

Creighton

UNIVERSITY



P-Card Program Custodian Reference Guide

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Logging In

- Access the website <https://www.commercialcardreports.com>
- Enter assigned User ID and password
- Click on “Login” button

Commercial Card
Online Reporting

User ID:

Password:

Language:

[Forgot your password?](#)

- Landing page will display the following tabs

Commercial Card
Online Reporting

Home Global Search Help My Profile Contact Us Logout

Financial Reports Accounts User

Home

Welcome Back Approver 1
Last Visit:

Program Activity Date Range: Previous 30 Days

Users & Accounts	Transactions & Adjustments	
Total Users	Reviewed	0
Total Active Cardholder Users	Not Reviewed	0
Total Locked Users	Approved	0
Recently Added Cardholder Users	Not Approved	0
Cardholder Users with Activity		0
Total User Logins		0

News & Links 1 of 1

No news available
No news available

[View All News](#)

Resource Center

Online Help
By Topic

Account User's Guide
Complete Manual (PDF)

Inbox

Completed Reports (0) Scheduled Reports (0) Notifications & Files

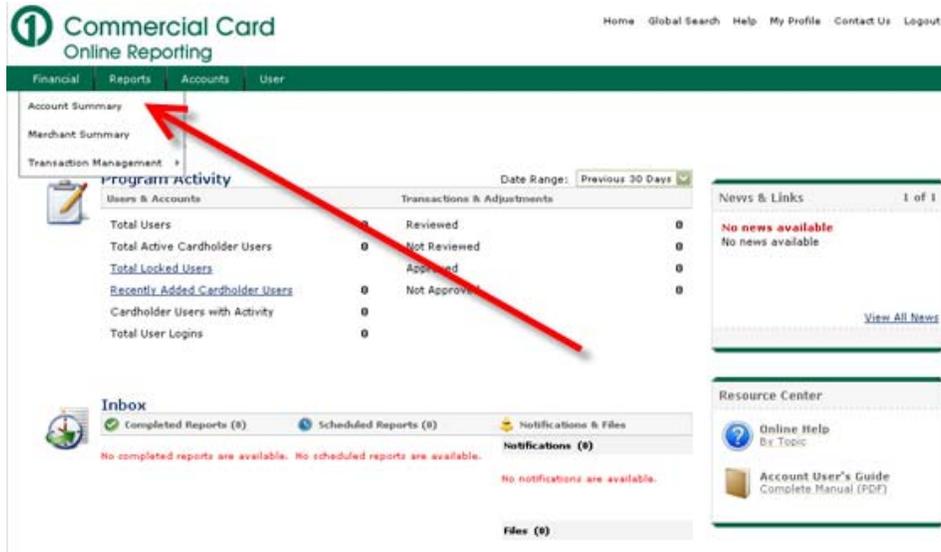
No completed reports are available. No scheduled reports are available. Notifications (0)

No notifications are available.

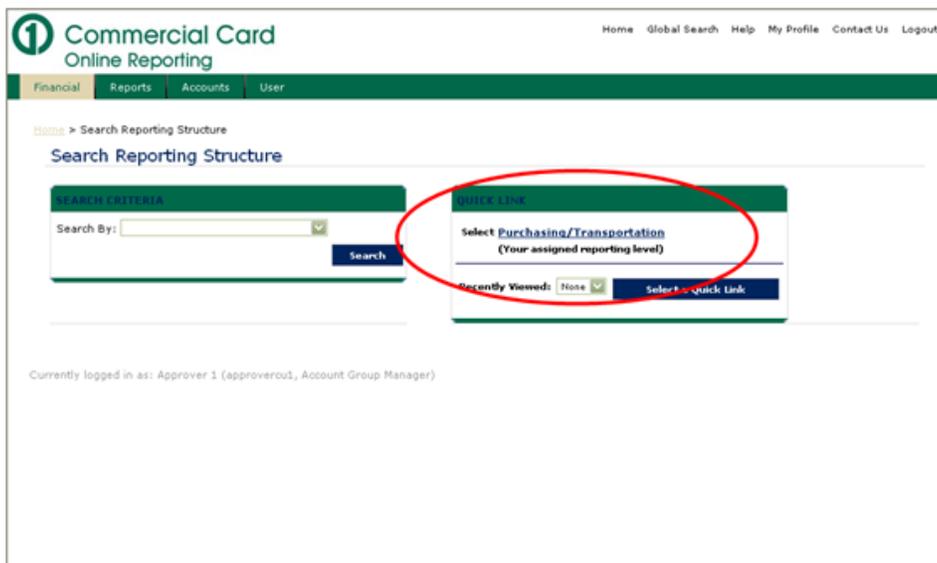
Files (0)

