

Introduction to eMARS 3.10



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Introduction to eMARS 3.9

1 – Orientation

The newest version of Advantage Financial, eMARS 3.10, was implemented in late September 2015. This course will focus on how to navigate through the newest version of eMARS.

Learning Objectives

At the conclusion of this session, you will be able to:

- Understand enhancements to the User Interface
- Locate Documents and Tables
- Locate and sort records on Tables
- Navigate and understand the enhancements to documents
- Utilize new navigation techniques

Changes and Improvements

Users will not notice major changes to the eMARS data. Historical document and table records will exist in eMARS 3.10. Basic Navigation is mostly unchanged. There may be some new functionality that will be covered in other training courses.

- New color scheme, more contrast
- Larger font
- Collapsible Navigation Bar
- Enhanced Document and Table navigation
- Jump To
- Vendor Transaction History Table

[Logging In](#)

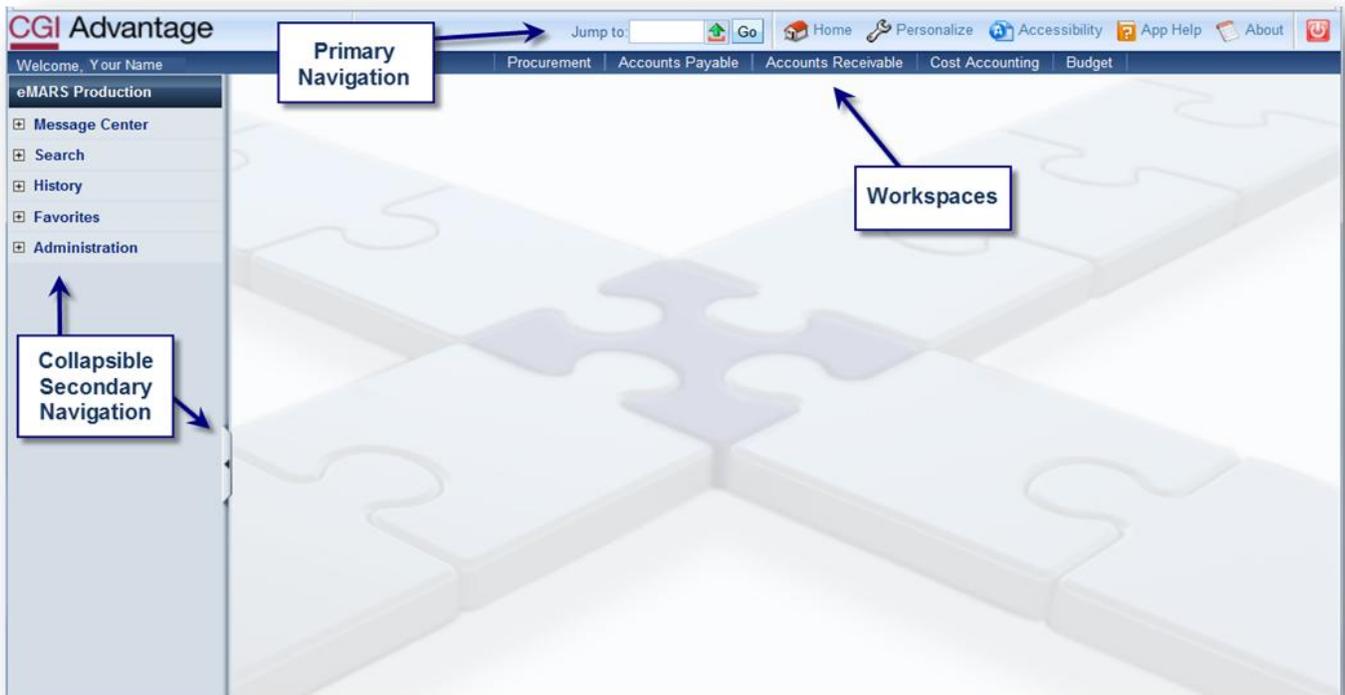
Users will access eMARS via the same URL, emars.ky.gov, User ID and password.



