CATS User Manual
Table of Contents

Section IV,   REFERENCE TABLE ADMIN

CATS to Oracle Migration Team

Phil Dailey, Co-Lead, Pacific West Area
Kim Parks, Co-Lead, Financial Management Division
Christy Bailey, Financial Management Division
Rudy Fuchs, North Atlantic Area
Patricia Johnson, Administrative and Financial Management
Tonja Lee, OCIO, Applications Development Branch
Janet Nolton, OCIO, Applications Development Branch
Iris Mars, OCIO, Applications Development Branch
Andrea Miller, Mid-West Area
Carol Moran, Mid-West Area
Nanda Rangu, OCIO, Applications Development Branch
John Reese, OCIO, Applications Development Branch
Georgia Talkington, Financial Management Division
Brenda Whitwell, Southern Plains Area
Sharon Yates, Pacific West Area

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

Contents

I. Introduction

CRIS Allocation Track ing System (CATS) is used by Ag ricultural R esearch 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 Pr ogram Managem ent Staff (BPMS) via the CRIS Actualization Module (CAM) and to prov ide 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 regist er and to compare the National Finance Center (NFC) as your bank. Each m onth you get a statem ent from your bank and you reconcile that statem ent against your checkbook register. Th is is the sam e relationship between CATS and NFC. Each month you get a statem ent from NFC, and you are required to reconcile that statem ent in CATS in order to show your fund holders the true and accurate obligations and re maining balances at the end o f each fiscal m onth. CATS gives you a way to record and reconcile all valid commit ments 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 be cause this m anual is and will continue to be a "W ork in Progress". Du e to ever-changing syst em functionality and system enhancements that are plann ed for the near f uture, this m anual will continu e to change over the next couple of years. The m anual has m any 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 chapte r or to the T able of Contents. Ther efore, at th is time it is not recommended that you print th is complete manual, but rather use the electronic features via the On-L ine versi on. If you wish to print parts of the manual for training or other specific purposes, please feel free to do so.

Also, keep in m ind that all of the images used in th is manual were tak en 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 no t real data and does not sh ow accurate transaction s 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 num ber and paragraph of where the error occurs; if valida ted, it will b e corrected on the nex t version of the manual.

III. CATS History

In the early days of personal computers, our accounting systems was a DOS-based, stand-alone system na med LOTS (Location Obliga tion Tracking System). LOTS was created by the Financial Managem ent Division (FMD) within ARS and served the agency well for m any ye ars. W ith the introduction of th e W indows-based operating system s i n the mid 90's, it becam e harder and harder to m aintain any DOS system , including LOTS. LOTS also had other inherent operational prob   lems, such as being stand-alone. This allowed multiple versions to be used and sometimes people would be in advertently using an old version and get into tr ouble. Also, backups needed to be c reated and m aintained by each individual user. LOTS was followed by a system   enhancem ent called ALRM, (Automated LOTS Reporting Mod ule), which m ade access and p rinting repo rts from LOTS easie r, but it still had the inherent DOS-based, stand-alone shortcom ings. By the introduction of W indows 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 m odernize the system to be functional on W indows systems. The original CATS was developed m ostly by th e M id-West Area (MW A). 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 othe r financial and C RIS-based functions available in LOTS. Afte   r beta testing in FY   2004, CATS was fully deployed throughout the Agency in FY 2005.   CATS also added m any other features, such as user fields and the ability for credit card users to enter and m aintain their logs on the CATS system itself. CATS was a serve r-based application, and therefore, users did not have to   create and   m aintain b ackups.   However, the software still n   eeded to be installed on each PC, so version issues still sometimes arose.

ARIS, which is considered the backbone of   all ARS system s, is based on the Oracle platform. Over tim e, other in-house FMD systems (SAMS & ARMPS) began m igrating 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 problem s arose with CATS. I t was initially developed in-house, but due to   the com   plexity of the system   , m any enhancements and pro   gramming correction s to increas e system   perform ance and functionality needed to be cont racted out at a signi ficant 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 Or   acle 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 t he Chi ef Informat ion Offi ce (OCIO), Applications Development Brach (ADB), to de velop the system requirem ents in order to move CATS from the current platform   to the Oracle p latform. The team   was also charged with developing new m   anuals a nd training m aterials for the new system deployment. The anticipated benefits would be that our own people would be developing the system, and the CA TS team and FMD pers onnel 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 problem s would no longer exist. Backups a re 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 system   s on t he Oracle platform , wa s designed to be flexible enough to accommodate the largest Management Unit (MU) and produce reports required at all levels of the agency; MU, Lo cation, Area and Headquarter s. It is a user-friendly system with co ntrols and c onsistency built in wher ever possible. The controls are performed by the use of predefined sel   ections and dynam ic screens. The user can enter data by selecting choices found in predef ined lists of values (LO Vs) 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 wi ll continue to be enhan ced, 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 th e local PCs that us e the data.   Since the   application is web-based, no special software is required, an d the system can be accessed   fro m al most any computer, world-wide.

- As with the old version   of CATS, each Area Office has the authority   to access each of its locations data an d information. Therefore, if problems are identified, Area Offi ce staff can l ook 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 th e problem. Once the correctio ns are m ade, they will b e seen imm ediately by both parties.   Also, if an adm inistrative 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 autom atically backs up the   data on a daily basis, elim inating the r isk of data b eing lost o r un recoverable. This a   lso relieves th e Locations and Areas from this responsibility.

- Since ARIS, SAMS and ARMPS shar   e the s ame platf orm with new CATS, the exchange o   f infor mation between these sys   tems has been greatly improved and automated wherever possible. Initial financial plans can be im ported from ARMPS. Mont hly salaries, actual and projected, can be load ed from SAMS. Projec t titles and num bers (CRISs) can be loaded and valida ted from ARIS. This will gr eatly 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 C ATS team and OCIO, ADB have put two years into the developm ent of new CATS. We have m aintained all of the useful functions from all of the previous system s plus we have added som e new features and re ports that were request ed 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 1.1, Introduction, Manual Use and Navigation and CATS History
CRIS Allocation Tracking System (CATS) Manual, October 2008

Chapter Top   Table of Contents

Chapter 1.2, System Requirements, & CATS Main Screen

Contents

I. Introduction

This section helps new users to get their system s set up to run CATS or any of the other ARIS systems. If users curren tly have access to any of the other seven ARIS system s, (SAMS, ARIS, ARMPS, et c.), their PC will be able to access   CATS. CATS Requirement s 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 in itial password set up by OCIO. Furtherm ore, it introduces CATS users to the Main Men u screens in CATS.

II System Requirements

There a re multiple sy stem requir ements that allow CA   TS and oth er sys tems on the ARI   S 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.

Chapter Top   Table of Contents

B. ARIS – CATS Access

In Inte rnet Explorer, e nter th e URL: https://arisapp.ars.usda.gov to get to th e ARIS Security screen. Once entered, save it on your desktop for future use and ease in entry.

Image of ARIS Warning Security Screen
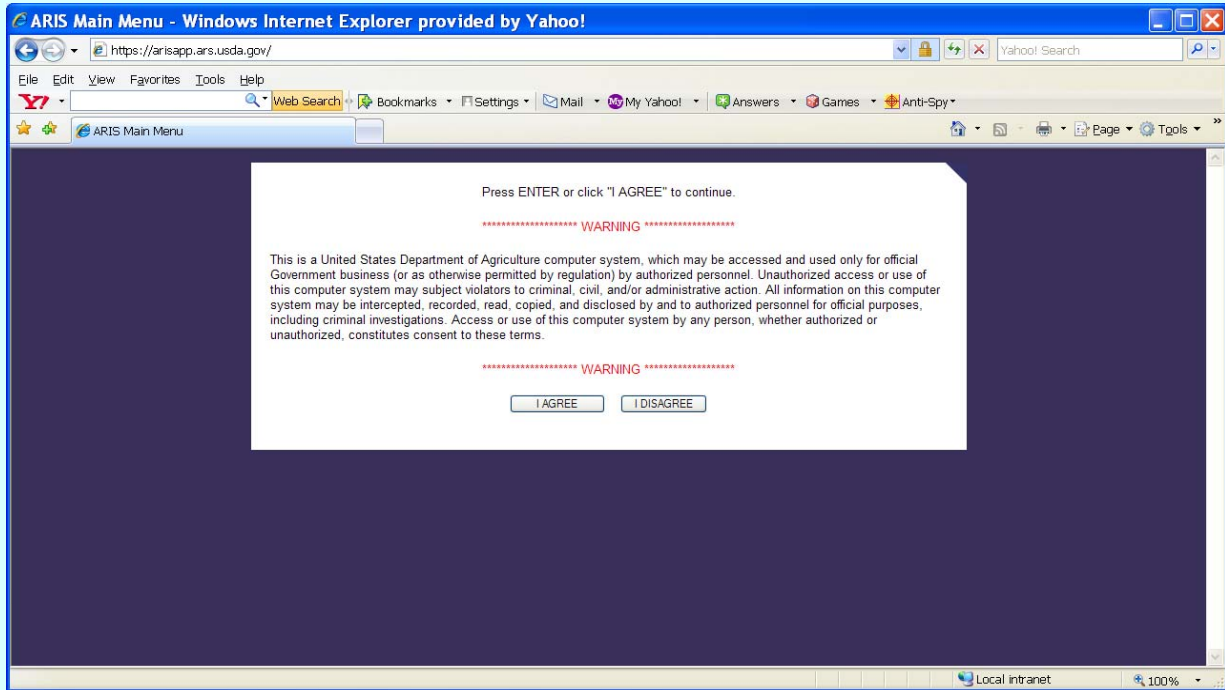
At the ARIS Security W arning scr een, click " **I Agree** " to open the Application Main Menu screen.

Chapter 1.2, Systems Requirements, Main Screen Module & Error Messages
CRIS Allocation Tracking System (CATS) Manual, October 2008
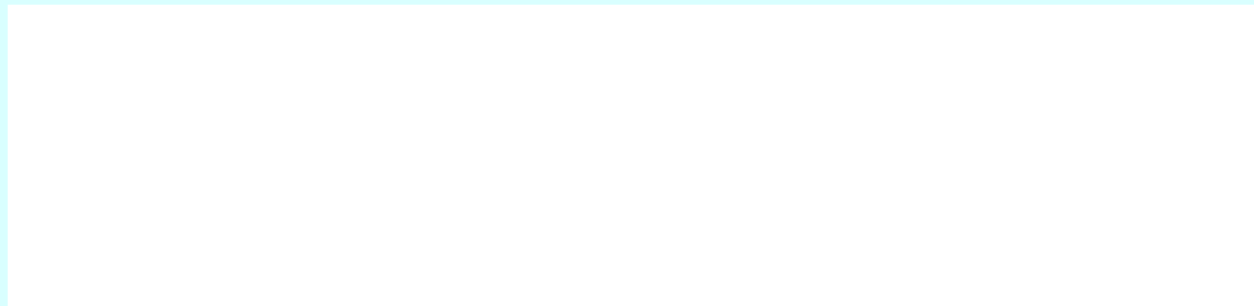
Image of ARIS Application Main Page

Chapter 1.2, Systems Requirements, Main Screen Module & Error Messages
CRIS Allocation Tracking System (CATS) Manual, October 2008

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

Chapter 1.2, Systems Requirements, Main Screen Module & Error Messages
CRIS Allocation Tracking System (CATS) Manual, October 2008

Chapter Top   Table of Contents
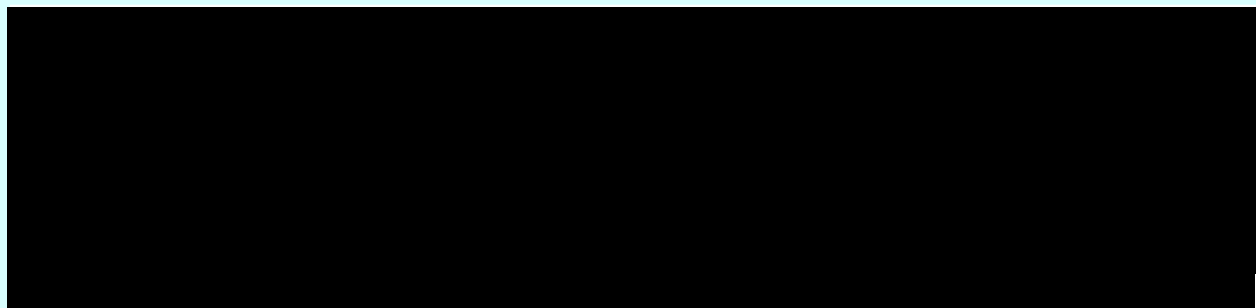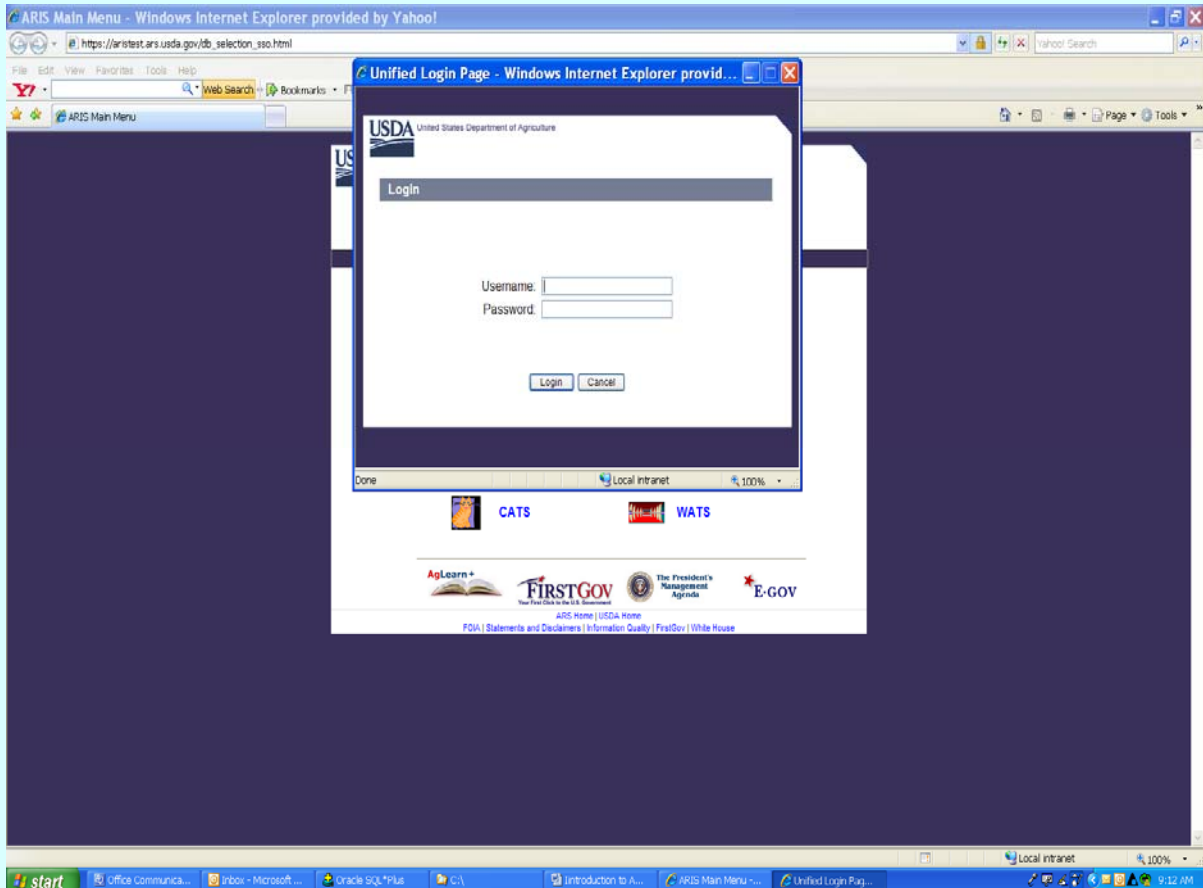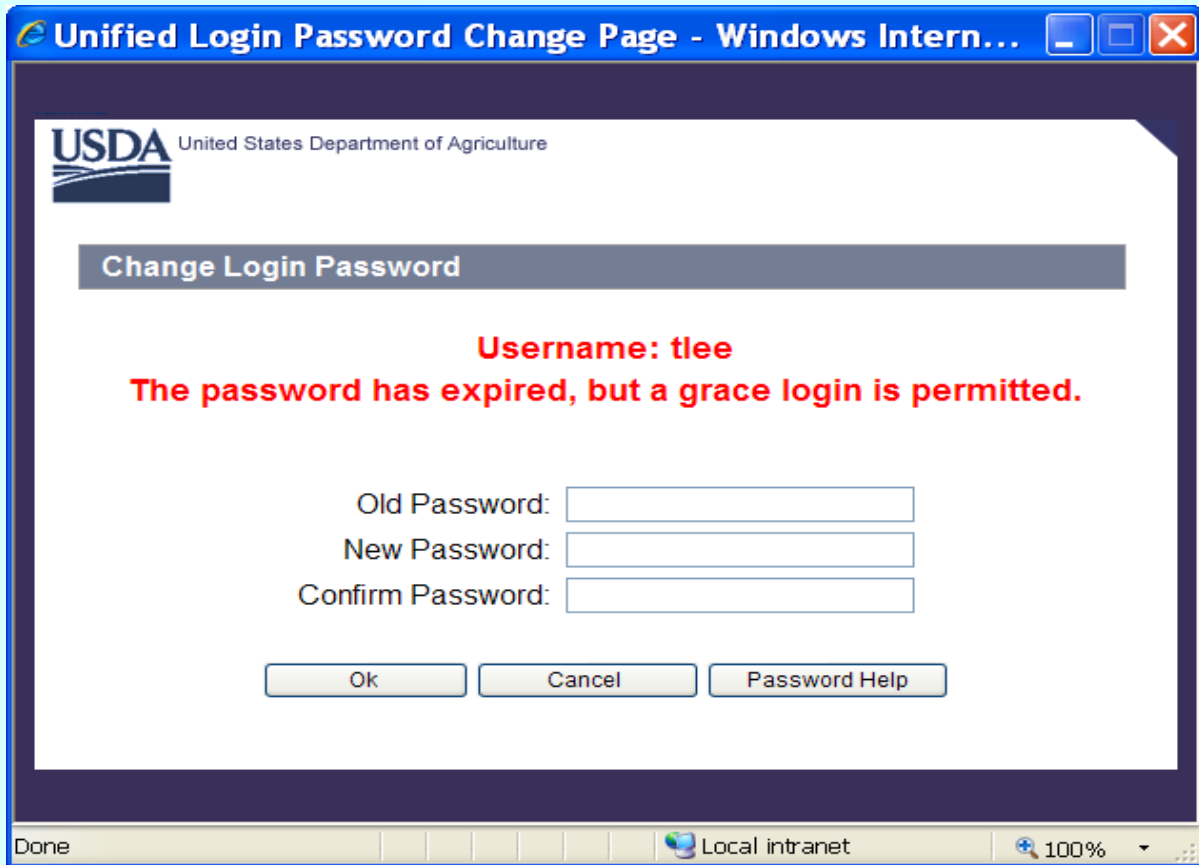
Image of the Change Password Screen

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 Passw ord field, enter a new password th at you have created. In the Confirm Password field, reenter the new password you have created, and then click "**OK**".

If you need assistance in crea   ting your new password, select "   **Password Help** ", for ARIS minimum password req uirements. Signing onto your PC will satisf   y the USDA passwor   d requirements therefore, the ARIS password does not have to meet the same set of requirements.

Chapter 1.2, Systems Requirements, Main Screen Module & Error Messages
CRIS Allocation Tracking System (CATS) Manual, October 2008
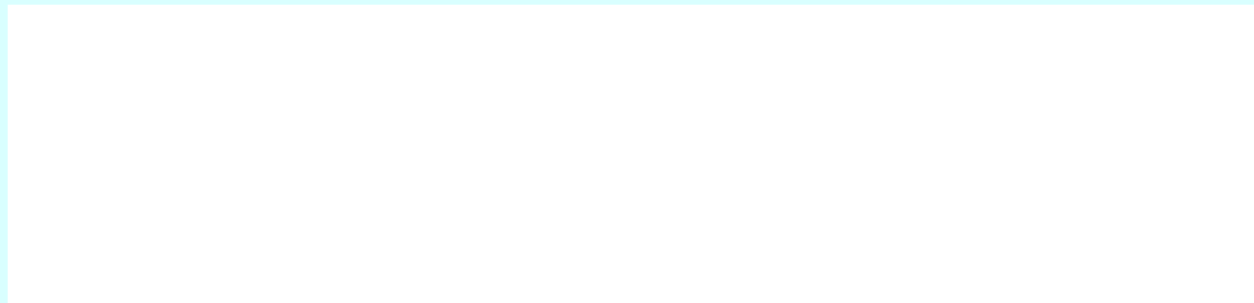
Image of CATS Main Screen Security/Mode Code Selection
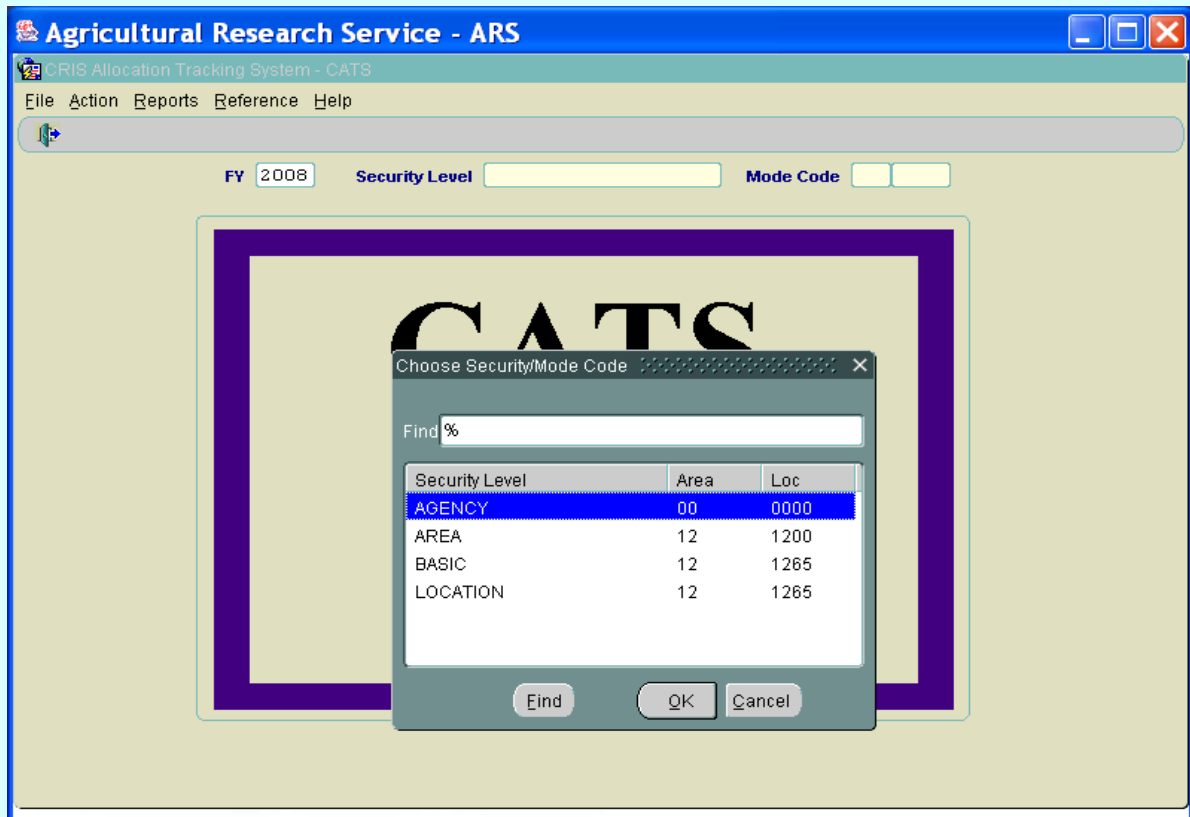
After completing the login process, the ARIS CATS Main Splash s creen will be displayed. If you have access to m ore than one Security Level or Mode Code, highlight the access you need and click "**OK**". If you have only one security level, click '**OK**'.

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 m essage to the helpdesk aris@ars.usda.gov to request your ID be rese t. You will th en be notif ied that your ID has been reset and y our 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 y our password as describ ed in the previous page. You cannot change it any sooner.

D. Logging Off

To log off t he system, c lick "**File**" and " **Exit**" on each screen, until y ou are comple te ly 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.

Chapter 1.2, Systems Requirements, Main Screen Module & Error Messages
CRIS Allocation Tracking System (CATS) Manual, October 2008

Chapter Top   Table of Contents

III CATS Main Screen

A. Purpose

The Main Screen is the starting point for perfor ming 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 w ill display the current fiscal year. When the user types in a new value f or this f ield, C ATS will use this n ew va lue as the def ault f iscal year in all f orms throughout the user's session running CATS, until the user subseque ntly changes it. This is where you change to a prior fiscal year if necessary.

II. Main Screen

Image of Main CATS Screen

Chapter 1.2, Systems Requirements, Main Screen Module & Error Messages
CRIS Allocation Tracking System (CATS) Manual, October 2008

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

Chapter 1.2, Systems Requirements, Main Screen Module & Error Messages
CRIS Allocation Tracking System (CATS) Manual, October 2008

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
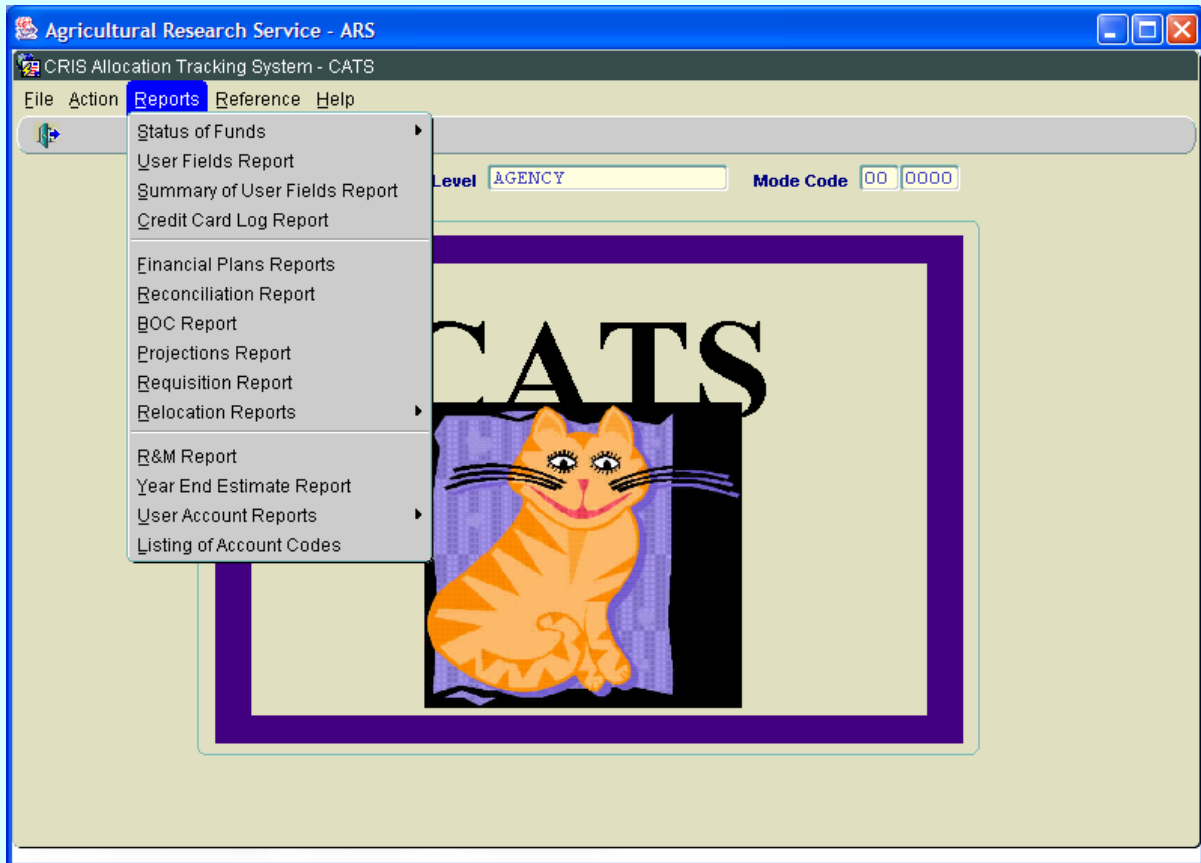
Reports Menu Options
    Status of Funds (with sub menus, on next page)
    User Fields Report
    Summary of User Fields Report
    Credit Card Log Report
    Financial Plans Reports
    Reconciliation Report
    BOC Report
    Projections Report
    Requisition Report
    Relocation Reports (with sub 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

Chapter 1.2, Systems Requirements, Main Screen Module & Error Messages
CRIS Allocation Tracking System (CATS) Manual, October 2008

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
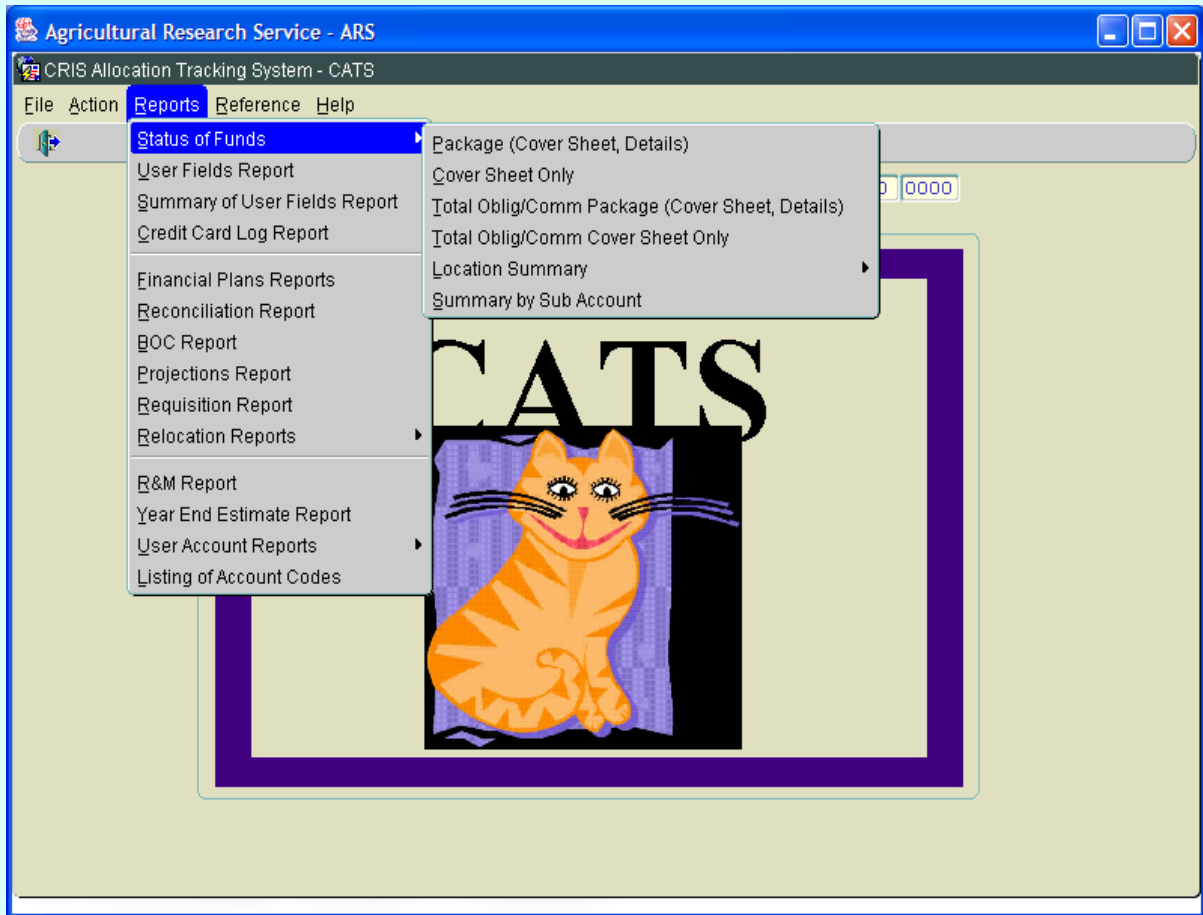
Status of Funds Reports Options

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

Chapter 1.2, Systems Requirements, Main Screen Module & Error Messages
CRIS Allocation Tracking System (CATS) Manual, October 2008

C. Reference Menu

Reference modules are those that control access and manage data.

Image of Main Screen, Reference Menu Option
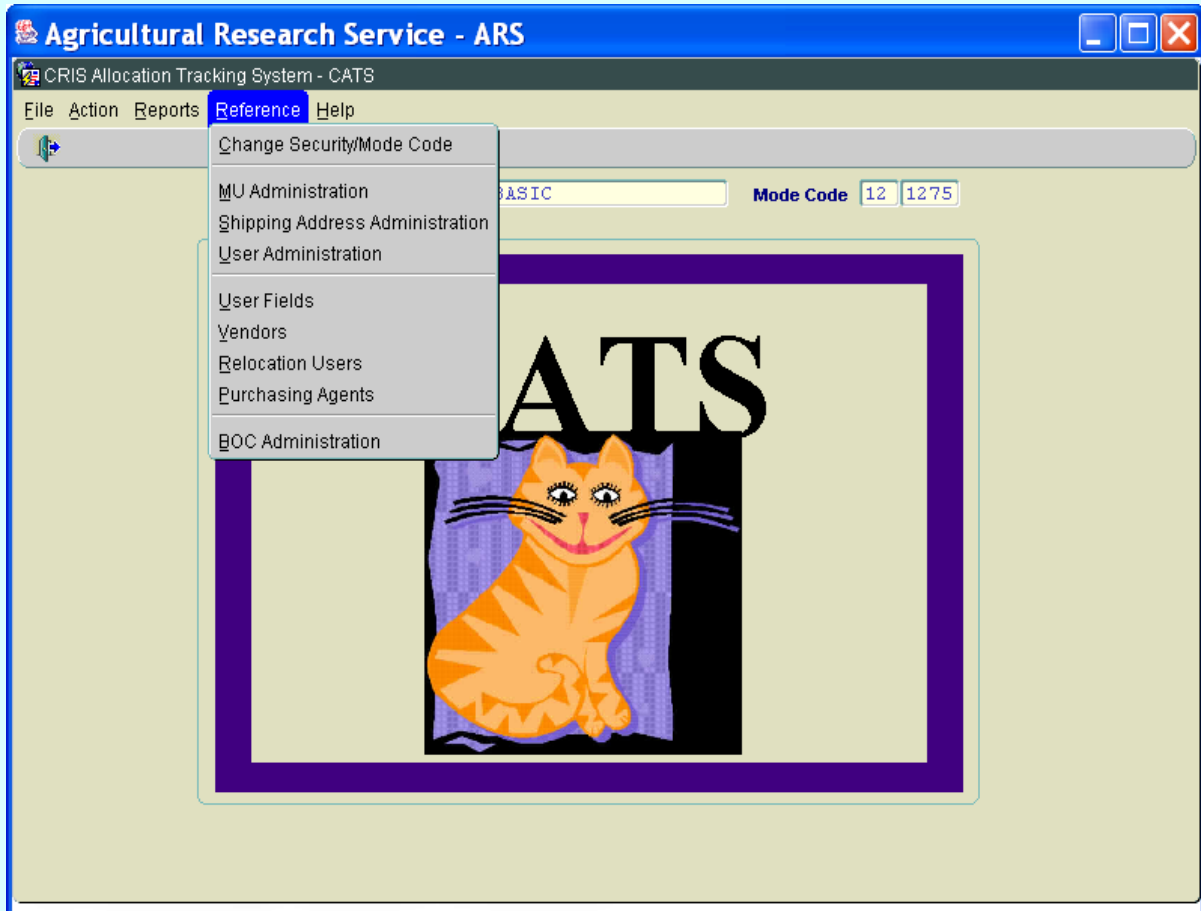
Reference Menu Modules

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

Chapter 1.2, Systems Requirements, Main Screen Module & Error Messages
CRIS Allocation Tracking System (CATS) Manual, October 2008

Appendix A
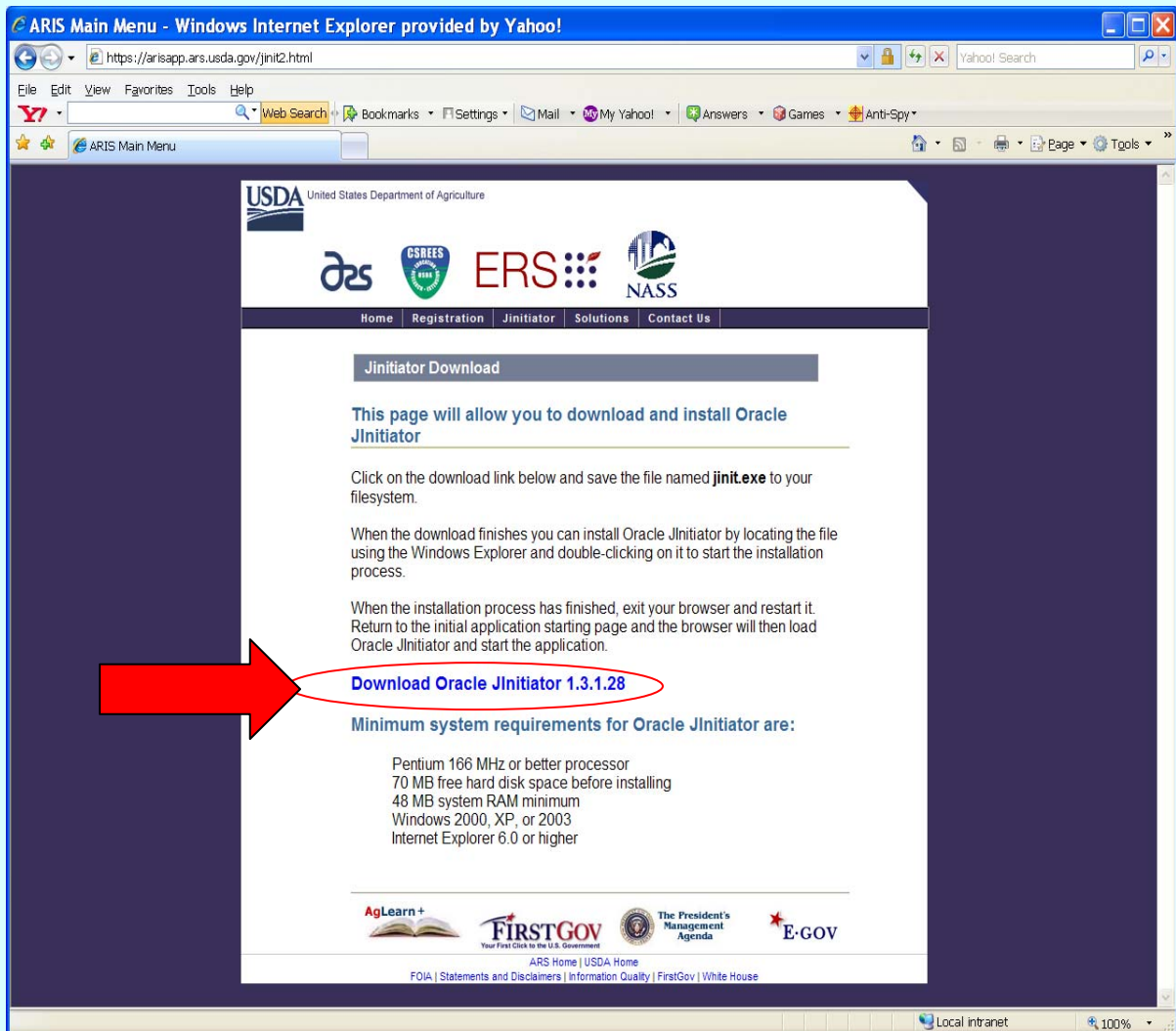
Installing J initiator

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

<u>Image of ARIS Main Application Screen</u>

Chapter 1.2, Systems Requirements, Main Screen Module & Error Messages
CRIS Allocation Tracking System (CATS) Manual, October 2008

Chapter Top

Table of Contents

Jinitiator w ill allow you to dow nload th e Jinitiator so ftware requ ired 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.

Chapter 1.2, Systems Requirements, Main Screen Module & Error Messages
CRIS Allocation Tracking System (CATS) Manual, October 2008

The file download – Security W arning screen will be displayed. Click , '**Run**" to continue with the download process. .
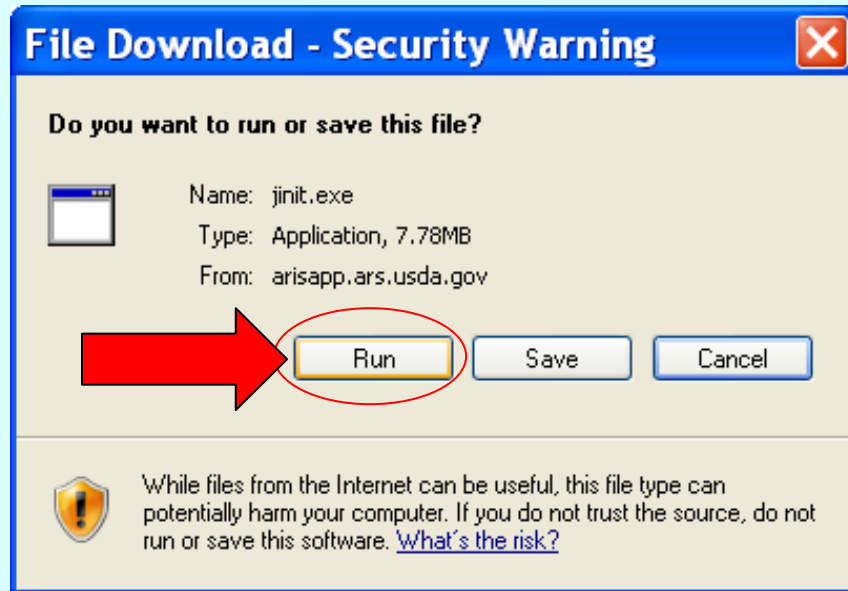
The Internet Explorer – security W arning will be displayed. Click, ' **Run**" to contin ue with the download process.

Chapter 1.2, Systems Requirements, Main Screen Module & Error Messages
CRIS Allocation Tracking System (CATS) Manual, October 2008

The Oracle Jinitiator Setup will be displayed. Click, '   **Next**" to continue w ith the download process.
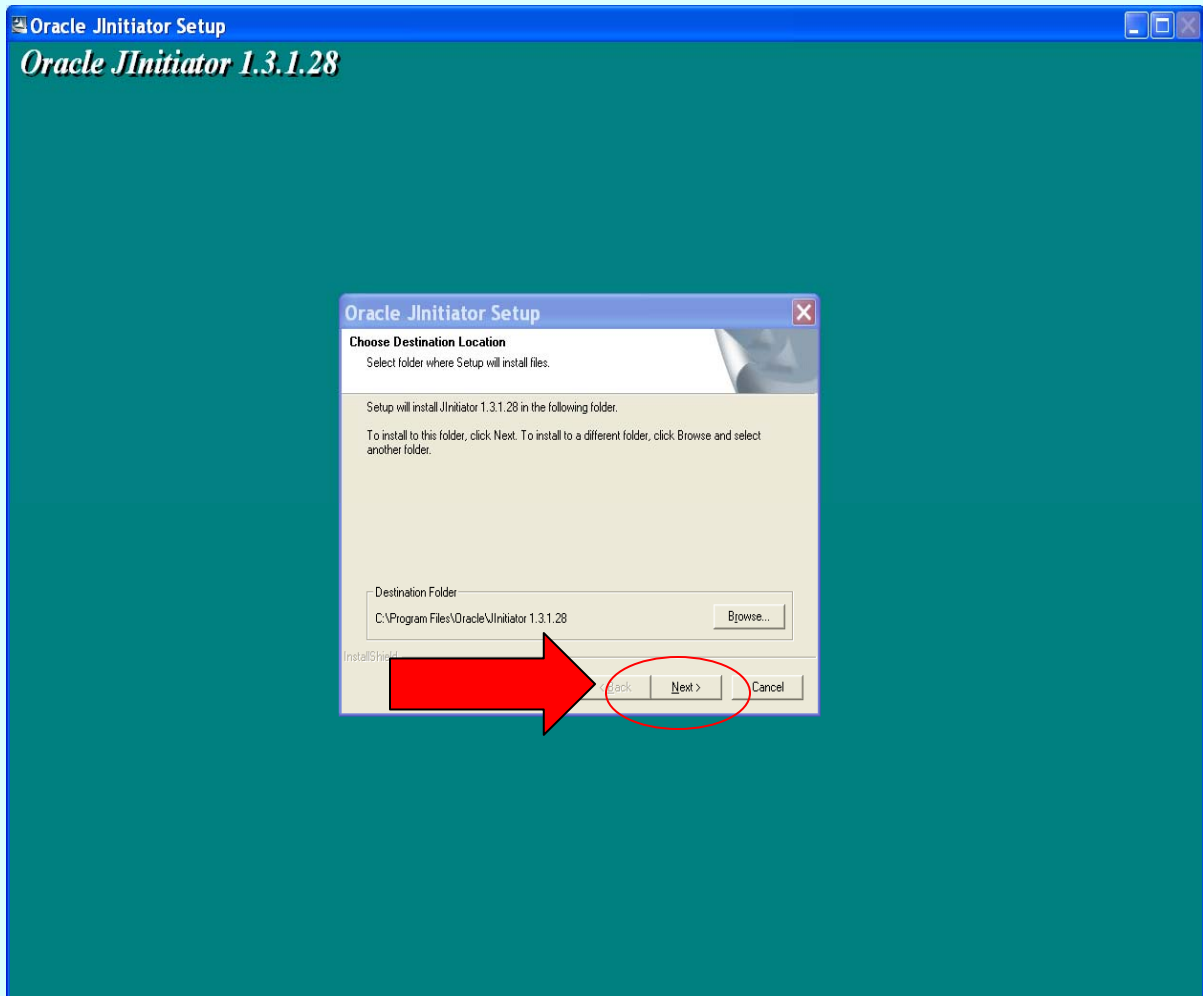
After Jinitiator has been successfully downloaded, the *Installation Complete* will be displayed. Click, '**OK**" to return back to the Jinitiator page.

Chapter 1.2, Systems Requirements, Main Screen Module & Error Messages
CRIS Allocation Tracking System (CATS) Manual, October 2008

Chapter Top   **Table of Contents**
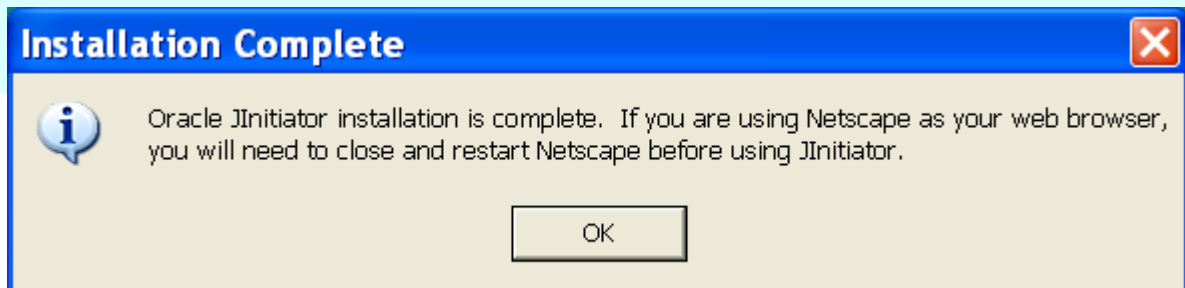
Appendix B

Registering New CATS users

From the ARIS Main Application page select "Registration".

