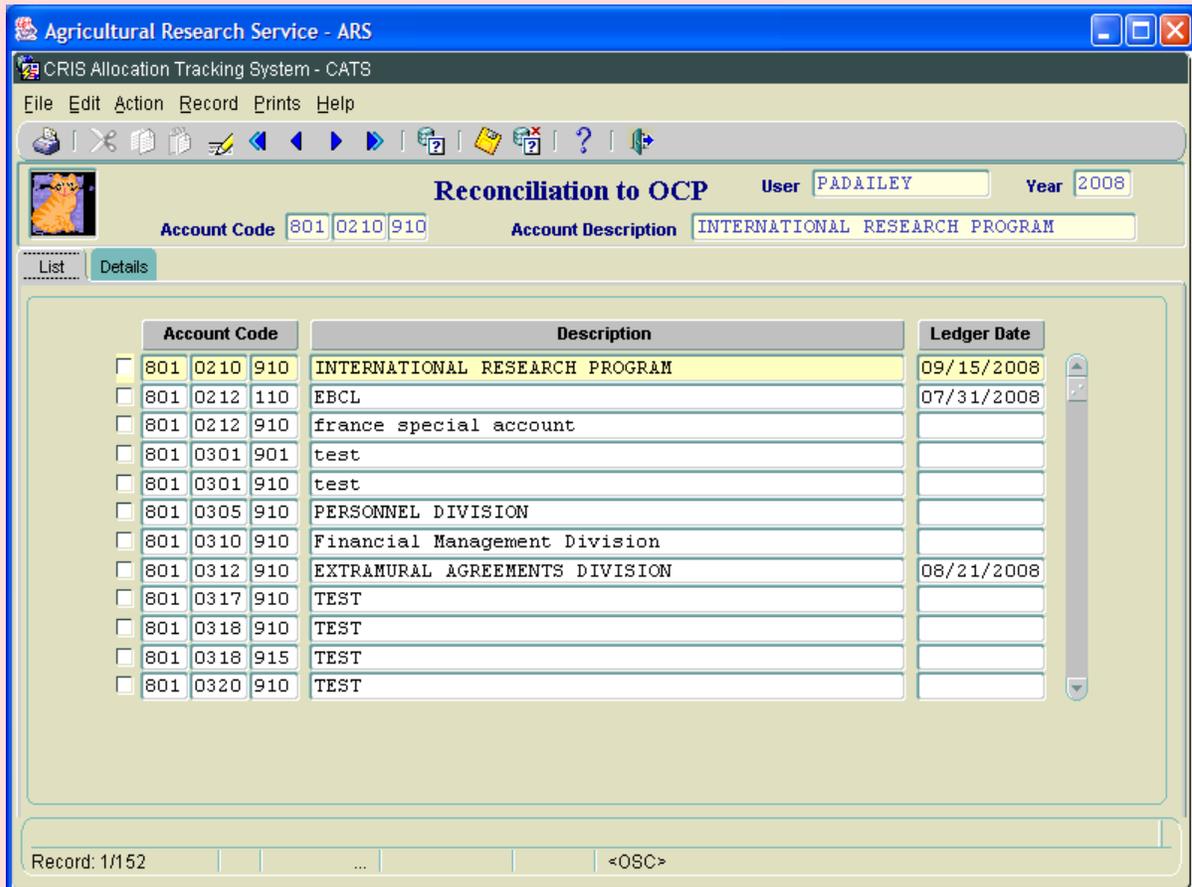
Reconciliation to OCP Header Fields (All fields are view only.)

<u>Field Name</u>	<u>Description / Rules / Notes</u>
User	The user's login ID.
Year	The user's default fiscal year.
Account Code	The current record's account code. Displays the accounting code selected by the user from the list of available codes.
Account Description	The current record's account description.

B. List Tab

The List tab displays all accounts the user has access to and the date the account last had a distribution reconciled. All are view only, except the Checkbox, see below.

Image of Main Screen Reconciliation to OCP List Tab



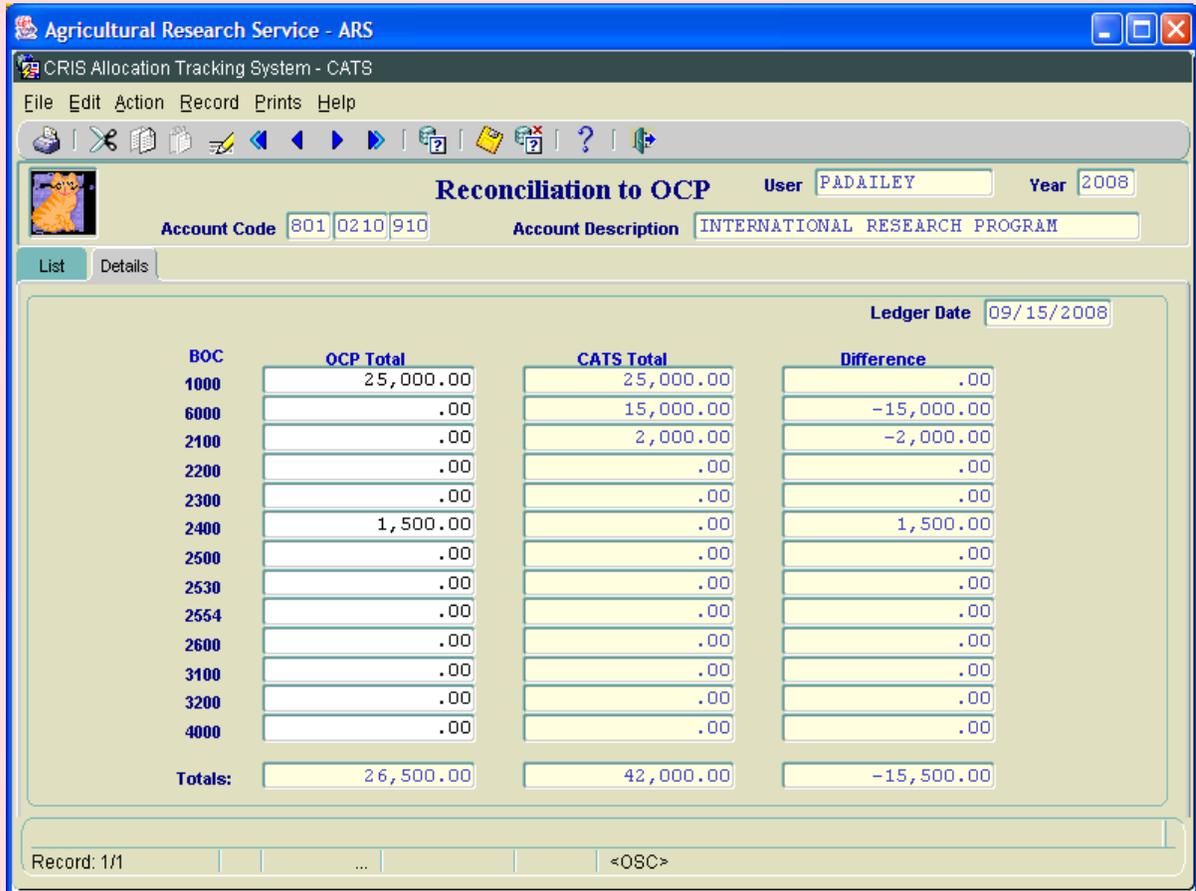
Reconciliation to OCP List Tab Fields

Field Name	Description / Rules / Notes
Checkbox	If checked will be listed on the Print Listing, see Print Listing below.
Account Code	The account code for an OCP record. This list only displays those codes to which the user has access.
Description	The account name or description.
Ledger Date	The latest ledger date the account code had a document fully reconciled.

C. Details Tab

Once you have selected the accounting code, this tab is used for the entry of the OCP totals from the NFC OCP report in the OCP Total column. This is the only column that can be changed by the user.

Image of Reconciliation to OCP Main Screen Details Tab



Reconciliation to OCP Details Tab Fields

<u>Field Name</u>	<u>Description / Rules / Notes</u>
Ledger Date	The date the account last had a document fully reconciled. The document reconciliation dates are updated through the Account Reconciliation form.
OCP Total	The total amount from the OCP report for each major budget object class code. This is the only modifiable column. The user enters the amounts from the NFC OCP report in this column.

Reconciliation to OCP Details Tab Fields, (cont.)

CATS Total	The total amount reconciled for each budget object class for that account in CATS. This is calculated by summing up all the reconciled amounts for that account on all documents that have been fully reconciled. Ranges: 1000: 1000 .. 1999 2100: 2100 .. 2199 2200: 2200 .. 2299 2300: 2300 .. 2399 2400: 2400 .. 2499 2500: 2500 .. 2529 and 2540 .. 2599 minus 2554 2530: 2530 .. 2539 2554: 2554 2600: 2600 .. 2699 3100: 3100 .. 3100 3200: 3200 .. 3299 4000: 4000 .. 4999 6000: 6000 .. 6999
Difference	For each budget object class, the system calculates this as “CATS Total” – “OCP Total”.
OCP Totals	The system calculates this as the sum of all “OCP Total” values for the account.
CATS Totals	The system calculates this as the sum of all “CATS Total” values for the account.
Difference Totals	The system calculates this as “OCP Total Totals” – “CATS Total Totals”.

III. Search Screen

The search option may be used by accounting personnel that have several accounting codes and wish to limit the list screen to only one. They can enter all or just parts of the accounting code here. For instance, if I wanted to see only “801” codes of which I had access to, I would put 801 in the first field of the accounting code and execute the search. CATS would return a list of all accounting codes that begin with 801 which I have access to. All three of the accounting code fields work in this same fashion and you may use the wild card character “%” in any of these searches.

Image of Reconciliation to OCP Search Screen

Reconciliation to OCP Search Screen Fields

<u>Field Name</u>	<u>Description / Rules / Notes</u>
Account Code	The three-field account code for the account the user wants to reconcile. ? button: the system shall display the list of accounts the user has access to.
Ledger Date	The date stored for the last document that was fully reconciled. This date is NOT required for the search but the user can put it in if they wish. Be aware this is an exact match, so if the date is not found, the search will find nothing.

IV. Print Listing

The print listing feature works the same here as on all list screens. You check the checkbox to the left of the transactions you want on the report, (or to select all, go to “Action” on the Menu and select “Mark All”), then select “Prints” from the Menu then “Print Listing” to generate the report. It basically generates a report of the same information found on the List Tab.

Chapter 2.10, Import ARMPS Financial Plans

Contents

[I. Introduction](#)

[A. Purpose](#)

[B. Access Levels](#)

[II. Main Screen](#)

[III. View ARMPS Financial Plan Screen](#)

[IV. Create New Sub Account Process](#)

[V. Update CATS Process](#)

I. Introduction

A. Purpose

The Update CATS with ARMPS form is used to copy the financial plan information from the ARMPS into the CATS. CATS will subsequently use and adjust the financial plan as plan number 1 for the current fiscal year.

It is best to get your accounts set up correctly in CATS, (i.e. make sure you have the same CRIS numbers in CATS as those in ARMPS), prior to using this function. See [Chapter 4.2, Management Unit Administration](#) for more information on setting up accounting codes/subs in CATS.

If you split IRC/SRS accounts (which usually just have one CRIS in ARMPS), into multiple sub accounts in CATS, this feature will not work well for you. In that case, you should manually enter your financial plans.

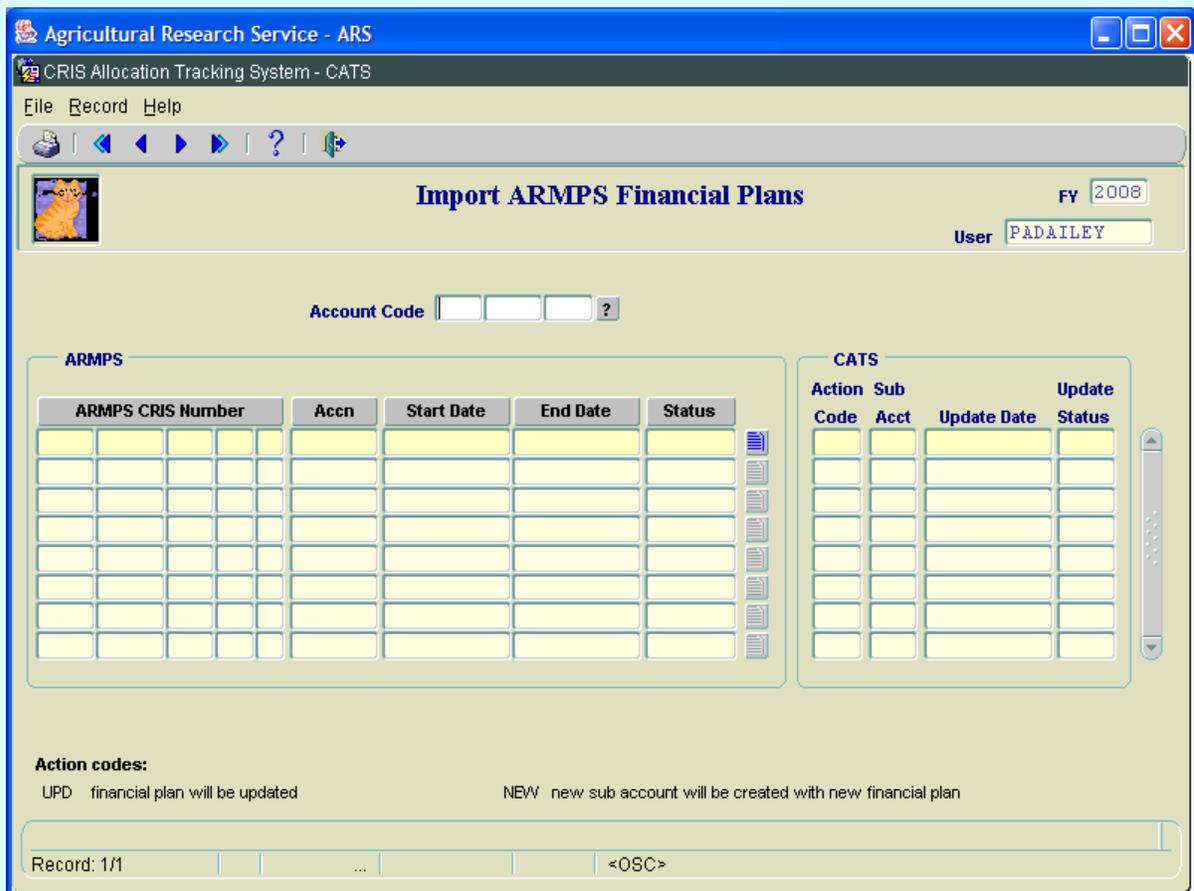
B. Access Levels

CATS will allow users with security levels Location, Area, and Agency to access this form.

II. Main Screen

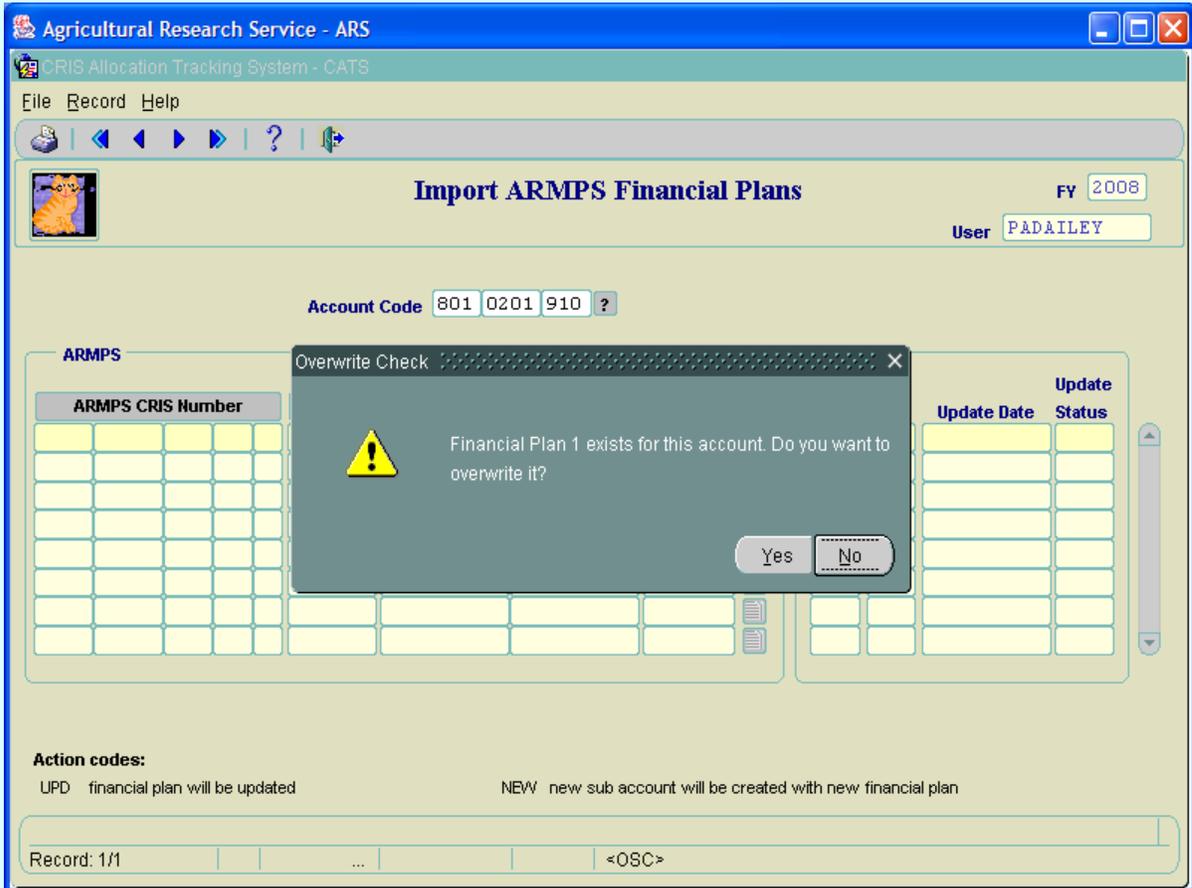
When the user enters this form, CATS will display a blank screen. To perform the “update CATS with ARMPS”, the user will type an account code, or select an account code from the associated button list of values. After the user enters a valid account code, CATS will display the list of projects assigned to the account in ARMPS. The user will then click the Screen Records button, then CATS will evaluate the records to see if they have matches by account and sub account in CATS. When CATS has successfully screened all projects CATS, will prompt the user with one final verification that they want to create the financial plan, if they choose yes, CATS will create the plan. But again, everything must match up to create the plan.

Image of CATS Financial Plans from ARMPS Screen



The user must enter an account code that is valid in both ARMPS and CATS. If not they will get a message indicating that the code either does not exist in CATS or in ARMPS. If they enter an accounting code where Financial Plan 1 is already in ARMPS, they will get this message.

Image of Warning Message, Financial Plan 1 Exists



Import ARMPS Financial Plans Overwrite Check Screen Buttons

<u>Button Name</u>	<u>Actions</u>
Yes	If the user responds “Yes”, CATS will import the financial plan, as described in the “ Update CATS Process ” section.
No	If the user responds “No”, CATS will stop the import process and return to the Import Screen.

Image of Import Screen with Valid Accounting Code

Import ARMPMS Financial Plans FY 2008

User

Account Code ?

ARMPS

ARMPS CRIS Number	Accn	Start Date	End Date	Status
0210 88888 001 00 D	146402	10/01/2006	09/30/2011	ACTIVE

CATS

Action Code	Sub Acct	Update Date	Update Status
	004	09/22/2008	Y

Validate and Import

Action codes:
UPD financial plan will be updated NEW new sub account will be created with new financial plan

Record: 1/1 ... <OSC>

Import ARMPS Financial Plans Main Screen Fields, Top Group

<u>Field Name</u>	<u>Description / Rules / Notes</u>
Account Code	<p>The user will enter the account code, or select it from the <input data-bbox="1166 331 1198 373" type="button" value="?"/> button. When the user presses the Enter key, CATS will verify that the account code exists in ARMPS:</p> <ul style="list-style-type: none"> • If the account code does not exist in ARMPS, CATS will alert the user and return to the first account code field. • If the account code exists in ARMPS, CATS will determine if the account code exists in CATS: <ul style="list-style-type: none"> ○ If the account code does not exist in CATS, CATS will alert the user and return to the first account code field. ○ If the account code exists in CATS, and does not have Financial Plan 1 previously entered, (see above), CATS will retrieve the associated CRIS projects from ARMPS and associated data from ARIS and display this information in the ARMPS Frame described below. CATS will also pull any matching sub accounts from CATS and display them in the Sub Account field in the CATS Frame described below. When the sub accounts exist in CATS, CATS will also retrieve the Update Date and Update Status fields from CATS. <p><input data-bbox="492 1077 524 1119" type="button" value="?"/> button: CATS will display a list of all of the account codes (for the default fiscal year) that exist in Official ARMPS, that the user's security allows them access. When the user clicks the OK button in this list, CATS will retrieve and display data as described above for the Account Code field.</p>

ARMPS Frame

The items grouped in this frame are pulled from ARMPS and ARIS. The CRIS numbers shown are what are stored in ARMPS and assigned to the above account. The other information is pulled from ARIS matching on the project number. **As of this implementation, ARMPS does not store accession numbers for the projects, so the match on the project with ARIS will be somewhat imperfect.** ARMPS data is matched on accession number with CATS data to retrieve the sub account. If the user wants to change a CRIS number associated with a sub account, they need to do this through the MU Administration screen; they cannot make this change on this form

All fields are view-only.

Import ARMPS Financial Plans Main Screen Fields, ARMPS Frame

<u>Field Name</u>	<u>Description / Rules / Notes</u>
ARMPS CRIS Number	CATS will import all CRIS numbers assigned to the account in ARMPS, regardless of their status in ARIS.
Accn	The ARIS accession number associated with the CRIS project. CATS will match the ARMPS CRIS number with the ARIS project number to retrieve the accession number, start date, termination date, and status of the project from ARIS.
Start Date	The start date of the project, retrieved from ARIS.
End Date	The end (termination) date of the project, retrieved from ARIS.
Status	The status of the CRIS project, retrieved from ARIS.

Import ARMPS Financial Plans Main Screen Buttons, ARMPS Frame

<u>Button Name</u>	<u>Actions</u>
View Financial Plan Button (paper icon)	When the user clicks this button, CATS will display a pop-up screen showing the financial plan information as it will be imported from ARMPS. (See Section III View ARMPS Financial Plan Screens for further information.)

CATS Frame

The items grouped in this frame show the action the form will take to process each CRIS record, as well as any sub account or status information from CATS.

All fields are view-only.

Import ARMPS Financial Plans Main Screen Fields, CATS Frame

<u>Field Name</u>	<u>Description / Rules / Notes</u>
Action Code	CATS will attempt to update this field with one of the following four values when the user clicks the Screen Records button: <ul style="list-style-type: none"> • UPD: marks the record to update the financial plan; • NEW: marks the record to create a new sub account and plan.
Sub Account	If a match with CATS is found for the ARMPS CRIS project, CATS will display the sub account from CATS.
Update Date	The date the first financial plan was last imported in CATS. When the financial plan has been successfully imported, CATS will set this field to the current date.
Update Status	Indicates that the record was updated into CATS from ARMPS. If the first financial plan was previously imported from ARMPS, this will initially be "Y"; otherwise, it is blank.

Import ARMPS Financial Plans Main Screen Buttons

<u>Button Name</u>	<u>Actions</u>
Validate and Import	<p>This button will be invisible until a valid account has been entered (is in ARMPS and CATS). When the user clicks the Update CATS button, CATS will inform the user that the screening process is beginning, with “Import process started; records are being screened and validated.” CATS will start the screening process at the top of the list and screen each record as follows:</p> <p>Project is missing the accession number: CATS will alert the user and terminate the ARMPS import process.</p> <p>Project exists in CATS that is, the project has a sub account:</p> <p style="padding-left: 40px;">CATS will mark the record with “UPD”, see next page.</p> <p>Project does not exist in CATS, that is, the project does not have a sub account:</p> <p style="padding-left: 40px;">CATS will alert the user with “Sub account does not exist in CATS: do you want to create a new sub account for this account?” If the user responds “Yes”, CATS will perform the “See Section IV, Create New Sub Account” process described below. If the user responds “No”, CATS will terminate the ARMPS import. If a valid sub account was designated through the “Create New Sub Account” process, CATS will mark the record as “NEW”.</p> <p>At the end of the above screening process, CATS will alert the user with “Screening has been completed: do you want to continue with the import?” If the user responds “Yes”, CATS will import the financial plan, as described in the “Update CATS Process” section. If the user responds “No”, CATS will stop the import process.</p>

Image of Confirm Save Import

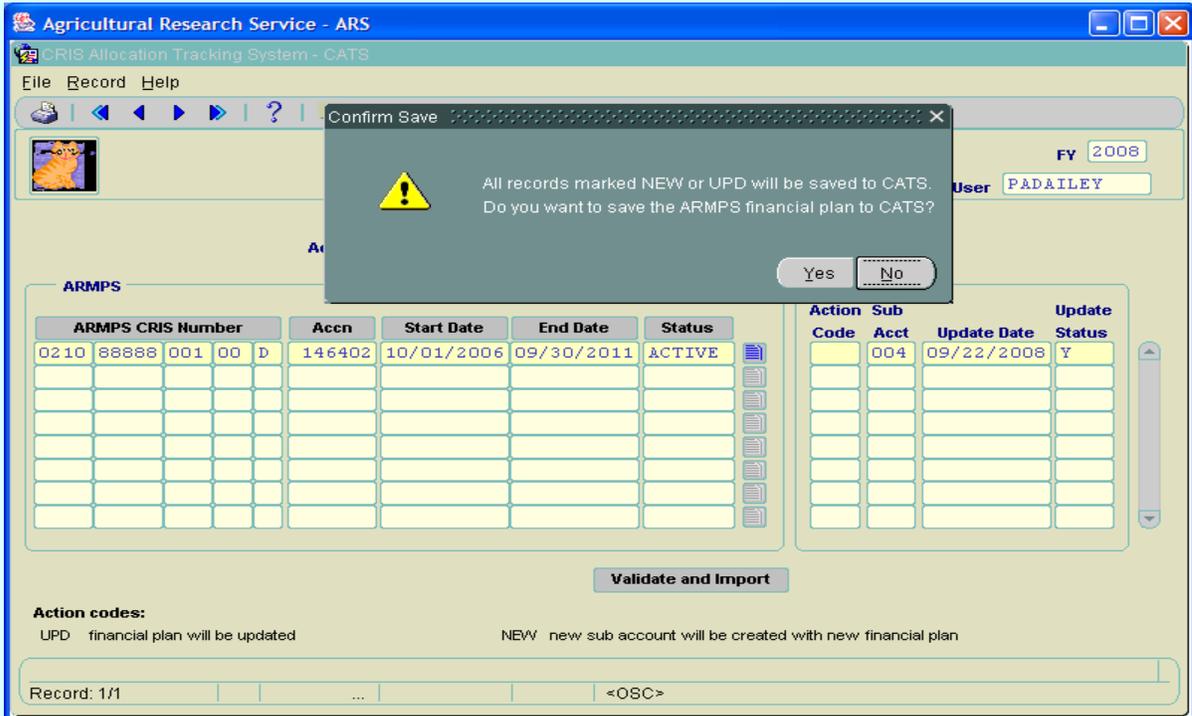
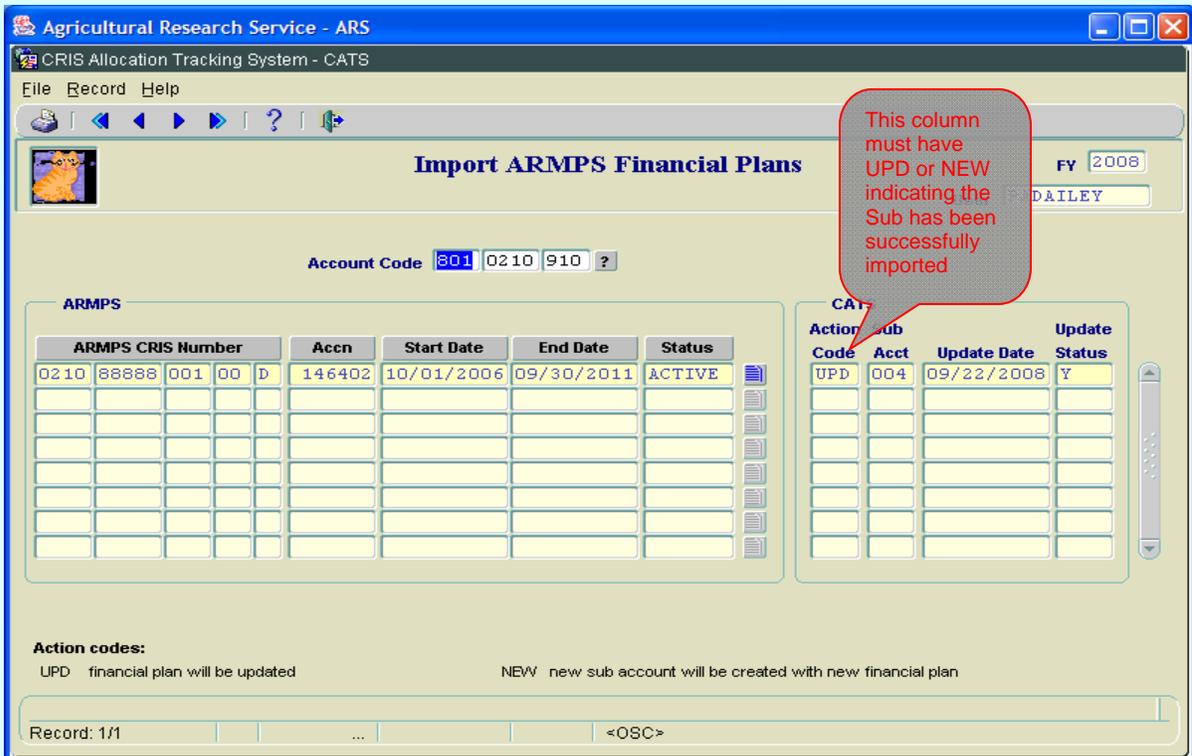
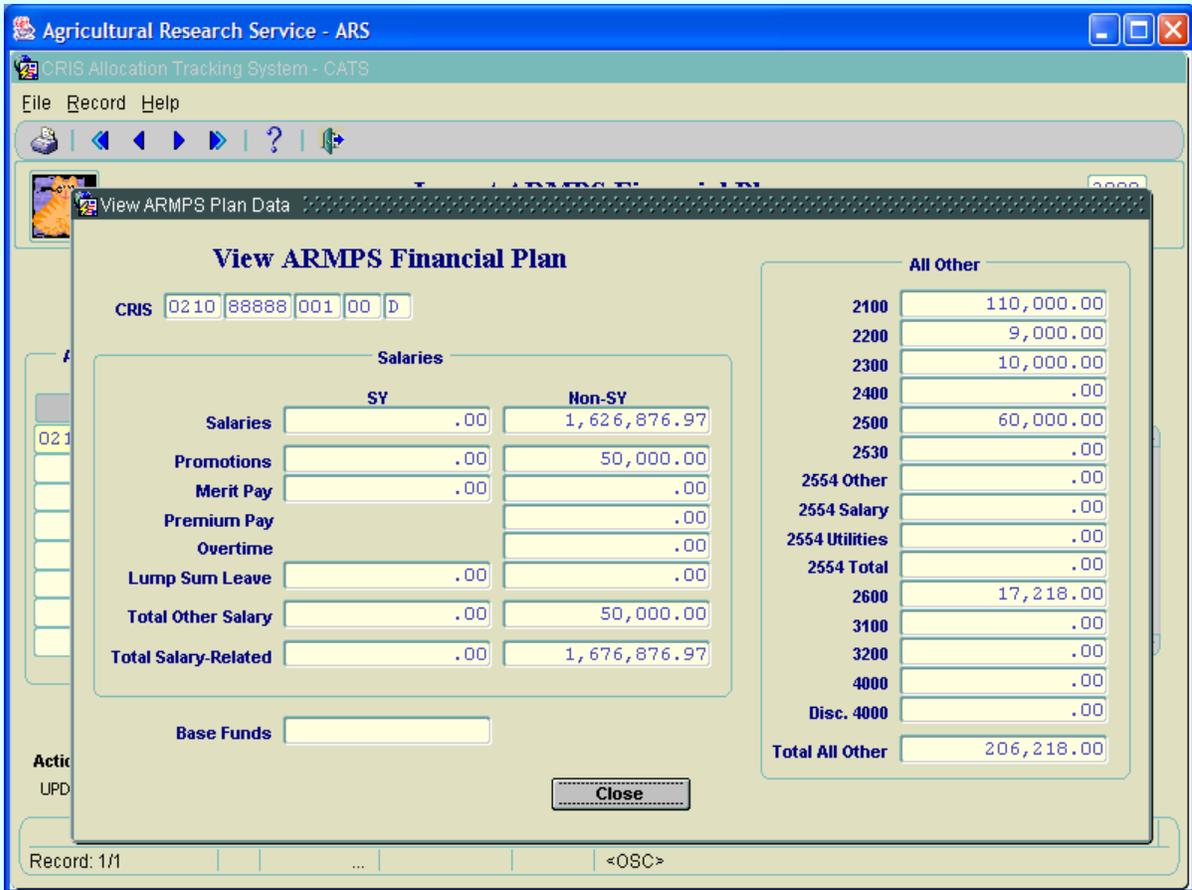


Image of Import that was Successful



III. View ARMPS Financial Plan Screen

Image of View ARMPS Financial Plan Screen Pop Up



This screen within the main screen shows the data as it will be imported into CATS. The fields shown are those from ARMPS; some, like the three “2554” and the two “4000” fields, will be summarized into one CATS field.

All fields are view-only.

Import ARMPS Financial Plans View ARMPS Financial Plan Pop-up Fields Top Group

<u>Field Name</u>	<u>Description / Rules / Notes</u>
CRIS	CATS will copy the CRIS number from the record in which the user clicked the “View Financial Plan” button.

Salaries Frame

The Salaries frame shows ARMPS amounts for salary and salary-related items. The amounts come from the “ARMPS CRAS screens.

Salaries (SY)
Salaries (Non-SY)
Promotions (SY)
Promotions (Non-SY)
Merit Pay (SY)
Merit Pay (Non-SY)
Premium Pay (Non-SY)
Overtime (Non-SY)
Lump Sum Leave (SY)
Lump Sum Leave (Non-SY)

Total Other Salary (SY): CATS will calculate this as “Promotions (SY)” + “Merit Pay (SY)” + “Lump Sum Leave (SY)”.

Total Other Salary (Non-SY): CATS will calculate this as “Promotions (Non-SY)” + “Merit Pay (Non-SY)” + “Overtime (Non-SY)” + “Premium Pay (Non-SY)” + “Lump Sum Leave (Non-SY)”.

Total Salary-Related (SY): CATS will calculate this as “Salaries (SY)” + “Total Other Salary (SY)”; this will be imported into CATS as the “BOC 1000” total (“SY SUBTOTAL” on the CATS Financial Plans screen).

Total Salary-Related (Non-SY): CATS will calculate this as “Salaries (Non-SY)” + “Total Other Salary (Non-SY)”; this will be imported into CATS as the “BOC 6000” total (“NON SY SUBTOTAL” on the CATS Financial Plans screen).

All Other Frame

The All Other frame shows ARMPS monies for non-salary budgeted expenditures. The amounts come from the “ARMPS CRAS All Other screen.

The following fields will be imported from ARMPS:

2100

2200

2300

2400

2500

2530

2554 Other (RSA)

2554 Salaries (RSA)

2554 Utilities (RAA)

2554 Total: CATS will calculate this as “2554 Other” + “2554 Salaries” + “2554 Utilities”; this total will be imported into the CATS 2554 item in the CATS financial plan.

2600

3100

3200

4000

Disc. 4000

4000 Total: CATS will calculate this as “4000” + “Disc 4000”

Total All Other: CATS will calculate this as “2100” + “2200” + “2300” + “2400” + “2500” + “2530” + “2554 Total” + “2600” + “3100” + “3200” + “4000 Total”. This total is the equivalent of the “SUBTOTAL NON-SALARY” in CATS in the Financial Plans form.

Base Funds

CATS will import Base Funds from the source of the “ARMPS MU Allocation to CRIS” screen equivalent.

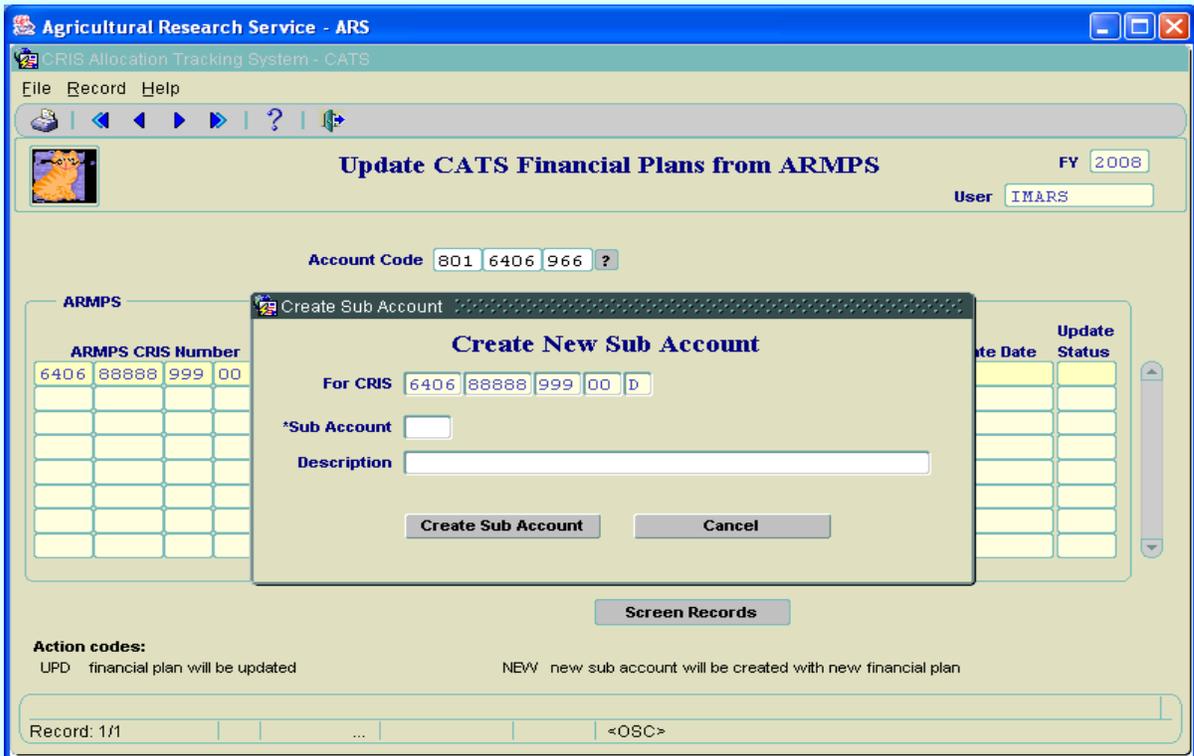
Import ARMPS Financial Plans View ARMPS Financial Plan Pop-up Window Buttons

<u>Button Name</u>	<u>Actions</u>
Close	When the user clicks this button, CATS will close the View ARMPS Financial Plan window and returns to the main screen to the same record CATS was in before it activated the View ARMPS Financial Plan screen.

IV. Create New Sub Account Process

CATS will display the above pop-up window while processing a project in the list on the main screen that has no sub account associated with it.

Image of Create New Sub Account Pop Up



Import ARMPS Financial Plans Create New Sub Account Pop-up Fields

<u>Field Name</u>	<u>Description / Rules / Notes</u>
For CRIS	CATS will copy the current record's CRIS number from the main screen and display it here. Field is view-only.
Sub Account	The user will enter a new three-digit sub account code, which must be unique for the account.
Description	The user may enter a short description of the account or project.

Import ARMPS Financial Plans Create New Sub Account Pop-up Buttons

<u>Button Name</u>	<u>Actions</u>
Create Sub Account	CATS will validate the sub account (must be unique for the account). If the sub account is valid, CATS will create a new record in the sub account master table. If the insertion was successful, CATS will display NEW in the Action Code column and will close the window and return to main screen. If the sub account is not valid, CATS will alert the user and remain in the window. If the insertion was not successful, CATS will cause the ARMPS import to fail and alert the user.
Cancel	CATS will close the above window and return to the main screen and alert the user with “ARMPS import terminated: no sub account selected for import”.

