

# CATS Standard Operating Procedure

## CRIS Allocation Tracking System

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Mid South Area Council for Office Professionals

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2012

*(For more detailed information look in the CATS manual)*

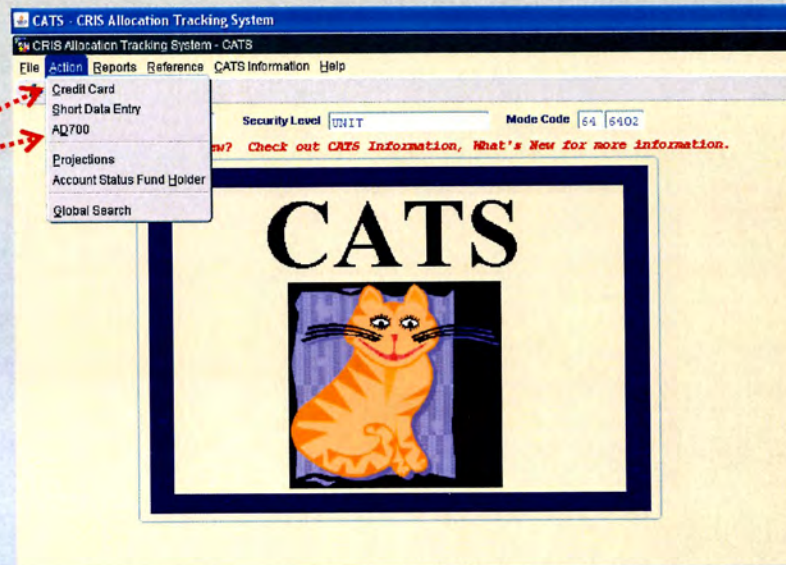


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Most purchases are recorded in CATS either under "Credit Card" or "AD700"



## Difference between AD-700 and Credit Card:

### AD-700

- AD-700 must be used when sending purchase orders to Procurement
- Multiple tab entry to describe the purchase(s)
- Allows a line item description of the purchase(s)
- Purchases over the cardholder's single purchase limit must be entered in AD-700 and the purchase made by Procurement

### Credit Card

- Single tab entry to describe the purchase(s)
- No tab for line item description of the purchases(s)
- The "Notes" block in the "Details" tab allows for additional information, if desired



# Credit Card Entry

Credit Card is used primarily by credit card holders to maintain information about credit card purchases



After the user has successfully logged onto CATS, select "Action" from the Main Menu and then select "Credit Card".

The screenshot shows the main interface of the CATS - CRIS Allocation Tracking System. At the top, there is a blue header bar with the text "CATS - CRIS Allocation Tracking System". Below this is a black bar with the text "CRIS Allocation Tracking System - CATS". The main menu is located at the top left, with options: File, Action, Reports, Reference, CATS Information, and Help. The "Action" menu is currently open, showing a list of options: Credit Card, Short Data Entry AD700, Projections, Account Status Fund Holder, and Global Search. A red arrow points from the instruction text above to the "Credit Card" option in the menu. To the right of the menu, there are input fields for "Security Level" (containing "UNIT") and "Mode Code" (containing "64" and "6402"). Below these fields, there is a red text prompt: "New? Check out CATS Information, What's New for more information." The central part of the screen features a large, stylized graphic with the word "CATS" in a bold, serif font. Below the text is a cartoon illustration of an orange tabby cat sitting on a black surface, looking towards the viewer. The background of the main interface is a light yellow color.



The "List" tab lists all transactions the user has access to. The list screen can be sorted by simply clicking on that column name. To access a transaction, highlight the transaction line.

CATS - CRIS Allocation Tracking System

CRIS Allocation Tracking System - CATS

File Edit Action Record Prints Help

**Credit Card** User: WWSMITH

Req. No. 101 6402 450 00308 Sub 077 Short Description CALENDAR BLOTTER, 2011, UNICOR

List Details Account Detail User Fields Record Info

P=Partial purchases

R=Reconciled by Financial Tech (locked transaction)  
U=Unreconciled by Financial Tech (unlocked transaction)

Requisition Number	CC Log #	Vendor	Short Description	Amount	P	R
101 6402 450 00308	WWS00082	CAPP, INC.	CALENDAR BLOTTER, :	4.75		R
101 6402 450 00309	WWS00083	CAPITOL SUPPLY, INC	APPT BK, MTLY, 7X10, 1	36.33		R
101 6402 450 00310	WWS00084	JLWS ENTERPRISES II	PRINTER, LJ 1018	146.75		R
101 6402 450 00311	WWS00085	AMAZON.COM	AA NIMH 2500 MAH RI	117.50		R
101 6402 450 00312	WWS00086	WECSYS LLC	2 COMP HP LJ 1012/:	64.30	1	R
101 6402 450 00312	WWS00086	WECSYS LLC	2 COMP HP LJ 1012/:	73.56	0	R
101 6402 450 00316	WWS00087	WALMART	microwave	112.31		R
101 6402 450 00317	WWS00088	WALMART	CREDIT FOR RETURNED	-34.24		R
101 6402 450 00331	WWS00089	FEDEX	ROJAS TO WERNER	5.76		U
101 6402 450 00333	WWS00091	FEDEX	ROJAS TO WERNER	9.58		R
101 6402 450 00337	WWS00092	FISHER SCIENTIFIC	FRIT FOR SPE RESERV	475.60	1	R
101 6402 450 00337	WWS00092	FISHER SCIENTIFIC	FRIT FOR SPE RESERV	537.72	0	R

Add Print CC Log Print AD700

Record: 83/270 <OSC>

Click here to add a new entry



There are only seven required entry fields on the "Detail" Tab (indicated on the form with an \*)

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CRIS Allocation Tracking System - CATS

File Edit Action Record Prints Help



Credit Card

User WWSMITH

Fiscal Year 2012

Req. No. 201 6402 300 00170 Sub 085 Short Description (type in here a description of

List Details Account Detail User Fields Record Info

Once saved, click Account Detail tab to change accounting code

FY 2012 Other Acct \*Account Code 201 6402 300 \*Sub Acct 085 ? \*Date 01/04/2012

\*Credit Card User (Last Name, First) SMITH WENDY ? Short Description (type in here a description of the purchase) THIS PRINTS ON STATUS OF FUNDS AND YOUR AD700

Change the Budget Object Code, if needed

\*Vendor TYPE NAME OF VENDOR OR USE ? ?

\*Budget Object 2670 ?

Credit Card Log WWS00002

Check #

If you want line items (instead of a summary), change to "Create AD700". After entering line items, set back to Credit Card status.

\*Amount 0.00

FMMI No

R & M  
 None  Split  
 Full

Ensure same as USBank transaction amount

Notes / Remarks (you may add additional information here) THIS DOES NOT PRINT ON STATUS OF FUNDS BUT WILL PRINT ON YOUR AD700

Date Received

USBank Approved

Save & Return to List

Save & Add

Recurring

Partial

Clone

Create AD700

Void

FRM-40400: Transaction complete: 1 records applied and saved.  
Record: 1/1

These blocks should be updated as actions occur

Your credit card log number prints on AD700



**NEW FEATURE:** Type in a FY and the Accounting Code drop down menu will change accordingly (applies only when adding new transactions)

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CRIS Allocation Tracking System - CATS

File Edit Action Record Prints Help

?

**Credit Card** User  Fiscal Year

Req. No.  Sub  Short Description

List **Details** Account Detail User Fields Record Info

FY  Other Acct  \*Account Code     \*Sub Acct   \*Date

\*Credit Card User (Last Name, First)    Short Description

\*Vendor

\*Budget Object   Credit Card Log  Check #

\*Amount  FMFI No

Notes / Remarks


R & M  
 None  Split  
 Full

Accounting Reconciled Date  Date Received  USBank Approved

Record: 1/1 ... <OSC>




The "Account Detail" tab is used to split or change the account. *If no accounting change is desired, this tab need not be used.*

If you need to change an accounting code, simply click on the  button to the right of the code you want to change, and select the correct code.