Selecting Accounts

- Select “Account Summary” from Financial tab



- Utilize “Quick Link” section and click on your assigned department/group



- Using Search Criteria, select either Reporting Cycle (1) or Date Type for specific date range (2)
- Click on “Search”

Account Summary

CREIGHTON UNIVERSITY • 2500 CALIFORNIA PLZ • OMAHA, NE 681780133

SEARCH CRITERIA
Advanced Search >

Reporting Cycle: Ending 04/24/09 (03/26/2009 to 04/24/2009) 1

Date Type: From: 03/26/2009 2

Posting Date ▼ To: 04/24/2009

Data available starting: 06/05/2000

- Select on desired employee from list that appears by clicking on corresponding account number

1 - 7

SEARCH RESULTS		Search Total: 3,982.66		
Account Name	Account Number	Transaction Amount	Adjustment Amount	Total Transaction Amount
CINDY FREESE	XXXX-XXXX-XX22-1782	23,860.62	(21,958.05)	1,902.57
JARROD MORRISON	XXXX-XXXX-XX68-7845	349.87	0.00	349.87
JOSEPH J ZABOROWSKI	XXXX-XXXX-XX72-2261	11.61	(12.98)	(1.37)
BARB WASHINGTON	XXXX-XXXX-XX72-2469	494.25	(1,403.92)	(909.67)
LEEANN CRIST	XXXX-XXXX-XX72-3376	2,184.94	(2,242.00)	(57.06)
MICHAEL WILLEY	XXXX-XXXX-XX72-3715	3,136.89	(451.50)	2,685.39
MARK SIMANEK	XXXX-XXXX-XX72-4515	733.65	(720.72)	12.93
SEARCH RESULTS		Search Total: 3,982.66		

1 - 7

Cost Allocation Review Process

- Click on “Expand All” link (1)
- Verify that all accounting code information is correct (including default Fund and Org codes) (2)

Expand All | Collapse All **1** Send Email Save Reset

SEARCH RESULTS Search Total: 1,218.00

Detail	Reviewed	Approved	Posting Date	Transaction Date	Description	Transaction Amount	Tax Amount	Alternate Tax	Additional Information
	<input type="checkbox"/>	<input type="checkbox"/>	02/04/2009	02/03/2009	SGIM 202-887-5150, DC -00000	350.00	0	0.00	
ACCOUNTING CODES INFORMATION									
Expense Description	Conf Fee								
Fund	Org	Account	Activity	Receipt (Yes/No)					
101000	32100	7650 - Office Supplies							
Edit Accounting Codes									
	<input type="checkbox"/>	<input type="checkbox"/>	02/04/2009	02/04/2009	AMERICAN ACAD OF DERMA EHORN@AAD.ORG, IL -00000	750.00	0	0.00	
ACCOUNTING CODES INFORMATION									
Expense Description	AAD Fee								
Fund	Org	Account	Activity	Receipt (Yes/No)					
101000	32100	7373 - Food Costs/Catering-Other							
Edit Accounting Codes									

- If correct, check the “Reviewed” box and move on to next transaction and repeat process (1)
- If not, click on “Edit Accounting Codes” button and make necessary accounting code changes (2)

Expand All | Collapse All **1** Send Email Save Reset

SEARCH RESULTS Search Total: 1,218.00

Detail	Reviewed	Approved	Posting Date	Transaction Date	Description	Transaction Amount	Tax Amount	Alternate Tax	Additional Information
	<input checked="" type="checkbox"/>	<input type="checkbox"/>	02/04/2009	02/03/2009	SGIM 202-887-5150, DC -00000	350.00	0	0.00	
ACCOUNTING CODES INFORMATION									
Expense Description	Conf Fee								
Fund	Org	Account	Activity	Receipt (Yes/No)					
101000	32100	7650 - Office Supplies							
Edit Accounting Codes									
	<input checked="" type="checkbox"/>	<input type="checkbox"/>	02/04/2009	02/04/2009	AMERICAN ACAD OF DERMA EHORN@AAD.ORG, IL -00000	750.00	0	0.00	
ACCOUNTING CODES INFORMATION									
Expense Description	AAD Fee								
Fund	Org	Account	Activity	Receipt (Yes/No)					
101000	32100	7373 - Food Costs/Catering-Other							
Edit Accounting Codes									