V. Update CATS Process

When all records have been successfully marked with one of the two action codes (“UPD” or “NEW” [See Image of Confirm Save Import](#) above) and the user has confirmed that they want to continue with the import, CATS will do the following:

- ***Delete all financial plans for the account***, so be careful and only perform this at the beginning of the year. If you have plans in the system, they will be deleted!
- For each record given the “NEW” or “UPD” Action Code, CATS will do the following:
 - Create a financial plan record for that project using the amounts currently stored with the project (which can be viewed by clicking the View ARMPS Financial Plan button); CATS will set the plan number to “1”; CATS will set the Update Date to today’s date; CATS will set the Update Status to “Y”.
 - Aggregate the totals for each record into the grand total for the account; in this way, the initial financial plan will start out in balance.
 - Refresh the Update Date and Update Status fields on the form.
- Alert the user that the import process has been completed.

Chapter 2.11, CAM currently not available.

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Chapter 2.12, Yearly Rollover

Contents

- [I. Introduction](#)
 - [A. Purpose](#)
 - [B. Access Levels](#)
- [II. Main Screen](#)
- [III. Search Screen](#)
- [IV. Print Listing](#)

I. Introduction

A. Purpose

The Rollover form is used by Location, Area, and Headquarters administrative officers to create a new set of account data for selected accounts for the next fiscal year.

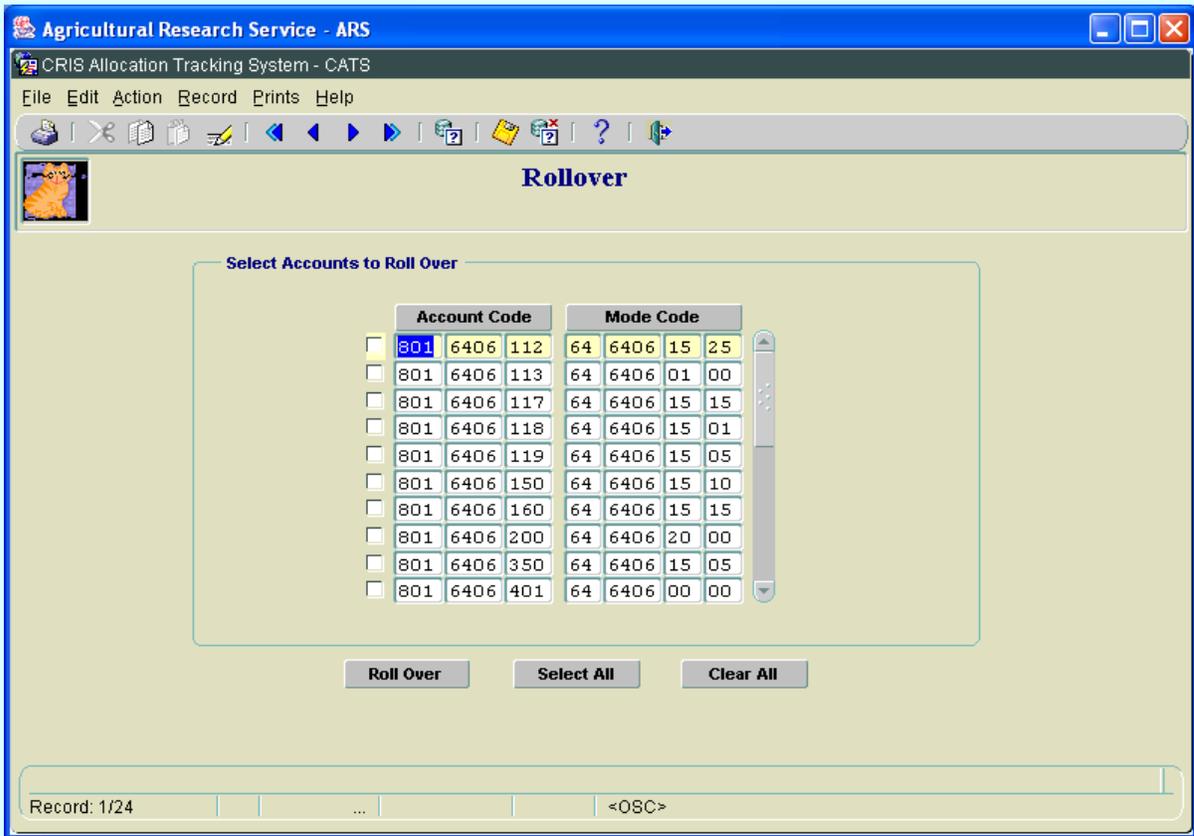
B. Access Levels

CATS will allow access to users with security levels Location, Area, and Agency.

II. Main Screen

The Main Screen will display the list of active account codes in the CATS system for the current fiscal year.

Image of Yearly Rollover Main Screen



Main Screen Fields

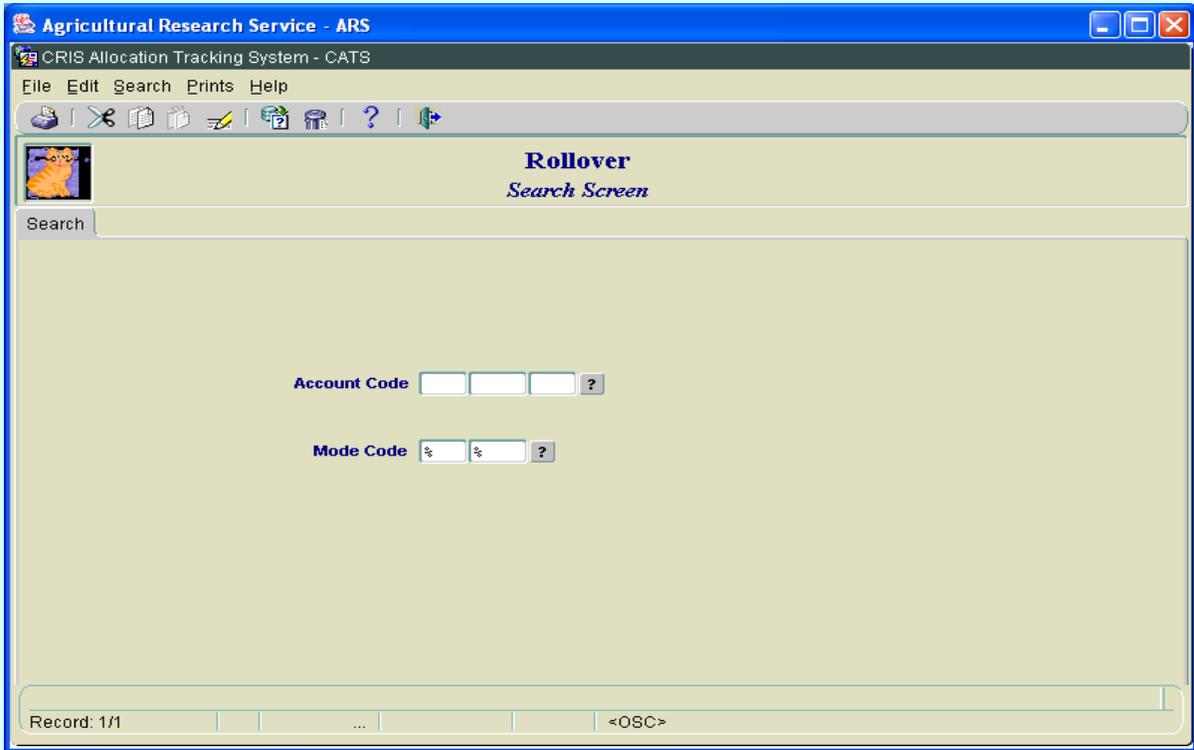
<u>Field Name</u>	<u>Description / Rules / Notes</u>
checkbox	When checked, indicates the account is to be rolled over into the next fiscal year.
Account Code	The account that will be rolled over.
Mode Code	The mode code associated with the account.

Main Screen Buttons

<u>Button Name</u>	<u>Actions</u>
Roll Over	<p>CATS will roll over the selected accounts into the next fiscal year. For each account that is checked CATS will do the following:</p> <p>CATS will check to see if the account has already been rolled over:</p> <p>If yes: CATS will alert the user with the message “Account has already been rolled over. Do you want to delete this account and roll it over again?”</p> <p>If Yes: CATS will check for existing transactions (AD700, Short Data Entry, Credit Card, Salary, Financial Plans, Projections)</p> <p>If Yes: CATS will alert the user with the message “Transactions exist for this account. Account cannot be deleted”, stop the rollover, and refresh the screen</p> <p>If No: CATS will delete the rolled over data for the account and then roll over the account anew</p> <p>If No: CATS will stop the rollover and refresh the screen If No: CATS will roll over the account</p> <p>When CATS rolls over the account, CATS will do the following:</p> <ul style="list-style-type: none"> • create a new account code for the new fiscal year by changing the first account code field’s first character to the last character of the new fiscal year. • create records for accounts that are duplicates (except for the first account code and fiscal year) of the corresponding records in the following tables: <ul style="list-style-type: none"> ○ accounts ○ sub accounts ○ preset codes : if any presets are attached to inactive sub accounts, CATS will prevent them from being rolled over, and will alert the user; however, CATS will continue with the remaining parts of the rollover ○ preset distributions: see above notes on preset codes ○ user fields ○ user account security assignments ○ user sub account security assignments <p>Note: the rollover process will not roll over financial transactions or data from tables that contain financial information.</p>
Select All	CATS will insert checkmarks in the checkbox field on all records.
Clear All	CATS will clear the checkmarks from the checkbox field on all records.

III. Search Screen

Image of Rollover Search Screen



Search Screen Fields

<u>Field Name</u>	<u>Description / Rules / Notes</u>
Account Code	<p>The account code for an account for the default fiscal year which has not been rolled over. <u>Required: Yes</u> <u>Modifiable: Yes</u></p> <p><input type="button" value="?"/> button: CATS will display the list of all account codes within the user's security which have not been rolled over.</p>
Mode Code	<p>The mode code for accounts the user wishes to roll over. <u>Required: No.</u> <u>Modifiable: Yes</u></p> <p><input type="button" value="?"/> button: CATS will display the list of all mode codes within the user's security which have accounts that have not been rolled over.</p>

IV. Print Listing

This feature will be added at a later time.

Chapter 2.13, Change Account / Mode Code Module

Contents

- [I. Introduction](#)
 - [A. Purpose](#)
 - [B. Access Levels](#)
- [II. Main Screen](#)

I. Introduction

A. Purpose

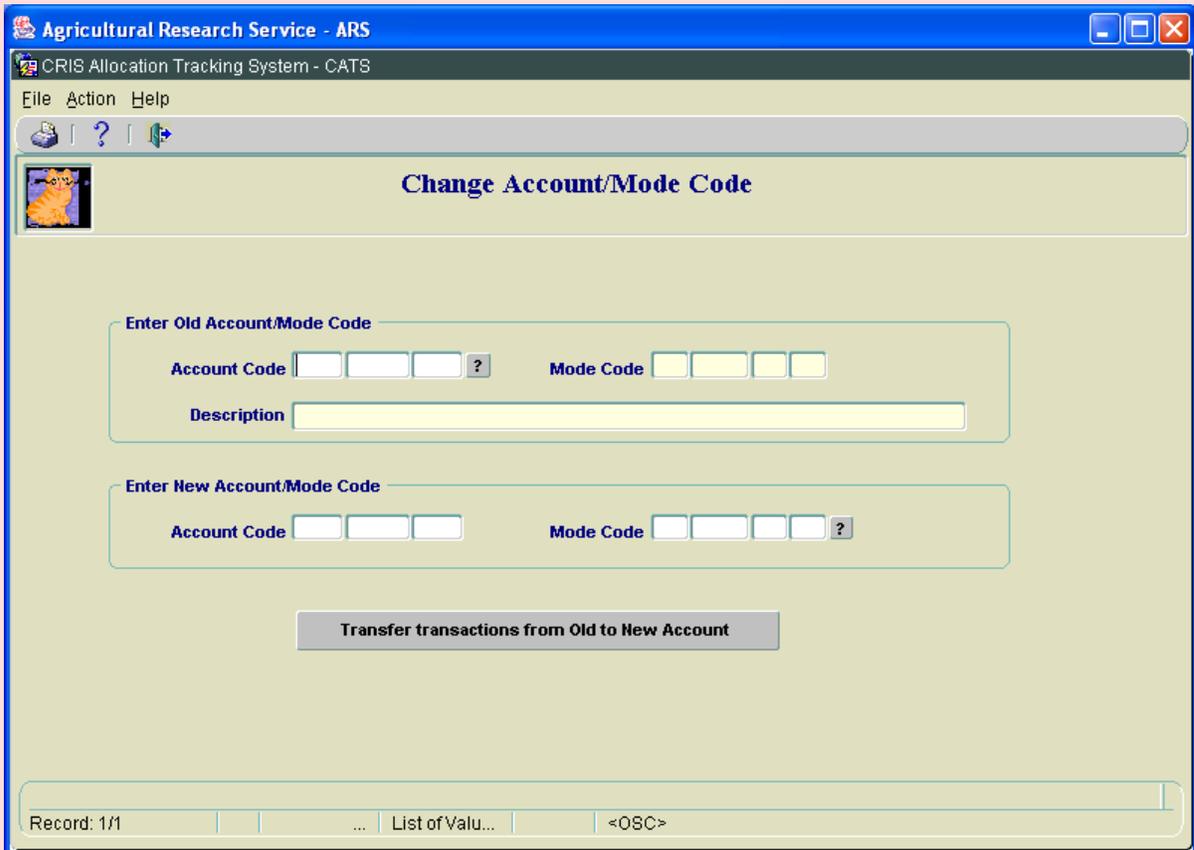
The Change Account/Mode Code form is used to replace an existing account code and/or mode code with a new one, and to propagate the changes to all associated transactions. This function is rarely used, so contact your ABFO for further guidance.

B. Access Levels

The system shall allow users with security levels Area, and Agency to access this form.

II. Main Screen

Image of Change Acct/Mode Code Main Screen



Enter Old Account/Mode Code Frame Main Screen Fields

<u>Field Name</u>	<u>Description / Rules / Notes</u>
Account Code	An existing account code. When a valid account is selected, the system shall copy the associated mode code and description to their corresponding form fields. <u>Required: Yes.</u> <u>Modifiable: Yes.</u> [?] button: the system shall display the list of all account codes in the current fiscal year that fall with the user’s security.
Mode Code	The mode code that goes with the selected account. Populate by CATS from the Account Code selected.
Description	The name or description of the old account. Populate by CATS from the Account Code selected.

Enter New Account/Mode Code Frame Main Screen Fields

<u>Field Name</u>	<u>Description / Rules / Notes</u>
Account Code	A new account code which does not exist in CATS. <u>Required: Yes.</u> <u>Modifiable: Yes.</u>
Mode Code	A new mode code which exists in CATS, to be used for the new account. <u>Required: Yes.</u> <u>Modifiable: Yes.</u> <input type="checkbox"/> button: the system shall display the list of all mode codes in CATS within the user's security.

Change Account Code/Mode Code Main Screen Buttons

<u>Button Name</u>	<u>Actions</u>
Transfer transactions from Old to New Account	The system shall do the following: check to see if the old account code is a valid account code: yes: check to see if the new account code does not yet exist: yes: check to see if the mode code is valid: yes: the system shall replace the account code and mode code in all records which use them no: alert the user no: alert the user no: alert the user

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Chapter 3.1, Status of Funds Reports

Contents

[I. Introduction](#)

[A. Purpose](#)

[B. Access Levels](#)

[II. Report Submission Screens](#)

[A. Package \(Cover Sheet, Details\)](#)

[B. Cover Sheet Only](#)

[C. Total Oblig/Comm Package \(Cover Sheet, Details\)](#)

[D. Total Oblig/Comm Cover Sheet Only](#)

[E. Location Summary](#)

[a. By Account](#)

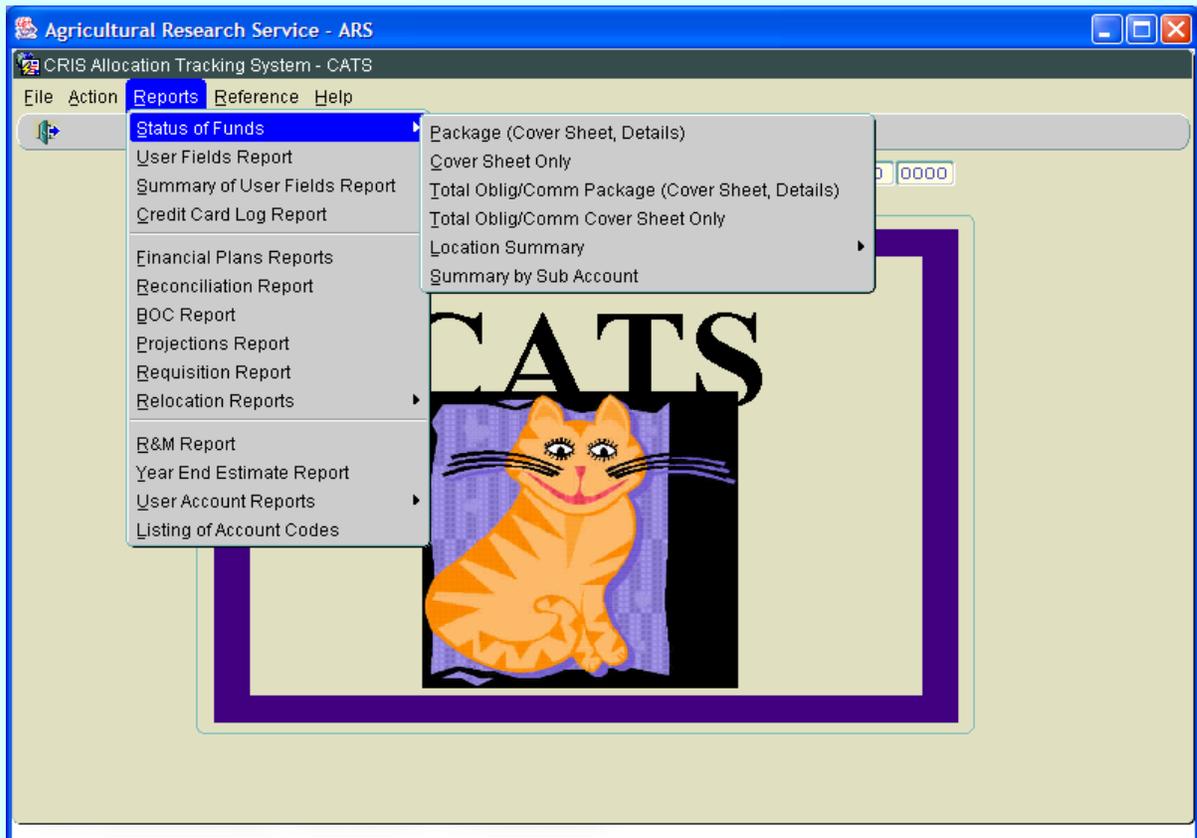
[b. By Sub Account](#)

[F. Summary by Sub Account](#)

I. Introduction

The Status of Funds Reports consists of a report forms on which the user provides the required information and a printed report for each type of report. It is accessed via the “Reports” menu.

Image of Main Screen Reports Status of Funds Selections



A. Purpose

The Status of Funds (SOF) reports are used to show the current expenditures and account balances for an account, sub account, or range of accounts, or entire location or areas. Account balances are figured by comparing the entered transactions (reconciled & unreconciled) against the financial plan for that account. Some reports break down the transactions by budget object class as well. Reports are generated by the user filling in the required fields on the Cover Sheet and Details screen seen below and then selecting the “Print” button.

B. Access Levels

CATS will allow Unit, Location, Area, and Agency users to access this option. Users will only have access to distributions for accounts and sub accounts they have access to.

II. Report Submission Screens

A. Package (Cover Sheet, Details)

Image of Status of Funds Package Cover Sheet Details

The screenshot shows a web browser window titled "Agricultural Research Service - ARS" with a sub-window "CRIS Allocation Tracking System - CATS". The browser's address bar shows "http://ars.ars.gov:8080/cats/". The main content area is titled "Status of Funds Package Cover Sheet and Details".

The form contains the following fields and controls:

- Start Account Code:** Three input boxes followed by a question mark icon.
- End Account Code:** Three input boxes followed by a question mark icon.
- Start Sub Account:** One input box followed by a question mark icon.
- End Sub Account:** One input box followed by a question mark icon.
- Ledger Date:** A date input field containing "09/23/2008" with a calendar icon.
- Transactions to Include:** A dropdown menu with the selected option "Both Reconciled and Unreconciled".
- Report Sort Order:** A dropdown menu with the selected option "Transaction / Doc Type".
- Report Comment:** A large text area with a vertical scrollbar.
- Buttons:** "Print" and "Cancel" buttons at the bottom of the form.

At the bottom of the browser window, the status bar shows "Record: 1/1" and "<OSC>".

Status of Funds Main Screen Fields

<u>Field Name</u>	<u>Description / Rules / Notes</u>
Start Account Code	<p>The starting account code for the account code range. Account code must be within the user's security.</p> <p><u>Required: Yes.</u> <u>Modifiable: Yes.</u></p> <p><input type="checkbox"/> button: CATS will display the list of accounts within the user's security.</p>
End Account Code	<p>The ending account code for the account code range. Account code must be within the user's security.</p> <p><u>Required: Yes.</u> <u>Modifiable: Yes. Defaults to Start Account Code, if one is entered, but can be changed.</u></p> <p><input type="checkbox"/> button: CATS will display the list of accounts within the user's security.</p>
Start Sub Account	<p>The starting sub account for the account. Sub account must be within the user's security. Sub account range is for a single account only. If the start sub account is entered the start and end account must be the same.</p> <p><u>Required: No.</u> <u>Modifiable: Yes.</u></p> <p><input type="checkbox"/> button: CATS will display the list of sub accounts within the user's security for the starting account.</p>
End Sub Account	<p>The ending sub account for the account. Sub account code must be within the user's security. Sub account range is for a single account only.</p> <p><u>Required: No.</u> <u>Modifiable: Yes. Defaults to Start Sub Code, if one is entered, but can be changed.</u></p> <p><input type="checkbox"/> button: CATS will display the list of sub accounts within the user's security for the ending account.</p>
Ledger Date	<p>The date used for the report.</p> <p><u>Required: Yes.</u> <u>Modifiable: Yes. Defaults to "Current Date"</u></p>
Transactions to Include	<p>List of four options for types of transactions to be included in the report.</p> <ol style="list-style-type: none"> (1) Both reconciled and unreconciled; (2) Reconciled Only; (3) Unreconciled Only; (4) Merged Reconciled and Unreconciled. <p>The 4th option will produce two additional fields to allow searching on reconciled date range.</p> <p><u>Required: Yes and only selected from the list.</u> <u>Modifiable: Yes, but defaults to "Both reconciled and unreconciled".</u></p>

Status of Funds Main Screen Fields, (cont.)

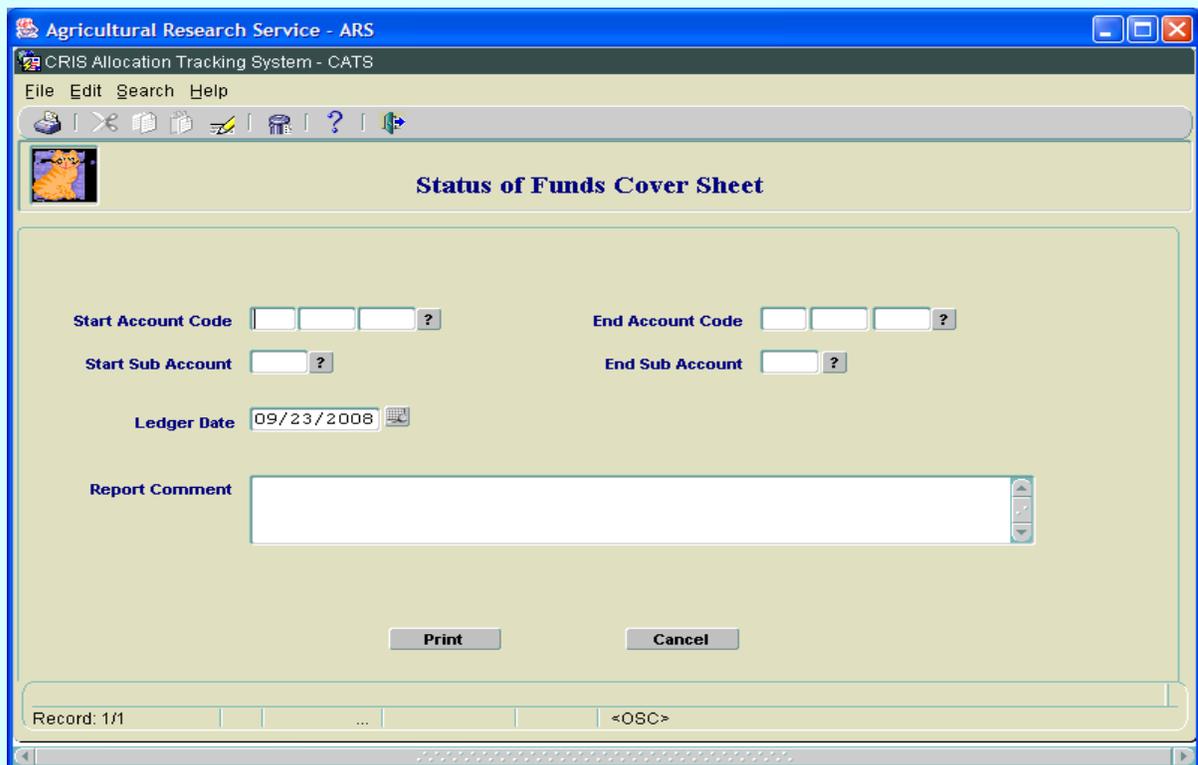
<p>Report Sort Order</p>	<p>List of two options for sorting the report. (1) Transaction / Doc Type (2) BOC <u>Required: Yes and only selected from the list.</u> <u>Modifiable: Yes, but defaults to “Transaction / Doc Type”.</u></p>
<p>Report Comment</p>	<p>Comments to be included at the bottom of each page of the report. <u>Required: No.</u> <u>Modifiable: Yes, (<= 500 characters.)</u></p>

Status of Funds Main Screen Buttons

<u>Button Name</u>	<u>Actions</u>
<p>Print</p>	<p>CATS will create the Status of Funds Report.</p>
<p>Cancel</p>	<p>CATS will exit the form.</p>

B. Cover Sheet Only

Image of Status of Funds Package Cover Sheet Details



Status of Funds Cover Sheet Only Main Screen Fields

<u>Field Name</u>	<u>Description / Rules / Notes</u>
Start Account Code	<p>The starting account code for the account code range. Account code must be within the user's security.</p> <p><u>Required: Yes.</u> <u>Modifiable: Yes.</u></p> <p><input type="button" value="?"/> button: CATS will display the list of accounts within the user's security.</p>
End Account Code	<p>The ending account code for the account code range. Account code must be within the user's security.</p> <p><u>Required: Yes, but defaults to Start Account Code</u> <u>Modifiable: Yes.</u></p> <p><input type="button" value="?"/> button: CATS will display the list of accounts within the user's security.</p>
Start Sub Account	<p>The starting sub account for the account. Sub account must be within the user's security. Sub account range is for a single account only. If the start sub account is entered the start and end account must be the same.</p> <p><u>Required: No.</u> <u>Modifiable: Yes.</u></p> <p><input type="button" value="?"/> button: CATS will display the list of sub accounts within the user's security for the starting account.</p>
End Sub Account	<p>The ending sub account for the account. Sub account code must be within the user's security. Sub account range is for a single account only.</p> <p><u>Required: Yes, if a Start Sub is entered.</u> <u>Modifiable: Yes but defaults to Start Sub if one was entered.</u></p> <p><input type="button" value="?"/> button: CATS will display the list of sub accounts within the user's security for the ending account.</p>
Ledger Date	<p>The date used for the report.</p> <p><u>Required: Yes, but defaults to "Current Date"</u> <u>Modifiable: Yes.</u></p>
Report Comment	<p>Comments to be included at the bottom of each page of the report.</p> <p><u>Required: No.</u> <u>Modifiable: Yes, (<= 500 characters.)</u></p>

Status of Funds Cover Sheet Only Main Screen Buttons

<u>Button Name</u>	<u>Actions</u>
Print	CATS will create the Status of Funds Report.
Cancel	CATS will exit the form.

Image of Status of Funds Cover Sheet

09/23/2008		Agricultural Research Service CRIS Allocation Tracking System				1
FUND HOLDER: Georgia Talkington		status of Funds by Account Code Ledger Date 09/23/2008				
		ACCOUNT: 801-0210-910		DESCRIPTION: INTERNATIONAL RESEARCH PROGRAM		
		FINANCIAL PLAN	RECONCILED	UNRECONCILED	TOTAL OBLIG/COMM	BALANCE AVAILABLE
<u>SALARIES</u>						
1000	SCIENTIFIC EFFORT	0.00	25,000.00	25,000.00	50,000.00	-50,000.00
6000	SUPPORT EFFORT	1,676,876.97	15,000.00	15,000.00	30,000.00	1,646,876.97
	SUBTOTAL	1,676,876.97	40,000.00	40,000.00	80,000.00	1,596,876.97
<u>CONTRACT SUPPLIES & SERVICES</u>						
2100	TRAVEL & TRANSP OF PERSON	110,000.00	2,000.00	0.00	2,000.00	108,000.00
2200	TRANSPORTATION OF THINGS	9,000.00	0.00	0.00	0.00	9,000.00
2300	RENTS, COMMUNICATIONS & U	10,000.00	0.00	0.00	0.00	10,000.00
2400	PRINTING & REPRODUCTION	0.00	0.00	0.00	0.00	0.00
2500	OTHER SERVICES	60,000.00	0.00	0.00	0.00	60,000.00
2530	REPAIR, ALTER OR MAINT OF	0.00	0.00	0.00	0.00	0.00
2554	RESEARCH	0.00	0.00	0.00	0.00	0.00
2600	SUPPLIES & MATERIALS	17,218.00	0.00	727.00	727.00	16,491.00
	SUBTOTAL	206,218.00	2,000.00	727.00	2,727.00	203,491.00
<u>EQUIPMENT</u>						
3100	EQUIPMENT	0.00	0.00	0.00	0.00	0.00
3200	LAND & STRUCTURES	0.00	0.00	0.00	0.00	0.00
	SUBTOTAL	0.00	0.00	0.00	0.00	0.00
<u>EXTRAMURAL</u>						
4000	EXTRAMURAL SUPPORT	0.00	0.00	0.00	0.00	0.00
	SUBTOTAL	0.00	0.00	0.00	0.00	0.00
	ALL OTHER TOTAL	206,218.00	2,000.00	727.00	2,727.00	203,491.00
	ACCOUNT TOTAL	1,883,094.97	42,000.00	40,727.00	82,727.00	1,800,367.97
<u>GLOBAL COMMENTS:</u> Plan 1 Initial Plan from ARMPS						

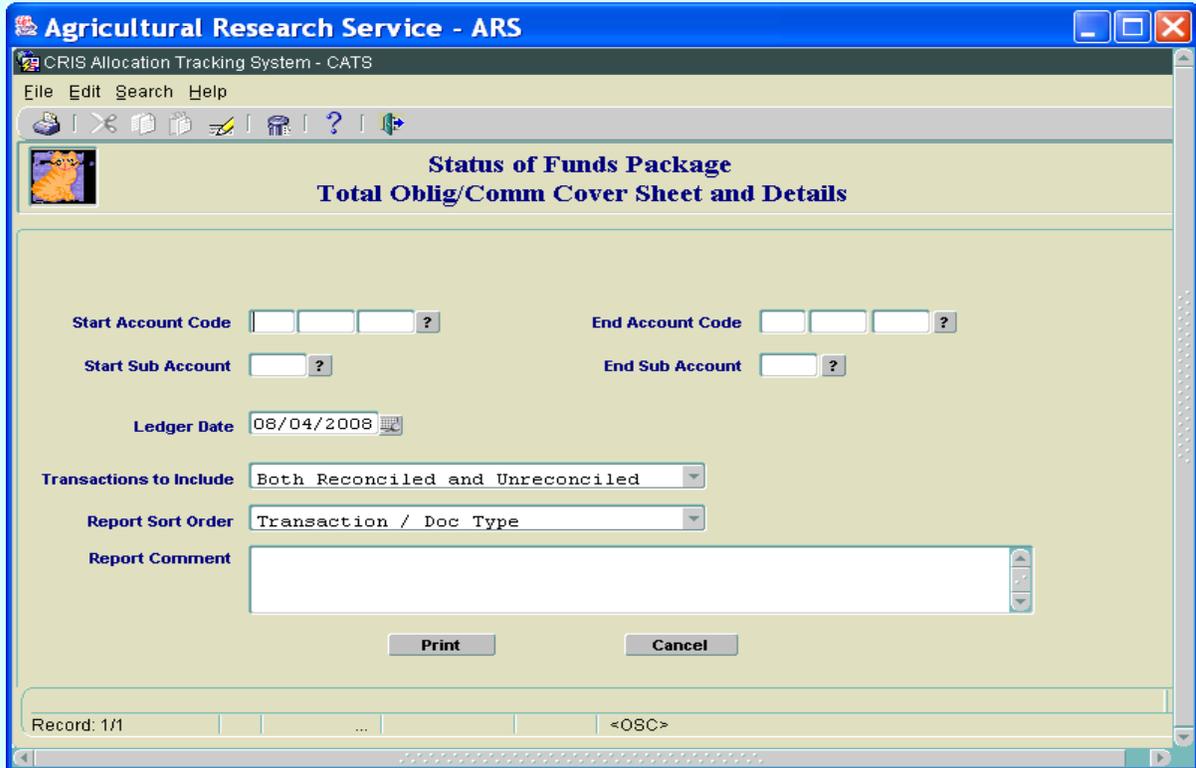
Image of Status of Funds Details Sheet

09/23/2008	Agricultural Research Service		CRIS Allocation Tracking System				2		
Account Code: 801-0210-910		Detail by Account		Ledger Date 09/23/2008					
RECONCILED TRANSACTIONS									
TRANSACTION	AMOUNT	VENDOR	DESCRIPTION	OBJECT CLASS	LEDGER FLAG	LEDGER ORDERED DATE	PERCENT	SUB	
700-801021091000003	2,000.00	UPCHURCH, DAN	FT COLINS Upchurch Travel to NP301	2100	Y	09/15/2008	100.00	001	
SLRY-SALARY - SAMS	15,000.00	SALARIES		6000	Y	08/20/2008	100.00	001	
SLRY-SALARY - SAMS	25,000.00	SALARIES		1000	Y	08/20/2008	100.00	001	
TOTAL	42,000.00								
UNRECONCILED TRANSACTIONS									
TRANSACTION	AMOUNT	VENDOR	DESCRIPTION	OBJECT CLASS	LEDGER FLAG	LEDGER ORDERED DATE	PERCENT	SUB	
700-801021091000002	727.00	OFFICE DEPOT	Stuff	2670	N	08/20/2008	100.00	001	
CRCO-2008-KAP00001	0.00	OFFICE DEPOT		2670	N	08/19/2008	.00	001	
SLRY-SALARY - SAMS	15,000.00	SALARIES		6000	N	08/20/2008	100.00	001	
SLRY-SALARY - SAMS	25,000.00	SALARIES		1000	N	08/20/2008	100.00	001	
TOTAL	40,727.00								

C. Total Oblig/Comm Package (Cover Sheet, Details)

This report produces a similar report to the one above except the cover sheet on this report leaves off the “Reconciled” and “Unreconciled” columns. See images below.

Image of Status of Funds, Total Oblig/Comm Cover Sheet &Details



Status of Funds Oblig/Comm Main Screen Fields

<u>Field Name</u>	<u>Description / Rules / Notes</u>
Start Account Code	<p>The starting account code for the account code range. Account code must be within the user’s security. Required: Yes. Modifiable: Yes.</p> <p><input type="button" value="?"/> button: CATS will display the list of accounts within the user’s security.</p>
End Account Code	<p>The ending account code for the account code range. Account code must be within the user’s security. Required: Yes, but defaults to Start Account Code. Modifiable: Yes.</p> <p><input type="button" value="?"/> button: CATS will display the list of accounts within the user’s security.</p>

Status of Funds Oblig/Comm Main Screen Fields, (cont.)

Start Sub Account	<p>The starting sub account for the account. Sub account must be within the user's security. Sub account range is for a single account only. If the start sub account is entered the start and end account must be the same.</p> <p><u>Required: No.</u> <u>Modifiable: Yes.</u></p> <p><input type="button" value="?"/> button: CATS will display the list of sub accounts within the user's security for the starting account.</p>
End Sub Account	<p>The ending sub account for the account. Sub account code must be within the user's security. Sub account range is for a single account only.</p> <p><u>Required: Yes, if Start Sub is entered.</u> <u>Modifiable: Yes, defaults to Start Sub if one is entered.</u></p> <p><input type="button" value="?"/> button: CATS will display the list of sub accounts within the user's security for the ending account.</p>
Ledger Date	<p>The date used for the report.</p> <p><u>Required: Yes, but defaults to "Current Date"</u> <u>Modifiable: Yes.</u></p>
Transactions to Include	<p>List of four options for types of transactions to be included in the report.</p> <ul style="list-style-type: none"> (1) Both reconciled and unreconciled; (2) Reconciled Only; (3) Unreconciled Only; (4) Merged Reconciled and Unreconciled. <p>The 4th option will produce two additional fields to allow searching on reconciled date range.</p> <p><u>Required: Yes, defaults to Both reconciled and unreconciled.</u> <u>Modifiable: Yes, but only from the list.</u></p>
Report Sort Order	<p>List of two options for sorting the report.</p> <ul style="list-style-type: none"> (1) Transaction / Doc Type (2) BOC <p><u>Required: Yes, but defaults to Transaction / Doc Type.</u> <u>Modifiable: Yes, but only from the list.</u></p>
Report Comment	<p>Comments to be included at the bottom of each page of the report.</p> <p><u>Required: No.</u> <u>Modifiable: Yes, (<= 500 characters.)</u></p>

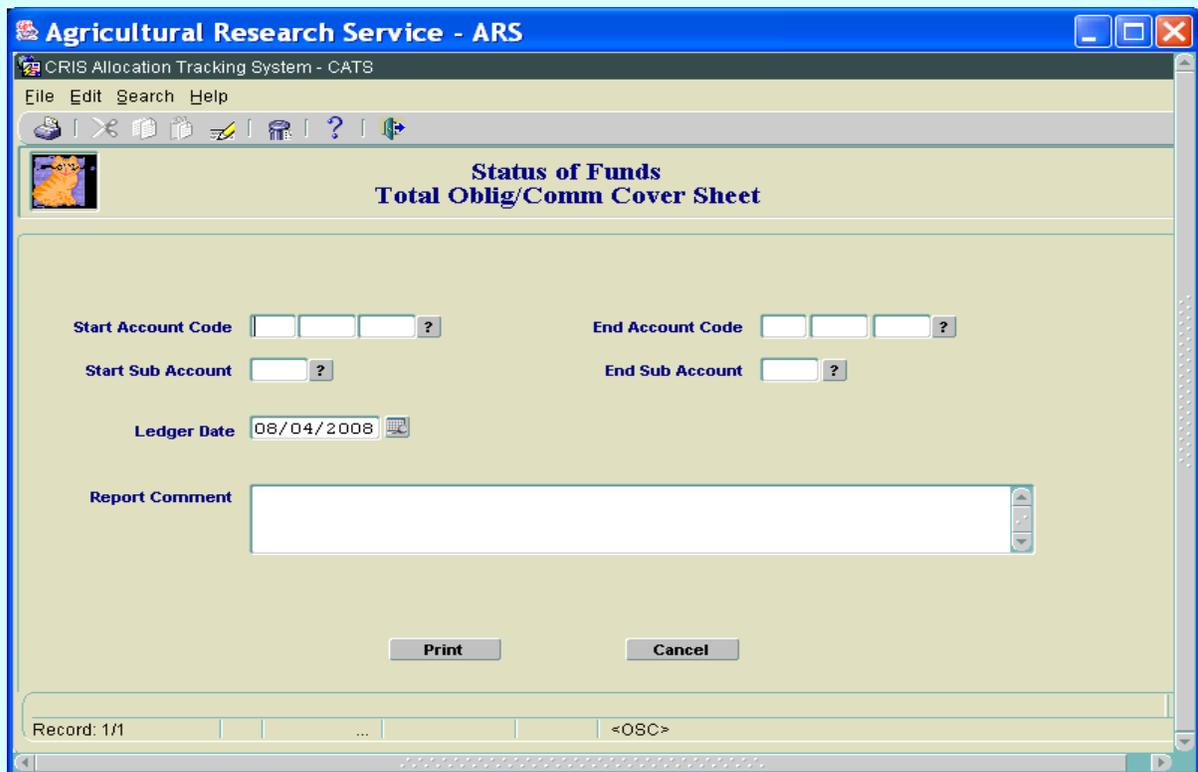
Status of Funds Oblig/Comm Main Screen Buttons

<u>Button Name</u>	<u>Actions</u>
Print	CATS will create the Status of Funds Report. See images below.
Cancel	CATS will exit the form.