The screenshot shows the eMARS login interface. On the left, there is a "Login" section with a "User ID:" field containing "MXR0231" and a "Password:" field with masked characters. Below these fields are "Login" and "Reset" buttons. On the right, there is a copyright notice: "Copyright © 2001, 2014 CGI Technologies and Solutions Inc. All Rights Reserved." followed by a license agreement statement: "Use of this software is subject to CGI Technologies and Solutions Inc. license agreement." Below that, it states "CGI Advantage® is a registered trademark of CGI Technologies and Solutions Inc" and provides a link for "Forgot Your Password?". At the bottom right, it says "Press CTRL+D to bookmark CGI Advantage".

2 – Basic Navigation

The eMARS Home page may look a little different, but users will find little change in the secondary navigation. Current page codes, document codes, favorites will all remain the same. Workspaces may change some depending on new functionality utilized by functional area.



Primary Navigation

The Primary Navigation bar is always visible and includes useful tools like the *Jump To* feature, *Home* link and *Log Out* button.



Jump To

The *Jump To* feature allows users “jump” or “leaf” to other pages without having to abandon the current document or page. Other notable points include:

- Must know the exact Page Code or use pick list to locate page 
- Context Sensitive – will transition to data on “target” page based upon data on “source” page
 - Example: Fund Table opens to fund present on document
- Leafing history retains last 5 pages
 - *Back* link will navigate to the previous page/leaf
 - Neither data or position within document or page is lost
- Auto-Transition to Budget Lines – in most circumstances, the *Jump To* will transition to the specific budget line on the budget inquiry page provided all required chart of account elements are present

Home

The *Home* link will navigate the user back to the opening home page from within any document or page. Please be aware that the source document or page will no longer be visible after clicking the *Home* link. However, these can be retrieved from *History*.

Personalize

The *Personalize* option provides the ability to organize Favorites.

Accessibility

Advantage Financial contains built-in accessibility features to support the Federal Governments Section 508 requirements.

App Help

The *App Help* link opens a help page where users can locate information regarding all functional areas. Please note this information is not Kentucky specific.

About

The About links provides AMS Advantage Financial Application Version Number. Upon go live Kentucky’s application version number will be 3.9.0.0.

Log Out

The Log Out button will properly log the user out of the application.



Secondary Navigation

The Secondary Navigation panel allows users to navigate to multiple areas of eMARS, including Worklists, Table/Pages, Documents, and Broadcasts.



Message Center

The *Message Center* allows users to reach Worklists for document approval and retrieve printable PDFs (Forms) of documents. Forms are discussed in the Other Features section of this manual.

Search

The *Search* area contains Page Search, Document Catalog and link to infoAdvantage.

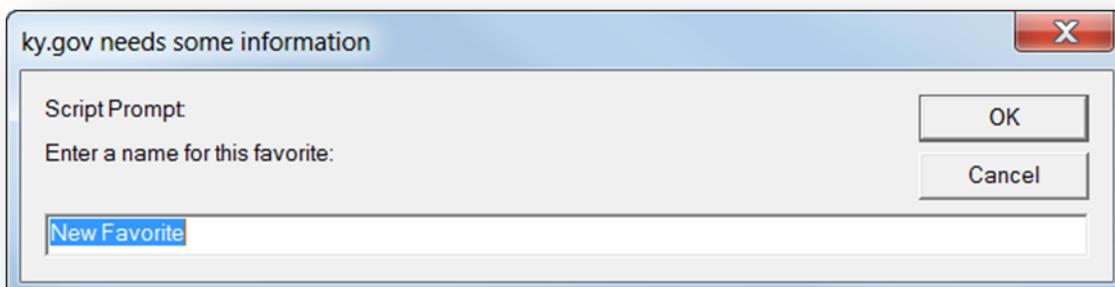
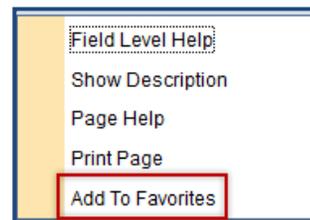
History

The *History* area contains a log of documents and tables/pages opened while working in eMARS.

