

NFC

Procedures



National Finance Center
Office of the Chief Financial Officer
U.S. Department of Agriculture

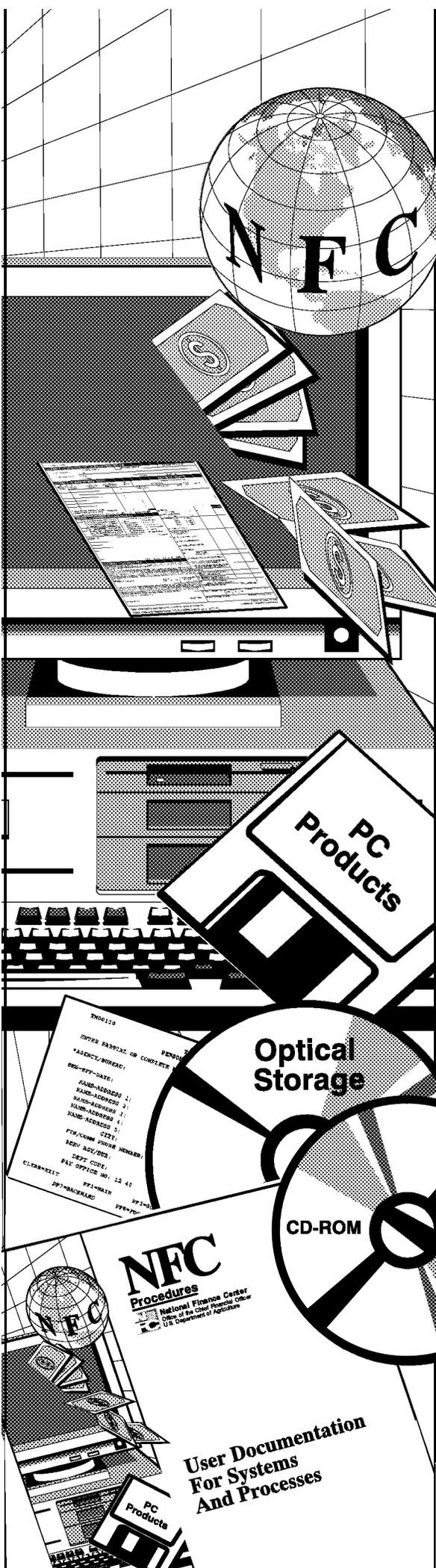
July 1995

Forest Service Online Uniform Allowance System (UNAL)

TITLE VI
Systems Access Manual

CHAPTER 7
Procurement And Other Payments

SECTION 6
Forest Service Online Uniform Allowance System (UNAL)



User Documentation
For Systems
And Processes

NFC
Procedures
National Finance Center
Office of the Chief Financial Officer
U.S. Department of Agriculture

PC
Products

Initial Publication
Revision 1
Revision 2
Revision 3

December 1990
February 1992
October 1994
July 1995

**Systems Access Manual
Procurement And Other Payments
Forest Service Online Uniform Allowance
System**

Title VI
Chapter 7
Section 6

Table Of Contents

	Page
<u>About This Procedure</u>	1
<u>System Overview</u>	3
<u>Contractor</u>	3
<u>Rollover</u>	3
<u>Management Codes</u>	3
<u>Allowance Amount</u>	3
<u>Status</u>	3
<u>Status Date</u>	4
<u>Employee Class</u>	4
<u>Duplicate Accounts</u>	4
<u>Employee Allowance Determination</u>	4
<u>Shipping Uniforms</u>	4
<u>Uniform Allowance Guidelines</u>	4
<u>New Accounts</u>	4
<u>Ordering Procedures</u>	5
<u>Reports</u>	5
<u>Responsibilities</u>	6
<u>System Access</u>	7
<u>Security</u>	7
<u>Sign-On</u>	7
<u>Sign-Off</u>	8
<u>Operating Features</u>	9
<u>Data General Function Key Definitions</u>	9
<u>UNAL Function Key Definitions</u>	9
<u>Uniform Allowance System (UNAL) Main Menu</u>	11
<u>Establish Or Change Account</u>	12
<u>Account Query</u>	14
<u>Account Proration Process</u>	16
<u>Establish Or Change Location Address</u>	17
<u>Location Address Query</u>	18
<u>Account Rollover</u>	19
<u>Account History</u>	21
<u>Purchase Query By Account</u>	23
<u>Authorization Report Request</u>	24
<u>Confirmation Report Request</u>	25
<u>Category Entry Or Update</u>	26
<u>Item Catalog Maintenance</u>	27
<u>Item Catalog Query</u>	29
<u>Invoice Error Correction</u>	30

Systems Access Manual
Procurement And Other Payments
Forest Service Online Uniform Allowance System

Detail Invoice Query	33
Summary Invoice Query	34
Pending Account Query	35
Rollover Category Update	36
Rollover Catalog Maintenance	38
Exhibits	
1. U.S. Forest Service Payment Status Report	43
2. UNAL2401, Uniform Allowance Rollover Report	44
3. UNAL5001, Invoice Balance Report	45
4. UNAL6501, Audit Report	46
5. UNAL7401, Active Accounts Changed By Personnel Update	49
6. UNAL7601, MASC Validation Of Active Accounts	50
7. UNAL8201, Confirmation Report	51
8. UNAL8301, Invoice Edit Error Report	52
9. UNAL8401, Employee Authorization Letter	53
10. UNAL8501, Daily Transaction Summary	54
11. UNAL8801, Accounts Prorated To Correct Invoice	55
12. UNAL9001, Report Of Payments Made On Inactive Accounts	56
Heading Index	<i>Index – 1</i>

About This Procedure

This procedure provides instructions for accessing and operating the Forest Service Online Uniform Allowance System (UNAL). The following information will help you to use the procedure more effectively and to locate further assistance if needed.

How This Procedure Is Organized

The primary sections of this procedure are described below:

System Overview describes what the system is used for and provides related background information.

System Access provides access security information and instructions for accessing the system after installation.

Operating Features describes how to use its operating features.

The **Main Menu** gives instructions for selecting the main options.

Instructions for each **Option** are provided under a separate heading. The screens for the system menu and options are presented as figures within the text.

Exhibits includes illustrations such as examples of reports.

Pages are numbered consecutively at the bottom from the **About This Procedure** through the **Exhibits**.

You may occasionally receive bulletins to supplement information in this procedure. Each bulletin should be filed in front of the procedure and retained until the expiration date shown at the bottom of the bulletin.

What Conventions Are Used

This procedure uses the following conventions:

- Messages displayed by the system are printed in *italics*. Example: The message *Record Successfully Updated* is displayed.
- Field specifications are also printed in *italics*. Example: **Region** (*required, alpha field; 2 positions*). Key in the region number.
- Data that is system generated or that you must key in exactly as shown is printed in ***bold italics***. Example: Key in **UNAL**.
- Emphasized text within a paragraph is printed in **bold**. Example: Used to view the **Category Authorization** screens.
- Figure references printed in bold link the figures with the text. Example: The Account Proration Process screen (**Figure 10**) is displayed.
- Keyboard references are printed in brackets. Example: Press [Enter].
- Optional actions at the end of a processing function are preceded by square bullets. Example:
 - To return to the previous page, press [PF7].
- Important extra information is identified as a note. Example: ⚠**Note:** The Region and Unit cannot be changed. ☹

Who To Contact For Help

For questions about this procedure, contact the Directives and Analysis Branch at **504-255-5322**.

For questions about the system (including help with unusual conditions or obtaining access authority), contact Information Center personnel at **504-255-5230**.

Systems Access Manual
Procurement And Other Payments
Forest Service Online Uniform Allowance System

(reserved)

Systems Access Manual

Procurement And Other Payments

Forest Service Online Uniform Allowance System

Title VI
Chapter 7
Section 6

System Overview

This procedure provides instructions for establishing, updating and approving accounts for Forest Service (FS) Regions/Stations and National Forests through online screens. These accounts are used to purchase uniforms and associated items and are maintained in the Forest Service Online Uniform Allowance System (UNAL) Master File.

Contractor

FS buys uniforms and associated items through an exclusive contract with the approved vendor. Procurement information under this contract resides in a data base located at the National Finance Center (NFC). FS Regions/Stations and National Forests are responsible for reviewing, modifying and maintaining the information pertinent to their assigned personnel.

Rollover

At the end of each fiscal year, NFC rolls over all FS accounts and produces new fiscal year accounts showing each employee's authorizations, including the allowance amount that has been computed based on the assigned uniform category. It also contains system-generated partial year allowances, calculated on a pro rata basis, for all employees receiving initial allowances during the last half of the previous fiscal year (FY). For example, if the account was established prior to April 1, the employee receives a full allowance. If the account was established after April 1, only 50% of the allowance is given.

NFC transmits a year-end report, UNAL2401, Uniform Allowance Rollover Report, to all uniform coordinators at the FS Regions/Stations and National Forests via the FS Data General electronic mail. The coordinators print the report, then work in conjunction with District (sub-unit) personnel to make any necessary changes to employee accounts. The corrected report is mailed back to NFC for electronic entry into UNAL.

An employee's account projection for the new FY can be viewed on the Account Rollover screen which is also used by the program manager to enter changes to the status and/or management codes.

Management Codes

Part of the account data includes the management codes to be charged for individual employee uniform purchases. UNAL allows for multiple codes per account as well as varying distribution of dollars and percentages among codes. The uniform coordinator can determine distributed dollars and percentages by the following

mechanisms: (1) Enter the dollars for each code and the system automatically computes and displays the percentages. (2) Enter the percentages for each code and the system automatically computes and displays the dollars. (3) Enter the codes and the system equally distributes the percentages and dollars among those codes.

The management codes are validated against those established in the Management Account Structure Codes (MASC) at NFC. The system stores all valid FS management codes.

NFC transmits a file containing all updated rolled accounts to the approved vendor to load into its master data base. The approved vendor begins taking new FY orders from employees included in their data base in late October of the new FY. In order for each employee to know the authorized uniform and allowance amount, NFC mails a copy of all the individual allowance accounts to the appropriate uniform coordinator for distribution to the employee.

Allowance Amount

The maximum allowance amount for an individual employee is \$400. The exact allowance varies by employee based upon the uniform categories authorized by the uniform coordinator.

Status

The following status types are used to identify employee accounts:

Active. An account which may be ordered against.

Inactive. An account which is no longer active, but should not be removed from the data base in order to capture any orders made prior to the inactive status date. Transfer employees from one Region/Unit to another will pass through this status. The losing region/unit will make them inactive. The gaining region/unit may then retrieve the employees' accounts, change the Region/Unit/Subunit code, and make them active.

Pending Management Code. An account which has been entered into the system without valid management codes.

Pending NEMP. An account number which is not available on the Name and Employee (NEMP) file. The account clears automatically through nightly updates from the Payroll/Personnel system.

Pending Active. An account which has been changed but not yet approved. Pending active accounts are updated through nightly batch process (NF6310).

Systems Access Manual Procurement And Other Payments Forest Service Online Uniform Allowance System

Pending Review. This status type is used at rollover time to indicate that no one has reviewed the account yet.

Status Date

The date that a new account was established or the date an existing account was last modified.

Employee Class

The following types of FS personnel are designated by the indicated code letter:

F – Permanent Full-Time Forest Service Employee

P – Permanent Part-Time Forest Service Employee

T – Temporary Employee

All active employees (F, P, or T) can have individual accounts or can be handled by a unit purchase.

Duplicate Accounts

Duplicates will be determined by a match on social security number. If there is an inactive status on the account for this person, all data for that account will be accessible to the person entering the new account. If there is an active status on the account and the account is not under the security access of the current user, only the location controlling the account will be provided. The person entering the new account will have to contact this location to clarify the duplication.

Employee Allowance Determination

An employee's allowance amount is determined by the uniform coordinator's processing of the approved uniform category for that employee. This amount is the total of all the authorized uniform categories.

Categories include Field Uniform, Dress Uniform, Major Approved Components, and Maternity Supplement. Other descriptive information that may further define a particular category includes Moderate or Extensive Usage and Initial or Replacement purchase. A Category Total amount (rounded to the nearest dollar) will automatically be computed.

Uniform coordinators create allowances by selecting from various categories. The uniform categories and the specific items the categories contain are determined by the FS Washington Office (FSWO) Coordinator. The system automatically computes the Item Total amount for each item and displays that on the screen as well. Certain categories, such as Field and Dress Uniforms, must be designated by their usage, Moderate or Extensive,

and type of purchase, Initial or Replacement. The Maternity category must also be designated by its type of purchase as Initial or Replacement. These additional descriptors also dictate the type of items selected for that category. The system automatically computes and displays the Grand Total amount for all items in a described category.

Since uniform requirements may change from time to time, the FSWO Coordinator may add or delete items from the catalog.

Shipping Uniforms

All uniform purchases are shipped to the employee's appropriate uniform coordinator location code (region, unit, and subunit). This includes both allowance and personal purchases. Entering an employee's organizational structure (region, unit, and subunit) on the account transmittal automatically attaches the appropriate shipping address to that account. Only the FSWO Coordinator is able to change address data. Other system users have only inquiry capability on this address. Upon update by the FSWO Coordinator, NFC transmits location changes to the approved vendor the same night.

Uniform Allowance Guidelines

1. Selection of both Extensive and Moderate Usage or Initial and Replacement for the same category is not allowable.
2. The Major Approved Components, Blazer and Vest are allowed only if Dress Uniform is authorized.
3. Major Approved Components are allowed only if Field Uniform or Dress Uniform is authorized.
4. Maternity Supplement can only be authorized for women.

New Accounts

During the FY, new accounts can be added and existing accounts can be changed or inactivated. Any change to an account remains in the data base for 1 year from the date of change and then moves to history.

NFC communicates changes to the approved vendor for storage in their employee account records each night.

Employee accounts are controlled and updated by the system for each purchase, invoice, and return processed.

Ordering Procedures

There are two types of purchases:

Individual Employee Purchases. The system produces an approved account authorization for each employee

Systems Access Manual
Procurement And Other Payments
Forest Service Online Uniform Allowance
System

Title VI
Chapter 7
Section 6

showing that the employee has been entered into the system, the allowance amount, and the authorized uniform categories. However, this does not preclude the employee from ordering other catalog items.

Government funds may be utilized to purchase any item up to the employee's allowance limit. Purchases that exceed this limit must be made using personal funds and shall be invoiced to the individual. As reflected in the account records, the system tracks both allowance and personal purchases.

Requests for purchases are received by the approved vendor directly from the employee via telephone or mail. As they are received, the identifying data are entered in the approved vendor's master profile and verified for accuracy.

Unit Purchases. Unit purchases are purchases of uniform items issued by FS Regions/Stations, National Forests, or Districts, as opposed to being ordered by an individual.

The procedure for handling unit purchases is as follows:

FS Regions/Stations, National Forests, or Districts phone in their orders to the approved vendor. Unit purchases will have an account number of "999, Region, Unit, Subunit" that has been preestablished in the system based on their address in the location file.

With each order, the ordering location provides the management code(s) that it wishes to charge. NFC transmits a file of the valid codes to the approved vendor to enable verification of valid codes. Since management codes are frequently updated in the course of the FY, NFC will transmit these changes to the approved vendor as soon as they occur.

Special shipping (freight) is charged for rush orders on unit purchases only and prorated over the entire order. Special shipping charges for individual purchases are charged to the individual.

Reports

The following external reports are generated by the UNAL System:

U.S. Forest Service Payment Status Report (Exhibit 1). This report is notice that the tape has been received and that the Scheduling Section will be running PROC NFCP6350. The Invoice Balance Report will be distributed after NFCP6350 is completed.

UNAL2401, Uniform Allowance Rollover Report (Exhibit 2). This report provides a comparison of cate-

gories from the last FY to the new FY. Category amounts are recalculated, employee allowances are recomputed based on percent increases, and old components are deleted. NFC transmits the report to all uniform coordinators via the FS Data General electronic mail. The coordinators print the report, make any necessary changes to employee accounts, and mail the corrected report back to NFC for electronic entry into UNAL.

UNAL5001, Invoice Balance Report (Exhibit 3). This report is produced following PROC NFCP6350 and reflects whether the tape is in balance in order to continue processing. This report is sent to FSWO as notice of receipt of the approved vendor's invoice.