Image of ARIS Main Application Screen

Chapter 1.2, Systems Requirements, Main Screen Module & Error Messages
CRIS Allocation Tracking System (CATS) Manual, October 2008
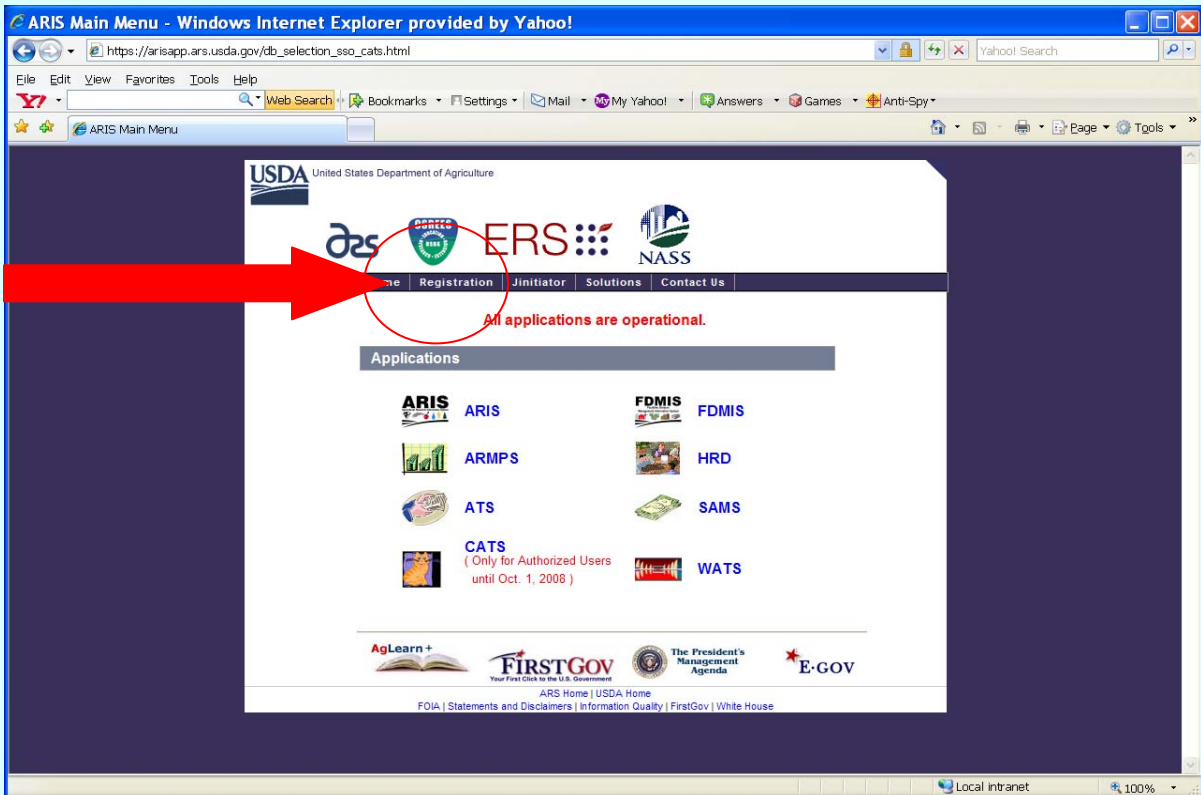
From the ARIS Registration Form   s Screen,   click on the second option "E-Form   s – ARIS, ARMPS, ATS, CATS, FDMIS, MAT SAMS and   WATS hyperlink. (See im age below) This will take you to E-Forms, where you can complete the REE-235 User Registration Form for your new user. Please send the com pleted 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 com   pleted form.

Image of ARIS Registration Forms Screen

Chapter 1.2, Systems Requirements, Main Screen Module & Error Messages
CRIS Allocation Tracking System (CATS) Manual, October 2008

Page intentionally left blank

Chapter 1.3, Search Tricks, Toolbar Reference & CATS Buttons

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. W hen you enter one of the symbols be low in a Query (search) screen field, you can further limit how the program searches by that field.

Symbol Usage	Examples	
% (percent symbol)	Wildcard character	The % can be placed before, after, and/or in the middle of a character string. Examples: Enter Mod% in a text fie ld to find all values that start with "Mod". Enter %mod% to find all values that contain "m od" anywhere in the field. E nter %m od%barc% to find all values t hat contain "mod" and "barc" *in that order*, in the field. **Tip:** U se th e % sy mbol when entering character s trings for long fields, such as portions of a person's name, a project title, a location name, etc.
: (colon)	Range/Between	Used as a separator between the starting and ending values in a range. Can be used for all types of data, including dates. Example: Enter 10/1/0 1:9/30/02 in a date field to find records with a date between these two dates.
; (semicolon)	Or	Used as a separator in a list of search items. Example: E nter BAKER ;BROWN in a na me fiel d to find records with BAKER or BROWN in the name field. **Tips:** A line cannot end with a sem icolon. Yo u may enter as many items as y ou wish separa ted by th e s emi-colon. If a long list is entered, a range search might be a better choice.
>	Greater Than	Enter >1/1/2003 in a date fi eld 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 num eric 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.

Chapter 1.3, Search Tricks & Tool Bar Reference
CRIS Allocation Tracking System (CATS) Manual, October 2008

Chapter Top   Table of Contents

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 butt   ons that are found throughout   CATS on data entry form   s and reference tables are:

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

➡   Go To button takes you to e   ither a date entry f orm or a re ference table where you can m ake edits and then return to the place you came from in CATS.

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

📅   Calendar icon next to   date f ields will open a   calendar where the u ser can s elect a date to populate the field.

IV. TAB and ENTER Keys & Window Keyboard Functions.

As with all ARIS applic ations, the user, when on any form , should use the **Tab** key to m ove from field to field. The **Enter** key executes sear ches or queries a nd will not move the cursor f rom field to field. The user can a lso use the mouse to click   on f ields they wish to f ill. W hen a record is initially created, the u ser is allowed to m ove from tab to tab. W hen doing so, CATS autom atically saves any changes without prom pting to save th em, and does not require the undistributed am ounts on the Account Detail tab to be zero. However, befo re a record can be saved, the transaction m ust 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.)

Page intentionally left blank

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 o   n accounting code not belonging   to user's profile (i.e., purchase order that is being charged to multiple locations)**
- **More detail on Projections screens show   ing 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, am ount, 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 do cument or changes the distributions amounts from w ithin 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 Nane**
- **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 "%"**

Chapter 1.4, What's New in CATS & FAQ (Frequently Asked Questions)
CRIS Allocation Tracking System (CATS) Manual, October 2008

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 acces.

4. Do default accounts needs 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 vise 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)

Page intentionally left blank

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

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 upda te a record when an other user is modifying that same record. It is recommended that you click **No** (see next page).

Image of Could Not Reserve Record Warning

Chapter 1.6, Warning Messages
CRIS Allocation Tracking System (CATS) Manual, October 2008

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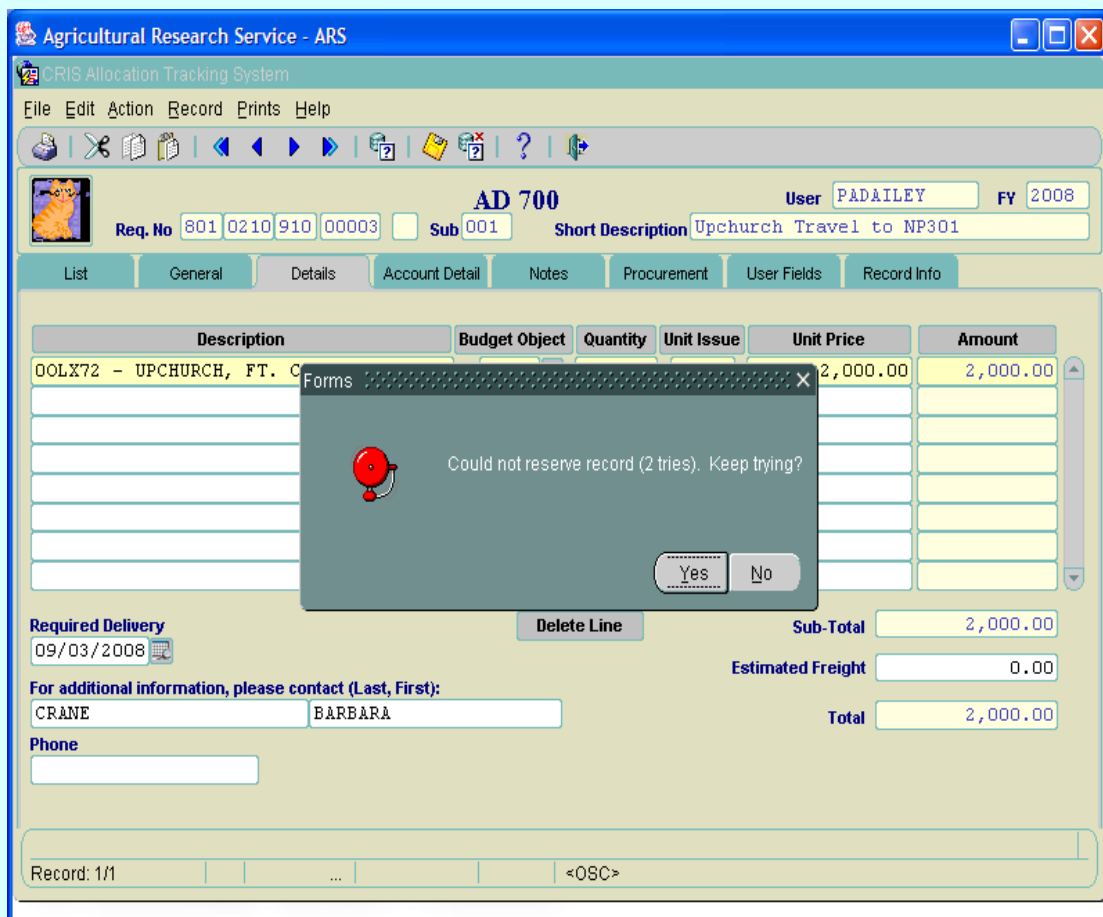
If you click **Yes** to the 'Retry' message, the messages will continue with new retry counts until the person who is modifying the record updates or cancels out, (releases the record). (See following page.)

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

Click **OK** and go back to the L ist 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.

Chapter 1.6, Warning Messages
CRIS Allocation Tracking System (CATS) Manual, October 2008

If you continue to click **Yes** to the original warning m essage above you m ay, 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. .
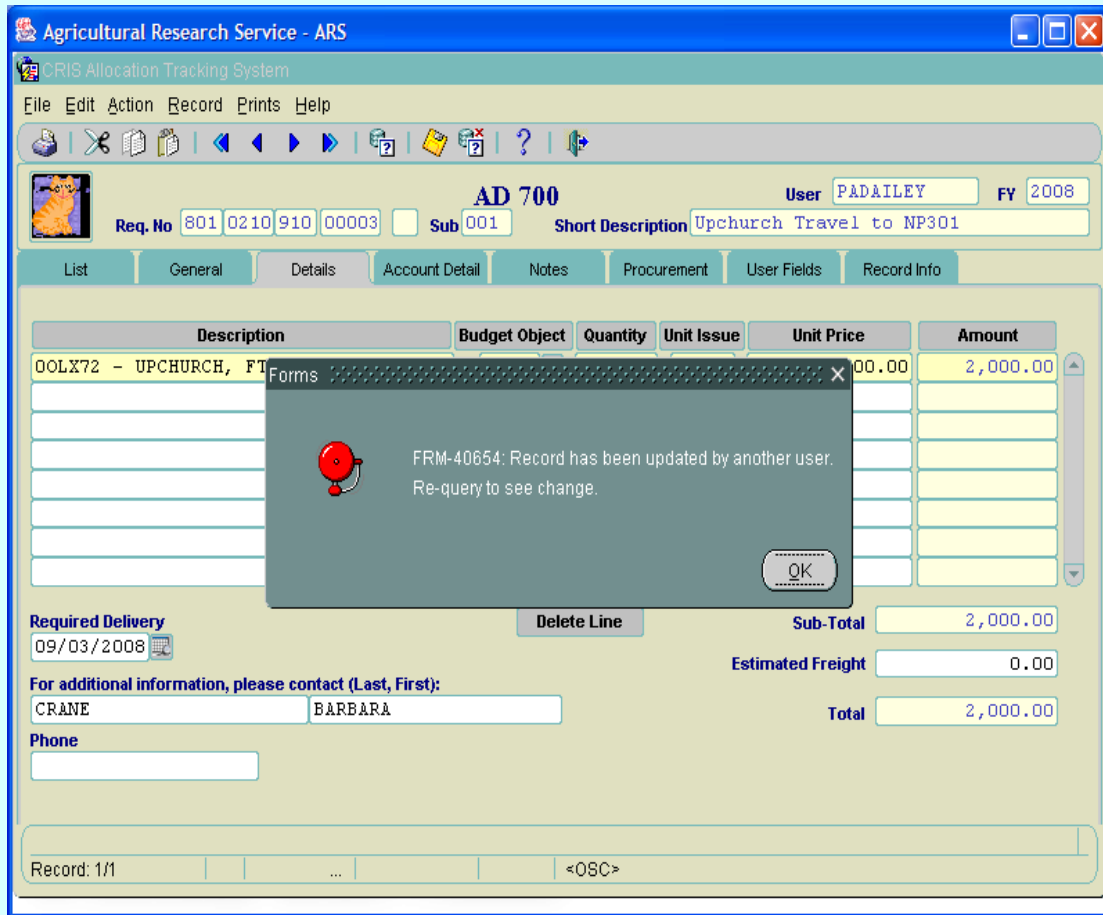
You will then see the changes the other user made to that record. At this point you can proceed and make your changes to the record

B. Other Warning Messages

Throughout CATS, other warning m assages will appear for various reasons depen   ding upon several factors and what you are trying to do within the system . The most common will be that CATS cannot save a record becau   se you have not provid ed the *required* information to do so. Throughout this m   anual and in CATS, e   mphasize is put on required fields. Every data entry field is c   overed in this manual and it indicates if   the field is required or not. Also, in CATS itself, if a field has and *asterisk (*)* next to it, it is a required field. If you split the accounting between two or more accounting lines, CATS accounting lines m ust be *perfectly balanced* before it can save the record. If you get these types of m essages, follow the warning prompt s and either com plete and/or correct the required inform ation or cancel out of   the record without sa ving anything. If you encounter other warning m essages that you do not understand, please contact your local accounting personnel or the Location AO for assistance.

Chapter 1.6, Warning Messages
CRIS Allocation Tracking System (CATS) Manual, October 2008

Page intentionally left blank

Table of Contents

Chapter 2.1, Credit Card (Purchase Card)

Contents

I. Introduction

A. Purpose

The Credit Card form   is used p rimarily by cr edit card ho lders and ac counting 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 us er, when on any form , should use the   **Tab** key to m ove from fi eld t o fi eld. The **Enter** key executes s earches or q ueries and will not m ove the cur sor from field to field. The user can als o use the mous e to clic k on fields they wish to f ill. When a record is in itially c reated, the user is allowed   to move from tab to ta b. W hen doing so, CATS automatically saves any changes w   ithout promp ting to save them , and does not require the undistributed amounts on the Account Detail tab to be zero.

When the u ser is v iewing a record previous ly saved, CATS prom pts the user to save changes before leaving the record.

Chapter Top

Table of Contents

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.

Image Icon	Name Icon	Function
	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
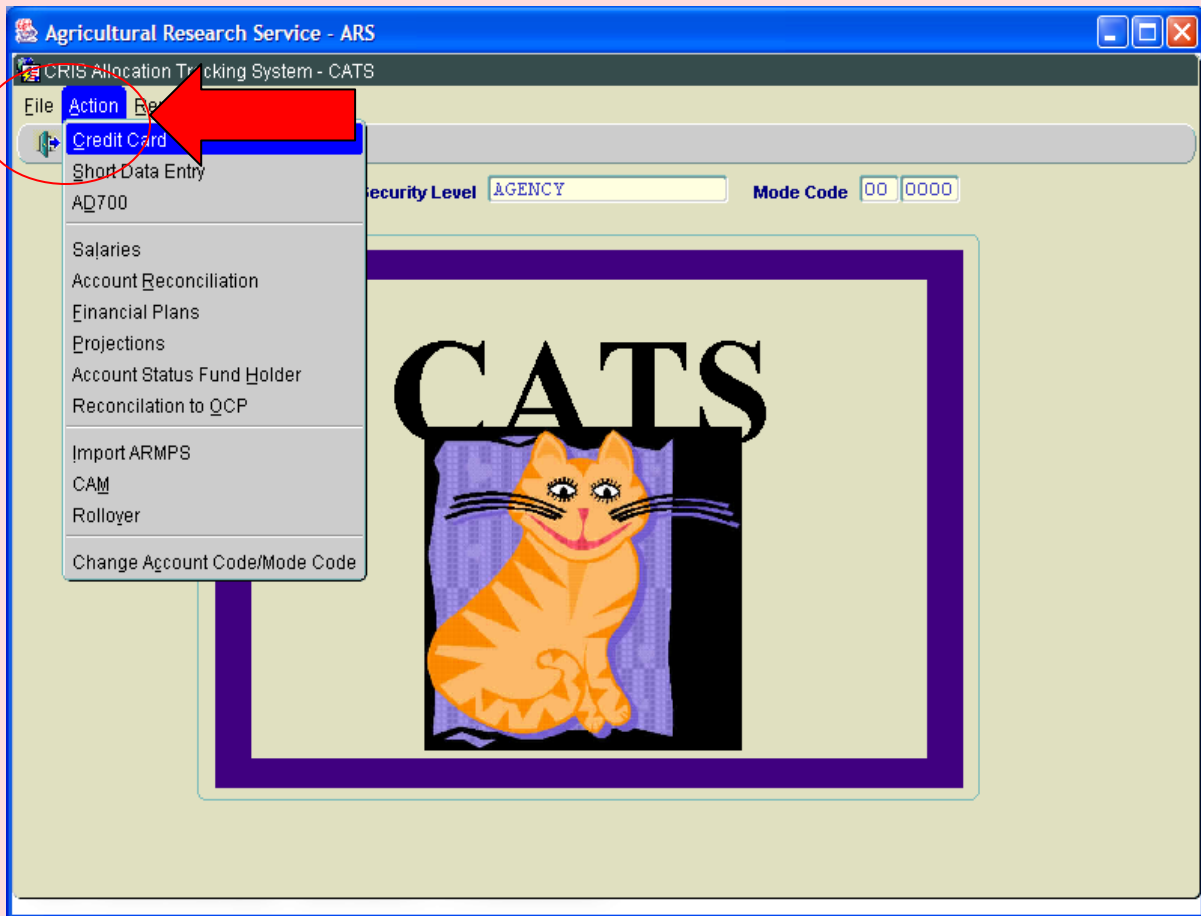
When the user has suc cessfully logged onto CATS, they selec t "Action" from the Main Men u and then select Credit Card. This will take them to the Credit Card List Screen.

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

When the user first en ters the Credit Card screen , CATS displays the List Tab which is a listin g of all transactions the user has access to. This is where the user can see and m aintain 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 ta ke 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 (indicat ed on the form with an *****); all other fields are o ptional and users shou ld check with local m anagement and/or accounting personnel on how to use these optional fields.   *The description field is not required by CATS but should be included to mainta   in 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 [**?**] buttonand 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

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)

Chapter 2.1, Credit Card
CRIS Allocation Tracking System (CATS) Manual, October 2008

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 transa   ction is highlig hted, select the "Details Tab". This will then take   the user to the Detail T ab for the s elected transaction and changes can be m ade. This will be where the user upd ates information such as, Received Date, USBank, Access ® Online Reconciled Date and the tota l cost of the transaction if it has cha   nged sin ce the o rder was place.   There is n   o CC W ork in Progress as there was in the pr ior version of CATS. All tr ansaction maintenance is done on the trans action tabs. To split the costs   of an existing tran saction between accounting codes or sub accounts, the user would clic   k on the "Accounting Detail" tab and follow the "Account Detail" ins tructions. (See II-D, Acct Details Ta b) To add or edit the "User Fields" on an exis ting 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 requir   ed entrie s when initia lly en tering a credit c   ard transaction in CATS, the <u>Description, US Bank Access   ® Online Approved Date, and Received Date </u>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 f irst en ters the Cred it Card f orm, CATS shall display the List Ta b which is a listing of all transactions of which the user of has access to. The list screen can be re-indexed o n any of the colum n na mes by si mply clicking on th at column name.   I.E. to sort the list by alphabetically by "Vendor", sim ply click on th e "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.)

A. Header Fields

CATS will display th e following fields above all ta bs except for the Search tab. These fields cannot be edited from   this L ist T ab. CATS   shall copy the corresponding contents of the highlighted or selected record   on the List Tab   to these fields, excep t where otherwise noted below.

Credit Card List Tab Header Fields

Field Name	Description / Rules / Notes
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 doc uments the user has ac   cess to f or the def ault f iscal year. Initially the records ar e sorted with the unr econciled docu ments (indicated by "U" in the "R" column) at the top and then by requisition numb   er; CATS displays the reconciled docum   ents (indicated by "R" in the "R" column) after the unreconciled documents also sorted by requisition number.

Credit Card List Tab Fields

Field Name	Description / Rules / Notes
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

Button Name	Actions
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 us ed to cre ate a new transa ction o r to m aintain re quired inf ormation f or existing transactions, including creation of the initial account distributions.

Image of Credit Card Details Tab

Credit Card Details Tab Fields

Field Name	Description / Rules / Notes
Other Acct (Check Box)	***This is rarely used so please check with your accounting personnel if you need to use this feature.*** 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). **Required: No.** **Modifiable: Only when a new document is created**

Credit Card Details Tab Fields, (cont.)

Account Code	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' 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. **?** 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. **Required: Yes** **Modifiable: Only when a new document is created.**
Sub Acct	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. 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. 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. **?** button: CATS displays all sub accounts and preset distributions the user has access to for the selected accounting code. **Required: Yes.** **Modifiable: Only if the document is not reconciled.**

Chapter 2.1, Credit Card
CRIS Allocation Tracking System (CATS) Manual, October 2008

Credit Card Details Tab Fields, (cont.)

Date	Defaults to the current date. The date the requisition was entered into CATS. This field initially defaults to the current date but can be changed if necessary. **Required: Yes.** **Modifiable: Only if the document is not reconciled**
Credit Card User	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. **?** button: CATS displays the list of credit card users based on the user's level of access. **Required: Yes.** **Modifiable: Only if the document is not reconciled; and only modifiable through the "?" button.**
Description	Description of the item being purchased. ***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***. **Required: No, but recommended.** **Modifiable: Yes.**
Vendor	The vendor for the purchase. Can be typed in or selected from the **?** button list of values. **?** button: CATS displays the list of vendors based on the user's access. ➡ 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. **Required: Yes.** **Modifiable: Only if the document is not reconciled.**
Budget Object	*Defaults to 2670.* The budget object class code (BOC). If 2670 is not the correct BOC the user can enter the correct code or select one using **?** 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. **?** button: CATS displays a list of the valid BOCs in the CATS system. **Required: Yes.** **Modifiable: Only if the document is not reconciled.**

Credit Card Details Tab Fields, (cont.)

Credit Card Log	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. **Required: Yes.** **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.**
Check #	If a check is used to pay for the transaction, this is the number of the check associated with the order. **Required: No.** **Modifiable: Yes.**
Amount	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. Each time the user changes the Amount, CATS redistributes the monies based on the percents that are currently stored for that document. **Required: Yes.** **Modifiable: only if the document is not reconciled.**
Notes / Remarks	Notes or remarks on the credit card purchase. **Required: No.** **Modifiable: Yes. (Up to 500 characters)**
R&M	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. **Required: Yes, (defaults to "None").** **Modifiable: Radio buttons are; amount field is modifiable only if the radio button is set to "Partial"**
Reconciled Date	The date the document was completely reconciled through the Account Reconciliation form by accounting personnel. **Required: No.** **Modifiable: No.**

Chapter 2.1, Credit Card
CRIS Allocation Tracking System (CATS) Manual, October 2008

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. **Required: Not for initial entry, but once approved with US-Banks Access® Online system, it IS required and it must be >= the Date Received below. Modifiable: Yes.**
Date Received	The date the items were received. **Required: Not for initial entry, but once the order is completely received, it IS required and must <= the USBank Date above. Modifiable: 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. **Required: Only when converting to AD700. Modifiable: Yes, and recommended that the "?" be used.**

Credit Card Details Tab Buttons

Button Name Actions	
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 partialed 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)

Field Name	Setting
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.

Chapter 2.1, Credit Card
CRIS Allocation Tracking System (CATS) Manual, October 2008

D. Account Detail Tab

The accoun t detail tab   is used to   split the   transaction between su b accounts within one accounting code and/or multiple accounting cod es and sub accounting codes. It als o maintains account distribution inform ation. These are the accounting codes/sub acc ounting codes that are used for reporting and for the reconciliation process.

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

Image of Credit Card Account Detail Tab
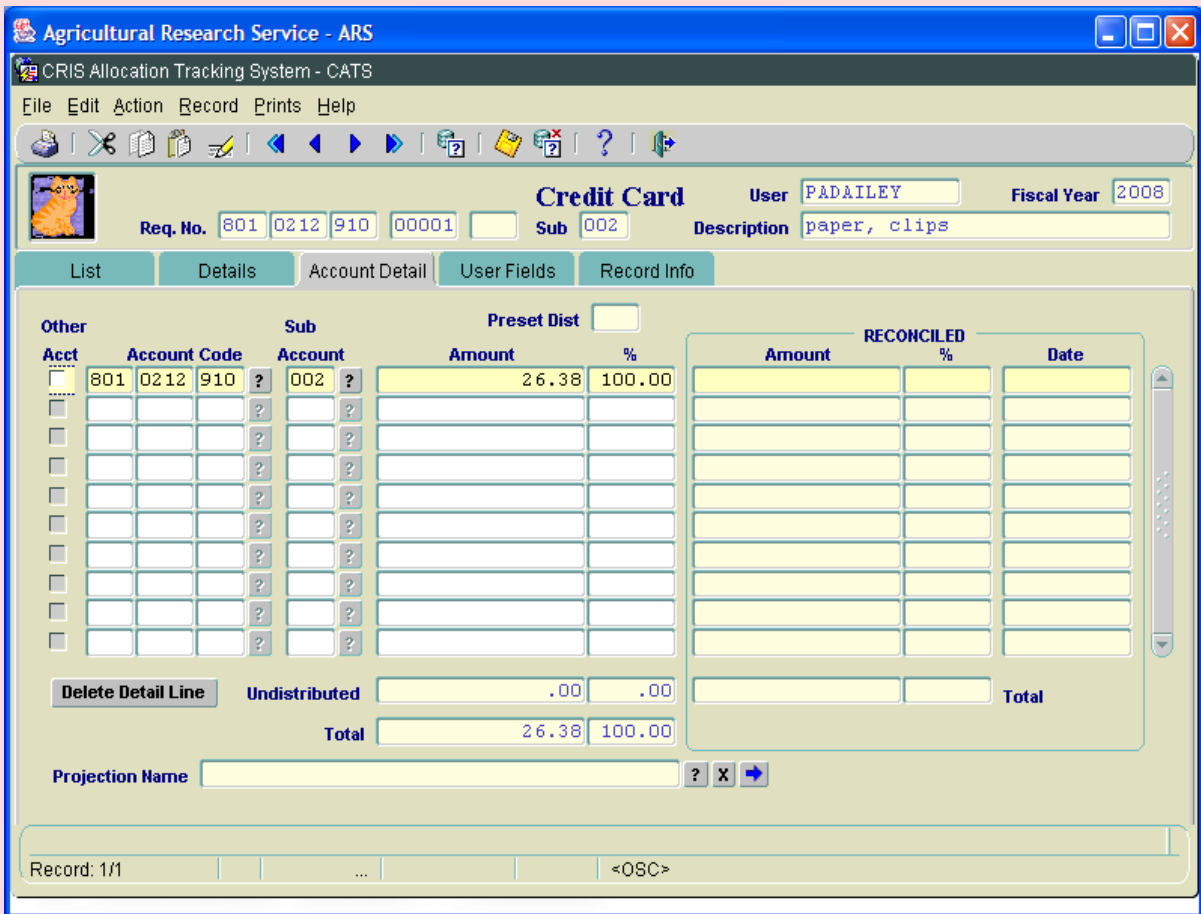
If you need to change an accountin g code sim ply click on the **?** button to the right of the code you want to change, and select th e correct code. REMEM BER, if you change the accounting code, you will m ost likely need to change the su b account to o. Use the s ame process to change the sub account. To add another accounting line,   click on the line an d then the "? " and select another accounting line and sub account. Then sp lit the amount of the tr ansaction between the accounting lines using amounts or percentage. You m ust *balance* the total before CATS will let you save the accounting details, i.e. the undistributed totals must be equal to zero.

Chapter 2.1, Credit Card
CRIS Allocation Tracking System (CATS) Manual, October 2008

Credit Card Account Detail Tab Left Group Fields

Field Name	Description / Rules / Notes
Preset Distribution	The preset distribution code is entered on the Details tab when a preset is used for the sub account. **Required: No.** **Modifiable: No.**
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 ⟦?⟧ button will be invisible. **Required: No.** **Modifiable: Yes, but only if the line item is not reconciled.**
Account Code	The account code the purchase is being distributed to. The account code must be in the MU table. ⟦?⟧ button: Displays the list of account codes the user has access to for the default fiscal year. **Required: Yes.** **Modifiable: Yes, but only if the line item is not reconciled.**
Sub Account	The sub account for the distribution. The sub account must belong to the accounting code. ⟦?⟧ button: Displays the list of sub accounts for the entered account that the user has access to. **Required: Yes.** **Modifiable: Yes, but only if the line item is not reconciled.**
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. **Required: Yes.** **Modifiable: Yes, but only if the line item is not reconciled.**
%	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. **Required: Yes.** **Modifiable: Yes, but only if the line item is not reconciled.**
Undistributed Amount	CATS calculates this as the difference between the total amount of the purchase and the total amount distributed. *To save this must be equal zero.*
Undistributed %	CATS will calculate this as the difference between 100% and the total percentage of the purchase. *To save this must be equal to zero.*
Total Amount	CATS copies the Amount field from the Details tab.

Chapter 2.1, Credit Card
CRIS Allocation Tracking System (CATS) Manual, October 2008

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 **?** button to the right of the projections field and selecting the appropriate projection. The transaction can be unlinked from a projection by clicking the **X** to the right of the projections field. The ➡ 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 genera l credit card user; only accounting personnel can change these fields on this form. The information provided below if for reference only.

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). 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.

Chapter 2.1, Credit Card
CRIS Allocation Tracking System (CATS) Manual, October 2008

Credit Card Account Detail Tab Buttons

Button Name Actions	
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 m anagement for how and what they w ant you to put in these fields. The User Fields tab is used to se lect User Fields which you as a cardholder have access to. You can split the current transaction between up to six user f ields either by amount or by a percentage of the transa ction tota l f rom the Details Tab. Also, in new CATS "Use r Fields" can be pre-established for each accounting code by location personnel. If this is done, the [?] button by each User Field will disp lay a list of all those pre- established u ser f ields th at are ava ilable f or the accounting code on the details tab. User Fiel ds can also be "Free Form " entry, but it is recommended that you use the [?] butt on if it is available. See your unit m anagement or accounting personnel with questions on how to use "User Fields"

Image of Credit Card User Fields Tab

Chapter 2.1, Credit Card
CRIS Allocation Tracking System (CATS) Manual, October 2008

Credit Card User Fields Tab Fields

Field Name	Description / Rules / Notes
User Field 1, 2, 3, 4, 5, 6	Used to store information about the document that allows the user to better organize the information for reporting purposes on the User Fields report. **?** button: CATS displays a list of previously-stored user fields for the account. **Required: No.** **Modifiable: Yes.**
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. The user is allowed to enter either the Amount or the Percent field for a line, but not both. **Required: No.** **Modifiable: Yes.**
Percent (1, 2, 3, 4, 5, 6)	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. **Required: No.** **Modifiable: Yes.**

F. Record Info Tab

The Record Info Tab is used to view info   rmation on who created and updated the docum   ent information and when the changes were m   ade. CATS will autom atically updates th ese 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

Field Name	Description / Rules / Notes
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.

Chapter 2.1, Credit Card
CRIS Allocation Tracking System (CATS) Manual, October 2008

Chapter Top   **Table of Contents**

III. Search Screen

The Search Screen is accessed by clicking on the "Sea rch" option. The Sear ch 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 us   ed for searching for ac   counts and sub account distributions on the docum ent. A ll search es filter docum ents by the u ser's workin g (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
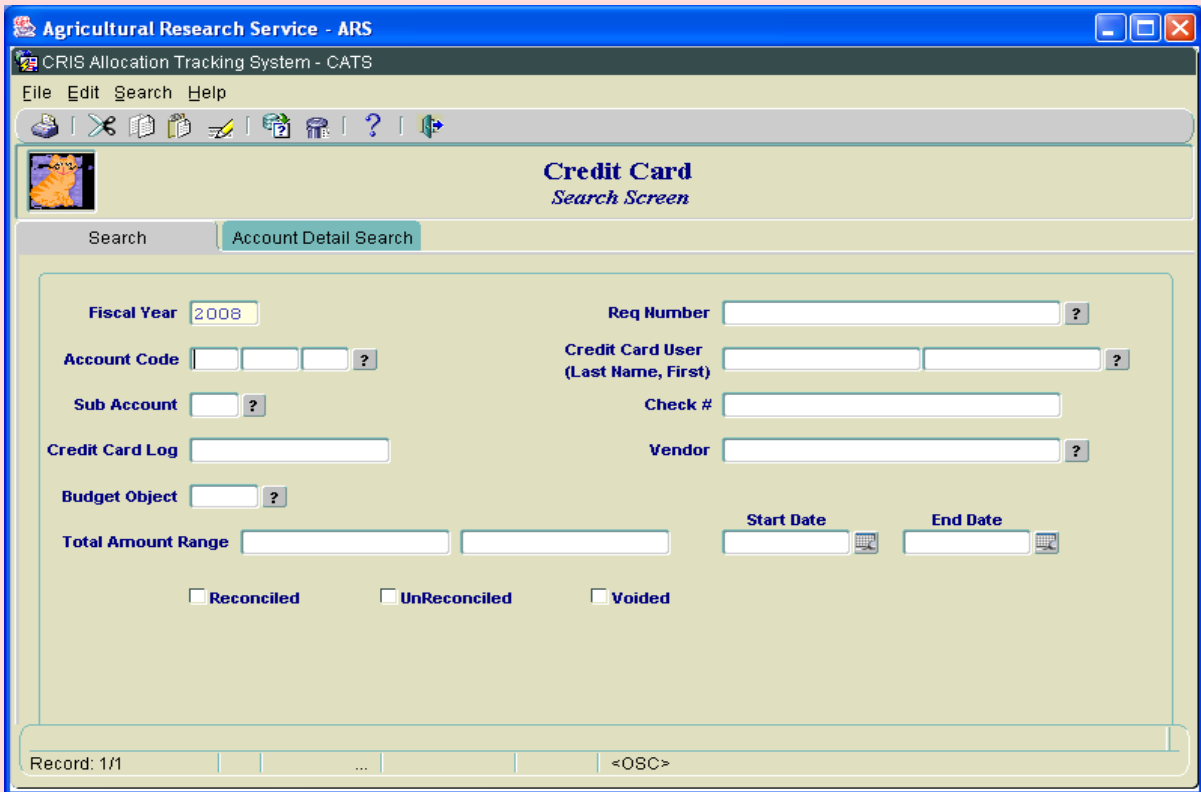
Credit Card Search Screen Search Tab Fields

Field Name	Description / Rules / Notes
Fiscal Year	This defaults to the current fiscal year. CATS only retrieves documents for this fiscal year. ***The fiscal year can only be changed on the Main CATS Screen.***
Req Number	The document requisition number. Any number or number range. Wildcards may be used. [?] button: CATS displays unique document sequence numbers for credit card documents within the user's security. **Required: No.** **Modifiable: Yes.**

Chapter 2.1, Credit Card
CRIS Allocation Tracking System (CATS) Manual, October 2008

Chapter Top   **Table of Contents**

Search Tab Fields, (cont.)

Account Code	An account code, which should be within the user's security. **?** button: CATS displays account codes for accounts within the user's security. **Required: Yes, if searching on sub account.** **Modifiable: Yes.**
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. **?** button: CATS displays unique credit card users for documents within the user's security. **Required: No.** **Modifiable: Yes**
Sub Account	A sub account for the selected accounting code. **?** button: CATS displays sub account codes that the user has access to for the referenced account. **Required: No.** **Modifiable: Yes**
Check #	A check number. Wildcards (%) may be used. **Required: No.** **Modifiable: Yes**
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. **Required: No.** **Modifiable: Yes**
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. **?** button: CATS displays vendors for documents within the user's security level. **Required: No.** **Modifiable: Yes**
Budget Object	When entered, CATS retrieves all documents meeting all other criteria, including the user's security level. **?** button: CATS displays the list of Budget Object Codes for documents within the user's security level. **Required: No.** **Modifiable: Yes**

Chapter 2.1, Credit Card
CRIS Allocation Tracking System (CATS) Manual, October 2008

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

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

Chapter 2.1, Credit Card
CRIS Allocation Tracking System (CATS) Manual, October 2008

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                        1
                               CRIS Allocation Tracking System

                                    Credit Card Listing
                                                                    Request   Recon
Requisition Number       Awarded Vendor     Item Description         Amount    Date    Flag
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 2.1, Credit Card
CRIS Allocation Tracking System (CATS) Manual, October 2008

Chapter 2.2, Short Data Entry (SDE)

Contents

I. Introduction

A. Purpose

The Short Data Entry (S DE) form is used by non-accounting users, acc ounting technicians, and Location, Area, and Headquarters to m aintain in formation on travel, training, agreem ents, and other obligating docum ents. It is used for everything excep t AD-700s, Credit Card Purchases and Salaries.

B. Access Levels

All users can access this form.

Basic, Unit, Location, Area, and Agency user s can m aintain inform ation on m iscellaneous purchases for accounts and sub accounts they have access to.

Procurement Managers and View Only users can only view infor mation for accounts and sub accounts they have access to. All of the buttons are turn ed off except for the "Print" button for these users.

C. Document Types

The following table shows for eac h docum ent 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

Document Type (List Label)	Document Type Code	Document Number Prompt Text	Vendor Prompt Text	Description Prompt Text	Default BOC
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 s aved automatically without receiving a prom pt to save, and doesn't require the undistributed am ounts on the Account Detail tab to be zero.

When the u ser is v iewing a record previously saved, CATS prom pts the user to save changes before leaving the record.

When the user attem pts to leave a record (execu tes the "first reco rd", "previous record", "next record", "last record", "go to   search screen", or "ex it" functi ons), C ATS deter mines if the undistributed balance (the difference between th e 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 attem pts to leave a record as de scribed above, CATS determines if the reconciled balance (the total reconciled dist ributions for an account for the   document) for each distributed account is the same as the total recorded through the Account Reconc iliation module. If it is not, CATS alerts the user with "Reconciled total for account {account code} m ust equal the account reconciled amount of {amount}. You m ust fix." a nd prevents the user from continuing with the action.

II. Main Screen

If the u ser has se curity level Bas ic, Unit, or View Only, CATS will v erify that the appropriate account and sub account security has been set up (done thro ugh the User Adm inistration form). If a default account and sub account have not been set up for t his user, CATS alerts the user with "Security has not been set up for record acce ss for any sub accounts." C ontact 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 co rresponding contents of the curre nt 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 dis play all non -voided doc uments the user has ac cess to f or user's def ault fiscal year. CATS will initially sort the re cords with unreco nciled documents (indicated by "U" in the "R" colum n) at the top   and then by re quisition number; CATS di splays the r econciled documents (indicated by "R" in the "R" column) after the unreconciled documents also sorted by requisition num ber. The list screen can be re   -indexed on any of the colum n na mes by sim ply 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)
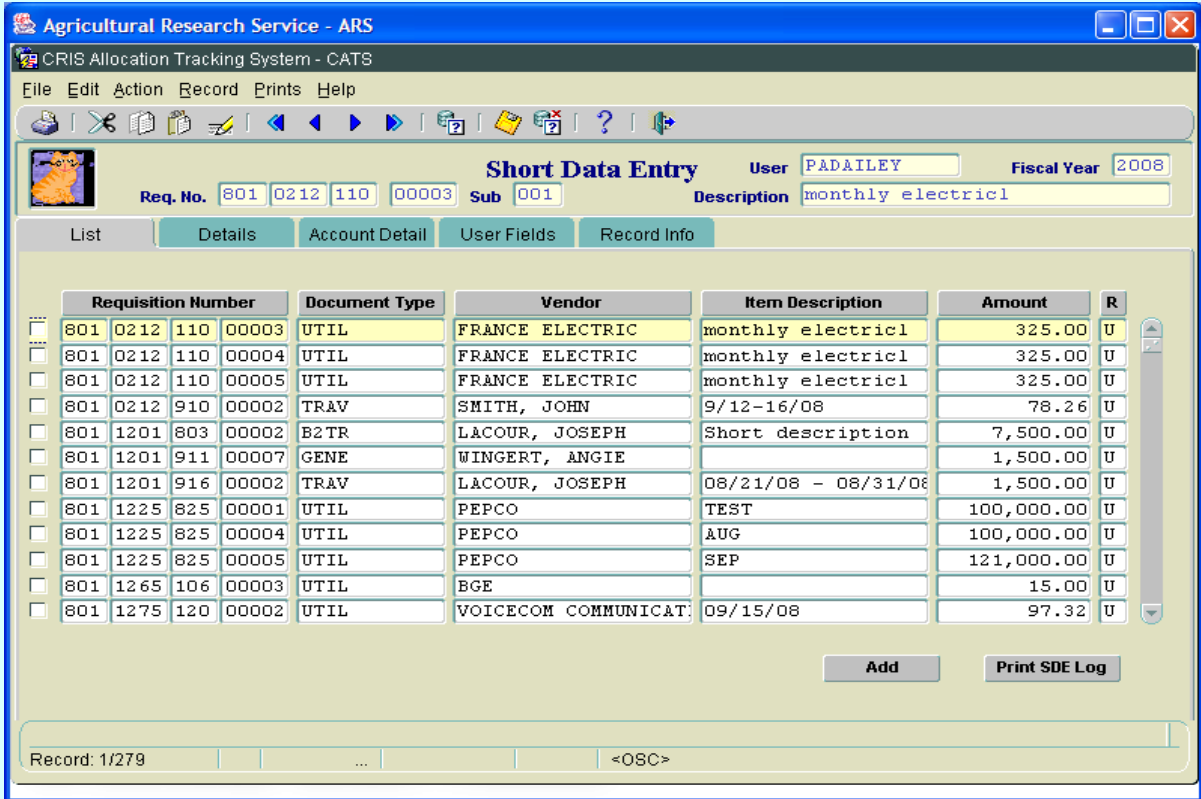
List Tab Fields

Field Name	Description / Rules / Notes
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.

Chapter 2.2, Short Data Entry
CRIS Allocation Tracking System (CATS) Manual, October 2008

SDE List Tab Buttons

Button Name	Actions
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 a nd m aintain the require d inf ormation f or short data entry transaction, including creation of the initial account distributions.

Image of SDE Details Tab

SDE Details Tab Fields

Field Name	Description / Rules / Notes
Document Type	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. **Required: Yes.** **Modifiable: Only if the document has not been reconciled.**
Doc Number	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. **Required: No** **Modifiable: Yes, (<= 20 characters)**
Other Acct	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. **Required: No.** **Modifiable: Only when a new document is created.**
Account Code	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' 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. **Required: Yes.** **Modifiable: Only when a new document in created.** **?** 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.

SDE Details Tab Fields (cont.)

Sub Acct	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. 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. **Required: Yes.** **Modifiable: Only if the document has not reconciled**. **?** button: CATS displays all sub accounts and preset distributions the user has access to for the above account.
Vendor	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 **?** button for this field. **Required: Yes.** **Modifiable: Only if the document has not reconciled**. **?** button: CATS displays the list of vendors based on the user's security. ➡ 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.
Budget Object	The budget object class code (BOC). CATS defaults this field to a specific value based on the document type as described earlier. **Required: Yes.** **Modifiable: Only if the document has not reconciled**. **?** button: CATS displays a list of the active BOCs in the CATS system.
Description	Description of the item being purchased. **Required: No, but recommended.** **Modifiable: Yes, (<=250 characters)**
Date	The date the transaction is entered into CATS. Defaults this to the current date. **Required: Yes, but defaults to current date** **Modifiable: Only if the document has not reconciled**.

SDE Details Tab Fields (cont.)

Amount	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. 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. **Required: Yes.** **Modifiable: Only if all distributions on the document are not reconciled**.
Notes	Notes on the purchase. Required: No. Modifiable: Yes. Type: <= 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 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. **Required: Yes, but defaults to none.** **Modifiable: Radio buttons are; amount field is modifiable if the radio is "Partial".**
Reconciled Date	The date the document was completely reconciled through the Account Reconciliation form. **System generated and cannot be changed here.**
Relocation	A check in this box indicates the transaction is for relocation costs and opens the Relocated Person field below. **Required: No** **Modifiable: Yes**
Relocated Person	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.) **Required: No** **Modifiable: Only if Relocation checkbox is checked and only through the ? button.** ? button: CATS displays the list of relocating persons for the Location.

SDE Details Tab Buttons

Button Name	Actions
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".

Chapter 2.2, Short Data Entry
CRIS Allocation Tracking System (CATS) Manual, October 2008

Chapter Top   **Table of Contents**

Recurring Transactions:

Once the required inf ormation is entered onto the Details Tab, CATS allows users to crea   te recurring transactions at different frequencie   s throughout the fiscal year by clicking on the "Recurring" button. This would be used for transactions that occur throughout the year for the same am ount and at th e sam e tim e each m onth or one of the oth er f requencies (see below). Examples are m onthly subscriptions, utility charges, etc. Th ese can be u sed separately from or in conjunction with "Projections". (See Chapter 2.7, Projections)

Image of SDE, Details Tab, Create Recurring Transaction
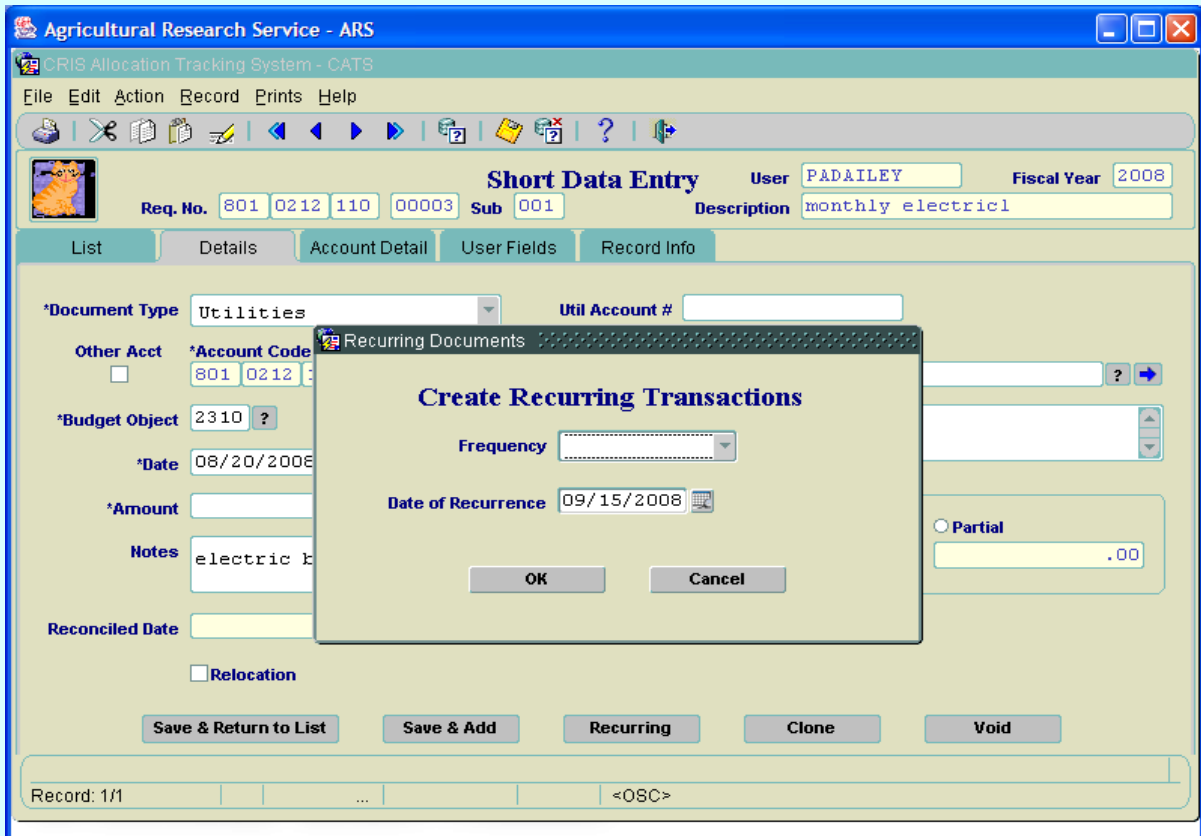
SDE Create Recurring Transactions Pop-up Window Fields

Field Name	Description / Rules / Notes
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.**

Chapter 2.2, Short Data Entry
CRIS Allocation Tracking System (CATS) Manual, October 2008

SDE Recurring Button Pop-up Window Buttons

Button Name	Actions
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

Field Name	Setting
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

Field Name	Description / Rules / Notes
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 **?** button invisible. **Required: No** **Modifiable: Yes, if the line item is not reconciled.**

Chapter 2.2, Short Data Entry
CRIS Allocation Tracking System (CATS) Manual, October 2008

SDE Account Detail Tab Fields (cont.)