Favorites

The *Favorites* area allows users to set frequently used tables/pages for easy access. To set a Favorite:

- Open the table/page you want to add.
- Right mouse click on the table/page
- Select *Add to Favorites*
- Name your “favorite”



Administration

The Administration area provides the ability to manage your eMARS password. Please note that users will be automatically prompted to change their password every 30 days. Passwords must be between 8-16, alpha-numeric characters, contain at least one lower-case letter and one of the following special characters (period . at sign @ pound sign # dollar sign \$ percent sign % hyphen -).

3 – Table/Page Navigation

Tables/Pages are accessed through the *Page Search* within the *Search* area of *Secondary Navigation*. Users may enter the exact Page Code if known or use the Category and/or Description to search.

The screenshot shows the eMARS Production interface. On the left is a navigation menu with options like Message Center, Search, Page Search (highlighted), Document Catalog, eMARS Reporting, History, Favorites, and Administration. The main area is titled 'Page Search' and contains search fields for Category, Page Type, Description, and Page Code. Below these fields are 'Browse' and 'Clear' links. A table of search results is displayed, with the first row selected. Callout boxes provide instructions: 'Select Functional Area from Drop Down or' points to the Category field; 'Use Key Word and Wildcard(*) or' points to the Description field; and 'Use Page Code with Wildcard(*)' points to the Page Code field.

Description	Code
✓ 1042-S Reporting Information	
1042-S Reported Income	
1042-S Type of Income	1042T
1042-S Withholding Allowance	1042W
1099 Reporting Classification	1099CL
1099 Date and Document Parameters Table	1099D
1099 Backup Withholding Exemption	1099E
1099 External Reported Income	1099ER
1099 Reporting Information	1099I
1099 Processing Options and Control	1099P

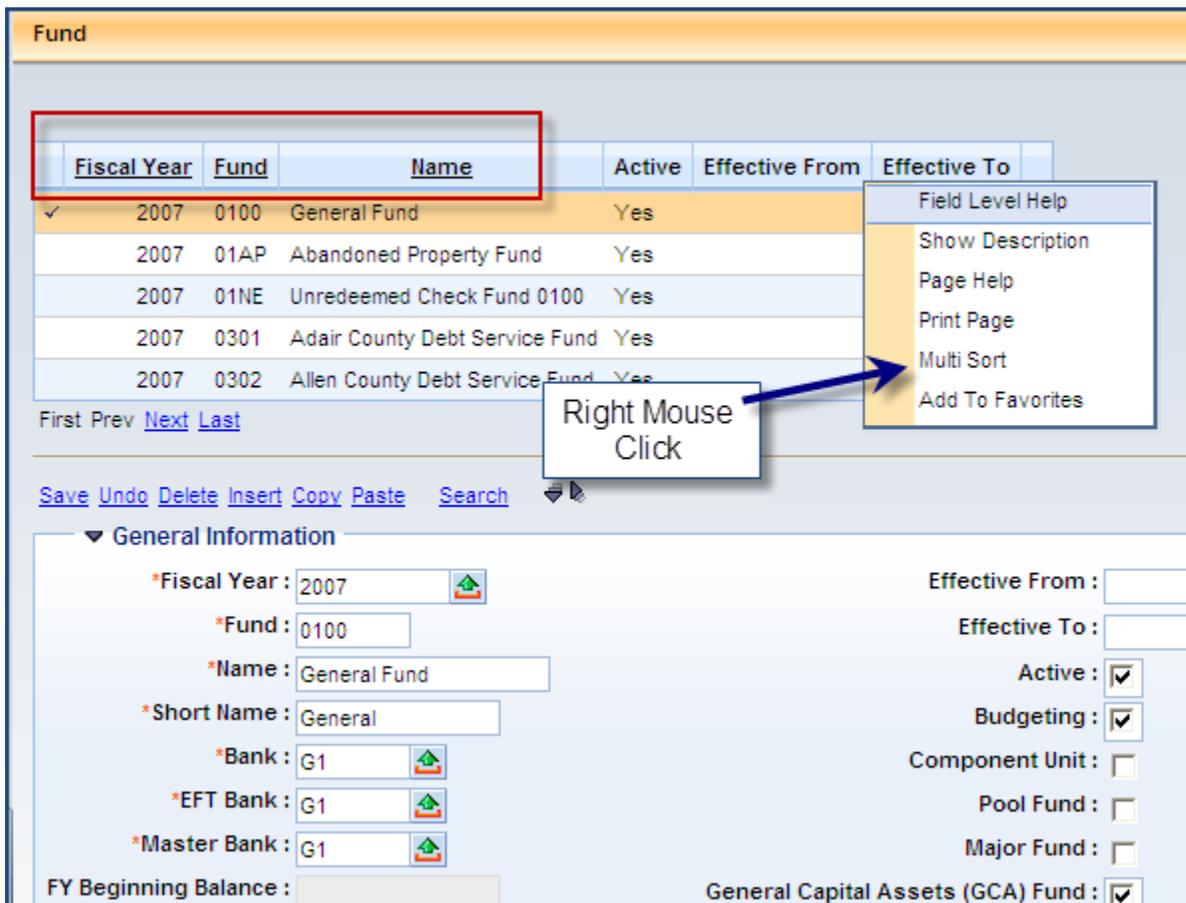
First Prev [Next](#) [Last](#)