UNAL6501, Audit Report (Exhibit 4). This report provides a random sampling of accounts to audit. It includes a history of the accounts, invoice data on the accounts, and a summary of the report data. FS reviews and conducts the audits using the report and sends the results of the audits to NFC's Certification and Disbursement Section.

UNAL7401, Active Accounts Changed by Personnel Update (Exhibit 5). Personnel Update PROC NFCP6374 is run weekly on Fridays. This PROC updates the UNAL data base with data from the Payroll/Personnel System. Report UNAL7401 is produced. This report is distributed to ASD and FSWO.

UNAL7601, MASC Validation of Active Accounts (Exhibit 6). PROC NFCP6374 is run weekly. This PROC revalidates all profiled management codes against MASC and produces this report for all accounts that are active. This report is distributed to ASD and FSWO.

UNAL8201, Confirmation Report (Exhibit 7). PROC NFCP6310 produces this report when requested via the online Confirmation Report Request screen. It is also produced at the end of rollover to confirm the account changes made.

UNAL8301, Invoice Edit Error Report (Exhibit 8). PROC NFCP6350 produces this report when errors are encountered. This run produces error listings and suspense files that FSWO personnel use to correct the rejected invoice. Four types of errors can be encountered: Accounting Classification Invalid Or Missing, Amount Exceeded The Account Limit, Item Does Not Agree With Catalog, and Duplicate Billing.

UNAL8401, Employee Authorization Letter (Exhibit 9). This report is run by PROC NFCP6310. Employee Authorization Letters are produced when there are activity changes with the account or as requested by FSWO.

Systems Access Manual
Procurement And Other Payments
Forest Service Online Uniform Allowance System

UNAL8501, Daily Transaction Summary (Exhibit 10). PROC NFCP6310 is run daily. This produces report UNAL8501 which lists all transactions processed to accounts that day. It is distributed to ASD and FSWO.

UNAL8801, Accounts Prorated to Correct Invoice (Exhibit 11). This report is run by PROC NFCP6360. Report UNAL8801 is distributed to FSWO.

UNAL9001, Report of Payments Made on Inactive Accounts (Exhibit 12). PROC NFCP6360 runs daily to pay invoices pending payment. This report is produced as an audit trail for payments made on inactive accounts. It is distributed to FSWO.

Responsibilities

The National Finance Center (NFC):

- Receives invoice tapes from the approved vendor.
- Processes and pays the monthly bills from the approved vendor.
- Provides nightly updates of account data and management code data to the approved vendor.
- Provides a rollover report, UNAL2401, of individual allowance accounts each FY to FS Regions/Stations and National Forests, to be used as working tools for obtaining subunit changes.
- Provides approved individual allowance accounts to the employee's appropriate FS Region/Station or Na-

tional Forest. Updated versions will be mailed with each subsequent change made to an account.

- Recertifies an Electronic Fund Transfer (EFT) payment if the original payment was not received or not posted to the vendor's account.

Forest Service:

- Establishes accounts in the data base.
- Maintains accounts in the data base.
- Provides valid management codes for the management code master file.
- Makes corrections to account data to clear invoice suspense.
- Reviews and conducts audits using audit report, UNAL6501, and sends the results to NFC's Certification and Disbursement Section.
- Handles inquiries on EFT's if the original payment was not received or not posted to the vendor's account.

The Approved Vendor:

- Sends NFC two billing tapes per month for uniform purchases made and shipped.
- Receives data base changes from NFC daily and uses them to update the account master file, location file, and management code master file.
- Verifies uniform orders against the account master file.
- Verifies management codes provided on unit purchases against the management code master file.

System Access

To access UNAL, you must have authorized security clearance. This section refers you to information on access security and gives specific sign-on/sign-off instructions.

Security

Access to UNAL is automatically determined by user categories that are assigned by the FSWO Coordinator. The precise screen display and functions available to a user will be determined by the assigned access category.

Note: A user may have multiple access categories assigned; e.g., inquiry-only access for data from certain organizational structures; and/or inquiry and update access for data from other organizational structures.

Sign-On

Because procedures vary among FS sites, FS users will logon to their Data General computers using their local methods.

At the Forest Service Data General Information System screen (**Figure 1**), respond to the prompts as follows:

1 Enter Choice (required, numeric field; 1 position). Key in 1. Press [New Line].

2 Level (required, numeric field; 1 position). Key in 1 or 2 (depending on where the uniform coordinator is located). Press [New Line]. **Note:** 3 and 4 do not apply to UNAL.

3 Drawer Name (required, alphanumeric field; 9 positions). Key in 6150_UNAL. Press [New Line].

4 Folder Name (required, alpha field; 10 positions). Key in UNAL_FORMS. Press [New Line].

5 Command (required, alpha field; 3 positions). Key in the macro name NFC and press [Enter]. The NFC banner screen (**Figure 2**) is displayed.

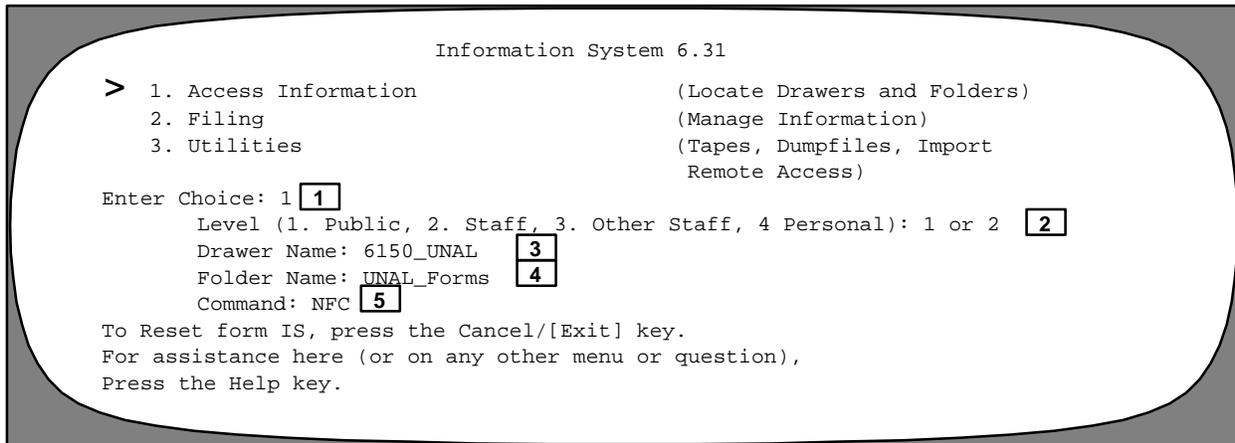


Figure 1. Forest Service Data General Information System Screen

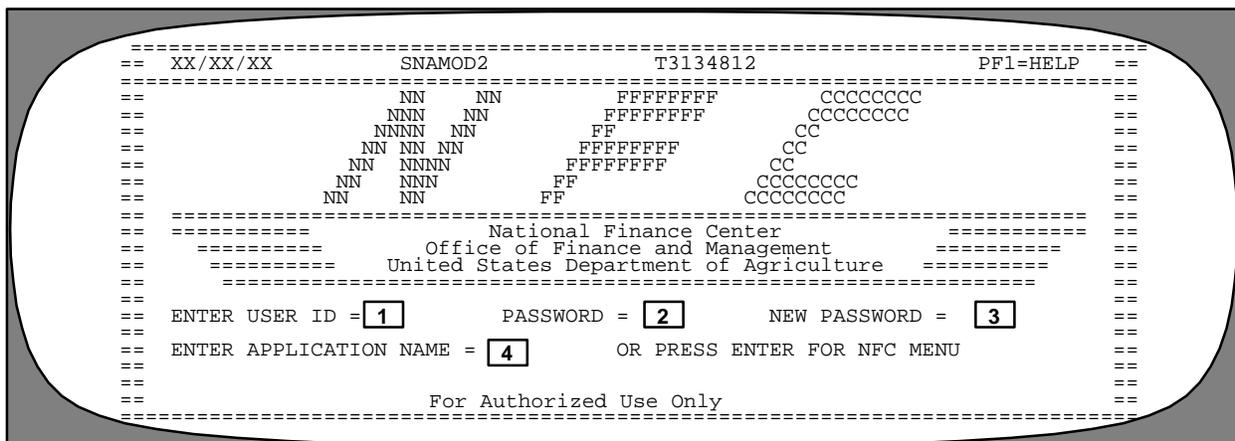


Figure 2. NFC banner Screen

Systems Access Manual Procurement And Other Payments Forest Service Online Uniform Allowance System

At the NFC banner screen, respond to the prompts as follows:

- 1** Enter **User ID** (*required, alphanumeric field; max. of 8 positions*). Key in your assigned user ID (e.g., *NF999*). Press [Tab].
- 2** **Password** (*required, alpha field; 6 to 8 positions*). Key in your password. Your password is not displayed on the screen. Press [Tab].
- 3** **New Password** (*alpha field; 6 to 8 positions*). If your current password expires, key in a new password. Press [Tab]. You may change your password any time but not more than once a day.
- 4** Enter **Application Name** (*required, alpha field; max. of 9 positions*). Key in *UNAL* and press [Enter]. The Uniform Allowance System Welcome screen (**Figure 4**) is displayed, except when NFC needs to communicate special system function messages. In this case,

the Electronic Access Bulletin Board is displayed. Read the message(s) shown and press [Enter]. The NFC Menu (**Figure 3**) is displayed. Press [Enter] to display the Uniform Allowance System Welcome screen. Press [Enter] again. The Uniform Allowance System menu (**Figure 5**) is displayed.

Instructions for using the Uniform Allowance System menu begin on page 9.

Note: The precise menu each user sees will be determined by the user's access category, which is assigned by the FSWO Coordinator.

Sign-Off

To exit UNAL, press [Exit] at any screen until you reach the NFC Menu.

Press [Shift-Ctrl-F1] to exit back into the Data General operating system.

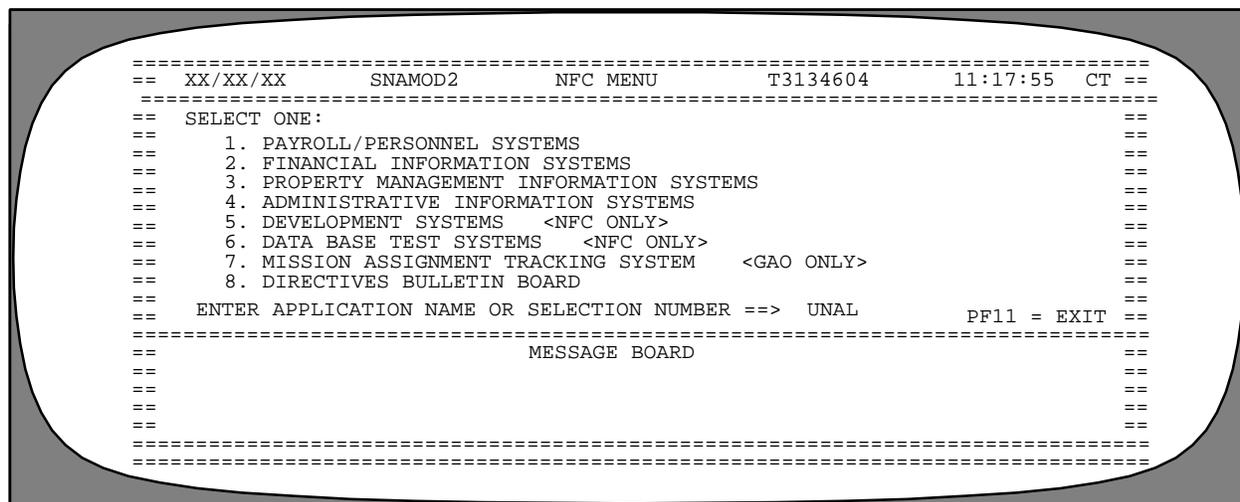


Figure 3. NFC Menu

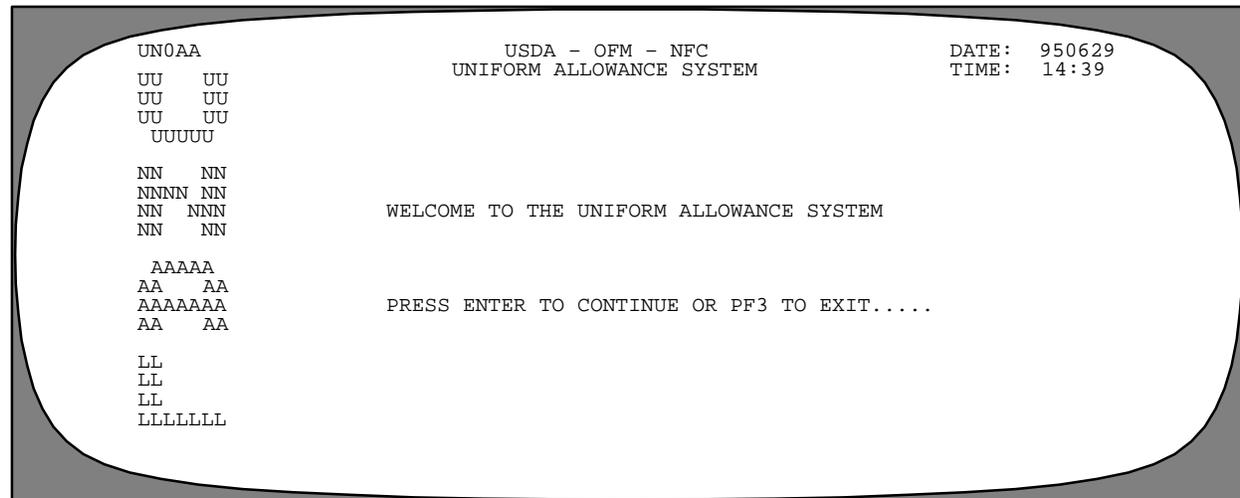


Figure 4. Uniform Allowance System Welcome Screen

**Systems Access Manual
Procurement And Other Payments
Forest Service Online Uniform Allowance
System**

Operating Features

This section describes the system's special operating features.

Data General Function Key Definitions

Keys used to initiate or confirm actions in UNAL are identified by their functional descriptions (e.g., [Next Field] key) rather than a specific physical key on a keyboard.

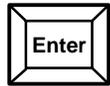
 **Note:** Refer to the bottom of each screen for applicable functions keys when operating UNAL on Data General computers located in FS offices.

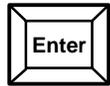
UNAL Function Key Definitions

Function keys include program function keys and other function keys. Program function keys are used to execute functions and display specific screens in the system. They are usually identified by [PA] (program attention), [PF] (program function), [SF] (special function), [SP] (special program), or [F] (function), depending on the equipment being used. Other function keys are [Enter], [Clear], and [Tab]. For instructions on your equipment usage, see the manufacturer's operating guide.

In UNAL, applicable function keys are displayed at the bottom of each screen. All function keys in UNAL are described below:

Key	Function(s)
------------	--------------------



	Used to send the data entered on the screen to the data base.
---	--



Used to view the **Account Proration** screens.



Used to **exit** the current screen.



Used to view the **current status** of the account.



Used to **update data** on an account or **toggle back** to pending account changes on an account query.



Used to return to the **previous page**.



Used to move forward to the **next page**.



Used to view the **Category Authorization** screens or add new items or categories.



Used to view **accounting history data** on an account or go to **accounting update** on Rollover screen.



Used to **cancel** the pending changes.



Used to **clear the screen** for entry of new data.

Instructions follow for using the UNAL Menu and system options.

Systems Access Manual
Procurement And Other Payments
Forest Service Online Uniform Allowance System

(reserved)

Systems Access Manual

Procurement And Other Payments

Forest Service Online Uniform Allowance System

Uniform Allowance System Main Menu

After you access UNAL, the Uniform Allowance System menu (Figure 5) is displayed showing a list of menu options. The UNAL menu is contained on two screens (Figures 5 & 6). To move between screens, press [PF7] and [PF8].

Following is a list of options:

- | | |
|---|---|
| <ol style="list-style-type: none"> 1. Establish Or Change Account. 2. Account Query. 3. Account Proration Process. 4. Establish Or Change Location Address. 5. Location Address Query. 6. Account Rollover. 7. Account History. 8. Purchase Query By Account. | <ol style="list-style-type: none"> 9. Authorization Report Request. 10. Confirmation Report Request. 11. Category Entry Or Update. 12. Item Catalog Maintenance. 13. Item Catalog Query. 14. Invoice Error Correction. 15. Detail Invoice Query. 16. Summary Invoice Query. 17. Pending Account Query. 18. Rollover Category Update 19. Rollover Catalog Maintenance |
|---|---|

To select an option, key in the appropriate option number at the Enter Selection prompt and press [Enter]. The screen for the selected option is displayed.