D. Total Oblig/Comm Cover Sheet Only

Only produces the Cover Sheet.

Image of SOF, Total Oblig/Comm Cover Sheet Only



Status of Funds Oblig/Comm Main Screen Fields

<u>Field Name</u>	<u>Description / Rules / Notes</u>
Start Account Code	<p>The starting account code for the account code range. Account code must be within the user's security.</p> <p><u>Required: Yes.</u></p> <p><u>Modifiable: Yes.</u></p> <p>[?] button: CATS will display the list of accounts within the user's security.</p>

Status of Funds Oblig/Comm Main Screen Fields, (cont.)

End Account Code	<p>The ending account code for the account code range. Account code must be within the user's security.</p> <p><u>Required:</u> Yes.</p> <p><u>Modifiable:</u> Yes, but defaults to Start Account Code.</p> <p><input type="button" value="?"/> button: CATS will display the list of accounts within the user's security.</p>
Start Sub Account	<p>The starting sub account for the account. Sub account must be within the user's security. Sub account range is for a single account only. If the start sub account is entered the start and end account must be the same.</p> <p><u>Required:</u> No.</p> <p><u>Modifiable:</u> Yes.</p> <p><input type="button" value="?"/> button: CATS will display the list of sub accounts within the user's security for the starting account.</p>
End Sub Account	<p>The ending sub account for the account. Sub account code must be within the user's security. Sub account range is for a single account only.</p> <p><u>Required:</u> No.</p> <p><u>Modifiable:</u> Yes, but defaults to Start Sub if one was entered.</p> <p><input type="button" value="?"/> button: CATS will display the list of sub accounts within the user's security for the ending account.</p>
Ledger Date	<p>The date used for the report.</p> <p><u>Required:</u> Yes.</p> <p><u>Modifiable:</u> Yes, defaults to "Current Date".</p>
Report Comment	<p>Comments to be included at the bottom of each page of the report.</p> <p><u>Required:</u> No.</p> <p><u>Modifiable:</u> Yes, (<= 500 characters)</p>

Status of Funds Oblig/Comm Screen Buttons

<u>Button Name</u>	<u>Actions</u>
Print	CATS will create the Status of Funds Report.
Cancel	CATS will exit the form.

Image of Status of Funds Total Oblig/Comm Cover Sheet

09/23/2008		Agricultural Research Service CRIS Allocation Tracking System		1
Status of Funds by Account Code Ledger Date 09/23/2008				
FUND HOLDER: Georgia Talkington		ACCOUNT: 801-0210-910 DESCRIPTION: INTERNATIONAL RESEARCH PROGRAM		
	FINANCIAL PLAN	TOTAL OBLIG/COMM	BALANCE AVAILABLE	
<u>SALARIES</u>				
1000	SCIENTIFIC EFFORT	0.00	50,000.00	-50,000.00
6000	SUPPORT EFFORT	1,676,876.97	30,000.00	1,646,876.97
	SUBTOTAL	1,676,876.97	80,000.00	1,596,876.97
<u>CONTRACT SUPPLIES & SERVICES</u>				
2100	TRAVEL & TRANSP OF PERSON	110,000.00	2,000.00	108,000.00
2200	TRANSPORTATION OF THINGS	9,000.00	0.00	9,000.00
2300	RENTS, COMMUNICATIONS & U	10,000.00	0.00	10,000.00
2400	PRINTING & REPRODUCTION	0.00	0.00	0.00
2500	OTHER SERVICES	60,000.00	0.00	60,000.00
2530	REPAIR, ALTER OR MAINT OF	0.00	0.00	0.00
2554	RESEARCH	0.00	0.00	0.00
2600	SUPPLIES & MATERIALS	17,218.00	727.00	16,491.00
	SUBTOTAL	206,218.00	2,727.00	203,491.00
<u>EQUIPMENT</u>				
3100	EQUIPMENT	0.00	0.00	0.00
3200	LAND & STRUCTURES	0.00	0.00	0.00
	SUBTOTAL	0.00	0.00	0.00
<u>EXTRAMURAL</u>				
4000	EXTRAMURAL SUPPORT	0.00	0.00	0.00
	SUBTOTAL	0.00	0.00	0.00
ALL OTHER TOTAL		206,218.00	2,727.00	203,491.00
ACCOUNT TOTAL		1,883,094.97	82,727.00	1,800,367.97
<u>GLOBAL COMMENTS:</u> Plan 1 Initial Plan from ARMPS				

Image of Status of Funds, Total Oblig/Comm Details

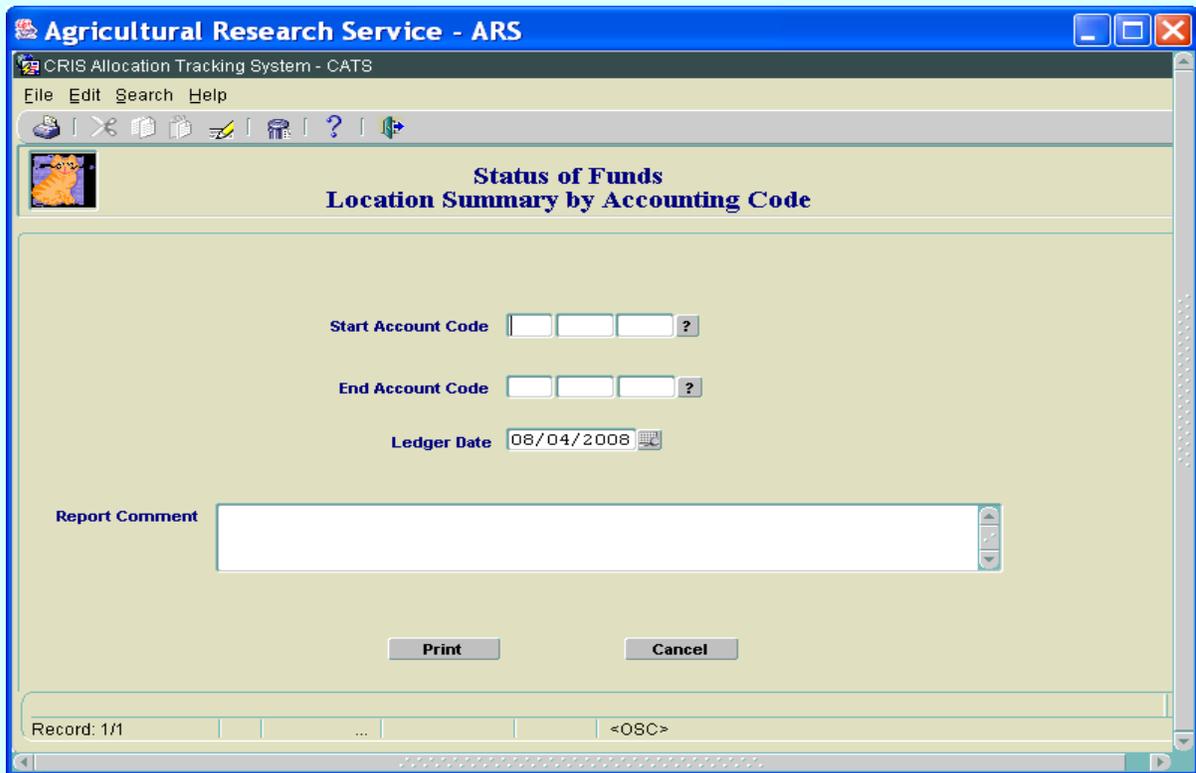
09/23/2008		Agricultural Research Service CRIS Allocation Tracking System					2	
Account Code: 801-0210-910		Detail by Account Ledger Date 09/23/2008						
RECONCILED TRANSACTIONS								
TRANSACTION	AMOUNT	VENDOR	DESCRIPTION	OBJECT CLASS	LEDGER FLAG	LEDGER ORDERED DATE	PERCENT	SUB
700-801021091000003	2,000.00	UPCHURCH, DAN	FT COLINS Upchurch Travel to NP301	2100	Y	09/15/2008	100.00	001
SLRY-SALARY - SAMS	15,000.00	SALARIES		6000	Y	08/20/2008	100.00	001
SLRY-SALARY - SAMS	25,000.00	SALARIES		1000	Y	08/20/2008	100.00	001
TOTAL	42,000.00							
UNRECONCILED TRANSACTIONS								
TRANSACTION	AMOUNT	VENDOR	DESCRIPTION	OBJECT CLASS	LEDGER FLAG	LEDGER ORDERED DATE	PERCENT	SUB
700-801021091000002	727.00	OFFICE DEPOT	Stuff	2670	N	08/20/2008	100.00	001
CRCD-2008-KAP00001	0.00	OFFICE DEPOT		2670	N	08/19/2008	.00	001
SLRY-SALARY - SAMS	15,000.00	SALARIES		6000	N	08/20/2008	100.00	001
SLRY-SALARY - SAMS	25,000.00	SALARIES		1000	N	08/20/2008	100.00	001
TOTAL	40,727.00							

Location Summary

a. By Account

This report is used as a summary report for some or all accounting codes within a location. Area offices may use this report to print area wide reports also. It can be run with or without sub accounts. The entry screen for both has the same entries, just a different title and produces a different report. See images of reports below.

Image of Status of Funds Location Summary by Accounting Code



Location Summary by Accounting Code Main Screen Fields

<u>Field Name</u>	<u>Description / Rules / Notes</u>
Start Account Code	<p>The starting account code for the account code range. Account code must be within the user's security.</p> <p><u>Required: Yes.</u></p> <p><u>Modifiable: Yes.</u></p> <p>[?] button: CATS will display the list of accounts within the user's security.</p>

Location Summary by Accounting Code Main Screen Fields, (cont.)

End Account Code	The ending account code range for the account code. Account code must be within the user's security. <u>Required: Yes, but defaults to Start Account Code.</u> <u>Modifiable: Yes.</u> <input type="checkbox"/> button: CATS will display the list of accounts within the user's security.
Ledger Date	The date used for the report. <u>Required: Yes, but defaults to "Current Date".</u> <u>Modifiable: Yes.</u>
Report Comment	Comments to be included at the bottom of each page of the report. <u>Required: No.</u> <u>Modifiable: Yes, (<= 500 characters)</u>

Location Summary by Accounting Code Main Screen Buttons

<u>Button Name</u>	<u>Actions</u>
Print	CATS will create the Status of Funds Report.
Cancel	CATS will exit the form.

Image of Status of Funds Location Summary by Accounting Code

09/23/2008		Agricultural Research Service CRIS Allocation Tracking System					1
Status of Funds - Location Summary by Accounting Code							
Ledger Date 09/23/2008							
1201 BELTSVILLE AREA OFFICE OF THE DIRECTOR							
ACCOUNT CODE	FUNDHOLDER	FINANCIAL PLAN	RECONCILED	UNRECONCILED	TOTAL OBLIGATIONS	BALANCE AVAILABLE	
801-1201-855	DAN THESSEN	0.00	0.00	500.00	500.00	-500.00	
801-1201-910	TRACY WILSON	0.00	0.00	0.00	0.00	0.00	
801-1201-911	LISA BALDUS	1,914,489.00	1,114,963.50	543,800.00	1,658,763.50	255,725.50	
801-1201-916	DAVE PREVAR	0.00	0.00	1,750.00	1,750.00	-1,750.00	
801-1201-925	JOE SPENCE	1,136,091.00	0.00	0.00	0.00	1,136,091.00	
Total 801		3,050,580.00	1,114,963.50	546,050.00	1,661,013.50	1,389,566.50	
Total Location		3,050,580.00	1,114,963.50	546,050.00	1,661,013.50	1,389,566.50	
Report Total		3,050,580.00	1,114,963.50	546,050.00	1,661,013.50	1,389,566.50	

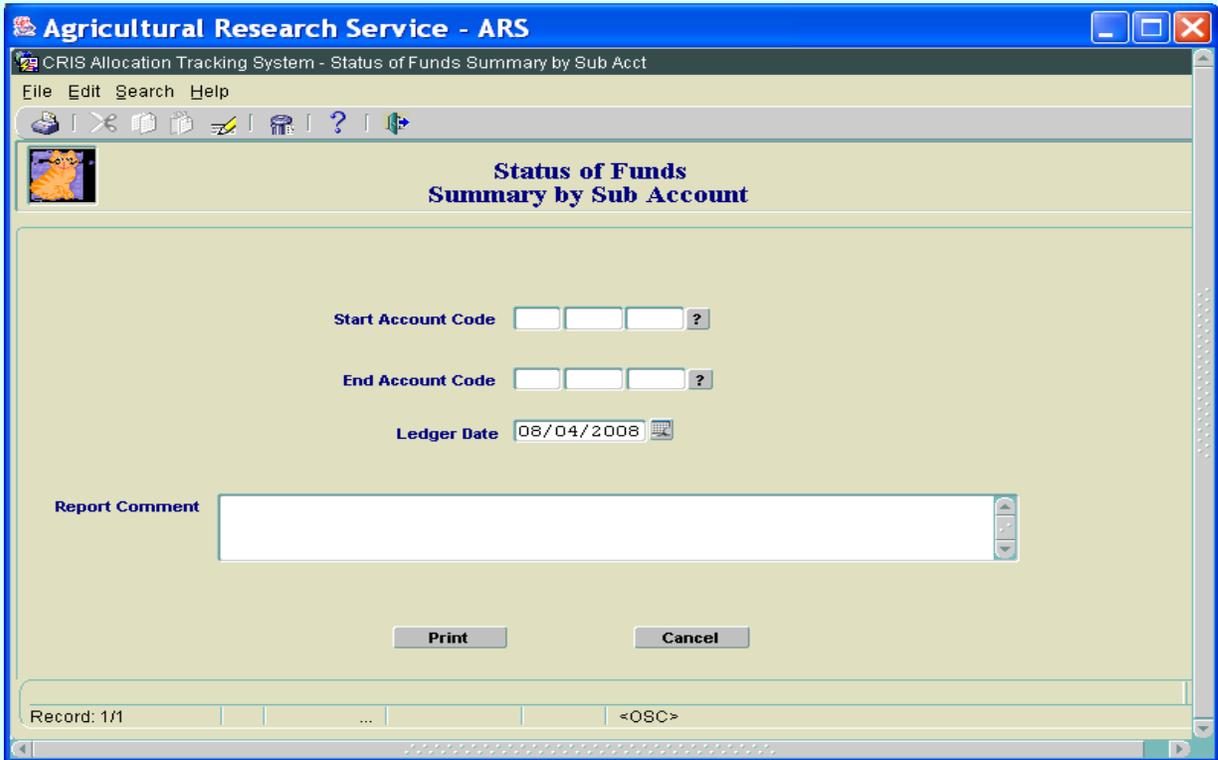
Image of SOF, Location Summary by Sub Account

09/23/2008		Agricultural Research Service CRIS Allocation Tracking System				1	
Status of Funds - Location Summary by Sub Accounting Code							
Ledger Date 09/23/2008							
1201 BELTSVILLE AREA OFFICE OF THE DIRECTOR							
SUB ACCOUNT CODE / FUNDHOLDER	FINANCIAL PLAN	RECONCILED	UNRECONCILED	TOTAL OBLIGATIONS	BALANCE AVAILABLE		
801-1201-803 000	438,194.00	0.00	7,500.00	7,500.00	430,694.00		
801-1201-803 001	0.00	0.00	0.00	0.00	0.00		
Total 801-1201-803 BRYAN VINYARD	438,194.00	0.00	7,500.00	7,500.00	430,694.00		
801-1201-855 001	0.00	0.00	500.00	500.00	-500.00		
Total 801-1201-855 DAN THESSEN	0.00	0.00	500.00	500.00	-500.00		
801-1201-910 001	0.00	0.00	0.00	0.00	0.00		
Total 801-1201-910 TRACY WILSON	0.00	0.00	0.00	0.00	0.00		
801-1201-911 000	0.00	0.00	0.00	0.00	0.00		
801-1201-911 001	1,914,489.00	1,101,395.00	202,000.00	1,303,395.00	611,094.00		
801-1201-911 002	0.00	5,050.00	216,680.00	221,730.00	-221,730.00		
801-1201-911 003	0.00	2,398.50	120.00	2,518.50	-2,518.50		
801-1201-911 004	0.00	0.00	0.00	0.00	0.00		
801-1201-911 005	0.00	0.00	125,000.00	125,000.00	-125,000.00		
801-1201-911 006	0.00	6,120.00	0.00	6,120.00	-6,120.00		
801-1201-911 099	0.00	0.00	0.00	0.00	0.00		

Summary by Sub Account

This report is similar to the one above except this report gives a summary and totals of each accounting code and the sub accounts on a separate page and does not total the whole report. See report image below.

Image of Status of Funds Summary By Sub Account



Summary by Sub Account Main Screen Fields

<u>Field Name</u>	<u>Description / Rules / Notes</u>
Start Account Code	<p>The starting account code for the account code range. Account code must be within the user's security. <u>Required: Yes.</u> <u>Modifiable: Yes.</u></p> <p><input type="button" value="?"/> button: CATS will display the list of accounts within the user's security.</p>
End Account Code	<p>The ending account code range for the account code. Account code must be within the user's security. <u>Required: Yes, but defaults to Start Account Code.</u> <u>Modifiable: Yes.</u></p> <p><input type="button" value="?"/> button: CATS will display the list of accounts within the user's security.</p>

Summary by Sub Account Main Screen Fields, (cont.)

Ledger Date	The date used for the report. <u>Required:</u> Yes, but defaults to “Current Date”. <u>Modifiable:</u> Yes.
Report Comment	Comments to be included at the bottom of each page of the report. <u>Required:</u> No. <u>Modifiable:</u> Yes, (<= 500 characters)

Summary by Sub Account Main Screen Buttons

<u>Button Name</u>	<u>Actions</u>
Print	CATS will create the Status of Funds Report.
Cancel	CATS will exit the form.

Image of Status of Funds Summary by Sub Account Report

09/23/2008		Agricultural Research Service CRIS Allocation Tracking System					4
Status of Funds Summary by Sub Account							
Ledger Date 09/23/2008							
ACCOUNT CODE: 801-1201-911			FUND HOLDER: LISA BALDUS				
<u>SUB ACCOUNT</u>	<u>SUBHOLDER</u>	<u>FINANCIAL PLAN</u>	<u>RECONCILED</u>	<u>UNRECONCILED</u>	<u>TOTAL OBLIGATIONS</u>	<u>BALANCE AVAILABLE</u>	
000	1201-88888-006-00D (146453)	0.00	0.00	0.00	0.00	0.00	
001	1201-88888-006-00D (146453)	1,914,489.00	1,101,395.00	202,000.00	1,303,395.00	611,094.00	
002	1201-88888-006-00D (146453)	0.00	5,050.00	216,680.00	221,730.00	-221,730.00	
003	1201-88888-006-00D (146453)	0.00	2,398.50	120.00	2,518.50	-2,518.50	
004	1201-88888-006-00D (146453)	0.00	0.00	0.00	0.00	0.00	
005	1201-88888-006-00D (146453)	0.00	0.00	125,000.00	125,000.00	-125,000.00	
006	1201-88888-999-00D (148126)	0.00	6,120.00	0.00	6,120.00	-6,120.00	
099	1201-88888-999-00D (148126)	0.00	0.00	0.00	0.00	0.00	
MU Total		1,914,489.00	1,114,963.50	543,800.00	1,658,763.50	255,725.50	

Chapter 3.2, User Fields Report

[I Introduction/Purpose](#)

[II Report Submission Screens](#)

[III Report](#)

I. Introduction/Purpose/Access

This is the same report as in the prior version of CATS. The User Fields Report module will consist of a report submission form and a printed report.

The form is used to enter criteria for filtering records for the report. The report is used to produce a PDF of the selected criteria in the defined format for viewing and/or saving to PC.

CATS will allow Basic, Unit, Location, Area, and Agency users to access this option. Users will only have access to distributions for accounts and sub accounts they have access to.

II. Report Submission Screens

When the user enters this form, CATS will default in the start request date for the current fiscal year, and all status types from the AD700. The sort default for the report is requisition number order. The default will include the user requesting to search all user fields. If the all user fields remain blank, all records meeting the other criteria will be presented.

Image of User Fields Report Submission Screen

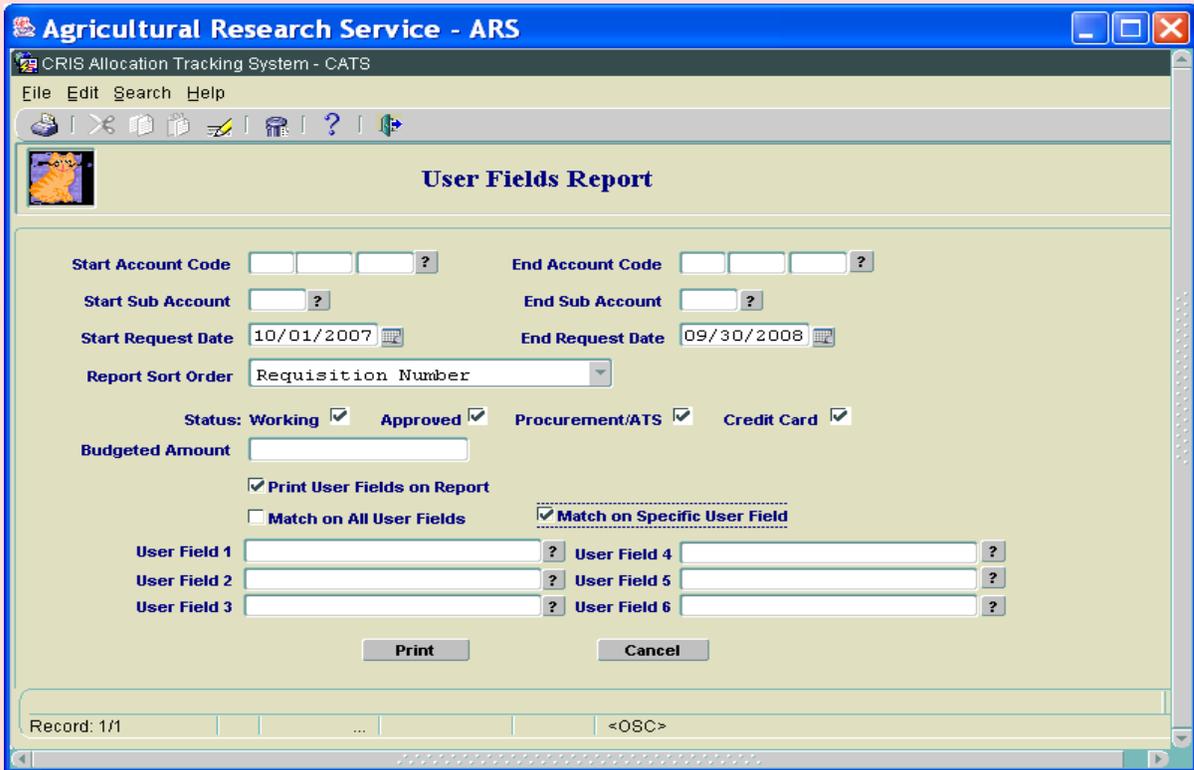
The screenshot shows a web-based application window titled "Agricultural Research Service - ARS" with a sub-header "CRIS Allocation Tracking System - CATS". The main content area is titled "User Fields Report" and contains the following fields and controls:

- Start Account Code**: Three input boxes with a question mark icon.
- End Account Code**: Three input boxes with a question mark icon.
- Start Sub Account**: One input box with a question mark icon.
- End Sub Account**: One input box with a question mark icon.
- Start Request Date**: A date picker set to 10/01/2007.
- End Request Date**: A date picker set to 09/30/2008.
- Report Sort Order**: A dropdown menu set to "Requisition Number".
- Status**: Four checkboxes: Working (checked), Approved (checked), Procurement/ATS (checked), and Credit Card (checked).
- Budgeted Amount**: An empty input box.
- Print User Fields on Report**: A checked checkbox.
- Match on All User Fields**: A checked checkbox.
- Match on Specific User Field**: An unchecked checkbox.
- All User Fields**: An empty input box with a question mark icon.

At the bottom of the form are two buttons: "Print" and "Cancel". The status bar at the bottom of the window shows "Record: 1/1" and "<OSC>".

Selecting the Match on Specific User Fields checkbox will display six user field search areas to enter criteria. Each user field will search specifically on that user field. If all six user fields remain blank, all records meeting the other criteria will be presented.

Image of Submission Screen w/Match Specific Fields



User Field Report Main Screen Fields

<u>Field Name</u>	<u>Description / Rules / Notes</u>
Start Account Code	<p>The starting account code range for the account code. Account code must be within the user's security. Required: Yes. Modifiable: Yes.</p> <p><input type="button" value="?"/> button: CATS will display the list of accounts within the user's security.</p>
End Account Code	<p>The ending account code range for the account code. Account code must be within the user's security. Required: Yes, defaults to Starting Account Code. Modifiable: Yes.</p> <p><input type="button" value="?"/> button: CATS will display the list of accounts within the user's security.</p>

User Field Report Main Screen Fields, (cont.)

Start Sub Account	<p>The starting sub account range for the sub account. Sub account must be within the user's security. <u><i>Sub account range is for a single account only.</i></u> Required: No, unless you want to search a range of subs within one accounting code. Modifiable: Yes.</p> <p><input type="button" value="?"/> button: CATS will display the list of sub accounts within the user's security for the starting account.</p>
End Sub Account	<p>The ending sub account range for the sub account. Sub account code must be within the user's security. <u><i>Sub account range is for a single account only.</i></u> Required: No but if you entered a Start Sub, defaults to it. Modifiable: Yes.</p> <p><input type="button" value="?"/> button: CATS will display the list of sub accounts within the user's security for the ending account.</p>
Start Request Date	<p>The starting date range for the request. Start Date must be <= End Date. Required: Yes, but defaults to October 1st of the current fiscal year. Modifiable: Yes.</p> <p>Calendar button: CATS will display the calendar and a date can be selected from it.</p>
End Request Date	<p>The ending date range for the request. Start Date must be <= End Date. Required: Yes, but defaults to September 30th of the current fiscal year. Modifiable: Yes.</p> <p>Calendar button: CATS will display the calendar and a date can be selected from it.</p>
Report Sort Order	<p>List of four options for sorting the report.</p> <ol style="list-style-type: none"> (1) Requisition Number (2) Date (3) Account / Sub Account (4) User Fields <p>Required: Yes, defaults to "Requisition Number". Modifiable: Yes.</p>
Status	<p>List of four checkboxes for AD700 transactions to be included in the report.</p> <ol style="list-style-type: none"> (1) Working; (2) Approved; (3) Procurement; (4) Credit Card; <p>Required: No, but defaults to all four being checked. Modifiable: Yes.</p>

User Field Report Main Screen Fields, (cont.)

Budgeted Amount	When entered, indicates the budgeted amount to be used on the report. The total transactions minus this budgeted amount will produce the estimated balance. <u>Required: No.</u> <u>Modifiable: Yes.</u>
Print User Fields on Report	When checked, this field indicates if user fields are to be printed on the report. To save paper space, if there is not date in User Fields 4 to 6, these will not print on the report. <u>Required: No, defaults to checked.</u> <u>Modifiable: Yes.</u>
Match on All User Fields	When checked this field will display one All User Fields query field to enter search criteria. <u>Required: Yes, One of the “Match on User Fields” is required, defaults as checked.</u> <u>Modifiable: Yes.</u>
Match on Specific User Fields	When checked this field will display six User Fields to enter search criteria. Each query is specific to the labeled user field. <u>Required: Yes, One of the “User Fields” is required.</u> <u>Modifiable: Yes.</u>

User Field Report Main Screen Buttons

<u>Button Name</u>	<u>Actions</u>
Print	CATS will create the User Fields Report.
Cancel	CATS will exit the form.

III. Report

Image of User Field Report

09/23/2008		Agricultural Research Service CRIS Allocation Tracking System				1	
User Fields Report by Requisition Number							
Search Criteria: Account Code: 801-1265-106							
Sub Accounts: <all>							
Match All User Fields: <all>							
Requisition No	Request Date	Requestor	Vendor	Description	Status	Amount	
801-1265-106-00001	08/26/2008	LEE, TONJA	HOME DEPOT	Testing record to be able to show everyone	Working	166.63	
		User Field 1: Tonja Lee		User Field 2: Penny Carlson		User Field 3: Scott Rieland	
		User Field 4: Nanda Rangu		User Field 5: Dave Chab		User Field 6:	
801-1265-106-00002	08/15/2008	LEE, TONJA	HOME DEPOT			19.90	
		User Field 1: Dave Chab		User Field 2: Scott Rieland		User Field 3:	
801-1265-106-00003	08/15/2008	LEE, TONJA	BGE			27.00	
		User Field 1: Nanda Rangu		User Field 2: Tonja Lee		User Field 3:	
801-1265-106-00004	08/15/2008	LEE, TONJA	HOME DEPOT	Record two to show sorting	Working	2,533.75	
		User Field 1: Tonja Lee and Rieland		User Field 2:		User Field 3:	
Transaction Total:							2,747.28
Budgeted Amount:							0.00
Estimated Balance:							-2,747.28

Page intentionally left blank

Chapter 3.3, Summary of User Fields Report

Contents

[I. Introduction](#)

[A. Purpose](#)

[B. Access Levels](#)

[II. Report Submission Screens](#)

[III. Report](#)

I. Introduction

The Summary of User Fields Report module will consist of a report submission form and a printed report.

A. Purpose

The form is used to enter criteria for filtering records for the report. The report produces a summary of each User Field ever used on each accounting/sub code(s) selected. It also prints each of the transactions to demonstrate how the total was calculated. This report is not User Field specific therefore, it doesn't matter which of the six User Fields were populated or how they were populated, (i.e. freeform or LOV), it will still report here. See [Section III Report](#) below.

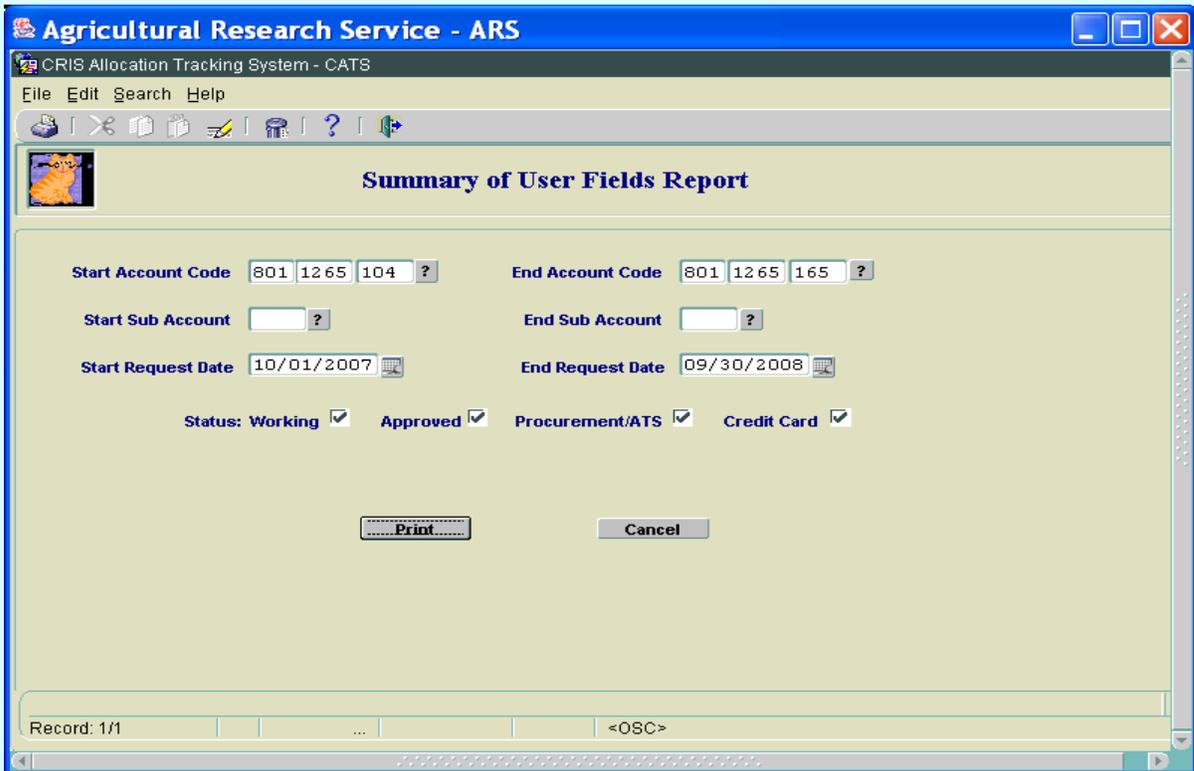
B. Access Levels

CATS will allow Basic, Unit, Location, Area, and Agency users to access this option. Users will only have access to distributions for accounts and sub accounts they have access to.

II. Report Submission Screens

When the user enters this form, CATS will default in the start request date for the current fiscal year, and all status types from the AD700.

Image of Report Submission Screen



Summary of User Fields Report Main Screen Fields

<u>Field Name</u>	<u>Description / Rules / Notes</u>
Start Account Code	<p>The starting account code range for the account code. Account code must be within the user's security. Required: Yes. Modifiable: Yes.</p> <p><input type="button" value="?"/> button: CATS will display the list of accounts within the user's security.</p>
End Account Code	<p>The ending account code range for the account code. Account code must be within the user's security. Required: Yes, but defaults to Start Account Code Modifiable: Yes.</p> <p><input type="button" value="?"/> button: CATS will display the list of accounts within the user's security.</p>

Summary of User Fields Report Main Screen Fields, (cont.)

Start Sub Account	<p>The starting sub account range for the sub account. Sub account must be within the user's security. Sub account range is for a single account only.</p> <p><u>Required:</u> No. <u>Modifiable:</u> Yes.</p> <p><input type="checkbox"/> button: CATS will display the list of sub accounts within the user's security for the starting account.</p>
End Sub Account	<p>The ending sub account range for the sub account. Sub account code must be within the user's security. Sub account range is for a single account only.</p> <p><u>Required:</u> No. <u>Modifiable:</u> Yes, defaults to Start Sub if one was entered.</p> <p><input type="checkbox"/> button: CATS will display the list of sub accounts within the user's security for the ending account.</p>
Start Request Date	<p>The starting date range for the request. Start Date must be <= End Date.</p> <p><u>Required:</u> Yes, but defaults to October 1 of the current fiscal year. <u>Modifiable:</u> Yes.</p>
End Request Date	<p>The ending date range for the request. End Date must be >= Start Date.</p> <p><u>Required:</u> Yes, but defaults to September 30 of the current fiscal year. <u>Modifiable:</u> Yes.</p>
Status	<p>List of four checkboxes for AD700 transactions to be included in the report.</p> <ul style="list-style-type: none"> (1) Working; (2) Approved; (3) Procurement; (4) Credit Card; <p><u>Required:</u> No, but defaults to all being checked. <u>Modifiable:</u> Yes.</p>

Summary of User Fields Report Main Screen Buttons

<u>Button Name</u>	<u>Actions</u>
Print	CATS will create the Summary of User Fields Report, see below.
Cancel	CATS will exit the form.

III. Report

Image of Summary of User Fields report

09/23/2008		Agricultural Research Service CRIS Allocation Tracking System				1
Summary of User Fields Report						
Search Criteria: Account Code Range from: 801-1201-803 to 801-1201-925						
Sub Accounts: <all>						
Requisition No	Request Date	Requestor	Vendor	Description	Status	Amount
801-1201-911-00002	08/19/2008	LACOUR, JOE	HOME DEPOT	1,000 9 INCH NAILS		62.00
		User Field 1: HERE	User Field 2: AMES		User Field 3:	
					Total AMES:	62.00
801-3625-305-00003	08/20/2008	PARKS, KIM	TARGET	Tractors	Working	37,500.00
		User Field 1: Carol Moran	User Field 2: Kim Parks		User Field 3: Phil Dailey	
					Total CAROL MORAN:	37,500.00
801-1275-149-00001	08/20/2008	DRAPER, KEESHA	JOHN DEERE	tractors		0.00
		User Field 1: Hammond	User Field 2:		User Field 3:	
					Total HAMMOND:	0.00
801-1201-911-00002	08/19/2008	LACOUR, JOE	HOME DEPOT	1,000 9 INCH NAILS		248.00
		User Field 1: HERE	User Field 2: AMES		User Field 3:	
					Total HERE:	248.00
801-1201-911-00006	08/20/2008	DRAPER, KEESHA	DELL	laptop		0.00
		User Field 1: joe	User Field 2:		User Field 3:	
801-1201-911-00006-1	08/20/2008	LACOUR, JOE	DELL	laptop		0.00
		User Field 1: joe	User Field 2:		User Field 3:	
					Total JOE:	0.00
801-3625-305-00003	08/20/2008	PARKS, KIM	TARGET	Tractors	Working	112,500.00
		User Field 1: Carol Moran	User Field 2: Kim Parks		User Field 3: Phil Dailey	

Chapter 3.4, Credit Card Log Report

Contents

[I. Introduction](#)

[A. Purpose](#)

[B. Access Levels](#)

[II. Report Submission Screen](#)

[III. Report](#)

I. Introduction

The Credit Card Log Report is used primarily by Credit Card Holders. The Credit Card Purchase Log module will consist of a report submission form and a printed report. The user enters the required information on the submission form and then clicks the “Print” button to run the report, per their selected criteria.

A. Purpose

The form is used to enter criteria for filtering records for the report. The report is used to print the credit card transactions for one or more selected credit card users.

B. Access Levels

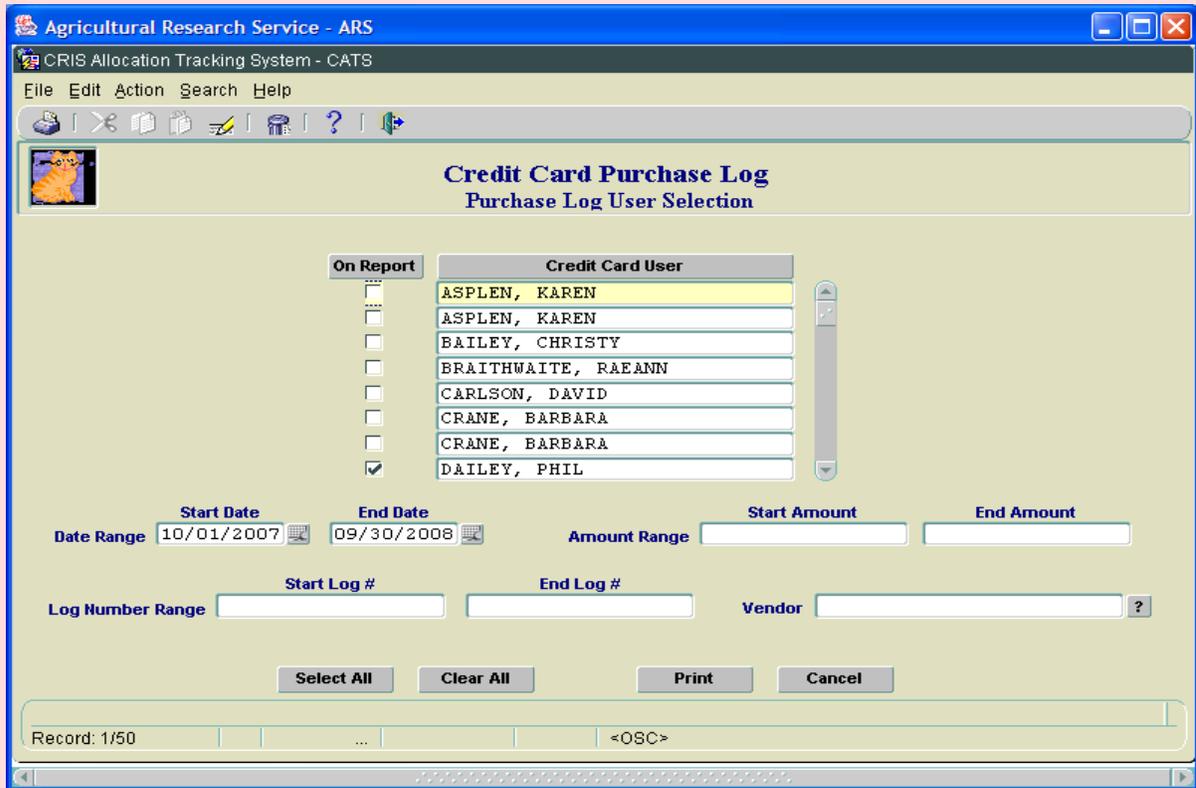
CATS will allow all CATS users to access this option.