CATS - CRIS Allocation Tracking System

CRIS Allocation Tracking System - CATS


File Edit Action Record Prints Help

 **Credit Card** User  Fiscal Year

Req. No.     Sub  Short Description

List Details **Account Detail** User Fields Record Info

Indicates transaction reconciled by Financial Technician

Other Acct	Account Code	Sub Account	Amount	%	RECONCILED
<input type="checkbox"/>	201 6402 300	? 085 	.00	100.00	
<input type="checkbox"/>		? ?			
<input type="checkbox"/>		? ?			
<input type="checkbox"/>		? ?			
<input type="checkbox"/>		? ?			
<input type="checkbox"/>		? ?			
<input type="checkbox"/>		? ?			
<input type="checkbox"/>		? ?			
<input type="checkbox"/>		? ?			
<input type="checkbox"/>		? ?			
<input type="checkbox"/>		? ?			
<b>Total</b>			.00	100.00	

Delete Detail Line    Undistributed    .00    .00

Projection Name  ? X →

Record: 1/1    ...    <OSC>



“User Fields” are optional. The User Fields tab is used to select User Fields which the cardholder has access to. The current transaction can be split between up to six user fields either by amount or by a percentage of the transaction total from the Details Tab.

Agricultural Research Service - ARS  
 CRIS Allocation Tracking System - CATS

File Edit Action Record Help

?

**Credit Card** User IMARS Fiscal Year 2008

Req. No. 801 6406 350 00040 Sub 001 Description ad700 partial 0? going to be c

List Details Account Detail **User Fields** Record Info

		Amount	Percent
User Field 1	User Field Descr 350 01 ?	200.00	
User Field 2	? ?		
User Field 3	? ?		
User Field 4	? ?		
User Field 5	? ?		
User Field 6	? ?		

Record: 1/1

**PLEASE NOTE:**  
OPTION 1: “User Fields” can be pre-established for each accounting code. If this is done, the ? button by each User Field will display a list of all those pre-established user fields from a drop down menu. OPTION 2: User Fields can also be “Free Form” entry, but it is recommended that you use the ? Button, if it is available.

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CATS - CRIS Allocation Tracking System

CRIS Allocation Tracking System - CATS

File Action Reports Reference CATS Information Help

Change Security/Mode Code

Default Shipping Address Administration UNIT Mode Code 64 6402

See some information. CATS Information, What's New for more information.

User Fields

Vendors

BOC Administration

Checkfee Percentage



**HOW TO PRE-ESTABLISH A USER FIELD**

**STEP 1: Under Reference, select "User Fields"**

**STEP 2: Then select "Add Record"**

CATS - CRIS Allocation Tracking System

CRIS Allocation Tracking System - CATS

File Edit Action Record Prints Help

User Fields

List Details

	Account Code	User Field	Status Date	Status
<input type="checkbox"/>	201 6402 300	Building Materials	01/05/2012	A
<input type="checkbox"/>	201 6402 300	Cleaning Supplies	01/05/2012	A
<input type="checkbox"/>	201 6402 300	General Supplies	01/05/2012	A
<input type="checkbox"/>				
<input type="checkbox"/>				
<input type="checkbox"/>				
<input type="checkbox"/>				
<input type="checkbox"/>				
<input type="checkbox"/>				
<input type="checkbox"/>				
<input type="checkbox"/>				
<input type="checkbox"/>				
<input type="checkbox"/>				
<input type="checkbox"/>				

Add Record      Obsolete Record

Record: 1/3      ...      <OSC>



## HOW TO PRE-ESTABLISH A USER FIELD

**CATS - CRIS Allocation Tracking System**

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File Edit Action Record Prints Help

User Fields

List Details

\*Account Code    ?

\*User Field

\*Status ACTIVE

Status Date

Save & Add

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

**STEP 3: Click ? and select accounting code**

**STEP 4: Type in your user field**

**STEP 5: Select "Save & Add"**



# HOW TO PRE-ESTABLISH A USER FIELD

The screenshot shows the CATS - CRIS Allocation Tracking System interface. The 'User Fields' tab is active, displaying a table with columns for Agency, Area, User Field, Amount, and Percent. A red circle highlights the 'Credit Card' text in the 'Short Description' field. A red arrow points from the question mark icon in the 'User Field 1' row to the 'Select User Field' dialog box. The dialog box shows a search for 'Acct User Field%' and a list of results:

User_Field_Type	Acct_...	Acct_C...	Acct_...	User Field
Acct User Field	201	6402	300	A347043
Acct User Field	201	6402	300	Building Materials
Acct User Field	201	6402	300	Cleaning Supplies
Acct User Field	201	6402	300	General Supplies

**STEP 6: From "Credit Card", click on the ? and your drop down menu will appear**



Go to "Reports" to create a User Fields Report that looks something like this

### Example of User Fields Report

01/19/2012 16:21:38

Agricultural Research Service  
CRIS Allocation Tracking System

User Fields Report  
by Requisition Number

Search Criteria: Account Code: 201-6402-300  
Sub Accounts: <all>  
Match All User Fields: **A347043**

Requisition No	Request Date	Requestor	Vendor	Description	Status	Amount
201-6402-300-00098	12/13/2011	PACHECO, JESSICA	COUNTRY MART	A347043 FUEL SDR 10/11		49.06
201-6402-300-00099	12/13/2011	PACHECO, JESSICA	FANGAROO	A347043 FUEL SDR 10/11		44.94
201-6402-300-00103	12/13/2011	PACHECO, JESSICA	CITGO FOOD MART	A347043 FUEL SDR 10/11		37.75
201-6402-300-00104	12/13/2011	PACHECO, JESSICA	SHELL OIL	A347043 FUEL SDR 10/11		39.88
201-6402-300-00114	12/14/2011	PACHECO, JESSICA	LELAND TIRE	A347043 MNT SDR 11/11		5.00

Transaction Total: 176.63  
Budgeted Amount: 0.00  
Estimated Balance: -176.63

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CRIS Allocation Tracking System - CATS

File Action Reports Reference CATS Information Help

Status of Funds

User Field Reports

Credit Card Log Report

Credit Card Log Report by Account

BOC Report

Projections Report

Requisition Report

B&M Report

Year End Estimate Reports

Listing of Account Codes

Excel Reports

User Fields Report

Summary of User Fields Report

Null User Fields Report

Mode Code 64 6402

at's New for more information.

CATS



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

The screenshot displays the CATS - CRIS Allocation Tracking System interface. At the top, there is a blue header bar with the text "CATS - CRIS Allocation Tracking System". Below this is a black bar with "CRIS Allocation Tracking System - CATS". A menu bar includes "File", "Edit", "Action", "Record", "Prints", and "Help". A toolbar contains various icons for file operations and navigation. The main content area is titled "Credit Card" and includes a small cat icon on the left. The record details are as follows:

Req. No.	101	6402	450	00193	Sub	077	Short Description	7940 6105 4873	User	WWSMITH	Fiscal Year	2011
----------	-----	------	-----	-------	-----	-----	-------------------	----------------	------	---------	-------------	------

Below the record details, there are several tabs: "List", "Details", "AD700 Details", "Account Detail", "User Fields", and "Record Info". The "Record Info" tab is currently selected and highlighted with a red box. This tab displays the following information:

User Added	WWSMITH
Date Added	11/16/2010
User Last Modified	LETAYLOR
Date Last Modified	12/27/2010

At the bottom of the interface, there is a status bar that reads "Record: 1/1" and "<OSC>".