Account Code	The account code for an account the document purchase amounts are being distributed to. The account code must be in the MU table. **Required: Yes, at least one, but defaults to the one selected on the Details Tab** **Modifiable: Yes, if the line item is not reconciled.** **?** button: CATS displays the list of account codes the user has access to for the default fiscal year.
Sub Account	The sub account for the distribution. The sub account must belong to the accounting code selected above. **Required: Yes, but defaults to the one selected on the Details Tab** **Modifiable: Yes, if the line item is not reconciled.** **?** button: CATS displays the list of sub accounts for the entered account that the user has access to.
Amount	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. **Required: Yes** **Modifiable: Yes, if the line item is not reconciled.**
%	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. **Required: Yes, but CATS calculates this for you if you enter the amount.** **Modifiable: Yes, if the line item is not reconciled.**
Undistributed Amount	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). **Calculated by CATS and cannot be changed.**
Undistributed %	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. **Calculated by CATS and cannot be changed.**
Total Amount	CATS copies the Amount field from the Details tab. **Calculated by CATS and cannot be changed.**

Chapter Top   **Table of Contents**

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 **?** button to the right of the projections field and selecting the appropriate projection. The transaction can be unlinked from a projection by clicking the X to the right of the projections field. The ➡ 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 acc   ounting personnel. It will not be used by__
__basic users entering an AD-700.__   The ac counting p ersonnel m ust initially re concile and unreconcile all amounts through the Account Reconc iliation form. If the user's security level is Location, Area, or Agency, the user   may update the reconciled amount, but m   ay 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

Button Name Actio	ns
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 m anagement for how and what they w ant you to put in these fields. The User Fields tab is used to select Us er Fields which you have access to via the **?** button or you can type them in. You can split the current tran   saction between up to six user fields either by amount or by a percentage of the transaction to   tal from the Details Tab. Also, in new CATS "User Fields" can be pre-estab lished for each accounting cod e by locatio n personnel. If this is done, the **?** button by each User Field will d isplay a list of all those pre-esta blished 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   **?** but ton 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

Chapter 2.2, Short Data Entry
CRIS Allocation Tracking System (CATS) Manual, October 2008

SDE User Fields Tab Fields

Field Name	Description / Rules / Notes
User Field (1, 2, 3, 4, 5, 6)	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. *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.* **Required: No.** **Modifiable: Yes, (<=25 characters)** **?** 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.
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. **Required: No.** **Modifiable: Yes.**
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. **Required: No.** **Modifiable: Yes.**

SDE User Fields Tab Buttons

Button Name	Actions
Save & Return to List	If clicked, CATS saves th e document, (provided all of the required inform ation and entries are in place), and return to the List tab,
Save & Add	If clicked, CATS saves the document, (provide d all of the required information a nd entries ar e in place), and starts creating a new document from the Details Tab.

Chapter 2.2, Short Data Entry
CRIS Allocation Tracking System (CATS) Manual, October 2008

Chapter Top   **Table of Contents**

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.)

Field Name	Description / Rules / Notes
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

Chapter 2.2, Short Data Entry
CRIS Allocation Tracking System (CATS) Manual, October 2008

SDE Search Tab Fields

Field Name	Description / Rules / Notes
Fiscal Year	CATS defaults this to the current fiscal year. CATS only retrieves documents for this fiscal year. **Modifiable: 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.) **Required: No.** **Modifiable: Yes from Table 1, (does not include AD-700 or Credit Cards)**. **?** 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. **Required: Only if searching on accounting.** **Modifiable: Yes, but must be a valid accounting code in CATS.** **?** 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. **Required: Only if searching on it.** **Modifiable: Yes** **?** button: CATS shall display unique document sequence numbers for short data entry documents within the user's security.
Sub Account	A sub account. **Required: Only if searching on single sub account.** **Modifiable: Yes, but must be a valid sub account in CATS.** **?** 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. **Required: Only if searching on a vendor/traveler.** **Modifiable: Yes.**
Budget Object	When entered, CATS shall retrieve all documents meeting all other criteria, including that of being within the user's security. **Required: Only if searching on specific BOC.** **Modifiable: Yes, but must be a valid accounting code in CATS.** **?** button: CATS displays the list of Budget Object Codes for documents within the user's security.

Chapter 2.2, Short Data Entry
CRIS Allocation Tracking System (CATS) Manual, October 2008

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. **Required: No** **Modifiable: Yes**
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. **Required: No** **Modifiable: Yes**
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. **Required: No, unless you entered a Start Date, but then it defaults to the same date, but can be changed.** **Modifiable: Yes**
Reconciled	When checked, CATS will retrieve reconciled documents meeting all other criteria, including that of being in the user's security. **Required: No** **Modifiable: Yes**
Unreconciled	When checked, CATS will retrieve unreconciled documents meeting all other criteria, including that of being in the user's security. **Required: No** **Modifiable: Yes**
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**
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. **Required: No** **Modifiable: Yes**

Chapter 2.2, Short Data Entry
CRIS Allocation Tracking System (CATS) Manual, October 2008

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

Field Name	Description / Rules / Notes
Account Code	The account code on the Account Detail tab of the main screen. **Required: No** **Modifiable: Yes** [?] button: CATS will display the list of accounts the user has access to that have distributions on the Account Detail tab.
Sub Account	The sub account code on the Account Detail tab of the main screen. Account Code must be entered before entering Sub Account. **Required: No** **Modifiable: Yes** [?] button : CATS will display the list of sub accounts the user has access to for the entered account.
Amount Range	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. **Required: No** **Modifiable: Yes**

Chapter 2.2, Short Data Entry
CRIS Allocation Tracking System (CATS) Manual, October 2008

IV. Print Listing

To create this report, from the List Tab, check th e checkbox to the left of the item(s) you want to print, then f rom the m enu select "P rints" and th en "Prin t Listing", or sim ply click on the Pr int SDE Log button on the bottom of the screen. See image below

<u>Image of SDE List with Checked Transactions to Print</u>

Chapter 2.2, Short Data Entry
CRIS Allocation Tracking System (CATS) Manual, October 2008
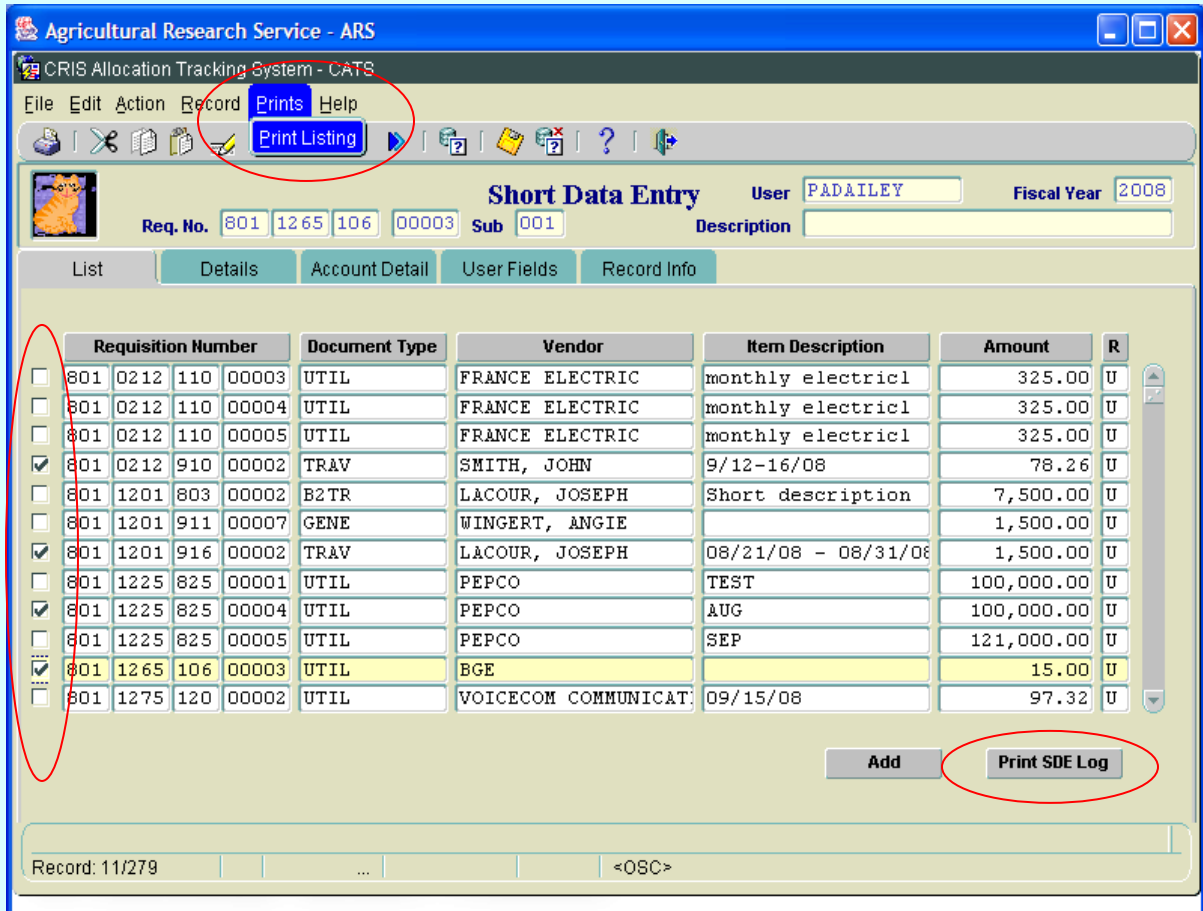
Image of SDE Print Listing Report

```
   09/15/2008                        Agricultural Research Service                        Page:  1
                                     CRIS Allocation Tracking System
                                  Short Data Entry Requisition Listing

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           $1,500.00  08/26/2008                    TRAV
                                          boise
801-1225-825-00004  PEPCO                 AUG                         $100,000.00  08/04/2008                    UTIL
801-1265-106-00003  BGE                                                   $15.00  08/15/2008                    UTIL
```

Chapter 2.2, Short Data Entry
CRIS Allocation Tracking System (CATS) Manual, October 2008

Page intentionally left blank

Chapter 2.3, AD-700 Purchase Requests

Contents

I. Introduction

A. Purpose

The AD-700 form   is used by all CATS users to   enter, view and m   aintain inform ation on AD-700 purchases request forms.

B. Access Levels

All CATS users have access to this form.

View Only users can view inform ation for acco unts and su b accounts they have access to.   All buttons are turned off except the Print AD700 button for these users.

The Procurem ent Manager users only have access to m   aintain the procurem ent status and the Procurement tab information for accounts and sub accounts they have access to.

Basic users can m aintain inform ation on th e 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 m   aintain all inf ormation 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 us er has secu rity leve l Basic , Unit, or   View Only, CATS verifies   that the appropriate account and sub account security has been set up (done thro ugh the User Adm inistration form). If a default account and sub account have not be set up for this user, C ATS alerts the user with ***"Security h as not been set up for record ac cess for any s ub accounts. Contact yo u Location Support Staff"***, or a sim ilar warning and   prevents the us er from en tering t he form. W hen t he 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 co rresponding contents of the curre nt record on the List tab to these fields, except where otherwise noted below.

AD-700 Main Screen Header Fields

Field Name	Description / Rules / Notes
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 disp lays all non-vo ided docum ents 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" c olumn) and then by req uisition nu mber; CATS displays the reconciled docum ents (indicated b y "R" in   the "R" co   lumn) after   the unreconciled docum ents, also sorted by requisition num ber. The list screen can be re -indexed on any of the colum n na mes by sim ply 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
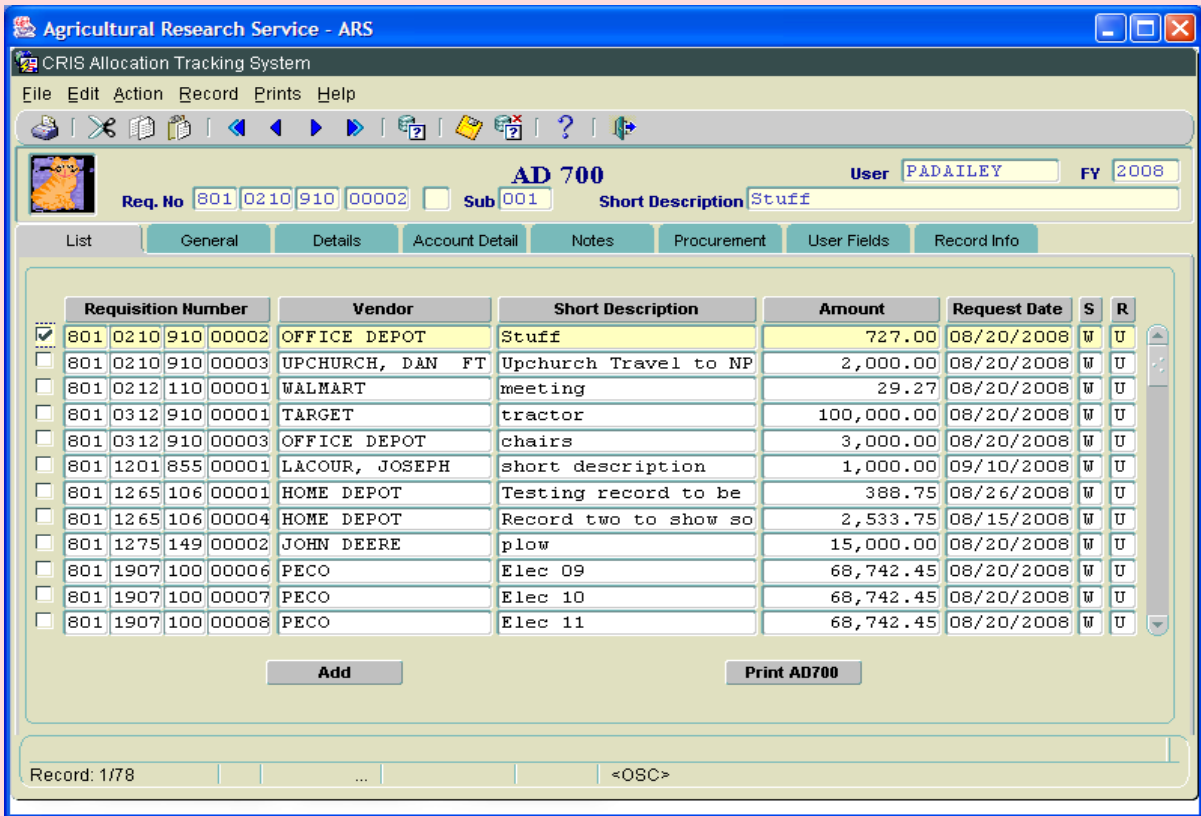
All of these fields are view only and cannot be modified from this List Tab, with the exception of the "check box" to the left of the requisition number. See Check Box below.

AD-700 List Tab Fields

Field Name	Description / Rules / Notes
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.

Chapter 2.3, AD-700 Purchase Request
CRIS Allocation Tracking System (CATS) Manual, October 2008

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

Button Name	Actions
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).

Chapter Top

Table of Contents

C. General Tab

The General tab is used to cr eate and m aintain the required information for AD700 purchases, including creation of the initial account distributions.

Image of AD-700 General Tab

AD-700 General Tab Fields

Field Name	Description / Rules / Notes
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	*This function is rarely, so if you use it, please be sure you understand how it works.* 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 4th 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	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' 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 **Required: Yes**. **Modifiable: Only when a new document is created and once saved it cannot be changed.** **?** button: CATS display s the list of account codes the user has access to. I f the docum ent is one t hat has previously been saved, this button will not b e visible.
Sub Acct	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. *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.* **Required: Yes**. **Modifiable: Only if the complete document is unreconciled.** **?** button: CATS displays all sub accounts and preset distributions the user has access to for the above account.

Chapter 2.3, AD-700 Purchase Request
CRIS Allocation Tracking System (CATS) Manual, October 2008

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	The status of the current document. The status defaults for "W" (Working). **Required: Yes.** **Modifiable: Only if the document is not reconciled; if the status is "P", only modifiable by Procurement Manager, Agency, Area and Location users.** 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. If the user selects "Credit Card" ("C"), CATS displays the Credit Card User Name field and **?** 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).
Short Description	Short description of the item being purchased. This shows up as the Description on other tabs. **Required: No.** **Modifiable: Yes. (<= 250 characters)**.
Reconciled Date	Date the document was completely reconciled through the Account Reconciliation form. System generated and cannot be changed here.
Procurement Office	Name and address of the procurement office to which the AD-700 will be sent. **Required: No.** **Modifiable: Yes. (<= 200 characters)**.
Requesting Office	Name and address of the requesting office. **Required: No.** **Modifiable: Yes. (<= 200 characters)**.
Title of Approving Official	Title of the individual in the organization authorized to approve this purchase and will print on the AD-700 form when printed **Required: No.** **Modifiable: Yes. (<= 40 characters)**.

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**. [?] 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 **(Only displayed when the Status is changed to Credit Card, see Status above.)**	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 [?] button. **Required: Yes, if status changed to Credit Card.** **Modifiable: Only if the document status is Credit Card; only modifiable through the [?] button.** [?] button: CATS displays the list of credit card users based on the user's security.

Chapter 2.3, AD-700 Purchase Request
CRIS Allocation Tracking System (CATS) Manual, October 2008

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. **Required: Yes.** **Modifiable: 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. **Required: Yes, but defaults to "ea" for each.** **Modifiable: Yes. (<= 3 characters.)**
Unit Price	Unit price of the requested item. **Required: Yes, defaults to zero; can be a positive or negative amount.** **Modifiable: 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!! **Required: No, but defaults to the Request Date from the General Tab plus 14 days.** **Modifiable: 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. **Required: No, but defaults to the user entering the AD-700.** **Modifiable: Yes. (each <= 20 characters)**
Phone	Phone number of the individual to contact for questions about purchases. **Required: No, but defaults to the users entering the AD-700 if it is in their profile in User Administration.** **Modifiable: 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. **Required: No, defaults to zero.** **Modifiable: 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

Button Name	Actions
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

Field Name	Description / Rules / Notes
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. ***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.***

E. Account Detail Tab

The Account Detail tab is used   to m aintain account d istribution inf ormation. These are th e 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

Field Name	Description / Rules / Notes
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. *(See use of "Other Acct" above on the General Tab)* **Required:** No **Modifiable:** Yes, if the line item is not reconciled.

Chapter 2.3, AD-700 Purchase Request
CRIS Allocation Tracking System (CATS) Manual, October 2008

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

Account Code	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 may 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 **?** button to get the list of available account/sub/presets when making any changes. **Required: Yes, but defaults to the account/sub/present selected on the General Tab. Modifiable: Yes, if the line item is not reconciled.** **?** button: CATS shall display the list of account codes the user has access to for the default fiscal year.
Sub Account	The sub account for the distribution. The sub account must belong to the account. **Required: Yes, but defaults the same as the accounting code above. Modifiable: Yes, if the line item is not reconciled.** **?** button: CATS displays the list of sub accounts for the entered account that the user has access to.
Amount	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. **Required: Yes, but defaults the same as the accounting code above. Modifiable: Yes, if the line item is not reconciled.**
%	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. **Required: Yes, but defaults to zero or another CATS calculated percent. Modifiable: Yes, if the line item is not reconciled.**
Undistributed	CATS calculates this as the difference between the total amount of the purchase and the total amount distributed. ***You must have the AD-700 completely distributed, by amount or by percentage in order to save the document.***

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

Undistributed Percent	If the docu ment has non-zero am ounts, CATS calculates this as the differen ce between 100% and the total percentage of the purchase. If the document has zero amounts, this is set to zero. ***Same as above, you must hav e the A D-700 completely distributed, by amount o r by pe rcentage in order to sav e th e document.***
Total	CATS copies the Am ount field from the Details tab and this cannot be changed here.
Total Percent	CATS display s "100" until you m ake cha nges. The distribut ions m ust be completed.
Projection Name	The name of the projectio n this distribut ed am ount is linked to. If blank, the transaction can be linked to a projection by clicking the [?] button to the right of the projections field and selecting the appropriate projection. The transacti on can be unlin ked from a projection b y clicki ng t he [X] to the right of t he projections fi eld. The [→] button takes you t o the P rojection m odule. Also amounts can be linked t o and removed from projections thro ugh the Projections form. See the Chapter 2.7, Projections to understand how projections are linked.
Recommended Sources (Vendors)	The list of reco mmended vendors for the pur chase, at lease o ne is required. These can be typed in (free-form) or selected by using the [?] button to the right of the field. Vendors that are ty ped i n are NOT maintained o r updated in the "List of Vendors" unless you click the [→] button to the right of the field after typing the vendor nam e in the vendor f ield. This will take y ou to the Vendor Table where you can add the vendor. **Required: Yes, can be typed in (Uppercase) or selected from t he [?] button "List of Vendors"** **Modifiable: Yes, if the document is not reconciled.** [?] button: CATS displays the list of vendors based on the user's security
R&M	Three radio b uttons and an unlabelled am ount field indicating h ow much of th e purchase is in support of Repair and Ma intenance (R&M). The allowable values are " None", "Partial", and "Full". When R&M is "Full"; CA TS copies th e Amount field to the R&M am ount field, and preve nts it from b eing 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 a mount of the purchase. When R&M is "None", CATS sets the R&M amount field blank. **Required: Yes, but defaults to "None".** **Modifiable: Yes**

Chapter 2.3, AD-700 Purchase Request
CRIS Allocation Tracking System (CATS) Manual, October 2008

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

Field Name	Description / Rules / Notes
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

Button Name	Actions
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.

Chapter 2.3, AD-700 Purchase Request
CRIS Allocation Tracking System (CATS) Manual, October 2008

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 m aintain a series of notes on th e transaction. However, since this may be (depending on location /area policy), the last tab th e user will ne ed to access ; this is the first tab in th e sequence that d isplays buttons for other functi ons, (see definitions and functions for buttons below).

Image of AD-700 Notes Tab
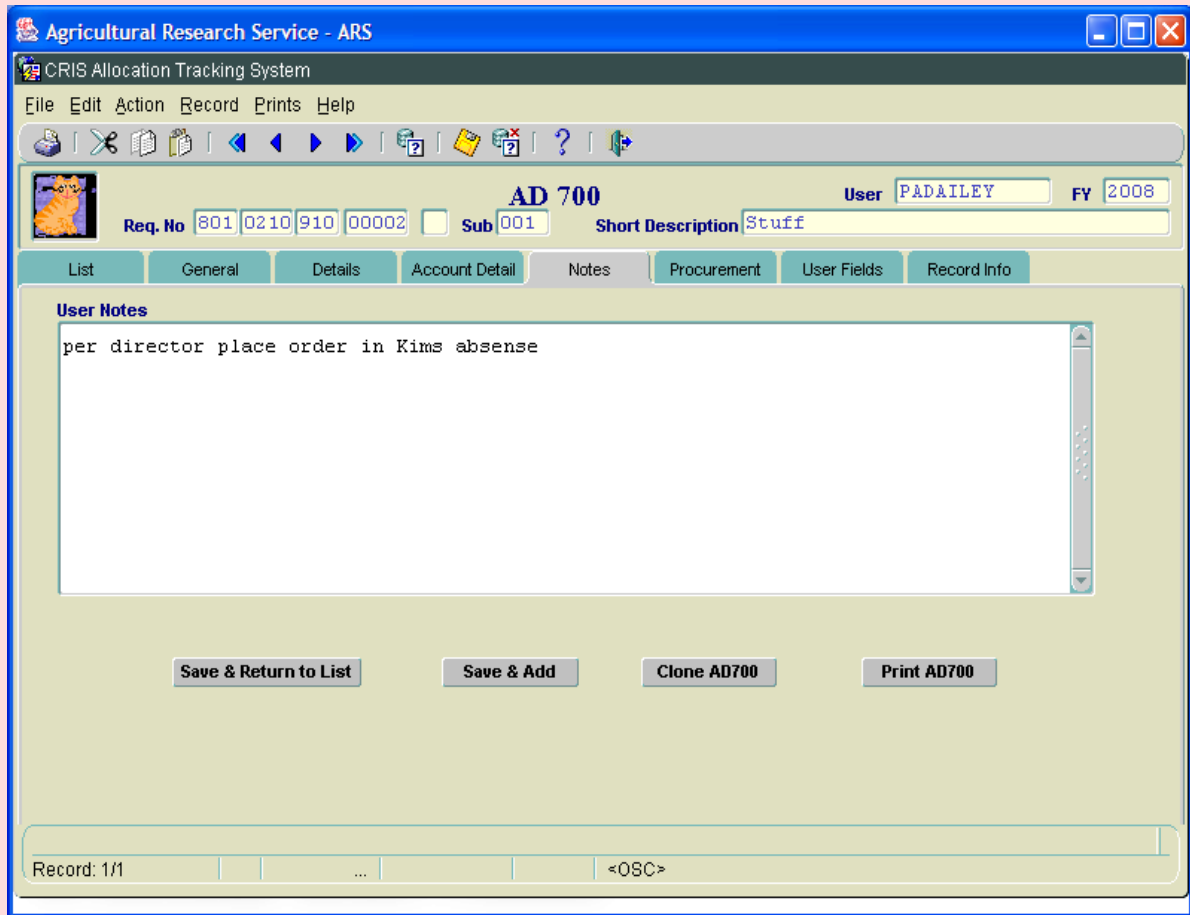
AD-700 Notes Tab Fields

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

Chapter 2.3, AD-700 Purchase Request
CRIS Allocation Tracking System (CATS) Manual, October 2008

AD-700 Notes Tab Buttons

Button Name Actio	ns
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 op tional; check with location management to see if you need to use this tab. If used, this tab is used by procurem   ent personnel or other s to view and m   aintain information entered into CATS as the AD-700 is processed. If the docum   ent status is "Procurement", CATS a llows only Procurem ent 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
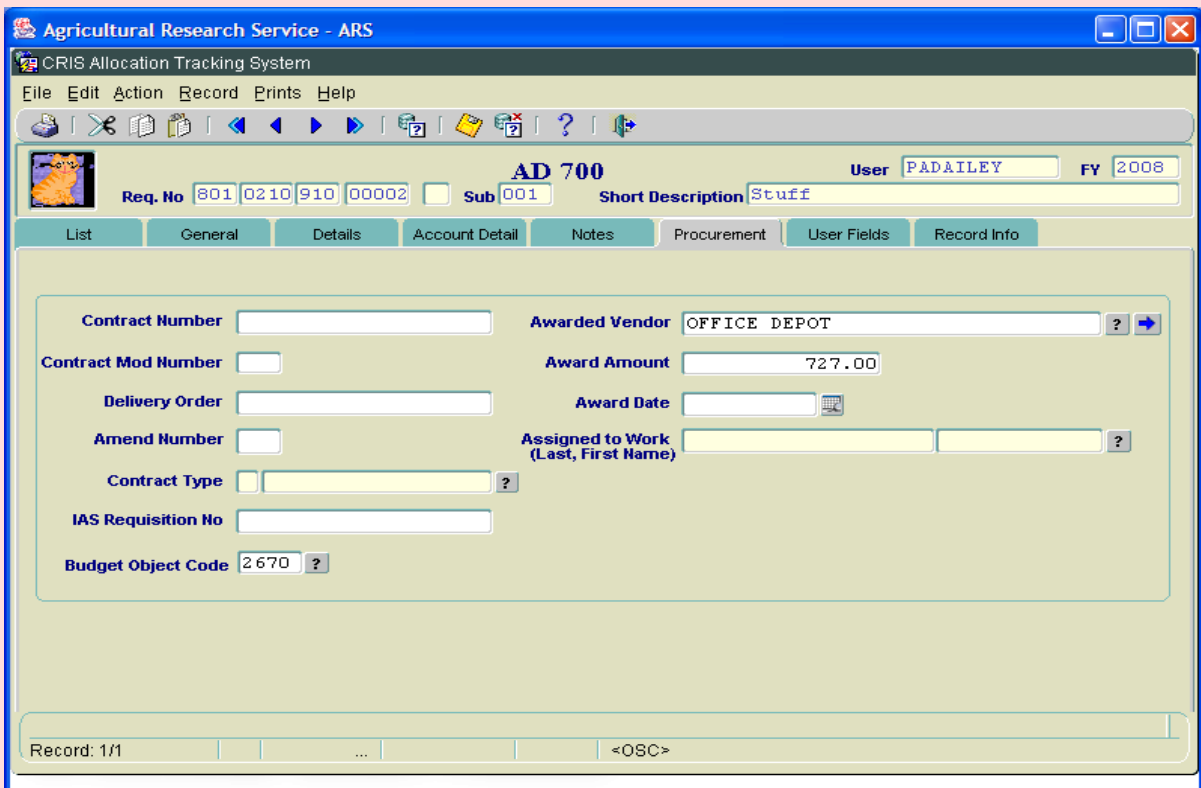
AD-700 Procurement Tab Fields

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

Chapter 2.3, AD-700 Purchase Request
CRIS Allocation Tracking System (CATS) Manual, October 2008

AD-700 Procurement Tab Fields, (cont.)

Delivery Order	Delivery Order number. **Required: No.** **Modifiable: Yes (<=20 characters)**
Amend Number	Amendment number. **Required: No.** **Modifiable: Yes, if you have provided a Delivery Order number.** **(<=3 characters)**
Contract Type	Type of Contract. **Required: No.** **Modifiable: Yes, but ust use** ⟨?⟩ button**, see below.** ⟨?⟩ 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. **Required: No.** **Modifiable: Yes, (<=20 characters)**
BOC	The budget object class code (BOC) of the AD-700. **Required: Yes, but defaults to the BOC from the first line item on the Details Tab. 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.
Awarded Vendor	Vendor that receives the actual award for the purchase. **Required: Only if the document is reconciled.** **Modifiable: Only if the document is not reconciled. (<=50 characters)** *If the AD-700 is awarded to multiply vendors, it is recommended that new documents be added for each additional awarded vendor.* ⟨?⟩ button: CATS displays the list of vendors based on the user's security. The ➡ button lets the user add a typed in vendor to the vendor table.

AD-700 Procurement Tab Fields, (cont.)

Award Amount	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". 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. **Required: No.** **Modifiable: Only if the document is not reconciled.**
Award Date	Date the AD700 was been awarded by the Procurement staff. **Required: No.** **Modifiable: Only if the document has not been reconciled.**
Assigned to Work	The name of the purchasing agent who is assigned to work on this purchase. CATS only allows selection of the Purchasing Agent through the **[?]** 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. **Required: Yes** **Modifiable: Yes: Only modifiable through the [?] button.** **[?]** button: CATS displays the list of purchasing agents based on the user's security.

Chapter 2.3, AD-700 Purchase Request
CRIS Allocation Tracking System (CATS) Manual, October 2008

H. User Fields Tab

The User Fields tab is used to collect descript   ive tags, and am ounts 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

Field Name	Description / Rules / Notes
User Field 1, 2, 3, 4, 5, 6	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. ***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.*** **Required: No.** **Modifiable: Yes, (<=25 characters)** [?] 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.

Chapter 2.3, AD-700 Purchase Request
CRIS Allocation Tracking System (CATS) Manual, October 2008

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. **Required: No.** **Modifiable: Yes.**
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. **Required: No.** **Modifiable: Yes.**

AD-700 User Fields Tab Buttons

Button Name	Actions
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 info   rmation on who created and updated the docum   ent information and when the changes were m   ade. These are all "View   Only" and cannot be changed or modified here.

AD-700 Record Info Tab
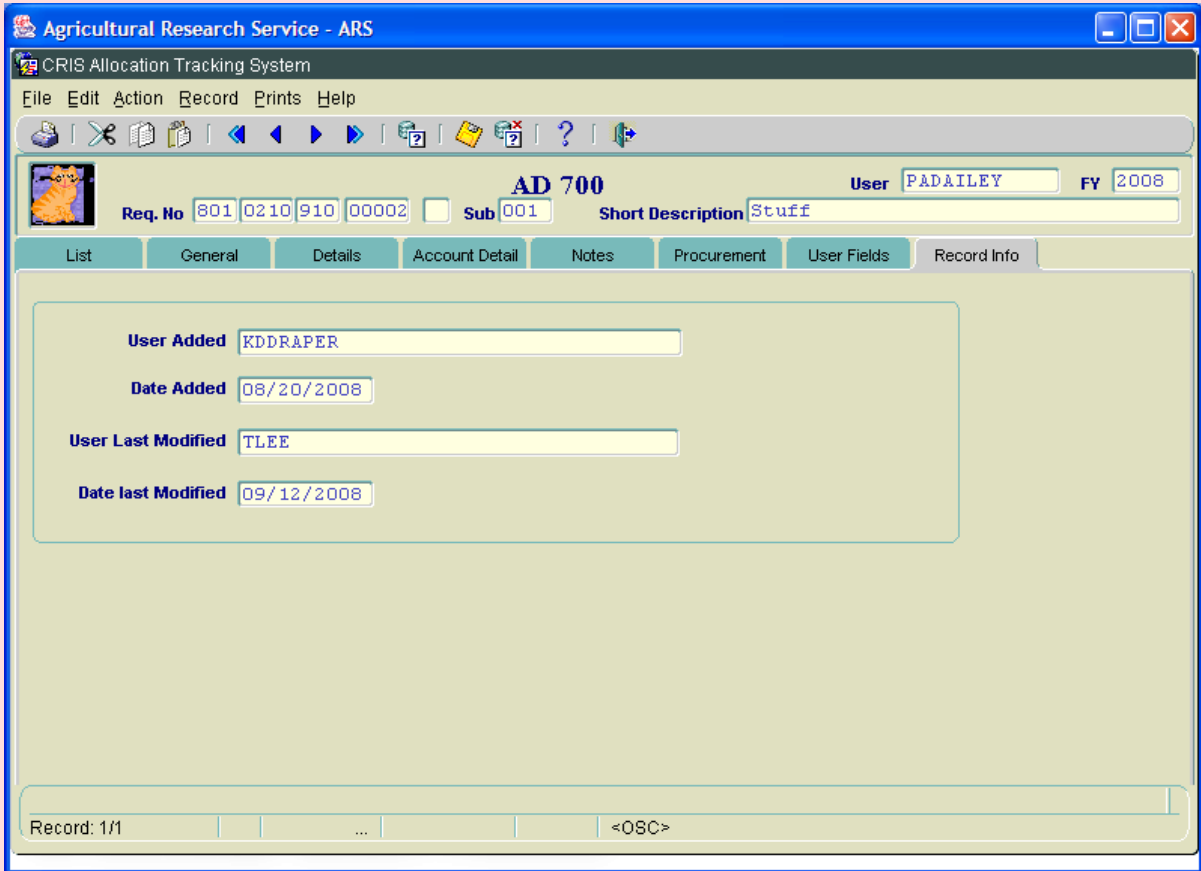
All fields are view only.

AD-700 Record Info Tab Fields

Field Name	Description / Rules / Notes
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.

Chapter 2.3, AD-700 Purchase Request
CRIS Allocation Tracking System (CATS) Manual, October 2008

III. Search Screen

The Search Screen is accessed by clicking on th e "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 m ain document information. The Account Detail Search is used for search ing for accounts and sub acco unt distributions on th e document. All searches will f ilter d ocuments by the user 's working (d efault) f iscal yea r. All LOV search es will f ilter transactions by the user's working fiscal year.

A. Search Tab

Image of AD-700 Search, Search Tab

AD-700 Search Tab Fields

Field Name	Description / Rules / Notes
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.

Chapter 2.3, AD-700 Purchase Request
CRIS Allocation Tracking System (CATS) Manual, October 2008

AD-700 Search Tab Fields, (cont.)

Account Code	An account code, within the user's security. **Required: Yes, if you wish to search on an accounting code.** **Modifiable: Yes.** **?** button: CATS displays account codes for accounts within the user's security.
Sub Account	A sub account. **Required: No, unless you want to search on a specific sub within the previously selected accounting code.** **Modifiable: Yes.** **?** button: CATS displays sub account codes that the user has access to for the entered accounting code.
Short Description	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. **Required: No** **Modifiable: Yes (<= 50 characters)** **?** button: CATS displays descriptions for documents within the user's security.
Document Sequence	The document sequence number. Any number or number range. Wildcards"%" may be used. **Required: No** **Modifiable: Yes, but must be a number.** **?** button: CATS displays unique document sequence numbers for AD700 documents within the user's security.
Status	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. **Required: No** **Modifiable: Yes**
Awarded Vendor	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. **Required: No** **Modifiable: Yes (<= 50 characters)** **?** button: CATS displays awarded vendors for documents within the user's security.

Chapter 2.3, AD-700 Purchase Request
CRIS Allocation Tracking System (CATS) Manual, October 2008

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 **Required: No** **Modifiable: Yes**
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. **Required: No, unless you entered a Start Date, but then it defaults to the same date, but can be changed.** **Modifiable: Yes**
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. **Required: No** **Modifiable: Yes**
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. **Required: No** **Modifiable: Yes**

B. Account Detail Search Tab

This tab is used to find a "specific" accounting lin e amount on an AD-700. It will return the AD-700 that matches the specific criteria for a sin   gle accountin g 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 w hich I had access to, I would put 801 in the first field of the a ccounting code and ex ecute the s earch. CA TS would return a list of all accounting codes that begin with 801 which I have access to. Al l three of the accounting code fields work in this sam e fashion and you m ay us e the wild card characte r "%" in any of these searches.

Image of AD700 Search Screen, Accounts Detail Search Tab

Chapter 2.3, AD-700 Purchase Request
CRIS Allocation Tracking System (CATS) Manual, October 2008

AD-700 Account Detail Search Tab Fields

Field Name	Description / Rules / Notes
Account Code	The account code on the Account Detail tab of the main screen. **Required: No** **Modifiable: Yes** **?** button : CATS displays the list of accounts the user has access to that have distributions on the Account Detail tab.
Sub Account	The sub account code on the Account Detail tab of the main screen. Account Code must be entered before entering Sub Account. **Required: No** **Modifiable: Yes** **?** button : CATS displays the list of sub accounts the user has access to for the entered account.
Amount Range	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. **Required: No** **Modifiable: Yes** .

IV. AD700 Print

The AD-700 print is the AD-700 fo   rm containing data from   the current record. It can be accessed from many places with in CATS. To prin t 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 m   odify the AD-700 wher e necessary and then   select 'P rint AD700" again.

Image of AD-Printed 700

Chapter 2.3, AD-700 Purchase Request
CRIS Allocation Tracking System (CATS) Manual, October 2008

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.

<u>Image of List Screen, Prints, Print Listing</u>
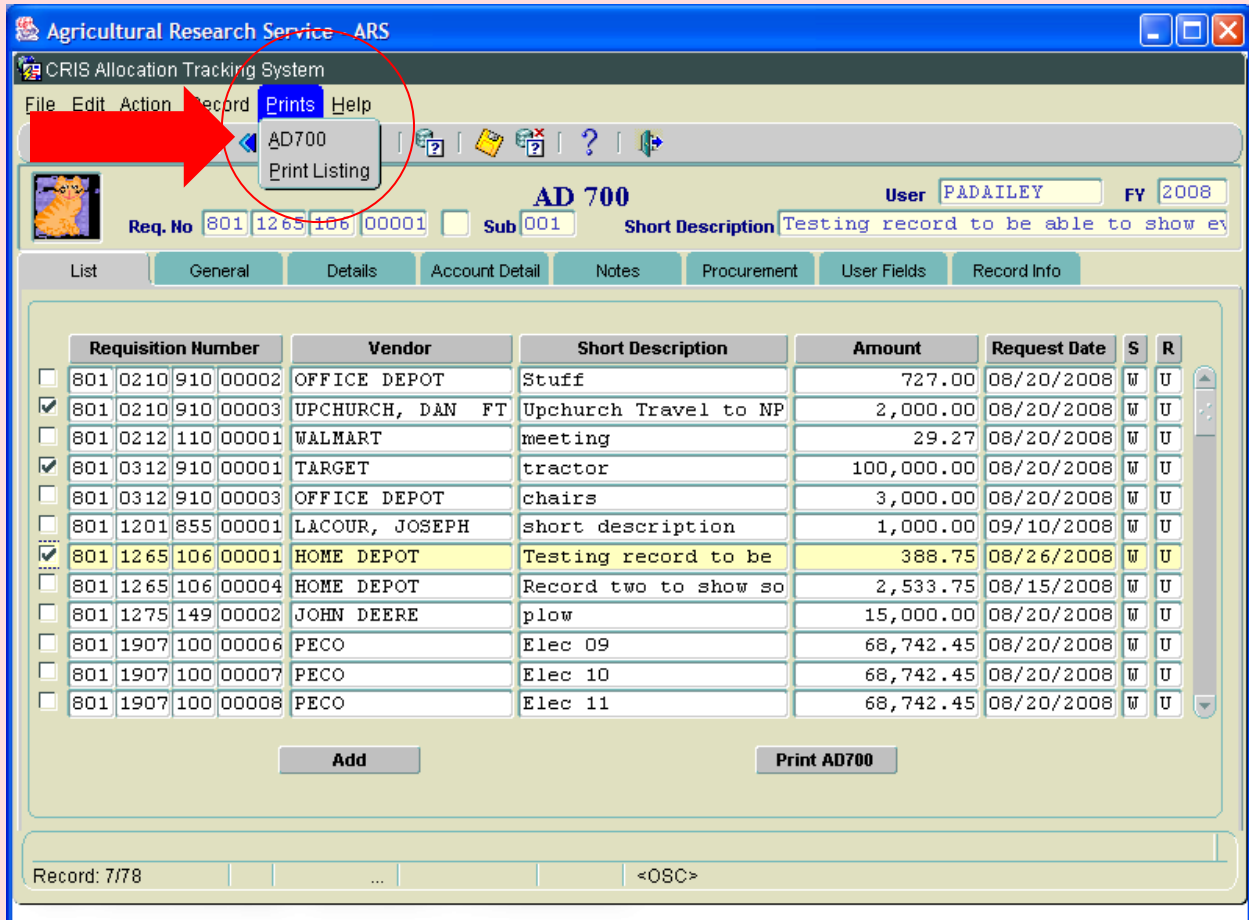
Doing so will generate the report imaged on the following page.

Image of AD-700 Print List Report

```
09/12/2008                    Agricultural Research Service                        1
                           CRIS Allocation Tracking System

                                   AD700 Listing

                                                           Request   Recon
Requisition Number     Vendor            Item Description      Amount      Date    Flag
801-0210-910-00003     UPCHURCH, DAN  FT Upchurch Travel to      2,000.00 08/20/2008  No
                       COLINS 10/24-    NP301
                       26/2008
801-0312-910-00001     TARGET           tractor             100,000.00 08/20/2008  No
801-1265-106-00001     HOME DEPOT       Testing record to be     388.75 08/26/2008  No
                                        able to show everyone

                                        Total:       102,388.75
```

Chapter 2.3, AD-700 Purchase Request
CRIS Allocation Tracking System (CATS) Manual, October 2008

Chapter 2.4, Salaries

Contents

I. Introduction

A. Purpose

The Salaries form is used to:

- Import salaries from SAMS for a specific acco unting 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.

Data Type Name	Description
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" am   ounts 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" am   ounts are not zero, the account will be out of balance; this w ill be indica ted by the "Account is out of balance" message displayed in the upper right corner of the screen.

F. Browse Function

When the u ser im ports one or m ore accounts fro m SAMS, CATS will save   these records in a temporary area during the im port process. W hen the im port process has finished successfully, CATS will r eturn the us er to th e main screen. The records the user will now be seeing are f rom the tem porary are a; the user will need to a   ctually s ave them to CATS to m   ake the im port permanent. After the ab ove Save Function ch ecks have pas sed, CATS will sto re the amounts in the CATS s alary docum ents tables and delete th em from t he temporary tables. If the user had imported a range of accounts, the u ser will b e viewing the next accou nt that was im ported. To cancel the review process and discard any rem aining unreviewed imported records, the user will click the "Search", "Add", or "Import Salaries from SAMS" buttons, or click the "E xit" 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

Prior to opening the Search/Modify pop-up window, CATS will check to see if there are an y 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 perf orm the valida tions described for the "Save" function. If the user decides to cancel the changes or if there were no cha   nges to save, CATS will open the above pop-up window without saving anything.

Chapter 2.4; Salaries
CRIS Allocation Tracking System (CATS) Manual, October 2008

Chapter Top

Table of Contents

Salaries Search/Modify, Select Account to Search Box

Field Name	Description / Rules / Notes
Account Code	The account code for the salary document that the user wishes to retrieve is entered here. The account must exist in the salaries table. **?** 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.

Button Name	Actions
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.

Chapter 2.4; Salaries
CRIS Allocation Tracking System (CATS) Manual, October 2008

2. Add

Add function is used when the user's wishes to manually add a salary record in to CATS. It is only used for adding the account code reco rd for the first tim e each year. After a reco rd is added, it cannot be added again, and m ust be located via the Search/Mod ify 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

Prior to opening the Add pop-up window, CATS w ill check to see if th ere are any pending changes on the previous screen to save and al ert the user with "Do you want to save the changes you have m ade?" If the us er decid es to save the c hanges, CATS will perf orm the validations described for the "Save" function below. If the user decides to cancel the changes or if there were no changes to save, CA TS will open the above pop-up window without saving anything.

Salaries Add, Select Account to Search Box Fields and Buttons

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

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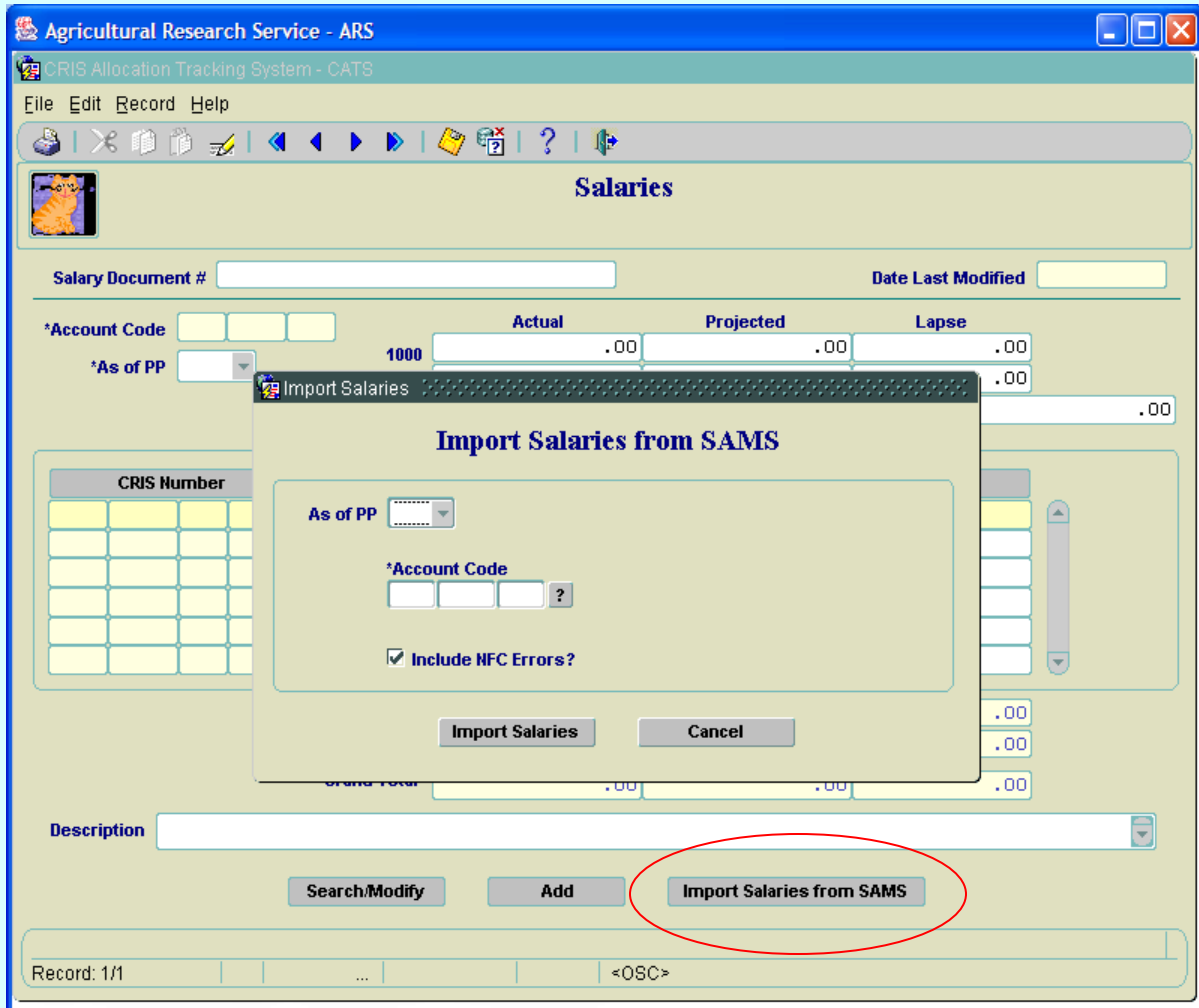
The user can import the salary amounts for an account from SAMS multiple times; each time the user imports the amounts, CATS will overwrite any existing data with the new data.

Salaries Import Salaries from SAMS Fields and Buttons

Field Name	Description / Rules / Notes
As of PP	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. **Required: No, but recommended, and if not entered CATS will use the "as of" pay period from SAMS.** **Modifiable: Yes**.
Account Code	The account code for importing salaries. The account must be valid in SAMS. **Required: Yes.** **Modifiable: Yes.** **?** button: CATS will display the list of SAMS accounts the user has access to.
Include NFC Errors	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. **Required: No.** **Modifiable: Yes.**

Button Name	Actions
Import Salaries	CATS will do the following: • 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.