- If necessary, enter an additional description in “Expense Description” field

ACCOUNTING CODES INFORMATION Display accounting codes from Account Level

Expense Description: Conf Fee

Fund	Org	Account	Activity	Receipt (Yes/No)
101000	32100	7650 - Office Supplies		
101000	32100	7650 - Office Supplies		

Apply Accounting Codes to all editable transactions displayed on this page.

- If default Fund or Org codes are not correct, modify accordingly

ACCOUNTING CODES INFORMATION Display accounting codes from Account Level

Expense Description: Conf Fee

Fund	Org	Account	Activity	Receipt (Yes/No)
101000	32100	7650 - Office Supplies		
101000	32100	7650 - Office Supplies		

Apply Accounting Codes to all editable transactions displayed on this page.

- In the Account Code section, select appropriate code from drop-down menu

ACCOUNTING CODES INFORMATION Display accounting codes from Account Level

Expense Description: Conf Fee

Fund	Org	Account	Activity	Receipt (Yes/No)
101000	32100	7650 - Office Supplies		
101000	32100	7650 - Office Supplies		

Apply Accounting Codes to all editable transactions displayed on this page.

- Enter an Activity code if necessary (1)
- Enter Yes or No for “Receipt” field (2)

02/04/2009 02/03/2009 SGIM 202-887-5150, DC -00000 350.00 0 0.00

ACCOUNTING CODES INFORMATION Display accounting codes from Account Level

Expense Description				
Conf Fee				
Fund	Org	Account	Activity	Receipt (Yes/No)
101000	32100	7650 - Office Supplies		
101000	32100	7650 - Office Supplies		

Apply Accounting Codes to all editable transactions displayed on this page.

Save Accounting Codes Reset Accounting Codes

- Click on “Save Accounting Codes” button
- Move on to next transaction and repeat process

02/04/2009 02/03/2009 SGIM 202-887-5150, DC -00000 350.00 0 0.00

ACCOUNTING CODES INFORMATION Display accounting codes from Account Level

Expense Description				
Conf Fee				
Fund	Org	Account	Activity	Receipt (Yes/No)
101000	32100	7650 - Office Supplies		
101000	32100	7650 - Office Supplies		

Apply Accounting Codes to all editable transactions displayed on this page.

Save Accounting Codes Reset Accounting Codes

Splitting Transactions

If a transaction requires to be split between accounting codes (fund, org, etc.) perform the following procedures:

- Click on Split icon for corresponding transaction

		<input type="checkbox"/>	<input type="checkbox"/>	02/18/2009	02/18/2009	PAYPAL *LPTOPS4LES 402-935-7733, CA -00000	153.00	0.00	0.00
		<input type="checkbox"/>	<input type="checkbox"/>	02/19/2009	02/18/2009	SEACOAST MEDICAL LLC 402-5931360, NE -00000	47.41	0.00	0.00
		<input type="checkbox"/>	<input type="checkbox"/>	02/19/2009	02/18/2009	SEACOAST MEDICAL LLC 402-5931360, NE -00000	37.66	0.00	0.00
		<input type="checkbox"/>	<input type="checkbox"/>	02/20/2009	02/19/2009	SEACOAST MEDICAL LLC 402-5931360, NE -00000	210.24	0.00	0.00
		<input type="checkbox"/>	<input type="checkbox"/>	02/20/2009	02/20/2009	SUPERARRAY BIOSCIENCE COR 301-6829200, MD -00000	1,334.20	0.00	0.00
		<input type="checkbox"/>	<input type="checkbox"/>	02/20/2009	02/20/2009	SEACOAST MEDICAL LLC 402-5931360, NE -00000	90.13	0.00	0.00
		<input type="checkbox"/>	<input type="checkbox"/>	02/20/2009	02/20/2009	SEACOAST MEDICAL LLC 402-5931360, NE -00000	306.90	0.00	0.00

- Determine number of splits in text box
- Click on “Add”