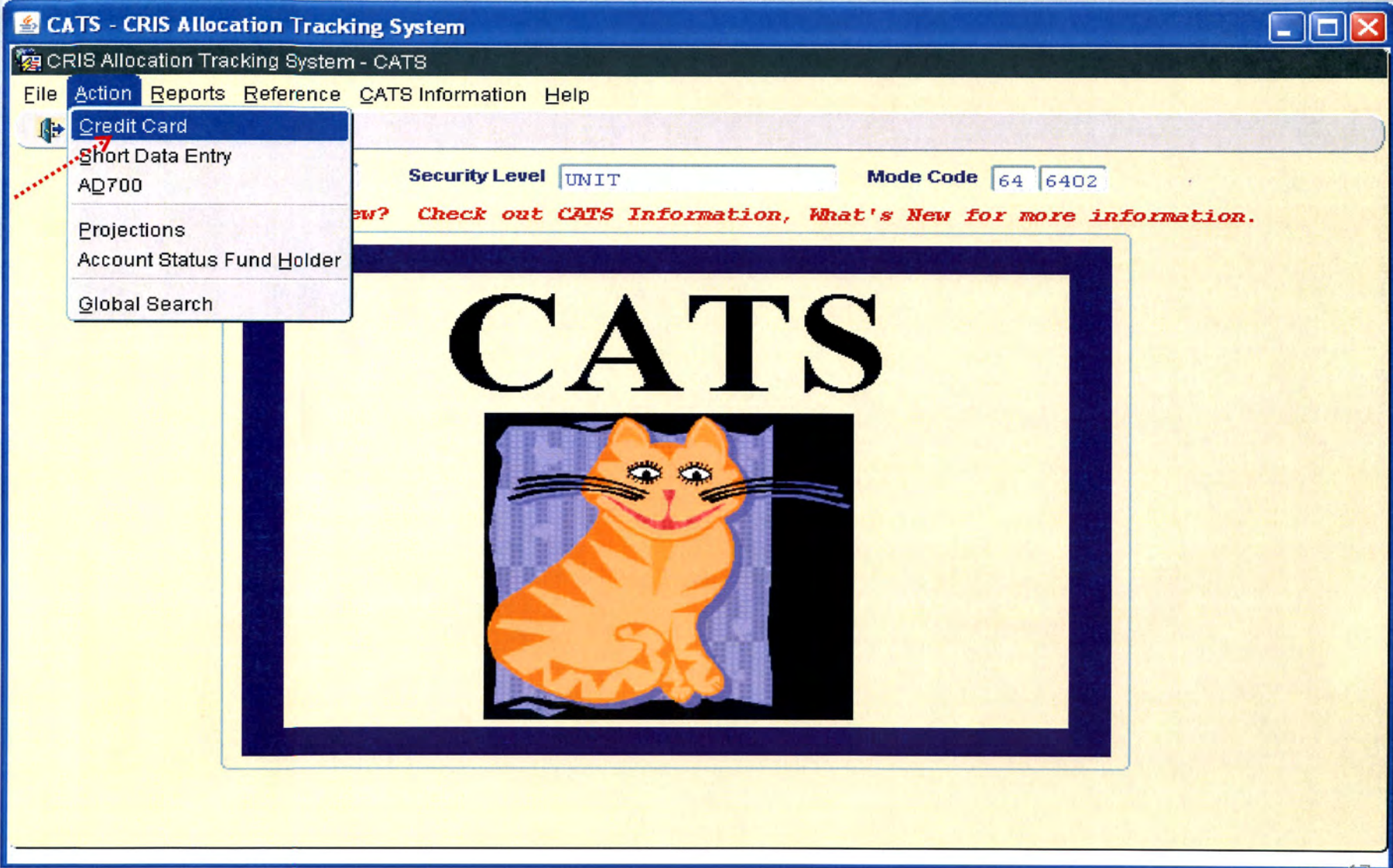
# How to Convert Credit to AD-700

Some reasons why you may want to convert from Credit to AD-700:

- AD-700 must be used when sending purchase orders to Procurement
- Multiple tab entry describes the purchase(s)
- Allows a line item description of the purchase(s)
- Purchases over the cardholder's single purchase limit must be entered in AD-700 and the purchase made by Procurement



# How to convert Credit Card to AD-700





**CATS - CRIS Allocation Tracking System**

CRIS Allocation Tracking System - CATS

File Edit Action Record Prints Help

**Credit Card** User  Fiscal Year

Req. No.     Sub  Short Description

List Details AD700 Details Account Detail User Fields Record Info

**3. Move to "Details" tab**

Requisition Number	CC Log #	Vendor	Short Description	Amount	P	R
<input type="checkbox"/> 201 6402 150 00070	VK00004	NATIONAL COTTON COI	Registration for L	130.00		U
<input type="checkbox"/> 201 6402 150 00076	VK00001	UNITED PARCEL SERV	UPS Invoice 1A197X	25.12		U
<input type="checkbox"/> 201 6402 150 00077	VK00002	UPS	UPS Invoice 1A197X	15.80		U
<input type="checkbox"/> 201 6402 150 00078	VK00003	UPS	UPS Invoice 1A197X	37.23		U
<input type="checkbox"/> 201 6402 150 00079	VK00006	UPS	UPS Invoice 1A197X	53.49		U
<input type="checkbox"/> 201 6402 150 00080	VK00007	UPS	UPS	35.57		U
<input type="checkbox"/> 201 6402 150 00081	VK00008	UPS		19.18		U
<input checked="" type="checkbox"/> 201 6402 150 00189	VK00009	UNITED STATES POST.	Yearly Service Fee	76.00		U
<input type="checkbox"/> 201 6402 967 00002	VK00005	JIMMY MEEKS	Service on 200 AMP	352.90		U
<input type="checkbox"/>						
<input type="checkbox"/>						
<input type="checkbox"/>						

**1. Select the requisition you want to convert**

Add Print CC Log Print AD700

Record: 8/9 <OSC>





### Credit Card

User

Fiscal Year

Req. No.      Sub  Short Description

- List
- Details**
- AD700 Details
- Account Detail
- User Fields
- Record Info

FY  Other Acct  \*Account Code    \*Sub Acct   \*Date

\*Credit Card User (Last Name, First)    Short Description

\*Vendor

\*Budget Object   Credit Card Log  Check #

\*Amount  FMMI No

Notes / Remarks

R & M  
 None  Split  
 Full  .00

Date Received  USBank Approved

- Save & Return to List
- Save & Add
- Recurring
- Partial
- Clone
- Create AD700**
- Void

**select**



**CATS - CRIS Allocation Tracking System**

CRIS Allocation Tracking System - CATS

File Edit Action Record Prints Help

?

**Credit Card** User  Fiscal Year

Req. No.     Sub  Short Description

List **Details** AD700 Details Account Detail User Fields Record Info

FY  Other Acct  \*Account Code    \*Sub Acct  ? \*Date

\*Credit Card User (Last Name, First)  Fee for P.O. Box

\*Vendor  ck #

\*Budget Object  ?

\*Amount

Notes / Remarks

None  Split

Full  .00

Date Received  USBank Approved  **select**

Record: 1/1 ... <OSC>

**AD700**

Do you want to make this record an AD700 record?



**CATS - CRIS Allocation Tracking System**

CRIS Allocation Tracking System - CATS

File Edit Action Record Prints Help

**Credit Card** User  Fiscal Year

Req. No.      Sub  Short Description

List **Details** AD700 Details Account Detail User Fields Record Info

FY  Other Acct  \*Account Code    \*Sub Acct   \*Date

\*Credit Card User (Last Name, First)  Fee for P.O. Box

\*Vendor  #

\*Budget Object  ?

\*Amount

Notes / Remarks

None  Split  .00

Full

Date Received  USBank Approved

Record: 1/1 ... <OSC>

**Forms** [X]

Please enter or update Shipping Address information and save the record.

select



If the information is correct, select the "Save" icon

File Edit Action Record Prints Help



**Credit Card**

User

Fiscal Year

Req. No.      Sub  Short Description

List

Details

**AD700 Details**

Account Detail

User Fields

Record Info

**Shipping Address Information**

\*Ship To Code  ? Attention to

\*Ship to (Consignee and Destination)   
  
  ?

**AD700 Details**

Description	BOC	Quantity	Unit	Unit Price	Amount
Yearly Service Fee for P.O. Box 345	2670	1	yr	76.00	76.00

**Required Delivery**

For additional information, please contact (Last, First)

Phone

Sub-Total

Estimated Freight

Total

Record: 1/1

<OSC>





### Credit Card

User

Fiscal Year

Req. No.

Sub

Short Description

List

Details

AD700 Details

Account Detail

User Fields

Record Info

#### Shipping Address Information

\*Ship To Code  ? Attention to

\*Ship to (Consignee and Destination)

**Confirmation** [X]

Credit card document is now located in the AD700 form.

#### AD700 Details

Descr	Amount
Yearly Service Fee	76.00

#### Required Delivery

Sub-Total

For additional information, please contact (Last, First)

Phone

Estimated Freight

Total

FRM-40400: Transaction complete: 1 records applied and saved.