Chapter 2.4; Salaries
CRIS Allocation Tracking System (CATS) Manual, October 2008

a. SAMS Import Errors Screen

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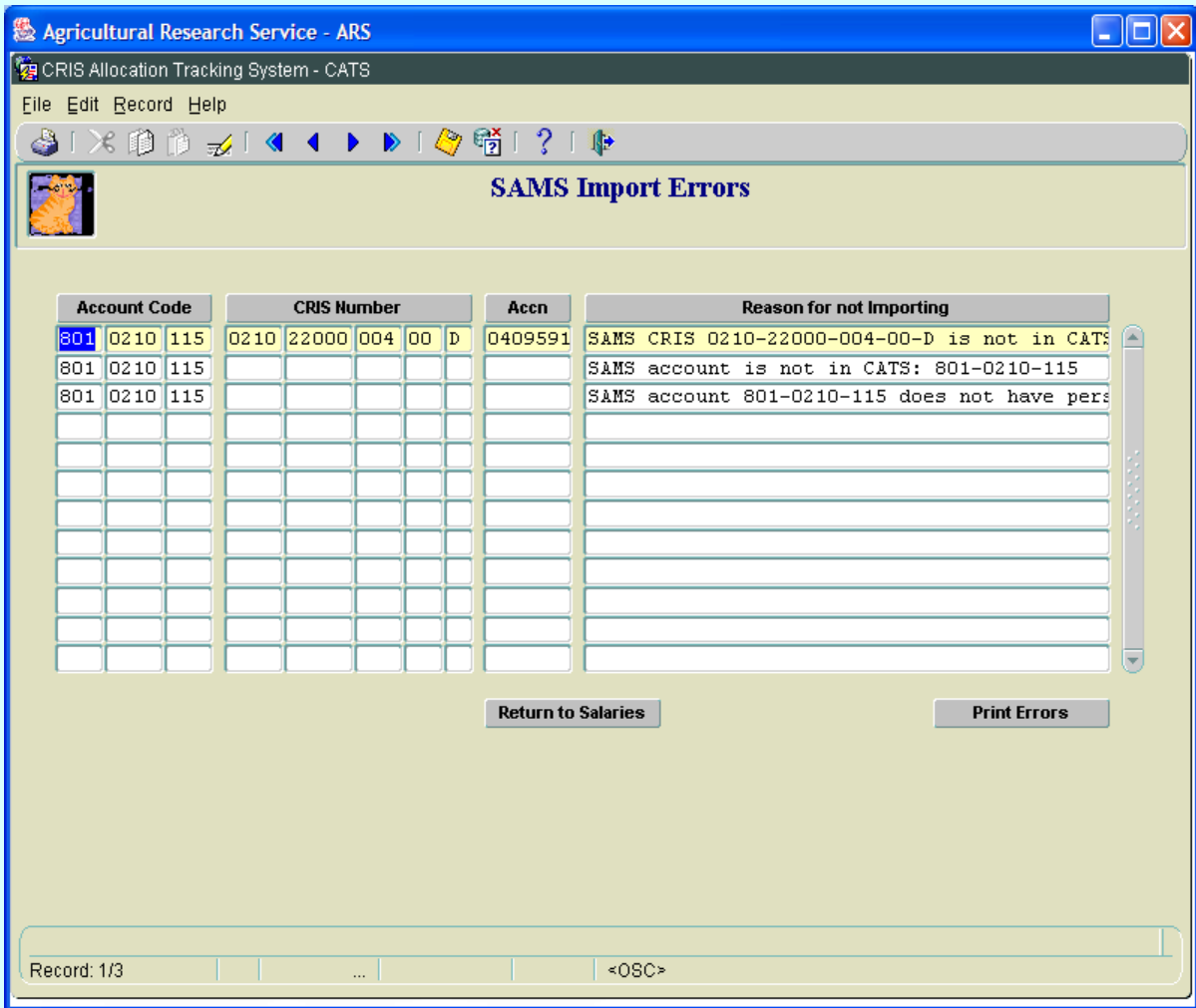
The SAMS Import Errors screen displays the accounts and CRIS numbers that were not imported and the reason why they could not be imported.   All fields are view-only

SAMS Import Error Fields

Field Name	Description / Rules / Notes
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.

Chapter 2.4; Salaries
CRIS Allocation Tracking System (CATS) Manual, October 2008

SAMS Import Error Fields (cont.)

Reason for not Importing	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: If you get any of these errors, you will not be able to complete the import until the error is fixed. No SAMS accounts were found between {start account} and {end account} SAMS account {account} is not in CATS SAMS CRIS {CRIS number} is not in CATS SAMS does not have sub accounts for account {account} SAMS CRIS {CRIS number} is missing the accession number SAMS CRIS {CRIS number} is not a valid ARIS project or does not have a valid accession number SAMS CRIS {CRIS number} does not match an ARIS project with same accession number SAMS CRIS {CRIS number} has an invalid (non-numeric) accession number: {accession number} SAMS account {account} does not have personnel data

SAMS Import Error Buttons

Button Name	Actions
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
09/15/2008                    CRIS Allocation Tracking System                      Page: 1
                              Salaries: SAMS Import Errors


  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 Erro rs" repo rt sh ows the errors generated by the Im   port SAMS function. The report will show all errors, including those not shown on the screen due to lim ited 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 Im port Errors Screen " s ection of this document. The report will show all fields s   hown on this screen: "Account Code", "CRIS Number", "Accession", and "Reason for not Importing".

B. Header Fields

Image of Salaries, Main Screen

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 inform ation shown on the above screen image, the CRIS portion has $2 that is not included in the MU portion. W henever the va lues in the "Unallocat ed 1000", "Unallocated 6000" or "Unallocated Lapse" fields greater than $1.00, CATS will display th e m essage **"Account is out of balance"** in the upper right corner of th e screen. W hen using "Im port Salaries from SAMS", this cond ition may occur due to rounding e rrors in SAMS. If so, slight adjustments will need to be m ade 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.

Chapter 2.4; Salaries
CRIS Allocation Tracking System (CATS) Manual, October 2008

Salaries Header Fields

Field Name	Description / Rules / Notes
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

Field Name	Description / Rules / Notes
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!**

Chapter 2.4; Salaries
CRIS Allocation Tracking System (CATS) Manual, October 2008

Salaries Account/MU Fields (cont.)

6000 Projected	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. **Required: Yes, if manual entering and there are Non-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!**
1000 Lapse	The lapse salary amount for the account code for BOC 1000 (SY positions). **Required: Yes, if manual entering and there is SY lapse. 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 Lapse	The lapse salary amount for the account code for BOC 6000 (non-SY positions). **Required: Yes, if manual entering and there is Non-SY lapse. 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!**
NFC Errors Totals Actual	The NFC errors amount for the account code as of the above pay period. **Required: Yes, if manual entering and there are NFC errors in 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!**
NFC Errors Totals Projected	The NFC projected amount for the account code from the above pay period through the end of the year. **Required: Yes, if manual entering and there are NFC errors in 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!**
R&M Amount	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. **Required: No.** **Modifiable: Yes.**

Chapter 2.4; Salaries
CRIS Allocation Tracking System (CATS) Manual, October 2008

D. Salaries Sub Account / CRIS Fields

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

Field Name	Description / Rules / Notes
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	The actual salary amount for the account code and CRIS number for the indicated BOC as of the above pay period. **Required: 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.** **Modifiable: Yes, but if imported from SAMS in most cases should not be changed. SAMS should be correct!**
Projected	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. **Required: 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.** **Modifiable: Yes, but if imported from SAMS in most cases should not be changed. SAMS should be correct!**
Lapse	The lapse salary amount for the account code and CRIS number for the indicated BOC. **Required: 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.** **Modifiable: Yes, but if imported from SAMS in most cases should not be changed. SAMS should be correct**.
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.

Chapter 2.4; Salaries
CRIS Allocation Tracking System (CATS) Manual, October 2008

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 calculated 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 calculated 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. **Required: No.** **Modifiable: Yes. (<= 250 characters.)**

Chapter 2.5, Account Reconciliation

Contents

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 am   ounts (on the Account Detail tab of the corresponding for ms), not the docum ent total am ounts (on the Details tab of the corresponding forms). CATS only allows users to reconcil   e accounts distribution am ounts for accounts they have access to. Re member, the AD700, Credit Card, and Short Data Entry form s allow users to distribute amounts to accounts th   ey 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 am ounts 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 only required entry is the accounting code, see above. It can be typed in or selected from the **?** bu tton. All other fields are not re   quired but can be used if you   wish to narrow the search parameters. See descriptions of each field below.

Account Reconciliation Search Screen Fields

Field Name	Description / Rules / Notes
Year	CATS displays the current fiscal year unless the user has changed fiscal year on the Main Screen. **Required: Yes, but CATS populates it for you.** **Modifiable: Fiscal year is changed on the Main Menu screen.**
Account Code	The accounting code that the user wants to reconcile. **Required: Yes.** **Modifiable: Yes**. The **?** 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.
Date Range From/To	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. **Required: No.** **Modifiable: Yes.**
Salaries radio button group	Indicates how to include salary records in the search results. ***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***.* • 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. **Required: Yes; defaults to most common setting which is "Show All"** **Modifiable: Yes.**

Chapter 2.5, Account Reconciliation
CRIS Allocation Tracking System (CATS) Manual, October 2008

Account Reconciliation Search Screen Fields (cont.)

Reconciled/ Unreconciled radio group	Indicates how to include reconciled records in the search results.
	• 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.
	Required: Yes, but defaults to most common setting which is "Show Unreconciled". **Modifiable: Yes**.

Account Reconciliation Search Screen Buttons

Button Name	Description / Rules / Notes
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 us er 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 retrie ves docum ents that m atch all sea rch criteria. As an exampl e, using the criteria "Show Salaries" and "Show Unreconciled" for an account, CATS retrieves all AD700, Credit Card, Short Data Entry docum ents that ha ve 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.

Chapter 2.5, Account Reconciliation
CRIS Allocation Tracking System (CATS) Manual, October 2008

III. Main Reconciliation Screen

A. Header Fields

Field Name	Description / Rules / Notes
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 Summ   ary section, which displays the "Status of Funds" summ   ary 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 accou nting code, CA TS aggregates the d istributed amounts into one total for the document on the screen.

Image of Main Reconciliation Screen

Chapter 2.5, Account Reconciliation
CRIS Allocation Tracking System (CATS) Manual, October 2008

Account Reconciliation List Tab, List Section Fields

Field Name	Description / Rules / Notes
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. **Required: Yes, but defaults to "Today's Date", can use the Calendar icon to the right of the field to select a date.** **Modifiable: 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. **Note of caution:—*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.

Chapter 2.5, Account Reconciliation
CRIS Allocation Tracking System (CATS) Manual, October 2008

Chapter Top   **Table of Contents**

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. **?** button (above the field): displays the list of all vendors for the user's security and can be selected from this list. The ➡ 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 **?** 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.

Field Name	Description / Rules / Notes
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.

Chapter 2.5, Account Reconciliation
CRIS Allocation Tracking System (CATS) Manual, October 2008

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	CATS adds the following totals: • 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	CATS adds the following totals: • 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: • 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".

Chapter Top   **Table of Contents**

Account Reconciliation List Tab Buttons

Button Name	Actions
➡ **button to the right of each line item.**	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.
Clone/Partial	If the document type is AD700 or Short Data Entry, CATS does the following: CATS alerts the user with "Do you want to clone this record?" 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. If the user responds "no", CATS closes the alert. If the document type is Credit Card, CATS does the following: CATS prompts the user with "Do you want to clone or partial this record?" 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?" 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. 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. If the user responds "partial", then CATS clones the record as described in the documentation for the Credit Card form. 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.

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

The Financial Plan form is used by Headquarter s, Area, and Location ad ministrative 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 lev el and th e sub account level. Fin ancial plans for accoun ting codes are in itially established from approved ARMPS financial plans, but can and often do change throughout the fiscal year. In order to provide accurate financial report s to fund holders, a ccounting personnel have th e responsibility of ensu ring the financial plan s for thei r accoun ts codes/sub accoun ts in CATS match those in ARIS and FFIS.

B. Access Levels

CATS will allow users with Location, Area, or Agen cy security to access this form and m aintain 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 it em at the account level must equa l the sum of the values for the corresponding line item for all sub accounts for that account. The difference between the accou nt and sub account total values is th e "unassigned balance". When the us er 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.

Column Name	Description / Calculations

Unassigned Balance	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:
	
	`"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`

Previous Plans Amount	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:
	
	`"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`

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	CATS will calculate for each line the sum of the "Previous Plans Amount" and "Current Changes Amount" for that line. Example:
	
	`"Previous Plans Amount", BOC 2100:    $1,200`
	`"Current Changes Amount", BOC 2100:      $100`
	`"Revised Amount", BOC 2100:           $1,300`

Chapter 2.6, Financial Plans
CRIS Allocation Tracking System (CATS) Manual, October 2008

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

Chapter Top

Table of Contents

B. List Tab

CATS will display all financial plans for accounts the user has access to for her default fiscal year. CATS will initially so rt the record s by account code and plan num ber. As the case with all lis t 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
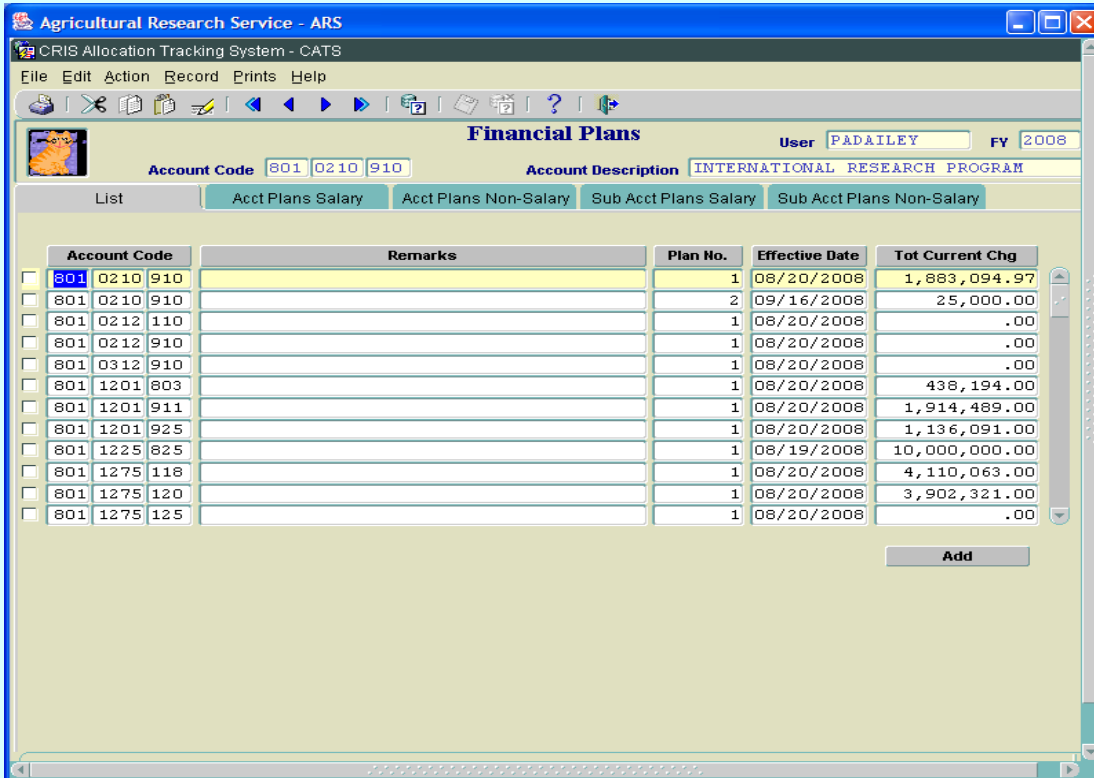
Financial Plans List Tab Fields

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.

Chapter 2.6, Financial Plans
CRIS Allocation Tracking System (CATS) Manual, October 2008

Financial Plans Tab Buttons

Button Name	Actions
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 th e 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.

<u>Financial Plans List Tab, Add Plan</u>
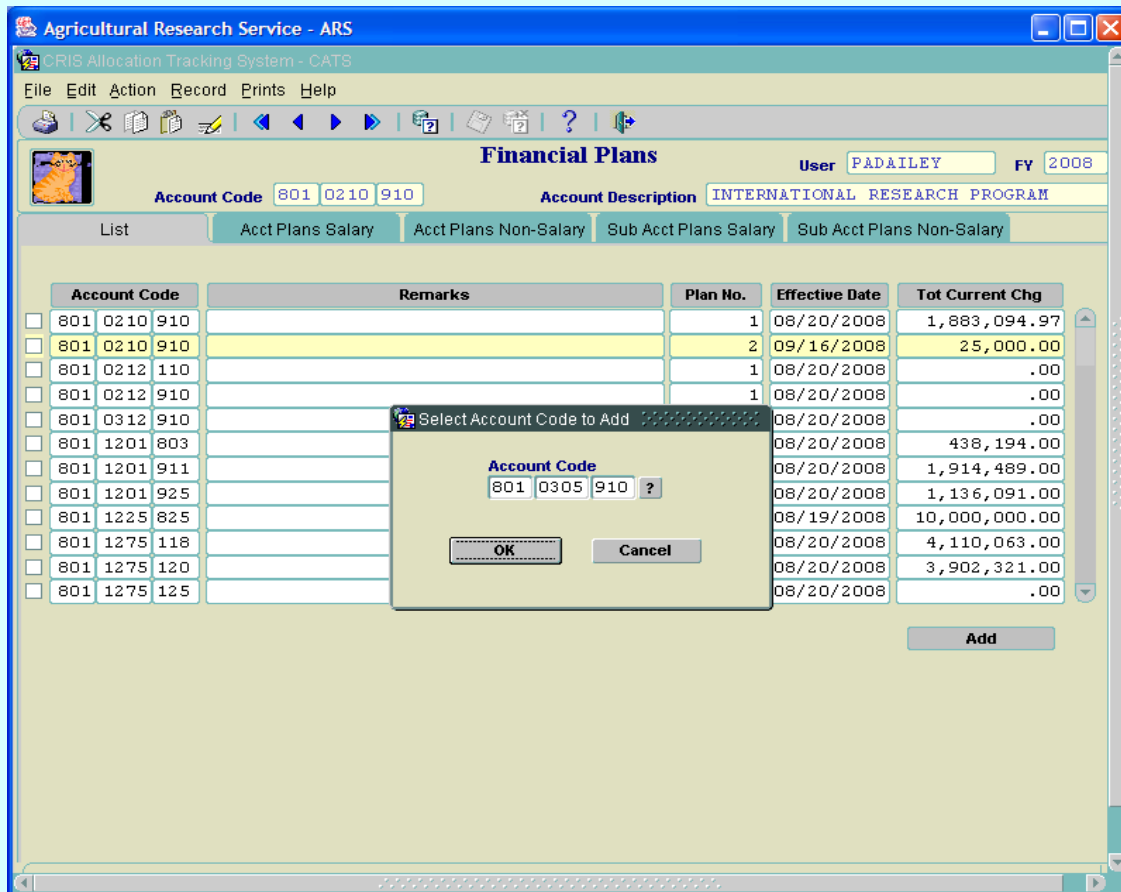
Financial Plans Select Account Pop-up Window Fields

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

Field Name	Description / Rules / Notes
Account Code	The account code for the new financial plan. **?** 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 select ed or cancel to can cel the add function entirely.

Button Name	Actions
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 en   try or m odification of financial plans salary inform   ation at the account level. The only colum   n you can change   on any of these tabs is the "Current Changes Amount". This is where you enter your plan cha   nge that corresponds to the correct BOC. Yo   u 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 sam e 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 onc e you have added a plan. Th   e sum of the am ounts 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

Field Name	Description / Rules / Notes
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. **Required: Yes and defaults to the current date** **Modifiable: Yes**
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. **Required: Only if you have a change in SY salaries.** **Modifiable: Yes**
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. **Required: Only if you have a change in SY Other Pay.** **Modifiable: Yes**
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. **Required: Only if you have a change in Non-SY salaries.** **Modifiable: Yes**
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.

Chapter Top   **Table of Contents**

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. **Required: Only if you have a change in Non-SY other Pay.** **Modifiable: Yes**
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".

Chapter 2.6, Financial Plans
CRIS Allocation Tracking System (CATS) Manual, October 2008

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. It the change is permanent, it does affect base funding. Contact your ABFO for more guidance on using the Base Funds option. **Required: Only if you have a change in your base funding amount.** **Modifiable: Yes**

Chapter 2.6, Financial Plans
CRIS Allocation Tracking System (CATS) Manual, October 2008

Chapter Top   Table of Contents

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".

D. Acct Plans Non-Salary Tab

This screen is used for the entry or modificatio n of financial plans non-salary inform ation for the MU or accounting code.

Image of Financial Plans Acct Plans Non-Salary Tab
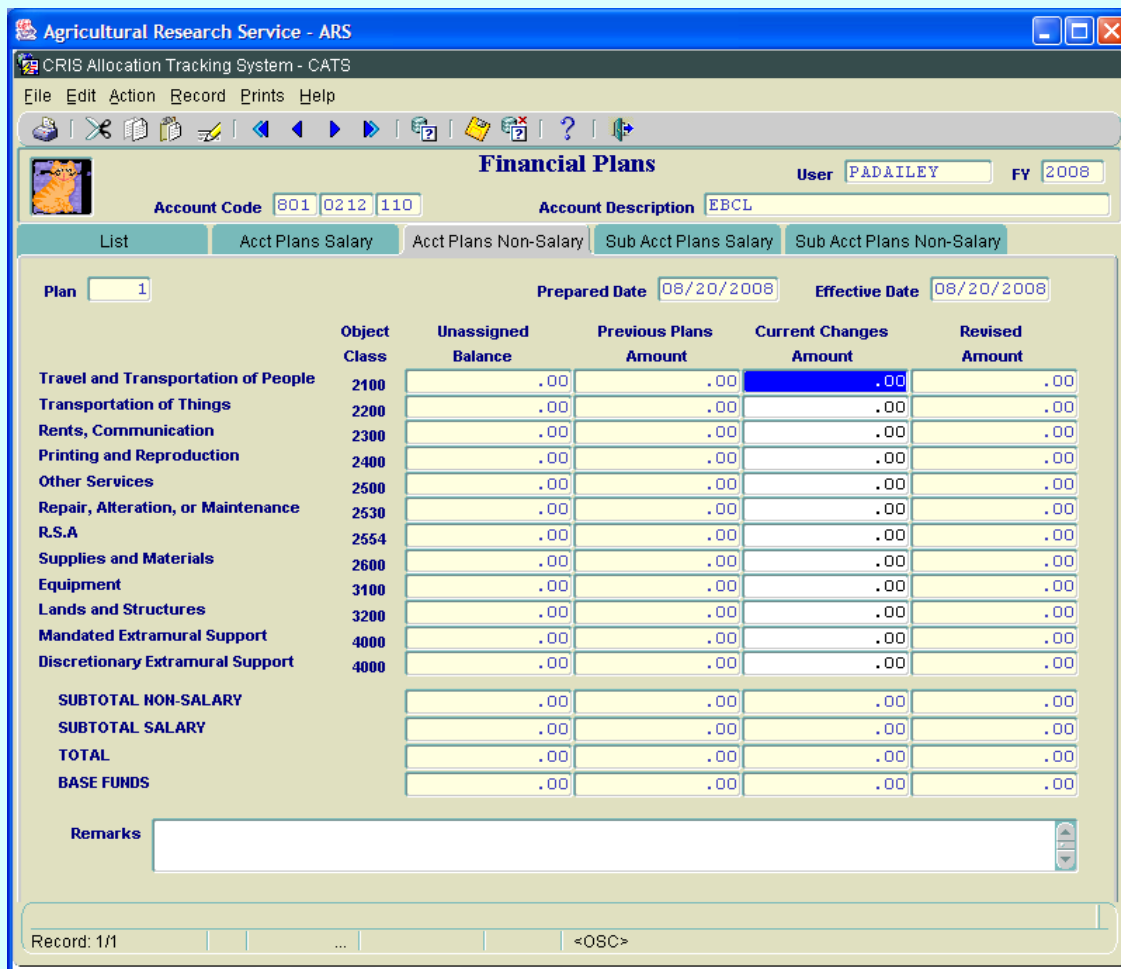
Financial Plans Acct Plans Non-Salary Tab Fields

Field Name	Description / Rules / Notes
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.

Chapter Top   **Table of Contents**

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. **Required: No, but recommended to keep track of your plans.** **Modifiable: Yes** (<= 500-characters)

Chapter 2.6, Financial Plans
CRIS Allocation Tracking System (CATS) Manual, October 2008

E. Sub Acct Plans Salary Tab

This screen is used for the entry o r modification of financial plans salary inform ation for the sub accounts (CRIS allocations). You select the S ub Acct/CRIS you wish to change by clicking the drop down on the Sub Acct/CRIS fields . See bel ow. I f there is a change to all Su b Acct/CRISs, you will need to select each one individually and make the change to each.

Financial Plans Sub Acct Plans Salary Tab

Chapter 2.6, Financial Plans
CRIS Allocation Tracking System (CATS) Manual, October 2008

Chapter Top   Table of Contents

Financial Plans Sub Acct Plans 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 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. **Required: Only if you have a change in SY salaries.** **Modifiable: Yes**
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. **Required: Only if you have a change in SY Other Pay.** **Modifiable: Yes**
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. **Required: Only if you have a change in Non-SY salaries.** **Modifiable: Yes**
Non-SY Salary Revised Amount	CATS will calculate this as "Non-SY Salary Previous CRIS Amount" + "Non-SY Salary Current Changes Amount".

Chapter 2.6, Financial Plans
CRIS Allocation Tracking System (CATS) Manual, October 2008

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. **Required: Only if you have a change in Non-SY Other Pay.** **Modifiable: Yes**
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".

Chapter 2.6, Financial Plans
CRIS Allocation Tracking System (CATS) Manual, October 2008

Chapter Top   **Table of Contents**

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. **Required: No, but if you have a changed in Base Funding on the Account Tabs you will need to balance it here.** **Modifiable: Yes**
Base Funds Revised Amount	CATS will calculate this as "Base Funds Previous Amount" + "Base Funds Current Changes Amount".

Chapter 2.6, Financial Plans
CRIS Allocation Tracking System (CATS) Manual, October 2008

Chapter Top

Table of Contents

F. Sub Acct Plans Non-Salary Tab

This screen is used for the entr y or modification of fi nancial plans non- salary inform ation for the sub accounts or CRIS.

Financial Plans Sub Acct Plans Non-Salary Tab

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.

Chapter 2.6, Financial Plans
CRIS Allocation Tracking System (CATS) Manual, October 2008

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. **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 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".

Chapter Top   **Table of Contents**

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. **Required: No, but recommend for keeping track of your plans.** **Modifiable: Yes (<= 500-characters)**

III. Search Screen

This screen is used to search for a specific fin   ancial plan in CATS. None of these fields are required but can be used to lim it the list of plans you wish to view on the lis t tab. For instance, if you wish to see plans f or a specific accoun ting code you   would enter it here an   d 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

Chapter Top   Table of Contents

Financial Plans Search Tab Fields

Field Name	Description / Rules / Notes
Account Code	The account code to search for. **?** 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. **?** 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 selec t "Pr ints" f rom the Menu th en "Prin t Lis ting" to   generate the report. This report basically the same information found on the list screen.

Also see Chapter 3.5, Financial Plan Reports*.*

Chapter Top   **Table of Contents**

Page intentionally left blank

Table of Contents

Chapter 2.7, Projections

Contents

I. Introduction

A. Purpose

The Projections f orm is used to m aintain reco rds on projections for repetitive obligations that occur throughout the fiscal year, such as utilities , travel, f uel charges, etc., where the am ounts timing of ea ch transaction vary. (For charges   that happen at the sam e tim e 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 projec tion. The balance of the projection will equal the tota l projection less the linked purchase documents. Projections are estimates of spending and not actual purchase docu ments. Projections are used to indicate that funds are set aside for that category without re   quiring the creation of a transaction docum ent. The Projections for m allows the user to add and rem   ove links to actual purchase docum   ents (AD700, Credit Card, and Short   Data Entry); these linked docum   ents are used to generate "actual" expenditures that are compared and drawn down from the projecti on total. Projections can only be assigned to one ac count code; however, you may ass ign the projection to m ultiple sub accounts or use a preset   distribution. Since CATS does   not consider projections a transaction docum ent, projections do not show up on som e of the re ports o r lists, such as the Requisition Report, Account Reconciliation list screen and View Only list fields. However, they do show up on the S tatus of funds and on any   other list screens (Acco unt Reconciliation and View Only), tha   t tota ls unre conciled trans actions, show ing 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 disp   layed above all tabs   except for the Search tab. T   hese fields cannot be modified. The corresp onding contents of the current r   ecord on the List tab will be copied to these fields, except where otherwise noted below.

Projections Header Fields

Field Name	Description / Rules / Notes
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.

<p style="text-align:center"><u>Image of Projections List Tab</u></p>
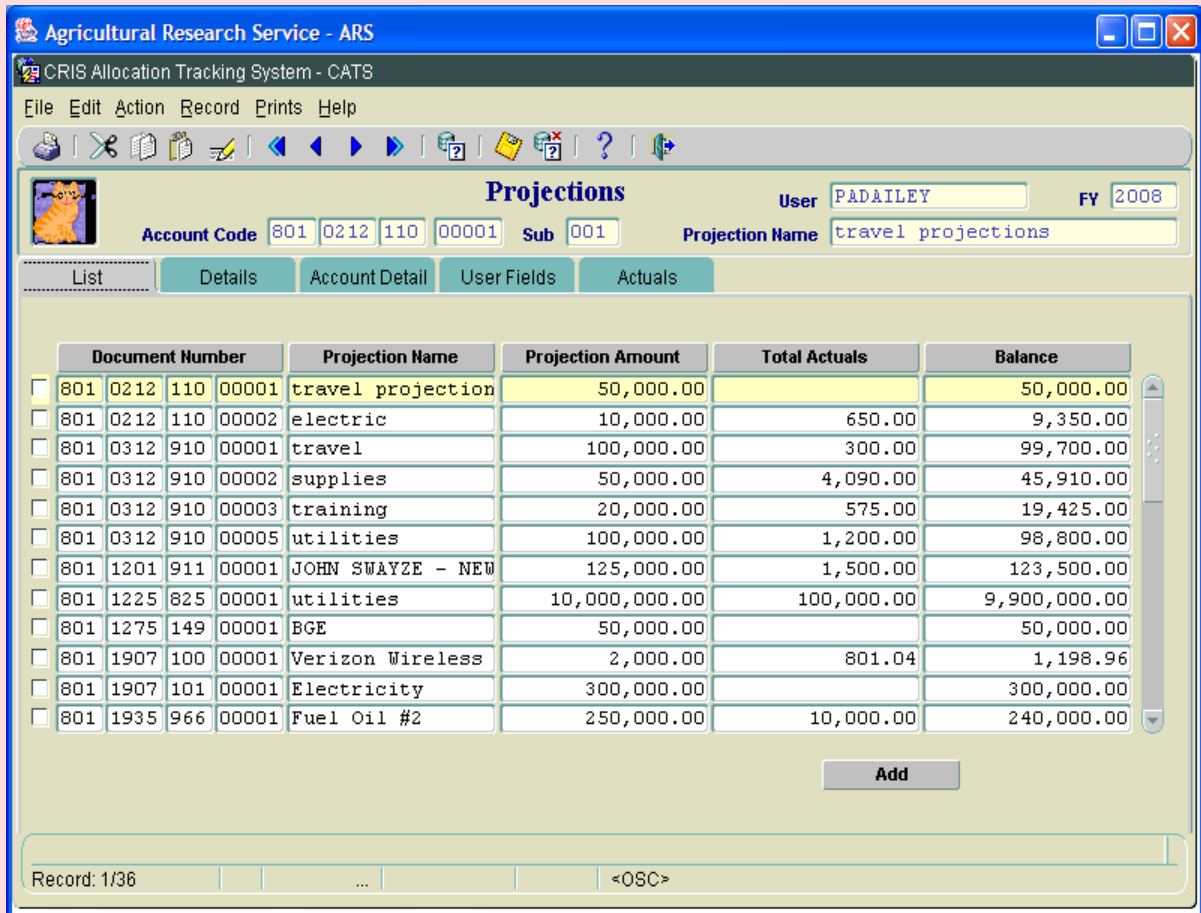
The information below is a description of the items on the List Tab. If you have no projections in the system this List will be blank. None of the fields on the List Tab can be changed. You must select an item on the list by clicking anywhere on the line you want to change and then click on one of the other tabs to make changes.

Projections List Tab Fields

Field Name	Description / Rules / Notes
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

Button Name	**Actions**
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

Field Name	Description / Rules / Notes
Account Code	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. **Required: Yes.** **Modifiable: Only when creating a new record.** **?** button: CATS will display the list of account codes the user has access to for the default fiscal year.

Projections Details Tab Fields, (cont.)

Sub Acct	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. 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. 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. **Required: Yes.** **Modifiable: Only if all distributions on the document are not reconciled.** **?** button: CATS will display all sub accounts and preset distributions the user has access to for the above account.
BOC	The budget object class (BOC) for the projection. The value must be in the BOC reference table. **Required: Yes.** **Modifiable: Yes.** **?** button: CATS will display all BOCs.
Projection Name	The name or description of the projection. **Required: Yes.** **Modifiable: Yes (<=50 characters)**
Projection Date	The date the projection was created. **Required: Yes, defaults to current date.** **Modifiable: Yes.**
Projection Amount	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. **NOTE:** 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. **Required: Yes.** **Modifiable: Yes.**

Projections Details Tab Fields, (cont.)

Projection Notes	Notes on the projection. **Required: No.** **Modifiable: 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. **Required: Yes, but defaults to "None"** **Modifiable: Yes, radio buttons are; amount field is modifiable if the radio is "Partial"**

Projections Details Tab Buttons

Button Name	Actions
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
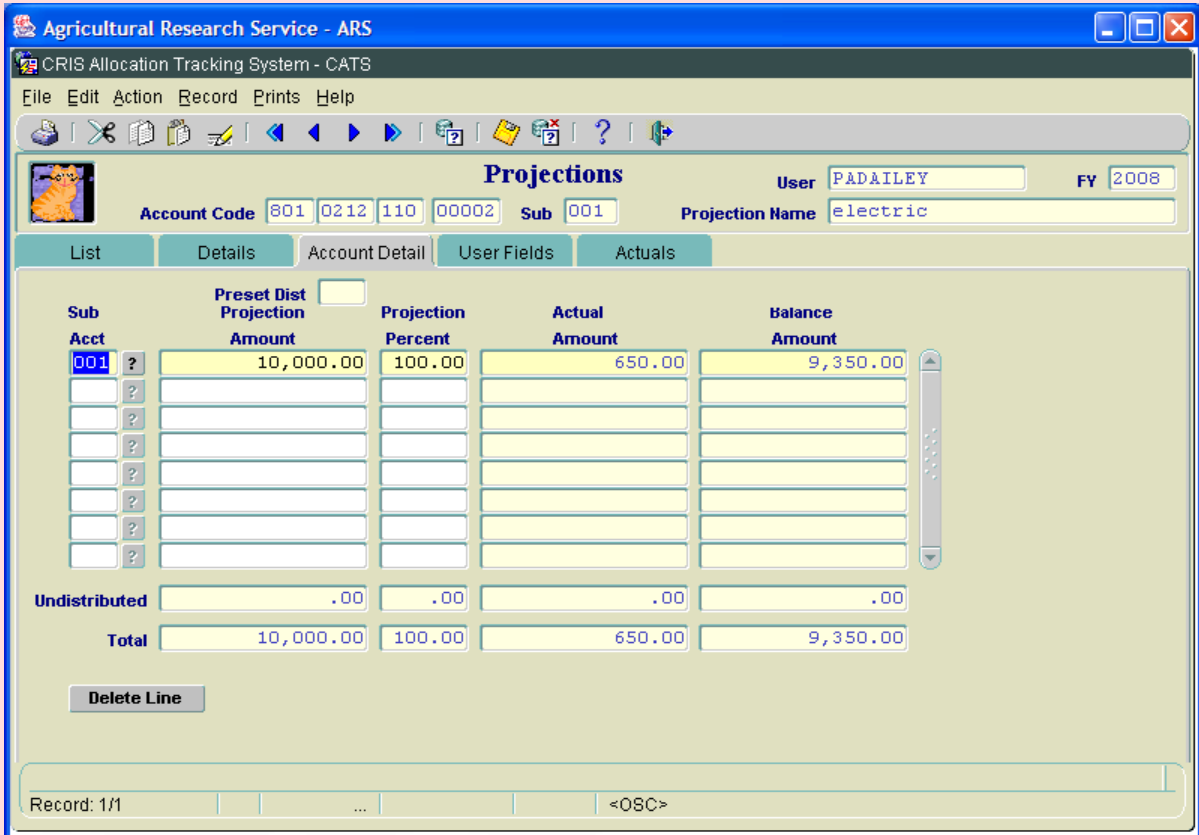
Projections Account Detail Tab Fields

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

Chapter 2.7, Projections
CRIS Allocation Tracking System (CATS) Manual, October 2008

Projections Account Detail Tab Fields, (cont.)

Projection Amount	The dollar amount of the projection to distribute to the sub account. **Required: Yes, but initially calculated by CATS** **Modifiable: Yes, but if changed you must balance the projection**
Projection Percent	The percent of the projection to distribute to the sub account. **Required: Yes, but initially calculated by CATS** **Modifiable: 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. **Calculated by CATS**
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. **Calculated by CATS**
Undistributed Projection Amount	CATS will calculate this as the account level "Projection Amount" minus the total of the "Projection Amount" for the sub accounts. **Calculated by CATS**
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. **Calculated by CATS**
Undistributed Balance Amount	CATS will calculate this as "Undistributed Projection Amount" – "Undistributed Actual Amount". Required: Yes. Modifiable: No. Type: Amount. **Calculated by CATS**
Total Projection Amount	CATS will copy this from the "Projection Amount" field on the Details tab. **Calculated by CATS**
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. **Calculated by CATS**
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. **Calculated by CATS**

Projections Account Detail Tab Buttons

Button Name	Actions
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 no t all locations use them . If you do use them , you ca n split the current transaction between up to six user fiel ds either by a mount 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 cod e by location personnel. If th is is d one, the [**?**] button to the right of each User Field will disp lay a list of all those pre- established u ser f ields th at are ava ilable f or the accounting code on the details tab. User Fiel ds 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

Chapter 2.7, Projections
CRIS Allocation Tracking System (CATS) Manual, October 2008

Projections User Fields Tab Fields

Field Name	Description / Rules / Notes
User Field 1, 2, 3, 4, 5, 6	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. **Required: No.** **Modifiable: Yes, (<=25 characters)** **?** 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.
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. **Required: No.** **Modifiable: Yes.**
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. **Required: No.** **Modifiable: Yes.**

F. Actuals Tab

The Actuals tab is used to show the documents that have been linked to the projection. The user can add and remove links to documents on this tab, but cannot change any of the information list on this screen. To change inform ation the user must open the linke d document by clicking on the ➡ button to the right of the document line.

Image of Projections Actuals Tab
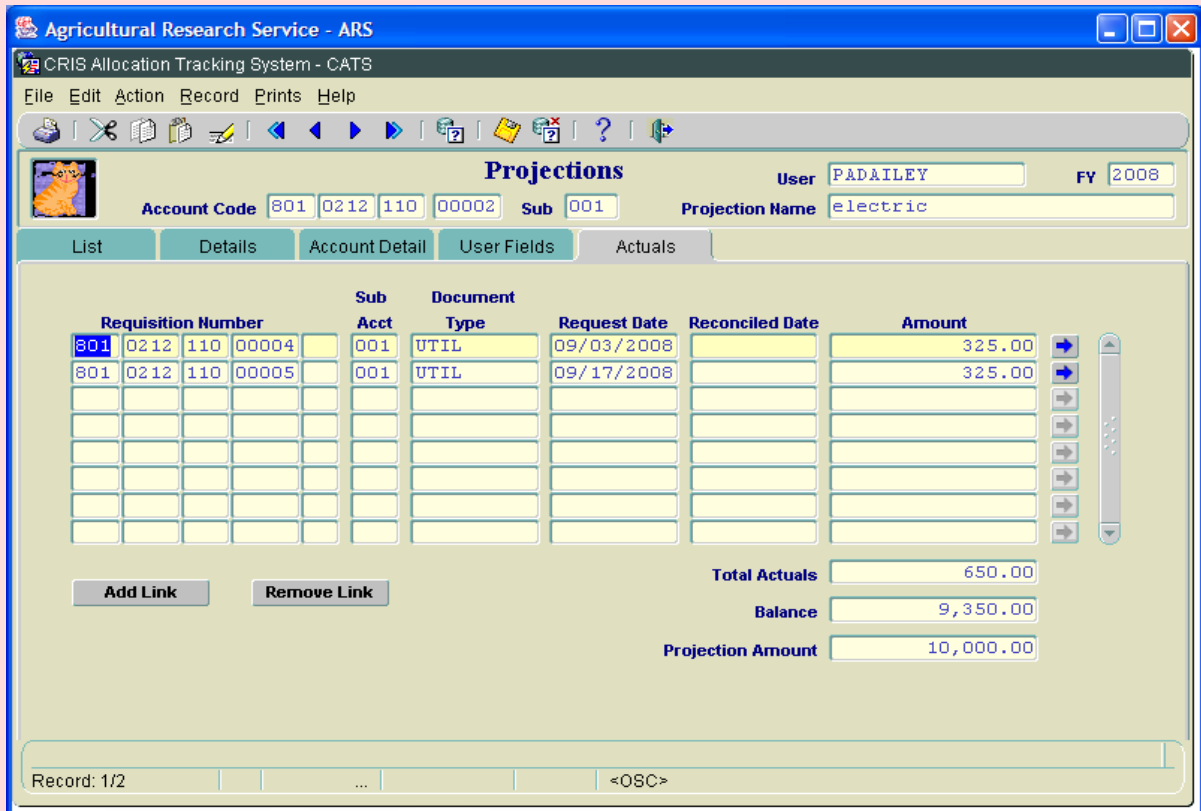
Projections Actuals Tab Fields

Field Name	Description / Rules / Notes
Requisition Number	The number assigned to the linked document when the document was created.
Sub Acct	The sub account for the distributed amounts for the account in the header on that document.
Document Type	The document type of the linked document.
Request Date	The request or requisition date of the linked document.
Reconciled date	The date the distributed amounts were reconciled.

Chapter 2.7, Projections
CRIS Allocation Tracking System (CATS) Manual, October 2008

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

Button Name	Actions
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

Chapter 2.7, Projections
CRIS Allocation Tracking System (CATS) Manual, October 2008
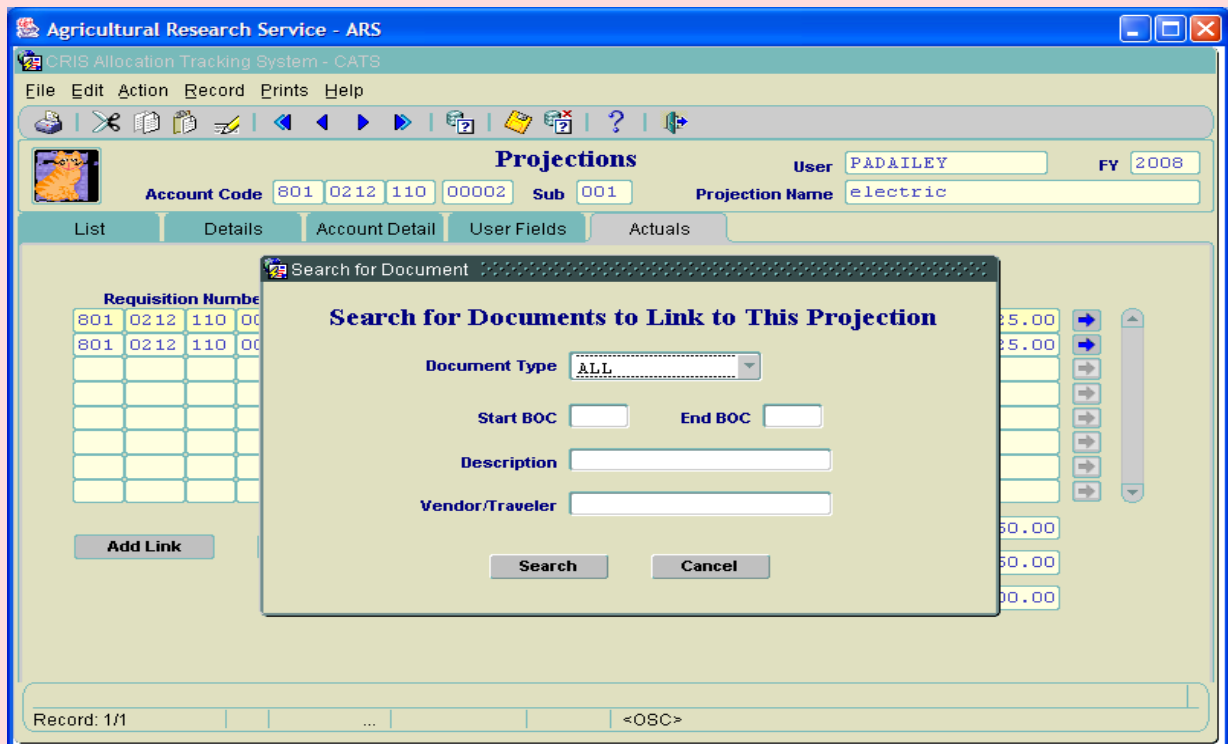
The only field require for the search is the Docu ment Type and CATS defaults to "ALL". Other fields can be lim ited to narrow the search param eters if you wish. W ild card character "%" m ay be used in most of these fields.

Projections Search for Documents to Link Pop-Up Window Fields

Field Name	Description / Rules / Notes
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. **Required: No.** **Modifiable: Yes.**
Start BOC	The starting Budget Object Class code. Enter the starting range of your BOC search **Required: No.** **Modifiable: Yes.**
End BOC	The ending Budget Object Class code. If entered, "End BOC" must be >= "Start BOC". **Required: No, unless you selected a Start BOC** **Modifiable: Yes.**
Description	The short description of the purchase. **Required: No.** **Modifiable: Yes.**
Vendor/Traveler	The vendor or traveler on the document. **Required: No.** **Modifiable: Yes.**

Projections Search for Documents to Link Pop-Up Window Buttons

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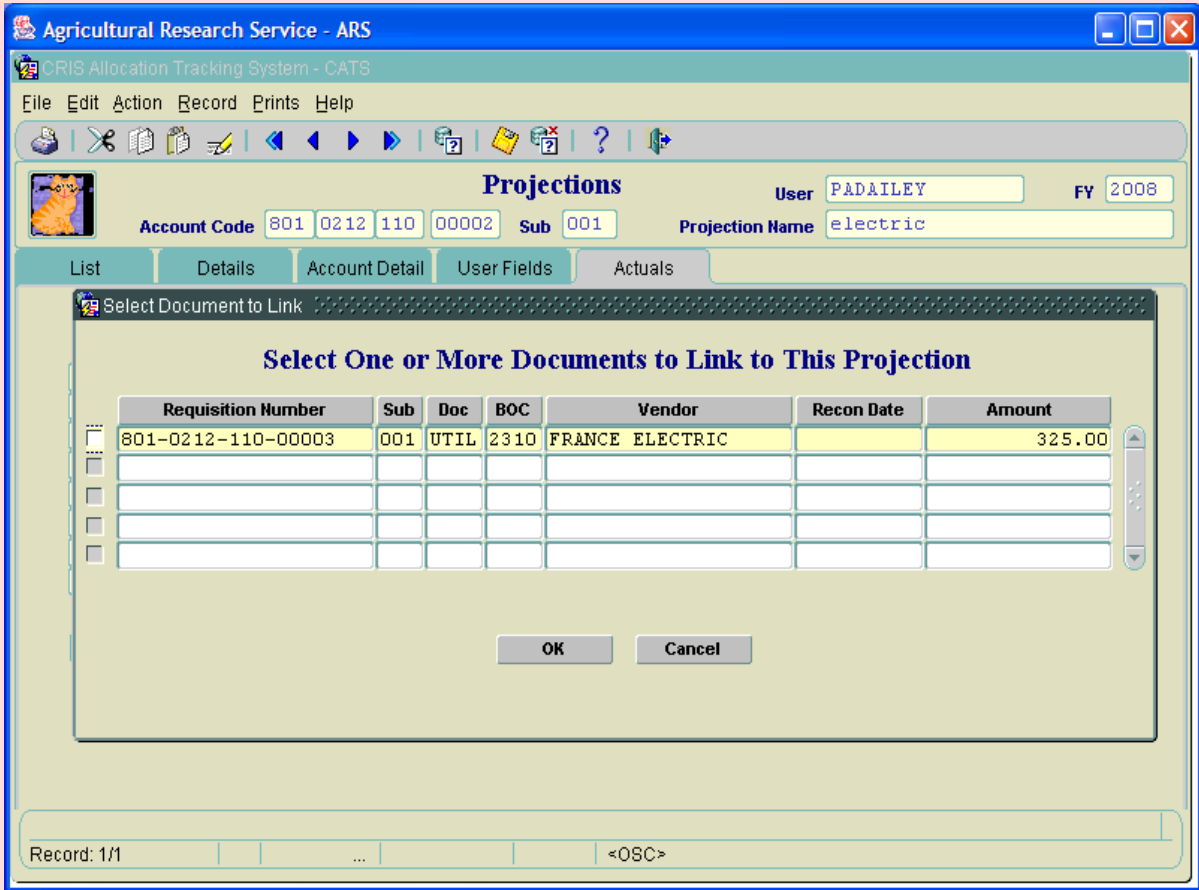
This shows a list of all of the docum ents that m et your search param eters. To link one of these documents to the projection, simply click the checkbox to the left of the document line. Multiple documents can be checked at one time and all those checked will be linked to the projection once the OK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

Projections Select One or More Documents Pop-Up Window Fields

Field Name	Description / Rules / Notes
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.