Instructions follow for selecting and using each option.

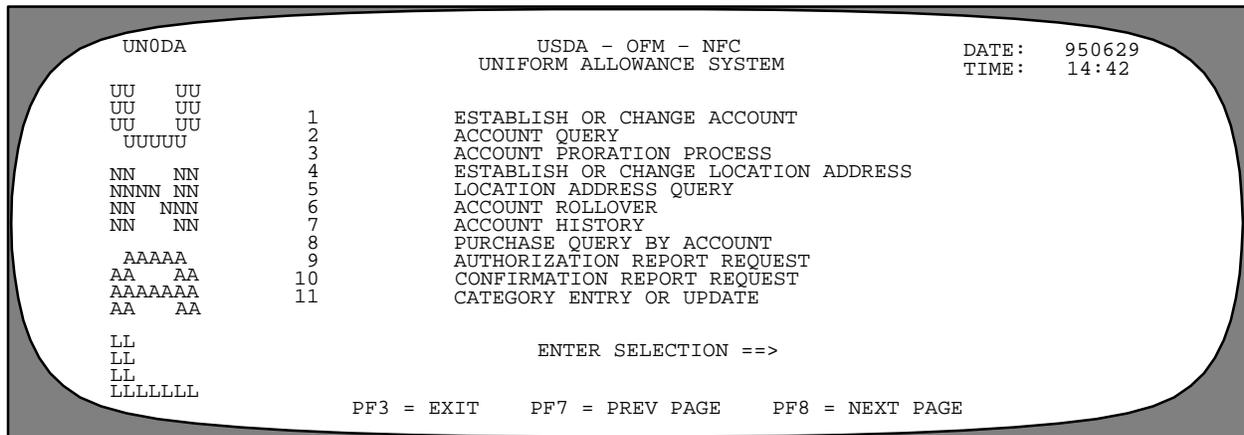


Figure 5. Uniform Allowance System Menu

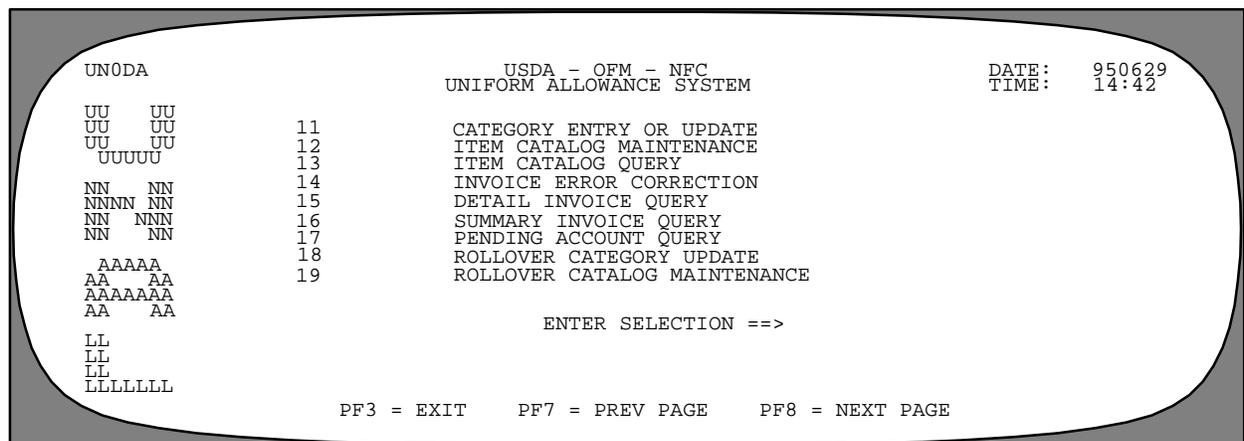


Figure 6. Uniform Allowance System Menu (continued)

Systems Access Manual

Procurement And Other Payments

Forest Service Online Uniform Allowance System

Establish Or Change Account

Establish Or Change Account is Option 1 on the Uniform Allowance System menu. This option is used to establish or change account data.

To select this option, at the Uniform Allowance System menu, key in *I* at the Enter Selection prompt and press [Enter]. The Establish Or Maintain Account screen (Figure 7) is displayed.

Instructions follow for establishing or changing an account.

Establishing An Account. At the Establish Or Maintain Account screen, complete the field as follows:

1 Account Number (*alphanumeric field; 9 positions*). Key in the social security number. Press [Enter]. The name, sex, and class are displayed and the status is set to PEND ACTIVE.

If the shipping and billing locations are the same, key in the shipping region, unit, and subunit and press [Enter]. The shipping location address is displayed, the cursor is positioned at the billing location, and the billing location address is displayed.

Key in the management code information and press [PF5] to update. The message *Account Successfully Updated And Awaiting Approval* is displayed.

If the shipping and billing locations are different, key in the shipping region, unit, and subunit and the billing region, unit, and subunit. Press [Enter]. The shipping location and billing location addresses are displayed.

Changing An Account. At the Establish Or Maintain Account screen, complete the field as follows:

1 Account Number (*alphanumeric field; 9 positions*). Key in the social security number. Press [Enter]. The existing account information is displayed.

If the account is not found, the message *No Account Information Found For This Account Number* is displayed.

To change the shipping location only, key in the new shipping region, unit, and subunit and press [Enter]. The new shipping location address is displayed.

Note: The shipping location can be changed while the account is in any status. The billing location can only be changed if the account is in INACTIVE status.

To change the shipping and billing locations, key in the new shipping region, unit, and subunit and press [Enter]. The new shipping location address is displayed.

If the billing location is the same as the shipping location, press [PF10]. The cursor is positioned at the billing location and the new billing location address is displayed.

If you press [PF10] before the status is changed to INACTIVE, the message *Account Must Be Inactivated Before Changing Billing* is displayed.

To change the billing location only, key in the new billing region, unit, and subunit and press [Enter]. The new billing location address is displayed. Key in other account changes as necessary and press [PF5] to update. The message *Account Successfully Updated And Awaiting Approval* is displayed.

- If Prorated? = Y and Comments? = Y, there are comments on the proration. To view account proration comments, press [PF2]. The Account Proration Comments screen (Figure 8) is displayed. This screen allows the user to view proration comments only. If Prorated? = Y and Comments? = N, there are no comments on the proration. If you press PF2, the message *There Are No Prorate Comments For This Account* is displayed.

- To return to the account screen, press [PF3].

```

UN1DA                                USDA - OFM - NFC                DATE: 950629
                                UNIFORM ALLOWANCE SYSTEM      TIME: 14:44
                                ESTABLISH OR MAINTAIN ACCOUNT

ACCOUNT NUMBER: 1                 NAME:
SEX:                               CLASS:
SHIPPING:                          PRORATED?  COMMENTS?
                                BILLING:

                                -
STATUS:                            STATUS DATE:  EFF DATE:
-----
ALLOWANCE AMOUNT                   MGMT CODE  % DIST    AMOUNT
AMOUNT USED      -      0.00          0          0.00
BALANCE          -----  0.00          0          0.00
PERSONAL PURCHASES = 0.00          0          0.00

PF2 = PRORATION  PF3 = EXIT   PF4 = STATUS  PF5 = UPDATE  PF6 = CLEAR ACCTG
PF7 = PREV PF8 = NEXT PF9 = CATEGORY PF10 = SAME  PF11 = CANCEL  PF12 = CLR
UN1D0018A PLEASE ENTER AN ACCOUNT NUMBER AND PRESS ENTER TO QUERY
  
```

Figure 7. Establish Or Maintain Account Screen

Systems Access Manual

Procurement And Other Payments

Forest Service Online Uniform Allowance System

- To toggle between the active and inactive status of the account, press [PF4]. Then press [PF5] to update.

Note: You can only toggle between the active and inactive status. If Status is Pending Active, [PF4] will not allow you to toggle. The Status field changes depending on the validity of the management code(s).

- To view the previous set of management codes, press [PF7].
- To scroll forward to the next set of management codes, press [PF8].
- To change the authorized uniform categories, press [PF9]. The Category Authorization Update screen (**Figure 9**) is displayed. The Category Authorization Update screen allows the user to add or delete uniform categories on an account. To add a category, key in **A** in the Auth column for the desired category. To delete a category, key in **D** in the Auth column for the desired category.
- To position the cursor at the bottom of the Category Authorization Update screen, press [PF2].

- To update the account with the newly added or deleted categories, press [PF5]. The message *Record Successfully Updated* is displayed. An asterisk (*) appears in the Auth column when a category is added and disappears when a category is deleted. The allowance amount changes in accordance with the categories added or deleted.

- To clear accounting data that has an invalid management code, press [PF6]. An asterisk (*) appears in front of the management code and the status changes to PEND MGMT CODE.

- To cancel the pending changes, press [PF11]. The message *Changes Cancelled* is displayed. Press [Enter] and the status returns to the current status (active or inactive).

- To clear the screen for entry of new data, press [PF12].

- To exit the screen and return to the UNAL main menu, press [PF3].

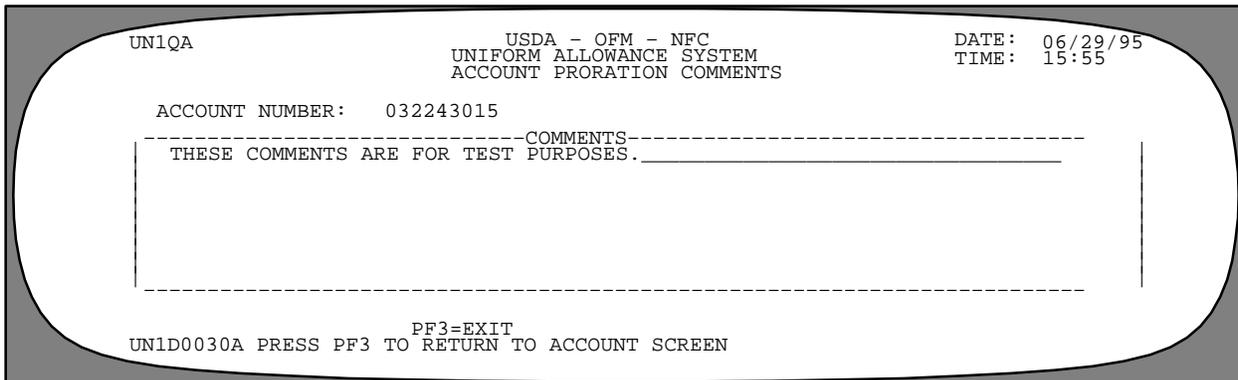


Figure 8. Account Proration Comments Screen

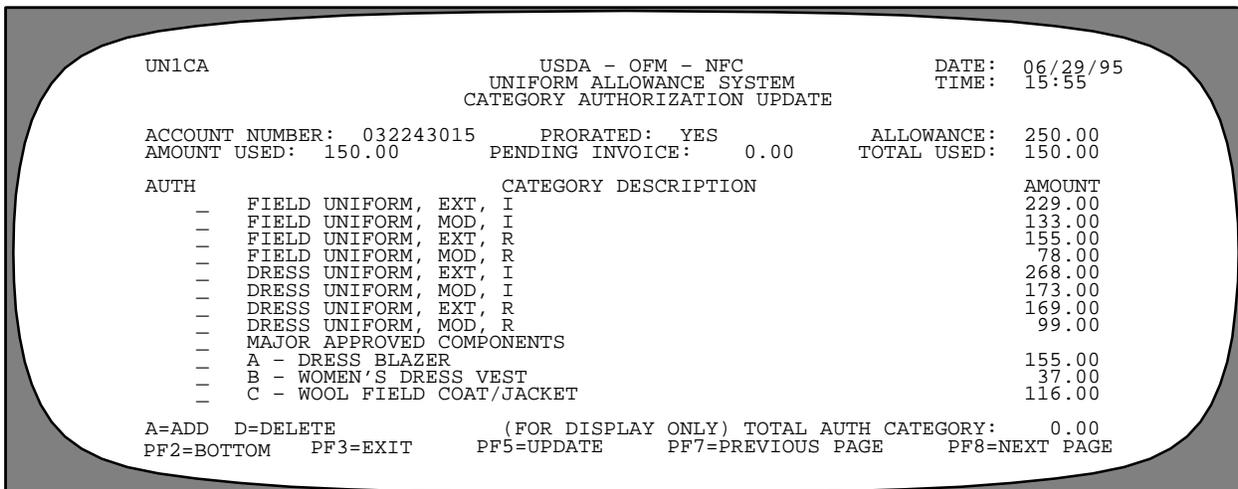


Figure 9. Category Authorization Update Screen

Systems Access Manual Procurement And Other Payments Forest Service Online Uniform Allowance System

Account Query

Account Query is Option 2 on the Uniform Allowance System menu. This option is used to view account data.

To select this option, at the Uniform Allowance System menu, key in **2** at the Enter Selection prompt and press [Enter]. The Query Account Information screen (Figure 10) is displayed.

Complete the field as follows:

1 **Account Number** (alphanumeric field; 9 positions). Key in the social security number. Press [Enter]. The name, shipping location, billing location, status, allowance amount, management code(s), and other account data are displayed.

If Prorated? = Y and Comments? = Y, there are comments on the proration.

- To view account proration comments, press [PF2]. The Account Proration Comments screen (Figure 8) is displayed. This screen allows the user to view proration comments only.

If Prorated? = Y and Comments? = N, there are no comments on the proration. If you press [PF2], the message *There Are No Prorate Comments For This Account* is displayed.

- To view the current status of the account, press [PF4]. The current status is displayed with the message *Account Has Pending Changes - Press PF5 To View Changes*.

- To view the pending status of the account, press [PF5]. The pending status is displayed with the message *Account Has Pending Changes - Press PF4 To View Current Account*.

- To clear accounting data that has an invalid management code, press [PF6].

- To return to a previous page, press [PF7].

- To scroll forward to the next page, press [PF8].

- To view the authorized uniform categories, press [PF9]. The Category Authorization Query screen (Figure 11) is displayed.

- To clear the screen for entry of new data, press [PF12].

- To exit the screen and return to the UNAL main menu, press [PF3].

Note: [PF10] and [PF11] are not active on the Query Account Information screen (Figure 10).

```

UN1BA                                USDA - OFM - NFC                                DATE: 950629
UNIFORM ALLOWANCE SYSTEM              TIME: 15:57
QUERY ACCOUNT INFORMATION

ACCOUNT NUMBER: 1                     NAME:
SEX:                                  CLASS:
SHIPPING:                             BILLING:
PRORATED?
COMMENTS?

STATUS:                                STATUS DATE:
-----
ALLOWANCE AMOUNT 0.00
AMOUNT USED      0.00
BALANCE          0.00
PERSONAL PURCHASES = 0.00

MGMT CODE    % DIST    AMOUNT
0            0         0.00
0            0         0.00
0            0         0.00
0            0         0.00
0            0         0.00
0            0         0.00

PF2 = PRORATION PF3 = EXIT PF4 = STATUS PF5 = UPDATE PF6 = CLEAR ACCTG
PF7 = PREV PF8 = NEXT PF9 = CATEGORY PF10 = SAME PF11 = CANCEL PF12 = CLR
UN1D0018A PLEASE ENTER AN ACCOUNT NUMBER AND PRESS ENTER TO QUERY
  
```

Figure 10. Query Account Information Screen

```

UN1AA                                USDA - OFM - NFC                                DATE: 06/29/95
UNIFORM ALLOWANCE SYSTEM              TIME: 15:57
CATEGORY AUTHORIZATION QUERY

ACCOUNT NUMBER: 032243015             PRORATED: YES
AMOUNT USED: 150.00                   PENDING INVOICE: 0.00
AUTH                                  CATEGORY DESCRIPTION
CATEGORY DESCRIPTION                  AMOUNT

(PF3=EXIT) (FOR DISPLAY ONLY) TOTAL AUTH CATEGORY: 0.00
PF7=PREVIOUS PAGE PF8=NEXT PAGE
UN1D0015A NO ACCOUNT INFORMATION FOUND FOR THIS ACCOUNT NUMBER
  
```

Figure 11. Category Authorization Query Screen

Account Proration Process

The Account Proration Process is Option 3 on the Uniform Allowance System menu. This option is used to change the allowance on an account and add comments.