Record: 0/1

<OSC>



# How to convert AD-700 to Credit Card

Some reasons why you may want to convert from AD-700 to Credit Card:

- Single tab entry
- Add more information in “Notes” block in the “Details” tab



# How to convert an AD-700 to Credit Card

CATS - CRIS Allocation Tracking System

CRIS Allocation Tracking System - CATS

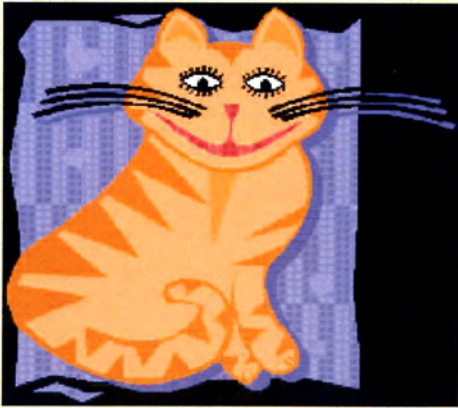
File Action Reports Reference CATS Information Help

- Credit Card
- Short Data Entry
- AD700**
- Projections
- Account Status Fund Holder
- Global Search

Security Level UNIT Mode Code 64 6402

*ew? Check out CATS Information, What's New for more information.*

# CATS





2. If a search is needed, select "Query" button

**CATS - CRIS Allocation Tracking System**

CRIS Allocation Tracking System - CATS

File Edit Action Record Prints Help

AD 700 User VIKELLEY FY 2012

Req. No 201 6402 150 00001 Sub 059 Short Description K-12-0006 OCTOBER BPA INVOICES SEE I

List **General** Details Account Detail Notes Procurement User Fields Record Info

Requisition Number	Vendor	Short Description	Amount	Request Date	S	R
201 6402 150 00001	LELAND AUTO PARTS	K-12-0006 OCTOBER BPA	31.63	10/04/2011	P	U
201 6402 150 00028	LELAND AUTO PARTS	K-12-0013 NOVEMBER BP	149.34	11/08/2011	P	U
201 6402 150 00040	MISSISSIPPI STATE	FY 2012 Lease Renewal	1.00	11/14/2011	W	U
201 6402 150 00041	UNIVERSITY OF TENN	FY 2012 renewal of le	1.00	11/14/2011	W	U
201 6402 150 00042	MISSISSIPPI STATE	FY 2012 renewal of le	1.00	11/15/2011	W	U
201 6402 150 00043	UNIVERSITY OF TENN	FY 2012 renewal of le	1.00	11/15/2011	W	U
201 6402 150 00044	AMES PLANTATION	FY 2012 renewal of le	1.00	11/15/2011	W	U
201 6402 150 00045	UNIVERSITY OF TENN	FY 2012 renewal of le	1.00	11/15/2011	W	U
201 6402 150 00048	BECKMAN COULTER	PO-12-51 Service Main	3,261.60	10/03/2011	P	U
201 6402 150 00051	AYRES-DELTA IMPLE	K-12-0008 OCTOBER BPA	482.19	11/29/2011	P	U
201 6402 150 00071	KPAUL PROPERTIES,	Phone System	90.73	12/07/2011	W	U
201 6402 150 00082	DR. RICARDO GOENA	Winter Nursery	1,902.00	12/08/2011	W	U

Add Print AD700

Record: 1/18 <OSC>

1. Select the requisition you want to convert



If searching, enter known information in appropriate boxes, and select "execute" icon.

**CATS - CRIS Allocation Tracking System**

CRIS Allocation Tracking System - CATS

File Edit Search Help

AD 700  
*Search Screen*

Search Account Detail Search

Year  Mode Code

Requisition No: Account Code     ? Sequence No  ?

Sub Account  ?

Short Description  ? FMMI No

Status: Working  Approved  Procurement/ATS  Voided  Reconciled  UnReconciled

Awarded Vendor  ?

Request Date Range   Budget Object Code Range  ?  ?

Total PR Amount Range

Amount Range

R&M Monies  
 R&M: Full  
 R&M: Split

Record: 1/1 ... <OSC>



Select transaction, and then move to "General" tab.

CATS - CRIS Allocation Tracking System

CRIS Allocation Tracking System - CATS

File Edit Action Record Prints Help

AD 700 User VIKELLEY FY 2012

Req. No 201 6402 150 00189 Sub 048 Short Description Yearly Service Fee for P.O. Box 345

List General Details Account Detail Notes Procurement User Fields Record Info

Requisition Number	Vendor	Short Description	Amount	Request Date	S	R
<input checked="" type="checkbox"/> 201 6402 150 00189	UNITED STATES POS	Yearly Service Fee fo	76.00	01/10/2012	W	U
<input type="checkbox"/>						
<input type="checkbox"/>						
<input type="checkbox"/>						
<input type="checkbox"/>						
<input type="checkbox"/>						
<input type="checkbox"/>						
<input type="checkbox"/>						
<input type="checkbox"/>						
<input type="checkbox"/>						
<input type="checkbox"/>						

Add Print AD700

Record: 1/1 ... <OSC>



From the "Requisition Status", use the drop down menu and select "C – Credit Card"

**CATS - CRIS Allocation Tracking System**

CRIS Allocation Tracking System - CATS

File Edit Action Record Prints Help

AD 700 User VIKELLEY FY 2012

Req. No 201 6402 150 00189 Sub 048 Short Description Yearly Service Fee for P.O. Box 345

List General Details Account Detail Notes Procurement User Fields Record Info

*FY	Other Acct	*Account Code	*Sub. Acct	Req No	Requisition Status
2012	<input type="checkbox"/>	201 6402 150	048 ?	00189	W - Working A - Approved P - Procurement / ATS <b>C - Credit Card</b> G - Agreement V - Voided

Short Description  
Yearly Service Fee for P.O. Box 345

Procurement Office  
Mid South Area

Requesting Office  
Crop Genetics  
Kelley

Ship To Code 4431 ?

Attention to  
SHIPPING & RECEIVING

\*Ship to (Consignee and Destination)  
USDA, ARS  
141 EXPERIMENT STATION RD, BLDG 11  
STONEVILLE MS ? 38776

Name of Approving Official  
Lawrence D. Young, Research Leader

Inside Delivery Requested

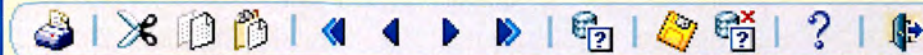
Record: 1/1 <OSC>



CATS - CRIS Allocation Tracking System

CRIS Allocation Tracking System - CATS

File Edit Action Record Prints Help



AD 700

User VIKELLEY FY 2012

Req. No 201 6402 150 00189 Sub 048 Short Description Yearly Service Fee for P.O. Box 345

List General Details Account Detail Notes Procurement User Fields Record Info

\*FY 2012 Other Acct  \*Account Code 201 6402 150 \*Sub. Acct 048 ? Req No 00189 Requisition Status C - Credit Card

Short Description Yearly Service Fee f

Procurement Office Mid South Area

Requesting Office Crop Genetics Kelley

Ship To Code 4431 ?

Attention to SHIPPING & RECEIVING

\*Ship to (Consignee and Destination) USDA, ARS 141 EXPERIMENT STATION RD, BLDG 11 STONEVILLE MS ? 38776

Forms

Please select Credit Card User before saving the record.

OK

search Leader

Inside Delivery Requested  Select

Record: 1/1 ... <OSC>





The CATS user name will default to cardholder name



AD 700



User VIKELLEY

FY 2012

Req. No 201 6402 150 00189

Sub 048

Short Description Yearly Service Fee for P.O. Box 345

List

General

Details

Account Detail

Notes

Procurement

User Fields

Record Info

\*FY 2012 Other Acct  \*Account Code 201 6402 150 \*Sub. Acct 048 ? Req No 00189

Requisition Status C - Credit Card

Short Description Yearly Service Fee for P.O. Box 345

\*Request Date 01/10/2012

Procurement Office Mid South Area

Document Number

Requesting Office Crop Genetics

FMMI No

Kelley

Title of Approving Official Lawrence D. Young, Research Leader

Ship To Code 4431 ?

Credit User Name KELLEY VIRGINIA ?