Chapter 2.7, Projections
CRIS Allocation Tracking System (CATS) Manual, October 2008

Chapter Top   Table of Contents

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

Button Name	Actions
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

Chapter 2.7, Projections
CRIS Allocation Tracking System (CATS) Manual, October 2008

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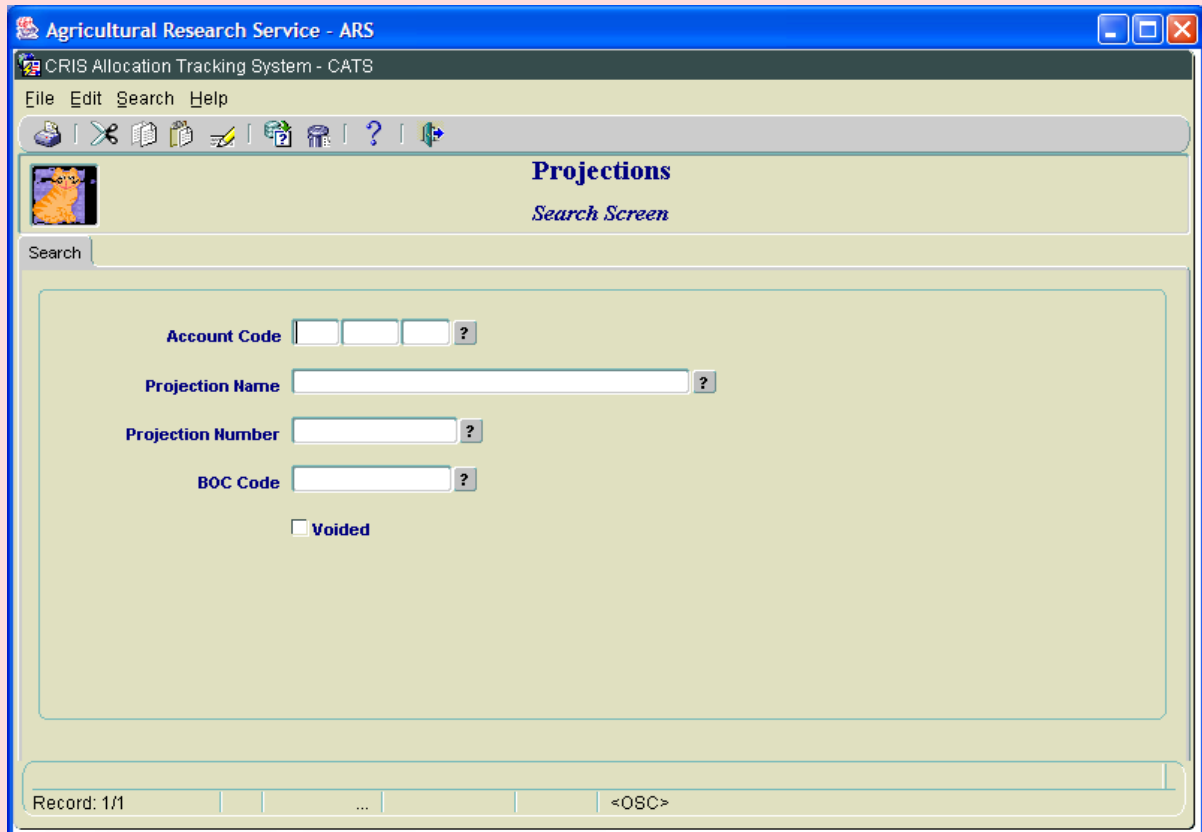
None of the fields on this screen are required. If you execute the query with all fields blank, CATS will return a list of all of the projections which you have access too. To limit the search, you may provide parameters as listed below. Wild card character "%" may be used in most of these fields.

Projections Search Screen Tabs

Field Name	Description / Rules / Notes
Account Code	When entered, CATS will retrieve projections for that account. **?** 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. **?** 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. **?** 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. **?** 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 ***.***

Page intentionally left blank

CATS Account Status for Fund Holders

Contents

I. Introduction

A. Purpose

The Account Status Fun d Holder form is used by fund hol ders and oth ers to view the accoun t balances of a specific account. This m odule is *View Only*, so nothing can be changed in this module. It sim ply provides a qu ick way for fu nd holders to see th eir current accou nt balances without having to run a report. The m ain screen lists all docum ents (C redit Card, Short Data Entry and AD-700s) that con tain the select ed accou nting code in   the accou nting cod e distribution, and provides a summary of the planned, reconc iled, and unreconciled am ounts to date. Please note that the list   *will not* contain projections or salary entries, as CATS does not consider these entries as docum ents 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
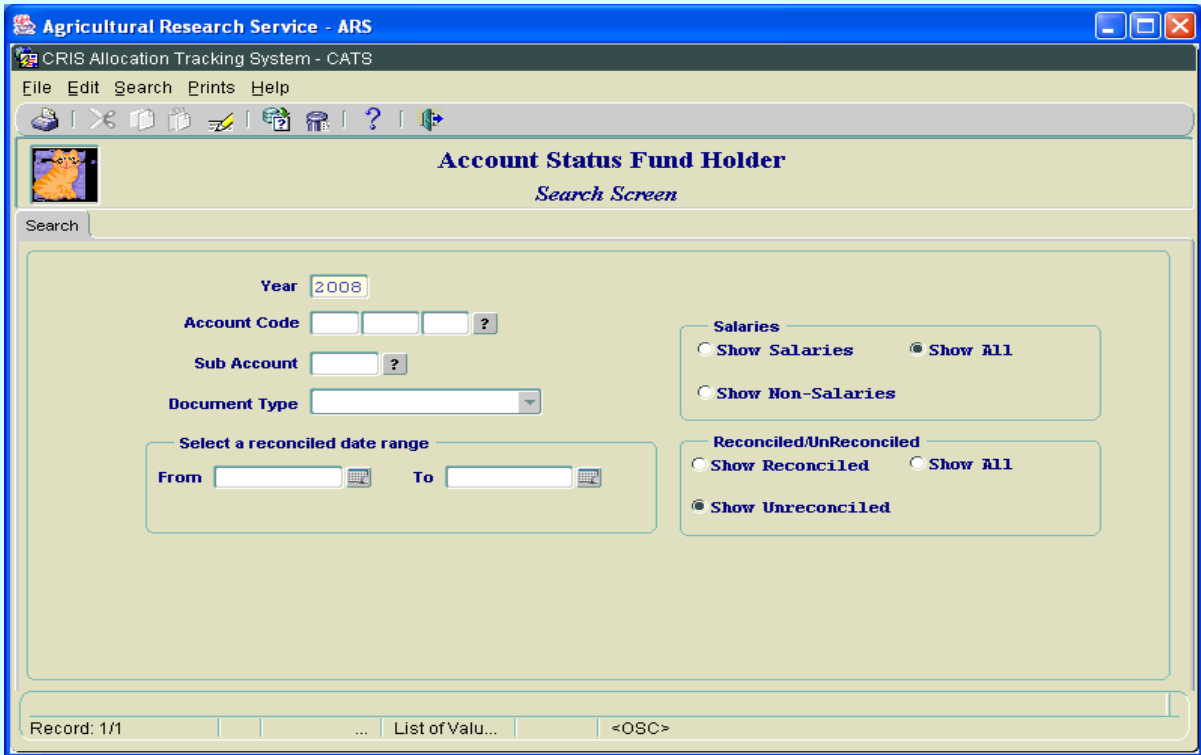
Search Screen Fields

Field Name	Description / Rules / Notes
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.

Chapter 2.8, Account Status for Fund Holders
CRIS Allocation Tracking System (CATS) Manual, October 2008

Chapter Top   **Table of Contents**

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. **Required: No.** **Modifiable: Yes, from the LOV.**
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. **Required: No.** **Modifiable: Yes.**
To	The ending document reconciliation date. "To" date must be >= the "From" date. **Required: No.** **Modifiable: Yes.**
Salaries radio group	Indicates how to include salary records in the search results. ***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.*** 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". • 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. • 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. ***Again, this will only include all Credit Card, SDE and AD-700 documents, it will not included projection balances or salaries entered via their respective modules. (See Section A. Purpose Above)***

Chapter 2.8, Account Status for Fund Holders
CRIS Allocation Tracking System (CATS) Manual, October 2008

Searching Requirements

CATS will retr ieve doc uments tha t match all s earch c riteria. As an ex ample, using the cr iteria "Show Salaries" and "Show Unreconciled" for an account, CATS will retrieve all AD700, Credit Card, and Short Data E ntry 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 disp lay 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
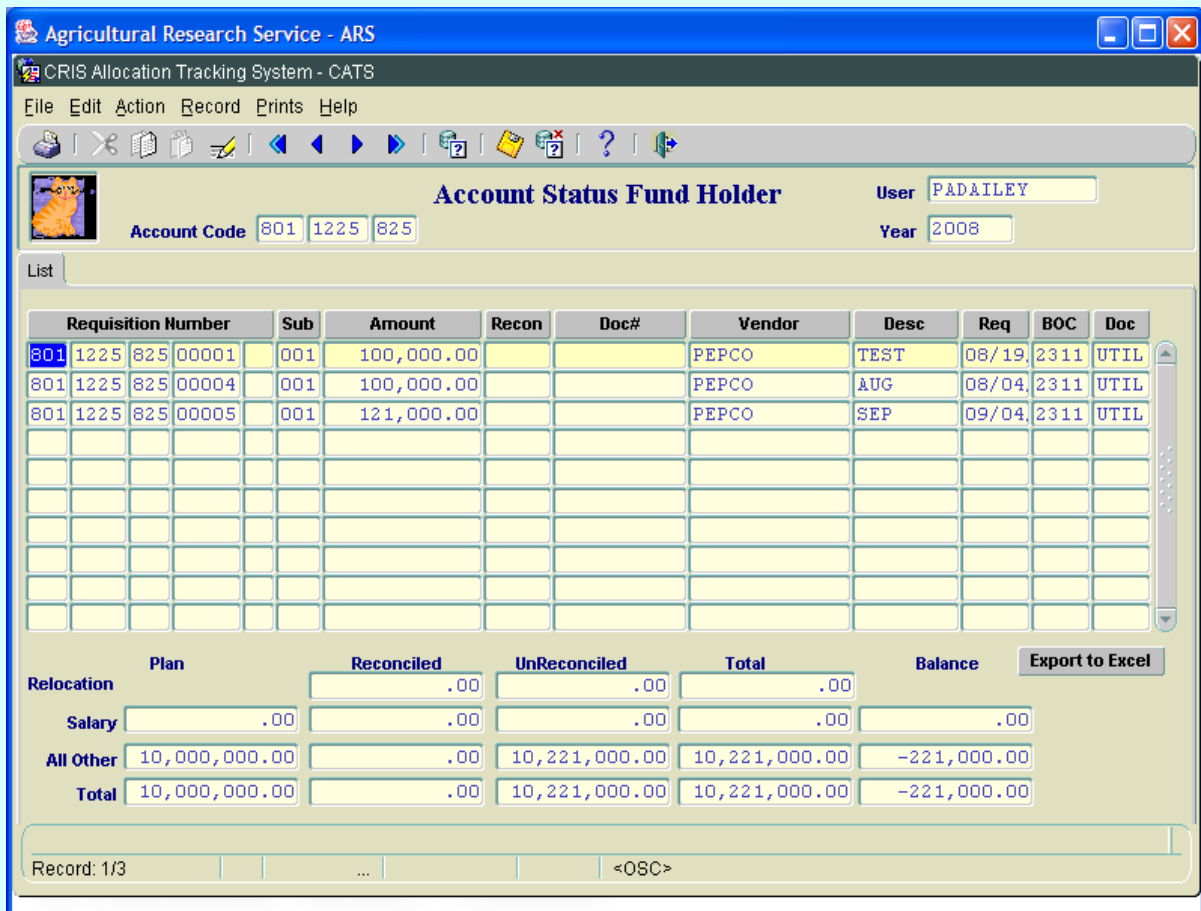
As beaten to death earlier, th is account only lists $321,000 in docum ents but shows a total of $10,221,000. This is because this   account has a $9,900,000 projection.   This projection shows on the Status of Funds details, but it does not appear on this list. Only documents appear here.

Chapter 2.8, Account Status for Fund Holders
CRIS Allocation Tracking System (CATS) Manual, October 2008

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

Field Name	Description / Rules / Notes
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.

Chapter 2.8, Account Status for Fund Holders
CRIS Allocation Tracking System (CATS) Manual, October 2008

List Tab, Summary Section Fields

Field Name	Description / Rules / Notes
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: • 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: • 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: • 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.

Chapter 2.8, Account Status for Fund Holders
CRIS Allocation Tracking System (CATS) Manual, October 2008

IV. Print Listing

The print listing feature works the differently he   re then on all list s   creens as there are no Checkboxes here. By s electing "Prints" and th en "Prin t Listing" fr om the Menu, CATS will produce a report which contains the contents of the list.

Image of Account Status Fund Holder Print Listing

```
09/29/2008                          Agricultural Research Service                              1
                                   CRIS Allocation Tracking System
                                   Fund Holder Account Status Report

                                                                                          Doc
Requisition No        Sub    Amount     Recon Date   Doc No      Vendor      Description   Req Date Status BOC   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 2.8, Account Status for Fund Holders
CRIS Allocation Tracking System (CATS) Manual, October 2008

Chapter Top   Table of Contents

Chapter 2.9, Reconciliation to OCP

Contents

I. Introduction

A. Purpose

The Reconciliation to OCP for m is used by the Financial Technicians to update the OCP totals for different budget object classes. The for m functions like a dyna mic calculator that com pares the OCP totals against the current docum ent (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.)

Field Name	Description / Rules / Notes
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 accoun ts the user ha s access to and the date the accoun t last had a distribution reconciled. All are view only, except the Checkbox, see below.

Image of Main Screen Reconciliation to OCP List Tab
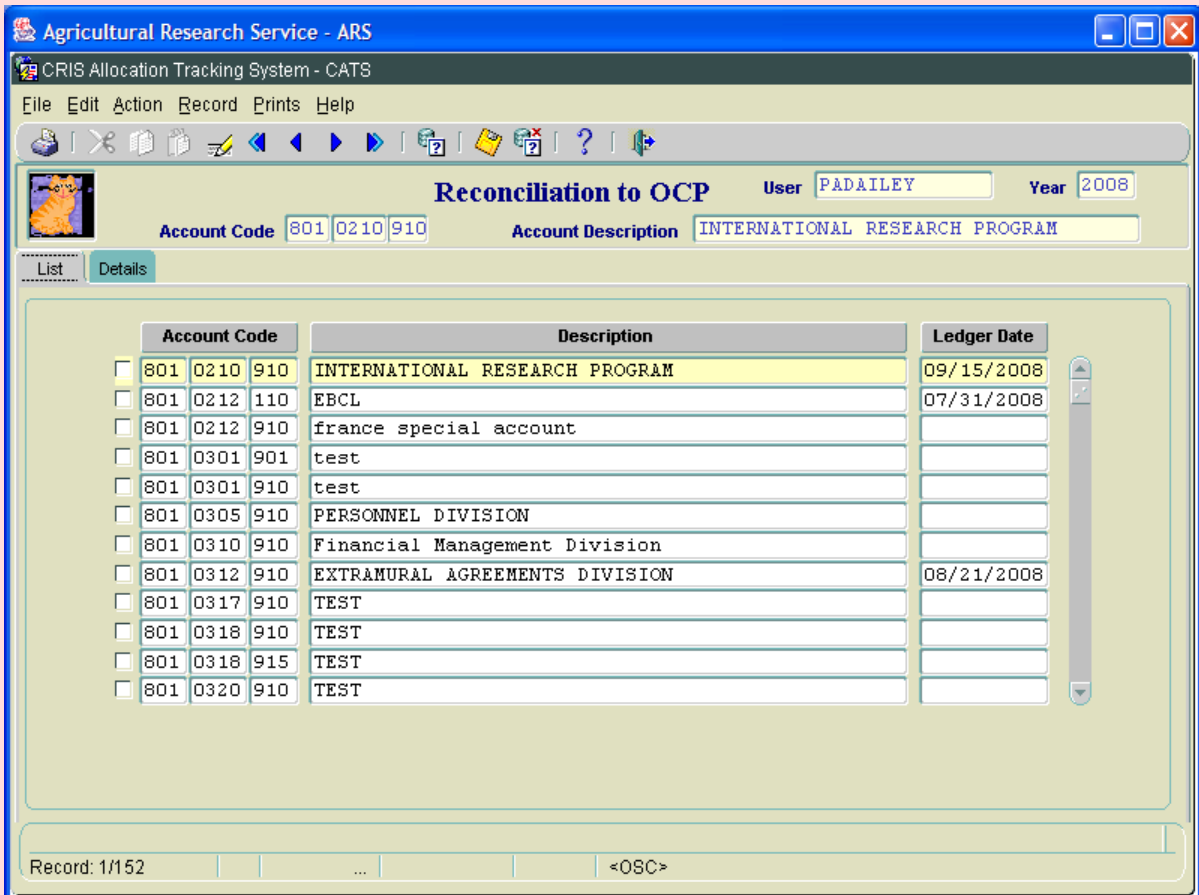
Reconciliation to OCP List Tab Fields

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 displa ys th ose 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.

Chapter 2.9, Reconciliation to OCP
CRIS Allocation Tracking System (CATS) Manual, October 2008

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
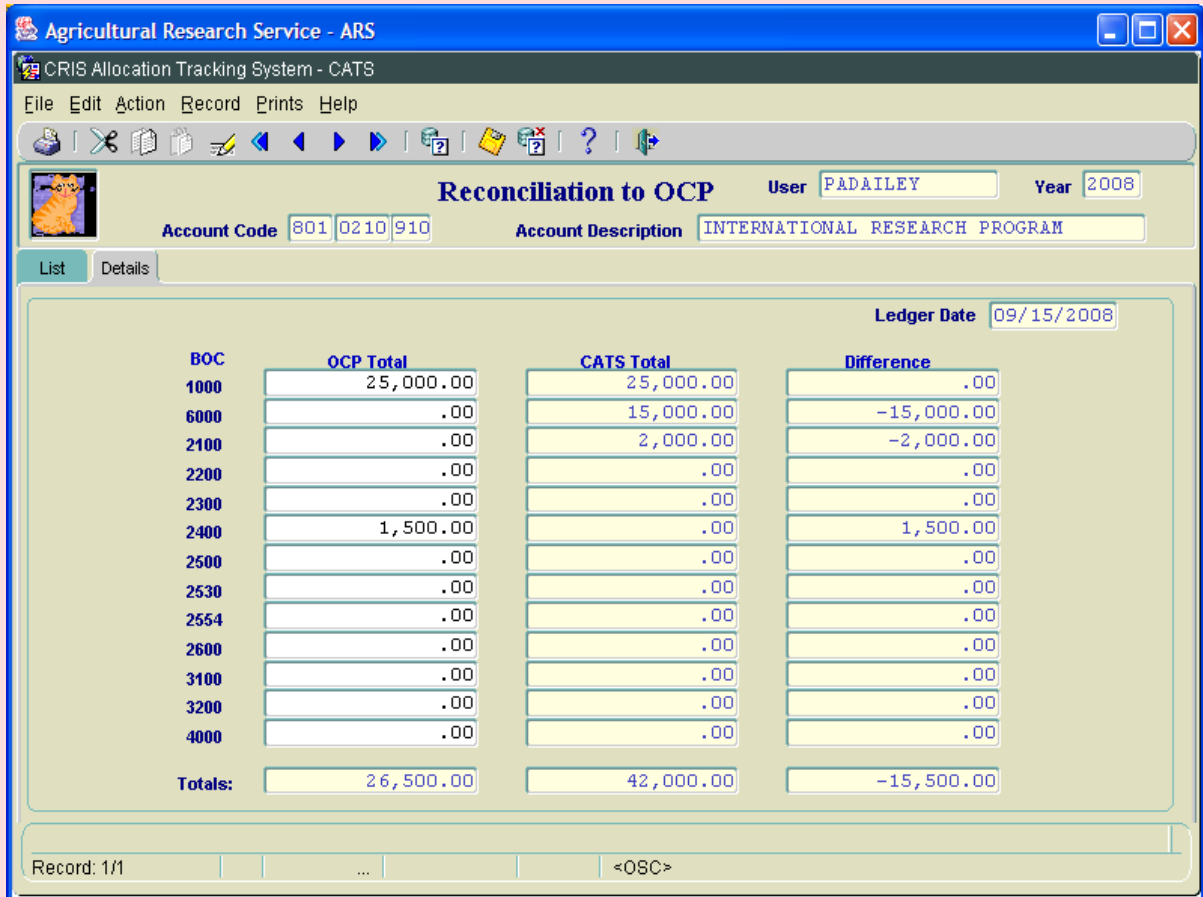
Reconciliation to OCP Details Tab Fields

Field Name	Description / Rules / Notes
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 reconcil ed for each budget object class for that account in CATS. This is calculated by summ ing up all the reconciled am ounts 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 sy stem calculates this as the su m 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 m ay be used by accounting pe rsonnel that have several accounting codes an d wish to lim it the list scr een to only one. They can enter all or just p arts of the accounting cod e 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 a ccounting code and ex ecute the s earch. CA TS would return a list of all accounting codes that begin with 801 which I have access to. Al l three of the accounting code fields work in this sam e fashion and you m ay us e the wild card characte r "%" in any of these searches.

Image of Reconciliation to OCP Search Screen

Reconciliation to OCP Search Screen Fields

Field Name	Description / Rules / Notes
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.

Chapter 2.9, Reconciliation to OCP
CRIS Allocation Tracking System (CATS) Manual, October 2008

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

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 di splay a blan k screen. To perform the "update CATS with ARMPS", t he user will type an acc ount code, or select an account co de 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 us   er will then click the Screen Records button, then CATS will evaluate th e records to see if they have m atches 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

Chapter 2.10, Import ARMPS Financial Plans
CRIS Allocation Tracking System (CATS) Manual, October 2008

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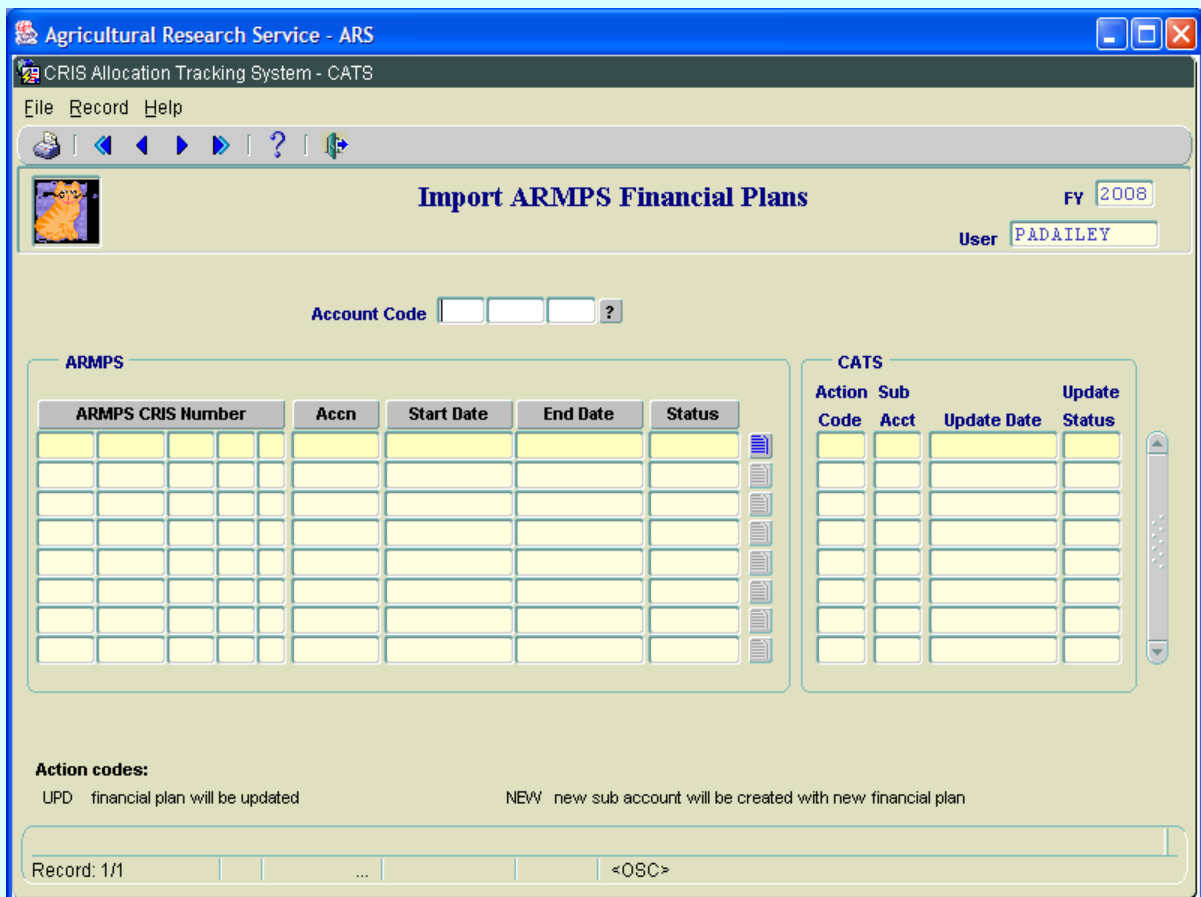
The user must enter an account code that is valid in both ARMPS and CATS. If not they will get a message indicating that the code either does not exist in CATS or in ARMPS. If they enter an accounting code where Financial Plan 1 is already in ARMPS, they will get this message.

Image of Warning Message, Financial Plan 1 Exists
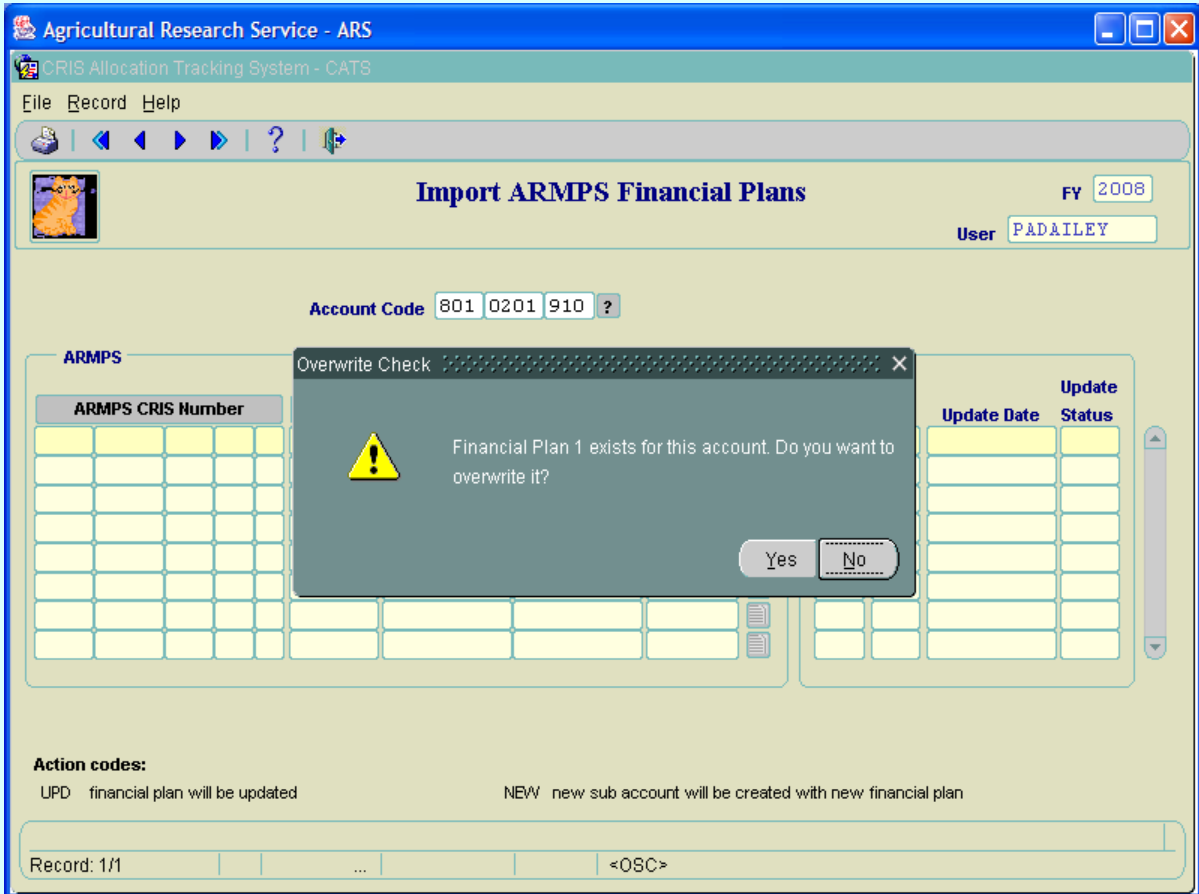
Import ARMPS Financial Plans Overwrite Check Screen Buttons

Button Name Actions	
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.

Chapter 2.10, Import ARMPS Financial Plans
CRIS Allocation Tracking System (CATS) Manual, October 2008

Image of Import Screen with Valid Accounting Code

Import ARMPS Financial Plans Main Screen Fields, Top Group

Field Name	Description / Rules / Notes

Account Code	The user will enter the account code, or select it from the **?** button. When the user presses the Enter key, CATS will verify that the account code exists in ARMPS:
	
	• 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:
	
	   o If the account code does not exist in CATS, CATS will alert the user and return to the first account code field.
	
	   o 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.
	
	? 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.

ARMPS Frame

The items grouped in this fram e are pulled fr om ARMPS and ARIS. Th e CRIS numbers shown are what are stored in ARM PS and assigned to the above acc ount. T he other inform ation is pulled from ARIS matching on the project number. ***As of this implementation, ARMPS does not store acces sion numbers for the projec ts, so th e 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 want s to change a C RIS number associated with a sub account, they needs to do this through the MU Administration screen; they ca nnot make this change on this form

All fields are view-only.

Import ARMPS Financial Plans Main Screen Fields, ARMPS Frame

Field Name	Description / Rules / Notes
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

Button Name Actions	
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

Field Name	Description / Rules / Notes
Action Code	CATS will attempt to update this field with one of the following four values when the user clicks the Screen Records button: • 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.

Chapter 2.10, Import ARMPS Financial Plans
CRIS Allocation Tracking System (CATS) Manual, October 2008

Chapter Top   **Table of Contents**

Import ARMPS Financial Plans Main Screen Buttons

Button Name Actions	

Validate and Import	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:
	
	Project is missing the accession number: CATS will alert the user and terminate the ARMPS import process.
	
	Project exists in CATS that is, the project has a sub account:
	
	    CATS will mark the record with "UPD", _**see next page**_.
	
	Project does not exist in CATS, that is, the project does not have a sub account:
	
	    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".
	
	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.

Image of Confirm Save Import
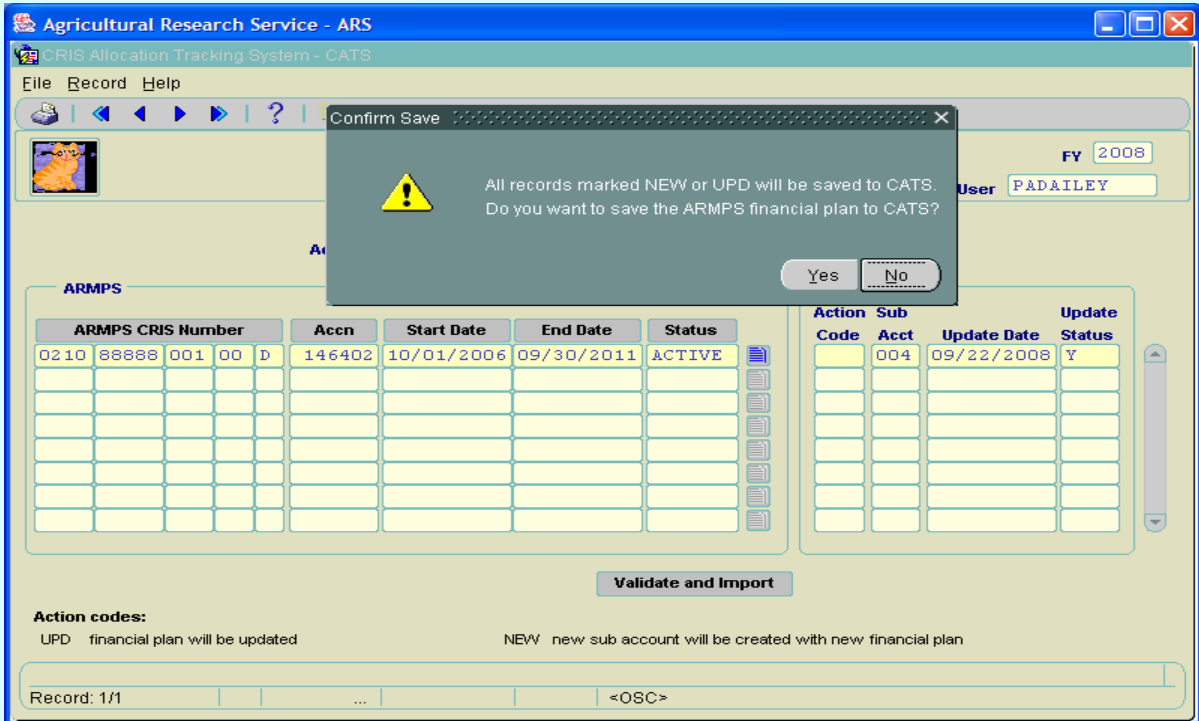
Image of Import that was Successful

Chapter 2.10, Import ARMPS Financial Plans
CRIS Allocation Tracking System (CATS) Manual, October 2008
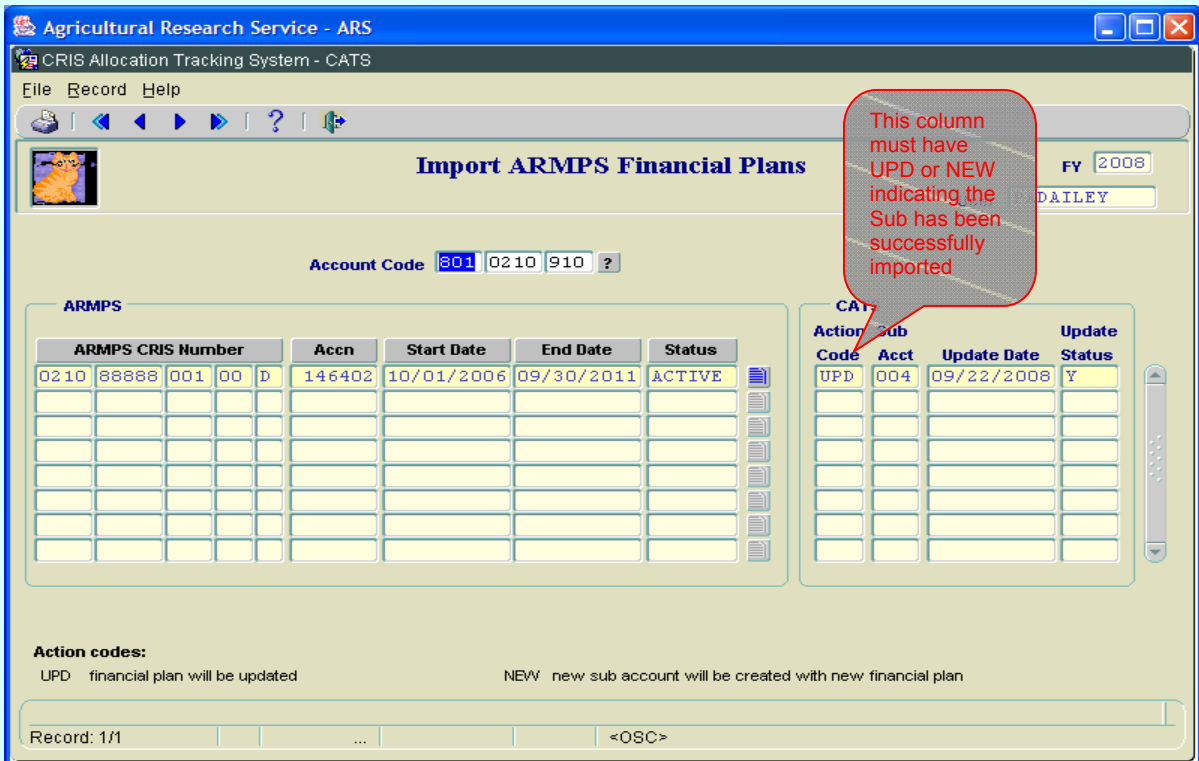
III. View ARMPS Financial Plan Screen

Image of View ARMPS Financial Plan Screen Pop Up
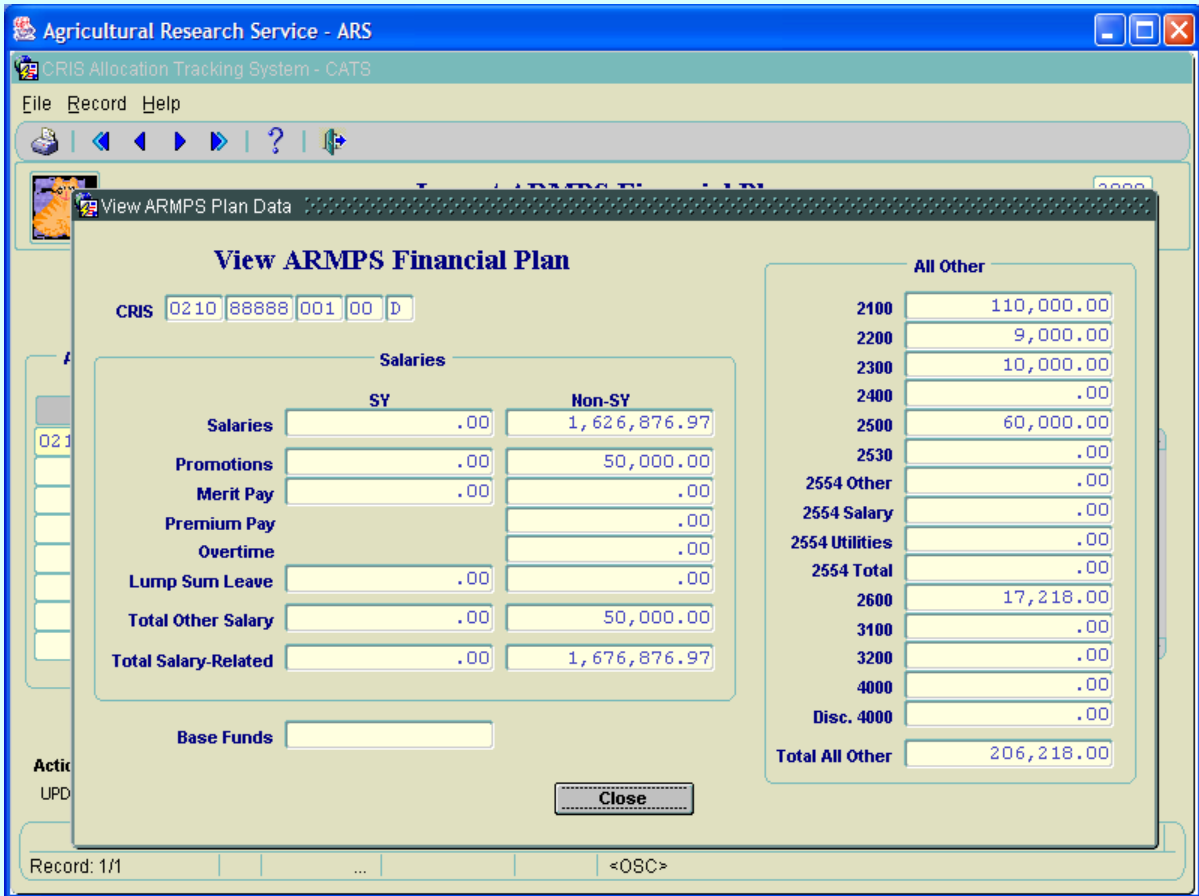
This screen within the main screen shows the data as it will be imported into CATS. The fields shown are those from ARMPS; some, like the three "2554" and the two "4000" fields, will be summarized into one CATS field.

All fields are view-only.

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

Field Name	Description / Rules / Notes
CRIS	CATS will copy the CRIS number from the record in which the user clicked the "View Financial Plan" button.

Salaries Frame

The Salaries fra me shows ARMPS am ounts for salary and salary-related item s. The am ounts 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

Button Name	Actions
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.

Chapter Top   **Table of Contents**

IV. Create New Sub Account Process

CATS will display the above pop-u p window while processing a pro ject in the lis t on the m ain screen that has no sub account associated with it.

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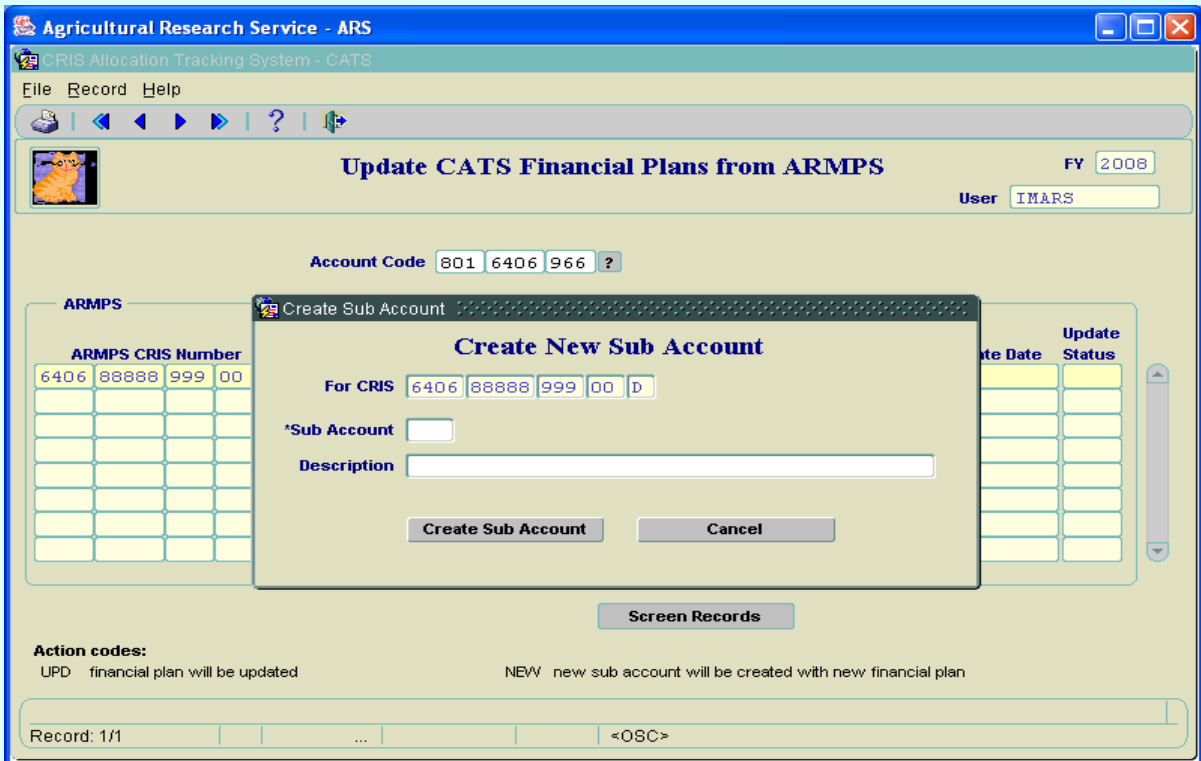
Import ARMPS Financial Plans Create New Sub Account Pop-up Fields

Field Name	Description / Rules / Notes
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.

Chapter 2.10, Import ARMPS Financial Plans
CRIS Allocation Tracking System (CATS) Manual, October 2008

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

Button Name	Actions
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 hav e been succes sfully m arked with one of the two action codes ("UPD" or "NEW" See Image of Confirm Save Import above) and the user has confirm ed that they want to continue with the import, CATS will do the following:

- ***Delete a ll financial pla ns 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 am ounts currently stored with the project (which can   be viewed by c   licking the View ARMPS Financial Pla   n button); CATS will s et the plan nu mber to "1"; CATS will se t th e Up date Da te to today's date; CATS will set the Update Status to "Y".

  - Aggregate the totals for each record into th e grand total for the accoun t; 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.

Chapter 2.11, CAM
CRIS Allocation Tracking System (CATS) Manual, October 2008

Page intentionally left blank

Chapter 2.12, Yearly Rollover

Contents

I. Introduction

A. Purpose

The Rollover form is used by Location, Area, and H eadquarters 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
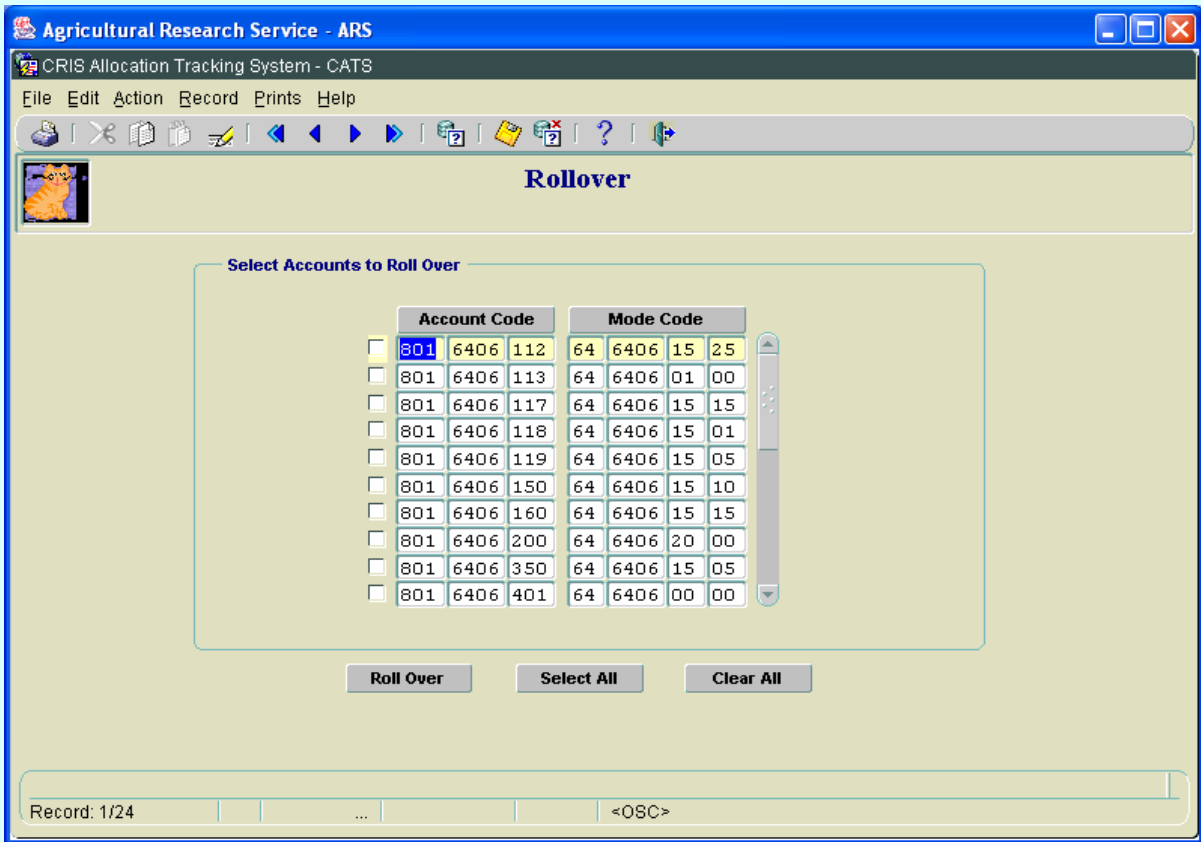
Main Screen Fields

Field Name	Description / Rules / Notes
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.

Chapter 2.12, Yearly Rollover
CRIS Allocation Tracking System (CATS) Manual, October 2008

Main Screen Buttons

Button Name	Actions
Roll Over	CATS will roll over the selected accounts into the next fiscal year. For each account that is checked CATS will do the following: CATS will check to see if the account has already been rolled over: 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?" If Yes: CATS will check for existing transactions (AD700, Short Data Entry, Credit Card, Salary, Financial Plans, Projections) 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 If No: CATS will delete the rolled over data for the account and then roll over the account anew If No: CATS will stop the rollover and refresh the screen If No: CATS will roll over the account When CATS rolls over the account, CATS will do the following: - 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: - 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 Note: the rollover process will not roll over financial transactions or data from tables that contain financial information.
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.

Chapter 2.12, Yearly Rollover
CRIS Allocation Tracking System (CATS) Manual, October 2008

Chapter Top   **Table of Contents**

III. Search Screen

<p align="center"><u>**Image of Rollover Search Screen**</u></p>

Search Screen Fields

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

IV. Print Listing

This feature will be added at a later time.

Chapter 2.12, Yearly Rollover
CRIS Allocation Tracking System (CATS) Manual, October 2008

Chapter 2.13, Change Account / Mode Code Module

Contents

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 is 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
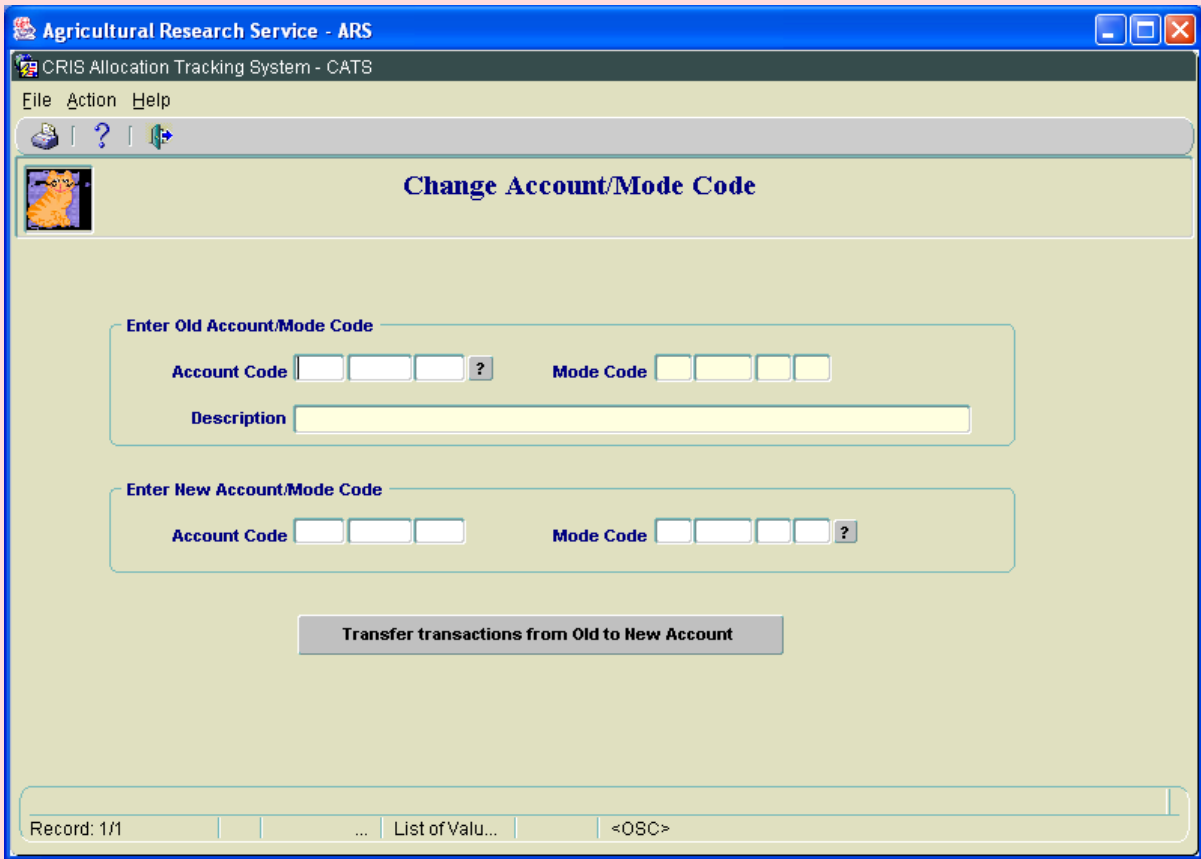
Enter Old Account/Mode Code Frame Main Screen Fields

Field Name	Description / Rules / Notes
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. **Required: Yes.** **Modifiable: Yes.** **?** 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.

Chapter 2.13, Change Account / Mode Code
CRIS Allocation Tracking System (CATS) Manual, October 2008

Enter New Account/Mode Code Frame Main Screen Fields

Field Name	Description / Rules / Notes
Account Code	A new account code which does not exist in CATS. **Required: Yes.** **Modifiable: Yes.**
Mode Code	A new mode code which exists in CATS, to be used for the new account. **Required: Yes.** **Modifiable: Yes.** **?** 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

Button Name	Actions
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

Chapter 2.13, Change Account / Mode Code
CRIS Allocation Tracking System (CATS) Manual, October 2008

Chapter Top   **Table of Contents**

Page intentionally left blank

Chapter 3.1, Status of Funds Reports

Contents

I. Introduction

The Status of Funds Re ports consists of a re port 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

Chapter 3.1; Status of Funds Reports
CRIS Allocation Tracking System (CATS) Manual, October 2008
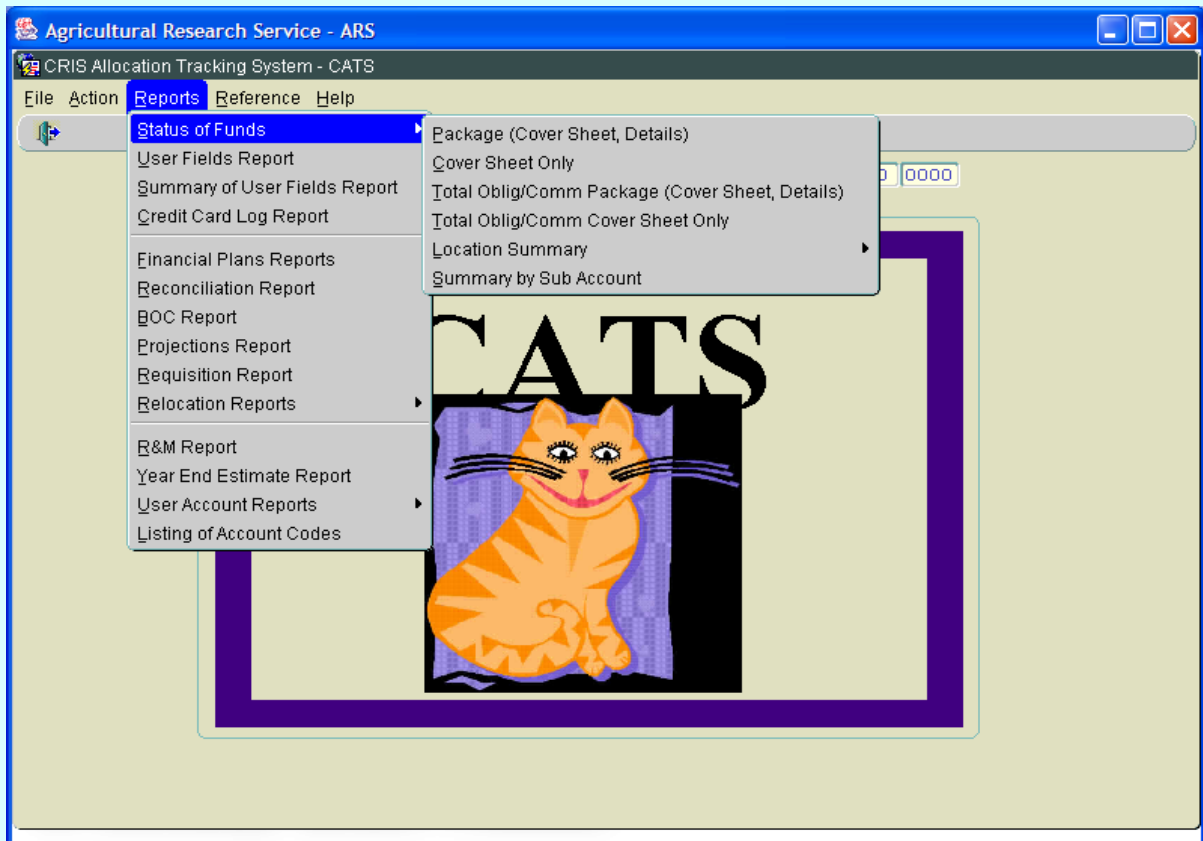
A. Purpose

The Status of Funds (SOF) reports are used   to show the curren t ex penditures and account balances for an account, sub account, or range of accounts, or entire lo cation or areas. Account balances are figured by com paring the entered tr ansactions (reconciled & unrecon ciled) against the financial plan for that a ccount. Som e reports break down th e 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

Chapter 3.1, Status of Funds Reports
CRIS Allocation Tracking System (CATS) Manual, October 2008

Status of Funds Main Screen Fields

Field Name	Description / Rules / Notes
Start Account Code	The starting account code for the account code range. 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 for the account code range. Account code must be within the user's security. **Required: Yes.** **Modifiable: Yes. Defaults to Start Account Code, if one is entered, but can be changed.** **?** button: CATS will display the list of accounts within the user's security.
Start Sub Account	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. **Required: No.** **Modifiable: Yes.** **?** button: CATS will display the list of sub accounts within the user's security for the starting account.
End Sub Account	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. **Required: No.** **Modifiable: Yes. Defaults to Start Sub Code, if one is entered, but can be changed.** **?** button: CATS will display the list of sub accounts within the user's security for the ending account.
Ledger Date	The date used for the report. **Required: Yes.** **Modifiable: Yes. Defaults to "Current Date"**

Transactions to Include	List of four options for types of transactions to be included in the report.
	    (1) Both reconciled and unreconciled;
	    (2) Reconciled Only;
	    (3) Unreconciled Only;
	    (4) Merged Reconciled and Unreconciled.
	The 4th option will produce two additional fields to allow searching on reconciled date range.
	Required: Yes and only selected from the list.
	Modifiable: Yes, but defaults to "Both reconciled and unreconciled".

Chapter 3.1, Status of Funds Reports
CRIS Allocation Tracking System (CATS) Manual, October 2008

Status of Funds Main Screen Fields, (cont.)

Report Sort Order	List of two options for sorting the report.
	   (1) Transaction / Doc Type
	   (2) BOC
	Required: Yes and only selected from the list.
	Modifiable: Yes, but defaults to "Transaction / Doc Type".

Report Comment	Comments to be included at the bottom of each page of the report. **Required: No.** **Modifiable: Yes, (<= 500 characters.)**

Status of Funds Main Screen Buttons

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

B. Cover Sheet Only

Image of Status of Funds Package Cover Sheet Details

Chapter 3.1, Status of Funds Reports
CRIS Allocation Tracking System (CATS) Manual, October 2008

Status of Funds Cover Sheet Only Main Screen Fields

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

Chapter 3.1, Status of Funds Reports
CRIS Allocation Tracking System (CATS) Manual, October 2008

Status of Funds Cover Sheet Only Main Screen Buttons

Button Name	Actions
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                                        1
                                    CRIS Allocation Tracking System

                                   Status of Funds by Account Code
                                      Ledger Date 09/23/2008
                                                          ACCOUNT:      801-0210-910
FUND HOLDER:   Georgia Talkington                         DESCRIPTION:  INTERNATIONAL RESEARCH PROGRAM

                            FINANCIAL PLAN       RECONCILED     UNRECONCILED   TOTAL OBLIG/COMM   BALANCE AVAILABLE

SALARIES
   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

CONTRACT SUPPLLIES & SERVICES
   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

EQUIPMENT
   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

EXTRAMURAL
   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


GLOBAL COMMENTS:  Plan 1      Initial Plan from ARMPS
```