Multi-Sort

eMARS 3.10 tables have a multi-sort feature that provides sort options on multiple fields.

Notable points:

- Sortable fields are underlined
- Default sort is in column order
- Right-mouse click to select *Multi-Sort* option



The screenshot shows the 'Fund' table in eMARS. The table has columns: Fiscal Year, Fund, Name, Active, Effective From, and Effective To. The first row is highlighted in orange. A right-click context menu is open over the 'Multi Sort' option. A callout box labeled 'Right Mouse Click' points to the context menu. Below the table is a 'General Information' section with various input fields and checkboxes.

<u>Fiscal Year</u>	<u>Fund</u>	<u>Name</u>	Active	Effective From	Effective To
✓ 2007	0100	General Fund	Yes		
2007	01AP	Abandoned Property Fund	Yes		
2007	01NE	Unredeemed Check Fund 0100	Yes		
2007	0301	Adair County Debt Service Fund	Yes		
2007	0302	Allen County Debt Service Fund	Yes		

Field Level Help
Show Description
Page Help
Print Page
Multi Sort
Add To Favorites

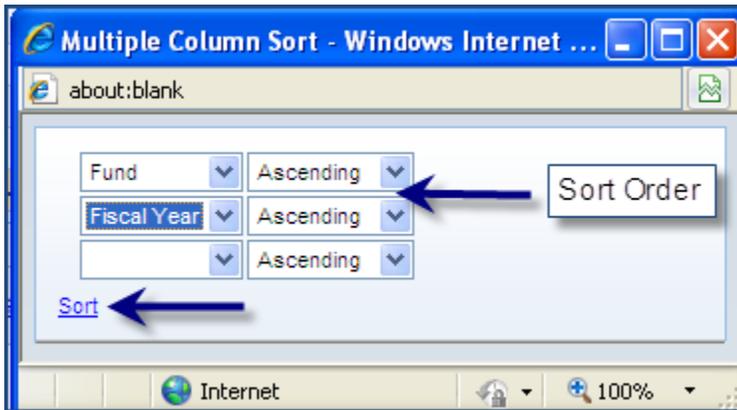
Right Mouse Click

General Information

*Fiscal Year: 2007
*Fund: 0100
*Name: General Fund
*Short Name: General
*Bank: G1
*EFT Bank: G1
*Master Bank: G1
FY Beginning Balance:

Effective From:
Effective To:
Active:
Budgeting:
Component Unit:
Pool Fund:
Major Fund:
General Capital Assets (GCA) Fund:

The multi-sort selection window appears. Select the new sort order and click Sort



Drill Down and Export Functionality

Drill-down options are available on cash and budget inquiry tables. A *Magnifying Glass* is visible where drill-down is present.