There are a couple of ways to get to the Credit Card Purchase Log submission screen seen below. The first is from the Credit Card List tab under the Action Menu. From that screen if you click the “Print CC Log” button, it will take you to the submission screen. The other is from the “Credit Card Log Report” option under the Reports Menu. Either will take you to the submission screen seen on the next page.

II. Report Submission Screen

When the user enters this form, CATS will display the list of all credit card users assigned within the user’s security location. For example, if a user has Location level security, CATS will display all credit card users assigned to that Location. If the user only has access to see only their transactions, it displays just them. The checkbox defaults to checking the first user on the list.

Image of Credit Card Purchase Log Submission Screen



Credit Card Log Report Main Screen Fields

<u>Field Name</u>	<u>Description / Rules / Notes</u>
On Report	When checked, indicates the credit card user’s transactions will print on the report. At least one credit card user must be checked to produce the report. Required: Yes, and defaults to the first person on the list as checked. Modifiable: Yes.
Credit Card User	The last and first names of a credit card user. This list cannot be edited or changed here.
Date Range Start Date	The starting date range for the transaction date (order date). Start Date must be <= End Date. Required: Yes, defaults to October 1st of the fiscal year. Modifiable: Yes.

Credit Card Log Main Screen Fields, (cont.)

Date Range End Date	The ending date range for the requisition date (order date). End Date must be >= Start Date. <u>Required: Yes, defaults to September 30th of the fiscal year.</u> <u>Modifiable: Yes.</u>
Amount Range Start Amount	The starting total requisition amount. Start Amount must be <= End Amount. <u>Required: No.</u> <u>Modifiable: Yes.</u>
Amount Range End Amount	The ending total requisition amount. End Amount must be >= Start Amount. <u>Required: No.</u> <u>Modifiable: Yes.</u>
Log Number Range Start Log Number	The starting credit card log number. CATS will only allow searching on the log number range when a single credit card user is selected for the report; CATS will simply ignore log number search criteria if more than one user has been selected. Start Log number must be <= End Log number. This must be an EXACT match on the log number for this filter to work correctly. Wild cards will not work (for now) in this field. <u>Required: No.</u> <u>Modifiable: Yes.</u>
Log Number Range End Log Number	The ending credit card log number. End Log number must be >= Start Log number. The same EXACT match as above is required here too. <u>Required: No.</u> <u>Modifiable: Yes.</u>
Vendor	The vendor who supplied the purchase. Wild cards “%” can be used here. <u>Required: No.</u> <u>Modifiable: Yes.</u> <input type="checkbox"/> button: CATS will display the list of vendors assigned to locations within the user’s security.

Credit Card Log Report Main Screen Buttons

<u>Button Name</u>	<u>Actions</u>
Select All	CATS will insert checkmarks in all checkboxes next to non-blank credit card user names.
Clear All	CATS will clear all check marks in all checkboxes next to non-blank credit card user names.
Print	CATS will print the Credit Card Purchase Log.
Cancel	CATS will exit the form.

III. Report

Image of Credit Card Log Report

09/23/2008		Agricultural Research Service CRIS Allocation Tracking System Credit Card Purchase Log				Page: 1	
CARDHOLDER NAME: KAREN ASPLEN							
CC Log Number	Account / Req. Number	Order Date	Vendor	BOC Description	Total Date Cost Received	Approved Date (USBank)	Remarks
KEA00001	801-1935-910-00001-00	08/20/2008	OFFICE DEPOT	2670 K. Asplen 801-1935-910 001	\$750.00		
KEA00001	801-1935-910-00001-01	08/20/2008	OFFICE DEPOT	2670 K. Asplen 801-1935-910 001	\$750.00		partial payment on original billing
KEA00002	801-3625-112-00012-03	08/20/2008	CHAMPAGNE & WINE STORE	2670 supplies 801-3625-112 050 801-3625-112 053	\$292.50 \$357.50	08/20/2008	08/20/2008
				Account Total:	\$650.00		
KEA00003	801-3625-112-00013	08/20/2008	CHAMPAGNE & WINE STORE	2670 supplies 801-3625-112 050 801-3625-112 053	\$810.00 \$990.00	08/20/2008	
				Account Total:	\$1,800.00		
KEA00004	801-1935-103-00004-00	08/20/2008	AQUA	2670 Supplies 801-1907-100 001	\$15.00		
KEA00004	801-1935-103-00004-01	08/20/2008	AQUA	2670 Supplies 801-1907-100 001	\$.00		
			Credit Card Holder Total:	Transactions: 6	Cost: \$3,965.00		
			Report Total:	Transactions: 6	Cost: \$3,965.00		

Chapter 3.5, Financial Plans Reports

Contents

[I. Introduction](#)

[A. Purpose](#)

[B. Access Levels](#)

[II. Main Screen](#)

[III. Print Listings/Reports](#)

[A. MU Plan Summary Report](#)

[B. Multiple CRIS per Page \(MU totals on first page\)](#)

[C. MU Plan History Report](#)

[D. Single CRIS per Page \(no MU totals\)](#)

[E. CRIS Plan History Report](#)

I. Introduction

A. Purpose

The Financial Plans Reports module consists of one report submission form and five reports and is used to print various reports documenting financial plan changes.

- (1) MU Plan Summary Report
- (2) Multiple CRIS per Page (MU totals on first page)
- (3) MU Plan History Report)
- (4) Single CRIS per Page (no MU totals)
- (5) CRIS Plan History Report.

The Financial Plans reports are used to print the financial plans for an account, sub account, or range of accounts. They basically show the original amount, the changes made to each plan, and the final plan totals resulting from the changes.

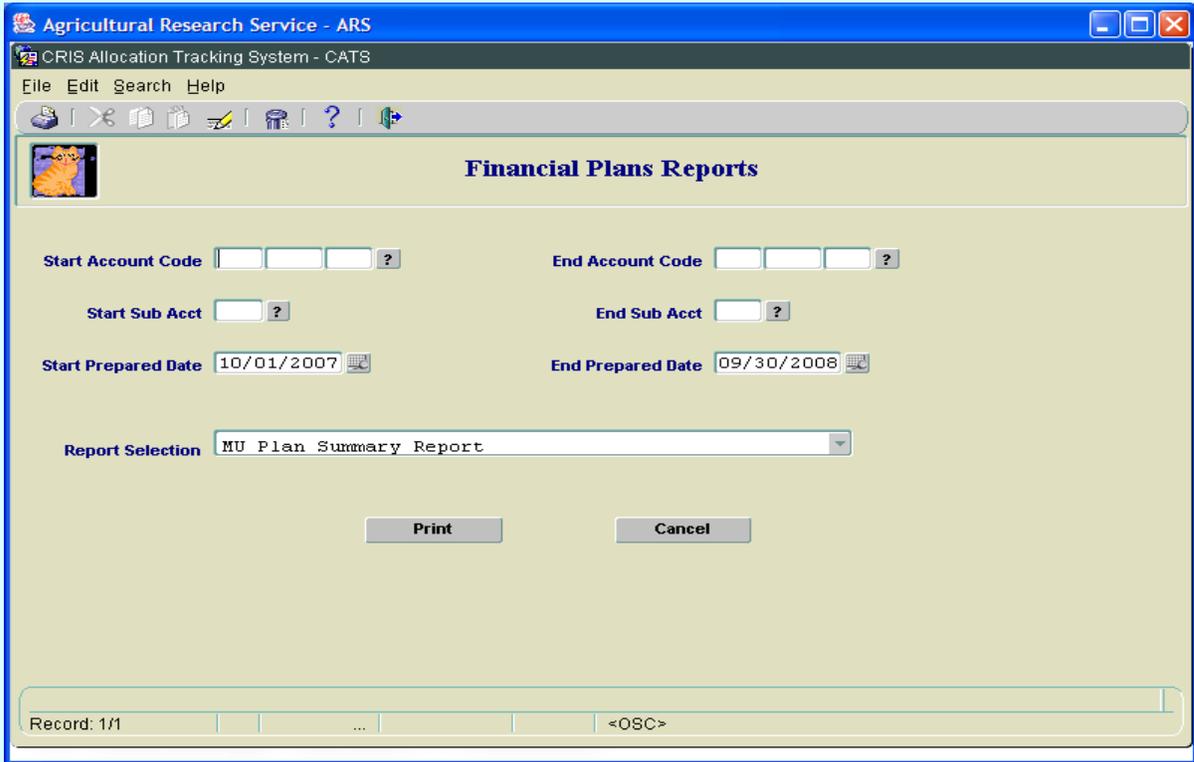
B. Access Levels

CATS will allow users with security levels Location, Area, or Agency to access this module.

II. Main Screen

The one and only screen is used to select the account, sub account, and/or prepared date ranges, and indicate which report to run.

Image of Financial Plans Report Submission Screen



Financial Plan Report Main Screen Fields

<u>Field Name</u>	<u>Description / Rules / Notes</u>
Start Account Code	<p>The starting account code. Must be within the user's security. When the starting account code is selected from the list, CATS will copy it to the ending account code.</p> <p>Required: Yes. Modifiable: Yes.</p> <p><input type="button" value="?"/> button: CATS will display the list of account codes the user has access to.</p>
End Account Code	<p>The ending account code. Must be within the user's security. Must be \geq the starting account code.</p> <p>Required: Yes, and defaults to Start Accounting Code Modifiable: Yes.</p> <p><input type="button" value="?"/> button: CATS will display the list of account codes the user has access to.</p>

Financial Plan Report Main Screen Fields, (cont.)

Start Sub Acct	<p>The starting sub account for a range of sub accounts for a single account. When entered, the Start Account Code must be <= to the End Account Code, otherwise, CATS will ignore the entered sub account. If subs are used only on Accounting Code be reported at a time.</p> <p><u>Required: No.</u> <u>Modifiable: Yes.</u></p> <p><input type="button" value="?"/> button: CATS will display the list of sub accounts for the entered account.</p>
End Sub Acct	<p>The ending sub account for a range of sub accounts for a single account. When entered, the End Sub Acct Code must be >= to the Start Acct Code, otherwise, CATS will ignore the entered sub account.</p> <p><u>Required: Only if you entered a Start Sub, but then defaults to the Start Sub.</u> <u>Modifiable: Yes.</u></p> <p><input type="button" value="?"/> button: CATS will display the list of sub accounts for the entered account.</p>
Start Prepared Date	<p>The starting date for the range for prepared dates for the financial plans. Start Prepared Date must be <= End Prepared Date.</p> <p><u>Required: No.</u> <u>Modifiable: Yes.</u></p>
End Prepared Date	<p>The ending date for the range for prepared dates for the financial plans. End Prepared Date must be >= Start Prepared Date.</p> <p><u>Required: No.</u> <u>Modifiable: Yes.</u></p>
Report Selection	<p>Displays the list of report options:</p> <ul style="list-style-type: none"> MU Plan Summary Report Multiple CRIS per Page (MU totals on first page) MU Plan History Report Single CRIS per Page (no MU totals) CRIS Plan History Report. <p><u>Required: Yes, and defaults to “MU Plan Summary” must be selected from the list.</u> <u>Modifiable: Yes.</u></p>

Financial Plans Report Main Screen Buttons

<u>Button Name</u>	<u>Actions</u>
Print	CATS will print the Financial Plan report selected using the entered criteria.
Cancel	CATS will exit the form.

III. Reports

A. MU Plan Summary Report

The MU Plan Summary Report shows the financial plans adjustments for each plan at the account level for the budget object classes included in the plan.

Image of Financial Plans Report, MU Plan Summary

09/23/2008		Agricultural Research Service CRIS Allocation Tracking System MU Plan Summary Report		Page: 1
FISCAL YEAR: 2008	EFFECTIVE: 09/22/2008	MANAGEMENT UNIT: INTERNATIONAL RESEARCH PROGRAM		
PLAN: 1	ACCOUNTING CODE: 801-0210-910	FUNDHOLDER: Georgia Talkington		
DESCRIPTION	OBJECT CLASS	PREVIOUS PLANS AMOUNT	CURRENT CHANGES AMOUNT	REVISED AMOUNT
Scientific Effort	1000		0.00	0.00
Support Effort	6000		1,676,876.97	1,676,876.97
SUBTOTAL			1,676,876.97	1,676,876.97
Travel & Transp. of Persons	2100		110,000.00	110,000.00
Transportation of Things	2200		9,000.00	9,000.00
Rents, Communication	2300		10,000.00	10,000.00
Printing and Reproduction	2400		0.00	0.00
Other Services	2500		60,000.00	60,000.00
Repair, Alteration, or Maintenance	2530		0.00	0.00
R.S.A	2554		0.00	0.00
Supplies and Materials	2600		17,218.00	17,218.00
Equipment	3100		0.00	0.00
Lands and Structures	3200		0.00	0.00
Mandated Extramural Support	4000		0.00	0.00
Discretionary Extramural Support	4000		0.00	0.00
SUBTOTAL			206,218.00	206,218.00
TOTAL			1,883,094.97	1,883,094.97
BASE FUNDS			0.00	0.00
Prepared Date: 09/22/2008				
REMARKS: Initial Plan from ARMPS				

B. Multiple CRIS per Page CRIS Plan Report

The CRIS Plan Report showing multiple projects per page shows the revised totals for all or selected projects on the plan. The data for this report is the same as the Single CRIS per Page CRIS Plan Report, except that up to three columns for three CRIS numbers can be displayed at one time across the page, as opposed to being printed on a separate sheet for each CRIS number.

Image of Financial Plans Report, CRIS Plan

09/23/2008		Agricultural Research Service CRIS Allocation Tracking System CRIS Plan Report				Page: 1
FISCAL YEAR: 2008		EFFECTIVE DATE: 09/22/2008		MANAGEMENT UNIT: INTERNATIONAL RESEARCH PROGRAM		
PLAN: 1		ACCOUNTING CODE: 801-0210-910		FUNDBOLDER: Georgia Talkington		
Description	Object Class	MU Plan Totals	Sub 001 0210-22000-004-00-D	Sub 002 0210-22000-004-00-D	Sub 003 0210-22000-004-00-D	
Scientific Effort	1000	0.00	0.00	0.00	0.00	0.00
Support Effort	6000	1,676,876.97	0.00	0.00	0.00	0.00
Subtotal		1,676,876.97	0.00	0.00	0.00	0.00
Travel & Transp. of Persons	2100	110,000.00	0.00	0.00	0.00	0.00
Transportation of Things	2200	9,000.00	0.00	0.00	0.00	0.00
Rents, Communication	2300	10,000.00	0.00	0.00	0.00	0.00
Printing and Reproduction	2400	0.00	0.00	0.00	0.00	0.00
Other Services	2500	60,000.00	0.00	0.00	0.00	0.00
Repair, Alter, or Maintenance	2530	0.00	0.00	0.00	0.00	0.00
R.S.A	2554	0.00	0.00	0.00	0.00	0.00
Supplies and Materials	2600	17,218.00	0.00	0.00	0.00	0.00
Equipment	3100	0.00	0.00	0.00	0.00	0.00
Lands and Structures	3200	0.00	0.00	0.00	0.00	0.00
Mandated Extramural Support	4000	0.00	0.00	0.00	0.00	0.00
Disc. Extramural Support	4000	0.00	0.00	0.00	0.00	0.00
Subtotal		206,218.00	0.00	0.00	0.00	0.00
TOTALS		1,883,094.97	0.00	0.00	0.00	0.00
Base Funds		0.00	0.00	0.00	0.00	0.00
PREPARED DATE: 09/22/2008						
MU REMARKS: Initial Plan from ARMPS						

C. MU Plan History Report

The MU Plan History Report lists the change amounts and base funds entered into the Financial Plan, and summarizes those monies at the plan, location, and report levels.

Image of Financial Plans Report, MU Plan History

09/23/2008		Agricultural Research Service CRIS Allocation Tracking System MU Plan History Report			Page: 1
PLAN	PLAN AMOUNT	BASE FUNDS	EFFECTIVE DATE	PREPARED DATE	REMARKS
ACCOUNTING CODE: 801-0210-910		MU NAME: INTERNATIONAL RESEARCH PROGRAM			FUNDHOLDER: Georgia Talkington
1	1,883,094.97	0.00	09/22/2008	09/22/2008	Initial Plan from ARMPS
ACCOUNTING CODE: 801-0210-910					
PLAN TOTALS:	1,883,094.97	0.00			
LOCATION:	0210				
LOC. TOTALS:	1,883,094.97	0.00			
GRAND TOTALS:	1,883,094.97	0.00			

D. Single CRIS per Page CRIS Plan Report

The CRIS Plan Report summarizes the planned expenditures by budget object class category by CRIS and prints a single CRIS on a page.

Image of Financial Plans Report, MU Plan Summary

09/23/2008	Agricultural Research Service CRIS Allocation Tracking System CRIS Plan Report		Page: 1
FISCAL YEAR: 2008	EFFECTIVE: 09/22/2008	MANAGEMENT UNIT: INTERNATIONAL RESEARCH PROGRAM	
PLAN: 1	ACCOUNTING CODE: 801-0210-910	FUNDHOLDER: Georgia Talkington	
	SUB ACCOUNT: 001 0210-22000-004-00-D		
DESCRIPTION	OBJECT CLASS	PREVIOUS PLANS AMOUNT	CURRENT CHANGES AMOUNT
Scientific Effort	1000		0.00
Support Effort	6000		0.00
SUBTOTAL			0.00
Travel & Transp. of Persons	2100		0.00
Transportation of Things	2200		0.00
Rents, Communication	2300		0.00
Printing and Reproduction	2400		0.00
Other Services	2500		0.00
Repair, Alteration, or Maintenance	2530		0.00
R.S.A	2554		0.00
Supplies and Materials	2600		0.00
Equipment	3100		0.00
Lands and Structures	3200		0.00
Mandated Extramural Support	4000		0.00
Discretionary Extramural Support	4000		0.00
SUBTOTAL			0.00
TOTAL			0.00
BASE FUNDS			0.00
Prepared Date: 09/22/2008			
REMARKS:			

E. CRIS Plan History Report

The CRIS Plan History Report summarizes the plan amount and base funds for each account and sub account/CRIS selected.

Image of Financial Plans Report, CRIS Plan History

09/23/2008		Agricultural Research Service CRIS Allocation Tracking System CRIS Plan History Report			Page: 1
PLAN	SUB	CRIS NUMBER	PLAN AMOUNT	BASE FUNDS	CRIS REMARKS
ACCOUNTING CODE: 801-0210-910		MU NAME: INTERNATIONAL RESEARCH PROGRAM		FUNDHOLDER: Georgia Talkington	
1	001	0210-22000-004-00-D	0.00	0.00	
1	002	0210-22000-004-00-D	0.00	0.00	
1	003	0210-22000-004-00-D	0.00	0.00	
1	004	0210-88888-001-00-D	1,883,094.97		Initial Plan from ARMPS
1	ABC	0210-88888-001-00-D	0.00	0.00	
PLAN: 1		TOTAL:	1,883,094.97	0.00	
MU: 801-0210-910		TOTAL:	1,883,094.97	0.00	
LOCATION: 0210		TOTAL:	1,883,094.97	0.00	
GRAND TOTAL:			1,883,094.97	0.00	

Chapter 3.6, Reconciliation Report

Contents

[I. Introduction](#)

[A. Purpose](#)

[B. Access Levels](#)

[II. Report Submission Screen](#)

[III. Report](#)

I. Introduction

This report is used by accounting personnel to print reconciliation reports for month end closings or other purposes as needed. The Reconciliation Report module consists of a report submission form and a printed report. This report is accessed from the Reports Menu on the Main Screen.

A. Purpose

The form is used to enter criteria for filtering records for the report. The report is used to produce a PDF of the selected criteria in the defined format for viewing and/or saving to PC.

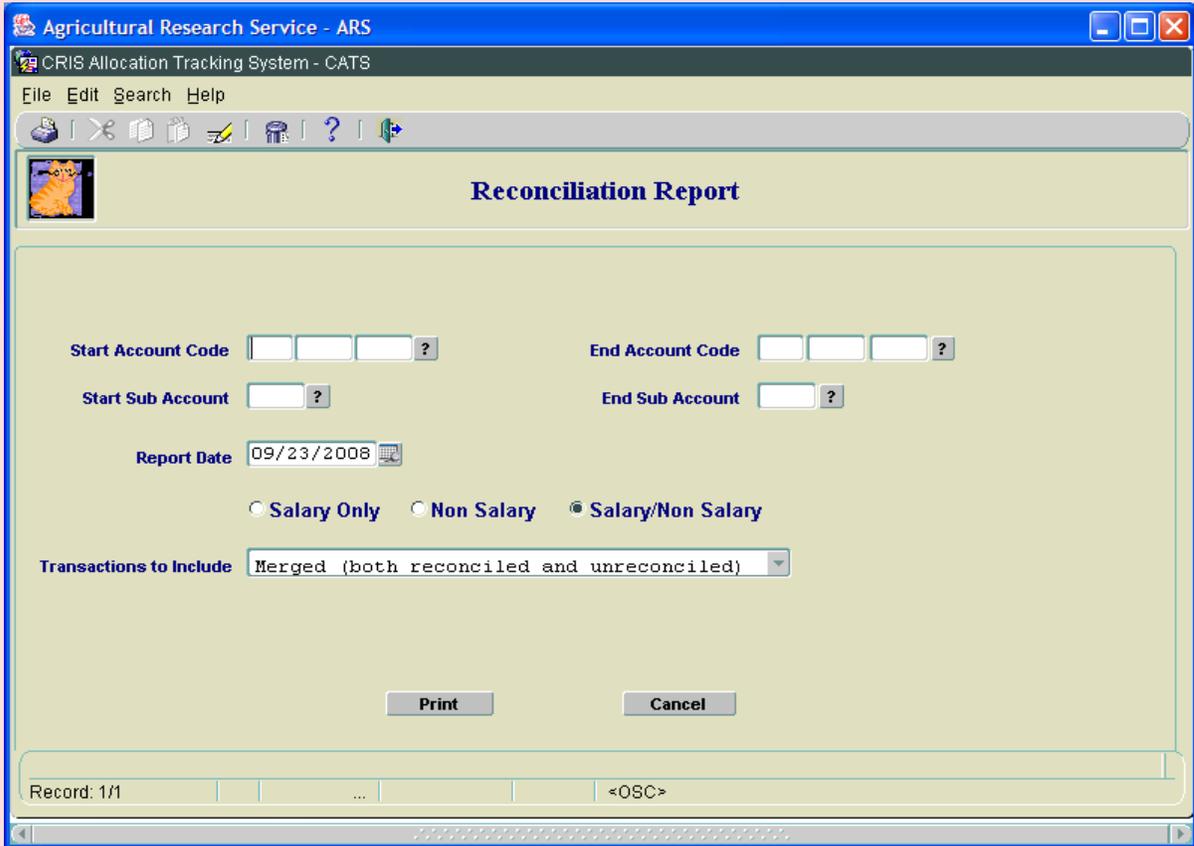
B. Access Levels

CATS will allow Location, Area, and Agency users to access this option. Users will only have access to distributions for accounts and sub accounts they have access to.

II. Report Submission Screen

When the user enters this form, CATS will default in the ledger date of current date, the Salary/Non Salary button, and the first transactions to include ‘Merged (both reconciled and unreconciled’, from the list of options.

Image of Reconciliation Report Submission Form



Reconciliation Report Main Screen Fields

<u>Field Name</u>	<u>Description / Rules / Notes</u>
Start Account Code	The starting account code range for the account code. Account code must be within the user’s security. <u>Required: Yes.</u> <u>Modifiable: Yes.</u> [?] button: CATS will display the list of accounts within the user’s security.
End Account Code	The ending account code range for the account code. Account code must be within the user’s security. <u>Required: Yes, but defaults to Start Accounting Code.</u> <u>Modifiable: Yes.</u>

Reconciliation Report Main Screen Fields, (cont.)

Start Sub Account	<p>The starting sub account range for the sub account. Sub account must be within the user's security. Sub account range is for a single account only.</p> <p><u>Required: No.</u> <u>Modifiable: Yes.</u></p> <p><input type="button" value="?"/> button: CATS will display the list of sub accounts within the user's security for the starting account.</p>
End Sub Account	<p>The ending sub account range for the sub account. Sub account code must be within the user's security. Sub account range is for a single account only.</p> <p><u>Required: Only if you entered a Start Sub and defaults to the Start Sub if one was entered.</u> <u>Modifiable: Yes.</u></p> <p><input type="button" value="?"/> button: CATS will display the list of sub accounts within the user's security for the ending account.</p>
Report Date	<p>The date used for the report.</p> <p><u>Required: Yes, but default to current date.</u> <u>Modifiable: Yes.</u></p>
Salary Buttons	<p>When selected, indicates salary only transactions or non salary only transactions or both types will print on the report.</p> <p><u>Required: Yes, but defaults to Salary/Non Salary</u> <u>Modifiable: Yes.</u></p>
Transactions to Include	<p>List of four options for types of transactions to be included in the report.</p> <ol style="list-style-type: none"> (1) Merged (both reconciled and unreconciled); (2) Unreconciled; (3) Reconciled; (4) Reconciled with date range. <p>The 4th option will produce two additional fields to allow searching on reconciled date range.</p> <p><u>Required: Yes, but defaults to Merged option.</u> <u>Modifiable: Yes.</u></p>
Start Date	<p><i>This (and the End Date below) only shows up when option #4 above (Reconciled with date range) is selected, see image below.</i> The starting date range for the reconciled date. Start Date must be <= End Date.</p> <p><u>Required: Yes, but it defaults to October 1st of the current fiscal year.</u> <u>Modifiable: Yes.</u></p>
End Date	<p>The ending date range for the reconciled date. End Date must be >= Start Date.</p> <p><u>Required: Yes, but defaults to September 30th of the current fiscal year.</u> <u>Modifiable: Yes.</u></p>

Reconciliation Report Main Screen Buttons

<u>Button Name</u>	<u>Actions</u>
Print	CATS will create the BOC Report.
Cancel	CATS will exit the form.

Image of Reconciliation Report Submission Form with Date Range

The screenshot shows a web-based form titled "Reconciliation Report" within the "CRIS Allocation Tracking System - CATS" interface. The form contains the following elements:

- Start Account Code:** A text input field containing "801 0210 910 ?".
- End Account Code:** A text input field containing "801 0210 910 ?".
- Start Sub Account:** A text input field containing "?".
- End Sub Account:** A text input field containing "?".
- Report Date:** A date input field containing "09/23/2008".
- Transaction Type:** Three radio buttons labeled "Salary Only", "Non Salary", and "Salary/Non Salary". The "Salary/Non Salary" option is selected.
- Transactions to Include:** A dropdown menu with the selected option "Reconciled with Date Range".
- Start Date:** A date input field containing "10/01/2007".
- End Date:** A date input field containing "09/30/2008".
- Buttons:** Two buttons labeled "Print" and "Cancel" are positioned at the bottom of the form area.
- Status Bar:** At the bottom of the window, it displays "Record: 1/1" and "<OSC>".

III. Report

Image of Reconciliation Report

09/23/2008		Agricultural Research Service CRIS Allocation Tracking System				1	
Reconciliation Report							
Report Date 09/23/2008							
Year	Management Unit	Sub Account		This Report Contains			
2008	801-0210-910 INTERNATIONAL RESEARCH PROGRAM	<< Not specified >>		Reconciled/Unreconciled - Salary/Non Salary			
Requisition No	Date	Description	Vendor	Total Amount	Reconciled	Transaction	BOC
801-0210-910-00001	08/19/2008		OFFICE DEPOT	0.00		CRCD-2008-KAP00001	2670
801-0210-910-00002	08/20/2008	Stuff	OFFICE DEPOT	727.00		700-801021091000002	2670
801-0210-910-00003	08/20/2008	Upchurch Travel to NP301	UPCHURCH, DAN FT COLINS	2,000.00	09/15/2008	700-801021091000003	2100
Account Total:				<u>2,727.00</u>			
	Plan	Reconciled	Unreconciled	Total	Balance		
Salary	1,676,876.97	40,000.00	40,000.00	80,000.00	1,596,876.97		
Other	206,218.00	2,000.00	727.00	2,727.00	203,491.00		
Total	1,883,094.97	42,000.00	40,727.00	82,727.00	1,800,367.97		

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Chapter 3.7, Budget Object Class (BOC) Report

Contents

[I. Introduction](#)

[A. Purpose](#)

[B. Access Levels](#)

[II. Report Submission Screen](#)

[III. Report](#)

I. Introduction

The Budget Object Class (BOC) Report module will consist of a report submission form and a printed report.

A. Purpose

This report is used by accounting personnel and others to show expenditures based on BOCs. The submission form is used to enter criteria for filtering records for the report. The report is used to produce a PDF of the selected criteria in the defined format for viewing and/or saving to PC. The report is accessed through the Reports Menu from the Main CATS screen.

B. Access Levels

CATS will allow Unit, Location, Area, and Agency users to access this option. Users will only have access to distributions for accounts and sub accounts they have access to.

II. Report Submission Screen

When the user enters this form, CATS will default in the start BOC of 1000, end BOC of 6000, ledger date of current date, and the first transactions to include ‘Merged (both reconciled and unreconciled’, from the list of options.

Image of BOC Report Submission Form

The screenshot shows a web browser window titled 'Agricultural Research Service - ARS' with a sub-tab 'CRIS Allocation Tracking System - CATS'. The main content area is titled 'BOC Report'. It contains several input fields: 'Start Account Code' (three boxes with a '?' button), 'End Account Code' (three boxes with a '?' button), 'Start Sub Account' (one box with a '?' button), 'End Sub Account' (one box with a '?' button), 'Start BOC' (text box with '1000' and a '?' button), 'End BOC' (text box with '6000' and a '?' button), 'Report Date' (calendar icon with '09/23/2008'), 'Transactions to Include' (dropdown menu showing 'Merged (both reconciled and unreconciled)'), and 'Salaries Only' (checkbox). At the bottom are 'Print' and 'Cancel' buttons. A status bar at the very bottom shows 'Record: 1/1' and '<OSC>'.

BOC Report Main Screen Fields

<u>Field Name</u>	<u>Description / Rules / Notes</u>
Start Account Code	The starting account code range for the account code. Account code must be within the user’s security. Required: Yes. Modifiable: Yes. [?] button: CATS will display the list of accounts within the user’s security.
End Account Code	The ending account code range for the account code. Account code must be within the user’s security. Required: Yes, but defaults to Start Account Code. Modifiable: Yes.

BOC Report Main Screen Fields, (cont.)

Start Sub Account	<p><i>Sub account range is for a single accounting code only.</i> The starting sub account range for the sub account. Sub account must be within the user's security. .</p> <p><u>Required: No</u> <u>Modifiable: Yes.</u></p> <p><input type="checkbox"/> button: CATS will display the list of sub accounts within the user's security for the starting account.</p>
End Sub Account	<p>The ending sub account range for the sub account. Sub account code must be within the user's security.</p> <p><u>Required: Yes if a Start Sub was entered, defaults to Start Sub Entered</u> <u>Modifiable: Yes.</u></p> <p><input type="checkbox"/> button: CATS will display the list of sub accounts within the user's security for the ending account.</p>
Start BOC	<p>The starting BOC. Starting BOC must be <= End BOC. Any four digit number can be entered here but valid BOC numbers are between 1000 and 6000.</p> <p><u>Required: Yes, defaults to 1000</u> <u>Modifiable: Yes.</u></p> <p><input type="checkbox"/> button: CATS will display a list of the active BOCs in the CATS system.</p>
End BOC	<p>The ending BOC range for the BOC. End BOC must be >= Start BOC.</p> <p><u>Required: Yes, defaults to 6000.</u> <u>Modifiable: Yes.</u></p> <p><input type="checkbox"/> button: CATS will display a list of the active BOCs in the CATS system.</p>
Report Date	<p>The date used for the report.</p> <p><u>Required: Yes, defaults to Current Date.</u> <u>Modifiable: Yes.</u></p>
Transactions to Include	<p>List of four options for types of transactions to be included in the report.</p> <ol style="list-style-type: none"> (1) Merged (both reconciled and unreconciled); (2) Unreconciled; (3) Reconciled; (4) Reconciled with date range. <p>The 4th option will produce two additional fields to allow searching on reconciled date range. See Start Date and End Date below.</p> <p><u>Required: Yes, defaults to Merged option #1.</u> <u>Modifiable: Yes.</u></p>
Salaries Only	<p>When checked, indicates salary only transactions will print on the report.</p> <p><u>Required: No.</u> <u>Modifiable: Yes.</u></p>

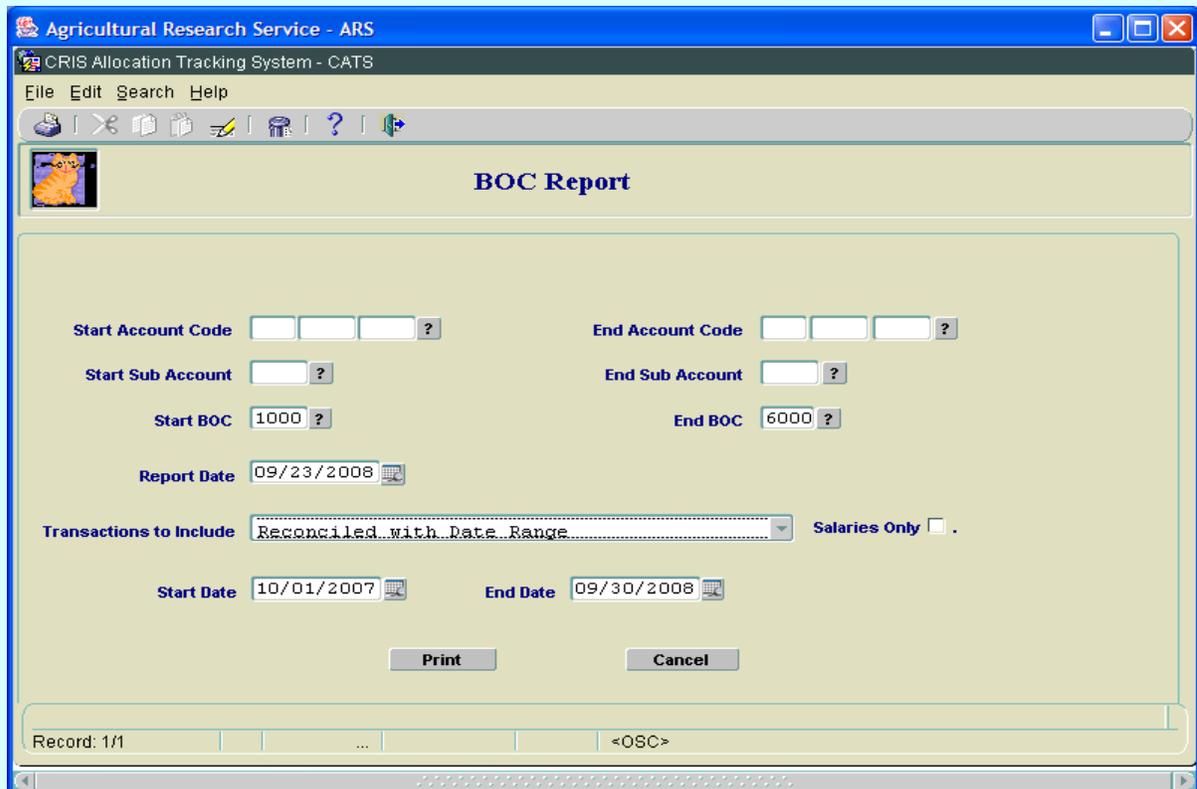
BOC Report Main Screen Fields, (cont.)

Start Date	<i>This Start Date and End Date fields only shows up if you have selected Option #4 in the Transaction to include field above, see image below.</i> This is the starting date range for the reconciled date. Start Date must be <= End Date. Required: Yes, if you have selected Option #4 above, defaults to October 1 st of the current fiscal year. Modifiable: Yes.
End Date	This is the ending date range for the reconciled date. End Date must be >= Start Date. Required: Yes, defaults to September 30 th of the current fiscal year. Modifiable: Yes.

BOC Report Main Screen Buttons

Button Name	Actions
Print	CATS will create the BOC Report.
Cancel	CATS will exit the form.

Image of BOC Report Screen with Date Range Selected



III. Report

Image of BOC Report

09/23/2008		Agricultural Research Service CRIS Allocation Tracking System						2	
BOC Reporting									
Report Date 09/23/2008									
BOC(s) Selected: 1000 : 6000									
ALL RECONCILED AND UNRECONCILED TRANSACTIONS									
TRANSACTION	AMOUNT	VENDOR	DESCRIPTION	OBJECT CLASS	RECONCILE DATE	ORDER DATE	SUB	SUBHOLDER	
TRAV-00XB7E	1,738.50	LACOUR, JOSEPH	08/18-08/22/08 PT. COLLINS	2100	08/21/2008	08/20/2008	003	12018888800600D	
PROJ-801120191100001	123,500.00	PROJECTION	JOHN SWAYZE - NEW ACS	2199		08/20/2008	005	12018888800600D	
Subtotal BOC 2100:	125,238.50								
GENE-801120191100007	1,500.00	WINGERT, ANGIE		2523		08/20/2008	005	12018888800600D	
Subtotal BOC 2500:	1,500.00								
700-801120191100001	250.00	TARGET	RUBBER DUCKIES	2670	08/19/2008	08/19/2008	003	12018888800600D	
CRCD-2008-JML00006	120.00	ZIPPY COPIERS	office supplies	2670		08/23/2008	003	12018888800600D	
CRCD-2008-JML00008	1,000.00	FISHER SCIENTIFIC	ducks	2670		08/19/2008	001	12018888800600D	
CRCD-2008-SEJ00001	1,000.00	DELL	laptop	2670		08/20/2008	001	12018888800600D	
CRCD-2008-SEJ00001	1,395.00	DELL	laptop	2670	08/21/2008	08/20/2008	001	12018888800600D	
CRCD-2008-SJ00001	410.00	HOME DEPOT	1,000 9 INCH NAILS	2670	08/19/2008	08/19/2008	003	12018888800600D	
Subtotal BOC 2600:	4,175.00								
700-801127514900002	3,000.00	JOHN DEERE	plow	3120		08/20/2008	002	12018888800600D	
700-801362530500003	150,000.00	TARGET	Tractors	3120		08/20/2008	002	12018888800600D	
CRCD-2008-KDD00001	63,680.00	JOHN DEERE	tractors	3120		08/20/2008	002	12018888800600D	
CRCD-2008-JML00001	5,050.00	OFFICE DEPOT	computer	3140	08/19/2008	08/19/2008	002	12018888800600D	
CRCD-2008-JML00004	6,120.00	ZIPPY COPIERS	copier	3140	08/20/2008	08/20/2008	006	12018888899900D	
Subtotal BOC 3100:	227,850.00								
SLRY-SALARY - SAMS	1,300,000.00	SALARIES		6000	08/21/2008	08/21/2008	001	12018888800600D	
Subtotal BOC 6000:	1,300,000.00								
Subtotal NU 801-1201-911:	1,658,763.50								

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Chapter 3.8, Projections Report

Contents

- [I. Introduction](#)
 - [A. Purpose](#)
 - [B. Access Levels](#)
- [II. Main Screen](#)
- [III. Report](#)

I. Introduction

The Projections Report Module, like all other reports, consists of a report submission form on which the user enters the report criteria and printed report itself.