To select this option, at the Uniform Allowance System menu, key in 3 at the Enter Selection prompt and press [Enter]. The Account Proration Process screen (Figure 12) is displayed.

Complete the field as follows:

1 **Account Number** (alphanumeric field; 9 positions). Key in the social security number. Press [Enter]. The name, billing location, status, status date, allowance amount, and other account data are displayed.

If the account does not have any pending changes, the message *Account Has No Pending Changes - You May Prorate And Add Comments* is displayed.

- To change the allowance or add comments, key in the corrected amount or any desired comments and press [PF5]. The message *Record Successfully Updated* is displayed.

Note: The allowance cannot exceed \$400 or fall below 0.

If the allowance falls below the amount already used, the message *Cannot Reduce Allowance Below Amount Used* is displayed.

If the status is inactive, the message *Account Is Inactive And Cannot Be Prorated* is displayed.

- To clear the screen for entry of new data, press [PF12].

- To exit the screen and return to the UNAL main menu, press [PF3].

Note: [PF10] is not active on the Account Proration Process screen (Figure 12).

```

UN10A                                USDA - OFM - NFC                                DATE: 06/29/95
                                       UNIFORM ALLOWANCE SYSTEM                       TIME: 15:56
                                       ACCOUNT PRORATION PROCESS

ACCOUNT NUMBER: 1
NAME:
STATUS:
STATUS DATE:
PRORATED:
BILLING:
ALLOWANCE: 0.00
PENDING INVOICE: 0.00
AMOUNT USED: 0.00
TOTAL AMOUNT USED: 0.00
-----COMMENTS-----

PF3=EXIT  ENTER=QUERY  PF5=UPDATE  PF10=RETURN INVOICE  PF12=CLEAR
UN1D0018A PLEASE ENTER AN ACCOUNT NUMBER AND PRESS ENTER TO QUERY
    
```

Figure 12. Account Proration Process Screen

Systems Access Manual

Procurement And Other Payments

Forest Service Online Uniform Allowance System

Establish Or Change Location Address

Establish Or Change Location Address is Option 4 on the Uniform Allowance System menu. This option is used to change the location name, address, or status of a location.

To select this option, at the Uniform Allowance System menu, key in **4** at the Enter Selection prompt and press [Enter]. The Establish Or Maintain Location screen (**Figure 13**) is displayed.

Complete the fields as follows:

1 **Region** (*alphanumeric field; 2 positions*). Key in the region number.

2 **Unit** (*alphanumeric field; 2 positions*). Key in the unit number.

3 **Subunit** (*alphanumeric field; 2 positions*). Key in the subunit number.

Press [Enter]. The location name, address, and status are displayed.

Note: An inactive location address cannot be changed.

- To change the status of the location, press [PF9]. The message *Status Successfully Updated* is displayed.

- To add a new location name and address or to change the location name and address, press [PF5]. The message *Record Successfully Updated* is displayed.

- To clear the screen for entry of new data, press [PF12].

- To exit the screen and return to the UNAL main menu, press [PF3].

```
UN7BA                                USDA - OFM - NFC                                DATE: 950629
                                       UNIFORM ALLOWANCE SYSTEM                        TIME: 16:11
                                       ESTABLISH OR MAINTAIN LOCATION

                                REGION          UNIT          SUBUNIT
                                [ 1 ]         [ 2 ]         [ 3 ]

LOCATION NAME:
ADDRESS LINE 1:
ADDRESS LINE 2:
      CITY:                                STATE:        ZIP:        -

                                STATUS:

PF3=EXIT    PF5=UPDATE    PF9=CHANGE STATUS    ENTER=INQUIRY    PF12=CLEAR
```

Figure 13. Establish Or Maintain Location Screen

Systems Access Manual
Procurement And Other Payments
Forest Service Online Uniform Allowance
System

Location Address Query

Location Address Query is Option 5 on the Uniform Allowance System menu. This option is used to view the location name, address, and status of a location.

To select this option, at the Uniform Allowance System menu, key in 5 at the Enter Selection prompt and press [Enter]. The Location Address Inquiry screen (Figure 14) is displayed.

Complete the fields as follows:

1 **Region** (*alphanumeric field; 2 positions*). Key in the region number.

2 **Unit** (*alphanumeric field; 2 positions*). Key in the unit number.

3 **Subunit** (*alphanumeric field; 2 positions*). Key in the subunit number.

Press [Enter]. The location name, address, and status are displayed.

- To clear the screen for entry of new data, press [PF12].

- To exit the screen and return to the UNAL main menu, press [PF3].

```
UN7AA                                USDA - OFM - NFC                                DATE: 950629
                                     UNIFORM ALLOWANCE SYSTEM                        TIME: 16:12
                                     LOCATION ADDRESS INQUIRY

          REGION          UNIT          SUBUNIT
          [1]            [2]            [3]

LOCATION NAME:
ADDRESS LINE 1:
ADDRESS LINE 2:
      CITY:                STATE:        ZIP:        -
                                     STATUS:

PF3=EXIT                                ENTER=INQUIRY                                PF12=CLEAR
```

Figure 14. Location Address Inquiry Screen

Systems Access Manual

Procurement And Other Payments

Forest Service Online Uniform Allowance System

Account Rollover

Account Rollover is Option 6 on the Uniform Allowance System menu. This option is used to roll over accounts at the end of the FY.

To select this option, at the Uniform Allowance System menu, key in **6** at the Enter Selection prompt and press [Enter]. The Account Rollover screen (**Figure 15**) is displayed.

Complete the fields as follows:

1 **Region** (*alphanumeric field; 2 positions*). Key in the region number.

2 **Unit** (*alphanumeric field; 2 positions*). Key in the unit number.

3 **Subunit** (*alphanumeric field; 2 positions*). Key in the subunit number. Press [Enter]. The Account Rollover For Region **XX** Unit **YY** screen (**Figure 16**) is displayed. This screen allows the user to add a subunit or change the status or management code(s) for an account.

- To edit the account data, key in any changes to the status or management code(s) and press [PF5]. The message *Record Successfully Updated* is displayed.

Note: The status may be changed to inactive only. **PRV** is system generated on accounts pending review or

pending management code. **ACT** is system generated when all fields have passed edit.

- To return to a previous page, press [PF7].
- To scroll forward to the next page, press [PF8].
- To view the authorized uniform categories, press [PF9]. The Category Authorization Update screen (**Figure 9**) is displayed.

Note: An asterisk (*) in the Auth column (**Figure 9**) indicates an authorized uniform category.

- To view the distribution of the account, press [PF10]. The Rollover Accounting screen (**Figure 17**) is displayed. This screen allows the user to update management codes, percent distribution, and/or amounts.
- To update the account, press [PF5]. The message *Record Successfully Updated* is displayed.
- To clear all account data, press [PF7].
- To clear the percent distribution and the dollar amount, press [PF8].
- To clear the dollar amount, press [PF9].
- To exit the screen and return to the UNAL main menu, press [PF3].

```
UN1RA                                USDA - OFM - NFC                                DATE: 950629
                                     UNIFORM ALLOWANCE SYSTEM                        TIME: 15:59
                                     ACCOUNT ROLLOVER

                                     REGION      UNIT      SUBUNIT
                                     [ 1 ]      [ 2 ]      [ 3 ]

PF3=EXIT                                ENTER=QUERY
```

Figure 15. First Account Rollover Screen

**Systems Access Manual
Procurement And Other Payments
Forest Service Online Uniform Allowance
System**

UNISA		USDA - OFM - NFC				DATE: 950629	
		UNIFORM ALLOWANCE SYSTEM				TIME: 16:00	
		ACCOUNT ROLLOVER FOR REGION: 02 UNIT: 13					
-ACCOUNT-	-----NAME-----	-M/C-	STAT	SUBUNIT	-SHIPPING-	-ALLOW-	
325348130	LINCOLN	000632	ACT	00	13 01 00	400.00	
330747227	BARCLY	001322	PRV	00	13 01 00		
345880040	WILLIAMS	001342	PRV	00	13 01 00	345.00	
357623306	PIERCE	001002	PRV	00	13 01 00		
338748015					13 01 00	300.00	
328567755	CLOVE	001322	PRV	00	13 01 00	229.00	
350446532	NIEL	000282	PRV	00	13 01 00	399.00	
350805500	GRIFFIN				13 01 00	229.00	
372540966	HOWARD	001902	PRV	00	13 01 00	39.00	
383383396	LOUIS	001802	PRV	00	13 01 00	229.00	

PF3=EXIT PF5=UPDATE PF7=PREV PG PF8=NEXT PG PF9=CATEGORY PF10=ACCTG DIST

Figure 16. Second Account Rollover Screen

UN1TA		USDA - OFM - NFC				DATE: 950629	
		UNIFORM ALLOWANCE SYSTEM				TIME: 17:13	
		ROLLOVER ACCOUNTING					
ACCOUNT:	001240664			ALLOWANCE:	254.00		
	M/C	%		AMOUNT			
	-----	---		-----			
	001306	100		254.00			
TOTAL:		100		254.00			

PF3=EXIT PF5=UPDATE PF7=CLEAR ALL PF8=CLEAR %,\$ PF9=CLEAR \$

Figure 17. Rollover Accounting Screen

Systems Access Manual

Procurement And Other Payments

Forest Service Online Uniform Allowance System

Account History

Account History is Option 7 on the Uniform Allowance System menu. This option is used to view the history of an account.

To select this option, at the Uniform Allowance System menu, key in 7 at the Enter Selection prompt and press [Enter]. The first Account History screen (Figure 18) is displayed.

Complete the field as follows:

1 Enter Account Number (alphanumeric field; 9 positions). Key in the social security number. Press [Enter]. The second Account History screen (Figure 19) is displayed. This screen displays a history of the account including the shipping and billing locations, allowance amount, and management code(s).

If Comments = Y, there are comments on the proration.

- To view account proration comments, press [PF2]. The Account Proration Comments screen (Figure 8) is

displayed. This screen allows the user to view proration comments only.

If Comments = N, there are no comments on the proration. If you press PF2, the message *There Are No Prorate Comments For This Account* is displayed.

- To view the history of the categories, press [PF9]. The Category History Query screen (Figure 20) is displayed.
- If there is more than one management code (i.e., M/C=MULT), press [PF10]. The third Account History screen (Figure 21) is displayed. This screen displays all of the management codes on the account, the amount, and the percent distribution of each.
- To return to a previous page, press [PF7].
- To scroll forward to the next page, press [PF8].
- To clear the screen for entry of new data, press [PF12].
- To exit the screen and return to the UNAL main menu, press [PF3].

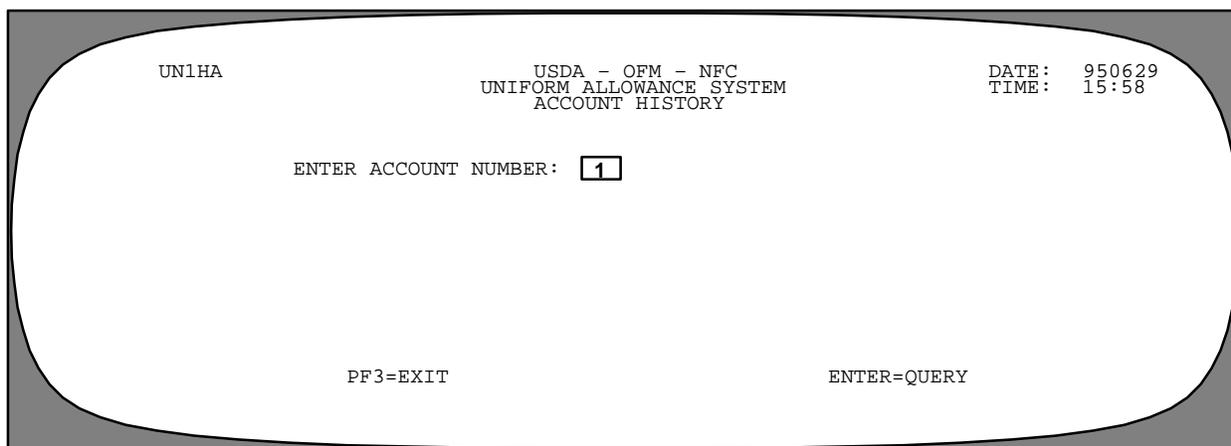


Figure 18. First Account History Screen

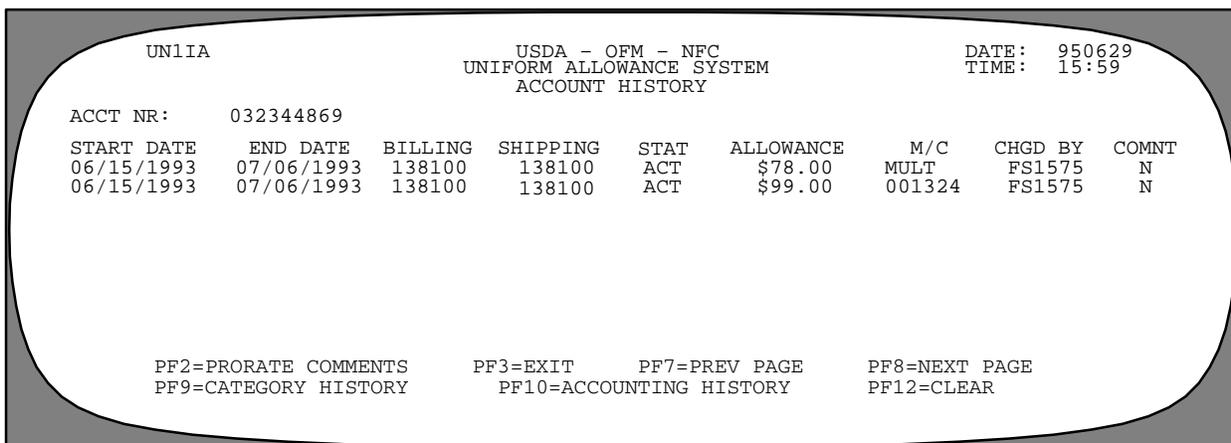


Figure 19. Second Account History Screen

**Systems Access Manual
Procurement And Other Payments
Forest Service Online Uniform Allowance
System**

Title VI
Chapter 7
Section 6

```
UN1KA                USDA - OFM - NFC                DATE: 950629
                    UNIFORM ALLOWANCE SYSTEM          TIME: 16:58
                    CATEGORY HISTORY QUERY

ACCOUNT NUMBER: 032344869          ALLOWANCE: 177.00
                    CATEGORY DESCRIPTION              AMOUNT
                    FIELD UNIFORM, MOD, R            78.00
                    DRESS UNIFORM, MOD, R           99.00

                                PF3=EXIT
```

Figure 20. Category History Query Screen

```
UN1JA                USDA - OFM - NFC                DATE: 950629
                    UNIFORM ALLOWANCE SYSTEM          TIME: 16:58
                    ACCOUNTING HISTORY

ACCT NR: 032344869          ALLOWANCE:
                                M/C      AMOUNT      DIST
                                -----
                                001324    $39         50
                                001342    $39         50

                                PF3=EXIT
```

Figure 21. Third Account History Screen

Systems Access Manual

Procurement And Other Payments

Forest Service Online Uniform Allowance System

Purchase Query By Account

Purchase Query By Account is Option 8 on the Uniform Allowance System Menu. This option is used to view purchases made by employees.

To select this option, at the Uniform Allowance System menu, key in **8** at the Enter Selection prompt and press [Enter]. The Purchases By Employee screen (**Figure 22**) is displayed.

Complete the field as follows:

1 **Account Number** (*alphanumeric field; 9 positions*). Key in the social security number and press [Enter]. The list of purchases made by the employee on the account including purchase date, item, quantity, size, billing location, and allowance amount is displayed.

- To return to a previous page, press [PF7].
- To scroll forward to the next page, press [PF8].
- To clear the screen for entry of new data, press [PF12].
- To exit the screen and return to the UNAL main menu, press [PF3].