Financial Detail | Split Detail | Next Transaction >> | Save | Reset

Reviewed	Approved	Exported	Posting Date	Transaction Date	Description	Transaction Amount	Tax Amount	Alternate Tax Amount	Net Transaction Amount	Additional Information
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	02/04/2009	02/03/2009	SGIM_202-887-5150, DC, 00000	350.00	0.00	0.00	350.00	

Split: **Add**

Split By: Amount | Split and Balance To: Total Transaction Amount

Description	Percent	Amount	Tax Amount	Alternate Tax Amount
This transaction does not have any splits defined.				
Totals:				

- Provide a description per split (1)
- Verify dollar amount per split (must equal total transaction amount) (2)
- Click on “Save” (3)

Financial Detail | Split Detail | Next Transaction >> | **Save** | Reset

Reviewed	Approved	Exported	Posting Date	Transaction Date	Description	Transaction Amount	Tax Amount	Alternate Tax Amount	Net Transaction Amount	Additional Information
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	02/04/2009	02/03/2009	SGIM_202-887-5150, DC, 00000	350.00	0.00	0.00	350.00	3

Split: **Add**

1 **Select All** | **Deselect All** | **Remove** | **Expand All** | **Collapse All** | Split By: Amount | Split and Balance To: Total Transaction Amount

Description	Percent	Amount	Tax Amount	Alternate Tax Amount
<input type="checkbox"/> Split - Conf Fee	33.33	116.67	0.00	0.00
<input type="checkbox"/> Split - Conf Fee	33.33	116.67	0.00	0.00
<input type="checkbox"/> Split - Conf Fee	33.34	116.66	0.00	0.00
Totals:	100.00	350.00	0.00	0.00

- Select on “Expand All” link

Reviewed	Approved	Exported	Posting Date	Transaction Date	Description	Transaction Amount	Tax Amount	Alternate Tax Amount	Net Transaction Amount	Additional Information
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	02/04/2009	02/03/2009	SGIM_202-887-5150, DC_00000	350.00	0.00	0.00	350.00	

Description	Percent	Amount	Tax Amount	Alternate Tax Amount
<input type="checkbox"/> Split - Conf Fee I	33.33	116.67	0.00	0.00
<input type="checkbox"/> Split - Conf Fee II	33.33	116.67	0.00	0.00
<input type="checkbox"/> Split - Conf Fee III	33.34	116.66	0.00	0.00
Totals:	100.00	350.00	0.00	0.00

- Click on “Edit Accounting Codes” button for each appropriate line item

Description	Percent	Amount	Tax Amount	Alternate Tax Amount
<input type="checkbox"/> Split - Conf Fee I	33.33	116.67	0.00	0.00
ACCOUNTING CODES INFORMATION				
Fund	Org	Account	Activity	Receipt (Yes/No)
101000	32100	7650 - Office Supplies		
Edit Accounting Codes				
<input type="checkbox"/> Split - Conf Fee II	33.33	116.67	0.00	0.00
ACCOUNTING CODES INFORMATION				
Fund	Org	Account	Activity	Receipt (Yes/No)
101000	32100	7650 - Office Supplies		
Edit Accounting Codes				
<input type="checkbox"/> Split - Conf Fee III	33.34	116.66	0.00	0.00
ACCOUNTING CODES INFORMATION				
Fund	Org	Account	Activity	Receipt (Yes/No)
101000	32100	7650 - Office Supplies		
Edit Accounting Codes				

- Perform changes as needed per accounting code field

Description	Percent	Amount	Tax Amount
<input type="checkbox"/> Split - Conf Fee I	33.33	116.67	0.00
ACCOUNTING CODES INFORMATION			
Fund	Org	Account	Activity
101000	32100	7650 - Office Supplies	
<input type="checkbox"/> Apply Accounting Codes to all editable transactions displayed on this page.			