A. Purpose

The form is used to enter criteria for filtering records for the report. The report is used to produce a PDF of the selected criteria in the defined format for viewing and/or saving to PC. The Projections report is used to show the original projection amounts, amounts remain, sub accounts, and the linked documents for projections.

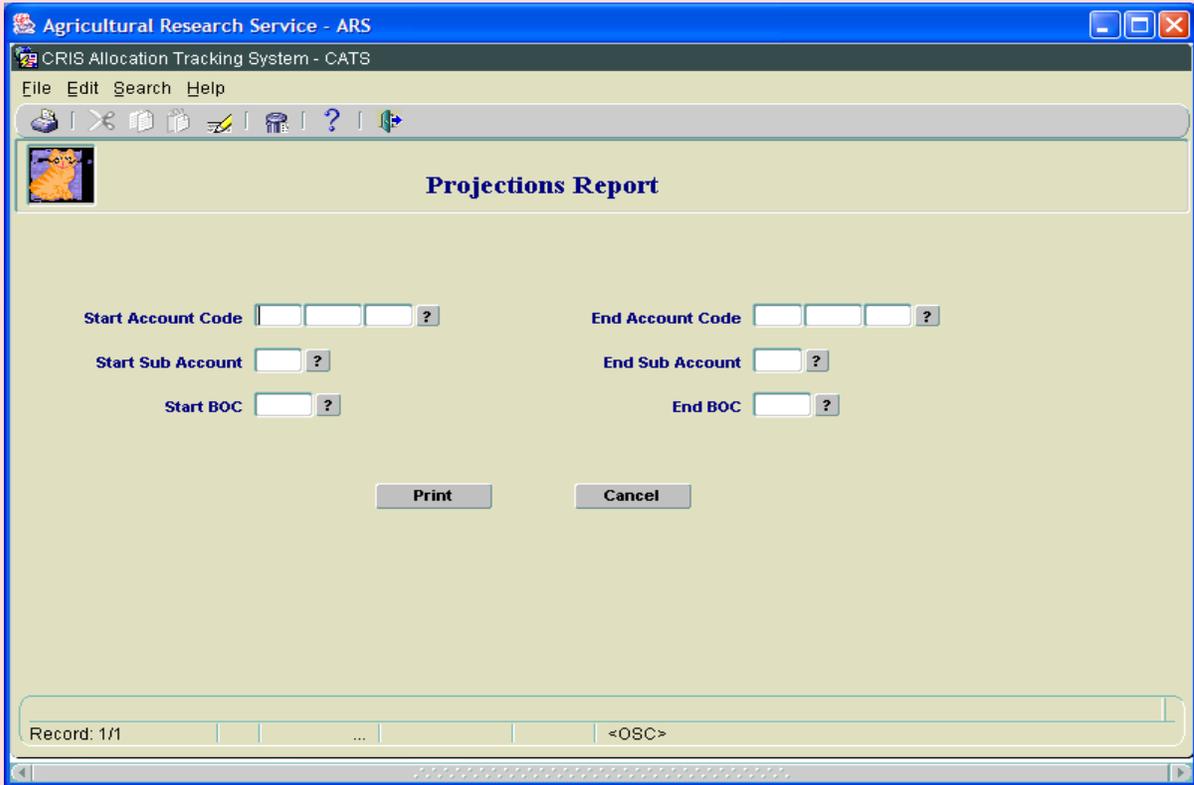
B. Access Levels

CATS shall allow users with security levels Location, Area, or Agency to access this module.

II. Main Screen

The main screen is used to select the account, sub account, and/or budget object class code range.

Image of Projection Report Main Screen



Projections Report Main Screen Fields

<u>Field Name</u>	<u>Description / Rules / Notes</u>
Start Account Code	<p>The starting account code. Must be within the user's security. When the starting account code is selected from the list, CATS shall copy it to the ending account code.</p> <p><u>Required: Yes</u> <u>Modifiable: Yes</u></p> <p> button: CATS shall display the list of account codes the user has access to.</p>
End Account Code	<p>The ending account code. Must be within the user's security. Must be >= the starting account code.</p> <p><u>Required: Yes, but defaults to the Start Code.</u> <u>Modifiable: Yes</u></p> <p> button: CATS shall display the list of account codes the user has access to.</p>

Projections Report Main Screen Fields, (cont.)

Start Sub Acct	<p>The starting sub account for a range of sub accounts for a single account. When entered, the Start Account Code must less then or equal to the End Account Code, otherwise, CATS shall ignore the entered sub accounts. When the sub account is selected from the list, CATS shall copy the sub account to the End Sub Acct field.</p> <p>Required: No Modifiable: Yes</p> <p>Required: No. Modifiable: Yes. Type: Sub Account.</p> <p><input type="button" value="?"/> button: CATS shall display the list of sub accounts for the entered account.</p>
End Sub Acct	<p>The ending sub account for a range of sub accounts for a single account. When entered, the End Account Code must be equal to or greater than the Start Account Code, otherwise, CATS shall ignore the entered sub accounts.</p> <p>Required: Only if there is a Start Sub, and defaults to Start Sub Modifiable: Yes</p> <p><input type="button" value="?"/> button: CATS shall display the list of sub accounts for the entered account.</p>
Start BOC	<p>The starting budget object class code for the range of BOCs. Start BOC must be less than or equal to the End BOC.</p> <p>Required: No Modifiable: Yes</p> <p><input type="button" value="?"/> button: CATS shall display the list of all BOCs for projections within the use's security.</p>
End BOC	<p>The ending budget object class code for the range of BOCs. End BOC must be greater than or equal to the Start BOC.</p> <p>Required: Only if there is a Start BOC, and defaults to Start B OC Modifiable: Yes</p> <p><input type="button" value="?"/> button: CATS shall display the list of all BOCs >= the starting BOC for projections within the user's security.</p>

Projection Report Screen Buttons

Button Name	Actions
Print	CATS shall print the Projections report using the entered criteria.
Cancel	CATS shall exit the form.

III. Report

Image of Projections Report

09/03/2008		Agricultural Research Service CRIS Allocation Tracking System Projections Listing			Page: 1
Account: 801-0312-910					
Projection: 1	travel	08/20/2008	Projection Amount	Balance Amount	
			\$100,000.00	\$99,700.00	
Sub Acct	CRIS		Projection Amount	Percent	
001	0312-88888-001-00-D		\$100,000.00	100.00	
	Linked Documents	Requisition Number	Sub	Amount	
		801-0312-910-00009	001	\$300.00	
		Actual Amount:		\$300.00	
Projection: 2	supplies	08/20/2008	\$50,000.00	\$45,910.00	
Sub Acct	CRIS		Projection Amount	Percent	
001	0312-88888-001-00-D		\$50,000.00	100.00	
	Linked Documents	Requisition Number	Sub	Amount	
		801-0312-910-00002	001	\$250.00	
		801-0312-910-00003	001	\$3,000.00	
		801-0312-910-00004	001	\$15.00	
		801-0312-910-00005	001	\$50.00	
		801-0312-910-00006	001	\$75.00	
		801-0312-910-00007	001	\$200.00	
		801-0312-910-00008	001	\$500.00	
		Actual Amount:		\$4,090.00	

Chapter 3.9, Requisition Report

Contents

[I. Introduction](#)

[A. Purpose](#)

[B. Access Levels](#)

[II. Report Submission Screen](#)

[III. Report](#)

I. Introduction

The Requisition Report shall consist of a report submission form where the user enters the report criteria and a printed report itself.

A. Purpose

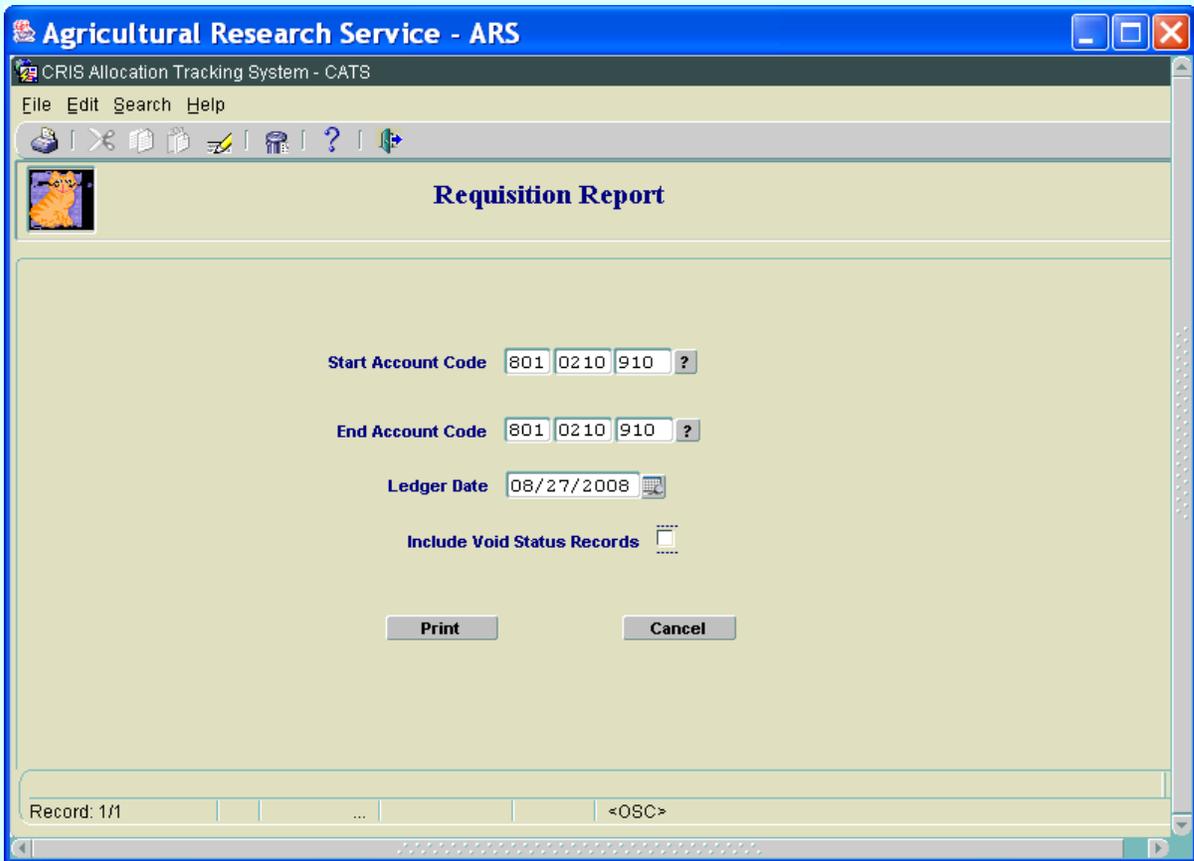
The form is used to enter criteria for filtering records for the report. The report consists of all documents (Credit Card, SDE's and AD-700) for the selected accounting codes and sub accounts. **Since CATS does not consider Projections or Salaries entered via their respective modules as documents, they will not be included in this report.** However, they are included in other reports, such as the [Status of Funds Report](#) and the [BOC Report](#). This report is used to produce a PDF of the selected criteria in the defined format for viewing and/or saving to your PC.

B. Access Levels

CATS shall allow all level type users to access this option. Users will only have access to accounting codes and sub accounts they have access to.

II. Report Submission Screen

Image of Requisition Report Main Screen



Requisition Report Main Screen Fields

<u>Field Name</u>	<u>Description / Rules / Notes</u>
Start Account Code	<p>The starting account code range for the account code. Account code must be within the user's security.</p> <p>Required: Yes Modifiable: Yes</p> <p>[?] button: CATS shall display the list of accounts within the user's security.</p>
End Account Code	<p>The ending account code range for the account code. End Account code must be within the user's security and greater than or equal to the Start Account Code.</p> <p>Required: Yes but defaults to Start Accounting Code Modifiable: Yes</p> <p>[?] button: CATS shall display the list of accounts within the user's security.</p>

Requisition Report Main Screen Fields, (cont.)

Ledger Date	The date used on the report. Required: No, but defaults to today's date Modifiable: Yes
Include Void Status Records	When checked, the report will contain all transactions that meet the criteria entered above plus all those that are voided. Required: No Modifiable: Yes

Requisition Report Main Screen Buttons

<u>Button Name</u>	<u>Actions</u>
Print	CATS shall create the Requisition Report.
Cancel	CATS shall exit the form.

III. Report

Image of Requisition Report

09/03/2008	Agricultural Research Service CRIS Allocation Tracking System							1	
Requisition Report									
Ledger Date: 08/27/2008									
<u>REQUISITION NO</u>	<u>SUB</u>	<u>DOCUMENT TYPE</u>	<u>AMOUNT</u>	<u>VENDOR</u>	<u>DESCRIPTION</u>	<u>OBJECT CLASS</u>	<u>RECON FLAG</u>	<u>REQUEST DATE</u>	<u>STATUS CODE</u>
801-0210-910-00001	001	CREDITCARD	0.00	OFFICE DEPOT		2670	U	08/19/2008	
801-0210-910-00002	001	AD700	640.00	OFFICE DEPOT		2670	U	08/20/2008	W
801-0210-910-00003	001	AD700	2,000.00	UPCHURCH, DAN FT COLINS	Upchurch Travel to NP301	2100	U	08/20/2008	W
Grand Total:			2,640.00						

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Chapter 3.10, Relocation Report

Contents

[I. Introduction](#)

[A. Purpose](#)

[B. Access Levels](#)

[II. Report Submission Screens](#)

[A. Relocation by User](#)

[B. Relocation by Mode Code](#)

[III. Report](#)

[A. Relocation by User](#)

[B. Relocation by Mode Code](#)

I. Introduction

The Relocation Report, as most other reports will consist of a report submission form and a printed report.

A. Purpose

The form is used to enter criteria for filtering records for the report. The report is used to produce a report of all relocation expense for the selected criteria in the defined format for viewing and/or saving to PC. This report is only as good as the data entered, so see Relocation on [Chapter 2.2, Short Data Entry](#).

B. Access Levels

CATS will allow Location, Area, and Agency users to access this option. Users will only have access to distributions for accounts and sub accounts they have access to.

II. Report Submission Screen

A. Relocation by User

Image of Relocation Report Main Screen

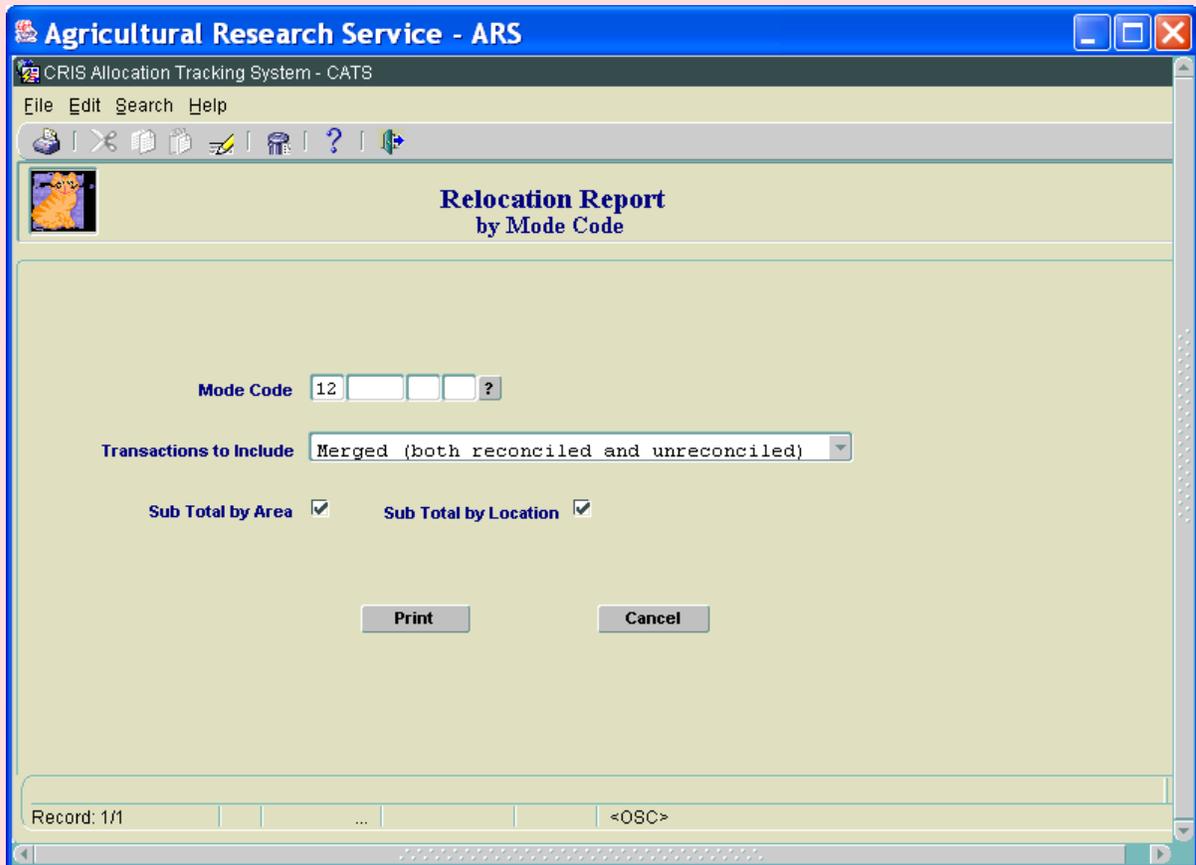
Relocation Report Main Screen Fields

<u>Field Name</u>	<u>Description / Rules / Notes</u>
User Name	<p>The users name who the agency is tying to a relocation. <u>Required: Yes.</u> <u>Modifiable: Yes.</u></p> <p>[?] button: CATS will display the list of relocation user assigned to locations within the user's security within the relocation users table.</p>
Transactions to Include	<p>List of three options for types of transactions to be included in the report.</p> <ol style="list-style-type: none"> (1) Merged (both reconciled and unreconciled); (2) Unreconciled; (3) Reconciled; <p><u>Required: Yes.</u> <u>Modifiable: Yes, defaults to "Merged (both reconciled and unreconciled)".</u></p>

Relocation Report Main Screen Buttons

<u>Button Name</u>	<u>Actions</u>
Print	CATS will create the Relocation Report by user.
Cancel	CATS will exit the form.

B. Relocation by Mode Code



Relocation Report by Mode Code Main Screen Fields

<u>Field Name</u>	<u>Description / Rules / Notes</u>
Mode Code	<p>The relocated user's Mode code.</p> <p>Required: No Modifiable: Yes.</p> <p>[?] button: CATS will display the list of mode codes in the user's security.</p>

Relocation Report by Mode Code Main Screen Fields, (cont.)

Transactions to Include	<p>List of three options for types of transactions to be included in the report.</p> <p>(1) Merged (both reconciled and unreconciled); (2) Unreconciled; (3) Reconciled;</p> <p><u>Required: Yes.</u> <u>Modifiable: Yes, defaults to “Merged (both reconciled and unreconciled)”.</u></p>
Sub Total by Area	<p>When checked, a sub total by area will be included in the report.</p> <p><u>Required: No.</u> <u>Modifiable: Yes.</u></p>
Sub Total by Location	<p>When checked, a sub total by location will be included in the report.</p> <p><u>Required: No.</u> <u>Modifiable: Yes.</u></p>

Relocation Report by Mode Code Main Screen Buttons

<u>Button Name</u>	<u>Actions</u>
Print	CATS will create the Relocation Report by Mode Code.
Cancel	CATS will exit the form.

III. Report

A. Relocation by User

Image of Relocation Report By User

09/23/2008		Agricultural Research Service CRIS Allocation Tracking System						1
Relocation Report for ZUELKE, KURT A								
ALL RECONCILED AND UNRECONCILED TRANSACTIONS								
TRANSACTION	AMOUNT	VENDOR	DESCRIPTION	OBJECT CLASS	RECONCILE DATE	REQUEST DATE	SUB SUBHOLDER	
TRAV-stuff	600.00	KURT ZUELKE	09/01/2009 - 09/30/2009	2100		08/20/2009 050	3625-21000-050-00D	
TRAV-stuff	2,400.00	KURT ZUELKE	09/01/2009 - 09/30/2009	2100		08/20/2009 053	3625-21000-053-00D	
Subtotal 801-3625-112 :	3,000.00							
GENE-801362599500003	22,000.54	ZUELKE, KURT	ZUELKE, KURT - GBL	2670		08/19/2009 001	3625-88898-777-00D	
TRAV-AKEDSKFJ	19,543.25	ZUELKE, KURT		2100		08/19/2009 001	3625-88898-777-00D	
TRAV-abdfsd	542.33	ZUELKE, KURT	RELOCATION - APRIL	2100		08/19/2009 001	3625-88898-777-00D	
Subtotal 801-3625-995 :	42,086.12							
Subtotal 3625 :	45,086.12							
Grand Total :	45,086.12							

B. Relocation by Mode Code

Image of Relocation Report By Mode Code

Agricultural Research Service CRIS Allocation Tracking System Relocation Report by Modecode									
09/23/2008									
1									
ALL RECONCILED AND UNRECONCILED TRANSACTIONS									
TRANSACTION	AMOUNT	VENDOR	DESCRIPTION	RELOCATION USER	OBJECT CLASS	RECONCILE DATE	REQUEST DATE	SUB	SUBHOLDER
TRAV-Relo Koch	112,000.00	LEON KOCHIAN	Relocation	KOCHIAN, LEON	2199		08/20/2008	001	1907-21000-017-00D
TRAV-Relo Koch	-20,123.00	MOVING COMPANY	Moving Company	KOCHIAN, LEON	2199		08/20/2008	001	1907-21000-017-00D
TRAV-Relo Koch	20,123.00	MOVING COMPANY	Moving Company	KOCHIAN, LEON	2222		08/20/2008	001	1907-21000-017-00D
TRAV-Relo Koch 2	-1,232.50	LEON KOCHIAN	Travel Home	KOCHIAN, LEON	2199		08/20/2008	001	1907-21000-017-00D
Subtotal 801-1907-100:	110,767.50								
Subtotal 1907:	110,767.50								
Subtotal 19:	110,767.50								
Grand Total:	110,767.50								

Chapter 3.11, Repair and Maintenance Report

Contents

[I. Introduction](#)

[A. Purpose](#)

[B. Access Levels](#)

[II. Report Submission Screen](#)

[III. Report](#)

I. Introduction

The Repair and Maintenance report module will consist of a report submission form and a printed report.

A. Purpose

The form is used to enter criteria for filtering records for the report. The report is used to produce a report showing all transactions that have been marked as R&M (either full or partial) when entered into CATS. Again, this report is only as good as the data entered. As with all reports, CATS creates PDF file of the selected criteria in the defined format for viewing and/or saving to PC.

B. Access Levels

CATS will allow Unit, Location, Area, and Agency users to access this option. Users will only have access to distributions for accounts and sub accounts they have access to.

II. Report Submission Screen

Image of Repair and Maintenance Report Main Screen

Repair and Maintenance Report Main Screen Fields

<u>Field Name</u>	<u>Description / Rules / Notes</u>
Start Account Code	<p>The starting account code range for the account code. Account code must be within the user's security. <u>Required: Yes.</u> <u>Modifiable: Yes.</u></p> <p><input type="button" value="?"/> button: CATS will display the list of accounts within the user's security.</p>
End Account Code	<p>The ending account code range for the account code. Account code must be within the user's security. <u>Required: Yes.</u> <u>Modifiable: Yes, defaults to Start Accounting Code.</u></p> <p><input type="button" value="?"/> button: CATS will display the lit of accounts within the user's security.</p>
Ledger Date	<p>The date used for the report. <u>Required: Yes.</u> <u>Modifiable: Yes, defaults to Current Date.</u></p>
Sub Total by Account	<p>When checked, a sub total by account will be included in the report.</p>

Repair and Maintenance Report Main Screen Buttons

<u>Button Name</u>	<u>Actions</u>
Print	CATS will create the Repair and Maintenance Report.
Cancel	CATS will exit the form.

III. Report

Image of Repair and Maintenance Report

09/24/2008	Agricultural Research Service CRIS Allocation Tracking System				1
Summary of Repair and Maintenance Obligations					
Ledger Date 09/24/2008					
ACCOUNT CODE: 801-3625-966					
ACCOUNT DESCRIPTION: O&M ACCOUNT					
<u>TRANSACTION</u>	<u>AMOUNT</u>	<u>VENDOR</u>	<u>DESCRIPTION</u>	<u>OBJECT CLASS</u>	<u>LEDGER FLAG</u>
GENE-801362596600039	856.35	ABE MOTORS	Motor for fan	2532	No
GENE-801362596600040	35.96	OFFICE DEPOT	testing supplies	2554	No
Location 3625:	892.31				
Area 36:	892.31				
Grand Total:	892.31				

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Chapter 3.12, Year End Estimate Report

Contents

[I. Introduction](#)

[A. Purpose](#)

[B. Access Levels](#)

[II. Report Submission Screen](#)

[III. Report](#)

I. Introduction

The Year End Estimate Report is used by accounting personnel to prepare a report to document all outstanding obligations and/or commitments that remain in CATS at year end. This report is then used to document Year End (YE) documents created in FFIS for year end closing. This report lumps all unreconciled transaction based on budget object codes as require by year end closing instructions. As in most reports, the Year End Estimate report module consists of a report submission form and a printed report.

A. Purpose

The form is used to enter criteria for filtering records for the report. The report is used to produce a PDF of the selected criteria in the defined format for viewing and/or saving to PC.

B. Access Levels

CATS will allow Unit, Location, Area, and Agency users to access this option. Users will only have access to distributions for accounts and sub accounts they have access to.

II. Report Submission Screen

Image of Year End Estimate Submission Form

Year End Estimate Report Main Screen Fields

<u>Field Name</u>	<u>Description / Rules / Notes</u>
Start Account Code	<p>The starting account code range for the report. Account code must be within the user's security. <u>Required: Yes.</u> <u>Modifiable: Yes.</u></p> <p><input type="button" value="?"/> button: CATS will display the list of accounts within the user's security.</p>
End Account Code	<p>The ending account code range for the account code. Account code must be within the user's security. <u>Required: Yes and defaults to the Starting Account Code.</u> <u>Modifiable: Yes.</u></p>

Year End Estimate Report Main Screen Buttons

<u>Button Name</u>	<u>Actions</u>
Print	CATS will create the Year End Estimate Report.
Cancel	CATS will exit the form.

III. Report

09/24/2008		Agricultural Research Service CRIS Allocation Tracking System						1
Year End Estimate								
ACCOUNT CODE: 801-0312-910								
ACCOUNT DESCRIPTION: EXTRAMURAL AGREEMENTS DIVISION								
ALL UNRECONCILED TRANSACTIONS								
TRANSACTION	AMOUNT	VENDOR	DESCRIPTION	OBJECT CLASS	LEDGER FLAG	LEDGER ORDER DATE	SUB SUBHOLDER	
PROJ-801031291000001	99,700.00	PROJECTION	travel	1100	N	09/20/2008	001 03128888800100D	
Subtotal BOC 1000:	99,700.00							
PROJ-801031291000005	98,800.00	PROJECTION	utilities	2310	N	09/20/2008	001 03128888800100D	
Subtotal BOC 2300:	98,800.00							
CRCD-2008-KMH00003	75.00	GIANT	fruit tray	2500	N	09/20/2008	001 03128888800100D	
PROJ-801031291000003	19,425.00	PROJECTION	training	2523	N	09/20/2008	001 03128888800100D	
Subtotal BOC 2500:	19,500.00							
CRCD-2008-KMH00004	200.00	OFFICE DEPOT	folders	2600	N	09/20/2008	001 03128888800100D	
PROJ-801031291000002	45,910.00	PROJECTION	supplies	2600	N	09/20/2008	001 03128888800100D	
700-801031291000003	3,000.00	OFFICE DEPOT	chairs	2670	N	09/20/2008	001 03128888800100D	
CRCD-2008-KMH00001	15.00	FEDEX	shipping	2670	N	09/20/2008	001 03128888800100D	
Subtotal BOC 2600:	49,125.00							
700-801031291000001	100,000.00	TARGET	tractor	3100	N	09/20/2008	001 03128888800100D	
Subtotal BOC 3100:	100,000.00							
Subtotal NU 801-0312-910:	367,125.00							
Grand Total:	367,125.00							

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Chapter 3.13, User Account Reports

Contents

[I. Introduction](#)

[A. Purpose](#)

[B. Access Levels](#)

[II. Report Submission Screens](#)

[A. User Account by User](#)

[B. User Account by Mode Code](#)

[III. Reports](#)

[A. User Account by User](#)

[B. User Account by Mode Code](#)

I. Introduction

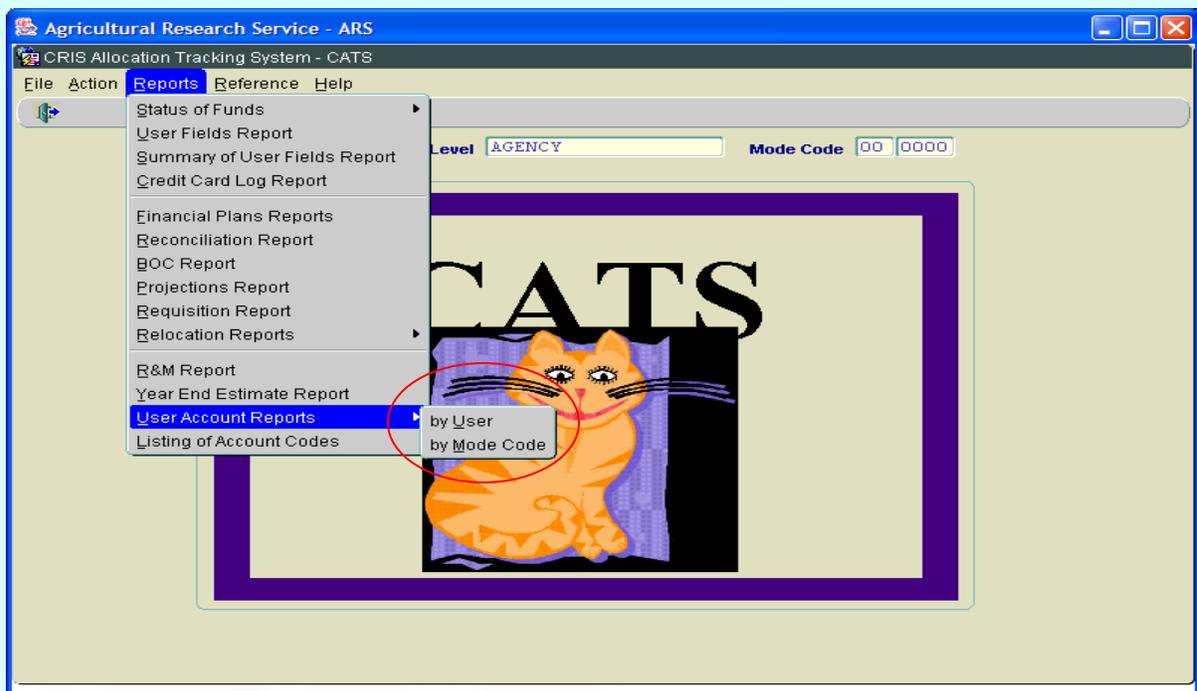
The User Account reports modules will consist of a report submission form and a printed report.

A. Purpose

The form is used to enter criteria for filtering records for the report. The report is used to see which accounts/mode codes user have access to and vice versa. The User Account Report Menu has two options; one by User and one by Mode Code, (see image below). The report is used to produce a PDF of the selected criteria in the defined format for viewing and/or saving to PC.

B. Access Levels

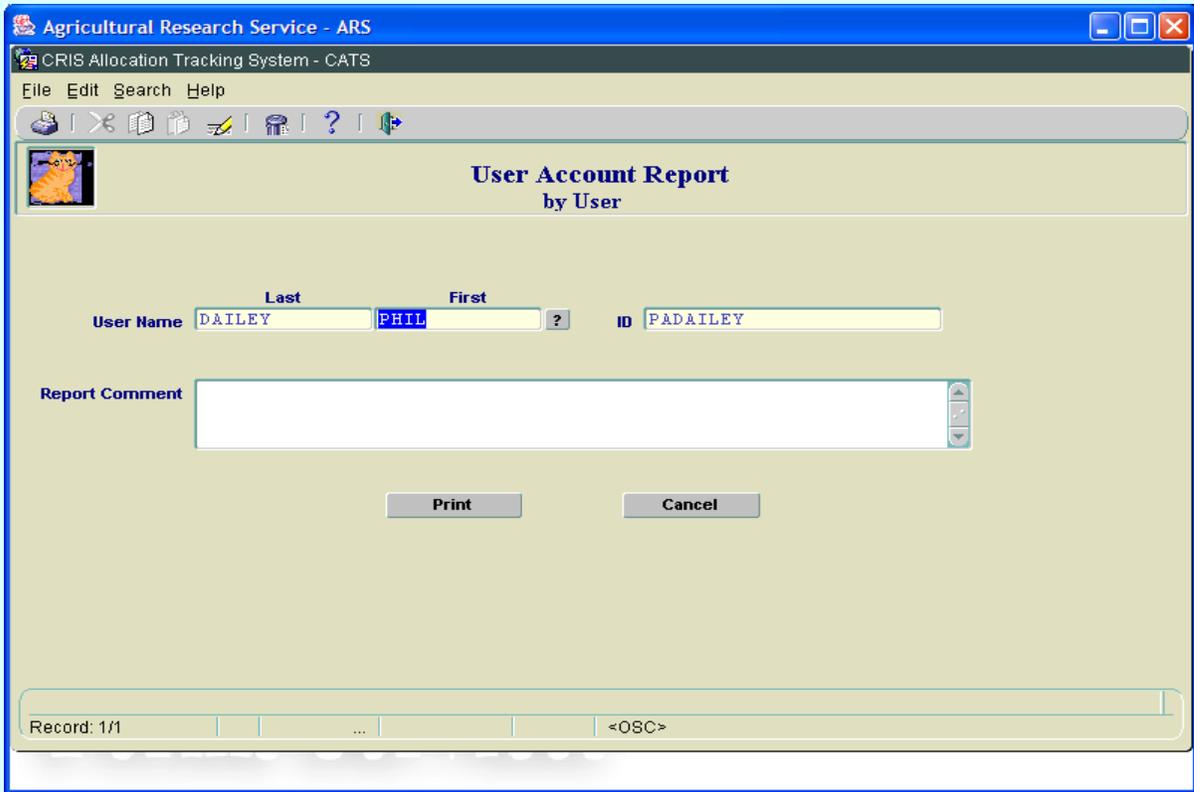
CATS will allow Location, Area, and Agency users to access this option. Users will only have access to distributions for accounts and sub accounts they have access to.



II. Report Submission Screen

A. User Account by User

Image of User Account Report by User Main Screen



User Account Report by User Main Screen Fields

<u>Field Name</u>	<u>Description / Rules / Notes</u>
User Name	<p>The users name who the agency is trying to a relocation and can only be selected by using the <input type="button" value="?"/> button.</p> <p><u>Required: Yes.</u> <u>Modifiable: Yes.</u></p> <p><input type="button" value="?"/> button: CATS willdisplay the list of relocation user assigned to locations within the user’s security within the relocation users table.</p>
ID	CATS ID that is associated with the user that is generated by CATS.
Report Comment	<p>Comments to be included at the bottom of each page of the report.</p> <p><u>Required: No.</u> <u>Modifiable: Yes.</u></p>

User Account Report by User Main Screen Buttons

<u>Button Name</u>	<u>Actions</u>
Print	CATS will create the User Account by user report.
Cancel	CATS will exit the form.

B. User Account by Mode Code

Image of User Account Report by Mode Code Main Screen

User Account Report by Mode Code Main Screen Fields

<u>Field Name</u>	<u>Description / Rules / Notes</u>
Mode Code	The area code and the 4 th level mode code with in that area, i.e. 53 5358. Required: No. Modifiable: Yes. [?] button: CATS will display the list of location codes in the user's security.
Report Comment	Comments to be included at the bottom of each page of the report. Required: No. Modifiable: Yes.

User Account Report by Mode Code Main Screen Buttons

<u>Button Name</u>	<u>Actions</u>
Print	CATS will create the User Account Report by Mode Code.
Cancel	CATS will exit the form.

III. Reports

A. User Account by User

Image of User Account Report by User
(filtered on user "Phil Dailey")

09/24/2008	Agricultural Research Service CRIS Allocation Tracking System User Account Report	1
<hr/>		
Name: DAILEY, PHIL		
Default:		
BASIC	801-5402-070	007
UNIT	801-5402-150	007
Security Level:		
AGENCY		
	0000	
AREA		
	0200	
AREA		
	3600	
AREA		
	5400	
BASIC		
5402	801-5402-070	007
	801-5402-070	008
CCMGR		
	5402	
LOCATION		
	5402	
PROCMGR		
	5402	
UNIT		
5402	801-5402-150	007
	801-5402-150	008
VIEW ONLY		
	5402	

B. User Account by Mode Code

Image of User Account Report by Mode Code

(filtered on mode code "53" area only, no 4th level mode code entered)

Modecode	User (Last, First)	Security Level	Status
09/24/2008	Agricultural Research Service CRIS Allocation Tracking System User Account Report by Mode Code		1
PACIFIC WEST AREA			
	DANIELS, JOYCE	AREA	Active
	TSUKAHIRA, JANET	AREA	Active
	YATES, SHARON	AREA	Active
5301	OFFICE OF THE DIRECTOR		
	CUMMINGS, DEBBY	LOCATION	Active
	CUMMINGS, DEBBY	UNIT	Active
5302	PARLIER, CALIFORNIA		
	HENDON, JOHN	LOCATION	Active
5303	SHAFTER, CALIFORNIA		
	HENDON, JOHN	LOCATION	Active
5305	SALINAS, CALIFORNIA		
	VALDEZ, ELIZABETH	LOCATION	Active
5306	DAVIS, CALIFORNIA		
	SUAREZ, EDNA	LOCATION	Active
5310	RIVERSIDE, CALIFORNIA		
	CARROLL, PEGGY	LOCATION	Active
	KNAP, NANCY	LOCATION	Active
5320	HILO, HAWAII		
	NAKAMOTO, JUDITH	LOCATION	Active
5325	WESTERN REGIONAL RESEARCH CENTER (ALBANY, CA)		
	GANGALE, BERNICE	LOCATION	Active
	GOFF, EDWARD	LOCATION	Active
	,	LOCATION	Active
5335	PLANT GENE EXPRESSION CENTER (ALBANY, CA)		
	GANGALE, BERNICE	LOCATION	Active
5341	FAIRBANKS, ALASKA		
	ARMSTRONG, RAQUEL	LOCATION	Active
5342	TUCSON, ARIZONA		
	TRIMBLE, CRISTINA	LOCATION	Active
5347	MARICOPA, ARIZONA		
	GARRETT, JOSEPH	LOCATION	Active
	GARRETT, JOSEPH	PROCMGR	Active
	TRIMBLE, CRISTINA	LOCATION	Active
5348	PULLMAN, WASHINGTON		
	CLARK, STEFANIE	LOCATION	Active
	DANIELS, JOYCE	LOCATION	Active
	TSUKAHIRA, JANET	LOCATION	Active
	TSUKAHIRA, JANET	PROCMGR	Active
	,	PROCMGR	Active
5350	WENATCHEE, WASHINGTON		
	,	LOCATION	Active

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Chapter 3.14, Listing of Account Codes Report

Contents

[I. Introduction](#)

[A. Purpose](#)

[B. Access Levels](#)

[II. Report Submission Screens](#)

[III. Reports](#)

I. Introduction

The Listing of Account Codes Report module will consist of a report submission form and a printed report.

A. Purpose

The form is used to enter criteria for filtering records for the report. The report produces a listing of accounting codes, (and if selected), their associated subs (CRISs) with expiration dates. It also prints (if selected) all of the presets associated with the accounting codes selected. See [Chapter 4.2, Management Unit Administration](#) for more info on subs and presets. The report can be sorted by accounting code/sub or by sub expiration date. The expiration date sort will be helpful in keeping track expiring soft fund accounts. The report, as with all other reports, consists of a PDF of the selected criteria in the defined format for viewing and/or saving to PC.