Attention to SHIPPING & RECEIVING

Inside Delivery Requested

\*Ship to (Consignee and Destination) USDA, ARS 141 EXPERIMENT STATION RD, BLDG 11 STONEVILLE MS ? 38776

IMPORTANT: change "credit user name" to match purchaser, if needed





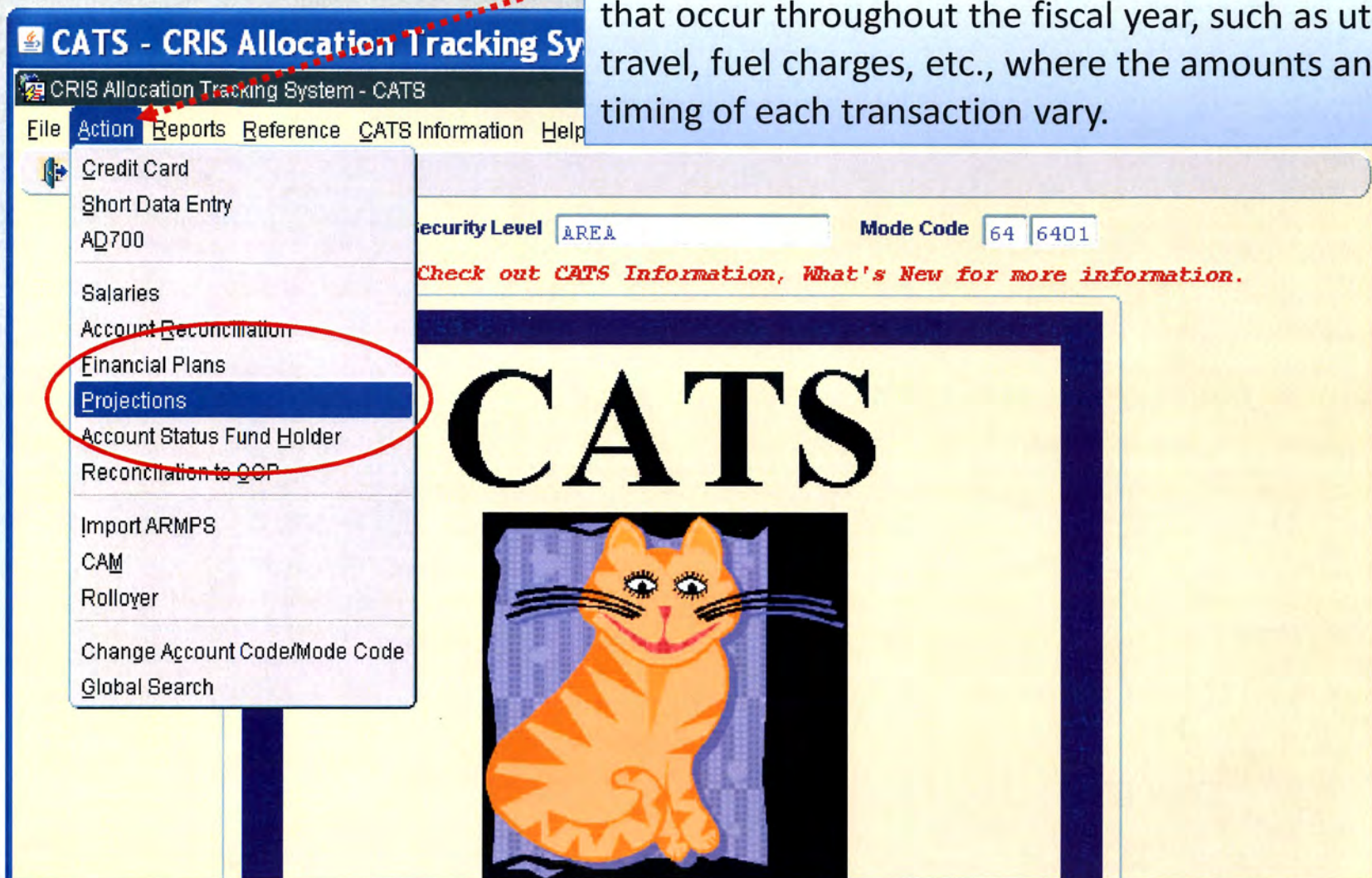


# Projections

For use by Unit Level and Location Level



The Projection form is used for anticipated expenses that occur throughout the fiscal year, such as utilities, travel, fuel charges, etc., where the amounts and/or timing of each transaction vary.



Projections can be used to reserve available funds for a specific category; does not obligate until linked to a transaction document (AD700, Credit Card or Short Data Entry):

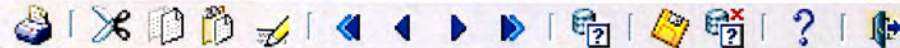
- Can be used to reserve funds in specific categories.
- Does not require immediate creation of transaction document.



# CATS - CRIS Allocation Tracking System

CRIS Allocation Tracking System - CATS

File Edit Action Record Prints Help



## Projections

User AHMCGEE

FY 2012

Account Code 201 6402 100 00001 Sub 024

Projection Name FLEETCARD

List

Details

Account Detail

User Fields

Actuals

Record Info

	Document Number				Projection Name	Projection Amount	Total Actuals	Balance
<input checked="" type="checkbox"/>	201	6402	100	00001	FLEETCARD	11,400.00	4,469.31	6,930.69
<input type="checkbox"/>	201	6402	150	00001	Samples (814) for	2,035.00		2,035.00
<input type="checkbox"/>	201	6402	150	00002	FLEETCARD	23,180.00	2,289.89	20,890.11
<input type="checkbox"/>	201	6402	300	00001	FLEETCARD	1,360.00	744.32	615.68
<input type="checkbox"/>	201	6402	300	00002	XEROX COPIES	350.00	61.24	288.76
<input type="checkbox"/>	201	6402	350	00001	FLEETCARD	5,100.00	586.99	4,513.01
<input type="checkbox"/>	201	6402	450	00001	FLEETCARD	6,635.00	817.76	5,817.24
<input type="checkbox"/>	201	6402	550	00001	FLEETCARD	11,800.00	799.50	11,000.50
<input type="checkbox"/>	201	6402	930	00001	FLEETCARD	12,000.00	1,193.29	10,806.71
<input type="checkbox"/>	201	6402	930	00002	UNLEADED FUEL--BU	110,000.00	11,599.61	98,400.39
<input type="checkbox"/>	201	6402	930	00003	DIESEL FUEL--BULK	20,000.00	5,045.72	14,954.28
<input type="checkbox"/>	201	6402	930	00004	VEHICLE PURCHASE-	15,000.00		15,000.00

Add

Select to create a Projection

Record: 1/44

<OSC>



# CATS - CRIS Allocation Tracking System

CRIS Allocation Tracking System - CATS

File Edit Action Record Prints Help



## Projections

Account Code

Sub

Projection Name

List

Details

Account Detail

User Fields

Actuals

Record Info

FY 2012

\*Account Code

201 6401 915 ?

\*Sub Acct

001 ?

\*BOC

?

\*Projection Name

Projection Date

12/21/2011

Projection Amount

User Notes

R & M

None

Split

Full

Enter the anticipated amount for this projection (could be based on last FY amounts.)

Details are helpful but not required.

Void

Record: 1/1

<OSC>

The Projection Name could be the vendor or a category (Fleetcard will have many different vendors).



# CATS - CRIS Allocation Tracking System

CRIS Allocation Tracking System - CATS

File Edit Action Record Prints Help



## Projections

User AHMCGEE

FY 2012

Account Code 201 6402 100 00001 Sub 024

Projection Name FLEETCARD

List Details Account Detail User Fields Actuals Record Info

FY 2012

*Account Code	*Sub Acct	*BOC	*Projection Name	Projection Date	Projection Amount
201 6402 100	024 ?	2614 ?	FLEETCARD	11/29/2011	11,400.00

### User Notes

INITIAL PROJECTION \$11,400 BASED ON FY11 EXPENSE.

### R & M

None

Split

Full

.00

Projections are assigned sequential numbers.

Void

Record: 1/1

<OSC>



# CATS - CRIS Allocation Tracking System

Projections can only be assigned to one accounting code; however, multiple sub accounts may be assigned to the Projection.

The Sub-Accounts are those subsections, already set up by the financial technicians, in order to direct funds appropriately.

User: AHMCGEE    FY: 2012

Account Code: 201 6402 100 00001    Sub: 024    Projection Name: FLEETCARD

List    Details    **Account Detail**    User Fields    Actuals    Record Info

Sub Acct	Projection Amount	Projection Percent	Actual Amount	Balance Amount
024 ?	1,275.00	11.18	104.08	1,170.92
025 ?	8,500.00	74.56	3,756.00	4,744.00
028 ?	1,625.00	14.25	609.23	1,015.77
?				
?				
?				
?				
?				
?				
<b>Undistributed</b>	.00	.01	.00	
<b>Total</b>	11,400.00	100.00	4,469.31	

Record: 1/3    ...    <OSC>

Select Sub Account

Find: 02%

Sub Acc...	Description
024	LUTTRELL30%,SNODGRASS50%,PORTILL
025	LUTTRELL30%,SNODGRASS75%,ZHU,A
028	LUTTRELL40%,1M1975 VAC,ALLEN50%,J



# CATS - CRIS Allocation Tracking System

CRIS Allocation Tracking System - CATS

File Edit Action Record Prints Help



## Projections

User AHMCGEE

FY 2012

Account Code 201 6402 100 00001 Sub 024

Projection Name FLEETCARD

List

Details

Account Detail

User Fields

Actuals

Record Info

### User Fields

Agency Area



User Field 1

?