- When all changes have been made, select “Save” button

Financial Detail | Split Detail | Next Transaction > **Save** | **Reset**

Reviewed	Approved	Exported	Posting Date	Transaction Date	Description	Transaction Amount	Tax Amount	Alternate Tax Amount	Net Transaction Amount	Additional Information
<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	02/04/2009	02/03/2009	SGIM, 202-887-5150, DC, 00000	350.00	0.00	0.00	350.00	

Split: **Add**

Select All | Deselect All | **Remove** | Expand All | Collapse All | Split By: Amount | Split and Balance To: Total Transaction Amount

Description	Percent	Amount	Tax Amount	Alternate Tax Amount
<input checked="" type="checkbox"/> Split - Conf Fee I	33.33	116.67	0.00	0.00
<input checked="" type="checkbox"/> Split - Conf Fee II	33.33	116.67	0.00	0.00
<input checked="" type="checkbox"/> Split - Conf Fee III	33.34	116.66	0.00	0.00
Totals:	100.00	350.00	0.00	0.00

- Click on “Transaction Summary” within breadcrumb link

Home > Search Reporting Structure > Account Summary > Transaction Summary > Split Transaction

Split Transaction

• XXXX-XXXX-XX72-3376 • PURCHASING • ATTN: PURCHASING - PO BOX 3266 • OMAHA, NE 681030266

Financial Detail | Split Detail | **Save** | **Reset**

Reviewed	Approved	Exported	Posting Date	Transaction Date	Description	Transaction Amount	Tax Amount	Net Transaction Amount	Additional Information
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	02/05/2009	02/05/2009	PAYLESS OFFICE SUPPLY, 402-8916210, NE, 00000	986.00		986.00	

Split: **Add**

Select All | Deselect All | **Remove** | Expand All | Collapse All | Split By: Amount | Split and Balance To: Total Transaction Amount

Description	Percent	Amount	Tax Amount
<input checked="" type="checkbox"/> Split - Conf Fee I	33.33	328.67	0.00
<input checked="" type="checkbox"/> Split - Conf Fee II	33.33	328.67	0.00
<input checked="" type="checkbox"/> Split - Conf Fee III	33.34	328.66	0.00
Totals:	100.00	986.00	0.00

- Transaction will now appear like the following on the Transaction Summary page

Expand All | Collapse All | **Send Email** | **Save** | **Reset**

SEARCH RESULTS | Search Total: 1,218.00

Detail	Reviewed	Approved	Posting Date	Transaction Date	Description	Transaction Amount	Tax Amount	Alternate Tax Amount	Additional Information
<input checked="" type="checkbox"/>	<input type="checkbox"/>		02/04/2009	02/03/2009	SGIM, 202-887-5150, DC -00000	350.00	0	0.00	
					Split 0: Split - Conf Fee I	116.67	0.00	0.00	
					Split 1: Split - Conf Fee II	116.67	0.00	0.00	
					Split 2: Split - Conf Fee III	116.66	0.00	0.00	
<input checked="" type="checkbox"/>	<input type="checkbox"/>		02/04/2009	02/04/2009	AMERICAN ACAD OF DERMA, EHOEN@AAD.ORG, IL -00000	750.00	0	0.00	
<input checked="" type="checkbox"/>	<input type="checkbox"/>		02/05/2009	02/05/2009	PAYLESS OFFICE SUPPLY, 402-8916210, NE -00000	118.00	0	0.00	

Expand All | Collapse All | **Send Email** | **Save** | **Reset**

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Submitting Transactions for Approval

- Verify that all transactions have been reviewed by checkmarks in corresponding boxes

1 - 5

Expand All | Collapse All Send Email Save Reset

SEARCH RESULTS											Search Total: 315.31
Detail	Reviewed	Approved	Posting Date	Transaction Date	Description	Transaction Amount	Tax Amount	Alternate Tax	Additional Information		
	<input checked="" type="checkbox"/>	<input type="checkbox"/>	02/05/2009	02/04/2009	MORTON'S OF SAN FRANCIS SAN FRANCISCO, CA -00000	220.00	0.00	0.00			
	<input checked="" type="checkbox"/>	<input type="checkbox"/>	02/05/2009	02/04/2009	YELLOW CAB OF SAN FRANCIS 415-2823737, CA -00000	45.00	0.00	0.00			
	<input checked="" type="checkbox"/>	<input type="checkbox"/>	02/06/2009	02/06/2009	CREATESEND.COM EMA IL, AU -00000	5.41	0.00	0.00			
	<input checked="" type="checkbox"/>	<input type="checkbox"/>	02/06/2009	02/06/2009	CREATESEND.COM EMA IL, AU -00000	8.43	0.00	0.00			
	<input checked="" type="checkbox"/>	<input type="checkbox"/>	02/06/2009	02/06/2009	CREATESEND.COM EMA IL, AU -00000	36.47	0.00	0.00			