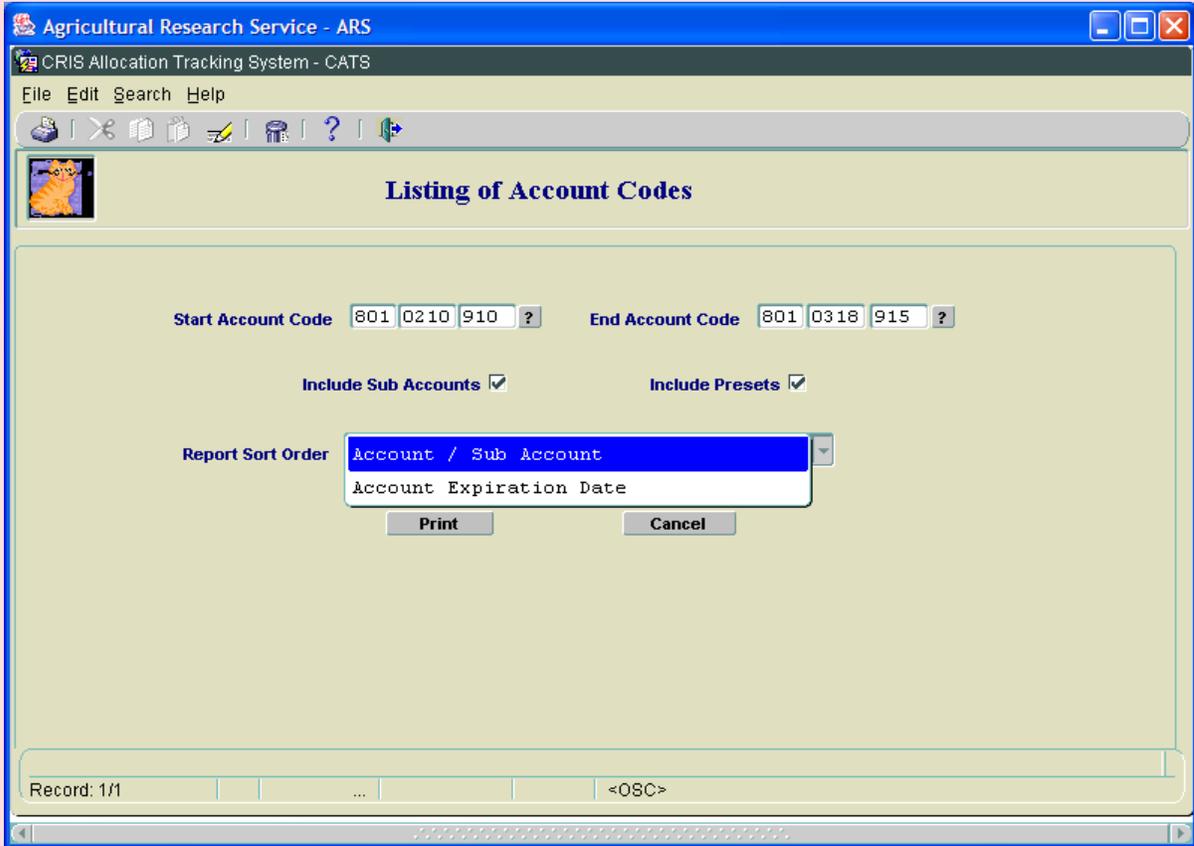
B. Access Levels

CATS will allow Unit, Location, Area, and Agency users to access this option. Users will only have access to distributions for accounts and sub accounts they have access to.

II. Report Submission Screens

When the user enters this form, CATS will default in the sort by account and sub account codes.

Image of Listing of Accounting Codes Report Main Screen



Listing of Accounting Codes Report Main Screen Fields

<u>Field Name</u>	<u>Description / Rules / Notes</u>
Start Account Code	<p>The starting account code range for the account code. Account code must be within the user's security. <u>Required: Yes.</u> <u>Modifiable: Yes.</u></p> <p>[?] button: CATS will display the list of accounts within the user's security.</p>
End Account Code	<p>The ending account code range for the account code. Account code must be within the user's security. <u>Required: Yes, defaults to Start Account Code.</u> <u>Modifiable: Yes.</u></p> <p>[?] button: CATS will display the list of accounts within the user's security.</p>

Listing of Accounting Codes Report Main Screen Fields, (cont.)

Include Sub Accounts	When checked the report will contain sub accounts. <u>Required: No, defaults checked.</u> <u>Modifiable: Yes.</u>
Include Presets	When checked the report will contain preset codes. However, since presets do not have expiration dates, they will not be included in a report when sorting on Account Expiration Date, (see Report Sort Order below), even if you have this checked. CATS will alert you that this is the case. Presets will only show up when you sort by Account/Sub Account. <u>Required: No, defaults unchecked.</u> <u>Modifiable: Yes.</u>
Report Sort Order	List of two options for sorting the report. <ul style="list-style-type: none"> (1) Account / Sub Account (2) Account Expiration Date (when selected will not contain presets, see Include Presets above). <u>Required: Yes, defaults to “Account/Sub Account Code”</u> <u>Modifiable: Yes.</u>

Listing of Accounting Codes Report Main Screen Buttons

<u>Button Name</u>	<u>Actions</u>
Print	CATS will create the Listing of Account Codes Report.
Cancel	CATS will exit the form.

III. Reports

Image of Listing of Accounting Codes Report by Accounting Code/Sub Code (with both include subs and presets checked)

09/24/2008		Agricultural Research Service CRIS Allocation Tracking System		1
Listing of Account Codes				
Account / Sub / Preset	Description	Expire/End Date		
801-1201-803	BIOMETRICS			
001	BIOMETRICS			09/30/2008
801-1201-855	SECURITY UNIT			
001	SECURITY			09/30/2011
801-1201-910	FACILITIES MANAGER			
001				09/30/2011
801-1201-911	DEPUTY AREA DIRECTOR			
000	UNDEFINED			09/30/2011
001	SALARY			09/30/2011
002	DAD OFFICE			09/30/2011
003	ABFO			09/30/2011
004	IT			09/30/2011
005	CONTRACTING			09/30/2011
006	AO			09/30/2011
099	AO SALARIES			09/30/2011
801-1201-916	SOHES			
001				09/30/2011
801-1201-925	AREA DIRECTOR			
001	AREA DIRECTOR			09/30/2011

Image of Listing of Accounting Codes Report by Expiration Date
(With include subs checked, cannot include presets with this sort order)

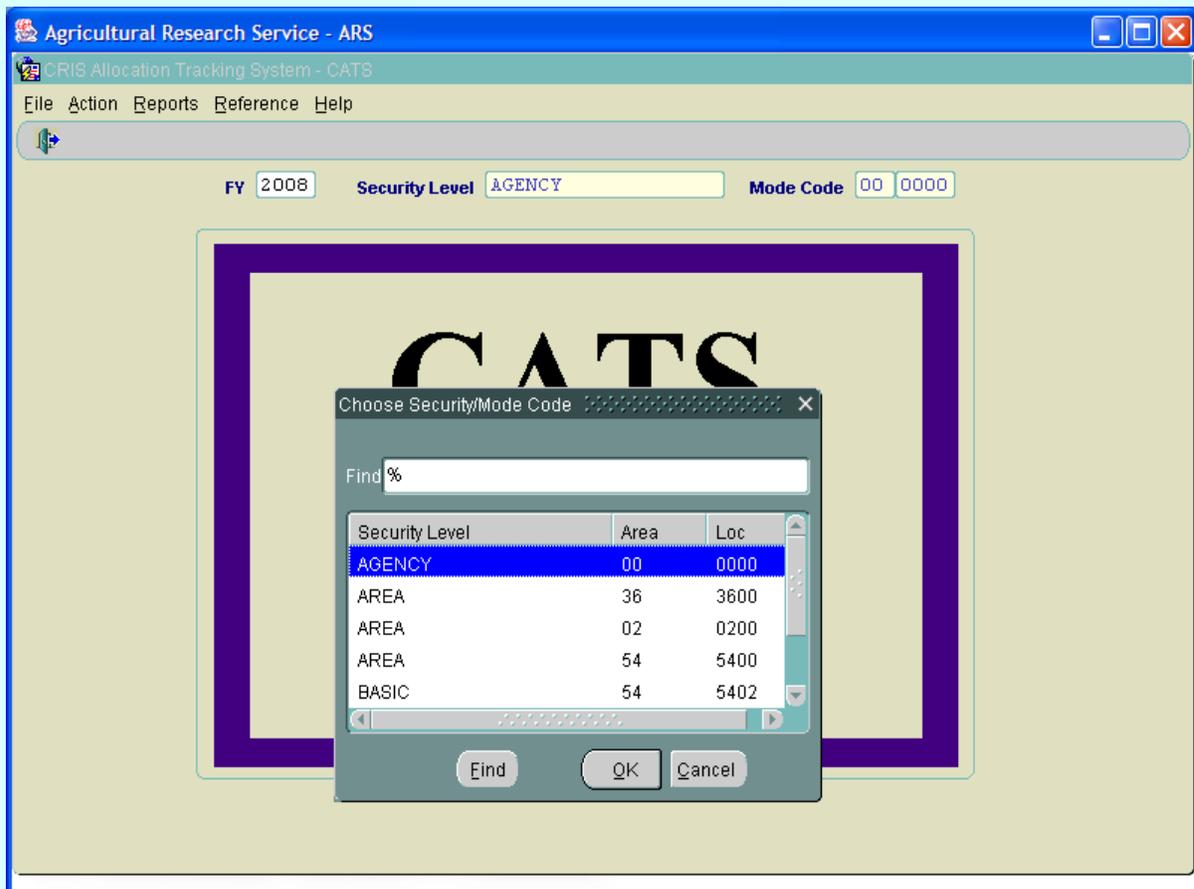
09/24/2008		Agricultural Research Service CRIS Allocation Tracking System		1
Listing of Account Codes				
<u>Account / Sub Code</u>	<u>Description</u>			<u>Expire Date</u>
801-0212-110	002			08/31/2008
801-0212-110	001			01/31/2009
801-0212-910		france special account		06/30/2009
801-0212-110	003			09/30/2009
801-0212-910	002			09/30/2009
801-0212-110		EBCL		07/31/2010
801-0210-910	001			08/31/2010
801-0210-910	002			08/31/2010
801-0210-910	003			08/31/2010
801-0210-910	004			09/30/2011
801-0210-910	AEC			09/30/2011
801-0212-910	001			09/30/2011

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Chapter 4.1, Change Security / Mode Code Module

The Change Security / Mode Code screen is used to change the user's current security level. Users that have multiple security levels will have access to this function. If a user has multiple levels, they must select one of them when initially entering CATS. They can change it when in CATS from the "Change Security/Mode Code" option under the "Reference Menu". CATS will display the user's current security level and mode code. The user selects the Security Level and Mode Code they wish to change to and then clicks the OK button.

Image of Change Security / Mode Code Main Screen



Change Security Level/Mode Code Main Screen Fields

Button Name	Actions
Find	Allows the user to enter filter criteria for the list. Not a required entry.

Change Security Level/Mode Code Main Screen Buttons

Button Name	Actions
Find	Filters the list on the criteria entered in the Find field above.
OK	Changes the users Security and Mode Code to the one selected.
Cancel	Cancels the operation and returns to the Main Screen.

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Chapter 4.2, Management Unit (MU) Administration, Terminating CRISs

Contents

[I. Introduction](#)

[A. Purpose](#)

[B. Access Levels](#)

[II. Main Screen](#)

[A. Header Fields](#)

[B. List Tab](#)

[C. Details Tab, Terminating CRISs](#)

[D. Distribution Detail Tab \(Preset CRIS/Sub account Distribution\)](#)

[III. Search Screen](#)

[IV. Print Listing](#)

I. Introduction

A. Purpose

The MU Administration form is used by Agency, Area, and Location administrators to set up and maintain information on the accounts and sub accounts of which they have access.

B. Access Levels

All users with a CATS security level of Location, Area, or Agency have access to this form.

II. Main Screen

A. Header Fields

CATS will display these fields above all tabs on the main screen, all view only.

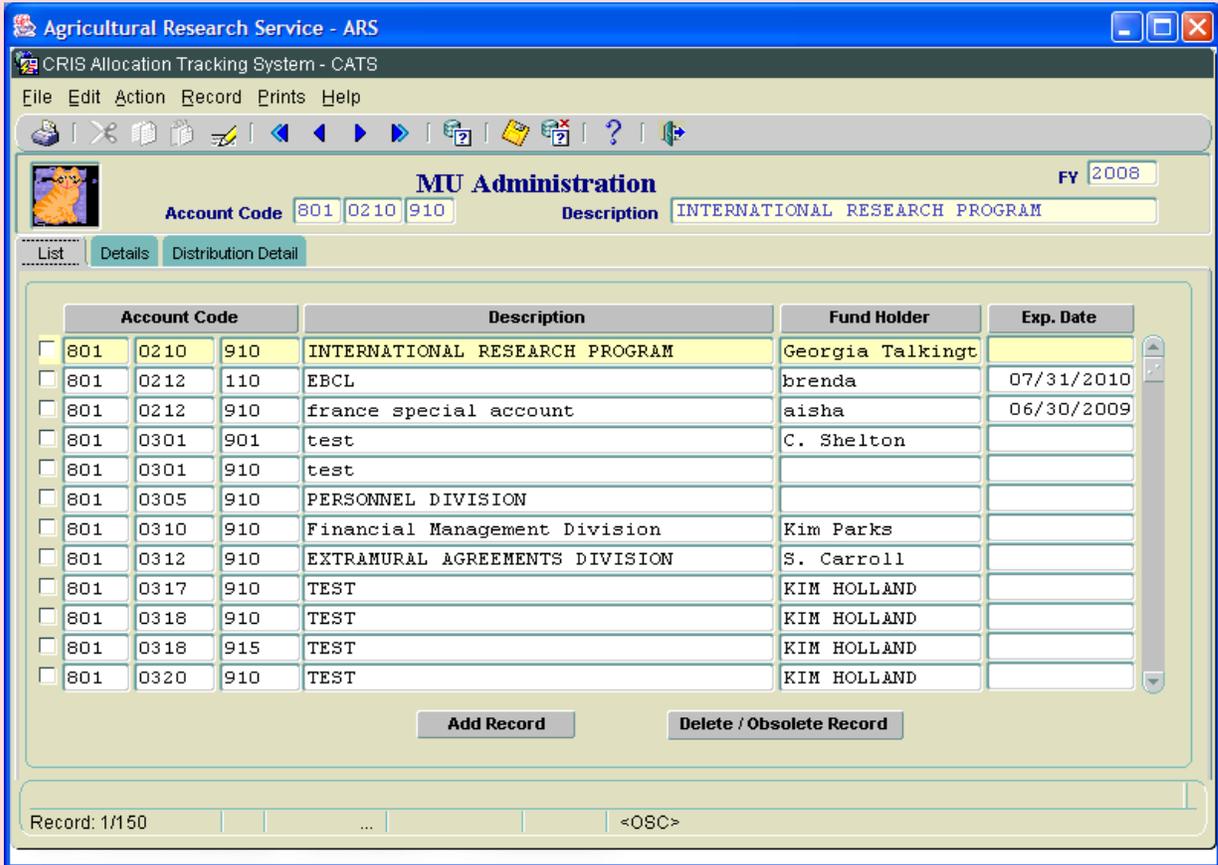
MU Administration Header Tab Fields

Field Name	Description / Rules / Notes
FY	The user's default fiscal year.
Account Code	The account code from the current record.
Description	The account name (description) from the current record.

B. List Tab

CATS will display the List tab when the user enters the form. CATS will display all active account records for the default fiscal year for which the user has access. CATS will sort these records by account code. Information here is view only and cannot be changed from this screen.

Image of MU Administration, List Tab



MU Administration List Tab Fields

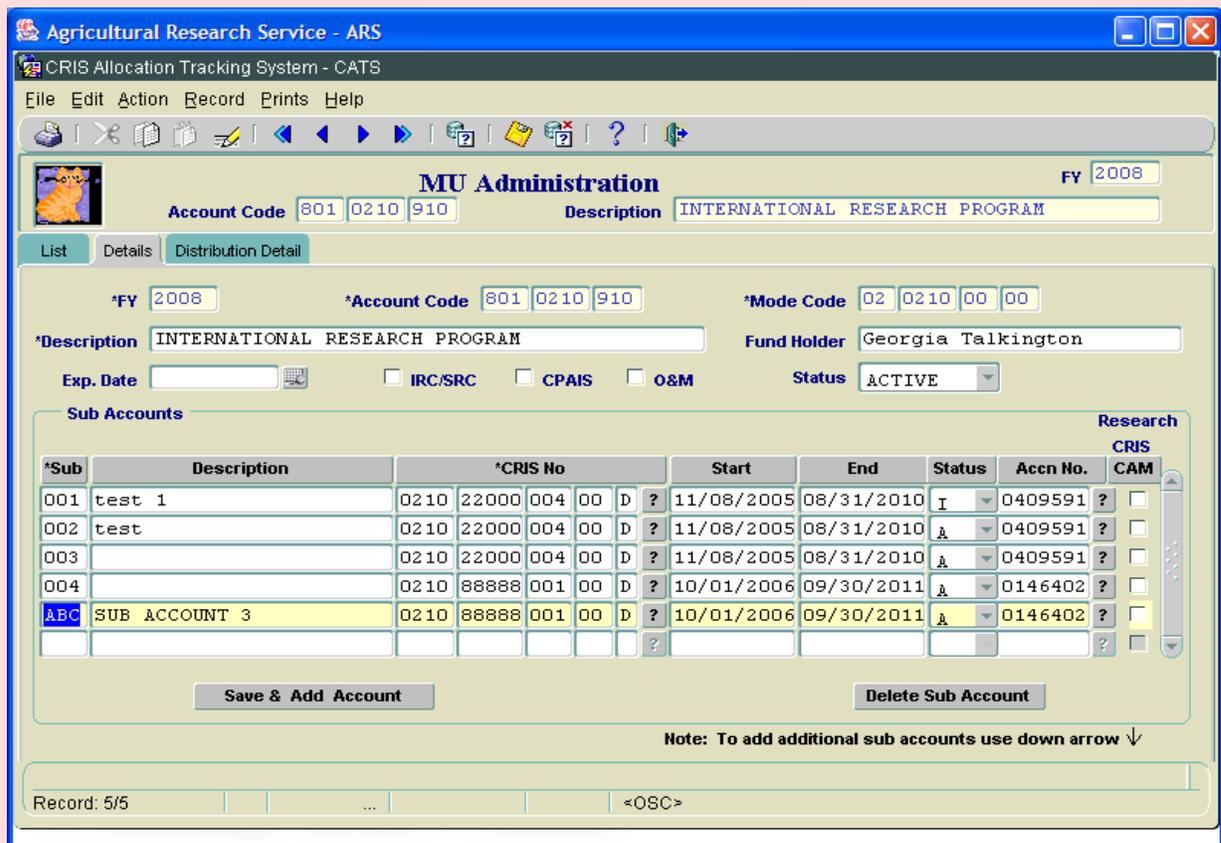
Field Name	Description / Rules / Notes
Checkbox	Indicates a record has been marked for printing , multiple records can be checked at one time. See Print Listing below.
Account Code	The accounting code.
Description	The name or description given to the account.
Fund Holder	The fund holder of the account.
Exp. Date	The account’s expiration date, if one exists.

MU Administration List Tab Buttons

<u>Button Name</u>	<u>Actions</u>
Add Record	CATS will go to the Details tab and clear of all fields there so a new accounting code with at least one sub account can be added.
Delete/Obsolete Record	If there are other records in the CATS system linked to this account, CATS will set the status of the current record to “obsolete” (“O”) and refresh the list. If there are no other records in the CATS system linked to this account, CATS will ask the user if she wants to permanently delete the record. If the user responds “Yes”, CATS will delete the record.

C. Details Tab, Terminating CRISs

Image of MU Administration, Details Tab



MU Administration Details Tab Fields, Top Field Set

<u>Field Name</u>	<u>Description / Rules / Notes</u>
FY	The user’s default fiscal year.

MU Administration Details Tab Fields, Top Field Set, (cont.)

Account Code	<p>The account code. When adding a new record CATS will check to see if this account is in ARMPS or SAMS; if it is not, CATS will alert the user but allow the record to be saved. The combination of fiscal year and the three account code fields must be unique for a fiscal year.</p> <p><u>Required: Only when creating a new record.</u> <u>Modifiable: Only when creating the record.</u></p> <p><input type="checkbox"/> button: CATS will display a merged list of accounts that exist in ARMPS and SAMS, in ADD mode only.</p>
Mode Code	<p>The four codes representing the management unit which owns the account. The second field mode code must match the second field account code. It is very important that you select the correct mode code or you will not be able to find your correct CRIS numbers associated with the accounting code. This field is populated for you if you select a valid accounting code above, but it can be changed.</p> <p><u>Required: Only when creating a new record.</u> <u>Modifiable: Only when creating the record.</u></p> <p><input type="checkbox"/> button: CATS will display this list of active mode codes in CATS, in ADD mode only.</p>
Description	<p>The name or description of the account. This field is populated if you selected a valid accounting code above, but it can be changed.</p> <p><u>Required: Yes.</u> <u>Modifiable: Yes.</u></p>
Fund Holder	<p>The name of the fund holder for the account; displayed on reports.</p> <p><u>Required: No.</u> <u>Modifiable: Yes.</u></p>
Exp. Date	<p>The expiration date for the account. Generally used for soft funds only, but can be used for an account.</p> <p><u>Required: No</u> <u>Modifiable: Yes.</u></p>
IRC/SRC	<p>When checked, indicates that the account is an IRC/SRC account. Account will not be included in CAM if box is checked.</p> <p><u>Required: No, but should be checked for all IRC/SRC accounts.</u> <u>Modifiable: Yes.</u></p>
CPAIS	<p>When checked, indicates that the account is used for CPAIS. Contact your ABFO if you have questions concerning CPAIS accounting codes.</p> <p><u>Required: No, but should be checked or all CPAIS accounts.</u> <u>Modifiable: Yes</u></p>

MU Administration Details Tab Fields, Top Field Set (cont.)

O&M	When checked, indicates that the account is used for O&M activities. <u>Required: No, but should be checked for all O&M accounts.</u> <u>Modifiable: Yes</u>
Status	The status of the account: Active (“A”), or Obsolete (“O”). Obsolete accounts can only be found via the Search function and they will not be available for use anywhere else. Once found, the status can be changed back to Active. Obsolete accounts will not be rolled over by the Yearly Rollover process. <u>Required: Yes.</u> <u>Modifiable: Yes.</u>

MU Administration Details Tab Fields, Sub Accounts Frame

<u>Field Name</u>	<u>Description / Rules / Notes</u>
Sub	Every accounting code in CATS has to have at least one sub account. This is a three-character code (numbers or letters) used to designate a sub account for the above account. It must be unique for the above account. <u>Required: Only if adding a new account.</u> <u>Modifiable: Only if adding a new account.</u>
Description	The name or description of the sub account. <u>Required: No, but recommended.</u> <u>Modifiable: Yes</u>
CRIS Number	The project number that the account amounts will be allocated to. It must exist in ARIS if the “Research CRIS/CAM” checkbox is checked. <u>Required: Yes</u> <u>Modifiable: Yes</u> <input type="checkbox"/> button: CATS will display the list of all research projects in ARIS which belong to the above mode code. Depending on the accounting code entered, it will list the appropriate “D”, “R” or “T” projects. When the user selects a project, CATS will copy the project title into the “Description” field, the project starting date into the “Start” field, the project termination date into the “End” field, and the accession number into the “Accn No.” field.
Start	The projects start date. If no date has been captured from ARIS, CATS will set “Start” to the beginning of the default fiscal year. <u>Required: Yes.</u> <u>Modifiable: Yes.</u>
End	The project end date. If no date has been captured from ARIS, CATS will set “End” to the end of the default fiscal year. <u>Required: Yes.</u> <u>Modifiable: Yes.</u>

MU Administration Details Tab Fields, Sub Accounts Frame, (cont.)

<p>S (Status)</p> <p><i><u>This is where you Terminate Subs/CRISs. Set the status to "T" and the CRIS is terminated.</u></i></p>	<p>The sub account's status: Active ("A") or Inactive ("I"). By setting a Sub/CRIS status to "Inactive", essentially terminates it. The Start and End Dates above really have nothing to do with the termination, however they should be consistent with it. Once a Sub/CRIS status is set to Inactive, only users with Location and above security levels are able to make changes to any documents using the terminated (Inactive) Sub/CRIS. However they will be alerted that they are altering a terminated Sub/CRIS. Users below this level will receive an alert telling them the Sub/CRIS is terminated and therefore cannot be accessed by them.</p> <p><u>Required: Yes and defaults to "A"</u> <u>Modifiable: Yes.</u></p>
<p>Accn No.</p>	<p>The project's accession number. This accession number must exist in ARIS if the accession number is entered.</p> <p><u>Required: Only if a project is in ARIS.</u> <u>Modifiable: Yes but if typed in the accession number must exist in ARIS.</u></p> <p><input type="button" value="?"/> button: Does the same as the LOV for the CRIS Number above.</p>
<p>Research CRIS CAM</p>	<p>When checked, indicates that the CRIS is a research CRIS, and also flags the record to be pulled for the CAM Rollup.</p> <p><u>Required: Yes.</u> <u>Modifiable: Yes.</u></p>

MU Administration Details Tab Buttons

<u>Button Name</u>	<u>Actions</u>
<p>Save & Add Account</p>	<p>CATS will save the record and clear the screen, and position the cursor in the account code field, ready to add another account.</p>
<p>Delete Sub Account</p>	<p>CATS will check to see if the sub account is used elsewhere in CATS; if so, CATS will alert the user that it cannot delete the sub account. If the sub account is not used elsewhere, CATS will delete the sub account record.</p>

Saving and Navigating

The account and sub account(s) are maintained on the same screen. When the user moves from the account section to the sub account section, CATS will check to see if all required information (account code, mode code, description) have been entered, and if they have not, CATS will alert the user that they cannot proceed further until the required information has been entered.

For each account, there must be at least one sub account, and it must be entered prior to populating any of the other fields pertaining to that sub. If the user attempts to leave this screen without entering at least one sub account, CATS will display an alert message and prevent the account information from being saved.

D. Distribution Detail Tab (Preset CRIS/Sub Account Distributions)

This tab is used to define preset distributions, (aka P codes) and allocate sub accounts to them. This makes it easy for users to split transactions between multiple sub accounts without having to manually enter the splits on the account details tabs. For instance, if a unit routinely splits transactions between multiple sub accounts (CRISs) they can set up these splits here. Then when entering transactions from any of the data entry screens, they select the correct preset as the sub and CATS will automatically split that transaction by the pre-defined percentages.

Example: If I have an accounting code that has two CRISs (sub 001 and sub 002) and I routinely split transactions between the two subs at 50% for each. I would Add a preset (say P01) and describe it as 50%/50% split. Then on the Sub account box I would enter Sub Acct "001" and put 50 in the percent column and then finish it by entering 002 on the next line and again 50% in the percent column, then save. When entering transactions for this accounting code, the subs available for me to use will be 001, 002 and P01. If I select P01, CATS will automatically split the amount transaction 50/50 between the two subs (001 and 002) on the account details tab.

The top half of the page contains the preset information, and the bottom half contains the list of sub accounts and their percents allocated to the distribution.

Image of MU Administration, Distribution Detail Tab

The screenshot displays the 'Distribution Detail' tab within the 'MU Administration' section of the CATS system. The interface includes a menu bar (File, Edit, Action, Record, Prints, Help) and a toolbar. The main area shows the 'Preset Distributions' table with the following data:

*Code	*Description	Status
TTT	TSTING ALPH	A
UUU	SDFJKDJKLSDF	A

Below the table are buttons for 'Add', 'Obsolete', and 'Delete'. To the right, the 'Preset Code' section shows:

- *Code: TTT
- *Description: testing alph
- Status: ACTIVE

The 'Sub Accounts' section contains the following table:

Sub Acct	Percent
ABC	75
004	25

Buttons for 'Add' and 'Delete' are located below this table. The status bar at the bottom indicates 'Record: 1/2' and '<OSC>'.

MU Administration Distribution Detail Tab Fields, Preset Distribution Frame

This is a list of the Preset Distributions previously set up. If it is blank, this account has not had Presets established. The fields cannot be edited here. They can only be change by selecting the line and making changes in the other frames. *Deleting or Obsoleting a Preset will have no effect on documents upon which it was previously used. They will all remain intact as the preset was use for accounting distribution and that distribution was saved with the document.*

<u>Field Name</u>	<u>Description / Rules / Notes</u>
Code	A three-character code used to define the preset distribution set. The code must be unique for each account. The code must not be the same as that of a sub account for the account.
Description	The description of the preset.
Status	The status of the preset: Active (“A”), or Obsolete (“O”).

MU Administration Distribution Detail Tab Fields, Preset Distribution Buttons

<u>Button Name</u>	<u>Actions</u>
Add	CATS blanks out the other frames and moves the cursor to the Preset Code Frame for a new entry.
Obsolete	CATS will set the status of the current record to Obsolete (“O”). Once set to Obsolete, it will not be available for use on any of the data entry forms. Obsolete Presets will not be included in the Yearly Rollover process.
Delete	Deletes the entire Preset Distribution.

MU Administration Distribution Detail Tab Fields, Preset Code Frame

<u>Field Name</u>	<u>Description / Rules / Notes</u>
Code	A three-character code (letters or numbers) used to define the preset distribution set. The code must be unique for the account. The code cannot be the same as that of a sub account for the account. (i.e. if you have a sub account coded as 001, you cannot have a preset coded as 001.) Once this is saved, it cannot be changed. The only way to change it after saving is to delete it and start over. <u>Required: Yes.</u> <u>Modifiable: Yes, but not after it is saved.</u>
Description	The description of the Preset <u>Required: Yes.</u> <u>Modifiable: Yes.</u>
Status	The status of the preset: Active (“A”), or Obsolete (“O”). Same as Status above.

MU Administration Distribution Detail Tab Fields, Sub Accounts Frame

<u>Field Name</u>	<u>Description / Rules / Notes</u>
Sub Account	The sub account associate with the accounting code to be included in the distribution. Logically, to have distribution, you must add more than one sub account and you cannot add the same sub more than once. <u>Required: Yes, at least two.</u> <u>Modifiable: Yes.</u> <input type="button" value="?"/> button: displays a list of sub accounts associated with the accounting code.
Percentage	The percentage of the amount to be distributed to this sub account when this preset distribution is chosen elsewhere. This is where you set percentages for each of the subs selected. Obviously, percentages must add up to 100% before CATS will allow you to save the record. <u>Required: Yes.</u> <u>Modifiable: Yes.</u>

Saving

To save you should click on the Save icon on the tool bar. CATS will require each preset distribution to have at least two or more sub accounts associated with it and will require the total for the percents for all sub accounts for a preset distribution to be 100%.

III. Search Screen

You can access the search screen while on the any tab by clicking the “Search” function under the Action menu option or by clicking the “Search” icon on the tool bar. This is used to limit the items on the List Tab by filtering on specified criteria. This is the only way you can find “Obsolete” accounts.

Image of MU Administration, Search Screen

Agricultural Research Service - ARS

CRIS Allocation Tracking System - CATS

File Edit Search Help

MU Administration
Search Screen

Search

Account Code ? Mode Code % % ?

Account Description

Account Status ACTIVE

Sub Account ?

Record: 1/1 ... List of Valu... <OSC>

MU Administration Search Screen Fields

<u>Field Name</u>	<u>Description / Rules / Notes</u>
Account Code	<p>The account code.</p> <p><u>Required: No.</u> <u>Modifiable: Yes.</u></p> <p><input type="checkbox"/> button: CATS will display the list of all accounts the user has access to.</p>
Mode Code	<p>The mode code for the unit which owns the account. CATS will restrict which mode code fields can be modified based on the security level. For example, if the user has Location security, CATS will set the first two mode codes to the user's first two mode codes and prevent these fields from being changed.</p> <p><u>Required: No.</u> <u>Modifiable: Yes.</u></p> <p><input type="checkbox"/> button: CATS will display the list of all mode codes the user has access to.</p>
Account Description	<p>The name or description of the account. CATS will allow wildcards.</p> <p><u>Required: No.</u> <u>Modifiable: Yes and wild cards (%) can be used.</u></p>
Account Status	<p>The status of the account.</p> <p><u>Required: No.</u> <u>Modifiable: Yes.</u></p>
Sub Account	<p>The sub account to search for.</p> <p><u>Required: No.</u> <u>Modifiable: Yes.</u></p> <p><input type="checkbox"/> button: CATS will display the list of sub accounts in CATS for accounts that the user has access to.</p>

IV. Print Listing

To access this listing, from the List Tab, check the checkbox to the left of the item(s) you want to print, then from the menu select "Prints" and then "Print Listing".

Image of MU Administration, Print Listing

09/24/2008		Agricultural Research Service				1	
		CRIS Allocation Tracking System					
		MU Administration Report					
FY: 2008		Account No: 801-1201-803		Mode Code: 12-1201-00-00			
Description: BIOMETRICS		Fundholder: BRYAN VINYARD					
Exp. Date:		<input type="checkbox"/> IRC/SRC	<input type="checkbox"/> CPAIS	<input type="checkbox"/> OM	<input type="checkbox"/> Reports	Status: Active	
Sub Description	CRIS No	Start	End	Status	Accn No	CAM	
000	1201-88888-002-00-D	08/01/2005	07/31/2010	A	140138		
001 BIOMETRICS	1201-88888-003-00-D	10/01/2003	09/30/2008	A	140157	Y	
FY: 2008		Account No: 801-1201-855		Mode Code: 12-1201-10-00			
Description: SECURITY UNIT		Fundholder: DAN THESEN					
Exp. Date:		<input checked="" type="checkbox"/> IRC/SRC	<input type="checkbox"/> CPAIS	<input type="checkbox"/> OM	<input type="checkbox"/> Reports	Status: Active	
Sub Description	CRIS No	Start	End	Status	Accn No	CAM	
001 SECURITY	1201-88888-999-00-D	10/01/2006	09/30/2011	A	148126		
FY: 2008		Account No: 801-1201-910		Mode Code: 12-1201-10-00			
Description: FACILITIES MANAGER		Fundholder: TRACY WILSON					
Exp. Date:		<input checked="" type="checkbox"/> IRC/SRC	<input type="checkbox"/> CPAIS	<input type="checkbox"/> OM	<input type="checkbox"/> Reports	Status: Active	
Sub Description	CRIS No	Start	End	Status	Accn No	CAM	
001	1201-88888-999-00-D	10/01/2006	09/30/2011	A	148126		
FY: 2008		Account No: 801-1201-911		Mode Code: 12-1201-10-00			
Description: DEPUTY AREA DIRECTOR		Fundholder: LISA BALDUS					
Exp. Date:		<input type="checkbox"/> IRC/SRC	<input type="checkbox"/> CPAIS	<input type="checkbox"/> OM	<input type="checkbox"/> Reports	Status: Active	
Sub Description	CRIS No	Start	End	Status	Accn No	CAM	
000 UNDEFINED	1201-88888-006-00-D	10/01/2006	09/30/2011	A	146453	Y	
001 SALARY	1201-88888-006-00-D	10/01/2006	09/30/2011	A	146453	Y	
002 DAD OFFICE	1201-88888-006-00-D	10/01/2006	09/30/2011	A	146453	Y	
003 ABFO	1201-88888-006-00-D	10/01/2006	09/30/2011	A	146453	Y	
004 IT	1201-88888-006-00-D	10/01/2006	09/30/2011	A	146453	Y	
005 CONTRACTING	1201-88888-006-00-D	10/01/2006	09/30/2011	A	146453	Y	
006 AO	1201-88888-999-00-D	10/01/2006	09/30/2011	A	148126		
099 AO SALARIES	1201-88888-999-00-D	10/01/2006	09/30/2011	A	148126		
FY: 2008		Account No: 801-1201-916		Mode Code: 12-1201-10-00			
Description: SOHES		Fundholder: DAVE PREVAR					
Exp. Date:		<input checked="" type="checkbox"/> IRC/SRC	<input type="checkbox"/> CPAIS	<input type="checkbox"/> OM	<input type="checkbox"/> Reports	Status: Active	
Sub Description	CRIS No	Start	End	Status	Accn No	CAM	
001	1201-88888-999-00-D	10/01/2006	09/30/2011	A	148126		
FY: 2008		Account No: 801-1201-925		Mode Code: 12-1201-00-00			
Description: AREA DIRECTOR		Fundholder: JOE SPENCE					
Exp. Date:		<input type="checkbox"/> IRC/SRC	<input type="checkbox"/> CPAIS	<input type="checkbox"/> OM	<input type="checkbox"/> Reports	Status: Active	
Sub Description	CRIS No	Start	End	Status	Accn No	CAM	
001 AREA DIRECTOR	1201-88888-001-00-D	10/01/2006	09/30/2011	A	146454	Y	

Chapter 4.3, Shipping Address Administration

Contents

- [I. Introduction](#)
 - [A. Purpose](#)
 - [B. Access Levels](#)
- [II. Main Screen](#)
 - [A. List Tab](#)
 - [B. Details Tab](#)
- [III. Search Screen](#)
- [IV. Print Listing](#)

I. Introduction

Shipping addresses correspond to “receiving offices” in the old CATS system. This information is stored to provide consistent recurring address information for the receiver of the purchase and is only used on the AD-700 purchase request forms. It is recommended that locations establish their Ship to Addresses very early in the implementation process. This is so they can establish “default” “Ship to Addresses” for each of their users, especially their basic users. This will allow the users to select a ship to code which populates the Ship To Address fields on the AD-700, eliminating the need to hand type them in. If the addresses are established prior to setting up basic users, defaults for users can be selected at that time, saving them from having to modify the user later.

A. Purpose

The Shipping Address Administration form is used to maintain information on shipping codes and addresses.

B. Access Levels

Unit and above users can view and maintain information in this form. That is why it is important to get these set up early in the implementation process so they will be available to Basic users.

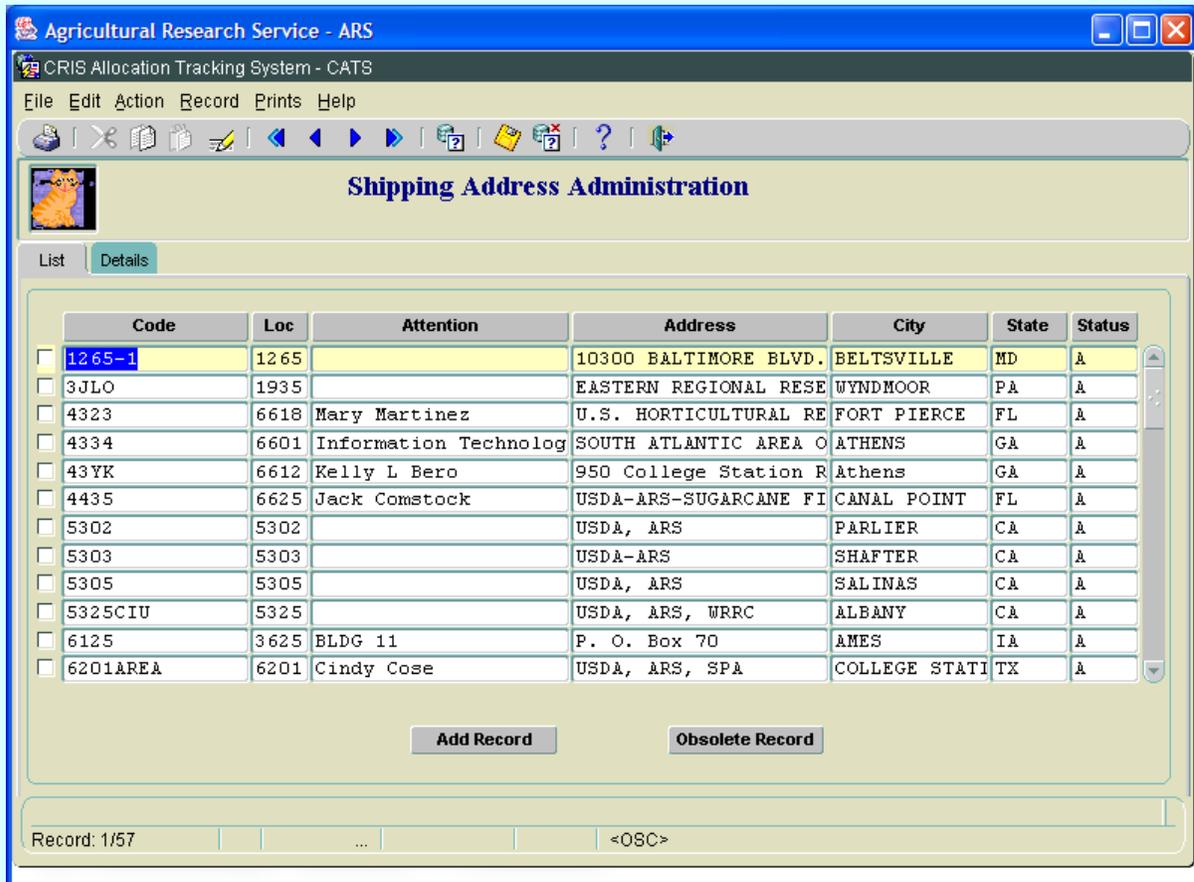
CATS will allow View Only and Basic users to view all information in this form and select a ship to address for the AD-700 form.