Allotment Program

BFY	CAFR Fund Type	Cabinet	Function Group	Function Type	Fund Type	Current Budget	Encumbered	Actual Expenses	Unobligated
✓ 2013	RSTD	39	7580	758H	1300	\$4,129,200.00	\$842,090.63	\$421,941.28	\$2,865,168.09

First Prev Next Last

[Search](#) 🔍

▼ Budget Actuals

Purchase Reservations: \$0.00		Uncommitted: \$2,846,861.69
Pre-Encumbered: \$18,306.40		Unobligated: \$2,865,168.09
Encumbered: \$842,090.63		Unexpended Cash: \$3,708,552.97
Accrued Expenses: \$1,294.25		YTD Unexpended Accrued: \$3,707,258.72
Cash Expenses: \$420,647.03		Unexpended Accrued: \$3,707,258.72
Actual Expenses: \$421,941.28		

► Budgeted Amounts

► General Information

[Top](#)

[Modified Budget Line Controls](#)
[Allotments](#)
[Next Level](#)
[Previous Level](#)

[Allotment Program Summary](#)

When the *Magnifying Glass* is selected, a Detailed Transactions window opens with a listing of documents that makeup the corresponding value. The list is sorted by the most recent document to the oldest document.

Detailed Transaction Listing

Doc Code	Doc Dept	Doc ID	Document Identifier	Encumbered
✓ CT	758	1200000099	CT 758 1200000099	\$62,500.00
PON2	540	1200000404	PON2 540 1200000404	\$12,000.00
DO	540	1200005079	DO 540 1200005079	\$10,000.00
PON2	758	1300000001	PON2 758 1300000001	\$15,000.00
PON2	758	1200000609	PON2 758 1200000609	\$5,000.00
PO2	758	1300000003	PO2 758 1300000003	\$2,000.00