Amount

Percent



User Field 2

?



User Field 3

?



User Field 4

?



User Field 5

?



User Field 6

?

The Projection total amount can be split between up to six user fields either by amount or by a percentage of the projection total.

Record: 1/1

...

<OSC>

“User Fields” are optional.

Use the “User Fields” to assign percentages of Projection to specific scientists or projects.

- These are **user** defined fields.
- To be helpful, they must be **consistent**.



**CATS - CRIS Allocation Tracking System**

CRIS Allocation Tracking System - CATS

File Edit Action Record Prints Help

**Projections** User: AHMCGEE FY: 2012

Account Code: 201 6402 100 00001 Sub: 024 Projection Name: FLEETCARD

List | Details | Account Detail | User Fields | **Actuals** | Record Info

Requisition Number	Sub Acct	Document Type	Request Date	Reconciled Date	Amount
201 6402 100 00006	025	GASC	10/05/2011		53.
201 6402 100 00060	025	GASC	10/17/2011	10/31/2011	553.33
201 6402 100 00061	025	GASC	10/17/2011	10/31/2011	420.54
201 6402 100 00062	028	GASC			
201 6402 100 00071	028	GASC			
201 6402 100 00087	025	GASC			
201 6402 100 00092	025	GASC			
201 6402 100 00097	025	GASC			

Record: 1/1

To Link a Projection

From the "Actuals" tab, select "Add Link" to search for transaction documents to link to the Projection.

**Search for Documents to Link to This Projection**

Document Type: ALL

Start BOC: End BOC:

Description:

Vendor/Traveler:

Search Cancel



**Select Document to Link**

Select One or More Documents to Link to This Projection

Requisition Number	Sub	Doc	BOC	Vendor	Recon Date	Amount
201-6402-100-00001	025	CRED:	2670	KROGER		48.87
201-6402-100-00002-00	024	CRED:	2523	MISSISSIPPI ENTOMOLO		150.00
201-6402-100-00002-00	025	CRED:	2523	MISSISSIPPI ENTOMOLO		150.00
201-6402-100-00002-00	028	CRED:	2523	MISSISSIPPI ENTOMOLO		50.00
201-6402-100-00002-01	024	CRED:	2581	USBANK		2.55

OK Cancel

In the Pop-up Box, select the transaction document to link the obligation to the Projection.



As funds are actually obligated with the use of transaction document (AD 700, Credit Card or Short Data Entry), it is **Linked** with the Projection.

The screenshot shows the 'Projections' window in the CRIS Allocation Tracking System - CATS. The window title is 'CRIS Allocation Tracking System - CATS'. The menu bar includes 'File', 'Edit', 'Action', 'Record', 'Prints', and 'Help'. The toolbar contains various icons for file operations and navigation. The main area displays the 'Projections' window with the following details:

- User: AHMCGEE
- FY: 2012
- Account Code: 201 6402 100 00001
- Sub: 024
- Projection Name: FLEETCARD

The 'Actuals' tab is selected, showing a table of actuals. A red dashed arrow points from the 'Details' tab to the first row of the table. The table has the following columns: Requisition Number, Sub Acct, Document Type, Request Date, Reconciled Date, and Amount. The first row is highlighted in blue, and a red circle highlights the right arrow button next to the amount '53.76'. Below the table, there are 'Add Link' and 'Remove Link' buttons. To the right, a summary table shows:

Total Actuals	4,469.31
Balance	6,930.69
Projection Amount	11,400.00

A red dashed arrow points from the 'Actual linked obligations total only a portion of the Projected Amount.' text box to the 'Total Actuals' value. At the bottom, the status bar shows 'Record: 1/48' and '<OSC>'.

Arrow leads to the "Details" tab of the transaction document.

Actual **linked** obligations total only a portion of the Projected Amount.



Projections are visible on the Status of Funds reports.

Be sure to obligate all of a projection by **linking** with actual transaction documents to avoid duplication of entries.

The screenshot shows a web-based application window titled "Projections". At the top, there is a navigation bar with a logo on the left and a "User" field containing "AHMCGEE" and "FY" set to "2012". Below this, the "Account Code" is displayed as "201 6402 100 00001" and the "Sub" field is "024". The "Projection Name" is "FLEETCARD". A menu bar below the header includes "List", "Details", "Account Detail", "User Fields", "Actuals", and "Record Info" (which is highlighted with a red dashed border). The main content area shows the following fields:

- User Added: PNMORRIS
- Date Added: 11/29/2011
- User Last Modified: PNMORRIS
- Date Last Modified: 11/29/2011

#### BASIC PROJECTION SUMMARY

- Projections are estimates of anticipated expenses.
- Projections are not actual purchase documents.
- AD700, Credit Card, and Short Data Entry are **linked** transaction documents - used to generate the "actual" expenditures.
- These **linked** transactions are drawn down from the Projection total.
- The balance of the Projection equals the total Projection less the **linked** transaction documents.

Record: 1/1

<OSC>



# CATS - CRIS Allocation Tracking System

CRIS Allocation Tracking System - CATS

File Edit Action Record Prints Help



## Projections

User AHMCGEE

FY 2012

Account Code 201 6402 300 00002 Sub 085

Projection Name XEROX COPIES

List

Details

Account Detail

User Fields

Actuals

Record Info

Document Number				Projection Name	Projection Amount	Total Actuals	Balance
<input type="checkbox"/>	201	6402	300 00002	XEROX COPIES	350.00	61.24	288.76
<input type="checkbox"/>							
<input type="checkbox"/>							
<input type="checkbox"/>							
<input type="checkbox"/>							
<input type="checkbox"/>							
<input type="checkbox"/>							
<input type="checkbox"/>							
<input type="checkbox"/>							
<input type="checkbox"/>							
<input type="checkbox"/>							
<input type="checkbox"/>							
<input type="checkbox"/>							
<input type="checkbox"/>							
<input type="checkbox"/>							

List tab provides a breakdown.

Add

Record: 1/1

<OSC>



**CATS - CRIS Allocation Tracking System**

CRIS Allocation Tracking System - CATS

File Edit Action Record Prints Help

**Credit Card** User: AHMCGEE Fiscal Year: 2012

Req. No. 201 6401 100 00001 0 Sub 002 Short Description 100am00001Page Fee of \$1168 an

List Details **Account Detail** User Fields Record Info

Other Acct	Account Code			Sub Account	Amount		RECONCILED		Date
						%	Amount	%	
<input type="checkbox"/>	201	6401	100	002	1,183.00	100.00	1,183.00	100.00	11/30/2011
<b>Undistributed</b>					.00	.00	1,183.00	100.00	<b>Total</b>
<b>Total</b>					1,183.00	100.00			

Projection Name:  ? X →

Record: 1/1 <OSC>

NOTE: This is a Credit Card transaction.  
 The "Account Detail" tab is where to find the option to **Link** a Credit Card transaction to a Projection.  
 ONLY Unit Level and Location Level users can **Link** transaction documents with a Projection.

To Link a Credit Card transaction, select the Projection from the pull down list.



# Cloning

CATS' Cloning feature duplicates an existing record, using the same account and sub account codes but generates a new document sequence number. That is **CLONING**.



# CATS - CRIS Allocation Tracking System

CRIS Allocation Tracking System - CATS

File Edit Action Record Prints Help



## Credit Card

User AHMCGEE

Fiscal Year 2012

Req. No. 201 6401 100 00001 0 Sub 002 Short Description 100am00001Page Fee of \$1168 an

List Details Account Detail User Fields Record Info

FY 2012 Other Acct \*Account Code

\*Credit Card User (Last Name, First) MCGEE ANN

\*Vendor COACTION

\*Budget Object 2670

\*Amount 1,183.00

Notes / Remarks 100am00001  
for Jessica Thomson  
Article Title - Simulated reductions

Accounting Reconciled Date 11/30/2011

Date Received

USBank Approved

R & M  
 None  Split  
 Full .00

Save & Return to List

Save & Add

Recurring

Clone

Record: 1/1

<OSC>

CATS prompts the user to save changes to the current record. Select "Clone" and there will be several pop-up boxes requiring answers.

CATS remains on the "Details" tab and displays the new cloned record.