Chapter 3.1, Status of Funds Reports
CRIS Allocation Tracking System (CATS) Manual, October 2008

Image of Status of Funds Details Sheet

```
09/23/2008                        Agricultural Research Service                              2
                                  CRIS Allocation Tracking System

                                         Detail by Account
                                      Ledger Date  09/23/2008

Account Code:    801-0210-910

RECONCILED TRANSACTIONS                                                    LEDGER/
                                                             OBJECT LEDGER ORDERED
      TRANSACTION           AMOUNT     VENDOR          DESCRIPTION      CLASS FLAG   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                                                  LEDGER/
                                                             OBJECT LEDGER ORDERED
      TRANSACTION           AMOUNT     VENDOR          DESCRIPTION      CLASS FLAG   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
```

Chapter 3.1, Status of Funds Reports
CRIS Allocation Tracking System (CATS) Manual, October 2008

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

Field Name	Description / Rules / Notes
Start Account Code	The starting account code for the account code range. 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 for the account code range. Account code must be within the user's security. **Required: Yes, but defaults to Start Account Code.** **Modifiable: Yes.** **?** button: CATS will display the list of accounts within the user's security.

Chapter 3.1, Status of Funds Reports
CRIS Allocation Tracking System (CATS) Manual, October 2008

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

Start Sub Account	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. **Required: No.** **Modifiable: Yes.** **?** button: CATS will display the list of sub accounts within the user's security for the starting account.
End Sub Account	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. **Required: Yes, if Start Sub is entered.** **Modifiable: Yes, defaults to Start Sub if one is entered.** **?** button: CATS will display the list of sub accounts within the user's security for the ending account.
Ledger Date	The date used for the report. **Required: Yes, but defaults to "Current Date"** **Modifiable: Yes.**

Transactions to Include	List of four options for types of transactions to be included in the report.
	    (1) Both reconciled and unreconciled;
	    (2) Reconciled Only;
	    (3) Unreconciled Only;
	    (4) Merged Reconciled and Unreconciled.
	The 4th option will produce two additional fields to allow searching on reconciled date range.
	Required: Yes, defaults to Both reconciled and unreconciled.
	Modifiable: Yes, but only from the list.

Report Sort Order	List of two options for sorting the report.
	    (1) Transaction / Doc Type
	    (2) BOC
	Required: Yes, but defaults to Transaction / Doc Type.
	Modifiable: Yes, but only from the list.

Report Comment	Comments to be included at the bottom of each page of the report. **Required: No.** **Modifiable: Yes, (<= 500 characters.)**

Chapter Top   Table of Contents

Status of Funds Oblig/Comm Main Screen Buttons

Button Name	Actions
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

Field Name	Description / Rules / Notes
Start Account Code	The starting account code for the account code range. 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.

Chapter 3.1, Status of Funds Reports
CRIS Allocation Tracking System (CATS) Manual, October 2008

Chapter Top

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

End Account Code	The ending account code for the account code range. Account code must be within the user's security. **Required: Yes.** **Modifiable: Yes, but defaults to Start Account Code.** **?** button: CATS will display the list of accounts within the user's security.
Start Sub Account	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. **Required: No.** **Modifiable: Yes.** **?** button: CATS will display the list of sub accounts within the user's security for the starting account.
End Sub Account	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. **Required: No.** **Modifiable: Yes, but defaults to Start Sub if one was entered.** **?** button: CATS will display the list of sub accounts within the user's security for the ending account.
Ledger Date	The date used for the report. **Required: Yes.** **Modifiable: Yes, defaults to "Current Date".**
Report Comment	Comments to be included at the bottom of each page of the report. **Required: No.** **Modifiable: Yes, (<= 500 characters)**

Status of Funds Oblig/Comm Screen Buttons

Button Name	Actions
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                                          1
                                    CRIS Allocation Tracking System

                                   Status of Funds by Account Code
                                        Ledger Date 09/23/2008
                                                          ACCOUNT:     801-0210-910
                                                          DESCRIPTION:  INTERNATIONAL RESEARCH PROGRAM
   FUND HOLDER:   Georgia Talkington

                                 FINANCIAL PLAN       TOTAL OBLIG/COMM      BALANCE AVAILABLE

   SALARIES
     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

   CONTRACT SUPPLLIES & SERVICES
     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

   EQUIPMENT
     3100   EQUIPMENT                         0.00                0.00                   0.00
     3200   LAND & STRUCTURES                 0.00                0.00                   0.00

     SUBTOTAL                               0.00                0.00                   0.00

   EXTRAMURAL
     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



   GLOBAL COMMENTS:  Plan 1     Initial Plan from ARMPS
```

Chapter 3.1, Status of Funds Reports
CRIS Allocation Tracking System (CATS) Manual, October 2008

Chapter Top   Table of Contents

Image of Status of Funds, Total Oblig/Comm Details

```
09/23/2008                          Agricultural Research Service                                        2
                                    CRIS Allocation Tracking System

                                         Detail by Account
                                      Ledger Date  09/23/2008
  Account Code:   801-0210-910

  RECONCILED TRANSACTIONS                                                             LEDGER/
                                                                        OBJECT LEDGER ORDERED
        TRANSACTION            AMOUNT     VENDOR             DESCRIPTION  CLASS FLAG    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                                                           LEDGER/
                                                                        OBJECT LEDGER ORDERED
        TRANSACTION            AMOUNT     VENDOR             DESCRIPTION  CLASS FLAG    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
```

Chapter 3.1, Status of Funds Reports
CRIS Allocation Tracking System (CATS) Manual, October 2008

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 repor   ts also. It can be run with or without sub accounts. The entry screen for both has the sam   e entries, just a differe nt 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

Field Name	Description / Rules / Notes
Start Account Code	The starting account code for the account code range. 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.

Chapter 3.1, Status of Funds Reports
CRIS Allocation Tracking System (CATS) Manual, October 2008

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. **Required: Yes, but defaults to Start Account Code.** **Modifiable: Yes.** **?** button: CATS will display the list of accounts within the user's security.
Ledger Date	The date used for the report. **Required: Yes, but defaults to "Current Date".** **Modifiable: Yes**.
Report Comment	Comments to be included at the bottom of each page of the report. **Required: No.** **Modifiable: Yes, (<= 500 characters)**

Location Summary by Accounting Code Main Screen Buttons

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

Chapter 3.1, Status of Funds Reports
CRIS Allocation Tracking System (CATS) Manual, October 2008

Chapter Top   **Table of Contents**

Image of Status of Funds Location Summary by Accounting Code

```
09/23/2008                          Agricultural Research Service                                 1
                                    CRIS Allocation Tracking System

                         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
```

Chapter 3.1, Status of Funds Reports
CRIS Allocation Tracking System (CATS) Manual, October 2008

Chapter Top   Table of Contents

Image of SOF, Location Summary by Sub Account

```
09/23/2008                      Agricultural Research Service                              1
                                CRIS Allocation Tracking System

                        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
```

Chapter 3.1, Status of Funds Reports
CRIS Allocation Tracking System (CATS) Manual, October 2008

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

Field Name	Description / Rules / Notes
Start Account Code	The starting account code for the account code range. 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.** **?** button: CATS will display the list of accounts within the user's security.

Chapter 3.1, Status of Funds Reports
CRIS Allocation Tracking System (CATS) Manual, October 2008

Chapter Top   **Table of Contents**

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

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

Summary by Sub Account Main Screen Buttons

Button Name	**Actions**
Print	CATS will create the Status of Funds Report.
Cancel	CATS will exit the form.

Chapter 3.1, Status of Funds Reports
CRIS Allocation Tracking System (CATS) Manual, October 2008

Image of Status of Funds Summary by Sub Account Report

```
09/23/2008                      Agricultural Research Service                           4
                               CRIS Allocation Tracking System

                              Status of Funds Summary by Sub Account

                                    Ledger Date 09/23/2008


ACCOUNT CODE:  801-1201-911                           FUND HOLDER:  LISA BALDUS


SUB ACCOUNT    SUBHOLDER           FINANCIAL PLAN    RECONCILED   UNRECONCILED  TOTAL OBLIGATIONS  BALANCE AVAILABLE

  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 Top   Table of Contents

Chapter 3.2, User Fields Report

I. Introduction/Purpose/Access

This is the sam e report as in the prior version of CATS. The User Fields Report m   odule 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

Chapter 3.2, User Fields Report
CRIS Allocation Tracking System (CATS) Manual, October 2008

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

Field Name	Description / Rules / Notes
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, defaults to Starting Account Code.** **Modifiable: Yes.** **?** button: CATS will display the list of accounts within the user's security.

Chapter 3.2, User Fields Report
CRIS Allocation Tracking System (CATS) Manual, October 2008

User Field Report Main Screen Fields, (cont.)

Start Sub Account	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.*** **Required: No, unless you want to search a range of subs within one accounting code.** **Modifiable: Yes.** **?** button: CATS will display the list of sub accounts within the user's security for the starting account.
End Sub Account	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.*** **Required: No but if you entered a Start Sub, defaults to it.** **Modifiable: Yes.** **?** button: CATS will display the list of sub accounts within the user's security for the ending account.
Start Request Date	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.** Calendar button: CATS will display the calendar and a date can be selected from it.
End Request Date	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.** Calendar button: CATS will display the calendar and a date can be selected from it.
Report Sort Order	List of four options for sorting the report. (1) Requisition Number (2) Date (3) Account / Sub Account (4) User Fields **Required: Yes, defaults to "Requisition Number".** **Modifiable: Yes.**
Status	List of four checkboxes for AD700 transactions to be included in the report. (1) Working; (2) Approved; (3) Procurement; (4) Credit Card; **Required: No, but defaults to all four being checked.** **Modifiable: Yes.**

Chapter 3.2, User Fields Report
CRIS Allocation Tracking System (CATS) Manual, October 2008

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. **Required: No.** **Modifiable: Yes.**
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. **Required: No, defaults to checked.** **Modifiable: Yes.**
Match on All User Fields	When checked this field will display one All User Fields query field to enter search criteria. **Required: Yes**, **One of the "Match on User Fields" is required, defaults as checked.** **Modifiable: Yes.**
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. **Required: Yes**, **One of the "User Fields" is required.** **Modifiable: Yes.**

User Field Report Main Screen Buttons

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

Chapter 3.2, User Fields Report
CRIS Allocation Tracking System (CATS) Manual, October 2008

III. Report

Image of User Field Report

```
09/23/2008                          Agricultural Research Service                                    1
                                    CRIS Allocation Tracking System

                                         User Fields Report
                                         by Requisition Number

Search Criteria:    Account Code:  801-1265-106
                    Sub Accounts:  <all>
                    Match All User Fields:  <all>

                          Request
Requisition No            Date     Requestor              Vendor           Description            Status            Amount

801-1265-106-00001    08/26/2008 LEE, TONJA            HOME DEPOT          Testing record to be able to   Working        166.63
                                                                           show everyone

              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
```

Chapter 3.2, User Fields Report
CRIS Allocation Tracking System (CATS) Manual, October 2008

Page intentionally left blank

Table of Contents

Chapter 3.3, Summary of User Fields Report

Contents

I. Introduction

The Summa ry of User Fields Report m odule w ill consis t of a report subm ission form and a printed report.

A. Purpose

The for m is used to en ter criteria for filte ring records for the repo rt. The report produces a summary of each User Field ever u sed on each acc ounting/sub code(s) select ed. It also prints each of the transactions to dem onstrate how th e total was calcu lated. Th is report is not User Field specific therefore, it doesn ’t matter which of the six User   Fields were populated or how they were p opulated, (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

Field Name	Description / Rules / Notes
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.** **?** button: CATS will display the list of accounts within the user's security.

Chapter 3.3, Summary of User Fields Report
CRIS Allocation Tracking System (CATS) Manual, October 2008

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

Start Sub Account	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. **Required: No.** **Modifiable: Yes.** **?** button: CATS will display the list of sub accounts within the user's security for the starting account.
End Sub Account	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. **Required: No.** **Modifiable: Yes, defaults to Start Sub if one was entered.** **?** button: CATS will display the list of sub accounts within the user's security for the ending account.
Start Request Date	The starting date range for the request. Start Date must be <= End Date. **Required: Yes, but defaults to October 1 of the current fiscal year.** **Modifiable: Yes.**
End Request Date	The ending date range for the request. End Date must be >= Start Date. **Required: Yes, but defaults to September 30 of the current fiscal year.** **Modifiable: Yes.**

Status	List of four checkboxes for AD700 transactions to be included in the report.
	    (1) Working;
	    (2) Approved;
	    (3) Procurement;
	    (4) Credit Card;
	
	Required: No, but defaults to all being checked.
	Modifiable: Yes.

Summary of User Fields Report Main Screen Buttons

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

Chapter 3.3, Summary of User Fields Report
CRIS Allocation Tracking System (CATS) Manual, October 2008

Chapter Top   Table of Contents

III. Report

Image of Summary of User Fields report


```
09/23/2008                          Agricultural Research Service                                              1
                                    CRIS Allocation Tracking System

                                      Summary of User Fields Report

Search Criteria:   Account Code Range from:  801-1201-803 to 801-1201-925
                   Sub Accounts:  <all>

                       Request
Requisition No          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 3.3, Summary of User Fields Report
CRIS Allocation Tracking System (CATS) Manual, October 2008

Chapter 3.4, Credit Card Log Report

Contents

I. Introduction

The Credit Card Log Report is u   sed prim arily by Credit Card Holders. The Credit Card Purchase Lo g module will consis t o f a report s ubmission form and a printed repo rt. The user enters the required inform ation on the submission form and then clicks the "Prin t" button to ru n the report, per their selected criteria.

A. Purpose

The form is used to en ter cr iteria for filtering re cords for the report. The report is u sed to pr int the credit card transactions for one or more selected credit card users.

B. Access Levels

CATS will allow all CATS uses 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 w   ill take you to th e subm ission 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 cred it card users assigned to   that Location. If the user   only has access to see only th   eir transactions, it displays just them. The checkbox defaults to checking the first user on the list.

Image of Credit Card Purchase Log Submission Screen
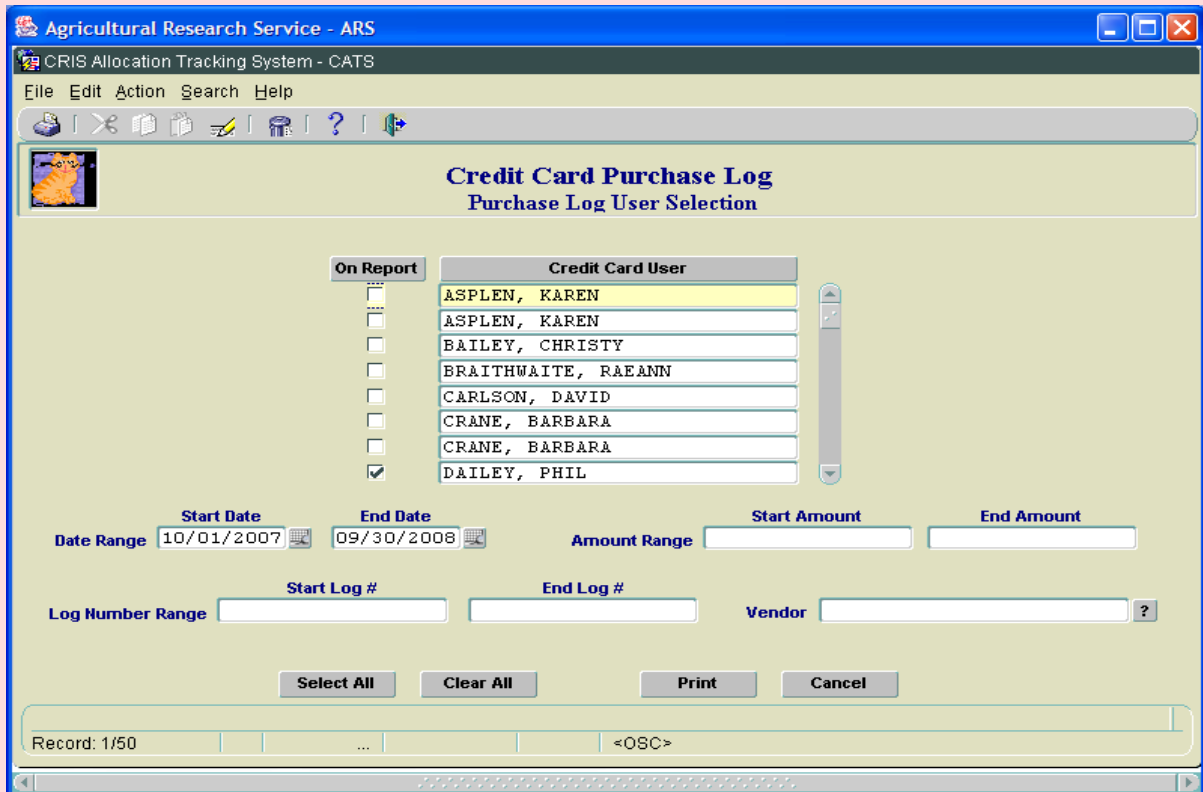
Credit Card Log Report Main Screen Fields

Field Name	Description / Rules / Notes
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.**

Chapter 3.4, Credit Card Log Report
CRIS Allocation Tracking System (CATS) Manual, October 2008

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. **Required: Yes, defaults to September 30th of the fiscal year.** **Modifiable: Yes.**
Amount Range Start Amount	The starting total requisition amount. Start Amount must be <= End Amount. **Required: No.** **Modifiable: Yes.**
Amount Range End Amount	The ending total requisition amount. End Amount must be >= Start Amount. **Required: No.** **Modifiable: Yes.**
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. **Required: No.** **Modifiable: Yes.**
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. **Required: No.** **Modifiable: Yes.**
Vendor	The vendor who supplied the purchase. Wild cards "%" can be used here. **Required: No.** **Modifiable: Yes.** **?** button: CATS will display the list of vendors assigned to locations within the user's security.

Credit Card Log Report Main Screen Buttons

Button Name	Actions
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.

Chapter 3.4, Credit Card Log Report
CRIS Allocation Tracking System (CATS) Manual, October 2008

III. Report

Image of Credit Card Log Report


```
09/23/2008                        Agricultural Research Service                            Page: 1
                                CRIS Allocation Tracking System
                                   Credit Card Purchase Log

CARDHOLDER NAME:   KAREN ASPLEN

                                                                          Approved
CC Log   Account /        Order                                Total Date Date
Number   Req. Number      Date    Vendor       BOC Description   Cost Received (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                       partial payment
                                                 801-1935-910      001     $750.00               on original
                                                                                                 billing

KEA00002 801-3625-112-00012-03  08/20/2008  CHAMPAGNE & WINE 2670 supplies              08/20/2008  08/20/2008
                                            STORE
                                                 801-3625-112      050     $292.50
                                                 801-3625-112      053     $357.50
                                                          Account Total:   $650.00

KEA00003 801-3625-112-00013     08/20/2008  CHAMPAGNE & WINE 2670 supplies              08/20/2008
                                            STORE
                                                 801-3625-112      050     $810.00
                                                 801-3625-112      053     $990.00
                                                          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 3.4, Credit Card Log Report
CRIS Allocation Tracking System (CATS) Manual, October 2008

Chapter Top　　　　　　　　　　　　　　　　　　　　　　　　　　　　Table of Contents

Chapter 3.5, Financial Plans Reports

Contents

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

Field Name	Description / Rules / Notes
Start Account Code	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. **Required: Yes.** **Modifiable: Yes.** **?** button: CATS will display the list of account codes the user has access to.
End Account Code	The ending account code. Must be within the user's security. Must be >= the starting account code. **Required: Yes, and defaults to Start Accounting Code** **Modifiable: Yes.** **?** button: CATS will display the list of account codes the user has access to.

Chapter 3.5, Financial Plans Reports
CRIS Allocation Tracking System (CATS) Manual, October 2008

Financial Plan Report Main Screen Fields, (cont.)

Start Sub Acct	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. **Required: No.** **Modifiable: Yes.** **?** button: CATS will display the list of sub accounts for the entered account.
End Sub Acct	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. **Required: Only if you entered a Start Sub, but then defaults to the Start Sub.** **Modifiable: Yes.** **?** button: CATS will display the list of sub accounts for the entered account.
Start Prepared Date	The starting date for the range for prepared dates for the financial plans. Start Prepared Date must be <= End Prepared Date. **Required: No.** **Modifiable: Yes.**
End Prepared Date	The ending date for the range for prepared dates for the financial plans. End Prepared Date must be >= Start Prepared Date. **Required: No.** **Modifiable: Yes.**

Report Selection	Displays the list of report options:
	        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.
	Required: Yes, and defaults to "MU Plan Summary" must be selected from the list.
	Modifiable: Yes.

Financial Plans Report Main Screen Buttons

Button Name	Actions
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 Pl an Summ ary Report shows the financial plans   adjustm ents 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                    Page: 1
                                   CRIS Allocation Tracking System
                                        MU Plan Summary Report

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
```

Chapter 3.5, Financial Plans Reports
CRIS Allocation Tracking System (CATS) Manual, October 2008

B. Multiple CRIS per Page CRIS Plan Report

The CRIS Plan Repor t showing multip le p rojects pe r p age shows the revised to tals f or all o r selected projects on the plan. The data for this   report is the sam e as the Single CRIS per Page CRIS Plan Report, except that up to three colu mns for three CRIS numbers can b e 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

```
                              Agricultural Research Service
   09/23/2008                  CRIS Allocation Tracking System                    Page: 1
                                    CRIS Plan Report

   FISCAL YEAR: 2008      EFFECTIVE DATE: 09/22/2008    MANAGEMENT UNIT: INTERNATIONAL RESEARCH PROGRAM
        PLAN: 1          ACCOUNTING CODE: 801-0210-910        FUNDHOLDER: Georgia Talkington

                               Object            Sub 001            Sub 002            Sub 003
   Description                  Class  MU Plan Totals  0210-22000-004-00-D  0210-22000-004-00-D  0210-22000-004-00-D
   ──────────────────────────────────────────────────────────────────────────────────────────────────
   Scientific Effort            1000         0.00              0.00               0.00               0.00
   Support Effort               6000   1,676,876.97            0.00               0.00               0.00

        Subtotal                      1,676,876.97            0.00               0.00               0.00

   Travel & Transp. of Persons  2100    110,000.00            0.00               0.00               0.00
   Transportation of Things     2200      9,000.00            0.00               0.00               0.00
   Rents, Communication         2300     10,000.00            0.00               0.00               0.00
   Printing and Reproduction    2400          0.00            0.00               0.00               0.00
   Other Services               2500     60,000.00            0.00               0.00               0.00
   Repair, Alter, or Maintenance 2530         0.00            0.00               0.00               0.00
   R.S.A                        2554          0.00            0.00               0.00               0.00
   Supplies and Materials       2600     17,218.00            0.00               0.00               0.00
   Equipment                    3100          0.00            0.00               0.00               0.00
   Lands and Structures         3200          0.00            0.00               0.00               0.00
   Mandated Extramural Support  4000          0.00            0.00               0.00               0.00
   Disc. Extramural Support     4000          0.00            0.00               0.00               0.00

        Subtotal                        206,218.00            0.00               0.00               0.00

        TOTALS                        1,883,094.97            0.00               0.00               0.00
        Base Funds                          0.00            0.00               0.00               0.00

   PREPARED DATE: 09/22/2008

      MU REMARKS: Initial Plan from ARMPS
```

Chapter Top   Table of Contents

C. MU Plan History Report

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

Image of Financial Plans Report, MU Plan History

```
                                    Agricultural Research Service
      09/23/2008                    CRIS Allocation Tracking System                          Page: 1
                                         MU Plan History Report

                                                  EFFECTIVE     PREPARED
           PLAN              PLAN AMOUNT          BASE FUNDS    DATE       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 summ arizes 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                        Page: 1
                                 CRIS Allocation Tracking System
                                      CRIS Plan Report

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      REVISED AMOUNT

Scientific Effort                   1000                                          0.00                    0.00
Support Effort                      6000                                          0.00                    0.00

        SUBTOTAL                                                                  0.00                    0.00

Travel & Transp. of Persons         2100                                          0.00                    0.00
Transportation of Things            2200                                          0.00                    0.00
Rents, Communication                2300                                          0.00                    0.00
Printing and Reproduction           2400                                          0.00                    0.00
Other Services                      2500                                          0.00                    0.00
Repair, Alteration, or Maintenance  2530                                          0.00                    0.00
R.S.A                               2554                                          0.00                    0.00
Supplies and Materials              2600                                          0.00                    0.00
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                                                                  0.00                    0.00

        TOTAL                                                                     0.00                    0.00

        BASE FUNDS                                                                0.00                    0.00

Prepared Date: 09/22/2008
REMARKS:
```

Chapter 3.5, Financial Plans Reports
CRIS Allocation Tracking System (CATS) Manual, October 2008

Chapter Top   **Table of Contents**

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

```
                                Agricultural Research Service
   09/23/2008                   CRIS Allocation Tracking System                   Page: 1
                                   CRIS Plan History Report


     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 3.5, Financial Plans Reports
CRIS Allocation Tracking System (CATS) Manual, October 2008

Chapter 3.6, Reconciliation Report

Contents

I. Introduction

This report is used by accounting personnel to print reconciliation reports for month end closings or other purposes as needed. The Reconcilia tion Report module consists of a report subm ission 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 user s to access this optio n. Users will only have access to distributions for accounts and sub accounts they have access to.

Chapter Top

Table of Contents

II. Report Submission Screen

When the user enters this f   orm, CATS will de   fault in th e ledger d ate of curren t date, the Salary/Non Salary bu tton, and the f irst tr ansactions to include 'Merge d (both reconciled and unreconciled)', from the list of options.

Image of Reconciliation Report Submission Form

Reconciliation Report Main Screen Fields

Field Name	Description / Rules / Notes
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 Accounting Code.** **Modifiable: Yes.**

Chapter 3.6, Reconciliation Report
CRIS Allocation Tracking System (CATS) Manual, October 2008

Reconciliation Report Main Screen Fields, (cont.)

Start Sub Account	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. **Required: No.** **Modifiable: Yes.** **?** button: CATS will display the list of sub accounts within the user's security for the starting account.
End Sub Account	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. **Required: Only if you entered a Start Sub and defaults to the Start Sub if one was entered.** **Modifiable: Yes.** **?** button: CATS will display the list of sub accounts within the user's security for the ending account.
Report Date	The date used for the report. **Required: Yes, but default to current date.** **Modifiable: Yes.**
Salary Buttons	When selected, indicates salary only transactions or non salary only transactions or both types will print on the report. **Required: Yes, but defaults to Salary/Non Salary** **Modifiable: Yes.**

Transactions to Include	List of four options for types of transactions to be included in the report.
	    (1) Merged (both reconciled and unreconciled);
	    (2) Unreconciled;
	    (3) Reconciled;
	    (4) Reconciled with date range.
	The 4th option will produce two additional fields to allow searching on reconciled date range.
	Required: Yes, but defaults to Merged option.
	Modifiable: Yes.

Start Date	*This (and the End Date below) only shows up when option #4 above (Reconciled with date range) is selected, see image below.* The starting date range for the reconciled date. Start Date must be <= End Date. **Required: Yes, but it defaults to October 1st of the current fiscal year.** **Modifiable: Yes.**
End Date	The ending date range for the reconciled date. End Date must be >= Start Date. **Required: Yes, but defaults to September 30th of the current fiscal year.** **Modifiable: Yes.**

Reconciliation Report Main Screen Buttons

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

Image of Reconciliation Report Submission Form with Date Range

Chapter 3.6, Reconciliation Report
CRIS Allocation Tracking System (CATS) Manual, October 2008

III. Report

Image of Reconciliation Report

```
09/23/2008                          Agricultural Research Service                                      1
                                    CRIS Allocation Tracking System

                                         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  2,000.00  09/15/2008   700-801021091000003       2100
                                                      COLINS
                                                                         _____
                                                        Account Total:      2,727.00


                        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
```

Chapter 3.6, Reconciliation Report
CRIS Allocation Tracking System (CATS) Manual, October 2008

Page intentionally left blank

Chapter 3.7, Budget Object Class (BOC) Report

Contents

I. Introduction

The Budget Object Clas s (BOC) Report m odule will consist of a report subm ission 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 cr iteria for filtering records f or the repo rt. 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 B OC of 6000, ledger date of current date, and the first transa ctions to in clude 'Merged (both reconciled and unreconciled', from the list of options.

Image of BOC Report Submission Form

BOC Report Main Screen Fields

Field Name	Description / Rules / Notes
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.**

Chapter 3.7, Budget Object Code (BOC) Report
CRIS Allocation Tracking System (CATS) Manual, October 2008

BOC Report Main Screen Fields, (cont.)

Start Sub Account	*Sub account range is for a single accounting code only.* The starting sub account range for the sub account. Sub account must be within the user's security. . **Required: No** **Modifiable: Yes.** **?** button: CATS will display the list of sub accounts within the user's security for the starting account.
End Sub Account	The ending sub account range for the sub account. Sub account code must be within the user's security. **Required: Yes if a Start Sub was entered, defaults to Start Sub Entered** **Modifiable: Yes.** **?** button: CATS will display the list of sub accounts within the user's security for the ending account.
Start BOC	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. **Required: Yes, defaults to 1000** **Modifiable: Yes.** **?** button: CATS will display a list of the active BOCs in the CATS system.
End BOC	The ending BOC range for the BOC. End BOC must be >= Start BOC. **Required: Yes, defaults to 6000.** **Modifiable: Yes.** **?** button: CATS will display a list of the active BOCs in the CATS system.
Report Date	The date used for the report. **Required: Yes, defaults to Current Date.** **Modifiable: Yes.**

Transactions to Include	List of four options for types of transactions to be included in the report.
	   (1) Merged (both reconciled and unreconciled);
	   (2) Unreconciled;
	   (3) Reconciled;
	   (4) Reconciled with date range.
	The 4th option will produce two additional fields to allow searching on reconciled date range. See Start Date and End Date below.
	Required: Yes, defaults to Merged option #1.
	Modifiable: Yes.

Salaries Only	When checked, indicates salary only transactions will print on the report. **Required: No.** **Modifiable: Yes.**

Chapter 3.7, Budget Object Code (BOC) Report
CRIS Allocation Tracking System (CATS) Manual, October 2008

BOC Report Main Screen Fields, (cont.)

Start Date	*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.* 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 1st 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 30th 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

Chapter 3.7, Budget Object Code (BOC) Report
CRIS Allocation Tracking System (CATS) Manual, October 2008

Chapter Top
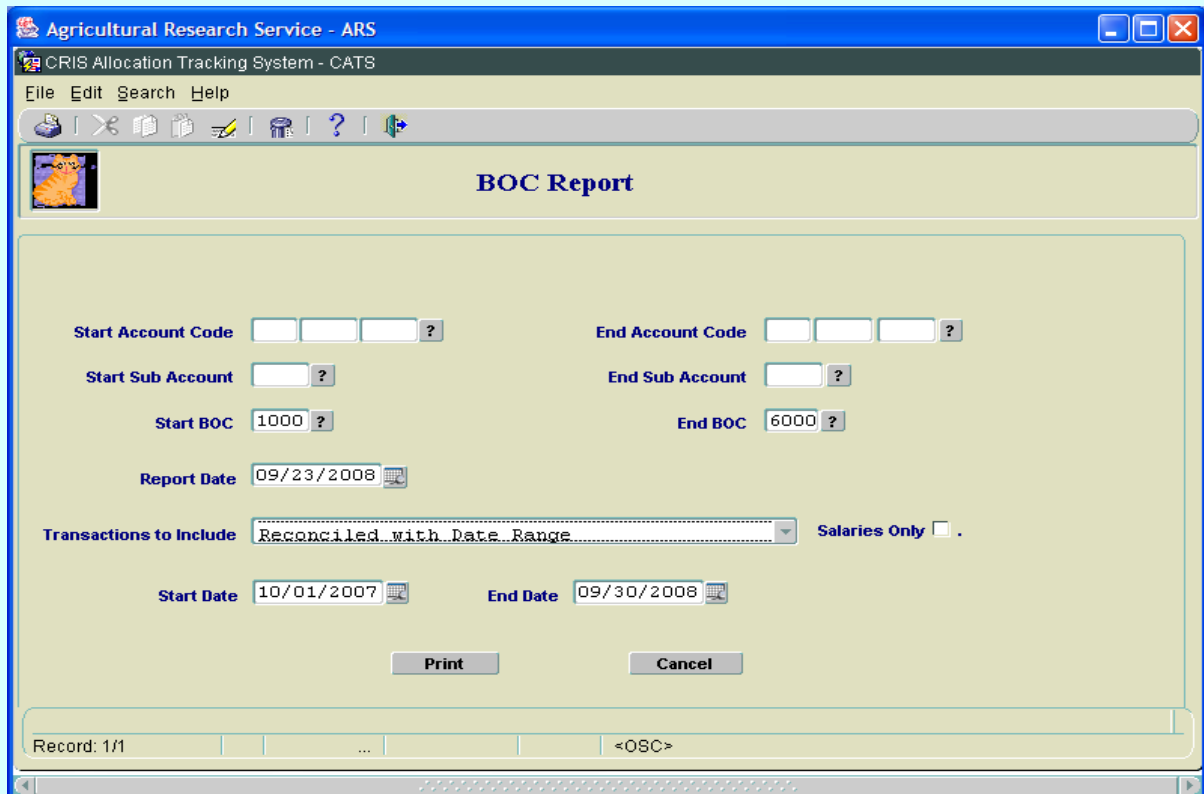
III. Report

Image of BOC Report

```
09/23/2008                        Agricultural Research Service                                        2
                                  CRIS Allocation Tracking System

                                         BOC Reporting

                                     Report Date 09/23/2008


BOC(s) Selected:  1000 : 6000
ALL RECONCILED AND UNRECONCILED TRANSACTIONS                             OBJECT  RECONCILE    ORDER
TRANSACTION                   AMOUNT   VENDOR          DESCRIPTION        CLASS    DATE        DATE    SUB  SUBHOLDER

TRAV-00XB7E                1,738.50  LACOUR, JOSEPH   08/18-08/22/08       2100  08/21/2008 08/20/2008 003  12018888800600D
                                                     FT. COLLINS
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          09/19/2008 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 MU 801-1201-911:  1,658,763.50
```

Chapter 3.7, Budget Object Code (BOC) Report
CRIS Allocation Tracking System (CATS) Manual, October 2008

Page intentionally left blank

Chapter 3.8, Projections Report

Contents

I. Introduction

The Projections Report Module, lik e all other reports, consists of   a report subm ission 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 t he selected criteria in the defined   format for viewing and/or   saving to PC.   The Projections report is used to show   the or iginal projection am ounts, am ounts rem ain, 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 m ain screen is used to select the accoun   t, sub account, and/or   budget object class code range.

Image of Projection Repot Main Screen

Projections Report Main Screen Fields

Field Name	Description / Rules / Notes
Start Account Code	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. **Required: Yes** **Modifiable: Yes** **?** button: CATS shall display the list of account codes the user has access to.
End Account Code	The ending account code. Must be within the user's security. Must be >= the starting account code. **Required: Yes, but defaults to the Start Code.** **Modifiable: Yes** **?** button: CATS shall display the list of account codes the user has access to.

Projections Report Main Screen Fields, (cont.)

Start Sub Acct	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. **Required: No** **Modifiable: Yes** Required: No. Modifiable: Yes. Type: Sub Account. **?** button: CATS shall display the list of sub accounts for the entered account.
End Sub Acct	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. **Required: Only if there is a Start Sub, and defaults to Start Sub** **Modifiable: Yes** **?** button: CATS shall display the list of sub accounts for the entered account.
Start BOC	The starting budget object class code for the range of BOCs. Start BOC must be less than or equal to the End BOC. **Required: No** **Modifiable: Yes** **?** button: CATS shall display the list of all BOCs for projections within the use's security.
End BOC	The ending budget object class code for the range of BOCs. End BOC must be greater than or equal to the Start BOC. **Required: Only if there is a Start BOC, and defaults to Start B OC** **Modifiable: Yes** **?** button: CATS shall display the list of all BOCs >= the starting BOC for projections within the user's security.

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                    Page:    1
                                   CRIS Allocation Tracking System
                                       Projections Listing


Account:  801-0312-910
                                                 Projection Amount      Balance Amount
     Projection: 1     travel          08/20/2008      $100,000.00          $99,700.00

                  Sub
                  Acct  CRIS                          Projection Amount    Percent
                  _____
                  001   0312-88888-001-00-D              $100,000.00       100.00

                                              Requisition Number        Sub           Amount
                        Linked Documents      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

                                              Requisition Number        Sub           Amount
                        Linked Documents      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 3.8, Projections Report
CRIS Allocation Tracking System (CATS) Manual, October 2008

Chapter 3.9, Requisition Report

Contents

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

Field Name	Description / Rules / Notes
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 shall display the list of accounts within the user's security.
End Account Code	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. **Required: Yes but defaults to Start Accounting Code** **Modifiable: Yes** **?** button: CATS shall display the list of accounts within the user's security.