II. Main Screen

A. List Tab

CATS will display all shipping address records within the user's security sorted by shipping address code. As with all list tabs, most data cannot be changed here. However, the Checkbox to the left of each record is active on this screen and multiple records can be checked at the same time for Print Listing. See [Print Listing](#) below for more information.

Image of Shipping Address Administration, List Tab



Shipping Address Administration, List Tab Fields

Field Name	Description / Rules / Notes
Checkbox	When checked, marks the record for the print listing. See Print Listing below.
Code	The shipping address code.
Loc Code	The Location Code for the Location that "owns" the shipping address.
Attention	A note indicating whose attention the item will be directed to when shipped.

Shipping Address Administration, List Tab Fields, (cont.)

Address	The shipping address; two fields.
City	The shipping address city.
State	The postal state codes for the shipping address. When entered, must be a valid state code.
Status	The record's status.

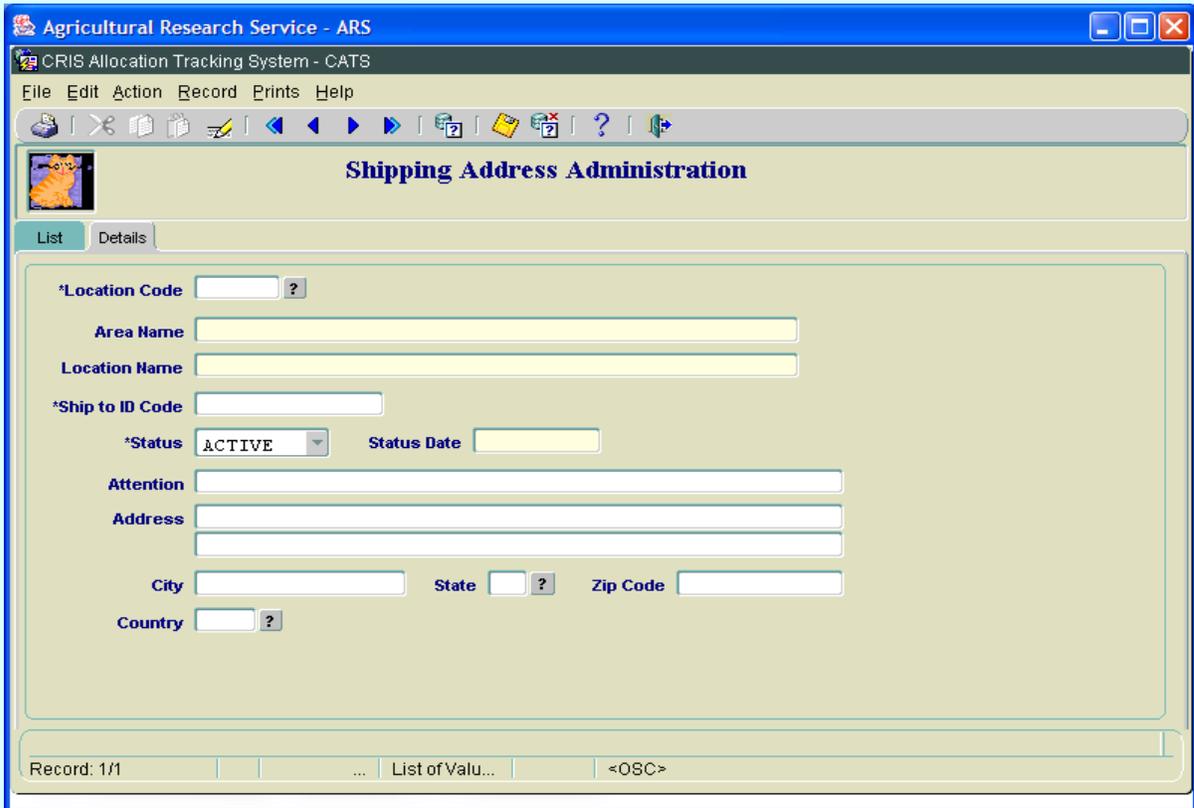
Table 2: List Tab Buttons

<u>Button Name</u>	<u>Actions</u>
Add Record	CATS will display the Details tab cleared of all data except for defaults and be ready to add a new record.
Obsolete Record	CATS will set the status code of the current record to "O" (obsolete) and the status date to the current date, save the changes, and refresh the list (after which the record might not be seen, if the default search was on active records). As with all obsolete records, the only way to see "Obsolete" records is via the Search function filtering for Obsolete records.

B. Details Tab

The Details tab is used to maintain the shipping address information.

Image of Ship to Address Admin, Details Tab



Shipping Address Administration, Details Tab Fields

<u>Field Name</u>	<u>Description / Rules / Notes</u>
Location Code	<p>The code for the Location (4th level mode code) which “owns” the shipping address. Must be a valid Location Code as recorded in ARIS.</p> <p>Required: Yes Modifiable: Only when adding a new record.</p> <p>[?] button: CATS will display the list of valid Location codes. When updating a record, CATS will render the [?] button invisible.</p>
Area Name	<p>The name of the Area above the Location. CATS will automatically display the Area Name from the above Location Code.</p>
Location Name	<p>The name of the above Location. CATS will automatically display the Location Name from the above Location Code.</p>

Shipping Address Administration, Details Tab Fields, (cont.)

Ship to ID code	The code used to identify the shipping location. Must be unique for the above Location Code. Examples of entries are “Farm”, “Shop”, “MainBldg”, “CropLab”, something that will make sense to your users so it will be easy for them to select one. <u>Required: Yes</u> <u>Modifiable: Only when adding a new record. (<= 8 characters).</u>
Status	The status of the record. CATS will allow two values: “A” (Active) or “O” (Obsolete). <u>Required: Yes</u> <u>Modifiable: Yes, but defaults to “A” when adding a new record.</u>
Status Date	The date the status of the record was set or changed. CATS will automatically set this field whenever the above Status is changed.
Attention	An additional field the user can use to designate a specific employee, office, or title on the shipping address. <u>Required: No.</u> <u>Modifiable: Yes (<= 50 characters)</u>
Address	Two fields for the shipping address. <u>Required: No.</u> <u>Modifiable: Yes (<= 50 characters)</u>
City	The city for the shipping address. <u>Required: No.</u> <u>Modifiable: Yes (<= 50 characters)</u>
State	The two-character postal code for the address’ state. Uppercase. State code must be a valid state code as recorded in ARIS. <u>Required: No.</u> <u>Modifiable: Yes (<= 2 characters)</u> <input type="button" value="?"/> button: CATS will display the list of valid state codes.
Zip Code	The postal zip code. May be entered as 5 characters or 9 characters. <u>Required: No.</u> <u>Modifiable: Yes (between 5 and 9 digits)</u>
Country	The address’s country. The country code must be in the ARIS country reference table. <u>Required: No.</u> <u>Modifiable: Yes (<= 3 characters)</u>

III. Search Screen

You can access the search screen while on the List Tab by clicking the “Search” function under the Action menu option or by clicking the “Search” icon on the tool bar.

Image of Shipping Address Administration, Search Screen

Shipping Address Administration, Search Screen Fields

<u>Field Name</u>	<u>Description / Rules / Notes</u>
Location Code	The Location Code for the location which “owns” the address. <u>Required: No.</u> <u>Modifiable: Yes.</u> [?] button: CATS will display all Locations in the reference table.
Location Name	The name of the location. Wildcards “%” may be used. <u>Required: No.</u> <u>Modifiable: Yes (<= 200 characters)</u>

Shipping Address Administration, Search Screen Fields, (cont.)

Ship to Code	<p>The shipping address code. Wildcards “%” may be used. <u>Required: No.</u> <u>Modifiable: Yes (<= 8 characters)</u></p> <p><input type="checkbox"/> button: CATS will display all Ship to Codes in the reference table.</p>
Status	<p>The status of the record. CATS will display “Active”, “Obsolete”, and blank in the select list. <u>Required: No.</u> <u>Modifiable: Yes, defaults to “A” for Active. To search for “Obsolete” records select “O” here.</u></p>
State	<p>The state code. <u>Required: No.</u> <u>Modifiable: Yes (<= 2 characters)</u></p>
Status Date	<p>The date the record’s status was set or changed. <u>Required: No.</u> <u>Modifiable: Yes, date or range with wildcards.</u></p>

IV. Print Listing

To access this listing, from the List Tab, check the checkbox to the left of the item(s) you want to print, then from the Menu select "Prints" and then "Print Listing".

Image of Shipping Address Administration, Print Listing

09/24/2008		Agricultural Research Service CRIS Allocation Tracking System Shipping Address Administration Listing		1
Location Code	Ship To Code	Attention	Address	
6618	4323	Mary Martinez	U.S. HORTICULTURAL RES LAB 2001 S. ROCK ROAD PORT PIERCE, FL 34945 UNITED STATES	
6601	4334	Information Technology	SOUTH ATLANTIC AREA OFFICE 950 COLLEGE STATION ROAD ATHENS, GA 30604 UNITED STATES	
6625	4435	Jack Comstock	USDA-ARS-SUGARCANE FIELD STA. 12990 US HWY 441 NORTH CANAL POINT, FL 33438 UNITED STATES	
5302	5302		USDA, ARS 9611 S. RIVERBEND AVENUE PARLIER, CA 93648 UNITED STATES	

Chapter 4.4, User Administration

Contents

- [I. Introduction](#)
 - [A. Purpose](#)
 - [B. Access Levels](#)
- [II. Main Screen](#)
 - [A. Header Fields](#)
 - [B. List Tab](#)
 - [C. Details Tab](#)
- [III. Search Screen](#)
- [IV. Print Listing](#)

I. Introduction

All users must have initially been given access to CATS through the standard ARS applications registration process for establishing all ARS users. This is done by submitting, through appropriate channels, a completed REE-235 which is available on e-Forms. Also see Chapter 1.2, System Requirements... [Appendix B: Registering New Users](#). The *User ID is required* (see "[Adding Users](#)" below) and must be established through the ARS registration process before using this module to set up users. Users established by ARIS at the Location level and above do not need to be added to CATS, except to set their defaults if so desired. However all users at the Unit level and below, *must* be set up in CATS via this module. Also, View Only users may need to be set up depending on their specific needs (ex. If they are limited to view certain accounts/sub accounts). This section is used to establish users at the Unit and Basic levels by adding them from the ARIS database, and giving them rights to accounting codes, sub accounts, and setting their defaults. It is also used to set up Purchase Card users if applicable. *If this is not done, the users may have access to the system, but would not be able to use it because they do not have access to any accounting or sub codes. The access for these users must be established here.*

Also, in some situations, users may be set up to have different accesses. For instance a user may have Location access to 5358 and Unit access to 5364. If this is the case the user, when logging into CATS, will need to select one or the other. They will not be able to work on both at the same time. This is no different from other ARIS applications where security levels or access needed to be selected up front. Also see [Chapter 4.1, Changing System Security/Mode Code](#).

A. Purpose

The User Administration form is used by Location, Area, and Headquarters to set up user default access to accounts at the Basic, Unit, and View Only levels. The form enables them to grant a user access to one or more account and sub accounts, and to remove those grants. As stated above, it also allows them to establish default accounting/sub codes and a default "Ship to Address" for each user. The form is also used to establish Purchase Card users.

B. Access Levels

The system shall allow users with security levels Location, Area, and Agency to access this form.

II. Main Screen

A. Header Fields

User Administration Header Fields

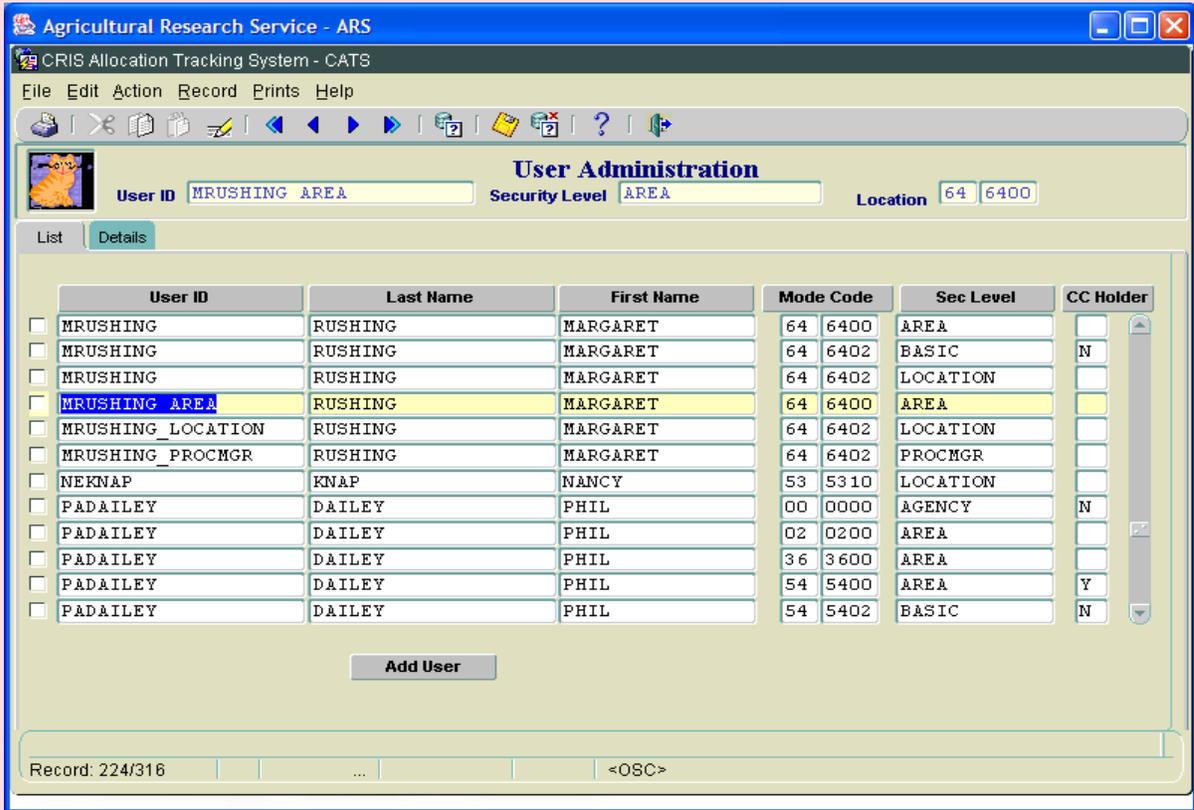
(these change as you go from record to record)

<u>Field Name</u>	<u>Description / Rules / Notes</u>
User ID	The login ID of the user from the record selected.
Security Level	The security level of the user from the record selected.
Mode Code	The mode code of the user from the record selected.

B. List Tab

CATS will display all User records within the user's security sorted by User ID. As with all List Tabs, you can re-index the list by clicking on the column headers. All the users on this list have been added to CATS and will have access. As with all list tabs, most data cannot be changed on these tabs; data for specific records can only be changed on the Details Tab. However, the Checkbox to the left of each record is active on this screen and multiple records can be checked at the same time for Print Listing. See [Print Listing](#) below for more information.

Image of User Administration List Tab



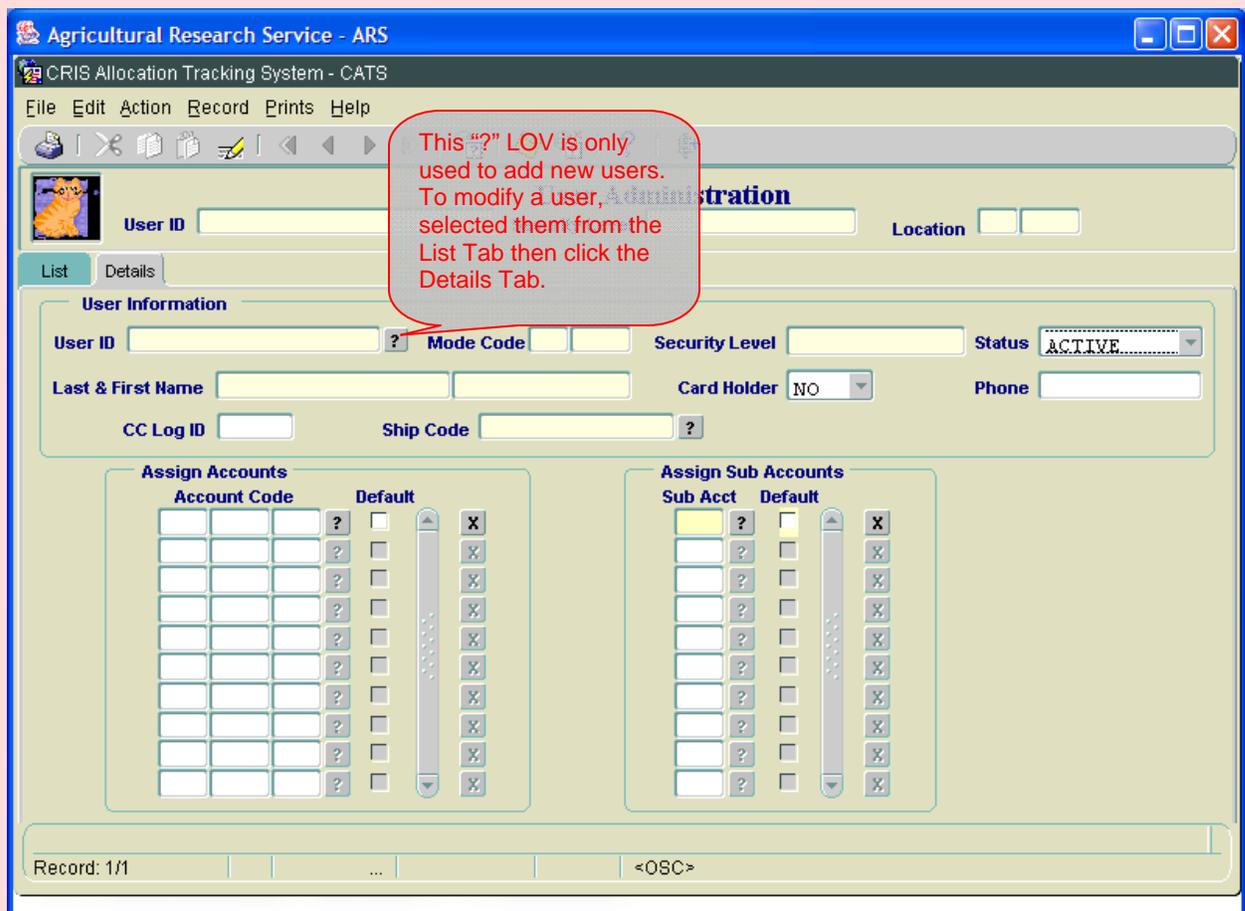
User Administration List Tab Fields

<u>Field Name</u>	<u>Description / Rules / Notes</u>
Checkbox	Indicates the record(s) has been marked for selection on the print listing for the form. See Print Listing below.
User ID	The login ID of the user.
Name	Two fields: the last name and first name of the user.
Mode Code	The four mode code fields for the user.
Sec Level	The user's security level.
CC Holder	If "Y", user is a credit card holder, "N" if they are not.

User Administration List Tab Buttons

Button Name	Actions
Add User	The system displays the details tab cleared of all information and is ready for a new user to be added. See below. When adding a new user, <i>you must</i> use the LOV “?” next to the User ID field on the Details Tab. Users can only be added from this table. See Introduction above about adding new users to CATS via the ARIS registration form REE-235. In other words, you must have a user ID established for all users before you can add them in CATS.

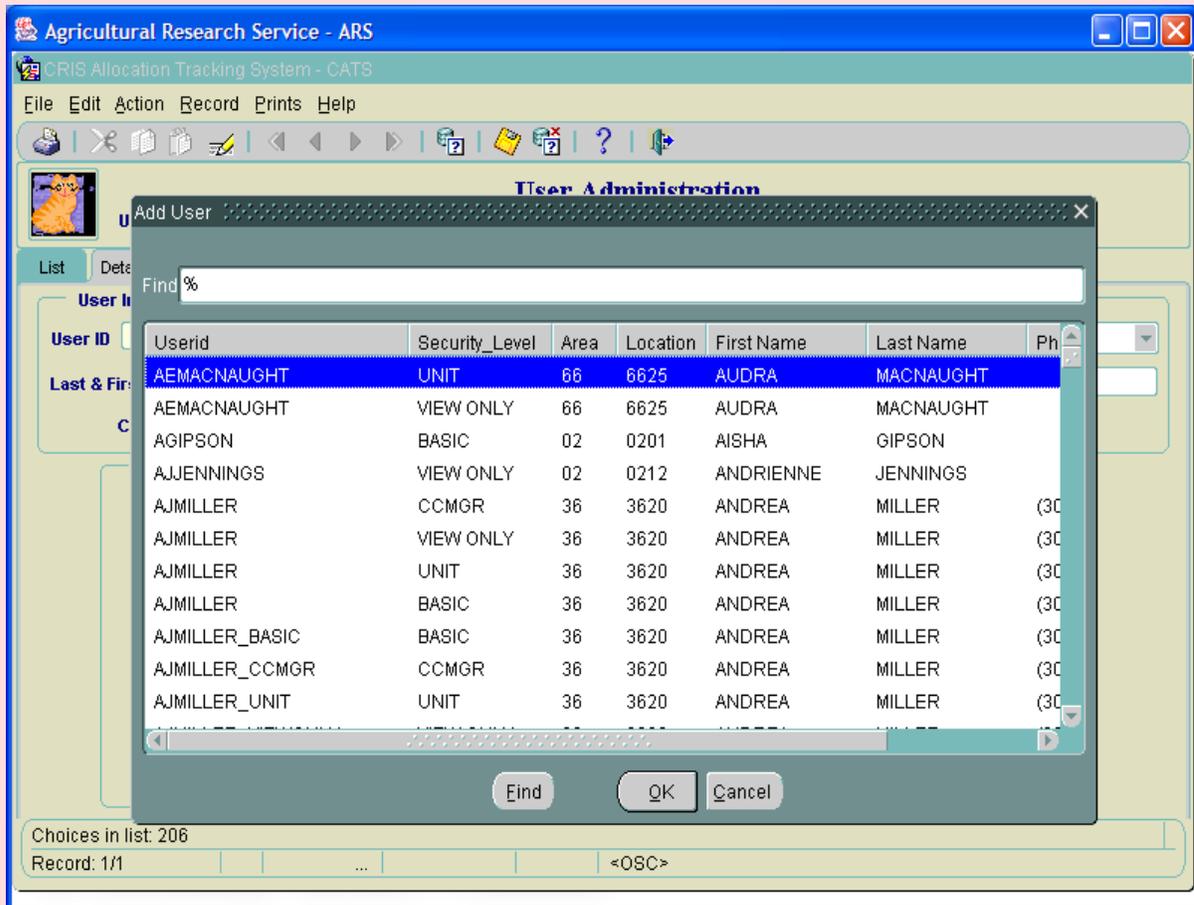
Image of User Administration Details Tab in Add User Mode



User Administration List Tab Buttons, (adding New Users, cont.)

After clicking the  button illustrated above you get the list shown below. This is a list of users established in the ARIS database waiting to be added to the CATS user list. Once they are selected and added to CATS, they will be removed from this ARIS list. In other words, you can only add them once to CATS and once that is done, they cannot be re-added from ARIS. As you add users, this list will get smaller and smaller until you have no more users to add. So, if you have no new users to add, this list will be blank.

Image of User Administration Add New User List



User Administration Details Tab Fields, Top Frame

<u>Field Name</u>	<u>Description / Rules / Notes</u>
User ID	<p>The user's login ID.</p> <p><u>Required: Yes.</u></p> <p><u>Modifiable: Only when Adding a new user record with the  button.</u></p> <p><u> button: ONLY USED WHEN ADDING NEW USERS TO CATS.</u></p> <p>CATS displays the list of all users' login IDs and security levels for the CATS subsystem that are stored in an ARIS table that are not currently in the CATS user table and that fall within the mode code security levels of the user running the form. When the user selects a record from this list, CATS will copy the user ID, mode code, security level, and first and last name from this list and display them in their corresponding fields on the form. See example above.</p> <p><i>To modify an existing user, go back to the List Tab, selected that user and then click on the Details tab. The Details tab will then be populated with the selected user's information.</i></p>
Mode Code	The user's mode code associated with the record shown in the above.
Security Level	The user's security level associated with record shown in the above.
Status	<p>The user's status in the CATS system. Active ("A") or Obsolete ("O").</p> <p><u>Required: Yes.</u></p> <p><u>Modifiable: Yes, defaults to "A" when adding new users.</u></p>
Last & First Name	The user's last and first names associated with the record.
Card Holder	<p>Indicates that the user is a credit card holder. Yes ("Y") or No ("N").</p> <p><u>Required: Yes.</u></p> <p><u>Modifiable: Yes, defaults to "No".</u></p>
Phone	<p>The user's phone number.</p> <p><u>Required: No, but useful for AD-700s</u></p> <p><u>Modifiable: Yes (<= 10 characters)</u></p>

User Administration Details Tab Fields, Top Frame, (cont.)

CC Log ID	<p>This is the user's credit card log tag, used as a prefix to credit card log numbers on credit card purchase documents. A user may have only one value for CC Log ID, even if the user has multiple security levels. If another record is being created for a user who is already in CATS as a credit card holder, CATS will copy the user's current CC Log ID to the new record's field.</p> <p>Required: Yes, if the "Card Holder" field is set to "Yes". Modifiable: Yes, but if the user has had one previously established, you must change the "Card Holder" option above to NO. This deletes the previously established CC Log ID. Then change the "Card Holder" option above back to Yes and enter the new ID. (<= 3 characters)</p>
Ship Code	<p>The user's default ship to address code. The code must be in the Shipping Address reference table. (See Chapter 4.3, Shipping Address Administration).</p> <p>Required: No, but makes creating a AD-700 easier. Modifiable: Yes, but only from the <input type="button" value="?"/> button</p> <p><input type="button" value="?"/> button: the system displays the list of ship to codes for the Location associated with the user's second mode code. If there is nothing it means your location has not set up or established any Ship to Addresses. See Ship to Address Module.</p>

User Administration Details Tab, Account and Sub Account Assignments Section

<u>Field Name</u>	<u>Description / Rules / Notes</u>
Account Code	<p>The specific account code(s) being assigned to the user are selected here. The system shall only allow entry of this code through the <input type="button" value="?"/> button. When the account code is selected, CATS displays all sub accounts assigned to the user for this account in the sub account list.</p> <p>Required: Yes, at least one. Modifiable: Only through the <input type="button" value="?"/> button.</p> <p><input type="button" value="?"/> button: Displays the list of account codes for the Location (second mode code) for the user as shown on the form.</p>
Default checkbox	<p>When checked, indicates the account code is the user's default account code that will be used on other forms. A user must have one and only one account code identified as the default.</p> <p>Required: No, but each user must have one and only one default accounting code. Modifiable: Yes, checkbox</p>
<input type="button" value="X"/> button	Deletes the account and its sub accounts from the user's access.

Sub Acct	The sub account for the selected account at the left. Required: Yes. Modifiable: Yes. Type: Sub Account.
Default checkbox	When checked, indicates that the sub account is the user's default sub account for the account and will be on other forms. A user must have one and only one sub account code identified as the default. <u>Required: No, but each user must have one and only one default sub code.</u> <u>Modifiable: Yes, checkbox</u>
X button	Deletes the sub account from the user's access.

III. Search Screen

You can access the search screen while on the List Tab by clicking the "Search" function under the Action menu option or by clicking the "Search" icon on the tool bar.

Image of User Administration Search Screen

When discussing the record in the following tables, the term "user" refers to the contents of the record maintained through this form, and not the user running the form. The user running the form will be so noted.

User Administration Search Screen Fields

<u>Field Name</u>	<u>Description / Rules / Notes</u>
User ID	<p>The user's login ID.</p> <p><u>Required: No</u> <u>Modifiable: Yes.</u></p> <p><input type="checkbox"/> button: Displays the list of unique user login IDs stored in the reference table that fall within the user (who is executing the search) security level.</p>
Last Name	<p>The user's last name. Wildcards may be used.</p> <p><u>Required: No</u> <u>Modifiable: Yes.(≤ 15 characters, wildcards “%” may be used)</u></p> <p><input type="checkbox"/> button: Displays the list of unique last names stored in the reference table that fall within the user (who is executing the search) security level.</p>
First Name	<p>The user's first name. Wildcards may be used.</p> <p><u>Required: No</u> <u>Modifiable: Yes.(≤ 15 characters, wildcards “%” may be used)</u></p> <p><input type="checkbox"/> button: Displays the list of unique first names stored in the reference table that fall within the user (who is executing the search) security level.</p>
Security Level	<p>The user's security level. Wildcards may be used.</p> <p><u>Required: No</u> <u>Modifiable: Yes.(wildcards “%” may be used)</u></p> <p><input type="checkbox"/> button: Displays the list of unique security levels stored in the reference table for which the associated user can be found.</p>
Account Code	<p>The user's account code.</p> <p><u>Required: No</u> <u>Modifiable: Yes.</u></p> <p><input type="checkbox"/> button: Displays the list of unique account codes stored in the reference table which can be assigned to the associated user.</p>
Sub Account	<p>The user's sub account code.</p> <p><u>Required: No</u> <u>Modifiable: Yes.</u></p> <p><input type="checkbox"/> button: Displays the list of unique sub account codes stored in the reference table associated with the account code that was selected.</p>
Status	<p>The user's status.</p> <p><u>Required: No</u> <u>Modifiable: Yes.</u></p> <p>Defaults to 'Active' but can be changed to 'obsolete' or null.</p>

User Administration Search Screen Fields, (cont.)

Status Date	The date the user's record last had a status change. <u>Required: No</u> <u>Modifiable: Yes.(wildcards “%” may be used)</u>
Date Created	The date the user's record was created. <u>Required: No</u> <u>Modifiable: Yes.</u>
Created By	The login ID of the user who ran the form to create the record. <u>Required: No</u> <u>Modifiable: Yes.</u>

IV. Print Listing

To access this listing, from the List Tab, check the checkbox to the left of the item(s) you want to print, then from the menu select “Prints” and then “Print Listing”.

Image of User Administration Print Listing

09/25/2008		Agricultural Research Service CRIS Allocation Tracking System User Administration Report			1
Userid	Name (Last,First)	Mode Code	Security	CC	Log
PADAILEY	DAILEY, PHIL	02-0200	AREA		
Userid	Name (Last,First)	Mode Code	Security	CC	Log
PADAILEY_BASIC	DAILEY, PHIL	54-5402	BASIC		
Account Code	Default	Sub A/C	Default		
801 5402 055	<input checked="" type="checkbox"/>	001	<input checked="" type="checkbox"/>		
801 5402 150	<input type="checkbox"/>	007	<input type="checkbox"/>		
Userid	Name (Last,First)	Mode Code	Security	CC	Log
JEDANIELS	DANIELS, JOYCE	53-5300	AREA		

Chapter 4.5, User Fields Administration

Contents

- [I. Introduction](#)
 - [A. Purpose](#)
 - [B. Access Levels](#)
- [II. Main Screen](#)
 - [A. List Tab](#)
 - [B. Details Tab](#)
- [III. Search Screen](#)
- [IV. Print Listing](#)

I. Introduction

A. Purpose

The use of User Fields is not required, but may be useful for many locations or management units. The agency only requires accounting personnel to track expenditures to the CRIS level, but some users wish to track expenditures to different levels or operations. The User Fields form allows authorized users to store commonly used “User Fields” tied to specific accounting codes for data entry users to apply to transactions. User fields were created for this purpose; i.e. to keep track of expenditures for things like scientists, projects, shop, vehicles, travel, or anything else a location may want to track. This form allows Location and above users to make a list of “User Fields” that will appear on a LOV “?” on the User Fields Tab of all data entry forms when that accounting code is used initially on the data entry Details Tab. This will allow users to select the appropriate “User Field” from the LOV “?” rather than having to type it in. This should help to eliminate typing errors made by users when they need to use “User Fields”.

Since there are six separate “User Field” fields on every data entry “User Fields Tab”, locations should be very specific with their instructions to their users on how they should be used, if they are used, if they want them to be used correctly and if they want the “User Field Reports” to report correct information.

B. Access Levels

Unit and above security levels can maintain data in this form.

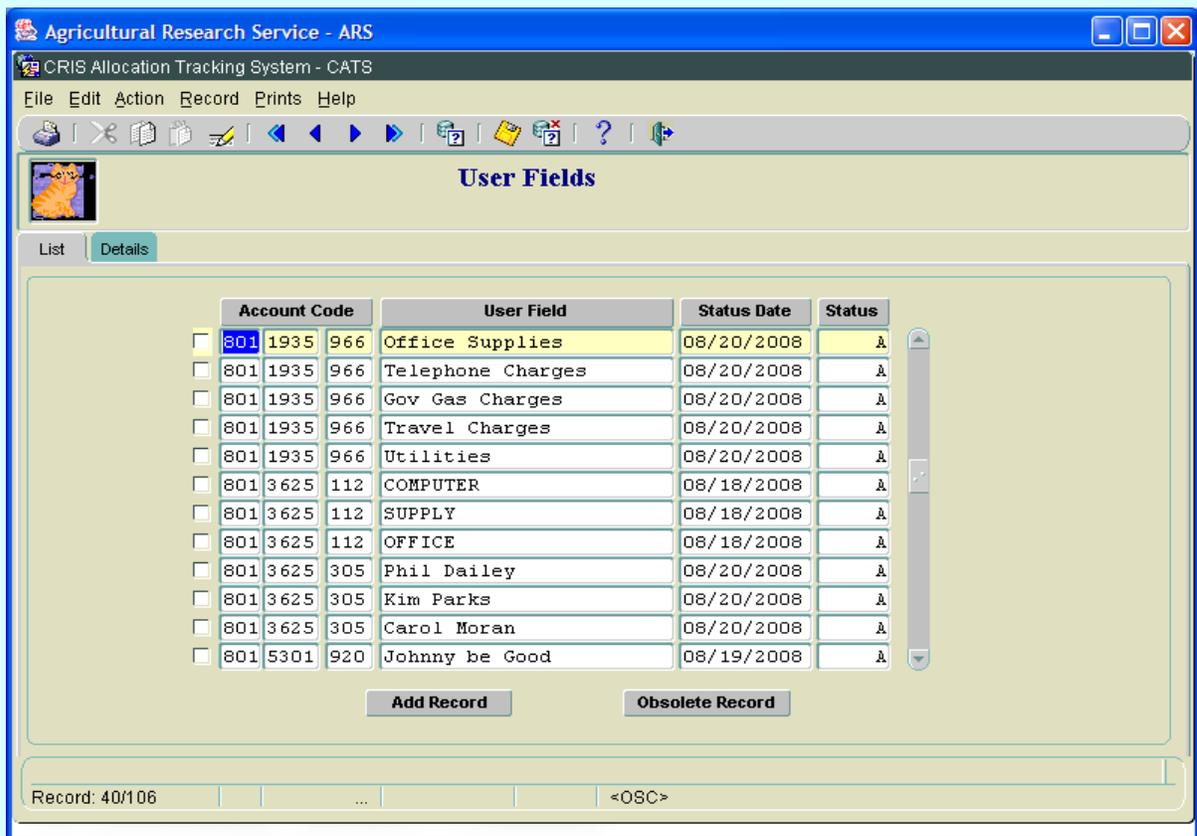
Basic and View Only users can view information in this form if it’s within their security.

II. Main Screen

A. List Tab

CATS will display all User Field records within the user's security sorted by accounting code. As with all list tabs, most data cannot be changed on these tabs; data for specific records can only be changed on the Details Tab. However, the Checkbox to the left of each record is active on this screen and multiple records can be checked at the same time for Print Listing. See Print Listing below for more information.

Image of User Fields Administration List Tab



User Fields Administration List Tab Fields

<u>Field Name</u>	<u>Description / Rules / Notes</u>
checkbox	When checked, indicates the record(s) that should be included on the print listing. See Print Listing below.
Account Code	The account the user field is associated with.
User Field	The user field text.

User Fields Administration List Tab Fields, (cont.)

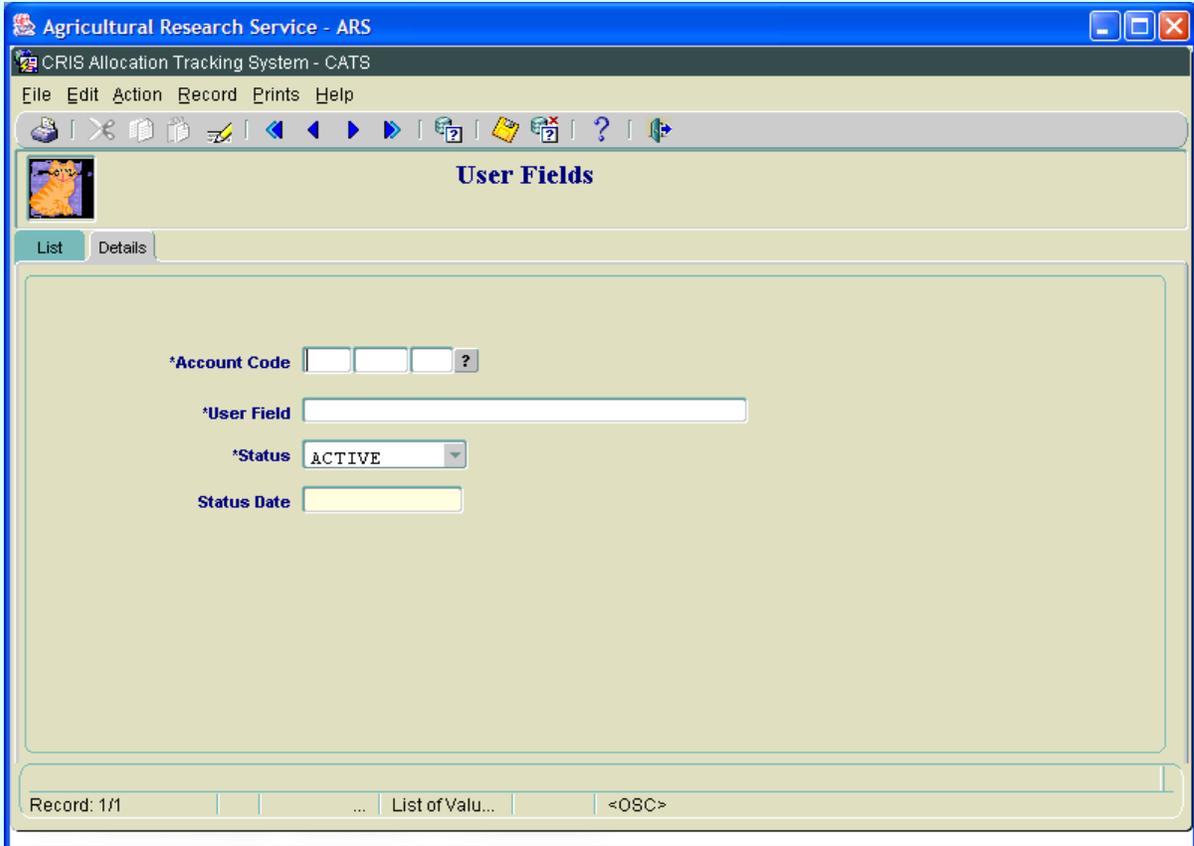
Status Date	The date the record's status was set or changed.
Status	The record's status. <u>Required: Yes</u> <u>Modifiable: Only through the Obsolete button. In other words, you can "Obsolete" a record from this screen by selecting it and clicking the "Obsolete" button.</u>

User Fields Administration List Tab Buttons

<u>Button Name</u>	<u>Actions</u>
Add Record	Displays the Details tab cleared of all data except for defaults and is set for entering a new record.
Obsolete Record	The status code of the current record is set to "O" (obsolete) and the status date is set to the current date, saves the changes, and refreshes the list (after which the record might not be seen, if the default search was on active records) As with all obsolete records, the only way to see "Obsolete" records is via the Search function filtering for Obsolete records.