CATS will not clone the Notes/Remarks.



A new credit card log number can be assigned each time a credit card document is cloned.

**System**

CRIS Allocation Tracking System - CATS

File Edit Action Record Prints Help

**Credit Card** User: AHMCGEE Fiscal Year: 2012

Req. No. 201 6401 100 00001 0 Sub 002 Short Description 100am00001Page Fee of \$1168 an

List Details Account Detail User Fields Record Info

FY 2012 Other Acct  \*Account Code \*Sub Acct \*Date

\*Credit Card User (Last Name, First) MCGEE

\*Vendor COACTION

\*Budget Object 2670

\*Amount

Notes / Remarks 100am00001 for Jessica Thomson Article Title - Simulated reductions

Accounting Reconciled Date 11/30/2011 Date Received USBank Approved

None  Split  Full .00

Save & Return to List Save & Add Recurring Clone

Record: 1/1 <OSC>

**Clone Alert**

Do you want to clone this record with

Same Log # **New Log #** Cancel



**CATS - CRIS Allocation Tracking System**

CRIS Allocation Tracking System - CATS

File Edit Action Record Prints Help

Req. No. 201 6401 100 00001 0 Sub 002 Short Description 100am00001Page Fee of \$1168 an

User AHMCGEE Fiscal Year 2012

List Details Account Detail User Fields Record Info

FY 2012 Other Acct \*Account Code \*Sub Acct \*Date

\*Credit Card User (Last Name, First) MCGEE

\*Vendor COACTION

\*Budget Object 2 670

\*Amount 1,183.00

Notes / Remarks 100am00001 for Jessica Thomson Article Title - Simulated reductions

Accounting Reconciled Date 11/30/2011 Date Received USBank Approved

Check # 1005

Save & Return to List Save & Add Recurring Clone

Record: 1/1 <OSC>

**Clone Check**

Do you want to clone the userfields?

Yes No Cancel

CATS offers to clone the "User Fields".

**CATS - CRIS Allocation Tracking System**

CRIS Allocation Tracking System - CATS

File Edit Action Record Prints Help

Req. No. 201 6401 100 00001 0 Sub 002 Short Description 100am00001Page Fee of \$1168 an

User AHMCGEE Fiscal Year 2012

List Details Account Detail User Fields Record Info

FY 2012 Other Acct \*Account Code \*Sub Acct \*Date 10/11/2011

\*Credit Card User (Last Name, First) MCGEE

\*Vendor COACTION

\*Budget Object 2 670

\*Amount 1,183.00

Notes / Remarks 100am00001 for Jessica Thomson Article Title - Simulated reductions

Accounting Reconciled Date 11/30/2011 Date Received USBank Approved

Check # 1005

Save & Return to List Save & Add Recurring Clone

Record: 1/1 <OSC>

**Multiple Clones**

Number of Clones 1

OK Cancel

CATS offers to clone the document a specific number of times. This can be useful for recurring charges.



# Partials

This action can be used any time a transaction has been split for any reason, thus making the amounts in US Bank and CATS **MATCH**.

Primarily used for credit card transaction but can be used for any transaction in CATS.

CATS transaction must be partialled when the items are charged separately, resulting in different actual charges in US Bank and CATS.

For example, when ordering from GSA the total dollar amount is often divided in US Bank.



Select the "Partial" button to begin the partialing process.

The screenshot displays the CATS - CRIS Allocation Tracking System interface. At the top, the title bar reads "CATS - CRIS Allocation Tracking System". Below it is a menu bar with "File", "Edit", "Action", "Record", "Prints", and "Help". A toolbar contains various icons for navigation and editing. The main window is titled "Credit Card" and shows the following details:

- Req. No.:** 101 6402 300 00001 0
- Sub:** 085
- Short Description:** 300AM00001Maintenance Agreemen
- User:** AHMCGEE
- Fiscal Year:** 2011

The "Details" tab is selected and highlighted with a red dashed box. Below the tabs, the record information is displayed:

- FY:** 2011
- Other Acct:** [ ]
- \*Account Code:** 101 6402 300
- \*Sub Acct:** 085 ?
- \*Date:** 10/04/2010
- \*Credit Card User (Last Name, First):** MCGEE ANN ?
- Short Description:** 300AM00001 Maintenance Agreement on Xerox WorkCenter 7232 PCC -
- \*Vendor:** XEROX CORPORATION- GOV'T RENEI ?
- \*Budget Object:** 2670 ?
- Credit Card Log:** AM00001
- Check #:** [ ]
- \*Amount:** 50.00
- FMMI No:** [ ]
- Notes / Remarks:** 300am00001  
Oct 2010  
Nov 2010
- R & M:**  None  Split  
 Full [ ] .00
- Date Received:** [ ]
- USBank Approved:** [ ]

At the bottom of the form, there are several buttons: "Save & Return to List", "Save & Add", "Recurring", "Partial" (circled in red), "Clone", "Create AD700", and "Void". A red dashed arrow points from the "Partial" button to the "0" in the "Req. No." field. A callout box on the right states: "CATS sets the partial sequence number of the current (original) record to '0'".



CATS duplicates the current record, keeping the requisition number and credit card log number, setting the Amount to zero, and giving the record a new partial sequence number. CATS remains on the Details tab and displays the new partial record.

The amount for the separate portion is entered and CATS deducts that amount from the original total leaving the balance.

**Credit Card** User  Fiscal Year

Req. No.      Sub  Short Description

List **Details** Account Detail User Fields Record Info

Requisition Number	CC Log #	Vendor	Short Description	Amount	P	R
101 6402 300 00001	AM00001	XEROX CORPORATION-	300AM00001Maintena	50.00	0	U
101 6402 300 00001	AM00001	XEROX CORPORATION-	300AM00001Maintena	.00	12	U
101 6402 300 00001	AM00001	XEROX CORPORATION-	300AM00001Maintena	20.75	1	R
101 6402 300 00001	AM00001	XEROX CORPORATION-	300AM00001Maintena	37.74	2	R
101 6402 300 00001	AM00001	XEROX CORPORATION-	300AM00001Maintena	6.63	3	R
101 6402 300 00001	AM00001	XEROX CORPORATION-	300AM00001Maintena	20.21	4	R
101 6402 300 00001	AM00001	XEROX CORPORATION-	300AM00001Maintena	11.12	5	R
101 6402 300 00001	AM00001	XEROX CORPORATION-	300AM00001Maintena	10.49	6	R
101 6402 300 00001	AM00001	XEROX CORPORATION-	300AM00001Maintena	22.01	7	R
101 6402 300 00001	AM00001	XEROX CORPORATION-	300AM00001Maintena	8.39	8	R
101 6402 300 00001	AM00001	XEROX CORPORATION-	300AM00001Maintena	42.98	9	R
101 6402 300 00001	AM00001	XEROX CORPORATION-	300AM00001Maintena	14.06	10	R

Add Print CC Log Print AD700

Record: 1/16 ... <OSC>

CATS sets the partial sequence number.



# CATS - CRIS Allocation

CRIS Allocation Tracking System

File Edit Action Record Prints Help



## Credit Card

User: AHMCGEE

Fiscal Year: 2011



Req. No. 101

List Details

FY 2011

\*Credit Card User (Last Name, First) MCGEE

\*Vendor XEROX

\*Budget Object 2670

\*Amount

Notes / Remarks

300a  
Oct  
Nov

CATS automatically partials the Check Fee amount when the Check # is entered. Enter the Check Fee amount or CATS will calculate the amount and add it to the original transaction.

Agricultural Research Service - ARS  
CRIS Allocation Tracking System - CATS

File Action Reports Reference Help

- Status of Funds
- 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
- B&M Report
- Year End Estimate Report
- User Account Reports
- Listing of Account Codes

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

**CATS**

Selecting the type of report will determine the account information requested in the next step.

The Status of Funds (SOF) reports are accessed via the "Reports" menu and are used to show the current expenditures and account balances for an account, sub account, or range of accounts, or entire location or areas.