Chapter 3.9, Requisition Report
CRIS Allocation Tracking System (CATS) Manual, October 2008

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

Button Name Actio ns	
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                                    1
                                  CRIS Allocation Tracking System
                                       Requisition Report
                                  Ledger Date:  08/27/2008
                                                                       OBJECT RECON  REQUEST STATUS
REQUISITION NO        SUB  DOCUMENT TYPE      AMOUNT    VENDOR           DESCRIPTION              CLASS  FLAG    DATE    CODE
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  PT   Upchurch Travel to NP301  2100    U   08/20/2008   W
                                                       COLINS

                           Grand Total:     2,640.00
```

Chapter 3.9, Requisition Report
CRIS Allocation Tracking System (CATS) Manual, October 2008

Page intentionally left blank

Chapter 3.10, Relocation Report

Contents

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

Field Name	Description / Rules / Notes
User Name	The users name who the agency is tying to a relocation. **Required: Yes.** **Modifiable: Yes**. **?** button: CATS will display the list of relocation user assigned to locations within the user's security within the relocation users table.
Transactions to Include	List of three options for types of transactions to be included in the report. (1) Merged (both reconciled and unreconciled); (2) Unreconciled; (3) Reconciled; **Required: Yes.** **Modifiable: Yes**, **defaults to "Merged (both reconciled and unreconciled)".**

Relocation Report Main Screen Buttons

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

B. Relocation by Mode Code
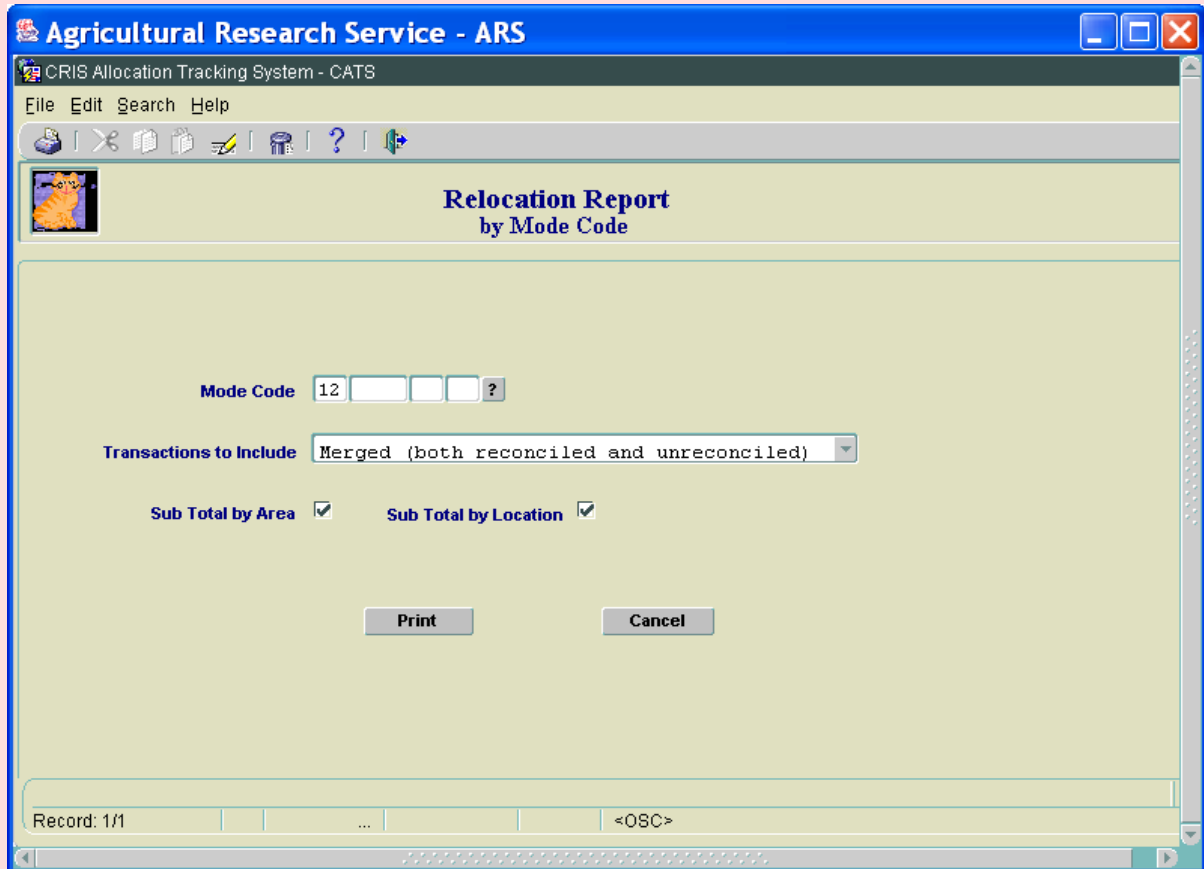
Relocation Report by Mode Code Main Screen Fields

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

Chapter 3.10, Relocation Report
CRIS Allocation Tracking System (CATS) Manual, October 2008

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

Transactions to Include	List of three options for types of transactions to be included in the report.
	    (1) Merged (both reconciled and unreconciled);
	    (2) Unreconciled;
	    (3) Reconciled;
	
	Required: Yes.
	Modifiable: Yes, **defaults to "Merged (both reconciled and unreconciled)".**

Sub Total by Area	When checked, a sub total by area will be included in the report. **Required: No.** **Modifiable: Yes**.
Sub Total by Location	When checked, a sub total by location will be included in the report. **Required: No.** **Modifiable: Yes**.

Relocation Report by Mode Code Main Screen Buttons

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

Chapter 3.10, Relocation Report
CRIS Allocation Tracking System (CATS) Manual, October 2008

III. Report

A. Relocation by User

Image of Relocation Report By User

```
09/23/2008                        Agricultural Research Service                                      1
                                  CRIS Allocation Tracking System

                                      Relocation Report for
                                          ZUELKE, KURT A

ALL RECONCILED AND UNRECONCILED TRANSACTIONS                           OBJECT  RECONCILE  REQUEST
TRANSACTION                     AMOUNT   VENDOR        DESCRIPTION      CLASS    DATE       DATE   SUB  SUBHOLDER

TRAV-stuff                      600.00  KURT ZUELKE   09/01/2008 - 09/30/2008   2100          08/20/2008 050  3625-21000-050-00D

TRAV-stuff                    2,400.00  KURT ZUELKE   09/01/2008 - 09/30/2008   2100          08/20/2008 053  3625-21000-053-00D
                             _____
   Subtotal 801-3625-112 :    3,000.00

GENE-801362599500003         22,000.54  ZUELKE, KURT  ZUELKE, KURT - GBL        2670          08/19/2008 001  3625-88888-777-00D
TRAV-AKBDSKPJ                19,543.25  ZUELKE, KURT                            2100          08/19/2008 001  3625-88888-777-00D
TRAV-abdfsd                     542.33  ZUELKE, KURT  RELOCATION - APRIL        2100          08/19/2008 001  3625-88888-777-00D
                             _____
   Subtotal 801-3625-995 :   42,086.12
                             _____
   Subtotal 3625 :           45,086.12
                             _____
   Grand Total :             45,086.12
```

Chapter 3.10, Relocation Report
CRIS Allocation Tracking System (CATS) Manual, October 2008

B. Relocation by Mode Code

Image of Relocation Report By Mode Code

```
09/23/2008                        Agricultural Research Service                                    1
                                  CRIS Allocation Tracking System

                                  Relocation Report by Modecode


ALL RECONCILED AND UNRECONCILED TRANSACTIONS                      RELOCATION OBJECT RECONCILE  REQUEST
TRANSACTION               AMOUNT  VENDOR          DESCRIPTION        USER     CLASS   DATE      DATE    SUB SUBHOLDER

TRAV-Relo Koch        112,000.00  LEON KOCHIAN    Relocation       KOCHIAN,  2199             08/20/2008 001 1907-21000-017-00D
                                                                   LEON
TRAV-Relo Koch        -20,123.00  MOVING COMPANY  Moving Company   KOCHIAN,  2199             08/20/2008 001 1907-21000-017-00D
                                                                   LEON
TRAV-Relo Koch         20,123.00  MOVING COMPANY  Moving Company   KOCHIAN,  2222             08/20/2008 001 1907-21000-017-00D
                                                                   LEON
TRAV-Relo Koch 2       -1,232.50  LEON KOCHIAN    Travel Home      KOCHIAN,  2199             08/20/2008 001 1907-21000-017-00D
                                                                   LEON
                     _____
 Subtotal 801-1907-100:  110,767.50

                     _____
 Subtotal 1907:         110,767.50

                     _____
 Subtotal 19 :          110,767.50

                     _____
 Grand Total:           110,767.50
```

Chapter 3.10, Relocation Report
CRIS Allocation Tracking System (CATS) Manual, October 2008

Chapter Top   **Table of Contents**

Chapter 3.11, Repair and Maintenance Report

Contents

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

Field Name	Description / Rules / Notes
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.** **Modifiable: Yes, defaults to Start Accounting Code.** **?** button: CATS will display the lit of accounts within the user's security.
Ledger Date	The date used for the report. **Required: Yes.** **Modifiable: Yes, defaults to Current Date.**
Sub Total by Account	When checked, a sub total by account will be included in the report. .

Chapter 3.11, Repair and Maintenance Report
CRIS Allocation Tracking System (CATS) Manual, October 2008

Repair and Maintenance Report Main Screen Buttons

Button Name Actions	
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                          1
                                CRIS Allocation Tracking System

                             Summary of Repair and Maintenance Obligations
                                     Ledger Date  09/24/2008

ACCOUNT CODE:  801-3625-966
ACCOUNT DESCRIPTION:  O&M ACCOUNT

                                                                          OBJECT    LEDGER
TRANSACTION                    AMOUNT    VENDOR      DESCRIPTION            CLASS     FLAG

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
```

Chapter 3.11, Repair and Maintenance Report
CRIS Allocation Tracking System (CATS) Manual, October 2008

Page intentionally left blank

Table of Contents

Chapter 3.12, Year End Estimate Report

Contents

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

Field Name	Description / Rules / Notes
Start Account Code	The starting account code range for the report. 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 and defaults to the Starting Account Code.** **Modifiable: Yes.**

Year End Estimate Report Main Screen Buttons

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

III. Report


```
09/24/2008                        Agricultural Research Service                                            1
                                 CRIS Allocation Tracking System

                                      Year End Estimate

ACCOUNT CODE:  801-0312-910
ACCOUNT DESCRIPTION:  EXTRAMURAL AGREEMENTS DIVISION

ALL UNRECONCILED TRANSACTIONS
                                                                     OBJECT  LEDGER  LEDGER
                                                                                     ORDER
TRANSACTION                    AMOUNT    VENDOR         DESCRIPTION   CLASS   FLAG    DATE      SUB  SUBHOLDER
PROJ-801031291000001         99,700.00  PROJECTION     travel        1100    N    08/20/2008  001  03128888800100D

   Subtotal BOC 1000:        99,700.00

PROJ-801031291000005         98,800.00  PROJECTION     utilities     2310    N    08/20/2008  001  03128888800100D

   Subtotal BOC 2300:        98,800.00

CRCD-2008-KMH00003               75.00  GIANT          fruit tray    2500    N    08/20/2008  001  03128888800100D
PROJ-801031291000003         19,425.00  PROJECTION     training      2523    N    08/20/2008  001  03128888800100D

   Subtotal BOC 2500:        19,500.00

CRCD-2008-KMH00004              200.00  OFFICE DEPOT   folders       2600    N    08/20/2008  001  03128888800100D
PROJ-801031291000002         45,910.00  PROJECTION     supplies      2600    N    08/20/2008  001  03128888800100D
700-801031291000003           3,000.00  OFFICE DEPOT   chairs        2670    N    08/20/2008  001  03128888800100D
CRCD-2008-KMH00001               15.00  FEDEX          shipping      2670    N    08/20/2008  001  03128888800100D

   Subtotal BOC 2600:        49,125.00

700-801031291000001         100,000.00  TARGET         tractor       3100    N    08/20/2008  001  03128888800100D

   Subtotal BOC 3100:       100,000.00

   Subtotal MU 801-0312-910:  367,125.00

Grand Total:                367,125.00
```

Chapter 3.12, Year End Estimate Report
CRIS Allocation Tracking System (CATS) Manual, October 2008

Page intentionally left blank

Chapter 3.13, User Account Reports

Contents

I. Introduction

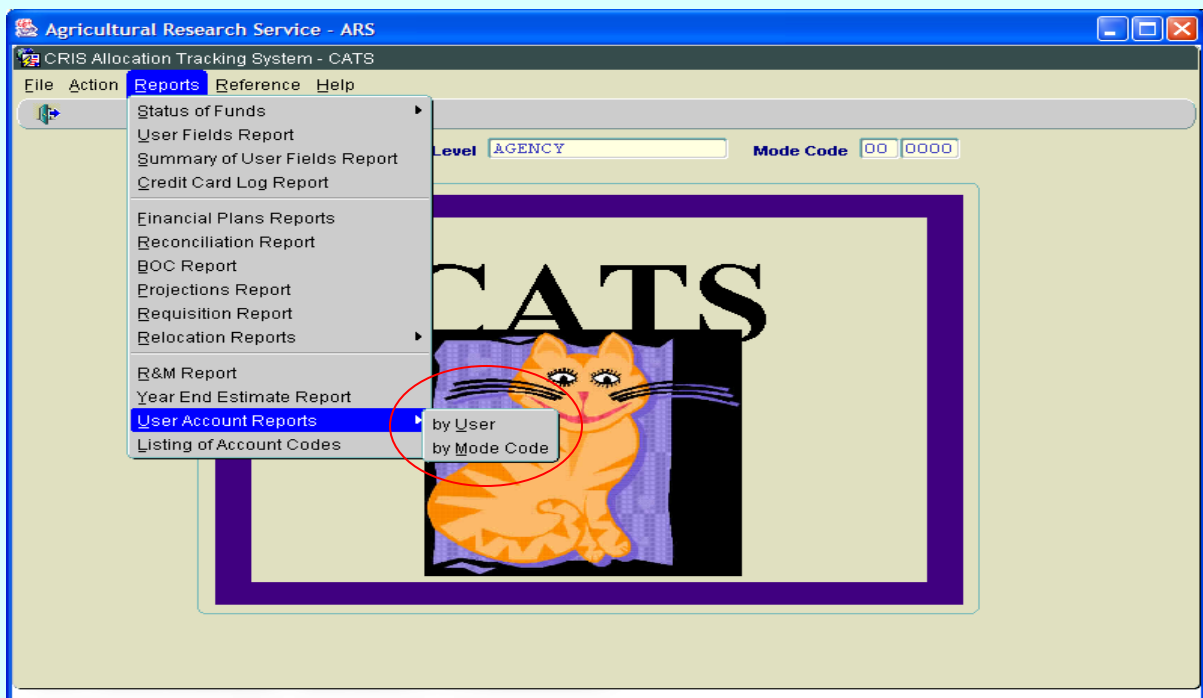The User Account reports modules will consist of a report submission form and a printed report.

A. Purpose

The form is used to enter c riteria for filtering records for the repo rt. The repo rt is used to se e which accounts/mode codes user have access to and vise versa. The User Account Report Men u has two option; one by User and one by Mode Code , (see im age below). The report is used to produce a PDF of the selected criteria in the defined format for viewing and/or saving to PC.
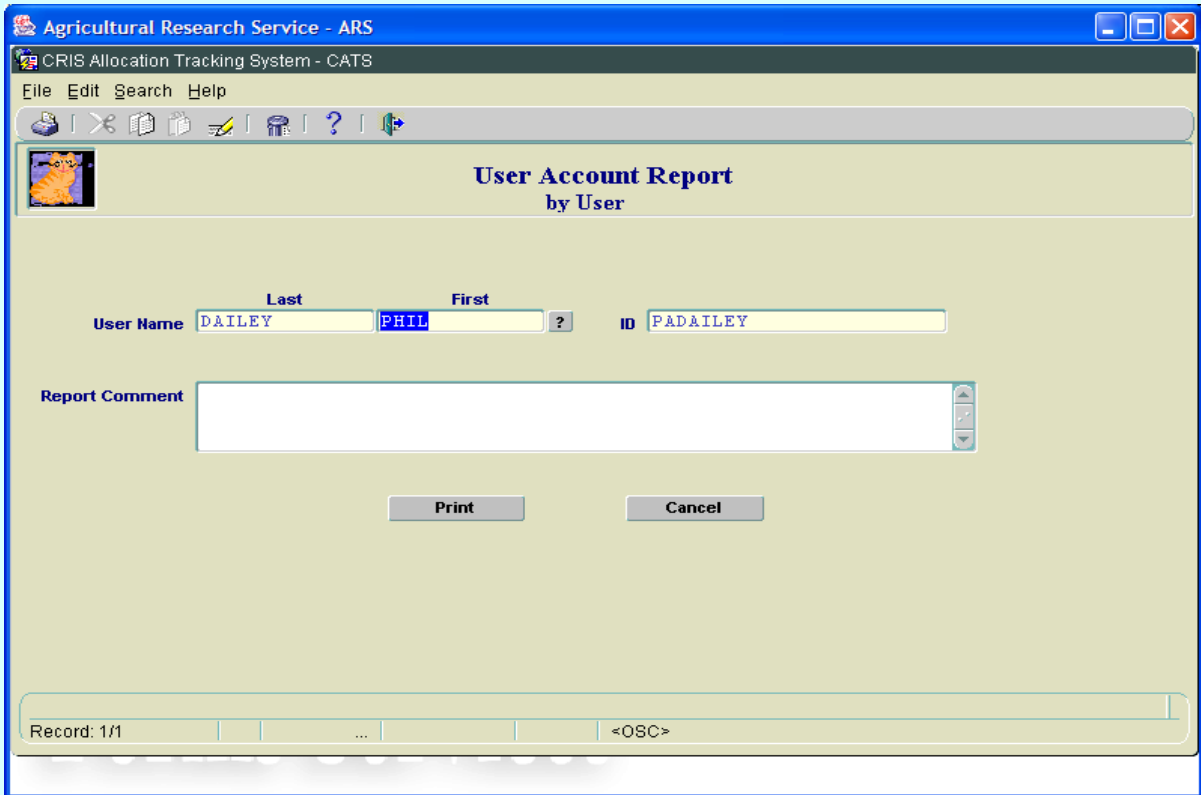
B. Access Levels

CATS will allow Location, Area, and Agency user s to access this optio n. Users will only have access to distributions for accounts and sub accounts they have access to.

Chapter 3.13, User Account Reports
CRIS Allocation Tracking System (CATS) Manual, October 2008

Chapter Top   Table of Contents

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

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

Chapter 3.13, User Account Reports
CRIS Allocation Tracking System (CATS) Manual, October 2008

User Account Report by User Main Screen Buttons

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

B. User Account by Mode Code
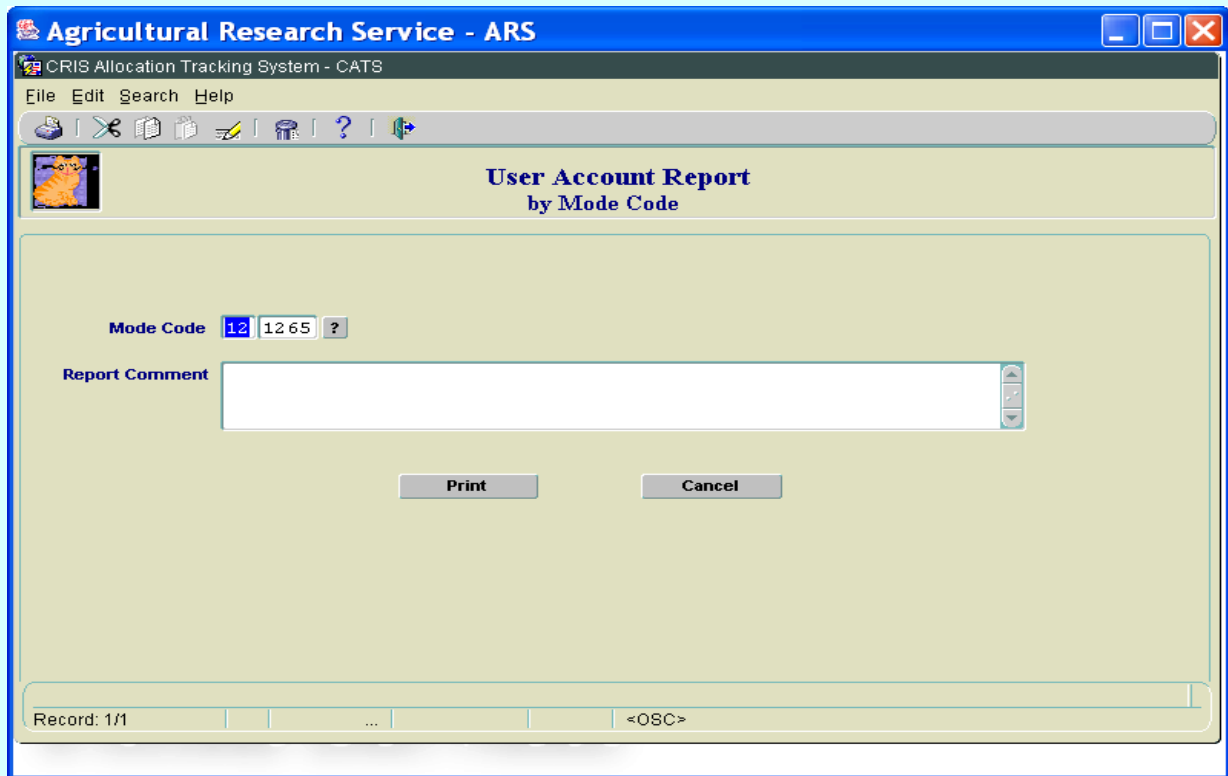
Image of User Account Report by Mode Code Main Screen

User Account Report by Mode Code Main Screen Fields

Field Name	Description / Rules / Notes
Mode Code	The area code and the 4th 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

Button Name Actions	
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")

Chapter 3.13, User Account Reports
CRIS Allocation Tracking System (CATS) Manual, October 2008

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)

```
09/24/2009                    Agricultural Research Service                        1
                            CRIS Allocation Tracking System
                            User Account Report by Mode Code


Modecode   User (Last, First)            Security Level          Status


  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
```

Chapter 3.13, User Account Reports
CRIS Allocation Tracking System (CATS) Manual, October 2008

Page intentionally left blank

Chapter 3.14, Listing of Account Codes Report

Contents

I. Introduction

The Listing of Account Codes Report m odule w ill cons ist of a report subm ission for m 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 select ed), their as sociated subs (CRISs) with expira tion dates. It also prints (if selected) all of the presets associated with th e accounting codes selected. See Chapter 4.2, Managem ent Unit Adm inistration for m ore info on subs a nd presets. The report c 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 a ccounts. 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.
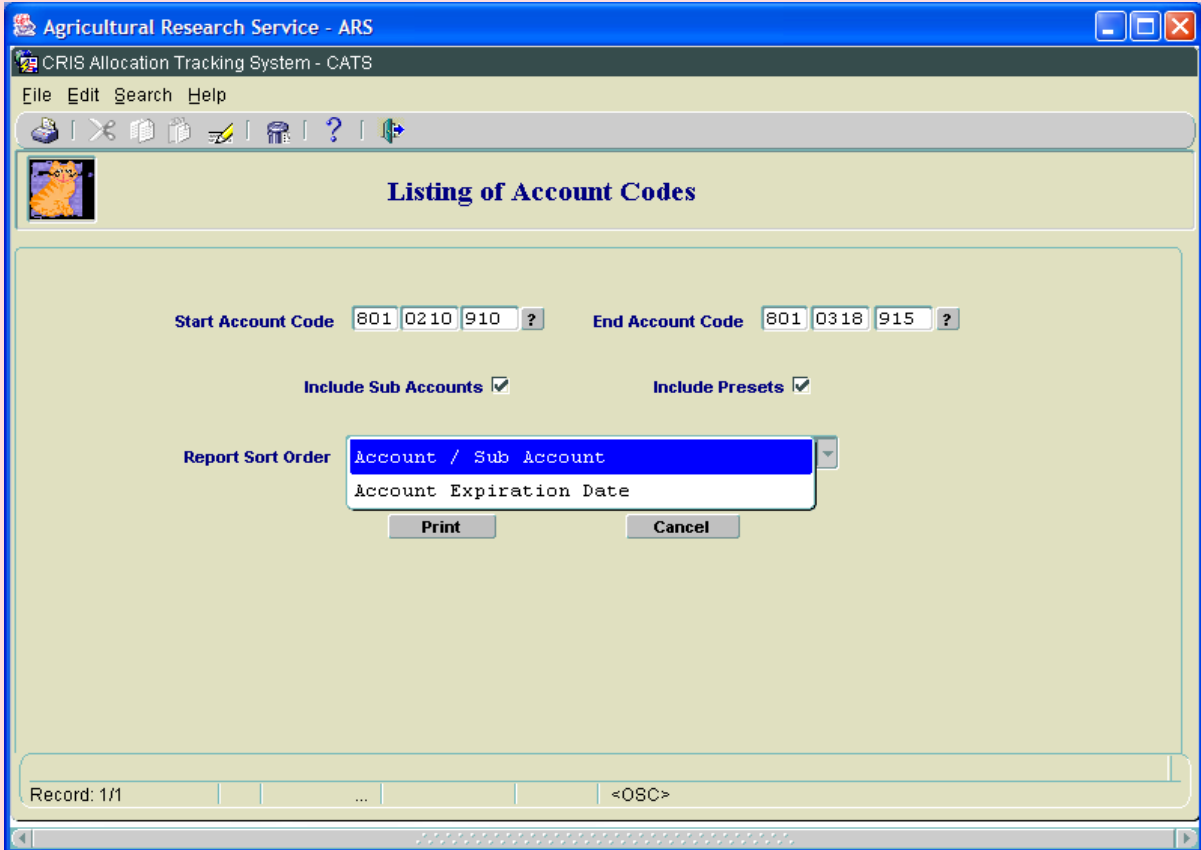
B. Access Levels

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

Field Name	Description / Rules / Notes
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, defaults to Start Account Code.** **Modifiable: Yes.** **?** button: CATS will display the list of accounts within the user's security.

Chapter 3.14, Listing of Account Codes Report
CRIS Allocation Tracking System (CATS) Manual, October 2008

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

Include Sub Accounts	When checked the report will contain sub accounts. **Required: No, defaults checked.** **Modifiable: Yes.**
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. **Required: No, defaults unchecked.** **Modifiable: Yes.**

Report Sort Order	List of two options for sorting the report.
	    (1) Account / Sub Account
	    (2) Account Expiration Date (when selected will not contain presets, see Include Presets above).
	
	Required: Yes, defaults to "Account/Sub Account Code"
	Modifiable: Yes.

Listing of Accounting Codes Report Main Screen Buttons

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

Chapter Top   **Table of Contents**

III. Reports

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

```
09/24/2008                      Agricultural Research Service                             1
                              CRIS Allocation Tracking System

                                  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
```

Chapter 3.14, Listing of Account Codes Report
CRIS Allocation Tracking System (CATS) Manual, October 2008

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

```
09/24/2008                        Agricultural Research Service                              1
                                 CRIS Allocation Tracking System

                                   Listing of Account Codes

  Account / Sub Code      Description                                         Expire Date

  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     ABC                                                         09/30/2011
  801-0212-910     001                                                         09/30/2011
```

Chapter 3.14, Listing of Account Codes Report
CRIS Allocation Tracking System (CATS) Manual, October 2008

Page intentionally left blank

Chapter 4.1, Change Security / Mode Code Module

The Change Security / Mode Code screen is u   sed to chan ge the user's curren t se curity leve l. Users that have multiple security lev els will hav e access to this function.   If a user h as multiple levels, they must select one of them when in itially entering CATS. They can change it when in CATS from the "Change Securi ty/Mode Code" option under the "Reference Menu". CATS will display the user's current security level and m ode 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
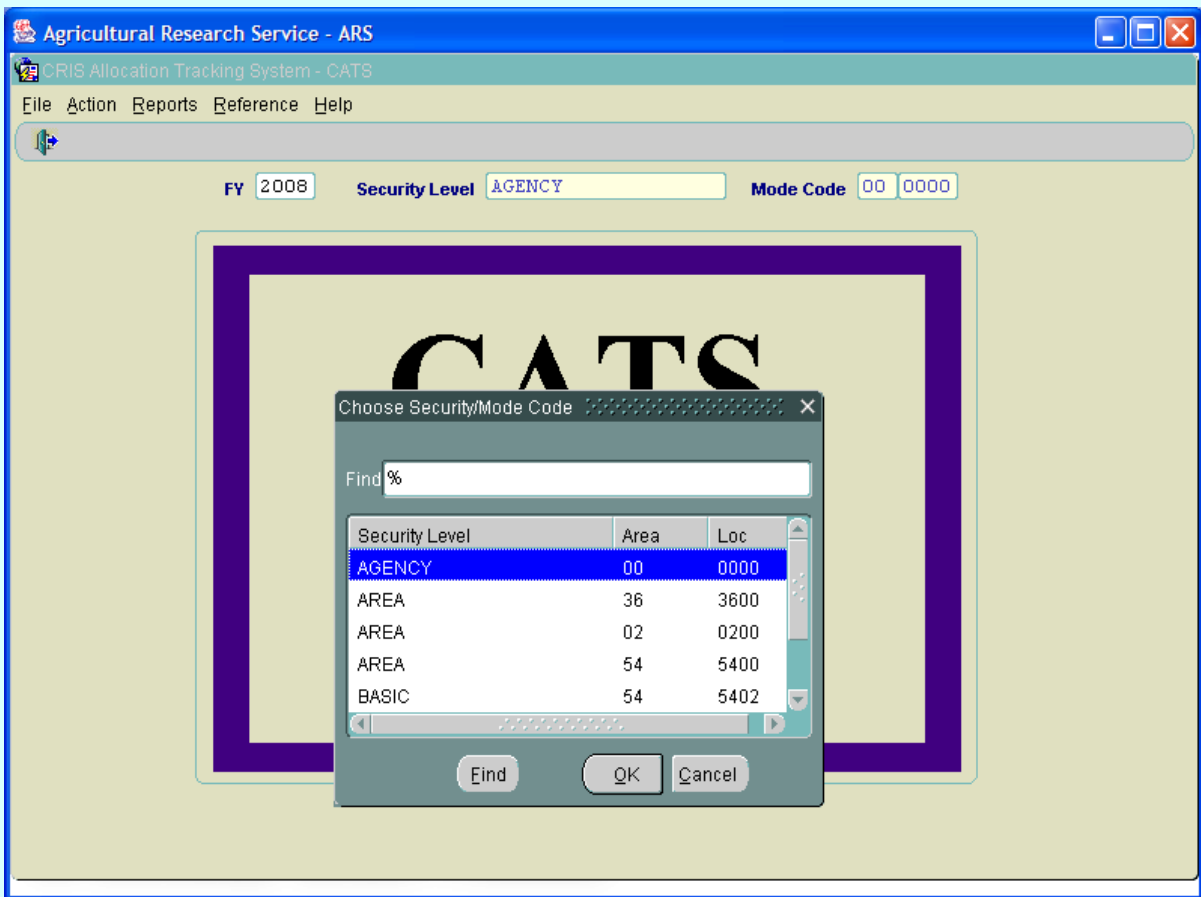
Change Security Level/Mode Code Main Screen Fields

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.

Chapter 4.1, Change Security / Mode Code
CRIS Allocation Tracking System (CATS) Manual, October 2008

Table of Contents

Page intentionally left blank

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

Contents

I. Introduction

A. Purpose

The MU Administration form is used by Agency, Area, and Location administrators to set up an d 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 so rt 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.

Chapter 4.2, Management Unit Administration
CRIS Allocation Tracking System (CATS) Manual, October 2008

MU Administration List Tab Buttons

Button Name	Actions
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
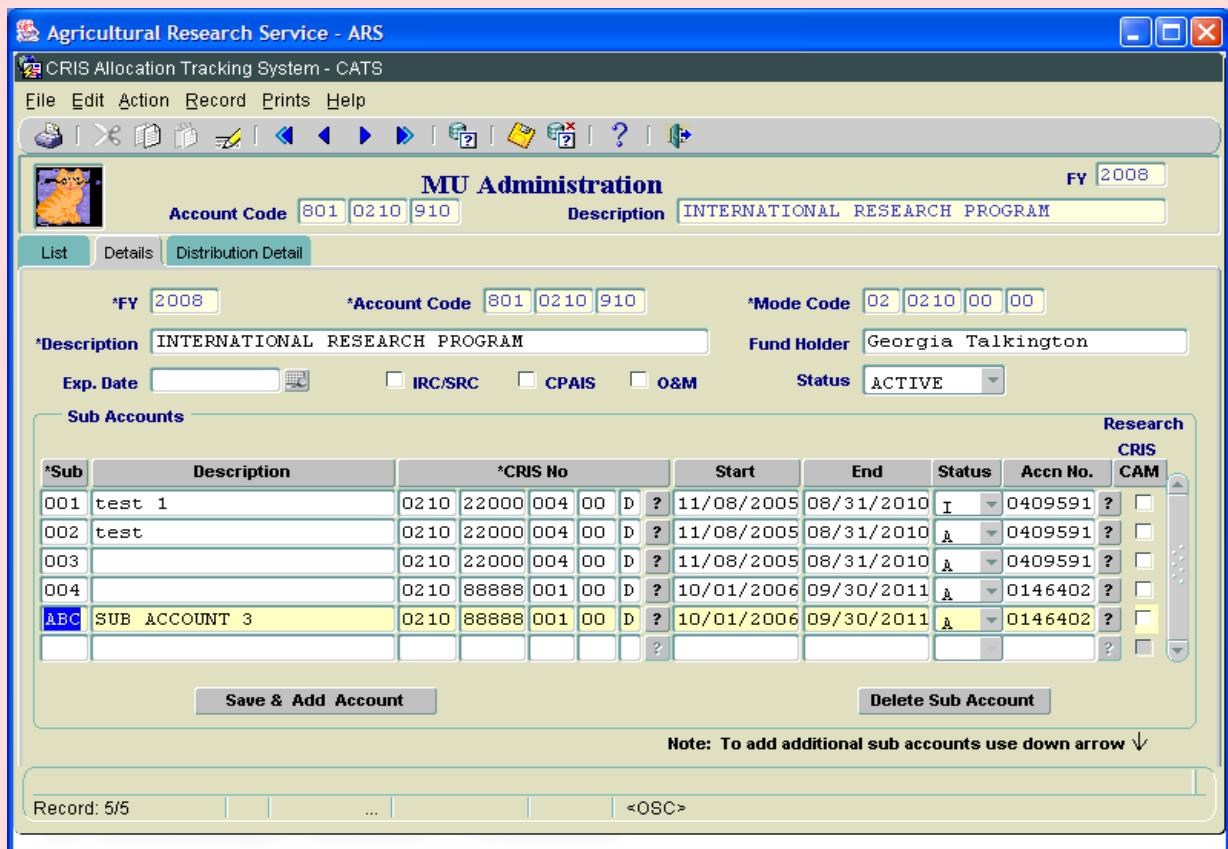
MU Administration Details Tab Fields, Top Field Set

Field Name	Description / Rules / Notes
FY	The user's default fiscal year.

Chapter 4.2, Management Unit Administration
CRIS Allocation Tracking System (CATS) Manual, October 2008

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

Account Code	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. **Required: Only when creating a new record.** **Modifiable: Only when creating the record.** **?** button: CATS will display a merged list of accounts that exist in ARMPS and SAMS, in ADD mode only.
Mode Code	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. **Required: Only when creating a new record.** **Modifiable: Only when creating the record.** **?** button: CATS will display this list of active mode codes in CATS, in ADD mode only.
Description	The name or description of the account. This field is populated if you selected a valid accounting code above, but it can be changed. **Required: Yes.** **Modifiable: Yes.**
Fund Holder	The name of the fund holder for the account; displayed on reports. **Required: No.** **Modifiable: Yes.**
Exp. Date	The expiration date for the account. Generally used for soft funds only, but can be used for an account. **Required: No** **Modifiable: Yes.**
IRC/SRC	When checked, indicates that the account is an IRC/SRC account. Account will not be included in CAM if box is checked. **Required: No, but should be checked for all IRC/SRC accounts.** **Modifiable: Yes.**
CPAIS	When checked, indicates that the account is used for CPAIS. Contact your ABFO if you have questions concerning CPAIS accounting codes. **Required: No, but should be checked or all CPAIS accounts.** **Modifiable: Yes**

Chapter 4.2, Management Unit Administration
CRIS Allocation Tracking System (CATS) Manual, October 2008

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

O&M	When checked, indicates that the account is used for O&M activities. **Required: No, but should be checked for all O&M accounts.** **Modifiable: Yes**
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. **Required: Yes.** **Modifiable: Yes.**

MU Administration Details Tab Fields, Sub Accounts Frame

Field Name	Description / Rules / Notes
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. **Required: Only if adding a new account.** **Modifiable: Only if adding a new account.**
Description	The name or description of the sub account. **Required: No, but recommended.** **Modifiable: Yes**
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. **Required: Yes** **Modifiable: Yes** **?** 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. **Required: Yes.** **Modifiable: Yes**.
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. **Required: Yes.** **Modifiable: Yes**.

Chapter 4.2, Management Unit Administration
CRIS Allocation Tracking System (CATS) Manual, October 2008

Chapter Top

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

S (Status) *This iswhere you Terminate Subs/CRISs. Set the status to "I" and the CRIS is terminated.*	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. **Required: Yes and defaults to "A"** **Modifiable: Yes**.
Accn No.	The project's accession number. This accession number must exist in ARIS if the accession number is entered. **Required: Only if a project is in ARIS.** **Modifiable: Yes but if typed in the accession number must exist in ARIS.** **?** button: Does the same as the LOV for the CRIS Number above.
Research CRIS CAM	When checked, indicates that the CRIS is a research CRIS, and also flags the record to be pulled for the CAM Rollup. **Required: Yes.** **Modifiable: Yes**.

MU Administration Details Tab Buttons

Button Name	Actions
Save & Add Account	CATS will save the record and clear the screen, and position the cursor in the account code field, ready to add another account.
Delete Sub Account	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.

Saving and Navigating

The account and sub account(s) are maintained on the same screen. When the user moves from the account s ection to the s ub account section, CATS   will check to see if   a ll required inform ation (account code, m ode code, descrip tion) have been entered, and if they have not, CATS will alert the user that they cannot precede 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 attem   pts to leave this screen without entering at least one su b account, CATS will display an alert m essage and preven t the accoun t information from being saved.

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

This tab is used to define pres et distributions, (aka P codes)   and allocate sub accounts to them. This makes it easy for u sers to split transactions between m ultiple sub accounts with out having to manually enter the splits on the   account details tabs. For inst   ance, if a unit routinely split   s transactions between m ultiple sub accounts (CRISs) they can set up th ese splits here. Then when entering transactions from any of th e data entry screen s, they select the correct p reset as th e sub and CATS will automatically split that transaction by the pre-defined percentages.

Example: If I have an accoun ting code that has two CRISs (s ub 001 and sub 002) and I routinely split trans actions betwe en 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 pu t 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 00 1, 002 and P01. If I sele ct P01, CATS will au tomatically 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 inform ation, and the bo ttom half contains the list of sub accounts and their percents allocated to the distribution.

Image of MU Administration, Distribution Detail Tab

Chapter 4.2, Management Unit Administration
CRIS Allocation Tracking System (CATS) Manual, October 2008

MU Administration Distribution Detail Tab Fields, Preset Distribution Frame

This is a list of the Pres et Distributions previo usly set up. If it is blank , this accou nt 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 fram   es. *Deleting or Obsoleting a Preset will have no effe ct on documents upon which it was p reviously used. They will all remain i ntact as the preset was use for accounting distribution and that distribution was saved with the document.*

Field Name	Description / Rules / Notes
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

Button Name	Actions
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

Field Name	Description / Rules / Notes
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. **Required: Yes.** **Modifiable: Yes, but not after it is saved.**
Description	The description of the Preset **Required: Yes.** **Modifiable: Yes**.
Status	The status of the preset: Active ("A"), or Obsolete ("O"). Same as Status above.

MU Administration Distribution Detail Tab Fields, Sub Accounts Frame

Field Name	Description / Rules / Notes
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. **Required: Yes, at least two.** **Modifiable: Yes**. **?** 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. **Required: Yes.** **Modifiable: Yes**.

Saving

To save you should click on the Save icon on the   tool bar. CATS will require each pres   et distribution to have at least two or more sub accounts associated with it and will require th e 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

MU Administration Search Screen Fields

Field Name	Description / Rules / Notes
Account Code	The account code. **Required: No.** **Modifiable: Yes**. **?** button: CATS will display the list of all accounts the user has access to.
Mode Code	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. **Required: No.** **Modifiable: Yes**. **?** button: CATS will display the list of all mode codes the user has access to.
Account Description	The name or description of the account. CATS will allow wildcards. **Required: No.** **Modifiable: Yes and wild cards (%) can be used.**
Account Status	The status of the account. **Required: No.** **Modifiable: Yes**.
Sub Account	The sub account to search for. **Required: No.** **Modifiable: Yes**. **?** button: CATS will display the list of sub accounts in CATS for accounts that the user has access to.

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

Chapter 4.3, Shipping Address Administration

Contents

I. Introduction

Shipping addresses correspond to "receiv ing offices" in the old CATS system . This information is stored to provide con sistent recurring address information for the receiver of the purchase and is only used on the AD-700 purchase request form s. It is recommended that locations establish their Ship to Addresses very ear ly in the im plementation 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 w   hich popul ates the Ship To Address fields on the AD-700, eliminating the need to hand type them in. If the add resses 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 Adm inistration for m is us ed to m aintain inform ation 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 B asic u sers to vi ew a ll inf ormation in this f orm and sele ct a ship to address for the AD-700 form.

II. Main Screen

A. List Tab

CATS will display all s hipping add ress r ecords within th e user's secur ity sor ted b y 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
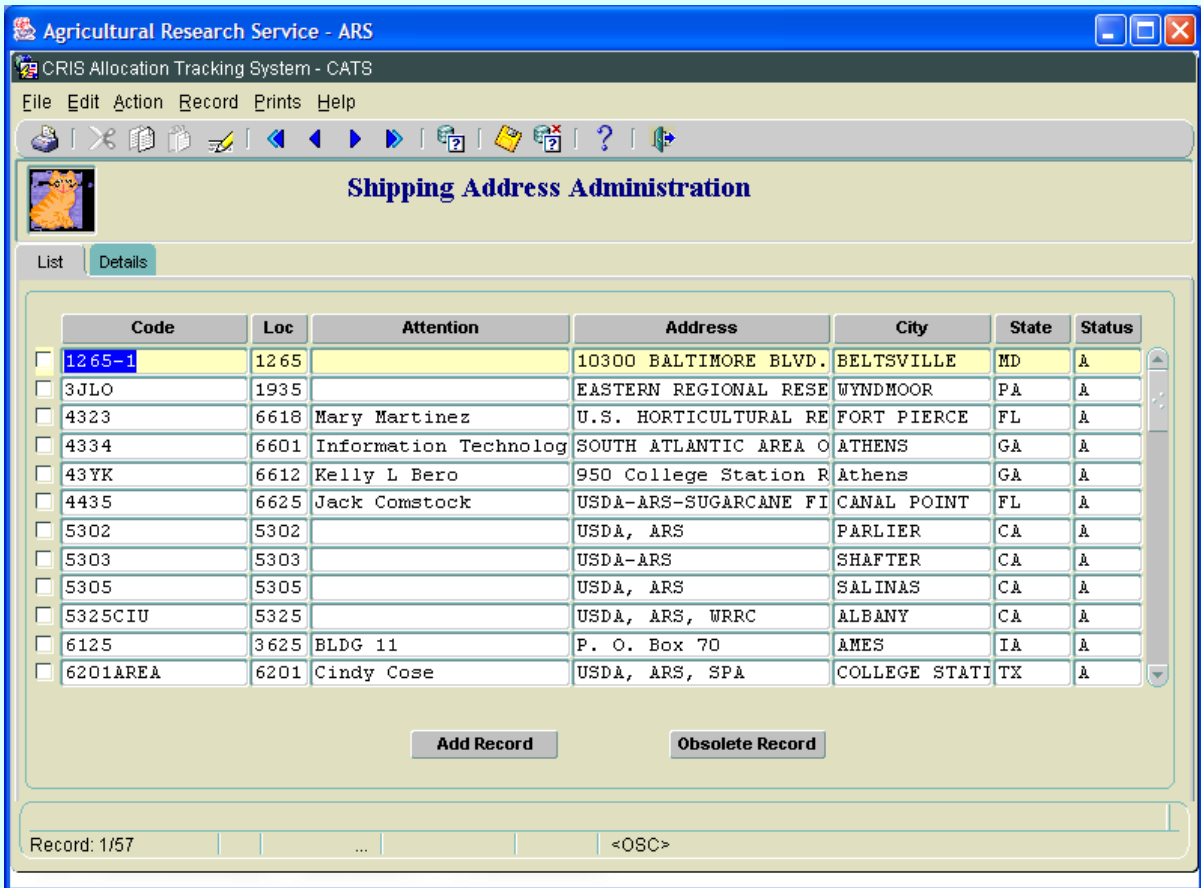
Shipping Address Administration, List Tab Fields

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.

Chapter 4.3, Shipping Address Administration
CRIS Allocation Tracking System (CATS) Manual, October 2008

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

Button Name	Actions
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

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

Chapter 4.3, Shipping Address Administration
CRIS Allocation Tracking System (CATS) Manual, October 2008

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. **Required: Yes** **Modifiable: Only when adding a new record. (<= 8 characters).**
Status	The status of the record. CATS will allow two values: "A" (Active) or "O" (Obsolete). **Required: Yes** **Modifiable: Yes, but defaults to "A" when adding a new record.**
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. **Required: No.** **Modifiable: Yes (<= 50 characters)**
Address	Two fields for the shipping address. **Required: No.** **Modifiable: Yes (<= 50 characters)**
City	The city for the shipping address. **Required: No.** **Modifiable: Yes (<= 50 characters)**
State	The two-character postal code for the address' state. Uppercase. State code must be a valid state code as recorded in ARIS. **Required: No.** **Modifiable: Yes (<= 2 characters)** **?** 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. **Required: No.** **Modifiable: Yes (between 5 and 9 digits)**
Country	The address's country. The country code must be in the ARIS country reference table. **Required: No.** **Modifiable: Yes (<= 3 characters)**

Chapter 4.3, Shipping Address Administration
CRIS Allocation Tracking System (CATS) Manual, October 2008

Chapter Top   Table of Contents

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

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

Chapter 4.3, Shipping Address Administration
CRIS Allocation Tracking System (CATS) Manual, October 2008

Chapter Top   **Table of Contents**

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

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

Chapter 4.3, Shipping Address Administration
CRIS Allocation Tracking System (CATS) Manual, October 2008

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                              1
                                  CRIS Allocation Tracking System
                                Shipping Address Administration Listing


 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 4.3, Shipping Address Administration
CRIS Allocation Tracking System (CATS) Manual, October 2008

Chapter Top   Table of Contents

Chapter 4.4, User Administration

Contents

I. Introduction

All users must have initially been given access to CATS through the standard ARS application s registration process for establishin   g all AR S users. This is done by subm   itting, through appropriate channels, a com pleted REE-235 which is available on e-F orms. Also see Chapter 1.2, System Requirem ents… Appendix B: Registering New Users   . T he *User ID is r equired* (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 need   s (ex. If they are lim   ited to view certain accounts/sub accounts). This section is used to es tablish users at th e Unit and Basic levels b y adding them from the ARIS database, and giving them rights to accounti ng codes, sub accounts, and setting their d efaults. I t is also used to set up Purchase Card users if applicable.   *If this i s 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 accou nting or sub codes.   T he acces s for these us ers mus t b e established here.*

Also, in some situations, users may be set up to have different acce sses. 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 th   e same tim e. This is no   different fro m other AR IS applications where s ecurity 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 th e Basic, Unit, and View On ly levels. The for m enables them to grant a user access to one o r m ore account and sub acc ounts, and to rem ove those gran ts. As stated above, it also allows them   to establish defa ult 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 w   ith security lev els Location , Area, and Agency to access th   is form.

II. Main Screen

A. Header Fields

User Administration Header Fields
(these change as you go from record to record)

Field Name	Description / Rules / Notes
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 th is list have been added to CATS and will have access. As with all list tabs, most data cannot be changed on these tabs; data f or spe cific reco rds can only   be changed on the Details Tab. However, the Checkbox to the left of each record *is* active on this sc reen 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
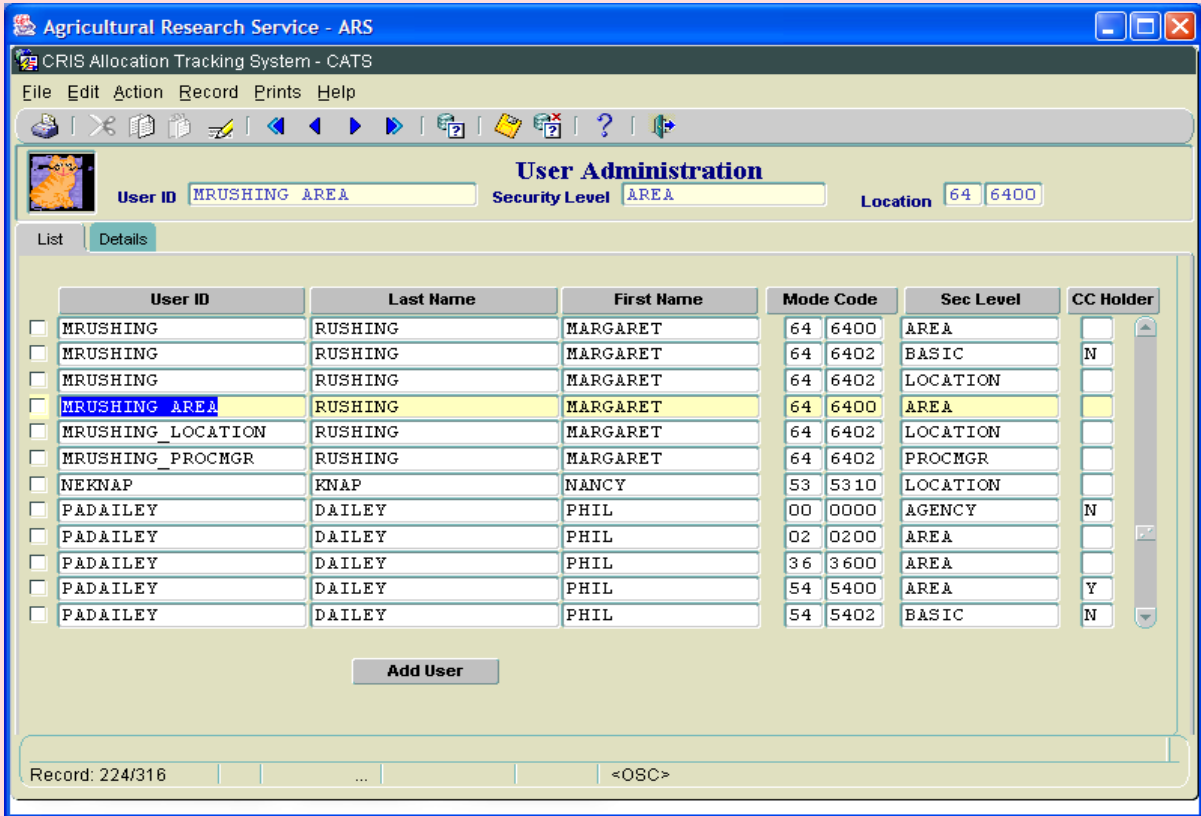
User Administration List Tab Fields

Field Name	Description / Rules / Notes
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, ***you must*** 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

Chapter 4.4, User Administration
CRIS Allocation Tracking System (CATS) Manual, October 2008
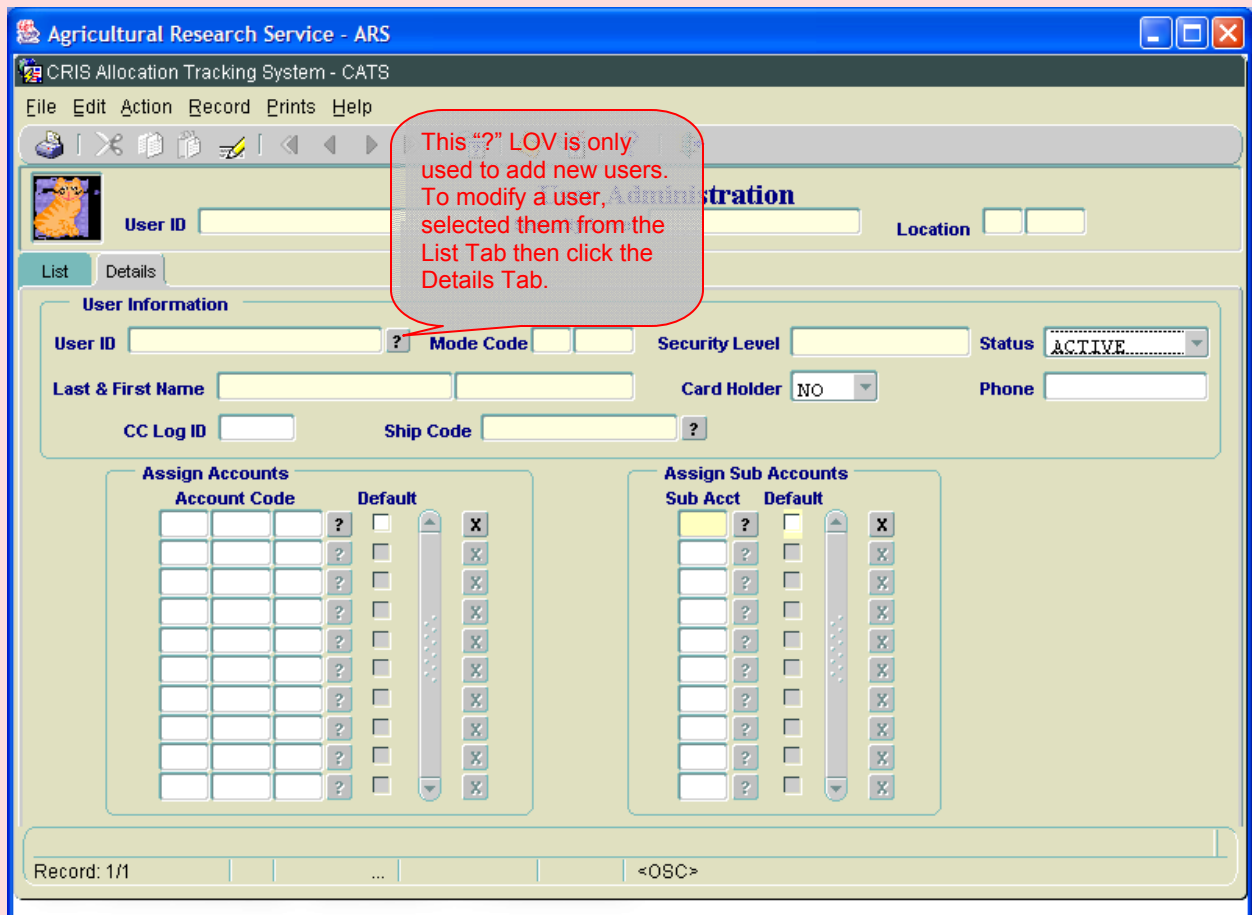
User Administration List Tab Buttons, (adding New Users, cont.)

