ATTACHMENT B

CCLOG INSTRUCTIONS

I. LOG ON to AFS3

A. Log on to AFS3 at http://afs.nps.gov/
B. Click on the "AFS3" near the bottom of screen.
C. Enter your "User Name and Password".
D. Leave the Database field blank.
E. Enter or click on Connect.

If all charge card entries to be posted at this time are HFC account numbers, skip to step III.
(HFC account numbers begin with 11 and HFC's home org is 1100.)
Entries for park accounts require the park home org (four digits).

II. FIND HOME ORG

A. Under Administration and Reference (lower left of main menu), click on the Unit Configuration Module.
B. Go to **ORG** tab (second tab to the right).
C. Select ORG (second radio button).
   Enter the first four digits of account number.
   Click on the green traffic light to query.
   The Home Org will pop up in the table below; make note of the home org number.
D. Exit this module through the blue door.

III.CCLOG ENTRIES – refer to appropriate step below.

A. Under CCR and Charge Card Log (upper right of main menu), click on the CCR Module.
B. Use the **Charge Card Log** tab.
   1. SET UP ACCOUNTING CRITERIA
      - Budget FY should be the current fiscal year.
      - Home Org field defaults to HFC's 1100. Change to correct home org if entering data for a park account.
      - In the "Selection" box, AOP only and Proj Only boxes are not checked. Click on the All Accounts down arrow. Type in the account number Org, Job, Prog in the "Selection" pop-up box (example of org 1113; job MGMT; prog 564) and click OK.
      - In the "Sort By" box click on the Card Holder radio button.
      - "Filter By Selected Account" is not checked.
      - In the "Report Format" box, the PDF radio button is the default.
      - In the "Restrict By" box, ALL is the default, Obj is blank, and type Cardholder Initials in the open field.
      - "Copy Account Information upon insert" remains checked. (This allows the account number for a previous entry to be copied for a new entry.)
      - Click on the green traffic light to query (gives entries for home org). If there are no previous entries click ok to the "Forms" pop-up block.

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2. ENTER A NEW RECORD
    - To add a new record click in the blank row under the Org field for the account OR click on the green insert record plus sign icon located on top status bar.
    - Move cursor to Org field and enter org for the account number; fill in Job and Proj fields (example of org 1113; job MGMT; prog 564. The Fund and type fields will automatically fill).
    - Insert the Document Number fields as follows:
      Org: This is the cardholder's position org number. Year: K (the alpha code for FY 2009); Num: This is the last four numbers of the cardholder's charge card; SEQ: The number sequence for each account begins with 001 (e.g. 001, 002, 003, etc).
    - The "Incl" field will automatically be checked to include the charge as a commitment.
    - In "Supr Apprvl" field insert initials of the supervisor authorizing purchase.
    - In "Date" field enter date the commitment is made using the format (mm-dd-yyyy).
    - Tab to "Amount" field; enter dollars and cents. Please itemize if total charge is for multiple items.
    - In "Obj Class" field enter the four character budget object class code. Note: If object code is unknown, click on the Obj Class button and choose or refer to Attachment C for most common object code listings.
    - In the "Description" field use the format: Item/Vendor/Last name (e.g. Chair/GSA/Schaffer). This step helps with Document Summary reports.
    - In the "Account Default" field, enter Org (four digits as identified on your purchase card statement) and tab to Prog to enter 020. The Job field remains blank. (e.g. 1113 020).
    - In the "Card Holder" field enter your initials. (Be consistent.)
    - In the "Vendor" field enter the name of the vendor.
    - To Save, click on the disk icon on the toolbar.

      Exit AFS through the blue exit door.

3. RECONCILE YOUR STATEMENT
    - Validate all memo transactions on the charge card statement.
        - Print legibly the correct account number and four-digit Object Class for each item.
        - Print the description used in AFS entry for purchases and correct TA number for travel and cardholder initials.
    - Enter AFS3, Charge Card Log tab, and complete the following for each transaction:
        - Check the "Clear Stmt" checkbox.
        - "Date Received" using the format (mm-dd-yyyy).
        - Update amount, description, vendor, etc. and click **Save.**

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4. PRINT YOUR LOG
    - “Budget FY” defaults to the current fiscal year.
    - Default value for the “Home Org” field is 1100.
    - In the “Sort By” box, click on the Card Holder radio button.
    - “Filter By Selected Account” remains unchecked.
    - “Report Format” box defaults to the PDF radio button.
    - In the “Restrict By” box, Cardholder field, type your Cardholder Initials in the blank field.
    - Click on the Print Report icon to run the report.
    - Finally, click on File then Print or the Print <u>Icon</u> on the PDF report menu for hard copy of the report.

The following fields in the Charge Card Log tab provide a tool to track charge card charges:

Clear Statement: A check indicates that the charge has appeared on the statement from the Charge Card Company.

Hit FFS: A check indicates that the charge has appeared on FFS.

Include: A check indicates that this charge should be included in the CCR commitments lists and totals.

Supervisor’s Approval: Initials of the approving official.

Default Account: The default account.

Card Holder: The initials of the Charge card holder.

Vendor: Vendor code.