

I-SUITE

4.8 –ITS: WORKING WITH COMMISSARY FORMS AND POSTING DEBITS AND ADDITIONS

OBJECTIVES

Upon completion of this unit, the trainee will be able to:

1. View and print commissary authorization forms.
2. Post personnel debits.
3. Post contractor debits and additions.

I. INTRODUCTION:

- A. View and print commissary authorization forms.
- B. Post personnel debits.
- C. Post contractor debits and additions.

II. EXERCISES

- A. To preview a Commissary Authorization form.
 1. On the **Reports** menu, click **Commissary Authorization**.
 2. On the **Commissary Authorization** dialog box, perform one of the following
 - a. Click the **Request Number** drop-down arrow, and then click to select the **Request Number** of your choice.
 - b. Click the **Crew Name** drop-down arrow, and then click to select the **Crew Name** of your choice.
 - c. Click the **Person** drop-down arrow, and then click to select the **Person** of your choice.
 3. Click the **Run Report** button.
 4. To print the report, click the **Print Report** icon.
- B. To post deductions to a personnel resource.
 1. Click the **Commissary/Debits & Additions** button.
 2. On the **Personnel** tab, click the **Person** drop-down arrow, and then click to select the **Person** of your choice.
 3. In the **Activity Date** column, type the **Activity Date**, in the format MMDDYYYY.
 4. In the **Commodity** column, type the name of the **Commodity**.
 5. In the **Purchase Amount** column, type the **Purchase Amount**, in the format 99.99.
 6. To save the charges and advance to the next new line, press TAB.
- C. To post contractor deductions to a resource.
 1. Click the **Commissary/Debits & Additions** button, and then click the **Contractor** tab.

2. Under **Select Type**, click to select one of the following
 - a. Contract Equipment.
 - b. Contract Crews.
 - c. Other Contracts.
 3. Click the **Contractor Name** drop-down arrow, and then click to select the **Contractor Name** of your choice.
 4. Click the **Contract Resource**, drop-down arrow, and then click to select the **Contract Resource**, if appropriate.
 5. In the **Activity Date** column, type the **Activity Date**, in the format MMDDYYYY.
 6. In the **Commodity** column, type the name of the **Commodity**.
 7. In the **Purchase Amount** column, type the **Purchase Amount**, in the format 99.99.
 8. To save the charges and advance to the next new line, press TAB.
- D. To post a contractor addition.
1. Click the **Commissary/Debits & Additions** button, and then click the **Contractor** tab.
 2. Under **Select Type**, click to select the **Type** of your choice.
 3. Click to select the **Contractor Name** and **Contract Resource**, if appropriate, of your choice.
 4. In the **Activity Date** column, type the **Activity Date**, in the format MMDDYYYY.
 5. In the **Commodity** column, type the name of the **Commodity**.
 6. In the **Purchase Amount** column, type – (hyphen) and then **Purchase Amount**, in the format -99.99.
 7. To save the charges and advance to the next new line, press TAB.
- E. To review an OF-288 for resources with posted deductions and additions.

Note: The deductions page display on a separate window, behind the OF-288.

1. On the **Reports** menu, click **OF-288**.

2. On the **OF-288** dialog box, click to select one of the following
 - a. Request Number.
 - b. Crew Name.
 - c. Person.
 3. To view the final OF-288, click to select the **Final** check box.
 4. To preview the report, click the **Preview Report** button.
 5. To review the deductions page of the OF-288, click the **Minimize** button on the OF-288 window.
 6. To print the OF-288, click the **Print Report** button.
- F. To review an OF-286 for resources with posted deductions and additions.
- Note: The deductions page display on a separate window, behind the OF-286.*
1. On the **Reports** menu, click **OF-286 w/ Deductions**.
 2. On the **OF-286** dialog box, complete the following
 - a. Click the **Contractor** drop-down arrow, and then click to select the **Contractor Name** of your choice.
 - b. Click the **Agreement** drop-down arrow, and then click to select the **Agreement** of your choice.
 - c. Click the **Equipment** drop-down arrow, and then click to select the **Equipment** of your choice.
 3. Under **Report Options**, click to select one of the following
 - a. OF-286 with Itemized Deductions.
 - b. OF-286 Only.
 - c. Itemized Deductions Only.
 4. To preview the report, click the **Preview Report** button.
 5. To review the deductions page of the OF-286, click the **Minimize** button on the OF-286 window.
 6. To print the OF-286, click the **Print Report** button.