PUR DATE	ITEM	QTY	SIZE	BILLING	ALLOW AMT	PERS AMT
12/01/1993	FS1001			092200	-176.94	0.00
			PARKA HIP-LENGTH WITH SIDE ZIPS			
12/01/1993	FS213			092200	-176.94	0.00
			COTTON FIELD SHIRT, LT. OLIVE-SS			
12/01/1993	FS221			092200	-176.94	0.00
			CARDIGAN SWEATER-100% ACRYLIC-DARK GREEN			
12/01/1993	FS215			092200	-176.94	0.00
			COTTON FIELD SHIRT, LT. OLIVE-LS			
12/28/1993	FS213			092200	135.75	0.00
			COTTON FIELD SHIRT, LT. OLIVE-SS			

PF3 = EXIT ENTER = QUERY PF7 = PREV PG PF8 = NEXT PG PF12 = CLEAR

Figure 22. Purchases By Employee Screen

Authorization Report Request

Authorization Report Request is Option 9 on the Uniform Allowance System menu. This option is used to request the Authorization Report for the account number entered.

To select this option, at the Uniform Allowance System menu, key in **9** at the Enter Selection prompt and press [Enter]. The Authorization Report Request screen (**Figure 23**) is displayed.

Complete the field as follows:

1 **Account NR** (*alphanumeric field; 9 positions*). Key in the social security number and press [Enter]. The Billing, Name, Status, and Status Date fields are displayed.

- To update the Authorization Report Request, press [PF5]. The message *Your Report Request Has Been Updated* is displayed.

- To clear the screen for entry of new data, press [PF12].

- To exit the screen and return to the UNAL main menu, press [PF3].

```
UN8AA                                USDA - OFM - NFC
                                     UNIFORM ALLOWANCE SYSTEM
                                     AUTHORIZATION REPORT REQUEST
                                     DATE:  950629
                                     TIME:  16:12

ACCOUNT NR:  1
BILLING:
NAME:
STATUS:
STATUS DATE:

PF3=EXIT                                PF5=UPDATE                                PF12=CLEAR SCREEN
```

Figure 23. Authorization Report Request Screen

Systems Access Manual

Procurement And Other Payments

Forest Service Online Uniform Allowance System

Confirmation Report Request

Confirmation Report Request is Option 10 on the Uniform Allowance System menu. This option is used to request the Confirmation Report for the region, unit, and subunit entered.

To select this option, at the Uniform Allowance System menu, key in **10** at the Enter Selection prompt and press [Enter]. The Confirmation Report Request screen (Figure 24) is displayed.

Complete the fields as follows:

1 **Region** (alphanumeric field; 2 positions). Key in the region number only for a region report.

2 **Unit** (alphanumeric field; 2 positions). Key in the unit number in addition to the region number for a unit report.

3 **Subunit** (alphanumeric field; 2 positions). Key in the region number, unit number, and subunit number for a subunit report.

- To validate and request the report, press [PF5]. The message *Record Successfully Updated* is displayed.

If the region, unit, or subunit number is incorrect, the message *Invalid Location* is displayed.

If the report for the region, unit, or subunit number has previously been requested, the message *Report Already Requested* is displayed.

- To clear the screen for entry of new data, press [PF12].

- To exit the screen and return to the UNAL main menu, press [PF3].

```
UN8BA                                USDA û OFM û NFC                                DATE: 06/29/95
                                     UNIFORM ALLOWANCE SYSTEM                       TIME: 16:42
                                     CONFIRMATION REPORT REQUEST

                                     REGION          UNIT          SUBUNIT
                                     ûûûûûû        ûûûû        ûûûûûûûû
                                     1                2                3

For a REGION Report : Only fill in Region, leave other fields blank.
For a UNIT Report   : Fill in Region and Unit, leave last field blank.
For a SUBUNIT Report: Fill in Region, Unit and Subunit.

                                     PF3=EXIT      PF5=VALIDATE AND REQUEST REPORT      PF12=CLEAR
```

Figure 24. Confirmation Report Request Screen

Systems Access Manual

Procurement And Other Payments

Forest Service Online Uniform Allowance System

Category Entry Or Update

Category Entry Or Update is Option 11 on the Uniform Allowance System Menu. This option is used to add a new category or change an existing category.

To select this option, at the Uniform Allowance System menu, key in **11** at the Enter Selection prompt and press [Enter]. The first Category Entry Or Update screen (Figure 25) is displayed.

- To add a new category, press [PF9] at the first Category Entry Or Update screen. The second Category Entry Or Update screen (Figure 26) is displayed. Key in the category description, type, and status.
- Press [PF5]. The category is added on the first Category Entry Or Update screen.

Note: Type (T) is defined as follows:

M = Male
F = Female
U = Unisex.

A status of **ACT** (active) is defaulted on new categories. Key in all items and their quantities. The category total is computed by the system.

- To change a category, key in **X** in the **Select Ind** column on the first Category Entry Or Update screen and press [Enter]. The Category Description is displayed in the second Category Entry Or Update screen. Correct data as necessary and press [PF5]. The category is updated on the first Category Entry Or Update screen.
- To return to a previous page, press [PF7].
- To scroll forward to the next page, press [PF8].
- To exit the screen and return to the UNAL main menu, press [PF3].

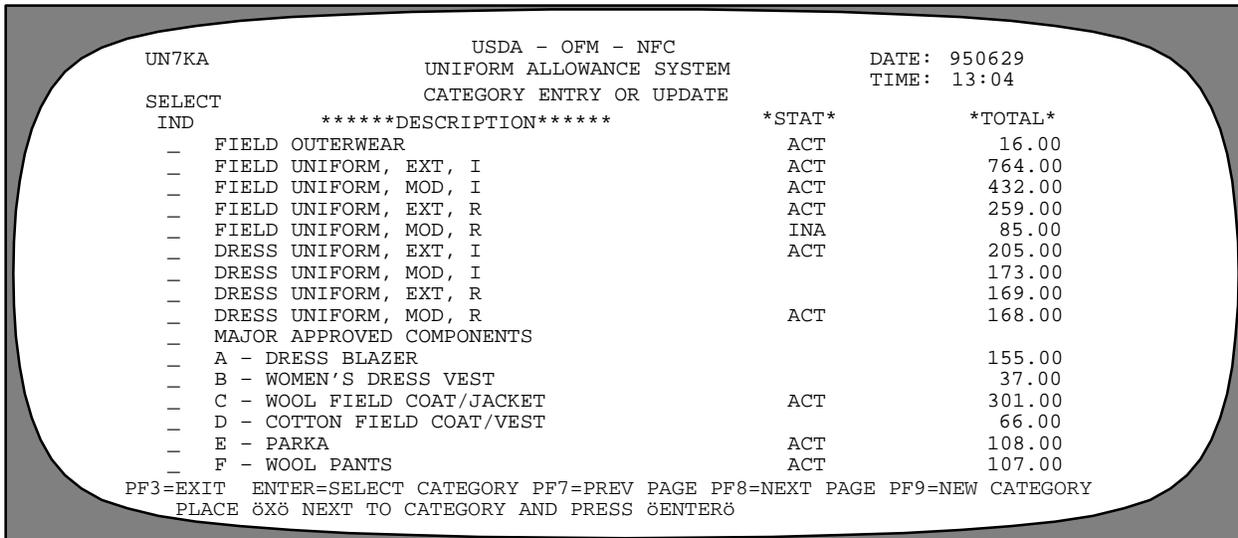


Figure 25. First Category Entry Or Update Screen

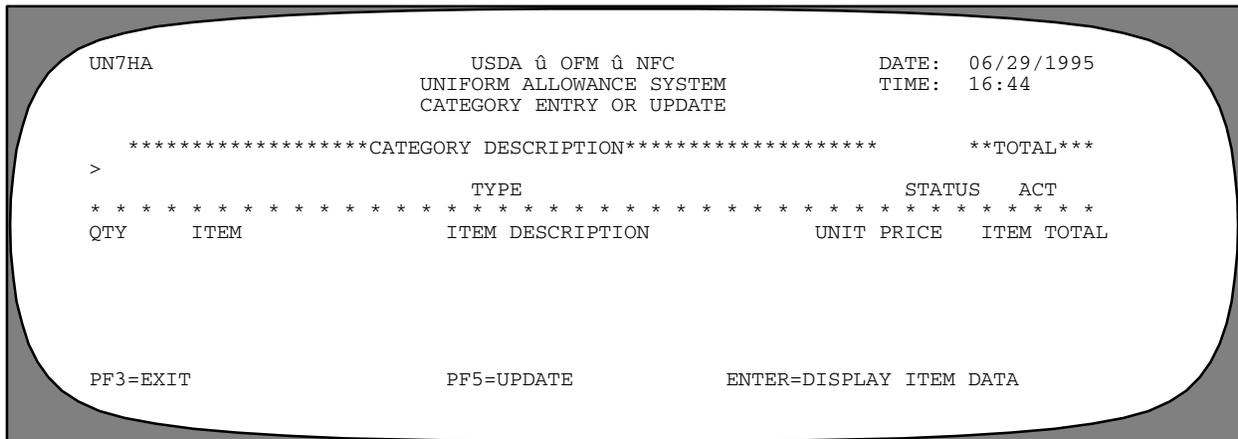


Figure 26. Second Category Entry Or Update Screen

Systems Access Manual Procurement And Other Payments Forest Service Online Uniform Allowance System

Item Catalog Maintenance

Item Catalog Maintenance is Option 12 on the Uniform Allowance System menu. This option is used to change the item number, description, type, status, or price of an item in the catalog.

To select this option, at the Uniform Allowance System menu, key in **I2** at the Enter Selection prompt and press [Enter]. The Item Catalog Maintenance screen (**Figure 27**) is displayed.

- To change the prices from the catalog, press [PF2]. The cursor is positioned at the Roll %= field. Key in the % increase in the Roll % = field and press [PF10]. The prices are increased by the Roll %.

- To update the catalog, press [PF5]. The message *Record Successfully Updated* is displayed.

To change an item in the catalog, key in the desired changes and press [Enter].

If the item is edited correctly, the message *No Errors Found* is displayed.

- To update the catalog, press [PF5]. The message *Record Successfully Updated* is displayed.

- To inactivate an item, key in **I** in the status field. Press [PF5].

- To return to a previous page, press [PF7].
- To scroll forward to the next page, press [PF8].
- To exit the screen and return to the UNAL main menu, press [PF3].

- To add an item to the catalog, press [PF9]. The Item Catalog Entry screen (**Figure 28**) is displayed.

Note: This screen allows entry of 15 lines of catalog items.

Key in the item number, description, type, status, and price.

Note: Type (T) is defined as follows:

- M = Male
- F = Female
- U = Unisex.

A status of **ACT** (Active) is defaulted.

Press [PF5]. If the item is entered correctly, the message *No Errors Found* is displayed.

- To update the catalog, press [PF5]. The message *Record Successfully Updated* is displayed.

- To clear the screen for entry of new data, press [PF12].

- To exit the screen and return to the UNAL main menu, press [PF3].

UN7CA	USDA - OFM - NFC UNIFORM ALLOWANCE SYSTEM ITEM CATALOG MAINTENANCE	DATE: 950629 TIME: 16:13
ITEM NO.	DESCRIPTION-----	ROLL %= T STAT PRICE
FS010	FS INSIGNIA BELT BUCKLE-BRONZE-3 1/8" BY 2 1/2"	U ACT 16.20
FS012	FS INSIGNIA DRESS BELT BUCKLE	U ACT 16.20
FS015	FS VOLUNTEER INSIGNIA BELT BUCKLE-BRONZE	U ACT 16.50
FS050	THOR-LO CREW SOCKS-ORLON/NYLON/LYCRA-DARK GREEN	U ACT 7.00
FS051	THOR-LO BOOT SOCK-ORLON/NYLON/LYCRA-DARK GREEN	U ACT 7.00
FS100	BLAZER-POLY/WOOL-DARK GREEN, BETTINA	M ACT 70.80
FS100A	BLAZER-POLY/WOOL-DARK GREEN	M ACT 154.70
FS1000	PARKA HIP-LENGTH WITH SIDE ZIPS	M ACT 110.00
FS1001	PARKA HIP-LENGTH WITH SIDE ZIPS	F ACT 110.00
FS101	BLAZER-POLY/WOOL-DARK GREEN, PRINCESS STYLE *	F ACT 111.70
FS101A	BLAZER HOPSACK-CLASSIC STYLE	F ACT 47.70
FS102	SKIRT-POLY/WOOL-DARK GREEN *	F ACT 42.40
FS102A	SKIRT-POLY/WOOL (IPPOLITI)	F ACT 47.00
FS110	DRESS SLACKS-POLY/WOOL-LT.GREEN	M ACT 52.50
FS111	DRESS SLACKS-POLY/WOOL-LT.GREEN *	F ACT 24.30

PF2=ROLL % FIELD
 PF3=EXIT ENTER=EDIT PF5=UPDATE PF7=PREV PF8=NEXT PF9=ADD PF10=ROLL PF12=RESET

Figure 27. Item Catalog Maintenance Screen

**Systems Access Manual
Procurement And Other Payments
Forest Service Online Uniform Allowance
System**

Invoice Error Correction

Invoice Error Correction is Option 14 on the Uniform Allowance System Menu. This option is used to correct allowance, catalog, accounting, or duplicate billed errors on an invoice.

To select this option, at the Uniform Allowance System menu, key in **14** at the Enter Selection prompt and press [Enter]. The Invoice Error Correction screen (**Figure 30**) is displayed.

- To correct an error, key in **X** at the invoice number to be corrected and press [PF5].

If **Allowance Error** is displayed in the **Error Message** column, the Account Proration Process screen (**Figure 12**) is displayed. Key in the correct allowance amount and press [PF5]. The error is corrected and the error message is removed from the Invoice Error Correction screen.

- To return to a previous page, press [PF7].
- To scroll forward to the next page, press [PF8].
- To clear the screen for entry of new data, press [PF12].
- To exit the screen and return to the UNAL main menu, press [PF3].

UN5GA		USDA - OFM - NFC				DATE:	950629
		UNIFORM ALLOWANCE SYSTEM				TIME:	13:06
		INVOICE ERROR CORRECTION					
	INVOICE NUMBER	ORDER NUMBER	ACCOUNT NUMBER	ITEM NUMBER	MGMT CODE	BILLING LOCATION	ERROR MESSAGE
-	0009403	3B131841	567861069				ALLOWANCE ERROR
-	0009403	3B144391	527467951				ALLOWANCE ERROR
-	0009403	3B144392	527467951				ALLOWANCE ERROR
-	0009403	3B152461	518722096				ALLOWANCE ERROR
-	0009403	3B173131		FS110			CATALOG ERROR
-	0009403	3C046861	999030500		206640		ACCOUNTING ERROR
-	0009403	3C065101	517503279				ALLOWANCE ERROR
-	0009403	3C076111	548154777		566254		ACCOUNTING ERROR
-	0009403	3C087931	384443379				ALLOWANCE ERROR
-	0009404	3B000992		FS245			DUPLICATE BILLED
-	0009404	3B002892		FS245			DUPLICATE BILLED
-	0009404	3B010642		FS245			DUPLICATE BILLED

PF3 = EXIT PF5 = CORRECT ERROR PF7 = PREV PG PF8 = NEXT PG

Figure 30. Invoice Error Correction Screen

Systems Access Manual Procurement And Other Payments Forest Service Online Uniform Allowance System

If **Catalog Error** is displayed in the **Error Message** column, the Catalog Price Correction screen (**Figure 31**) is displayed. Key in the correct catalog price and press [PF5]. The error is corrected and the error message is removed from the Invoice Error Correction screen.

If the catalog item does not exist in the catalog, the message *No Catalog Entry Found For This Item Number - Please Add* is displayed.

- To return to a previous page, press [PF7].
- To scroll forward to the next page, press [PF8].
- To release the transaction, press [PF9] or key in the order number, item number, description, quantity and unit price for the catalog item and press [PF5]. The item is added to the catalog, the error is corrected, and the error message is removed from the Invoice Error Correction screen.

- To return the invoice, press [PF10].
- To exit the screen and return to the UNAL main menu, press [PF3].

If **Accounting Error** is displayed in the **Error Message** column, the Accounting Correction screen (**Figure 32**) is displayed. Key in the correct management code and press [PF5]. The error is corrected and the error message is removed from the Invoice Error Correction screen.

If the % distribution does not equal 100, the message *Percentage Must Equal 100%* is displayed. Key in the correct % distribution and press [PF5]. The account is updated on the Accounting Correction screen and the error message is removed from the Invoice Error Correction screen.

