CCLOG INSTRUCTIONS

I. LOG ON to AFS3

A. Log on to AFS3 at http://afs.nps.gov
B. Click on the "Enter AFS3" link at the bottom
C. Enter your "User Name and Password" and click Connect
D. Leave the Database field Blank.

If all charge card entries to be posted at this time are HFC account numbers, skip to step III.
(HFC account numbers begin with 1101-1199 and HFC's home org is 1100.)

II. FIND HOME ORG

A. Click on the Unit Configuration Module in the Administration and Reference Section
B. Click on the ORG tab, 2nd tab to the right
C. Click in the Org radio button under Select, 2nd radio button down
D. Type the Org Code in the field for that specific account (the first 4 characters)
E. Click on the green traffic light to query
F. The Home Org will be shown in the table below; make note of the home org number

III. CCLOG ENTRIES – refer to appropriate step below

A. Click on the CCR Module in the CCR and Charge Card Log Module
B. Click on the Charge Card Log tab, 5th tab to the right

1. SETTING UP ACCOUNTING CRITERIA
   a. Click on the Budget FY down arrow and select current fiscal year
   b. Click in the Home Org field and type the Home Org for the account
      Note: The down arrow has been grayed out, as if you cannot change this value, but you can click in the cell and type in the home org of the account.
   c. Leave the AOP only and Proj Only check boxes unchecked
   d. In the "Selection" Borders click on the All Accounts down arrow
   e. Type in the account Org, Job, Prog in the dialog box and Click OK
   f. In the "Sort By" Borders click on the Card Holder radio button
   g. Leave the Filter By Selected Account checkbox unchecked
   h. In the "Report Format" Borders click on the PDF radio button
   i. In the "Restrict By" Borders leave ALL for the drop down arrow, leave blank in the BOC field, and type your Cardholder Initials in the fill-able field
   j. At last, click on the green traffic light to query

2. ENTERING A NEW RECORD
   a. Keep Copy Account Information upon Insert check box checked
   b. Click in the next empty row under the Org field for the Account OR click on the green insert record plus sign icon to add a new record
   c. The Org, Job, Prog, Fund, and Type fields will auto populate
   d. Type in your Document Number fields as follows:

ORG: Enter your position org; YR: H(the alpha code for FY 2007); NUM: Type your last four numbers on the cardholder's charge card; SEQ: Your number sequence for each account start with 001 (e.g. 001, 002, 003, etc).

e. Keep the Include checkbox checked to include the charge as a commitment.
f. Type your supervisor's initials in the Supr Apprvl fill-able field
g. Type the Date the commitment is made using the format (mm-dd-yyyy)
h. Type the Amount of the purchase using dollars and cents.
i. Type the 4 character budget object class code in the Obj Class field
   Note: If BOC is unknown, click on the Obj Class button and choose. Double Click on the Code (only Group is listed). After you have completed and saved your record, then refer to the Object Class Tab in the Reference Tables Module for a complete listing. Type the group (determined from step above) in the Object Class field under the Selection border; click on the green light to query. Go back and update your record with appropriate 4 characters BOC. Save changes.
j. In the Description field use the format: Description/Vendor/Last name e.g. (Chair/GSA/Larsen) This step helps with Document Summary reports.
k. Type the Account Default as identified on your purchase card statement (i.e. org position, job is blank, and program of 020;(e.g. 1101 020))
l. Type in your initials in the Card Holder field, the same initials entered above.
m. Type in the name of the Vendor.
n. To Save click on the disk icon on the toolbar.

3. RECONCILING YOUR STATEMENT
   a. Validate each memo transaction on the purchase card statement
   b. Write down the correct Account number and Object Class for each item
   c. Write down the Description used above and your Initials
   d. Go back into your AFS3 log and complete the following for each transaction:
   e. Check the Clear Stmt checkbox
   f. Type the Date Received using the format (mm-dd-yyyy)
   g. Update amount, description, vendor, etc. and click Save.

4. PRINTING YOUR LOG
   a. Click on the Budget FY down arrow and select current fiscal year
   b. Leave the default value for the Home Org field as 1100.
   c. In the "Sort By" Borders click on the Card Holder radio button
   d. Leave the Filter By Selected Account checkbox unchecked
   e. In the "Report Format" Borders click on the PDF radio button
   f. In the "Restrict By" Borders skip to the Cardholder field and type your Cardholder Initials in the fill-able field
   g. Then, click on the Print Icon to run the report
   h. Finally, click on File then Print or the Print Icon on the PDF report menu