Maintenance Agreement

ent on Xerox

Save & Return to List

Save & Add

Recurring

Partial

Clone

Create AD700

Void

Record: 1/1

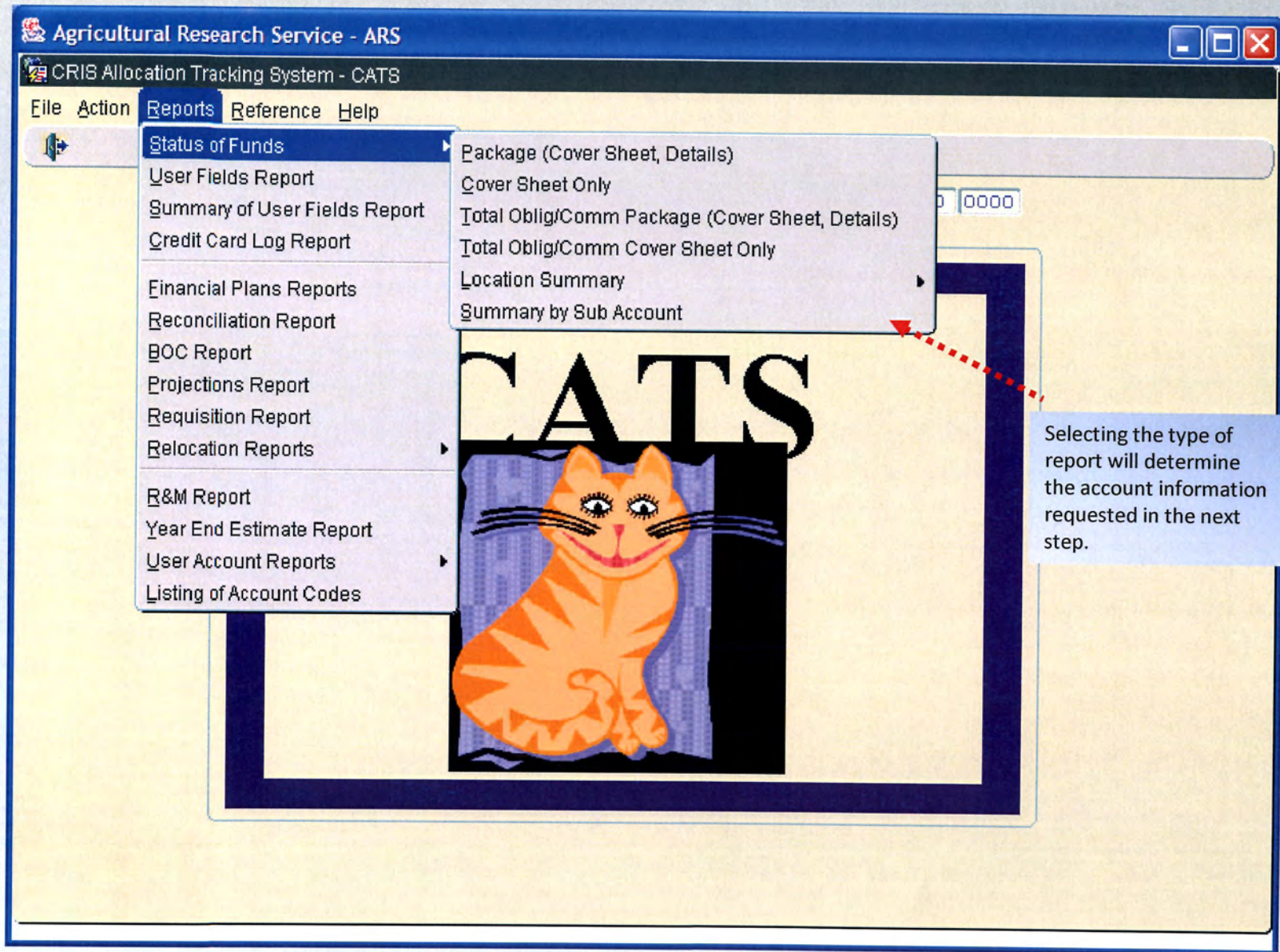
<OSC>



# The Status of Funds (SOF) reports

The Status of Funds (SOF) reports are used to show the current expenditures and account balances







Status of Funds  
Cover Sheet

Agricultural Research Service  
CRIS Allocation Tracking System  
Status of Funds by Account Code  
Ledger Date 09/23/2008

1

FUND HOLDER: Georgia Talkington

ACCOUNT: 801-0210-910  
DESCRIPTION: INTERNATIONAL RESEARCH PROGRAM

	<u>FINANCIAL PLAN</u>	<u>RECONCILED</u>	<u>UNRECONCILED</u>	<u>TOTAL OBLIG/COMM</u>	<u>BALANCE AVAILABLE</u>
<b><u>SALARIES</u></b>					
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
<b>SUBTOTAL</b>	<b>1,676,876.97</b>	<b>40,000.00</b>	<b>40,000.00</b>	<b>80,000.00</b>	<b>1,596,876.97</b>
<b><u>CONTRACT SUPPLIES &amp; SERVICES</u></b>					
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
<b>SUBTOTAL</b>	<b>206,218.00</b>	<b>2,000.00</b>	<b>727.00</b>	<b>2,727.00</b>	<b>203,491.00</b>
<b><u>EQUIPMENT</u></b>					
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
<b>SUBTOTAL</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>
<b><u>EXTRAMURAL</u></b>					
4000 EXTRAMURAL SUPPORT	0.00	0.00	0.00	0.00	0.00
<b>SUBTOTAL</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>
<b>ALL OTHER TOTAL</b>	<b>206,218.00</b>	<b>2,000.00</b>	<b>727.00</b>	<b>2,727.00</b>	<b>203,491.00</b>
<b>ACCOUNT TOTAL</b>	<b>1,883,094.97</b>	<b>42,000.00</b>	<b>40,727.00</b>	<b>82,727.00</b>	<b>1,800,367.97</b>

GLOBAL COMMENTS: Plan 1 Initial Plan from ARMPS

Contains financial plan changes  
made throughout the year

Account balances are figured by comparing the entered transactions (reconciled & unreconciled) against the financial plan for that account. Some reports break down the transactions by budget object class as well.



Status of funds  
Details Sheet

Agricultural Research Service  
CRIS Allocation Tracking System

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Detail by Account  
Ledger Date 09/23/2008

Account Code: 801-0210-910

RECONCILED TRANSACTIONS

TRANSACTION	AMOUNT	VENDOR	DESCRIPTION	OBJECT CLASS	LEDGER FLAG	LEDGER/	PERCENT	SUB
						ORDERED DATE		
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
<b>TOTAL</b>	<b>42,000.00</b>							

UNRECONCILED TRANSACTIONS

TRANSACTION	AMOUNT	VENDOR	DESCRIPTION	OBJECT CLASS	LEDGER FLAG	LEDGER/	PERCENT	SUB
						ORDERED DATE		
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
<b>TOTAL</b>	<b>40,727.00</b>							



## COMMONLY USED BUDGET OBJECT CLASS (BOC) CODES FOR CC CHARGES & CATS

(These codes are used to group financial obligations and expenditures by categories of services or articles procured, such as equipment, supplies & materials, etc.)

2220	UPS-United Parcel Service
2350	Postage & Related Fees/Box Rental (US Postal Service)
2353	FEDEX
2367	Tank Rentals
2523	Training, Tuition, Fees
2530	Repair and Maintenance- General
2531	Repair and Maintenance- Motor Vehicles
2532	Repair and/or Service Maintenance Agreements- Equipment (Lab, Ag, etc.)
2535	Repair and/or Service Maintenance Agreements- Office Equipment
2570	Miscellaneous Services (Includes Registration for Meetings, Honorariums)
2581	Check Fee/Bank Service
2613	Diesel- Non-Travel and Non-Transportation
2614	Gasoline
2616	Aviation Fuel
2619	Propane/LPG
2620	Scientific & Experimental Supplies
2630	Computer/ADP Related Supplies(less than \$5,000)
2660	Subscriptions, Pamphlets, and Documents
2670	Supplies and Materials- General
3140	Non-accountable-Non capitalized Equipment ( <b>Personal Property-Less Than \$5,000</b> )

### Equipment BOC's for AD700's to Procurement Only (Not for Credit Card Holder's Use)

3120	Machinery & Equipment- Capitalized <b>&gt; or = \$25,000</b>
3121	Agricultural -Capitalized <b>&gt; or = \$25,000</b>
3122	Laboratory- Capitalized <b>&gt; or = \$25,000</b>
3150	Equipment (Other)- Accountable, Non Capitalized ( <b>Initial cost of \$5,000-\$24,999.</b> )
3151	Machinery & Equipment- Accountable, Non-Capitalized <b>\$5,000- \$24,999</b>
3155	Motor Vehicles- Accountable, Non-Capitalized <b>\$5,000- \$24,999</b>