- To exit the screen and return to the UNAL main menu, press [PF3].

```

UN7FA                                USDA - OFM - NFC                DATE: 950629
                                     UNIFORM ALLOWANCE SYSTEM        TIME: 13:14
                                     CATALOG PRICE CORRECTION

      CATALOG ITEM
ITEM NR: 9550      TYPE: F (U,M,F)   STATUS: ACTIVE      PRICE: 1.00
DESCRIPTION: HAT

*-----*
ORDER NR  ITEM NR  STYLE/SIZE  QUANTITY  UNIT PRICE
3C107711  9550
3C074992  9550
*-----*

PF3=EXIT  PF5=UPDATE  PF7=PREV PG  PF8=NEXT PG  PF9=RELEASE  PF10=RTN INVOICE
  
```

Figure 31. Catalog Price Correction Screen

```

UN5AA                                USDA - OFM - NFC                DATE: 950629
                                     UNIFORM ALLOWANCE SYSTEM        TIME: 13:15
                                     ACCOUNTING CORRECTION

ACCOUNT NUMBER: 999030500  NAME:
LOCATION: 00 00 00  INVOICE NUMBER: 0009403  ORDER NUMBER: 3C046861

*-----*
      *  MGMT CODE      % DIST      AMOUNT
      *  206640        100          76.77
*-----*

PF3 = EXIT  PF5 = UPDATE
  
```

Figure 32. Accounting Correction Screen

Systems Access Manual
Procurement And Other Payments
Forest Service Online Uniform Allowance
System

If *Duplicate Billed* is displayed in the **Error Message** column, the Duplicate Billed Review screen (**Figure 33**) is displayed. Compare the Current Invoiced Item to the Paid Invoiced Items to validate the item number, ship date, and order number.

rected and the error message is removed from the Invoice Error Correction screen.

If the bill is a duplicate, press [PF10] to return the invoice. The error is corrected and the error message is removed from the Invoice Error Correction screen.

If the bill is OK, press [PF9] to release. The error is cor-

- To exit the screen and return to the UNAL main menu, press [PF3].

```
UN5IA                                USDA - OFM - NFC                                DATE: 950629
                                       UNIFORM ALLOWANCE SYSTEM                        TIME: 13:16
                                       DUPLICATE BILLED REVIEW

                                       CURRENT INVOICED ITEM
*-----*
INVOICE NUMBER: 0009404   ORDER NUMBER: 3C081272
ITEM NUMBER:   FS121     QUANTITY:      1
SHIP DATE:    12/27/1993
DESCRIPTION:  FLOPPY BOW TIE-GREEN
*-----*

                                       PAID INVOICED ITEMS
*-----*
INVOICE   ORDER   ITEM   QUANTITY   SHIP
NUMBER    NUMBER  NUMBER ORDERED    DATE
0009404   3C081272  FS121  0001      12/27/1993
*-----*

PF3 = EXIT   PF9 = RELEASE   PF10 = RETURN INVOICE
```

Figure 33. Duplicate Billed Review Screen

Systems Access Manual

Procurement And Other Payments

Forest Service Online Uniform Allowance System

Detail Invoice Query

Detail Invoice Query is Option 15 on the Uniform Allowance System Menu. This option is used to view detailed information on an invoice.

To select this option, at the Uniform Allowance System menu, key in **15** at the Enter Selection prompt and press [Enter]. The Detail Invoice Query screen (Figure 34) is displayed.

Complete the field as follows:

1 **Invoice Number** (*numeric field; 7 positions*). Key in the invoice number and press [Enter]. Detailed information on the invoice is displayed.

If the invoice is in error, **Invoice In Error** is displayed in the **Invoice Status** field and the message *Invoice Is In Error - Please Correct ASAP* is displayed at the bottom of the screen.

- To clear the screen for entry of new data, press [PF12].
- To exit the screen and return to the UNAL main menu, press [PF3].

```
UN5CA                                USDA - OFM - NFC                DATE: 950629
                                     UNIFORM ALLOWANCE SYSTEM        TIME: 13:01
                                     DETAIL INVOICE QUERY

INVOICE NUMBER: 1                    INVOICE DATE:
DATE RECEIVED:                       PAID DATE:
INVOICE STATUS:                       SCHEDULE NUMBER:

*-----*
ALLOWANCE PURCHASES      0.00      TOTAL INVOICE           0.00
PERSONAL PURCHASES      0.00      TOTAL INTEREST          0.00
UNIT PURCHASES          0.00      TOTAL PAID              0.00
SHIPPING CHARGES        0.00
*-----*

PF3 = EXIT      ENTER = QUERY      PF12 = CLEAR

UN1D0269I ENTER INVOICE NUMBER AND PRESS ENTER TO QUERY
```

Figure 34. Detail Invoice Query Screen

Systems Access Manual Procurement And Other Payments Forest Service Online Uniform Allowance System

Summary Invoice Query

Summary Invoice Query is Option 16 on the Uniform Allowance System Menu. This option is used to view information on an invoice for the designated fiscal year.

To select this option, at the Uniform Allowance System menu, key in **16** at the Enter Selection prompt and press [Enter]. The Summary Invoice Query screen (**Figure 35**) is displayed.

Complete the field as follows:

1 Enter Fiscal Year (*numeric field; 4 positions*). Key in the fiscal year and press [Enter]. Information on invoices for the designated fiscal year is displayed.

If an invoice is in error, **Err** is displayed in the **STAT** field.

- To return to a previous page, press [PF7].
- To scroll forward to the next page, press [PF8].
- To clear the screen for entry of new data, press [PF12].
- To exit the screen and return to the UNAL main menu, press [PF3].

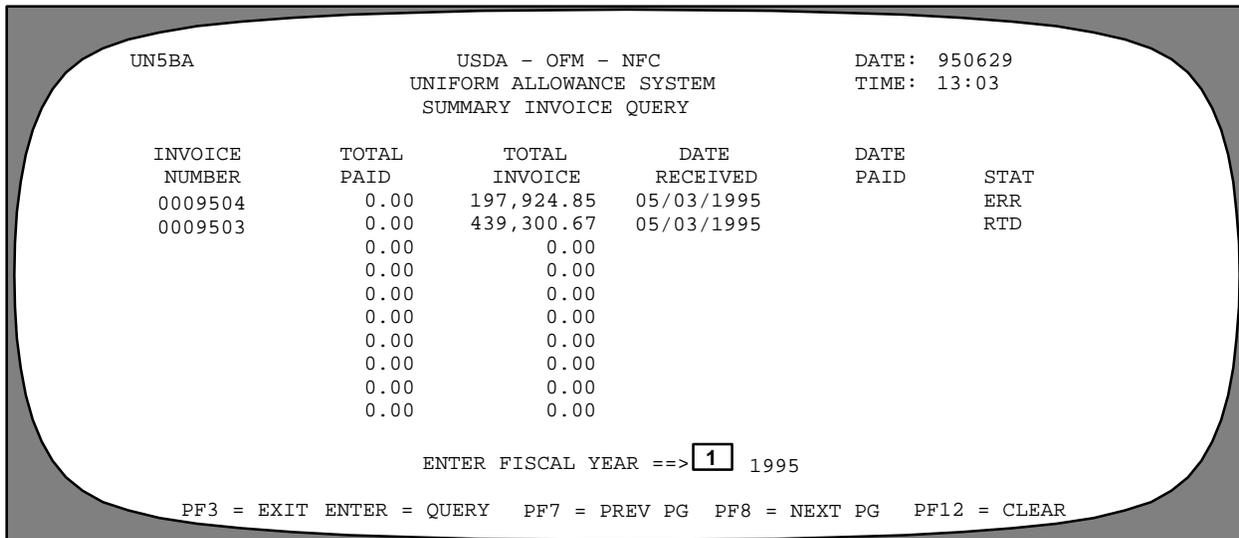


Figure 35. Summary Invoice Query Screen

Systems Access Manual Procurement And Other Payments Forest Service Online Uniform Allowance System

Pending Account Query

Pending Account Query is Option 17 on the Uniform Allowance System Menu. This option is used to query the status of pending accounts.

To select this option, at the Uniform Allowance System menu, key in **17** at the Enter Selection prompt and press [Enter]. The Pending Account Query screen (**Figure 36**) is displayed.

- To return to a previous page, press [PF7].
- To scroll forward to the next page, press [PF8].
- To view the number of pending accounts by status, press [PF9]. The Pending Counts screen (**Figure 37**) is displayed.
- To exit the screen and return to the UNAL main menu, press [PF3].

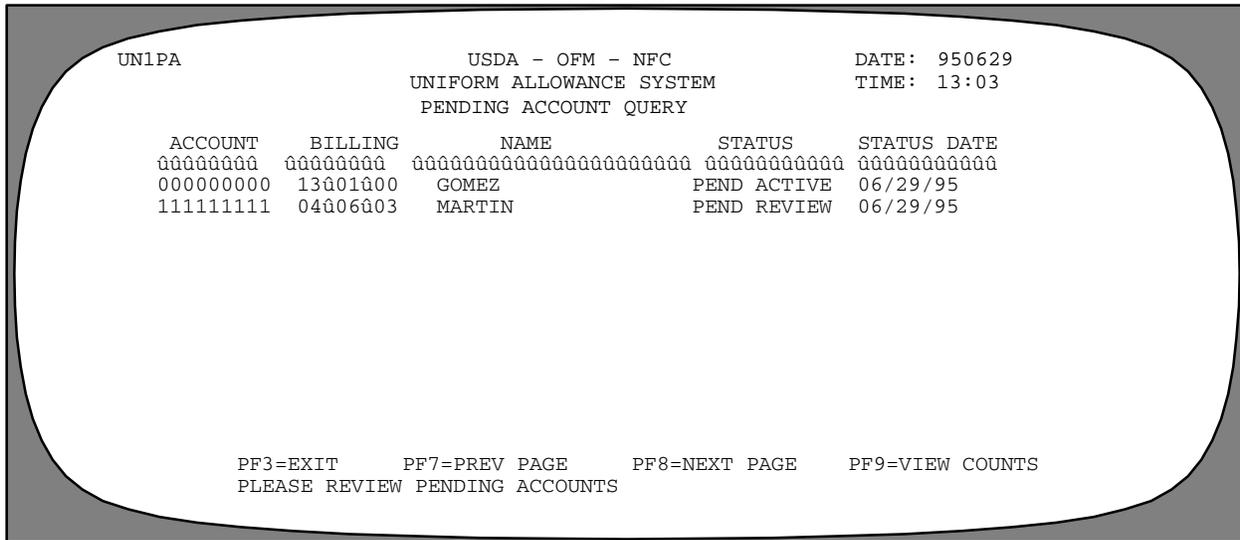


Figure 36. Pending Account Query Screen

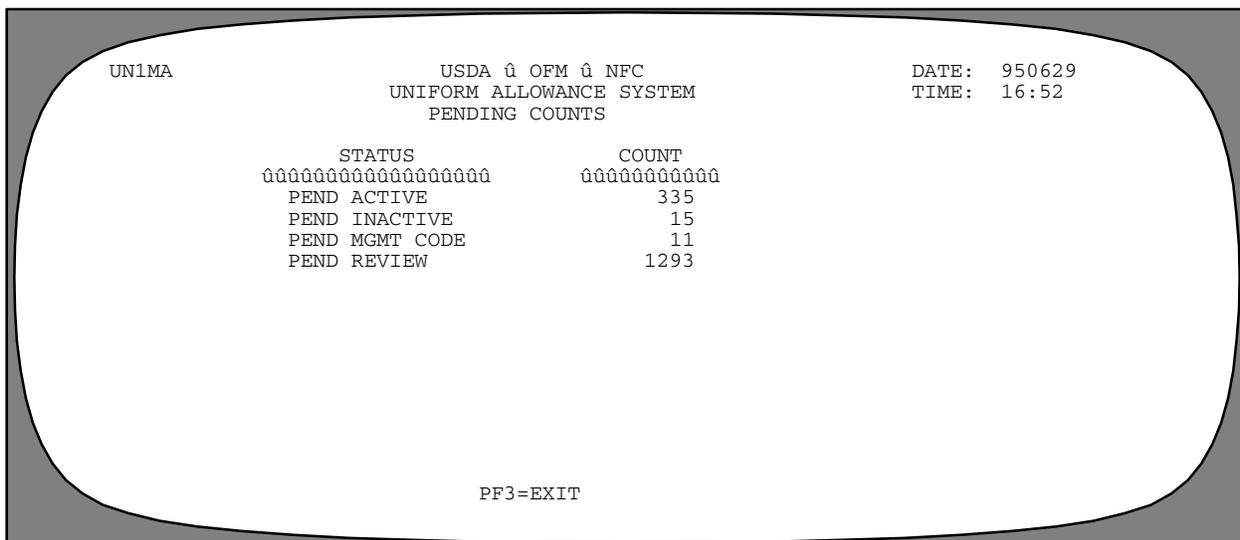


Figure 37. Pending Counts Screen

Systems Access Manual Procurement And Other Payments Forest Service Online Uniform Allowance System

Rollover Category Update

Rollover Category Update is Option 18 on the Uniform Allowance System Menu. This option is used to add a new rollover category or change an existing rollover category.

To select this option, at the Uniform Allowance System menu, key in **18** at the Enter Selection prompt and press [Enter]. The first Category Entry Or Update screen (**Figure 38**) is displayed.

- To add a new rollover category, press [PF9] at the first Category Entry Or Update screen. The second Category Entry Or Update screen (**Figure 39**) is displayed. Key in the rollover category description, type, and status.

Press [PF5]. The rollover category is added on the first Category Entry Or Update screen.

Note: Type (T) is defined as follows:

- M = Male
- F = Female
- U = Unisex.

A status of **ACT** (active) is defaulted on new rollover categories. Key in all items and their quantities. The rollover category total is computed by the system.

- To change a rollover category, key in **X** in the **Select Ind** column on the first Category Entry Or Update screen and press [Enter]. The Category Description is displayed in the second Category Entry Or Update screen. Correct rollover data as necessary and press [PF5]. The rollover category is updated on the first Category Entry Or Update screen.
- To return to a previous page, press [PF7].
- To scroll forward to the next page, press [PF8].
- To exit the screen and return to the UNAL main menu, press [PF3].