Expand All | Collapse All Send Email Save Reset

1 - 5

- Select “Send Email” button

1 - 5

Expand All | Collapse All Send Email Save Reset

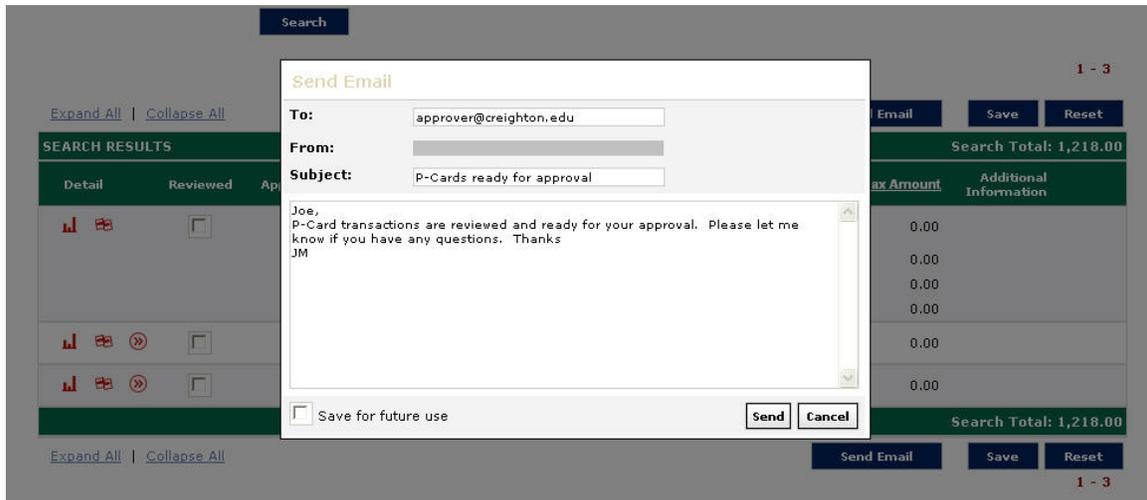
SEARCH RESULTS											Search Total: 315.31
Detail	Reviewed	Approved	Posting Date	Transaction Date	Description	Transaction Amount	Tax Amount	Alternate Tax	Additional Information		
	<input checked="" type="checkbox"/>	<input type="checkbox"/>	02/05/2009	02/04/2009	MORTON'S OF SAN FRANCIS SAN FRANCISCO, CA -00000	220.00	0.00	0.00			
	<input checked="" type="checkbox"/>	<input type="checkbox"/>	02/05/2009	02/04/2009	YELLOW CAB OF SAN FRANCIS 415-2823737, CA -00000	45.00	0.00	0.00			
	<input checked="" type="checkbox"/>	<input type="checkbox"/>	02/06/2009	02/06/2009	CREATESEND.COM EMA IL, AU -00000	5.41	0.00	0.00			
	<input checked="" type="checkbox"/>	<input type="checkbox"/>	02/06/2009	02/06/2009	CREATESEND.COM EMA IL, AU -00000	8.43	0.00	0.00			
	<input checked="" type="checkbox"/>	<input type="checkbox"/>	02/06/2009	02/06/2009	CREATESEND.COM EMA IL, AU -00000	36.47	0.00	0.00			

Expand All | Collapse All Send Email Save Reset

1 - 5

- Default email address(es) will appear or modify with appropriate email address(es)
- Enter description in subject field and compose email
- Click on “Send”

Note: A notification email will be routed to the approver and not the actual expense report. Approver will need to access system to approve the expense report.



- Clicking on “Save” button will complete review process

Expand All | Collapse All

Send Email **Save** Reset

SEARCH RESULTS Search Total: 315.31

Detail	Reviewed	Approved	Posting Date	Transaction Date	Description	Transaction Amount	Tax Amount	Alternate Tax	Additional Information
		<input checked="" type="checkbox"/>	02/05/2009	02/04/2009	MORTON'S OF SAN FRANCISCO, CA -00000	220.00	0.00	0.00	
		<input checked="" type="checkbox"/>	02/05/2009	02/04/2009	YELLOW CAB OF SAN FRANCISCO, CA -00000	45.00	0.00	0.00	
		<input checked="" type="checkbox"/>	02/06/2009	02/06/2009	CREATESEND.COM EMAIL, AU -00000	5.41	0.00	0.00	
		<input checked="" type="checkbox"/>	02/06/2009	02/06/2009	CREATESEND.COM EMAIL, AU -00000	8.43	0.00	0.00	
		<input checked="" type="checkbox"/>	02/06/2009	02/06/2009	CREATESEND.COM EMAIL, AU -00000	36.47	0.00	0.00	