After clicking the **?** button illustrat ed above y ou get the list s hown below. This is a list of user   s established in the ARIS da tabase waiting to be added to the CATS user list. O nce 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, the y cannot be re-added from ARIS. As y ou add users, this list will get smaller and smaller until you ha ve no m ore 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

Chapter 4.4, User Administration
CRIS Allocation Tracking System (CATS) Manual, October 2008
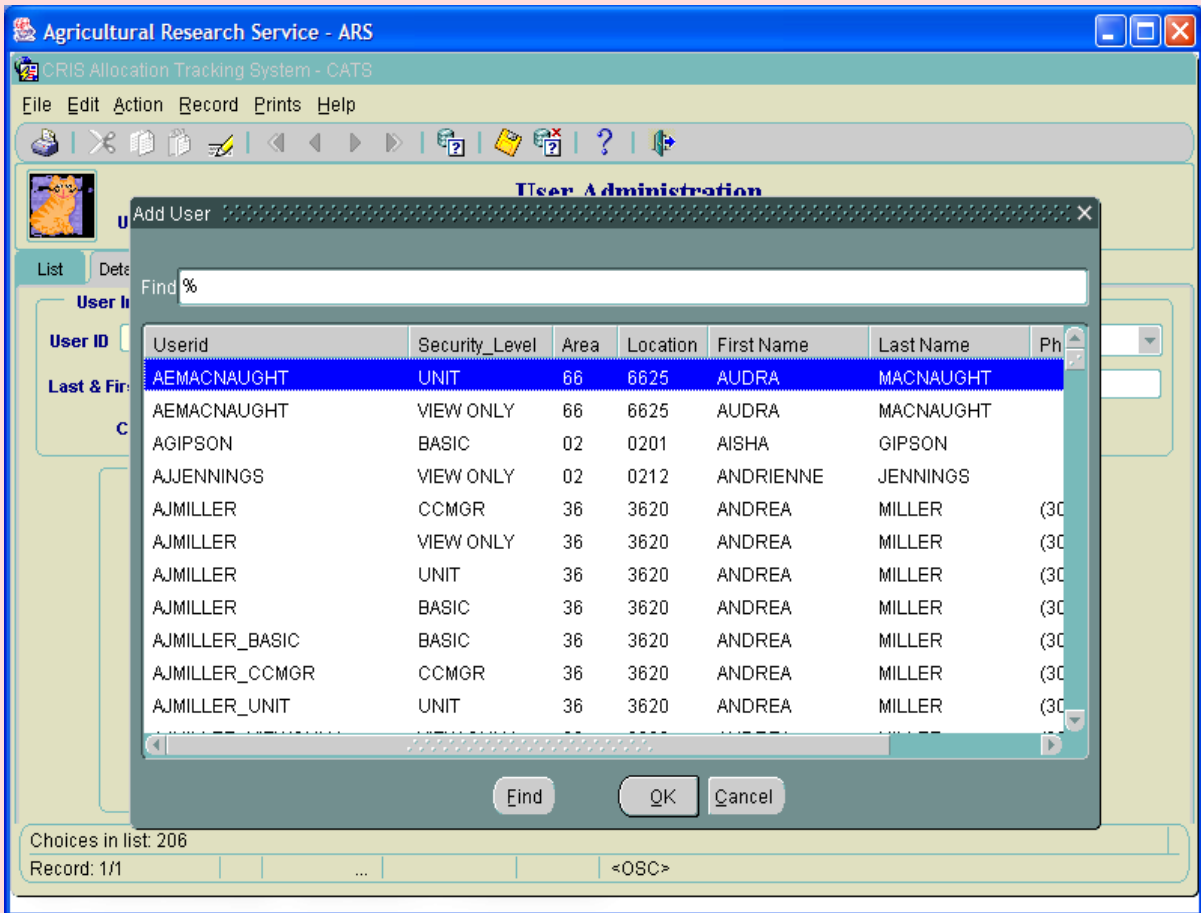
C. Details Tab

In the illus tration abo ve OK was selec ted and AEMACNAUGHT was added and CATS populated the Details Tab with her infor mation fr om ARIS. Since she ha s a security level of "Unit" she must be give access to   account codes and subs here. See   [Assign Account/Subs](#) below. This screen is split into two areas: the user inform ation area at the top, and the default account and sub account assignment section at the bottom.

Image of User Admin, Details Tab

When discussing the rec ord in the following tables, the term "user" refers to the contents of the record, and not the user running the for   m.   Even though it is not required in CATS, it is important that Unit and Basic users have a Ship Code (Ship to Address) set up for them.

Newly added users m ust be assigned at least   one account and one sub account co de and m ust have one and only one default for both account a nd sub cods. When you select an Account Code, CATS changes the Sub Accounts box to m   atch the subs of that account code. So don't get confused and rem ember you can only work with one Accounting Code and its associated Sub Accounts at a tim e. Al so remember that user s can have one and only one default Accounting Code and Sub Code, and obviously the default Sub   Code must be associated with the default Accounting Code. These defaults will au tomatically populate onto the SDEs, Credit Card, and AD-700 forms for the user.

User Administration Details Tab Fields, Top Frame

Field Name	Description / Rules / Notes
User ID	The user's login ID. **Required: Yes.** **Modifiable: Only when Adding a new user record with the 〈?〉 button.** 〈?〉 button: ***ONLY USED WHEN ADDING NEW USERS TO CATS.*** 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. ***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.***
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	The user's status in the CATS system. Active ("A") or Obsolete ("O"). **Required: Yes.** **Modifiable: Yes, defaults to "A" when adding new users.**
Last & First Name	The user's last and first names associated with the record.
Card Holder	Indicates that the user is a credit card holder. Yes ("Y") or No ("N"). **Required: Yes.** **Modifiable: Yes, defaults to "No".**
Phone	The user's phone number. **Required: No, but useful for AD-700s** **Modifiable: Yes (<= 10 characters)**

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

CC Log ID	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. **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)**
Ship Code	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). **Required: No, but makes creating a AD-700 easier.** **Modifiable: Yes, but only from the** **?** **button** **?** 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.

User Administration Details Tab, Account and Sub Account Assignments Section

Field Name	Description / Rules / Notes
Account Code	The specific account code(s) being assigned to the user are selected here. The system shall only allow entry of this code through the **?** button. When the account code is selected, CATS displays all sub accounts assigned to the user for this account in the sub account list. **Required: Yes, at least one.** **Modifiable: Only through the** **?** **button.** **?** button: Displays the list of account codes for the Location (second mode code) for the user as shown on the form.
Default checkbox	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. **Required: No, but each user must have one and only one default accounting code.** **Modifiable: Yes, checkbox**
X button	Deletes the account and its sub accounts from the user's access.

Chapter Top

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. **Required: No, but each user must have one and only one default sub code.** **Modifiable: Yes, checkbox**
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

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

User Administration Search Screen Fields, (cont.)

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

Chapter Top   Table of Contents

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                        1
                             CRIS Allocation Tracking System
                                User Administration Report
_____
                                                                                 CC
Userid                Name(Last,First)                    Mode Code   Security   Log
PADAILEY              DAILEY, PHIL                         02-0200     AREA


                                                                                 CC
Userid                Name(Last,First)                    Mode Code   Security   Log
PADAILEY_BASIC        DAILEY, PHIL                         54-5402     BASIC
    Account Code      Default          Sub A/C   Default
    801 5402 055       [x]                001      [x]

    801 5402 150       [ ]                007      [ ]


                                                                                 CC
Userid                Name(Last,First)                    Mode Code   Security   Log
JEDANIELS             DANIELS, JOYCE                       53-5300     AREA
```

Chapter 4.4, User Administration
CRIS Allocation Tracking System (CATS) Manual, October 2008

Chapter 4.5, User Fields Administration

Contents

I. Introduction

A. Purpose

The use of User Fields is not required, but m   ay be useful for m any loc ations or managem ent units. The agency only requires accounting pers   onnel 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 s tore commonly used "User Fields" tied to specific accounting codes for data entry users to apply to tr   ansactions. User fields were cr eated for this p urpose; i.e. to keep track of expenditures for things like scientis ts, projects, shop, vehicles , travel, or anything else a location may want to tra ck. This f orm allows Location and above users to m ake a list of "User Fields" that will appear on a LOV "?" on the User Fields Tab of all data entry form s when that accounting code is used in   itially on the data entry Details Tab. T   his will allo w users to select the a ppropriate " User Fie ld" f rom the LOV "?"   ra ther than h aving to typ e it in.   Th is should help to eliminate typing errors made by users when they need to use "User Fields".

Since there are s ix separate "User Field" fields on every data entry "Use r Fields Tab", locations should be very specific with thei r instructions to thei r users on how they should be used, if they are used, if they want them to be used correc tly and if the y want the "User Fie ld 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
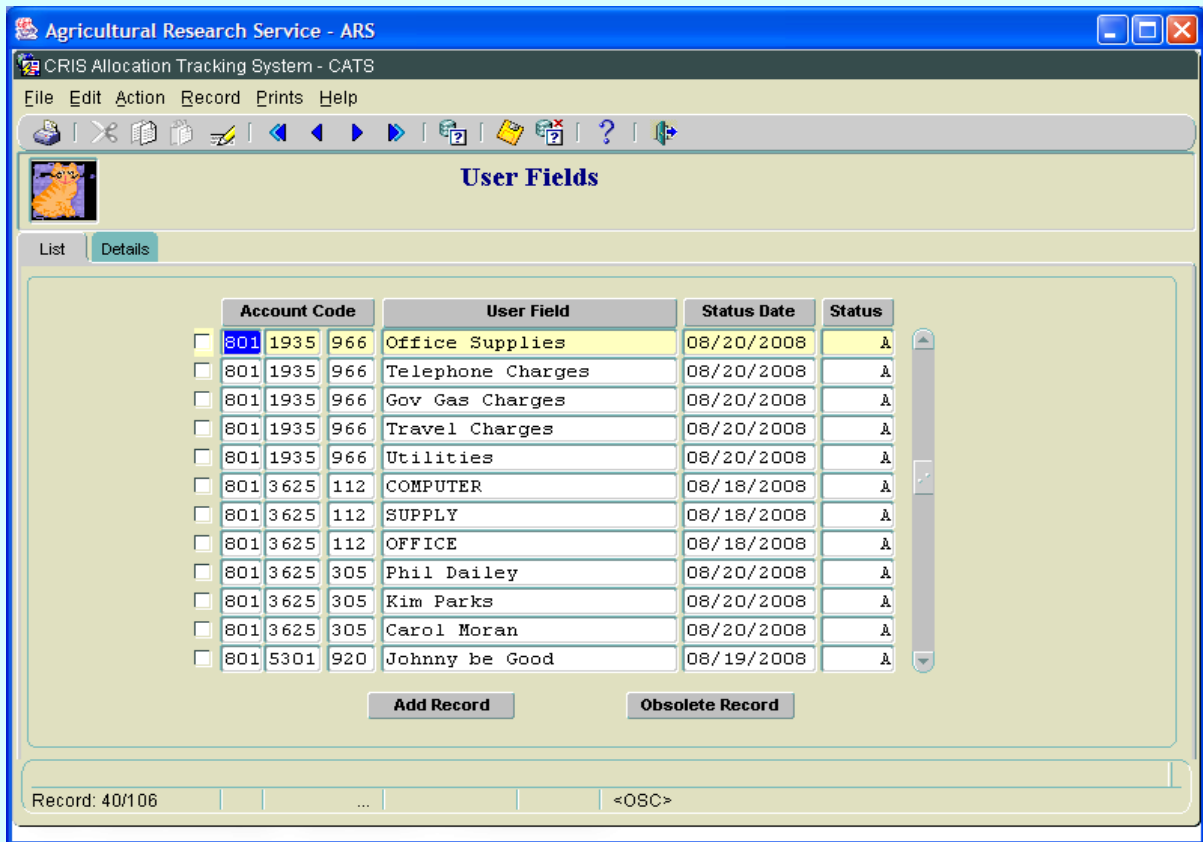
User Fields Administration List Tab Fields

Field Name	Description / Rules / Notes
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.

Chapter 4.5, User Field Administration
CRIS Allocation Tracking System (CATS) Manual, October 2008

User Fields Administration List Tab Fields, (cont.)

Status Date	The date the record's status was set or changed.
Status	The record's status. **Required: Yes** **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.**

User Fields Administration List Tab Buttons

Button Name	Actions
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.

Chapter 4.5, User Field Administration
CRIS Allocation Tracking System (CATS) Manual, October 2008

Chapter Top

Table of Contents

B. Details Tab

Image of User Fields Administraion Details Tab

User Field Administration Details Tab Fields

Field Name	Description / Rules / Notes
Account Code	The account the user field will be associated with. **Required**: Yes. **Modifiable**: Only when a new record is created. **?** button: CATS will display the list of account codes within the user's security. This button will be invisible when modifying an existing record.
User Field	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. **Required**: Yes. **Modifiable**: Yes. (<= 25 characters)

Chapter 4.5, User Field Administration
CRIS Allocation Tracking System (CATS) Manual, October 2008

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 scr een while on the List Tab by cl icking 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

Chapter 4.5, User Field Administration
CRIS Allocation Tracking System (CATS) Manual, October 2008
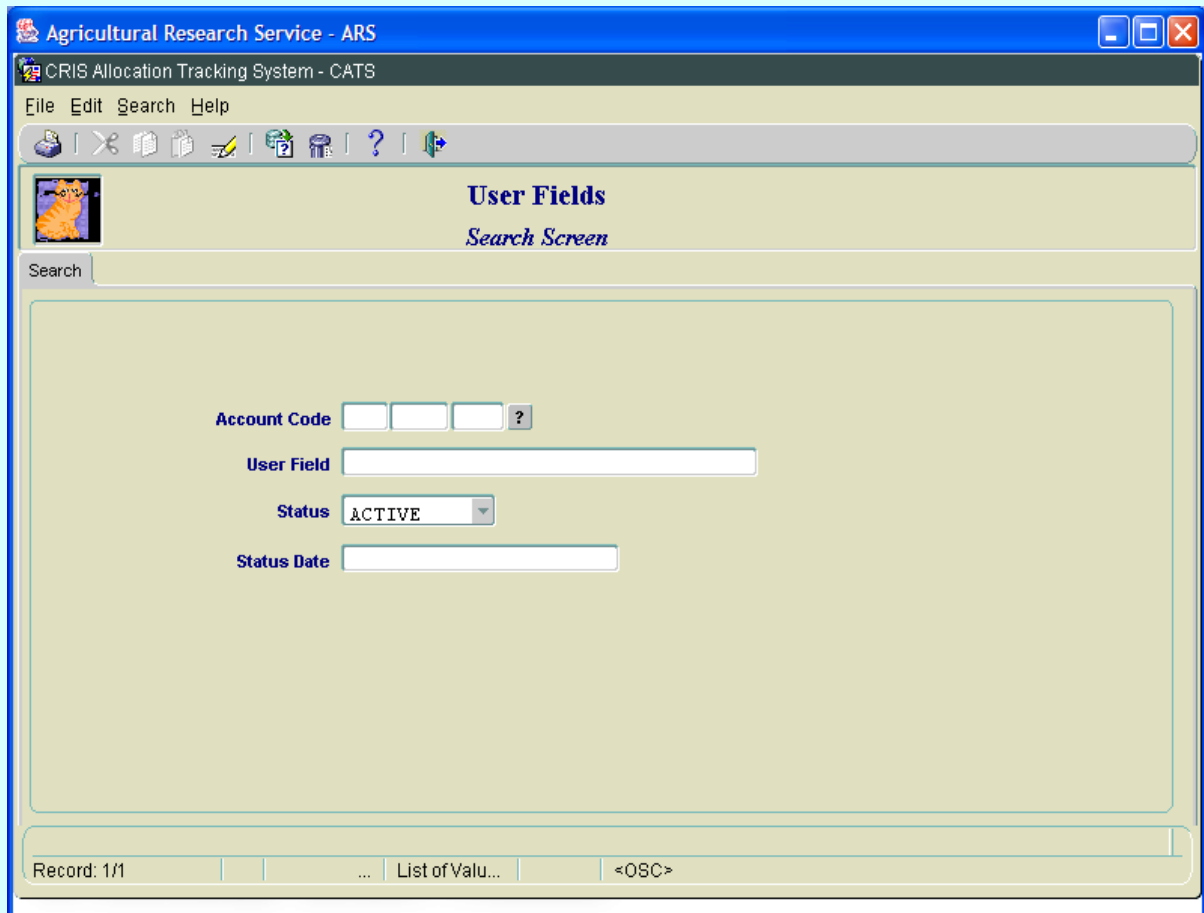
User Field Administration Search Tab Screen

Field Name	Description / Rules / Notes
Account Code	The account for which the user field is associated. **Required: No.** **Modifiable: Yes**. "?" button: CATS will display the list of account codes in the user's security.
User Field	The user field text. CATS will allow wildcards. **Required: No.** **Modifiable: Yes (<= 25 characters) Wildcards "%" may be used.**
Status	The record's status. CATS will display the allowable values of "Active", "Obsolete", and blank in a select list. **Required: No.** **Modifiable: Yes, defaults to "A" when a new record is added.**
Status Date	The date the record's status was set or changed. CATS will allow wildcards. **Required: No.** **Modifiable: Yes, and wildcards "<=" ">=" etc. may be used for the search**.

Chapter Top   **Table of Contents**

IV. Print Listing

To access this listing, from the List Ta b, check the checkbox to t he left of the item(s) y ou 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
```

Chapter 4.5, User Field Administration
CRIS Allocation Tracking System (CATS) Manual, October 2008

Chapter Top   **Table of Contents**

Page intentionally left blank

Chapter 4.6, Vendors Administration

Contents

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 m aintain a list of vendors commonly used by purchasers within a Location. This vendor table is based on the locatio ns fourth level m ode code. All users with access to th at mode code will ha ve access to th e vendors, for data entry purposes, for that m ode code.

B. Access Levels

Unit and above security levels can m aintain 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 f orm, CATS will disp lay th e list tab and s how all ven dors in th e locations their security allows them access to. CATS will sort records by Location Code and then by Vendor Na me. As with all list tabs, m ost data cannot be changed on these tabs; data for specific records can only be changed on the Deta ils Tab. However, the checkbox to the left of each record *is* active o n this sc reen and m ultiple rec ords can be chec ked at th e s ame tim e for Print Listing. See Print Listing below for more information.

A. List Tab

Image of Vendors Administration, List Tab
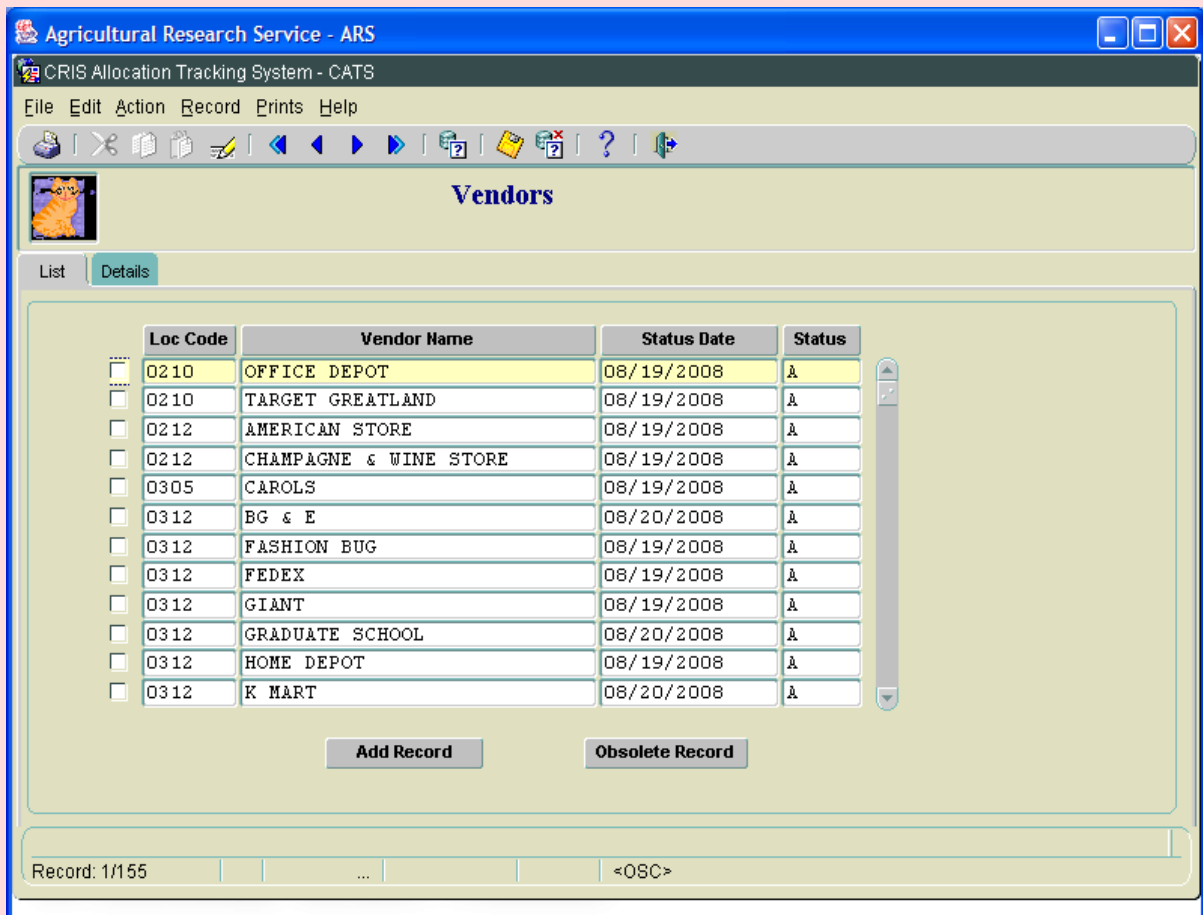
Vendors Administration List Tab Fields

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.

Chapter 4.6, Vendors Administration
CRIS Allocation Tracking System (CATS) Manual, October 2008

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

Button Name	Actions
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

Chapter 4.6, Vendors Administration
CRIS Allocation Tracking System (CATS) Manual, October 2008

Chapter Top   **Table of Contents**

Vendors Administration Details Tab Fields

Field Name	Description / Rules / Notes
Location Code	The Location which owns the vendor. **Required: Yes.** **Modifiable: Only when creating a new record.** **?** 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.
Vendor Name	The vendor's name. Vendor Name must be unique for a location. **Required: Yes.** **Modifiable: Yes. (<= 50 characters)**
Contact	The name of the person to contact or the vendor's representative. **Required: No.** **Modifiable: Yes. (<= 50 characters)**
Address	The vendor's address. Two separate fields. **Required: No.** **Modifiable: Yes. (<= 50 characters)**
City	The vendor's city. **Required: No.** **Modifiable: Yes. (<= 50 characters)**
State	The vendor's state code. Value must be a valid postal state code as recorded in ARIS. **Required: No.** **Modifiable: Yes. (= 2 characters)** **?** button: CATS will display the list of two-character postal state codes as stored in ARIS.
Zip Code	The vendor's zip code. **Required: No.** **Modifiable: Yes. (5. .9 characters)**
Phone#	The vendor's phone number. **Required: No.** **Modifiable: Yes. (<= 15 characters)**
Fax#	The vendor's fax number. **Required: No.** **Modifiable: Yes. (<= 15 characters)**

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 scr een while on the List Tab by cl icking the "Search" function under the Action menu option or by clicking the "Search" icon on the tool bar.

Image of Vendors, Search Screen

Chapter Top   **Table of Contents**

Vendors Administration Search Screen Fields

As with all searches, wildcards may be used in any of these search fields.

Field Name	Description / Rules / Notes
Location Code	The Location which "owns" the vendor record. CATS will allow wildcards. **Required: No.** **Modifiable: Yes.** **?** 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. **Required: No.** **Modifiable: Yes.** **?** 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. **Required: No.** **Modifiable: Yes.**
City	The vendor's city name. CATS will allow wildcards. **Required: No.** **Modifiable: Yes.**
State	The vendor's two-character postal state code. **Required: No.** **Modifiable: Yes.** **?** button: CATS will display the list of postal codes.
Zip Code	The vendor's zip code. **Required: No.** **Modifiable: Yes.**
Status	The record's status. CATS will display "Active", "Obsolete", and blank in the list. **Required: No.** **Modifiable: Yes.**
Status Date	The date the record's status was changed. CATS will allow wildcards. **Required: No.** **Modifiable: Yes.**

Chapter 4.6, Vendors Administration
CRIS Allocation Tracking System (CATS) Manual, October 2008

IV. Print Listing

To access this listing, from the List Ta b, check the checkbox to t he left of the item(s) yo u want to print,
then from th e Menu s elect "Prints" and then "Print Listing". T he Action M enu, Check All, just a s a ll
other List Tabs, works here as well.

Image of Vendors Administration, Print Listing

```
   09/24/2008                         Agricultural Research Service                              1
                                     CRIS Allocation Tracking System
                                           Vendors Listing

   Location  Vendor          Contact           Address                          Phone/Fax/Fin
   ─────────────────────────────────────────────────────────────────────────────────────────────
     0210     OFFICE DEPOT                      1254 Center Street               (541)785-5358
                                                Philomath, OR 97335             (541)785-1254
                                                                                 72-2578658

     0210     TARGET GREATLAND   P Dailey       5424 First Ave
                                                New York, NY 97524
```

Chapter 4.6, Vendors Administration
CRIS Allocation Tracking System (CATS) Manual, October 2008

Page intentionally left blank

Chapter 4.7, Relocation User Administration

Contents

I. Introduction

A. Purpose

The Relocation Users f orm is used to m aintain inform ation on individuals who are being relocated to a Location. These users will b e linked to Short Data Entry (SDE) documents du ring the SDE data en try pro cess. The o bligations a ssociated w ith each u ser c an th en be to taled through various reporting processes. The agency does not require use of this module; check with your location m anagement or your ABFO for local or area requir ements. This Module should not be used for em ployees give n a relocation or recruitm ent bonus (those should be handled in SAMS). It is only used for those e mployees who are given Transfer of Station Relocation benefits.

B. Access Levels

All CATS users can v iew inf ormation in th is for m. Loca tion and above users can m aintain information in this form.

III. Main Screen

A. List Tab

CATS will display the records bas ed on th e u ser's sea rch crite ria sor ted by Loc ation Code, relocated user's last name, relocated user's first name, and relocated user's middle initial.

Image of Relocation Users Administration, List Tab
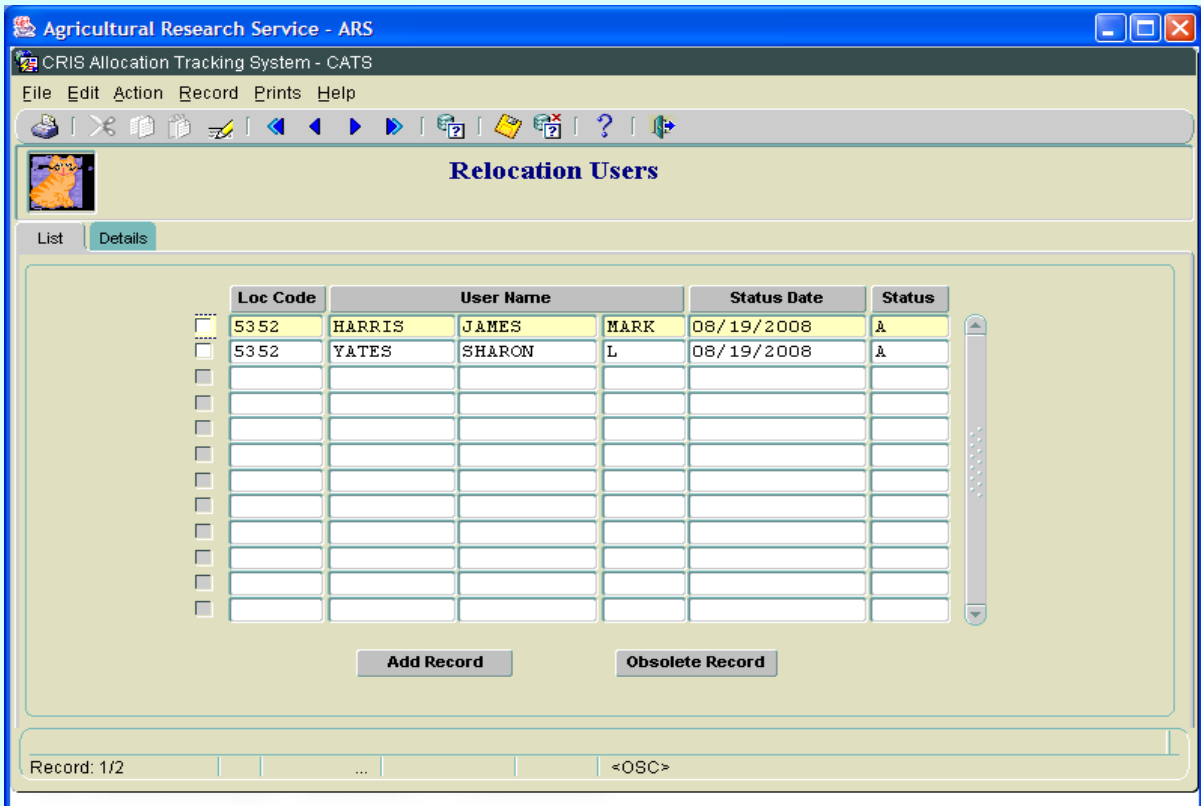
Table 1: List Tab Fields

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).

Chapter 4.7, Relocation User Administration
CRIS Allocation Tracking System (CATS) Manual, October 2008

Relocation Users Administration List Tab Buttons

Button Name	Actions
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

Chapter 4.7, Relocation User Administration
CRIS Allocation Tracking System (CATS) Manual, October 2008

Relocation Users Administration Details Tab Fields

Field Name	Description / Rules / Notes
Location Code	The Location the user is assigned to. **Required: Yes.** **Modifiable: Only when creating a record.** **?** button: CATS will display the list of location codes in the user's security. This button will be invisible when modifying an existing record.
User Name (Last, First, M)	The user's last, first, and middle names. **Required: Yes** **Modifiable: Yes. (<= 15 characters)**
Status	The record's status. CATS will require the value selected from the list be either "A" (Active) or "O" (Obsolete). **Required: Yes.** **Modifiable: Yes, defaults to "A" when adding a new record.**
Status Date	CATS will automatically set this to the current date the record is changed and saved.

Chapter 4.7, Relocation User Administration
CRIS Allocation Tracking System (CATS) Manual, October 2008

III. Search Screen

You can access the search scr een while on the List Tab by cl icking 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

Field Name	Description / Rules / Notes
Location Code	The relocated user's Location code you wish to search on. **Required: No.** **Modifiable: Yes.** **?** button: CATS will display the list of Location codes within the user's security which have relocation users.
Name (Last, First, M)	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. **Required: No.** **Modifiable: Yes. % wild card can be used here.**

Chapter 4.7, Relocation User Administration
CRIS Allocation Tracking System (CATS) Manual, October 2008

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. **Required: No.** **Modifiable: 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. **Required: No.** **Modifiable: Yes.**

Chapter 4.7, Relocation User Administration
CRIS Allocation Tracking System (CATS) Manual, October 2008

Chapter Top   Table of Contents

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".

<u>**Image of Relocation Users, Print Listing**</u>

```
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
```

Chapter 4.7, Relocation User Administration
CRIS Allocation Tracking System (CATS) Manual, October 2008

Chapter Top   **Table of Contents**

Page intentionally left blank

Chapter 4.8, Purchasing Agents Administration

Contents

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 indivi dual 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 m ore inform ation. Requisitioners can then check the status of the AD-700 by viewing the Procurement Tab.

B. Access Levels

CATS will allow Loca tion and abo ve users to view and mainta in inf ormation on purchasing agents.
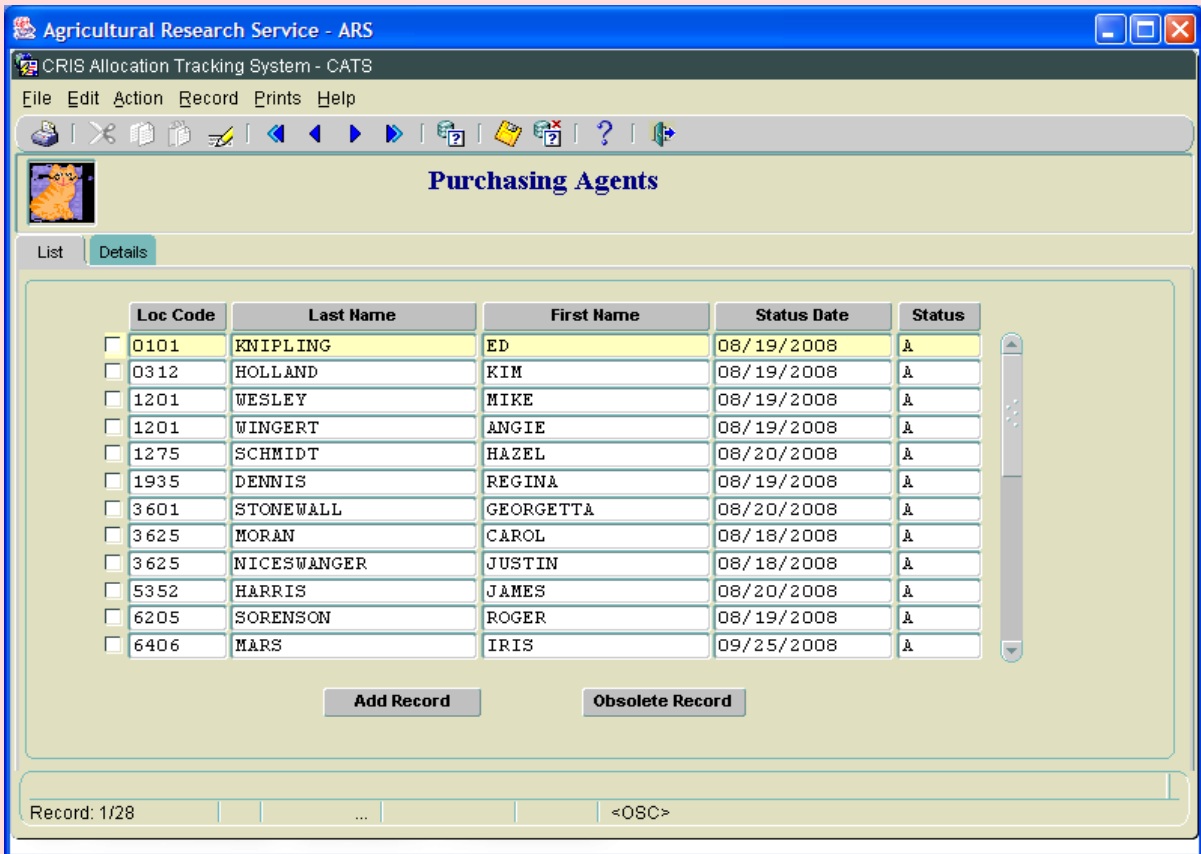
CATS will allow View Only users to only view information on purchasing agents.

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
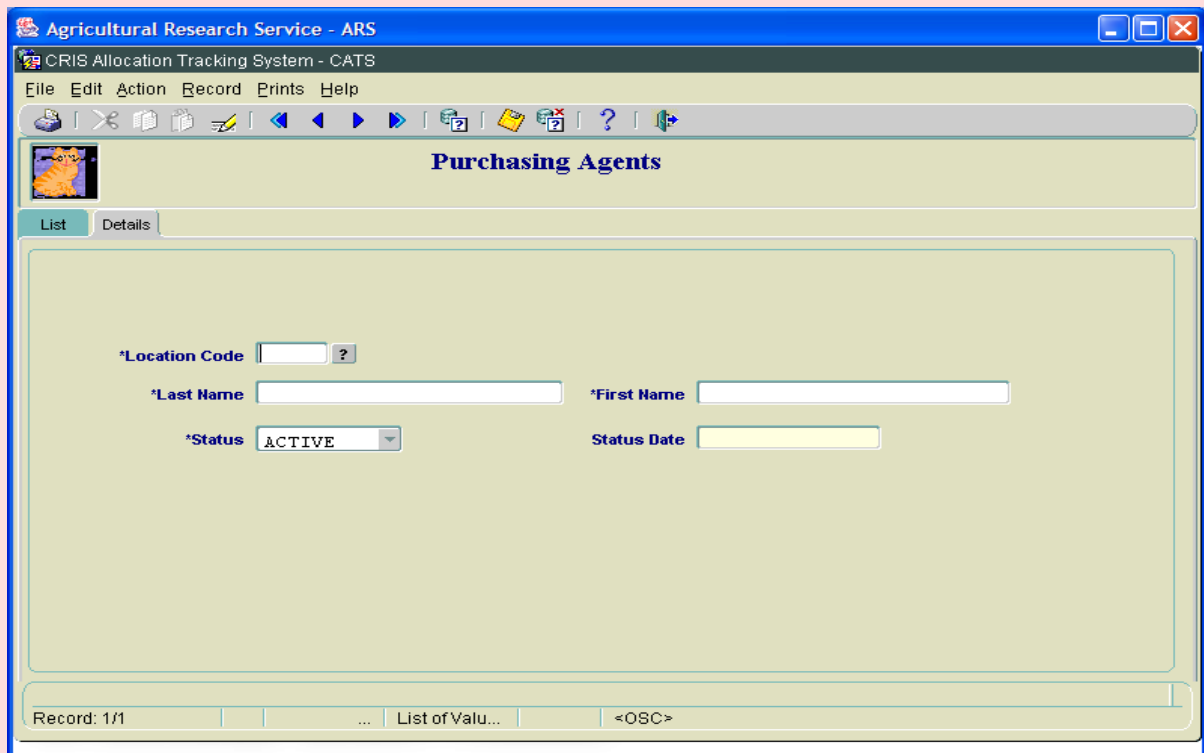

Purchasing Agents Administration List Tab Fields

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).

Chapter 4.8, Purchasing Agents Administration
CRIS Allocation Tracking System (CATS) Manual, October 2008

Purchasing Agents Administration List Tab Buttons

Button Name	Actions
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

Field Name	Description / Rules / Notes
Location Code	The agent's location code. Code must be in the Location master table. **Required: Yes** **Modifiable: Yes** . **?** 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.

Chapter 4.8, Purchasing Agents Administration
CRIS Allocation Tracking System (CATS) Manual, October 2008

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. **Required: Yes.** **Modifiable: Yes. (<= 15 characters)**
First Name	The agent's first name. Uppercase. Last Name and First Name together must be unique for a Location Code. **Required: Yes** **Modifiable: Yes. (<= 15 characters)**
Status	The record's status. Must be "A" or "O". **Required: Yes.** **Modifiable: Yes.**
Status Date	The date the record was last modified. Created by CATS

III. Search Screen

You can access the search scr een while on the List Tab by cl icking 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

Chapter 4.8, Purchasing Agents Administration
CRIS Allocation Tracking System (CATS) Manual, October 2008

Chapter Top   **Table of Contents**

Purchasing Agents Administration Search Screen Fields

Field Name	Description / Rules / Notes
Location Code	The purchasing agent's Location Code. **Required: No.** **Modifiable: Yes.** **?** button: CATS will display a list of Location codes for Locations the user has access to which have purchasing agents created through this form.
Last Name	The purchasing agent's last name. CATS will allow wildcards. **Required: No.** **Modifiable: Yes. (<= 15 characters) % wild card can be used here.** **?** button: CATS will display a list of last names for purchasing agents at Locations the user has access to.
First Name	The purchasing agent's first name. CATS will allow wildcards. **Required: No.** **Modifiable: Yes. (<= 15 characters) % wild card can be used here.** **?** button: CATS will display a list of first names for purchasing agents at Locations the user has access to.
Status	The record's status. CATS will display all allowable options using a drop-down list with three options: "Active" ("A"), "Obsolete" ("O"), or null. **Required: No.** **Modifiable: Yes.**
Status Date	The date the record's status was set or changed. CATS will allow wildcards. **Required: No.** **Modifiable: Yes.**

Chapter 4.8, Purchasing Agents Administration
CRIS Allocation Tracking System (CATS) Manual, October 2008

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

Location Code    Agent Name
     3601        STONEWALL, GEORGETTA
     3625        MORAN, CAROL
     3625        NICESWANGER, JUSTIN
     5352        HARRIS, JAMES
```

Chapter 4.8, Purchasing Agents Administration
CRIS Allocation Tracking System (CATS) Manual, October 2008

Chapter 4.9, Budget Object Code (BOC) Administration

Contents

I. Introduction

A. Purpose

The BOC Adm inistration screen is used by the   BOC adm inistrator (Headqua rters) to m aintain the list of valid budget object class (BOC) codes used in CATS.

B. Access Levels

CATS will restric t acce ss to m odifying informati on th is 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 a ssigned 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.
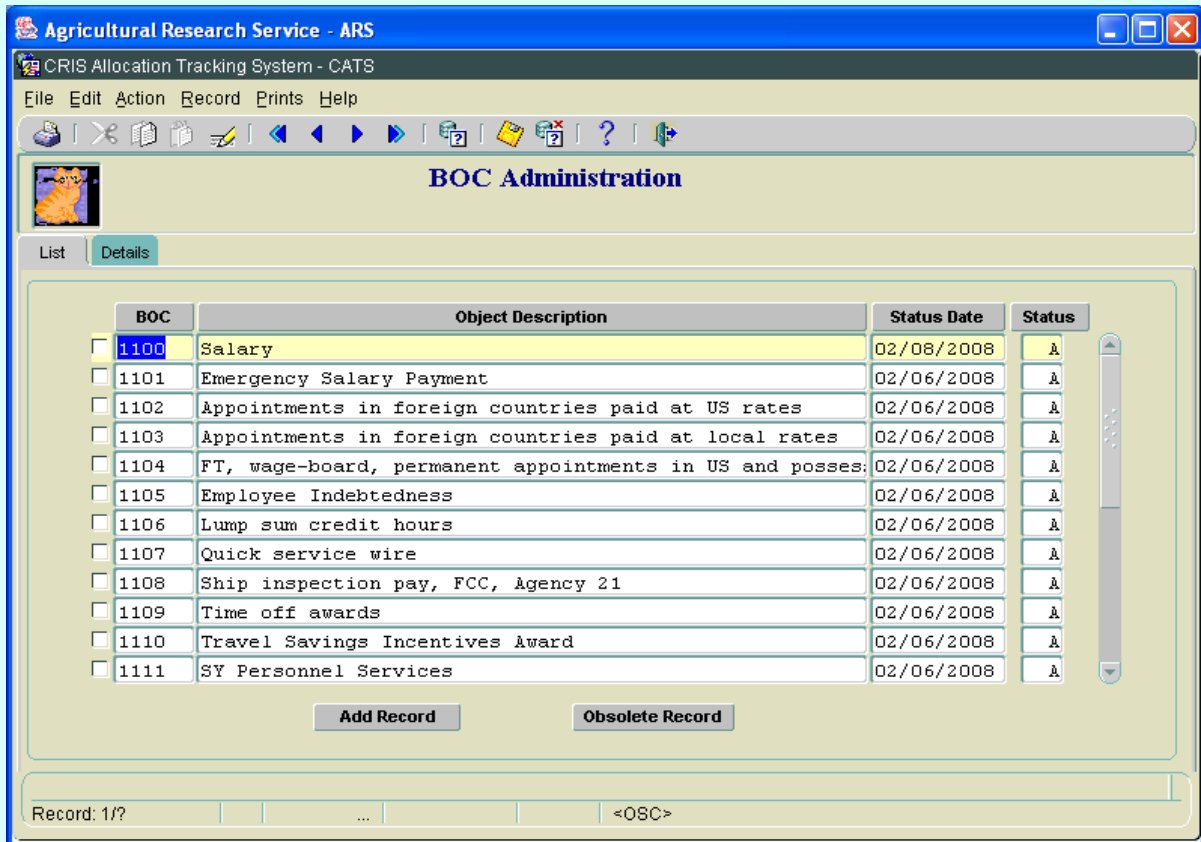
D. Notes

This data was initially be imported from NFC and maintained afterwards by FMD personnel with the appropriate security. FMD is responsible for en suring valid data. Some of the codes have the same descriptions, so confusion m ight arise on the pa rt of the use r as to which cod e to us e. 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

Field Name	Description / Rules / Notes
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).

Chapter 4.9, BOC Code Administration
CRIS Allocation Tracking System (CATS) Manual, October 2008

BOC Administration List Tab Buttons

Field Name	Description / Rules / Notes
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

Chapter Top   Table of Contents

7

Agricultural Research Service   Financial Management Division   CATS Manual - Page 386

BOC Administration Details Tab Fields

Field Name	Description / Rules / Notes
BOC	The budget object class code. Each code must be unique. **Required: Yes** **Modifiable: Only when creating a new record. Type: BOC.**
Description	The description of the code, which will be displayed in all lists-of-values. Required: Yes. Modifiable: Yes. Type: <= 60-characters. **Required: Yes** **Modifiable: Only when creating a new record. Type: BOC.**
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". **Required: Yes** **Modifiable: Yes**
Status Date	CATS will set this to the current date when BOC record is added or modified.

III. Search Screen

BOC Administration Search Screen

Chapter 4.9, BOC Code Administration
CRIS Allocation Tracking System (CATS) Manual, October 2008

Chapter Top   Table of Contents

BOC Administration Search Tab Fields

Field Name	Description / Rules / Notes
BOC	The budget object class code. CATS will allow wildcards. **Required: No** **Modifiable: Yes** **?** 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). **Required: No** **Modifiable: Yes**
Description	The description of the BOC code. CATS will allow wildcards. **Required: No** **Modifiable: Yes**
Status Date	The date the BOC record's status was set or changed. CATS will allow wildcards. **Required: No** **Modifiable: Yes**

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                    1
                        CRIS Allocation Tracking System
                        BOC Administration Listing

     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 OTHR OFFICE SU
    2672    COPIER SUPPLIES
    2673    RESIDENTIAL FURNISHINGS
    2675    MOTOR OIL & OTHER LUBRICANTS
```

Chapter 4.9, BOC Code Administration
CRIS Allocation Tracking System (CATS) Manual, October 2008

Chapter Top