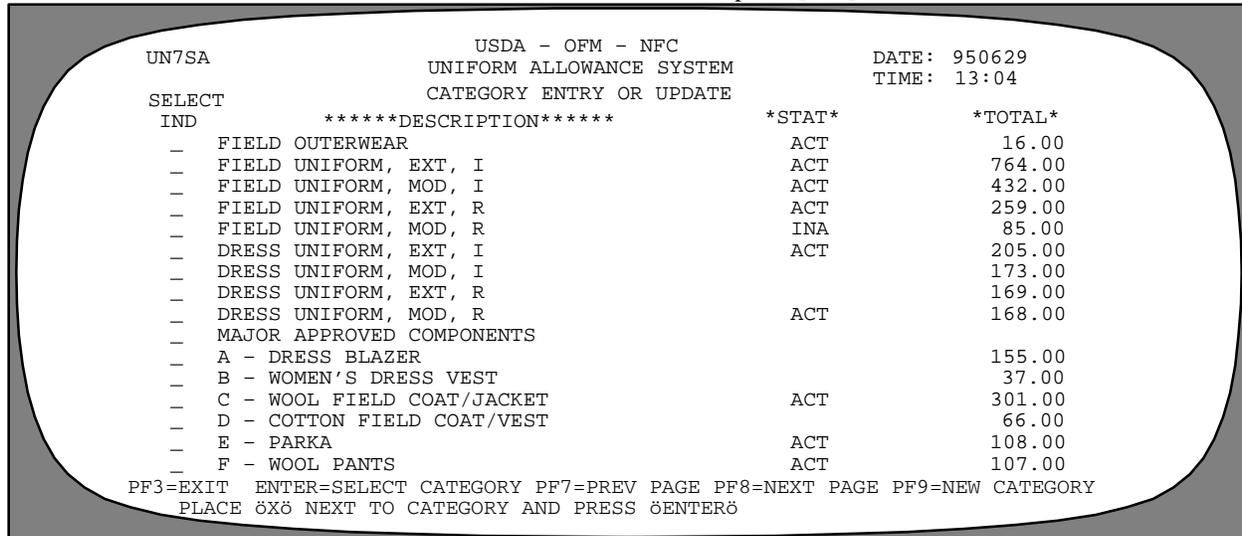


Figure 38. First Category Entry Or Update Screen

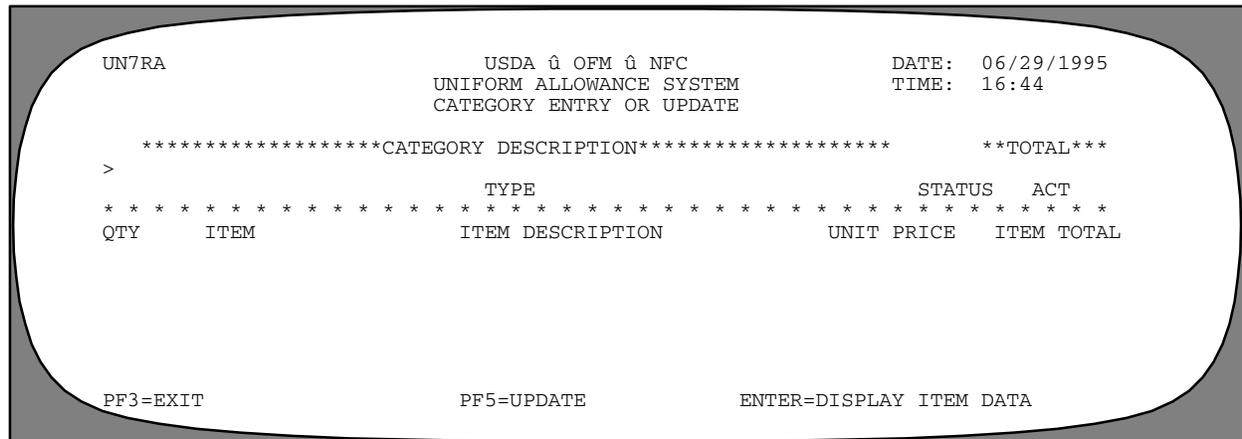


Figure 39. Second Category Entry Or Update Screen

Systems Access Manual Procurement And Other Payments Forest Service Online Uniform Allowance System

Rollover Catalog Maintenance

Rollover Catalog Maintenance is Option 19 on the Uniform Allowance System Menu. This option is used to change the rollover item number, description, type, status, or price of a rollover item in the rollover catalog.

To select this option, at the Uniform Allowance System menu, key in **19** at the Enter Selection prompt and press [Enter]. The Item Catalog Maintenance screen (**Figure 40**) is displayed.

- To change the prices from the rollover catalog, press [PF2]. The cursor is positioned at the Roll %= field. Key in the % increase in the Roll % = field and press [PF10]. The prices are increased by the Roll %.

- To update the rollover catalog, press [PF5]. The message *Record Successfully Updated* is displayed.

To change a rollover item in the rollover catalog, key in the desired changes and press [Enter].

If the item is edited correctly, the message *No Errors Found* is displayed.

- To update the catalog, press [PF5]. The message *Record Successfully Updated* is displayed.

- To inactivate a rollover item, key in **I** in the status field. Press [PF5].

- To return to a previous page, press [PF7].

- To scroll forward to the next page, press [PF8].

- To exit the screen and return to the UNAL main menu, press [PF3].

- To add a rollover item to the rollover catalog, press [PF9]. The Item Catalog Entry screen (**Figure 41**) is displayed.

Note: This screen allows entry of 15 lines of rollover catalog items.

Key in the rollover item number, description, type, status, and price.

Note: Type (T) is defined as follows:

- M = Male
- F = Female
- U = Unisex.

A status of **ACT** (Active) is defaulted.

Press [PF5]. If the item is entered correctly, the message *No Errors Found* is displayed.

- To update the rollover catalog, press [PF5]. The message *Record Successfully Updated* is displayed.

- To clear the screen for entry of new rollover data, press [PF12].

- To exit the screen and return to the UNAL main menu, press [PF3].

UN7PA		USDA - OFM - NFC UNIFORM ALLOWANCE SYSTEM ITEM CATALOG MAINTENANCE		DATE: 950629	
				TIME: 16:13	
ITEM NO.	DESCRIPTION	ROLL % =	T	STAT	PRICE
FS010	FS INSIGNIA BELT BUCKLE-BRONZE-3 1/8" BY 2 1/2"		U	ACT	16.20
FS012	FS INSIGNIA DRESS BELT BUCKLE		U	ACT	16.20
FS015	FS VOLUNTEER INSIGNIA BELT BUCKLE-BRONZE		U	ACT	16.50
FS050	THOR-LO CREW SOCKS-ORLON/NYLON/LYCRA-DARK GREEN		U	ACT	7.00
FS051	THOR-LO BOOT SOCK-ORLON/NYLON/LYCRA-DARK GREEN		U	ACT	7.00
FS100	BLAZER-POLY/WOOL-DARK GREEN, BETTINA		M	ACT	70.80
FS100A	BLAZER-POLY/WOOL-DARK GREEN		M	ACT	154.70
FS1000	PARKA HIP-LENGTH WITH SIDE ZIPS		M	ACT	110.00
FS1001	PARKA HIP-LENGTH WITH SIDE ZIPS		F	ACT	110.00
FS101	BLAZER-POLY/WOOL-DARK GREEN, PRINCESS STYLE *		F	ACT	111.70
FS101A	BLAZER HOPSACK-CLASSIC STYLE		F	ACT	47.70
FS102	SKIRT-POLY/WOOL-DARK GREEN *		F	ACT	42.40
FS102A	SKIRT-POLY/WOOL (IPPOLITI)		F	ACT	47.00
FS110	DRESS SLACKS-POLY/WOOL-LT.GREEN		M	ACT	52.50
FS111	DRESS SLACKS-POLY/WOOL-LT.GREEN *		F	ACT	24.30

PF2=ROLL % FIELD
PF3=EXIT ENTER=EDIT PF5=UPDATE PF7=PREV PF8=NEXT PF9=ADD PF10=ROLL PF12=RESET

Figure 40. Item Catalog Maintenance Screen

**Systems Access Manual
Procurement And Other Payments
Forest Service Online Uniform Allowance System**

**Systems Access Manual
Procurement And Other Payments
Forest Service Online Uniform Allowance
System**

Title VI
Chapter 7
Section 6

Exhibits

**Systems Access Manual
Procurement And Other Payments
Forest Service Online Uniform Allowance System**

**Systems Access Manual
Procurement And Other Payments
Forest Service Online Uniform Allowance
System**

Title VI
Chapter 7
Section 6

Exhibit 1

U.S. Forest Service Payment Status Report

U.S. Forest Service

Payment Status Report

Contract No. 54-3187-7-26 (16-90)

Invoice # 90032 (6-29-95)

Uniform Sales \$2,324.27

Uniform Returned \$ 282.72

Amount \$2,041.55

Special Components \$224.32

Special Components Returned \$ 28.89

Amount \$ 195.43

Special Shipping \$ -0-

Total Sales Billed \$2,236.98

**Systems Access Manual
Procurement And Other Payments
Forest Service Online Uniform Allowance System**

Exhibit 2

UNAL2401, Uniform Allowance Rollover Report

DATE: 02-24-94 UNAL2401		UNIFORM ALLOWANCE ROLLOVER REPORT FOR FY 95					PAGE 1	
		REGION: 01	UNIT: 02					
SUBUNIT	SSN	NAME	CLASS	FY94 CATEGORIES	FY95 CATEGORIES	ALLOWANCE	MGT CD/DIST	MAJOR COMPONENTS
00		ADAMS, GUY H.	F	FLD MOD (R)	FLD MOD (R)	\$ 80.00	416001/ 25% 416002/ 25% 416003/ 25% 416004/ 25%	
00		TROEDSSON, NILS A.	F	FLD MOD (R)	FLD MOD (R)	\$ 80.00	352000/ 100%	
00		GROSS, RAYMOND L.	F	FLD MOD (R)	FLD MOD (R)	\$ 80.00	415100/ 50% 415103/ 50%	
00		OWENBY, DICK L.	F	FLD MOD (R)	FLD MOD (R)	\$ 80.00	351000/ 100%	
00		KEEFE, KENNETH W.	F	FLD MOD (R)	FLD MOD (R)	\$ 80.00	358002/ 100%	
00		SVOBODA, DANIEL J.	F	FLD MOD (R)	FLD MOD (R)	\$ 80.00	304000/ 100%	
00		DERKSEN, LEE D.	F	FLD MOD (R)	FLD MOD (R)	\$ 80.00	356008/ 100%	
00		PRICHARD, RONALD C.	F	FLD MOD (R) DRS MOD (R)	FLD MOD (R) DRS MOD (R)	\$181.00	211000/ 100%	
00		BLACKWELL, REX V.	F	FLD EXT (R)	FLD EXT (R)	\$158.00	410100/ 100%	
00		HARRY, LEE W.	F	FLD MOD (R)	FLD MOD (R)	\$ 80.00	353000/ 100%	
00		RYAN, JEROME M.	F	FLD MOD (R)	FLD MOD (R)	\$ 80.00	355000/ 100%	
00		KOLAR, CHRISTINE A.	F	FLD EXT (R)	FLD EXT (R)	\$158.00	213000/ 100%	
00		KOLAR, WILLIAM P.	F	FLD EXT (R)	FLD EXT (R)	\$158.00	414103/ 20% 414106/ 40% 414101/ 10% 414109/ 30%	
A=BLAZER (\$158) C=WOOL COAT/JACKET (\$118) E=PARKA (\$112) G=SHELL & HOOD (\$158) I=SKI JACKET (\$160) K=SNOW SUIT (\$99) B=W VEST (\$ 38) D=COT COAT/DOWN VEST (\$ 68) F=WOOL PANTS (\$ 83) H=WIND PANTS (\$ 93) J=SKI PANTS (\$152) L=GAITERS (\$33)								

USDA-WF-3043

**Systems Access Manual
Procurement And Other Payments
Forest Service Online Uniform Allowance
System**

Title VI
Chapter 7
Section 6

Exhibit 3

UNAL5001, Invoice Balance Report

UNAL5001	USDA/DFM/NFC UNIFORM ALLOWANCE INVOICE BALANCE REPORT	05/16/94 PAGE 1			
GRAND TOTAL RECORD	ALLOW	SHIP	UNIT PUR	PERS PUR	TOTAL
=	1,902.00	0.00	41.50	1.00	1,944.50
TRANSACTION TOTAL RECORDS =	1,902.00	0.00	41.50	1.00	1,944.50
DIFFERENCE =	0.00	0.00	0.00	0.00	0.00
TRANSACTION TOTAL RECORDS =	1,902.00	0.00	41.50	1.00	1,944.50
LINE ITEM RECORDS =	1,902.00	0.00	41.50	1.00	1,944.50
DIFFERENCE =	0.00	0.00	0.00	0.00	0.00
INVOICE NUMBER 0009317 BALANCES.					

**Systems Access Manual
 Procurement And Other Payments
 Forest Service Online Uniform Allowance System**

Exhibit 4
 Page 3

UNAL6501, Audit Report (cont'd)

DATE : 09-23-94 UNAL6501	U. S. DEPARTMENT OF AGRICULTURE FOREST SERVICE UNIFORM ALLOWANCE SYSTEM	PAGE	67
REGION	ACTIVE ACCOUNTS	NUMBER TO AUDIT	
01	1,591	3	
02	1,382	2	
03	1,554	3	
04	1,592	3	
05	3,974	7	
06	3,877	6	
08	3,285	5	
09	2,061	3	
10	388	1	
11	7	0	
12	24	0	
13	159	0	
22	24	0	
23	77	0	
24	84	0	
26	18	0	
27	40	0	
28	38	0	
29	147	0	
		20,322	33

USDA-WFC-38413

**Systems Access Manual
Procurement And Other Payments
Forest Service Online Uniform Allowance
System**

UNAL7401, Active Accounts Changed By Personnel Update

UNAL7401	U. S. DEPARTMENT OF AGRICULTURE	SENSITIVE PERSONNEL DATA	PAGE
DATE: 06/30/95	FOREST SERVICE UNIFORM ALLOWANCE SYSTEM	USE IS RESTRICTED	1
	ACTIVE ACCOUNTS CHANGED BY PERSONNEL UPDATE		
SSN	EMPLOYEE NAME	NAME	SEX
	LOCATION	EMPL-TYPE	T&A-CNT-PT
003445979	06-07-04	WILLIAM J. RICE	*
010428929	05-17-57	DAVID A. DONAHUE	*
064449136	05-17-55	DIANE B. MINUTILLI	*
135386819	08-31-00	DAVID G. HOLLAND	*
206602852	10-02-10	JOHN C. BURICK	*
226664655	01-09-04	ELIZABETH A. MCFARLAND	*
238258703	08-11-09	DAVID H. STILES	*
238867141	08-13-00	ALVINIA B. MCCOY	*
243785463	08-11-09	LOW P. REID	*
244350544	08-36-01	JONATHAN E. FONDOW	*
257043980	08-36-01	DARREL N. STROY	*
260085970	08-12-06	KIMBERLY J. HOFELDT	*
312684799	16-11-00	STEPHEN G. MARTIN	*
315707712	04-07-05	MICHAEL L. MONTGOMERY	*
328609345	08-13-04	DAVID W. BETZ	*
338621768	01-03-03	JANET M. SPENCER	*
352463660	02-04-07	KATHRYN A. NORRIS	*
368960376	04-10-04	MARK W. POE	*
369780777	08-31-00	JOE D. PALMER	*
383909051	09-10-05	ROBERTA J. TRACY	*
390507013	05-12-00	JODI L. RIOS	*
391920824	09-06-04	APRIL J. SCHREIBER	*
396588169	09-14-03	LESLIE H. SEALANDER	*
415278545	02-04-00	JEFFREY L. ULRICH	*
420706514	01-14-04	DAVID C. DEAVOURS	*
421826063	05-12-52	RONALD E. SHURNEY	*
435365981	08-07-02	TONY L. TOOKE	*
450576242	06-06-02	DON P. DEAL	*
455940853	05-13-53	DANIEL L. PEREZ	*
457153930	03-06-06	WILLIAM B. ELLIS	*
457949778	08-09-06	PATRICIA J. SEAY	*
464969257	03-08-01	MARCO A. MONTEAGUDO	*
465251357	01-04-04	MARIA C. SERGENT	*
470521683	03-06-05	JIM C. HIBBERT	*
470888070	06-04-20	MARK A. BOCHE	*
471549801	09-09-00	MICHAEL L. STAPLES	*
484564235	09-03-02	LLOYD A. SOBIECK	*
494488922	01-17-07	JEROME A. BIRD	*
502603940	06-03-00	STEVEN M. NELSON	*
502843253	08-31-01	ROBERT L. ANDERSON	*
504947186	01-09-00	VAN C. ELSBERND	*
508785807	06-05-00	MARK A. MARSHALL	*
516425347	04-07-05	DAVID C. WHITEKIEND	*
516589649	05-16-00	CHRISTIE L. KALKOWSKI	*
517407093	01-14-05	LAWRENCE A. JAMES	*
518254549	01-02-02	JAMES J. GLEASON	*
519180641	01-14-01	SUE A. CURTISS	*
520605696	01-09-02	SANDRA L. KIECKBUSCH	*
	04-14-00	THEODORE J. ROY	*
	04-14-01	JAMES A. SHERIDAN	*
	02-06-05	DEAN W. LEBEDA	*

150A WFC-5/04.3

Systems Access Manual Procurement And Other Payments Forest Service Online Uniform Allowance System