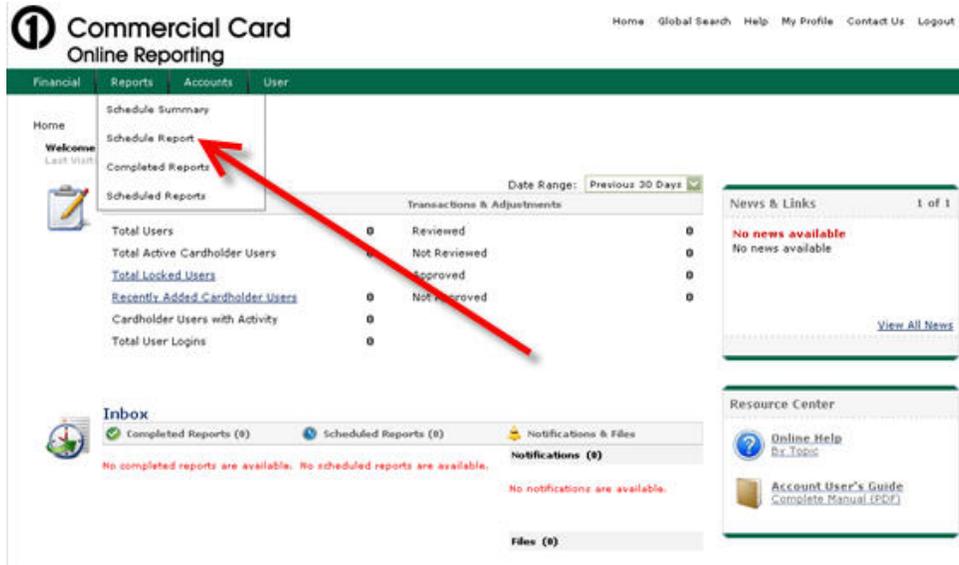
Expand All | Collapse All

Send Email **Save** Reset

1 - 5

Creating & Submitting P-Card Routing Form

- Under Reports Tab, click on “Schedule Report”



- Verify or change “Group By” option to Category (1)
- P-Card Routing Form will be first report on screen
- Click on P-Card Routing Form (2)



- Click on your assigned group found in the Quick Links section (you may also run the report for a specific account by entering data in blank fields)

 **Schedule Report: Entity**

Use the search form below to locate the entity you wish to report against. Or, select from the Quick Links provided.

Quick Links (1)

Purchasing/Transportation - Account Group 

Account

Account Name

Account Number Match Entire Account Number

Account Status

Reports To Account State/Province

Account City Account Country

- Verify Date Type as “Posting Date”
- Enter in appropriate report description
- Click on “Next”

 **Schedule Report: Options**

Specify the schedule report options below, then click Next or Save to continue.

Date Type Posting Date Transaction Date

Report Format Adobe PDF

Description

Notify Me At

Enter up to five e-mail addresses separated by commas

- Run report on appropriate billing cycle
- Click on “Save”

Note: Depending on the amount of data in report, it may take several minutes for report to generate

 **Schedule Report: Frequency**

Choose the frequency and date range to use to schedule this report, then click Save to continue.

Run Once
From Date To Date Schedule Offset (in days)

Daily
Start Date Days to Run Schedule Offset (in days)

Weekly
From Day Weeks to Run
To Day Schedule Offset (in days)

Monthly
From Day Months to Run
To Day Schedule Offset (in days)

Reporting Cycle
Reporting Cycle
Number of Cycles to Run Schedule Offset (in days)

- Completed P-Card Routing Form will be found on left-hand side under “Completed Reports” section within the Scheduled Reports area
- Click in this area to download report

Note: Completed P-Card Routing Form can also be located from landing page under “Completed Reports” section in bottom left-hand side

Home Show Reports Inbox

Progress - Step 1

Select Report
No report selected.

Completed Reports
2 Reports Complete

P-Card Routing Form
June Report for Purchasing

Spend Analysis by Transaction
Category
correct test for Kristi

Scheduled Reports
0 Reports Scheduled

No scheduled reports.