B. Details Tab

Image of User Fields Administration Details Tab



User Field Administration Details Tab Fields

<u>Field Name</u>	<u>Description / Rules / Notes</u>
Account Code	<p>The account the user field will be associated with. <u>Required: Yes.</u> <u>Modifiable: Only when a new record is created.</u></p> <p>[?] button: CATS will display the list of account codes within the user's security. This button will be invisible when modifying an existing record.</p>
User Field	<p>The descriptive text used for the User Fields Report and to select from when completing forms. This text can contain any characters but formulas are no longer contained in this field. User field must be unique for the accounting code. <u>Required: Yes.</u> <u>Modifiable: Yes. (<= 25 characters)</u></p>

User Field Administration Details Tab Fields, (cont.)

Status	The record's status. CATS will display in the select list "Active" ("A") and "Obsolete" ("O"), the two allowable options. Required: Yes Modifiable: Yes, defaults to "A" when adding a new record.
Status Date	The date the record was added or changed. CATS will automatically set this to the current date whenever a change is made and saved.

III. Search Screen

You can access the search screen while on the List Tab by clicking the "Search" function under the Action menu option or by clicking the "Search" icon on the tool bar.

Image of User Fields Administration Search Screen

The screenshot shows the 'User Fields Search Screen' interface. The window title is 'Agricultural Research Service - ARS' and the application is 'CRIS Allocation Tracking System - CATS'. The menu bar includes 'File', 'Edit', 'Search', and 'Help'. The toolbar contains various icons for file operations and help. The main area is titled 'User Fields Search Screen' and contains a search form with the following fields:

- Account Code:** Three text boxes followed by a help icon (?)
- User Field:** A single text box
- Status:** A dropdown menu currently set to 'ACTIVE'
- Status Date:** A text box

At the bottom, there is a status bar showing 'Record: 1/1', a 'List of Valu...' button, and '<OSC>'.

User Field Administration Search Tab Screen

<u>Field Name</u>	<u>Description / Rules / Notes</u>
Account Code	The account for which the user field is associated. <u>Required: No.</u> <u>Modifiable: Yes.</u> “?” button: CATS will display the list of account codes in the user’s security.
User Field	The user field text. CATS will allow wildcards. <u>Required: No.</u> <u>Modifiable: Yes (<= 25 characters) Wildcards “%” may be used.</u>
Status	The record’s status. CATS will display the allowable values of “Active”, “Obsolete”, and blank in a select list. <u>Required: No.</u> <u>Modifiable: Yes, defaults to “A” when a new record is added.</u>
Status Date	The date the record’s status was set or changed. CATS will allow wildcards. <u>Required: No.</u> <u>Modifiable: Yes, and wildcards “<=” “>=” etc. may be used for the search.</u>

IV. Print Listing

To access this listing, from the List Tab, check the checkbox to the left of the item(s) you want to print, then from the menu select "Prints" and then "Print Listing".

Image of User Fields Administration Print Listing

09/25/2008		Agricultural Research Service	1
		CRIS Allocation Tracking System	
		User Fields Listing	
Account Code	User Fields		
801-0312-910	Kim Hicks		
801-0312-910	KIM HOLLAND		
801-1265-106	Penny Carlson		
801-1265-106	Nanda Rangu		
801-1265-106	Scott Rieland		
801-1265-106	Tonja Lee		

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Chapter 4.6, Vendors Administration

Contents

- [I. Introduction](#)
 - [A. Purpose](#)
 - [B. Access Levels](#)
- [II. Main Screen](#)
 - [A. List Tab](#)
 - [B. Details Tab](#)
- [III. Search Screen](#)
- [IV. Print Listing](#)

I. Introduction

A. Purpose

The Vendors form is used by Unit and above users to maintain the Location vendor table. These users will use this form to maintain a list of vendors commonly used by purchasers within a Location. This vendor table is based on the locations fourth level mode code. All users with access to that mode code will have access to the vendors, for data entry purposes, for that mode code.

B. Access Levels

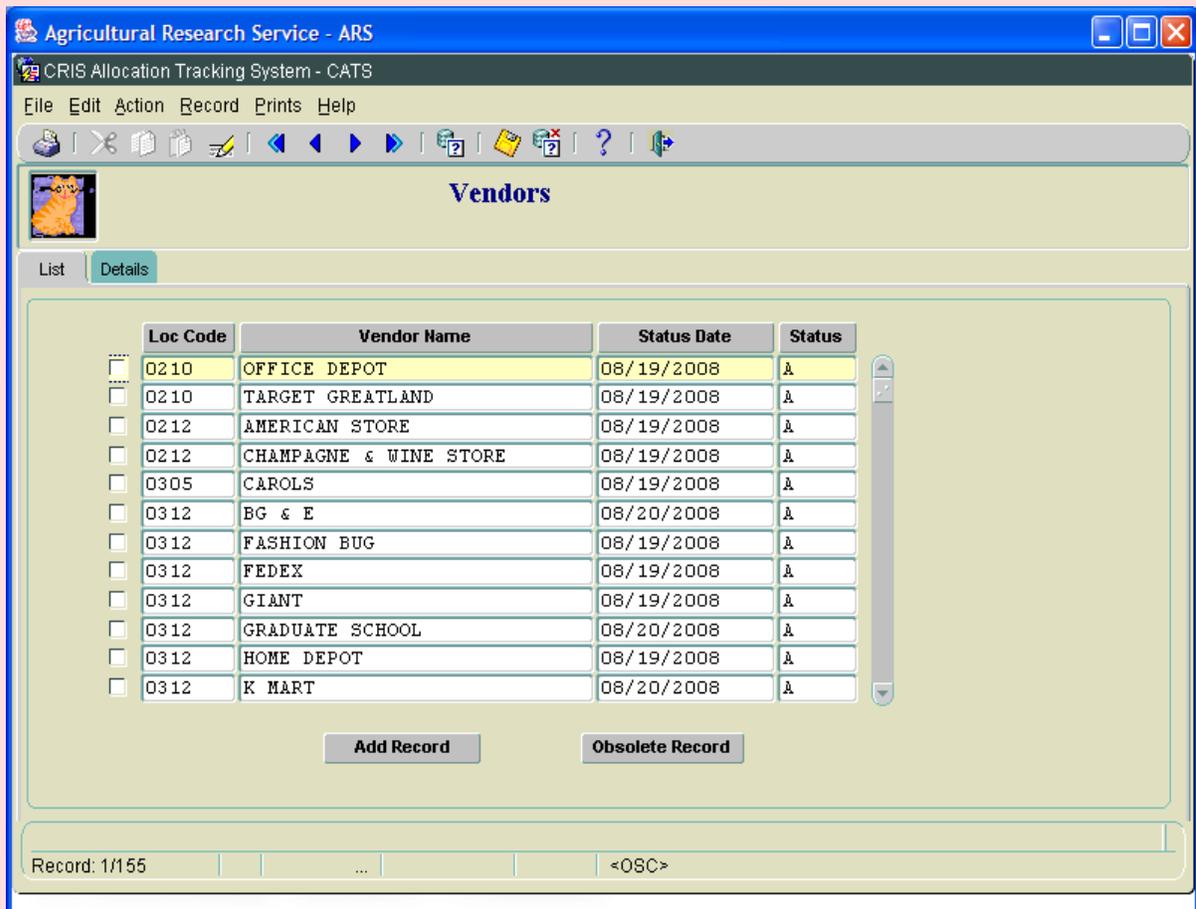
Unit and above security levels can maintain data in this form. Users with “Basic” and “View Only” security levels can only view data in this form.

II. Main Screen

When the user enters this form, CATS will display the list tab and show all vendors in the locations their security allows them access to. CATS will sort records by Location Code and then by Vendor Name. As with all list tabs, most data cannot be changed on these tabs; data for specific records can only be changed on the Details Tab. However, the checkbox to the left of each record is active on this screen and multiple records can be checked at the same time for Print Listing. See Print Listing below for more information.

A. List Tab

Image of Vendors Administration, List Tab



Vendors Administration List Tab Fields

Field Name	Description / Rules / Notes
checkbox	When checked, indicates the record is to be picked up on the print listing report, See Print Listing below.

Vendors Administration List Tab Fields, (cont.)

Loc Code	The code for the Location which owns and maintains that vendor record.
Vendor Name	The name of the vendor.
Status Date	The date the status of the vendor record was set or changed.
Status	The status of the vendor record: "A" (active) or "O" (obsolete). A record status can be changed to "Obsolete" on this List Tab by selecting the record and clicking the "Obsolete" button. See Obsolete Record below.

Vendors Administration List Tab Buttons

<u>Button Name</u>	<u>Actions</u>
Add Record	CATS will display the Details tab cleared of all data except for defaults and be ready for a new record.
Obsolete Record	CATS will set the "Status" field of the current record to "O" (obsolete) and the status date to the current date, save the changes, and refresh the list (after which the record might not be seen, if the default search was on active records). Once a record is obsolete, the only way to see it is to use the Search function and search for "Obsolete" records.

B. Details Tab

The Details tab is used to capture address and contact information for the vendor.

Image of Vendors Administration, Details Tab

The screenshot shows the 'Vendors' application window with the 'Details' tab selected. The form contains the following fields:

- *Location Code: ?
- *Vendor Name:
- Contact:
- Address:
- City: State: ? Zip Code:
- Phone#:
- Fax#: Fin#:
- *Status: Status Date:

At the bottom of the window, it displays 'Record: 1/1' and '<OSC>'.

Vendors Administration Details Tab Fields

<u>Field Name</u>	<u>Description / Rules / Notes</u>
Location Code	<p>The Location which owns the vendor. <u>Required: Yes.</u> <u>Modifiable: Only when creating a new record.</u></p> <p><input type="button" value="?"/> button: CATS will display the list of Locations within the user's security. When updating, CATS will render this button invisible as this code cannot be changed once saved.</p>
Vendor Name	<p>The vendor's name. Vendor Name must be unique for a location. <u>Required: Yes.</u> <u>Modifiable: Yes. (<= 50 characters)</u></p>
Contact	<p>The name of the person to contact or the vendor's representative. <u>Required: No.</u> <u>Modifiable: Yes. (<= 50 characters)</u></p>
Address	<p>The vendor's address. Two separate fields. <u>Required: No.</u> <u>Modifiable: Yes. (<= 50 characters)</u></p>
City	<p>The vendor's city. <u>Required: No.</u> <u>Modifiable: Yes. (<= 50 characters)</u></p>
State	<p>The vendor's state code. Value must be a valid postal state code as recorded in ARIS. <u>Required: No.</u> <u>Modifiable: Yes. (= 2 characters)</u></p> <p><input type="button" value="?"/> button: CATS will display the list of two-character postal state codes as stored in ARIS.</p>
Zip Code	<p>The vendor's zip code. <u>Required: No.</u> <u>Modifiable: Yes. (5. .9 characters)</u></p>
Phone#	<p>The vendor's phone number. <u>Required: No.</u> <u>Modifiable: Yes. (<= 15 characters)</u></p>
Fax#	<p>The vendor's fax number. <u>Required: No.</u> <u>Modifiable: Yes. (<= 15 characters)</u></p>

Vendors Administration Details Tab Fields, (cont.)

Fin#	The vendor's Financial Identification Number, TIN, etc. Required: No. Modifiable: Yes. (<= 20 characters)
Status	The status of the current record. CATS will require one of two values: "A" (active) or "O" (obsolete). Required: Yes. Modifiable: Yes, defaults to "A" when adding new.
Status Date	The date the status of this record was changed. CATS will set this value to the current date whenever "Status" is changed.

III. Search Screen

You can access the search screen while on the List Tab by clicking the "Search" function under the Action menu option or by clicking the "Search" icon on the tool bar.

Image of Vendors, Search Screen

The screenshot shows the 'Vendors Search Screen' within the 'Agricultural Research Service - ARS' application. The window title is 'Agricultural Research Service - ARS' and the application title is 'CRIS Allocation Tracking System - CATS'. The menu bar includes 'File', 'Edit', 'Search', and 'Help'. The toolbar contains various icons for file operations and help. The main area is titled 'Vendors Search Screen' and contains a search form with the following fields:

- Location Code: ?
- Vendor Name: ?
- Contact:
- City:
- State: ?
- Zip Code:
- Status:
- Status Date:

At the bottom, there is a status bar showing 'Record: 1/1', a navigation button 'List of Valu...', and '<OSC>'.

Vendors Administration Search Screen Fields

As with all searches, wildcards may be used in any of these search fields.

<u>Field Name</u>	<u>Description / Rules / Notes</u>
Location Code	The Location which “owns” the vendor record. CATS will allow wildcards. <u>Required: No.</u> <u>Modifiable: Yes.</u> <input type="checkbox"/> button: CATS will display the list of all Locations the user has access to that have vendor records.
Vendor Name	The vendor’s name. CATS will allow wildcards. <u>Required: No.</u> <u>Modifiable: Yes.</u> <input type="checkbox"/> button: CATS will display the list of reference vendors assigned to Locations the user has access to.
Contact	The vendor’s contact name. CATS will allow wildcards. <u>Required: No.</u> <u>Modifiable: Yes.</u>
City	The vendor’s city name. CATS will allow wildcards. <u>Required: No.</u> <u>Modifiable: Yes.</u>
State	The vendor’s two-character postal state code. <u>Required: No.</u> <u>Modifiable: Yes.</u> <input type="checkbox"/> button: CATS will display the list of postal codes.
Zip Code	The vendor’s zip code. <u>Required: No.</u> <u>Modifiable: Yes.</u>
Status	The record’s status. CATS will display “Active”, “Obsolete”, and blank in the list. <u>Required: No.</u> <u>Modifiable: Yes.</u>
Status Date	The date the record’s status was changed. CATS will allow wildcards. <u>Required: No.</u> <u>Modifiable: Yes.</u>

IV. Print Listing

To access this listing, from the List Tab, check the checkbox to the left of the item(s) you want to print, then from the Menu select "Prints" and then "Print Listing". The Action Menu, Check All, just as all other List Tabs, works here as well.

Image of Vendors Administration, Print Listing

09/24/2008		Agricultural Research Service CRIS Allocation Tracking System Vendors Listing			1
Location	Vendor	Contact	Address	Phone/Fax/Fin	
0210	OFFICE DEPOT		1254 Center Street Philomath, OR 97335	(541) 785-5358 (541) 785-1254 72-2578658	
0210	TARGET GREATLAND	P Dailey	5424 First Ave New York, NY 97524		

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Chapter 4.7, Relocation User Administration

Contents

- [I. Introduction](#)
 - [A. Purpose](#)
 - [B. Access Levels](#)
- [III. Main Screen](#)
 - [A. List Tab](#)
 - [B. Details Tab](#)
- [III. Search Screen](#)
- [IV. Print Listing](#)

I. Introduction

A. Purpose

The Relocation Users form is used to maintain information on individuals who are being relocated to a Location. These users will be linked to Short Data Entry (SDE) documents during the SDE data entry process. The obligations associated with each user can then be totaled through various reporting processes. The agency does not require use of this module; check with your location management or your ABFO for local or area requirements. This Module should not be used for employees given a relocation or recruitment bonus (those should be handled in SAMS). It is only used for those employees who are given Transfer of Station Relocation benefits.

B. Access Levels

All CATS users can view information in this form. Location and above users can maintain information in this form.

III. Main Screen

A. List Tab

CATS will display the records based on the user’s search criteria sorted by Location Code, relocated user’s last name, relocated user’s first name, and relocated user’s middle initial.

Image of Relocation Users Administration, List Tab

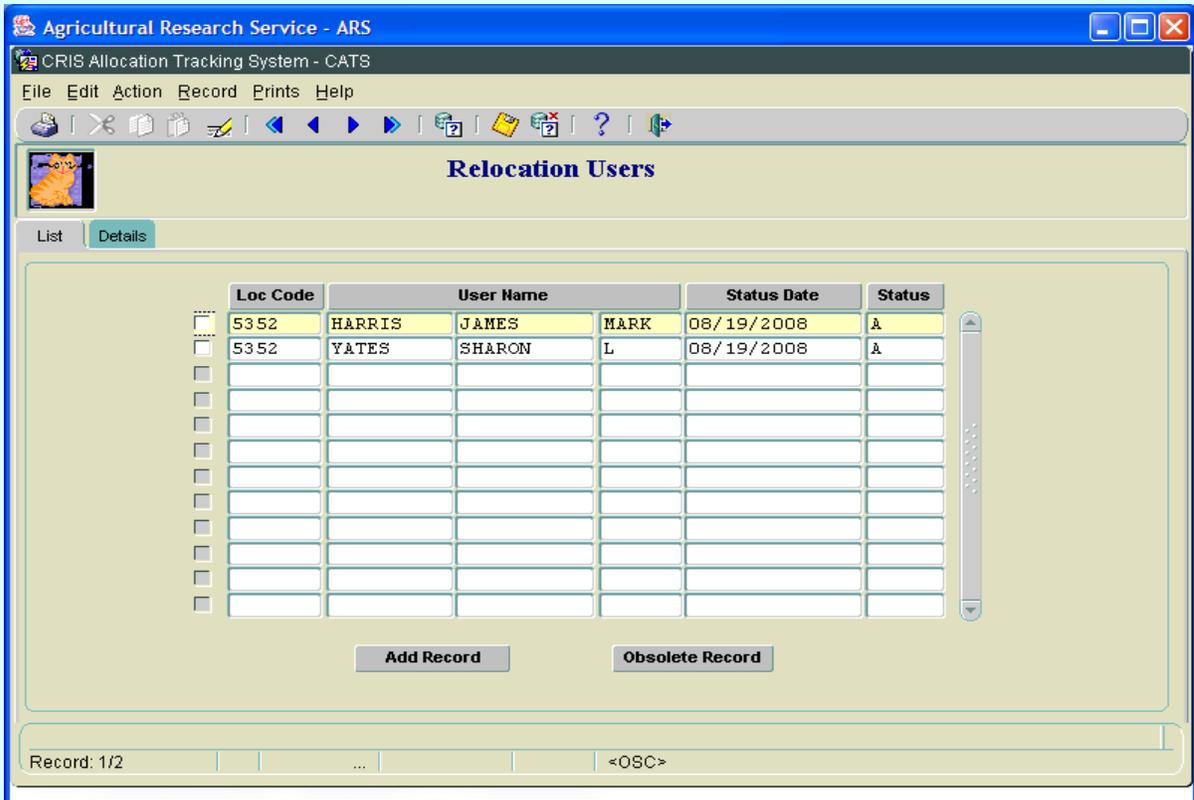


Table 1: List Tab Fields

Field Name	Description / Rules / Notes
checkbox	When checked, indicates the record(s) is to be printed on the print listing. See Print Listing below.
Loc Code	The relocated user’s Location code.
User Name	The relocated user’s last, first, and middle names. Three fields under one sort button.
Status Date	The date the record’s status was set or changed.
Status	The record’s status: “A” (active) or “O” (obsolete).

Relocation Users Administration List Tab Buttons

<u>Button Name</u>	<u>Actions</u>
Add Record	CATS will display the Details tab cleared of all data except for defaults.
Obsolete Record	CATS will set the “Status” field of the current record to “O” (obsolete) and the status date to the current date, save the changes, and refresh the list (after which the record might not be seen, if the default search was on active records). Once a record is obsoleted, the only way to see it is to use the Search function and search for “Obsolete” records.

B. Details Tab

Image of Relocation Users, List Tab

The screenshot displays the 'Relocation Users' interface in the CATS application. The window title is 'Agricultural Research Service - ARS' and the application title is 'CRIS Allocation Tracking System - CATS'. The menu bar includes 'File', 'Edit', 'Action', 'Record', 'Prints', and 'Help'. The toolbar contains various icons for file operations and navigation. The main content area is titled 'Relocation Users' and has two tabs: 'List' (selected) and 'Details'. Below the tabs, there are input fields for: *Location Code (5352), *User Name (Last,First,M) (YATES SHARON), *Status (ACTIVE), and Status Date (08/19/2008). At the bottom, there is a status bar showing 'Record: 1/1' and '<OSC>'.

Relocation Users Administration Details Tab Fields

<u>Field Name</u>	<u>Description / Rules / Notes</u>
Location Code	<p>The Location the user is assigned to.</p> <p><u>Required: Yes.</u> <u>Modifiable: Only when creating a record.</u></p> <p><input type="button" value="?"/> button: CATS will display the list of location codes in the user's security. This button will be invisible when modifying an existing record.</p>
User Name (Last, First, M)	<p>The user's last, first, and middle names.</p> <p><u>Required: Yes</u> <u>Modifiable: Yes. (<= 15 characters)</u></p>
Status	<p>The record's status. CATS will require the value selected from the list be either "A" (Active) or "O" (Obsolete).</p> <p><u>Required: Yes.</u> <u>Modifiable: Yes, defaults to "A" when adding a new record.</u></p>
Status Date	<p>CATS will automatically set this to the current date the record is changed and saved.</p>

III. Search Screen

You can access the search screen while on the List Tab by clicking the “Search” function under the Action menu option or by clicking the “Search” icon on the tool bar.

Image of Relocation Users, Search Screen

Relocation Users Administration Search Screen Fields

<u>Field Name</u>	<u>Description / Rules / Notes</u>
Location Code	<p>The relocated user’s Location code you wish to search on. <u>Required: No.</u> <u>Modifiable: Yes.</u></p> <p>[?] button: CATS will display the list of Location codes within the user’s security which have relocation users.</p>
Name (Last, First, M)	<p>The relocated user’s name; three fields: last name, first name, middle name. Spouse and children’s names do not have to be entered separately, but should be attached to the relocated employee’s record. <u>Required: No.</u> <u>Modifiable: Yes. % wild card can be used here.</u></p>

Relocation Users Administration Search Screen Fields, (cont.)

Status	The record's status. CATS will display the three allowable values for searching: "A" (Active), "O" (Obsolete), and blank. <u>Required:</u> No. <u>Modifiable:</u> Yes defaults to A. Should be changed to "O" to find obsolete records.
Status Date	The date the record's status was set or changed. CATS will allow wildcards. <u>Required:</u> No. <u>Modifiable:</u> Yes.

IV. Print Listing

To access this listing, from the List Tab, check the checkbox to the left of the item(s) you want to print, then from the menu select "Prints" and then "Print Listing".

Image of Relocation Users, Print Listing

09/25/2008	Agricultural Research Service	1
	CRIS Allocation Tracking System	
	Relocation Users Listing	
Location Code	User Name (Last, First M)	
0312	PARKS, KIM M	
1907	KOCHIAN, LEON X	
5325	WELTZ, MARK	
5352	HARRIS, JAMES MARK	

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Chapter 4.8, Purchasing Agents Administration

Contents

- [I. Introduction](#)
 - [A. Purpose](#)
 - [B. Access Levels](#)
- [II. Main Screen](#)
 - [A. List Tab](#)
 - [B. Details Tab](#)
- [III. Search Screen](#)
- [IV. Print Listing](#)

I. Introduction

A. Purpose

The Purchasing Agents form is used to maintain a list of purchasing agents for a Location. This allows the location or area to assign individual purchasing agents to specific AD-700s. The purchasing agent then updates and maintains the information on the Procurement Tab of the AD-700. See [Procurement Tab AD-700](#) for more information. Requisitioners can then check the status of the AD-700 by viewing the Procurement Tab.

B. Access Levels

CATS will allow Location and above users to view and maintain information on purchasing agents.

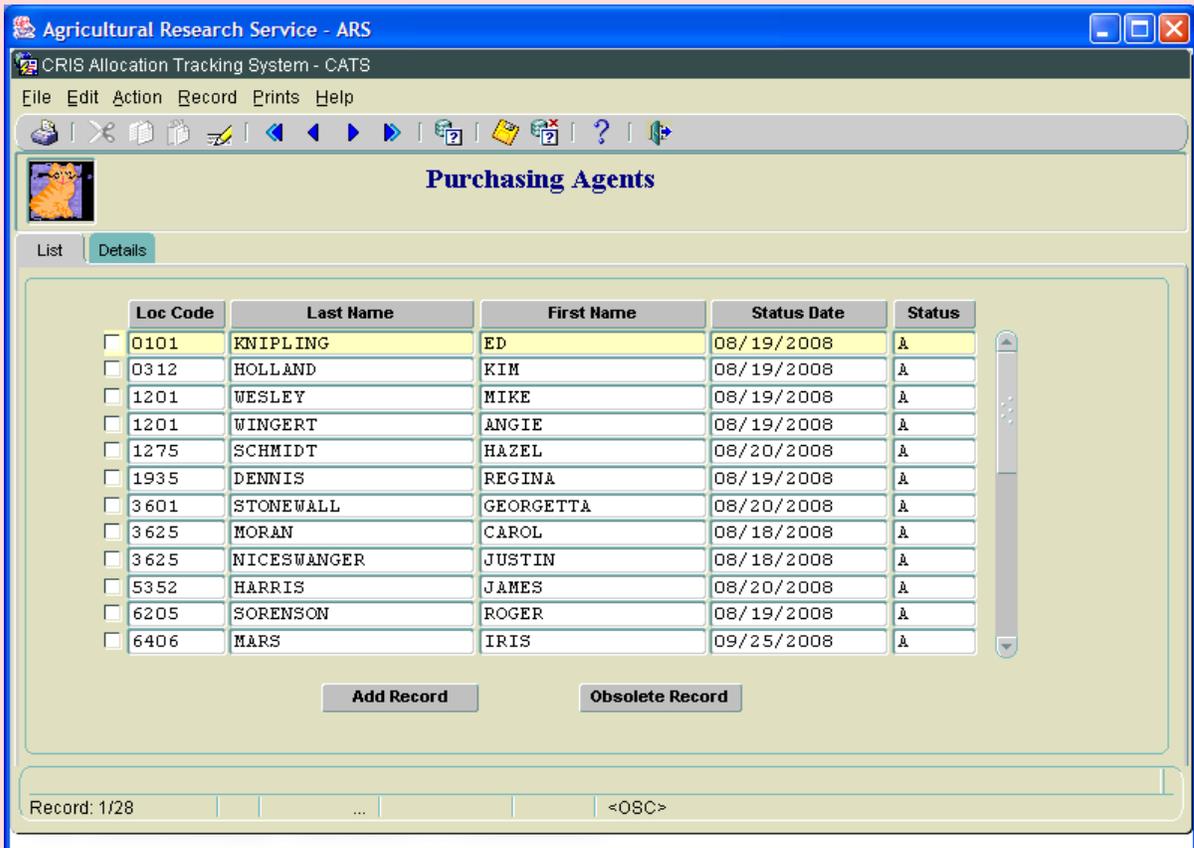
CATS will allow View Only users to only view information on purchasing agents.

II. Main Screen

A. List Tab

CATS will display all purchasing agents available to the user based on the user's security set-up. Agency users see all; Area users see their area; Location users see their location.

Image of Purchasing Agents Administration List Tab



Purchasing Agents Administration List Tab Fields

Field Name	Description / Rules / Notes
checkbox	When checked, the record will be printed on the Print Listing. See Print Listing below.
Loc Code	The agent's Location code.
Last Name	The agent's last name.
First Name	The agent's first name.
Status Date	The date the record's status was last set or changed.
Status	The record's status. "A" (Active); "O" (Obsolete).

Purchasing Agents Administration List Tab Buttons

<u>Button Name</u>	<u>Actions</u>
Add Record	CATS will display the Details tab cleared of all data except for defaults.
Obsolete Record	CATS will set the "Status" field of the current record to "O" (obsolete) and the status date to the current date, save the changes, and refresh the list (after which the record might not be seen, if the default search was on active records).

B. Details Tab

Image of Purchasing Agents Administration Details Tab

Purchasing Agents Administration Details Tab Fields

<u>Field Name</u>	<u>Description / Rules / Notes</u>
Location Code	<p>The agent's location code. Code must be in the Location master table. Required: Yes Modifiable: Yes .</p> <p>[?] button: CATS will display the list of all location codes available to the user based on her security. CATS will render this button invisible when the record is being updated, and render it visible when a new record is being created.</p>

Purchasing Agents Administration Details Tab Fields, (cont.)

Last Name	The agent's last name. Uppercase. Last Name and First Name together must be unique for a Location Code. <u>Required: Yes.</u> <u>Modifiable: Yes. (<= 15 characters)</u>
First Name	The agent's first name. Uppercase. Last Name and First Name together must be unique for a Location Code. <u>Required: Yes</u> <u>Modifiable: Yes. (<= 15 characters)</u>
Status	The record's status. Must be "A" or "O". <u>Required: Yes.</u> <u>Modifiable: Yes.</u>
Status Date	The date the record was last modified. Created by CATS

III. Search Screen

You can access the search screen while on the List Tab by clicking the "Search" function under the Action menu option or by clicking the "Search" icon on the tool bar.

Image of Purchasing Agents Administration Search Screen

The screenshot displays the 'Purchasing Agents Search Screen' within the 'Agricultural Research Service - ARS' application. The interface includes a menu bar (File, Edit, Search, Prints, Help) and a toolbar with standard application icons. The search form contains the following fields:

- Location Code:** A text input field with a help icon (?) to its right.
- Last Name:** A text input field with a help icon (?) to its right.
- First Name:** A text input field with a help icon (?) to its right.
- Status:** A dropdown menu currently showing 'ACTIVE'.
- Status Date:** A text input field.

At the bottom of the window, a status bar indicates 'Record: 1/1', a 'List of Valu...' button, and '<OSC>'.

Purchasing Agents Administration Search Screen Fields

<u>Field Name</u>	<u>Description / Rules / Notes</u>
Location Code	<p>The purchasing agent's Location Code. <u>Required: No.</u> <u>Modifiable: Yes.</u></p> <p><input type="checkbox"/> button: CATS will display a list of Location codes for Locations the user has access to which have purchasing agents created through this form.</p>
Last Name	<p>The purchasing agent's last name. CATS will allow wildcards. <u>Required: No.</u> <u>Modifiable: Yes. (<= 15 characters) % wild card can be used here.</u></p> <p><input type="checkbox"/> button: CATS will display a list of last names for purchasing agents at Locations the user has access to.</p>
First Name	<p>The purchasing agent's first name. CATS will allow wildcards. <u>Required: No.</u> <u>Modifiable: Yes. (<= 15 characters) % wild card can be used here.</u></p> <p><input type="checkbox"/> button: CATS will display a list of first names for purchasing agents at Locations the user has access to.</p>
Status	<p>The record's status. CATS will display all allowable options using a drop-down list with three options: "Active" ("A"), "Obsolete" ("O"), or null. <u>Required: No.</u> <u>Modifiable: Yes.</u></p>
Status Date	<p>The date the record's status was set or changed. CATS will allow wildcards. <u>Required: No.</u> <u>Modifiable: Yes.</u></p>

IV. Print Listing

To access this listing, from the List Tab, check the checkbox to the left of the item(s) you want to print, then from the menu select "Prints" and then "Print Listing".

Image of Purchasing Agents, Print Listing

09/26/2008	Agricultural Research Service	1
	CRIS Allocation Tracking System	
	Purchasing Agents Listing	
<u>Location Code</u>	<u>Agent Name</u>	
3601	STONEWALL, GEORGETTA	
3625	MORAN, CAROL	
3625	NICESWANGER, JUSTIN	
5352	HARRIS, JAMES	

Chapter 4.9, Budget Object Code (BOC) Administration

Contents

[I. Introduction](#)

[A. Purpose](#)

[B. Access Levels](#)

[C. Reusing BOC Codes](#)

[D. Notes](#)

[II. Main Screen](#)

[A. List Tab](#)

[B. Details Tab](#)

[III. Search Screen](#)

[IV. Print Listing](#)

I. Introduction

A. Purpose

The BOC Administration screen is used by the BOC administrator (Headquarters) to maintain the list of valid budget object class (BOC) codes used in CATS.

B. Access Levels

CATS will restrict access to modifying information this form to users with Agency security level. CATS will allow all other users to view information in this form.

C. Reusing BOC Codes

BOC Codes should not be re-used. If an entry is assigned to a different code and that old code is obsolete, the user should set the record's status for the old code to "obsolete" and then add a new record for the new code. The code must be unique in the table.

D. Notes

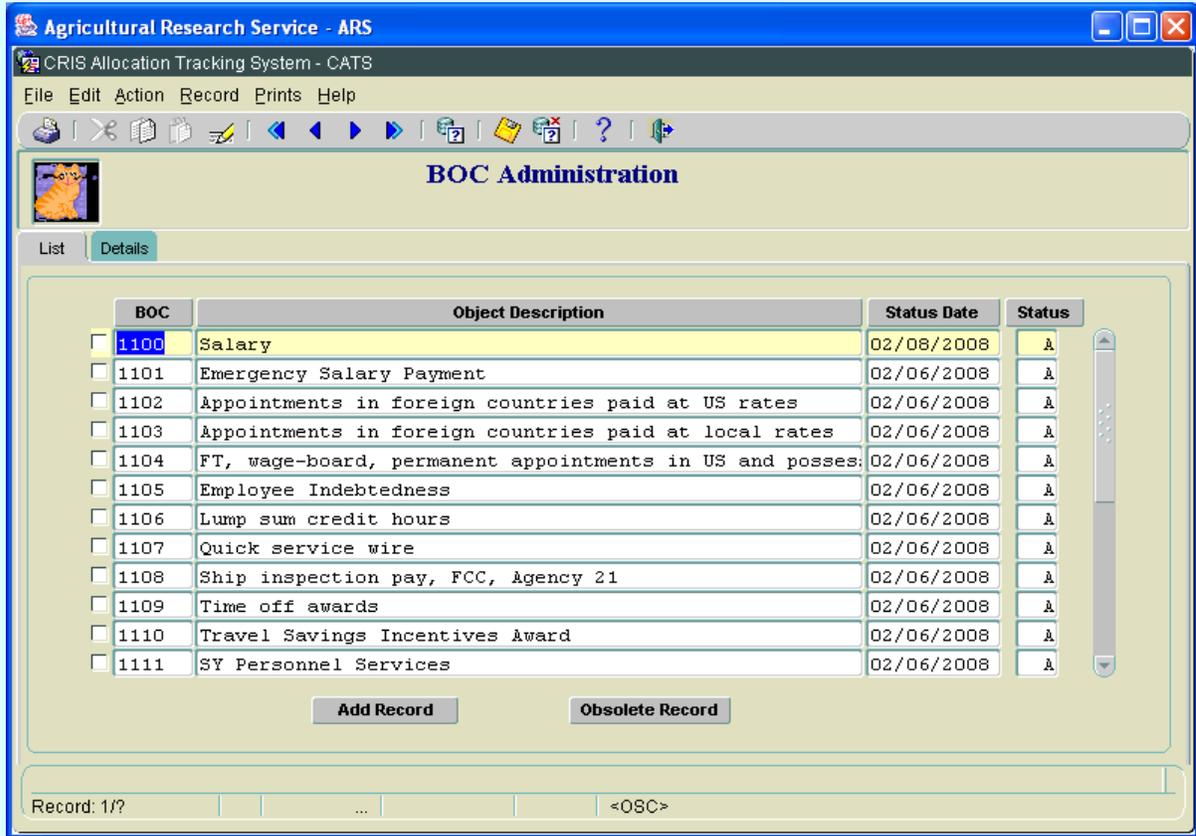
This data was initially be imported from NFC and maintained afterwards by FMD personnel with the appropriate security. FMD is responsible for ensuring valid data. Some of the codes have the same descriptions, so confusion might arise on the part of the user as to which code to use. If questions arise please contact your location AO for guidance.

II. Main Screen

A. List Tab

CATS will display the List Tab showing all records sorted in order by budget object class code.

BOC Administration List Tab



BOC Administration List Tab Fields

<u>Field Name</u>	<u>Description / Rules / Notes</u>
Checkbox	When checked, indicates the record will be picked up for the print listing.
BOC	Budget object class code.
Object Description	The text description for the BOC.
Status Date	The date the record last had its status changed.
Status	The status code for the record's status: "A" (active) or "O" (obsolete).

BOC Administration List Tab Buttons

<u>Field Name</u>	<u>Description / Rules / Notes</u>
Add Record	CATS will display the Details tab cleared of all data except for defaults.
Obsolete Record	CATS will set the status code of the current record to "O" (obsolete) and the status date to the current date, save the changes, and refresh the list (after which the record might not be seen, if the default search was on active records).

B. Details Tab

The Details tab is used to display details of the BOC record.

Image of BOC Administration Details Tab

The screenshot displays the 'BOC Administration' window in the 'Details' tab. The form contains the following data:

- *BOC: 1100
- *Description: Salary
- *Status: ACTIVE
- Status Date: (empty)

The status bar at the bottom indicates 'Record: 1/1' and '<OSC>'.

BOC Administration Details Tab Fields

<u>Field Name</u>	<u>Description / Rules / Notes</u>
BOC	The budget object class code. Each code must be unique. <u>Required: Yes</u> <u>Modifiable: Only when creating a new record. Type: BOC.</u>
Description	The description of the code, which will be displayed in all lists-of-values. Required: Yes. Modifiable: Yes. Type: <= 60-characters. <u>Required: Yes</u> <u>Modifiable: Only when creating a new record. Type: BOC.</u>
Status	The status of the BOC code record. This field must contain one of two values: "A" (active) and "O" (obsolete). Required: Yes. Modifiable: Yes. Type: 1-character. Default: "A". <u>Required: Yes</u> <u>Modifiable: Yes</u>
Status Date	CATS will set this to the current date when BOC record is added or modified.

III. Search Screen

BOC Administration Search Screen

The screenshot displays the 'BOC Administration Search Screen' within the 'CRIS Allocation Tracking System - CATS' application. The interface includes a menu bar (File, Edit, Search, Prints, Help) and a toolbar with various icons. The main area is titled 'BOC Administration Search Screen' and contains a 'Search' tab. Below the tab are four search criteria: 'BOC' (text input with a help icon), 'Status' (dropdown menu currently showing 'ACTIVE'), 'Description' (text input), and 'Status Date' (text input). At the bottom, a status bar indicates 'Record: 1/1', a list of values, and '<OSC>'.

BOC Administration Search Tab Fields

<u>Field Name</u>	<u>Description / Rules / Notes</u>
BOC	The budget object class code. CATS will allow wildcards. <u>Required: No</u> <u>Modifiable: Yes</u> [?] button: CATS will display the list of BOC codes in this reference table.
Status	The status of the BOC record. The list will show “Active”, “Obsolete”, and blank (query all status values). <u>Required: No</u> <u>Modifiable: Yes</u>
Description	The description of the BOC code. CATS will allow wildcards. <u>Required: No</u> <u>Modifiable: Yes</u>
Status Date	The date the BOC record’s status was set or changed. CATS will allow wildcards. <u>Required: No</u> <u>Modifiable: Yes</u>

IV. Prints Listing

To access this listing, from the List Tab, check the checkbox to the left of the item(s) you want to print, then from the menu select "Prints" and then "Print Listing".

09/26/2008	Agricultural Research Service CRIS Allocation Tracking System BOC Administration Listing	1
BOC	Object Description	
2610	SUPPLIES-ENERGY RELATED	
2611	GASOHOL	
2612	GASOLINE-NON-TRVL & TRANSP	
2613	DIESEL-NON-TRVL & TRANSP	
2614	GASOLINE	
2615	DIESEL	
2616	AVIATION FUEL	
2617	COAL	
2618	HEATING OIL	
2619	LPG AND RELATED FUEL	
2620	SCIENTIFIC& EXPERIMENTAL SPPLY	
2621	ANIMALS	
2622	SEED FERTILIZER SOIL CONDITION	
2670	SUPPLIES&MATERIALS-GENERAL	
2671	OFFICE-CSC INCL OTHER OFFICE SU	
2672	COPIER SUPPLIES	
2673	RESIDENTIAL FURNISHINGS	
2675	MOTOR OIL & OTHER LUBRICANTS	