Title VI
Chapter 7
Section 6

Exhibit 7

UNAL8201, Confirmation Report

DATE: 06-23-94 UNAL8201	SUBUNIT	SSN	NAME	CLASS	FY93 CATEGORIES	ALLOWANCE	MGT CD/DIST	STATUS	PAGE 1
U. S. DEPARTMENT OF AGRICULTURE FOREST SERVICE UNIFORM ALLOWANCE SYSTEM CONFIRMATION REPORT FOR REGION/UNIT: 1301									
	00	007301147	TOWLE, EVERETT L.			\$.00		INACTIVE	
	00	025348130	BEMBRY, LAWRENCE			\$.00		INACTIVE	
	00	032344869	LYONS, JUDITH E.	F	FLD MOD (R)	\$ 200.00	001324/100%	ACTIVE	
	00	064380770	WITKOWSKI, STEPHEN L.			\$.00		INACTIVE	
	00	078540800	CLARK, LEAH B.	F	FLD MOD (I) C	\$ 273.00	004209/100%	ACTIVE	
	00	081341286	CUNNINGHAM, ELSIE W.	F	FLD MOD (R)	\$ 181.00	043300/100%	ACTIVE	
	00	098444469	MALONEY, KATHRYN P.	F	FLD EXT (R) E	\$ 270.00	000631/100%	ACTIVE	
	00	107341997	PARRIS, LUZ M.	F	FLD MOD (R)	\$ 181.00	004412/100%	ACTIVE	
	00	123446623	SCHOENEMAN, RITA S.	F	FLD MOD (R)	\$ 181.00	004412/100%	ACTIVE	
	00	162405172	STARKS, JANNELLE P.	F	DRS MOD (R)	\$ 101.00	004412/100%	ACTIVE	
	00	163386225	CAPLAN, JAMES A.	F	DRS MOD (R)	\$ 101.00	001410/100%	ACTIVE	
	00	164304925	CONRAD, ROBERT	F	DRS MOD (R)	\$ 101.00	004412/100%	ACTIVE	
	00	179302004	WILCOX, STERLING J.	F	FLD MOD (R)	\$ 80.00	003805/100%	ACTIVE	
	00	186264617	LOFTUS, NELSON S.	F	FLD MOD (R)	\$ 40.00	004842/100%	ACTIVE	
	00	189389326	MARTIN, ROBERT J.	F	FLD MOD (R)	\$ 80.00	043300/100%	ACTIVE	
	00	205284579	LAVIN, MARY J.	F	FLD MOD (R)	\$ 80.00	043300/100%	ACTIVE	
	00	205340836	SMITH, DAVID K.			\$.00		INACTIVE	
	00	220602664	PISANO, LYNN	F	FLD MOD (R)	\$ 181.00	043300/100%	ACTIVE	
	00	224548669	ADDINGTON, ADA S.	F	DRS MOD (R)	\$ 101.00	000280/100%	ACTIVE	
	00	226725264	VENEY, GUANDA M.			\$.00		INACTIVE	
	00	229253136	WEST, TARA O.	F	FLD MOD (I)	\$ 155.00	004284/100%	ACTIVE	
	00	230747227	WILSON, RONALD F.	F	FLD MOD (R) D	\$ 148.00	001323/100%	ACTIVE	
	00	235540289	ROSS, ELDON W.			\$.00		INACTIVE	
	00	235624014	OSBORNE, NANCY L.			\$.00		INACTIVE	
A=BLAZER (\$155) C=WOOL COAT/JACKET (\$116) F=PARKER (\$110) G=SHELL & HOOD \$155) I=SKI JACKET (\$157) K=SNOW SUIT (\$97) B=W VEST (\$ 37) D=COT COAT/DOWN VEST (\$ 66) F=WOOL PANTS (\$ 81) H=WIND PANTS (\$ 91) J=SKI PANTS (\$149) L=GAITERS (\$32)									

USDA-NFC-59413

Systems Access Manual Procurement And Other Payments Forest Service Online Uniform Allowance System

Exhibit 8

UNAL8301, Invoice Edit Error Report

UNAL8301	DATE: 06/24/94	USDA-OFM-NFC	FOREST SERVICE UNIFORM ALLOWANCE SYSTEM	INVOICE EDIT ERROR REPORT	INVOICE NUMBER: 0009404	PAGE 1	
LOCATION	ORDER NR.	ACCOUNT NR.	PURCHASE DATE	ITEM NR.	AMOUNT	MGMT. CODE	REASON FOR ERROR
13-01-00	38037142	248686091	11/05/1993		\$ 55.92	016505	ACCOUNTING ERROR
13-01-00	38097521		11/15/1993	F5600	\$ 63.43		CATALOG ERROR
13-01-00	38113072	570473502	11/17/1993		\$ 18.30	504309	ACCOUNTING ERROR
13-01-00	3812830A	526118671	11/19/1993		\$ 66.08	001003	ACCOUNTING ERROR
13-01-00	3813546A	541444057	11/19/1993		\$ 80.00	333401	ACCOUNTING ERROR
13-01-00	3815263A	525888357	11/23/1993		\$ 80.00	042129	ACCOUNTING ERROR
13-01-00	38154652	554923390	11/23/1993		\$ 55.92	024470	ACCOUNTING ERROR
13-01-00	38160011	544786505	11/23/1993		\$ 39.15	500927	ACCOUNTING ERROR
13-01-00	3817738A	519383335	11/29/1993		\$ 151.52	202985	ACCOUNTING ERROR
13-01-00	3819029A	479825434	11/30/1993		\$ 22.88	005196	ACCOUNTING ERROR
13-01-00	3C01473A	140508376	12/02/1993		\$ 22.88	073110	ACCOUNTING ERROR
13-01-00	3C02274A	069409053	12/03/1993		\$ 37.62		ALLOWANCE ERROR
13-01-00	3C02274A	069409053	12/03/1993		\$ 37.62	042201	ACCOUNTING ERROR
13-01-00	3C038232	225444552	12/06/1993		\$ 55.92	533094	ACCOUNTING ERROR
13-01-00	3C05175A	544566452	12/08/1993		\$ 157.62	540003	ACCOUNTING ERROR
13-01-00	3C063021	093583966	12/09/1993		\$ 158.00	056630	ACCOUNTING ERROR
13-01-00	3C10100A	250215727	12/15/1993		\$ 74.74	550102	ACCOUNTING ERROR
13-01-00	3C123211	182467416	12/20/1993		\$ 67.62	003064	ACCOUNTING ERROR
13-01-00	3C124751	049481022	12/20/1993		\$ 80.00	002976	ACCOUNTING ERROR
13-01-00	3C125041	509567880	12/20/1993		\$ 80.00	007701	ACCOUNTING ERROR
13-01-00	3C129701		12/20/1993	F5600	\$ 61.54		CATALOG ERROR
13-01-00	3C131791	527766587	12/21/1993		\$ 157.10	041203	ACCOUNTING ERROR
13-01-00	3C135731	572784713	12/21/1993		\$ 132.45	007962	ACCOUNTING ERROR
13-01-00	3C143311	557730286	12/22/1993		\$ 7.80	505250	ACCOUNTING ERROR
13-01-00	3C148891		12/27/1993	F5600	\$ 41.90		CATALOG ERROR

USDA-NFC 5/94/3

**Systems Access Manual
Procurement And Other Payments
Forest Service Online Uniform Allowance
System**

Title VI
Chapter 7
Section 6

Exhibit 9

UNAL8401, Employee Authorization Letter

1. 000-00-0000 BOMBAY, MARCUS 13-01-00 SEX: M

2. STATUS: ACTIVE DATE: 06/29/1995

ENTER "F", "P", OR "T"

E TYPE OF EMPLOYEE (F=PERMANENT FULLTIME, P=PERMANENT PARTTIME, T=TEMPORARY)

UNIFORM CATEGORY: (X AUTHORIZED UNIFORM. "I"; "R" = REPLACEMENT.)

3. DRESS UNIFORM

EXTENSIVE USE (I) \$___ (\$268) EXTENSIVE USE (R) \$___ (\$169)
 MODERATE USE (I) \$___ (\$173) MODERATE USE (R) \$___ (\$ 99)

4. FIELD UNIFORM

EXTENSIVE USE (I) \$___ (\$229) EXTENSIVE USE (R) \$___ (\$155)
 MODERATE USE (I) \$___ (\$133) MODERATE USE (R) \$78 (\$ 78)

5. MAJOR COMPONENTS (TOTAL ALLOWANCE IS INCREASED BY THE AMOUNT OF THE MAJOR COMPONENT(S) CHECKED.)

A. <input type="checkbox"/> DRESS BLAZER	\$___ (\$155)	G. <input type="checkbox"/> RAIN/WIND SHELL+HOOD	\$___ (\$155)
B. <input type="checkbox"/> WOMEN'S DRESS VEST	\$___ (\$ 37)	H. <input type="checkbox"/> WIND PANTS	\$___ (\$ 91)
C. <input type="checkbox"/> WOOL FLD COAT/JACKET	\$___ (\$116)	I. <input type="checkbox"/> SKI JACKET	\$___ (\$157)
D. <input type="checkbox"/> COTTON FLD COAT/VEST	\$___ (\$ 66)	J. <input type="checkbox"/> BIB SKI PANTS	\$___ (\$149)
E. <input type="checkbox"/> PARKA	\$___ (\$110)	K. <input type="checkbox"/> SNOWMOBILE SUIT	\$___ (\$ 97)
F. <input type="checkbox"/> WOOL PANTS	\$___ (\$ 81)	L. <input type="checkbox"/> GAITERS	\$___ (\$ 32)

6. MATERNITY SUPPLEMENT (I) \$___ (\$132) MATERNITY (R) \$___ (\$ 32)

7. MANAGEMENT CODE(S): 000631 000100 %
(6 DIGITS)

8. TOTAL ALLOWANCE: \$ 80.00
(\$400 MAXIMUM)

9. UNIFORM COORDINATOR: JUDY LYONS

** THIS UNIFORM ALLOWANCE HAS BEEN APPROVED BY YOUR LINE OFFICER **

UNAL8401

Systems Access Manual
Procurement And Other Payments
Forest Service Online Uniform Allowance System

Exhibit 10

UNAL8501, Daily Transaction Summary

DATE: 05-13-94	U. S. DEPARTMENT OF AGRICULTURE FOREST SERVICE UNIFORM ALLOWANCE SYSTEM DAILY TRANSACTION SUMMARY										PAGE 1
UNAL8501	LOCATION	SSN	NAME	ACTION CLASS	CATEGORIES	ALLOWANCE	STATUS	STAT DATE	MGT CD/DIST		
	13-01-00	007301147	TOWLE, EVERETT L.	A	F	\$.00	ACTIVE	01/03/90	004102/100%		
	13-01-00	025348130	BEMBRY, LAWRENCE	A	F	\$ 80.00	ACTIVE	10/20/93	000631/100%		
	13-01-00	032344869	LYONS, JUDITH E.	A	F	\$ 181.00	ACTIVE	10/20/93	001324/100%		
	13-01-00	064380770	WITKOWSKI, STEPHEN L.	A	F	\$.00	ACTIVE	10/25/91	004310/100%		
	13-01-00	078540800	CLARK, LEAH B.	A	F	\$ 273.00	ACTIVE	10/20/93	004209/100%		
					C						
	13-01-00	081341286	CUNNINGHAM, ELSIE W.	A	F	\$ 181.00	ACTIVE	10/20/93	043300/100%		
	13-01-00	098444469	MALONEY, KATHRYN P.	A	F	\$ 270.00	ACTIVE	10/20/93	000631/100%		
					E						
	13-01-00	107341997	PARRIS, LUZ M.	A	F	\$ 181.00	ACTIVE	10/21/93	004412/100%		
	13-01-00	123446623	SCHOENEMAN, RITA S.	A	F	\$ 181.00	ACTIVE	10/21/93	004412/100%		
	13-01-00	162405172	STARKS, JANNELLE P.	A	F	\$ 101.00	ACTIVE	10/21/93	004412/100%		
	13-01-00	163386225	CAPLAN, JAMES A.	A	F	\$ 101.00	ACTIVE	10/20/93	001410/100%		
	13-01-00	164304925	CONRAD, ROBERT	A	F	\$ 101.00	ACTIVE	10/21/93	004412/100%		
	13-01-00	179302004	WILCOX, STERLING J.	A	F	\$ 80.00	ACTIVE	10/20/93	003805/100%		
	13-01-00	186264617	LOFTUS, NELSON S.	A	F	\$ 40.00	ACTIVE	10/21/93	004842/100%		
	13-01-00	189389326	MARTIN, ROBERT J.	A	F	\$ 80.00	ACTIVE	10/20/93	043300/100%		
	13-01-00	205284579	LAVIN, MARY J.	A	F	\$ 80.00	ACTIVE	10/20/93	043300/100%		
	13-01-00	205340836	SMITH, DAVID K.	A	F	\$.00	ACTIVE	02/19/92	000018/100%		
	13-01-00	220602664	PISANO, LYNN	A	F	\$ 181.00	ACTIVE	10/20/93	043300/100%		
	13-01-00	224548669	ADDINGTON, ADA S.	A	F	\$ 101.00	ACTIVE	12/13/93	000280/100%		
	13-01-00	226725264	VENEY, GUANDA M.	A	F	\$ 99.00	ACTIVE	08/31/93	001054/100%		
	13-01-00	229253136	WEST, TARA O.	A	F	\$ 155.00	ACTIVE	02/17/94	004284/100%		
	13-01-00	230747227	WILSON, RONALD F.	A	F	\$ 148.00	ACTIVE	10/20/93	001323/100%		
					D						
	13-01-00	235540289	ROSS, ELDON W.	A	F	\$ 181.00	ACTIVE	01/26/94	004741/100%		
	13-01-00	235624014	OSBORNE, NANCY L.	A	F	\$.00	ACTIVE	10/22/90	004700/100%		

ACTIONS:	A=ACCOUNT ADDED	M=ACCOUNT MODIFIED	P=ACCOUNT MODIFIED BY PERSONNEL UPDATE	R=REPORT REQUESTED
	B=BLAZER	C=WOOL COAT/JACKET	E=PARKA	G=SHELL & HOOD
	D=COT COAT/DOWN VEST	F=WOOL PANTS	H=WIND PANTS	I=SKI JACKET
			J=SKI PANTS	K=SNOW SUIT
				L=GAITERS

1-93A (REV. 5/91)

Heading Index

This index provides an alphabetical list of all headings in the procedure. When a heading is referenced, you can use this index to locate the page number.

A

[About This Procedure](#), 1
[Account History](#), 21
[Account Proration Process](#), 16
[Account Query](#), 14
[Account Rollover](#), 19
[Allowance Amount](#), 3
[Authorization Report Request](#), 24

C

[Category Entry Or Update](#), 26
[Confirmation Report Request](#), 25
[Contractor](#), 3

D

[Data General Function Key Definitions](#), 9
[Detail Invoice Query](#), 33
[Duplicate Accounts](#), 4

E

[Employee Allowance Determination](#), 4
[Employee Class](#), 4
[Establish Or Change Account](#), 12
[Establish Or Change Location Address](#), 17
[Exhibits](#), 41

F

[Function\(s\)](#), 9

H

[How This Procedure Is Organized](#), 1

I

[Invoice Error Correction](#), 30
[Item Catalog Maintenance](#), 27
[Item Catalog Query](#), 29

K

[Key](#), 9

L

[Location Address Query](#), 18

M

[Management Codes](#), 3

N

[New Accounts](#), 4

O

[Operating Features](#), 9
[Ordering Procedures](#), 4

P

[Pending Account Query](#), 35
[Purchase Query By Account](#), 23

R

[Reports](#), 5

[Responsibilities](#), 6
[Rollover](#), 3
[Rollover Catalog Maintenance](#), 38
[Rollover Category Update](#), 36

S

[Security](#), 7
[Shipping Uniforms](#), 4
[Sign–Off](#), 8
[Sign–On](#), 7
[Status](#), 3
[Status Date](#), 4
[Summary Invoice Query](#), 34
[System Access](#), 7
[System Overview](#), 3

U

[U.S. Forest Service Payment Status Report](#), 43
[UNAL Function Key Definitions](#), 9

[UNAL2401, Uniform Allowance Rollover Report](#), 44
[UNAL5001, Invoice Balance Report](#), 45
[UNAL6501, Audit Report](#), 46, 47, 48
[UNAL7401, Active Accounts Changed By Personnel Update](#), 49
[UNAL7601, MASC Validation Of Active Accounts](#), 50
[UNAL8201, Confirmation Report](#), 51
[UNAL8301, Invoice Edit Error Report](#), 52
[UNAL8401, Employee Authorization Letter](#), 53
[UNAL8501, Daily Transaction Summary](#), 54
[UNAL8801, Accounts Prorated To Correct Invoice](#), 55
[UNAL9001, Report Of Payments Made On Inactive Accounts](#), 56
[Uniform Allowance Guidelines](#), 4
[Uniform Allowance System Main Menu](#), 11

W

[What Conventions Are Used](#), 1
[Who To Contact For Help](#), 1