Schedule Report: Choose Report Group By Show

Select a report from the list provided. To quickly locate the report you are looking for, try using the Group By and Show options above.

Account Activity

P-Card Routing Form
Account Activity
System (Adobe PDF)

Accounting and Reconciliation Reports

Accounting Code Detail
Accounting and Reconciliatio...
System (Adobe PDF)

Alert and Exception Reports

Account Activity Spending
Alerts
Alert and Exception Reports

- Click on “Download” button to access and print report

Report Requests **Completed Report**

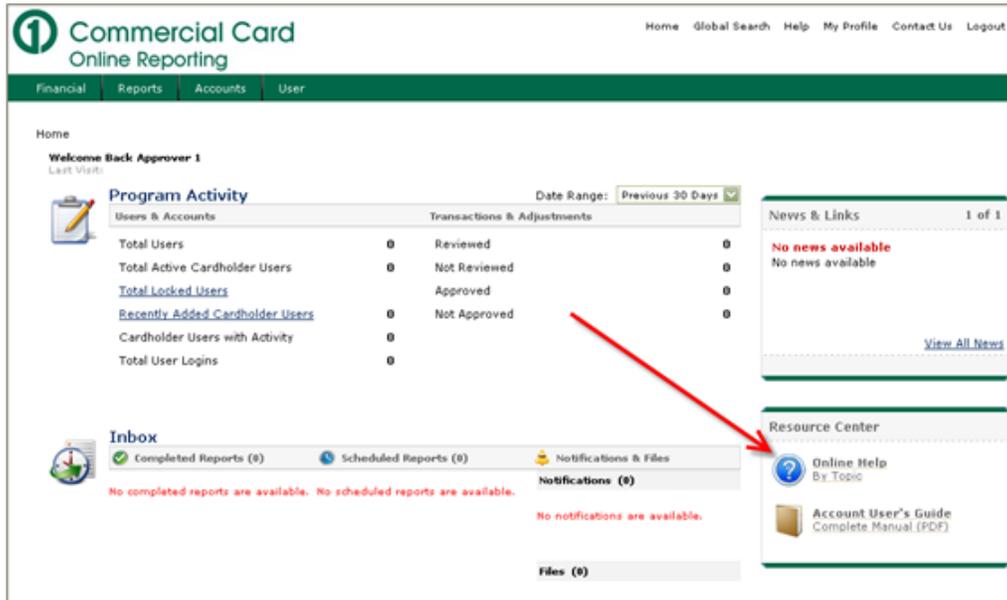
	Name	P-Card Routing Form
	Completed	08/05/2009 18:40:32 CST
	Scheduled	08/05/2009 18:39:56 CST
	File Size	58.9 KB
	Status	Success
	Description	June Report for Purchasing

Download **Delete**

- Attach necessary receipt/invoices to P-Card Routing Form and forward for approval

Online Help Function

- Access Online Help from landing page to look up specific functionality



- You will be able to look up specific content based on “Contents” section



- Click on specific subject matter link to expand documents

The screenshot shows a web application interface. On the left is a 'Contents' sidebar with a tree view of topics. The 'Cost Allocation' item is selected and expanded, showing sub-items like 'Cost Allocating a Transaction', 'Default Accounting Codes', and 'Locating Invalid Accounting Codes'. A red arrow points from the 'Cost Allocation' link in the sidebar to the main content area on the right. The main content area has a title 'Cost Allocation' and three paragraphs of text explaining the concept, its configuration, and how accounting codes are used.

- You may also click on “Search” option and type in key words or phrases

The screenshot shows the same web application interface. The 'Search' tab is active in the top navigation bar. A search input field contains the text 'accounting codes' and a 'Go!' button. A red arrow points from the search bar to the search results table below. The table lists search results with columns for 'Rank' and 'Title'. The top result is '100. Locating Invalid Accounting Codes'. A second red arrow points from the search bar to the 'Cost Allocation' main content area on the right, which is identical to the one in the previous screenshot.

Note: User guides are available but contain more information than needed and require time to search specific subject matter

End

Creighton
UNIVERSITY
Purchasing Department

701 N. 20th Street
Omaha, NE 68178

Phone (402) 280-2712

Website: www.creighton.edu/Purchasing