First Prev Next Last **Download**

Search

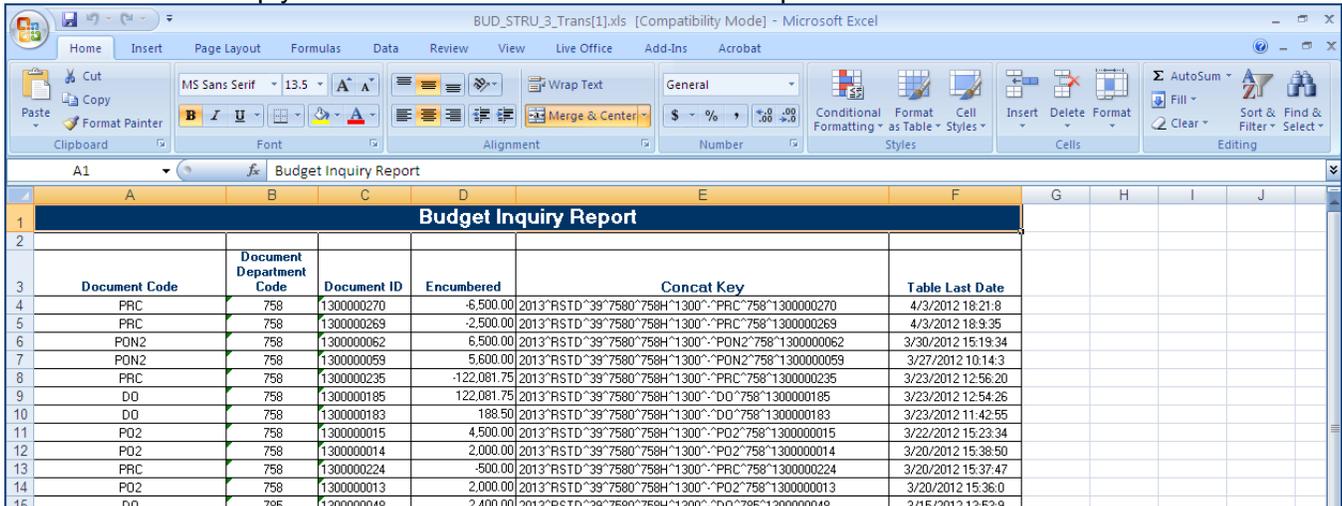
Doc Code : CT

Doc Dept : 758 Encumbered \$62,500.00

Doc ID : 1200000099

OK Cancel

Selected tables/pages have a *Download* link available which exports the drill-down or search results into MS Excel. Simply click the link and the search results open in MS Excel.



Document Code	Document Department Code	Document ID	Encumbered	Concat Key	Table Last Date
PRC	758	1300000270	-6,500.00	2013^RSTD^39^7580^758H^1300^:^PRC^758^1300000270	4/3/2012 18:21:8
PRC	758	1300000269	-2,500.00	2013^RSTD^39^7580^758H^1300^:^PRC^758^1300000269	4/3/2012 18:9:35
PON2	758	1300000062	6,500.00	2013^RSTD^39^7580^758H^1300^:^PON2^758^1300000062	3/30/2012 15:19:34
PON2	758	1300000059	5,600.00	2013^RSTD^39^7580^758H^1300^:^PON2^758^1300000059	3/27/2012 10:14:3
PRC	758	1300000235	-122,081.75	2013^RSTD^39^7580^758H^1300^:^PRC^758^1300000235	3/23/2012 12:56:20
DO	758	1300000185	122,081.75	2013^RSTD^39^7580^758H^1300^:^DO^758^1300000185	3/23/2012 12:54:26
DO	758	1300000183	188.50	2013^RSTD^39^7580^758H^1300^:^DO^758^1300000183	3/23/2012 11:42:55
PO2	758	1300000015	4,500.00	2013^RSTD^39^7580^758H^1300^:^PO2^758^1300000015	3/22/2012 15:23:34
PO2	758	1300000014	2,000.00	2013^RSTD^39^7580^758H^1300^:^PO2^758^1300000014	3/20/2012 15:38:50
PRC	758	1300000224	-500.00	2013^RSTD^39^7580^758H^1300^:^PRC^758^1300000224	3/20/2012 15:37:47
PO2	758	1300000013	2,000.00	2013^RSTD^39^7580^758H^1300^:^PO2^758^1300000013	3/20/2012 15:36:0
DO	758	1300000048	2,400.00	2013^RSTD^39^7580^758H^1300^:^DO^758^1300000048	3/15/2012 13:53:9

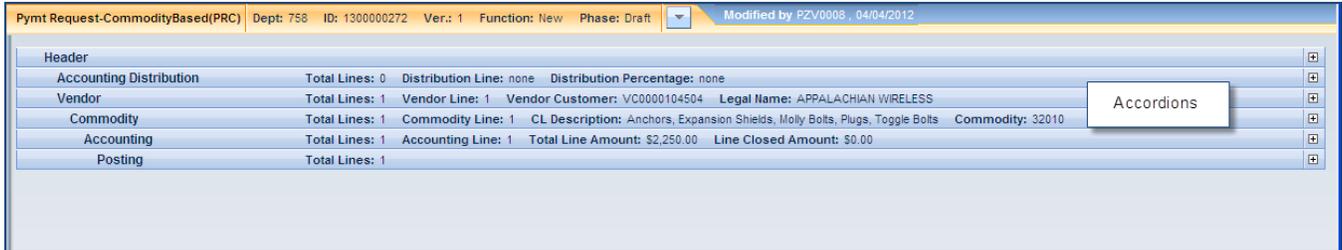
4 – Document Navigation

Documents are located via the Document Catalog. Document navigation within eMARS 3.10 gives users more options and permits a larger work space for document entry.

Accordion View vs. Document Navigator

The *Accordion View* was the new option for navigation in the previous version and is still present in 3.10.

All documents will open to the Accordion View. However, the *Document Navigator* is still accessible from within the document itself.



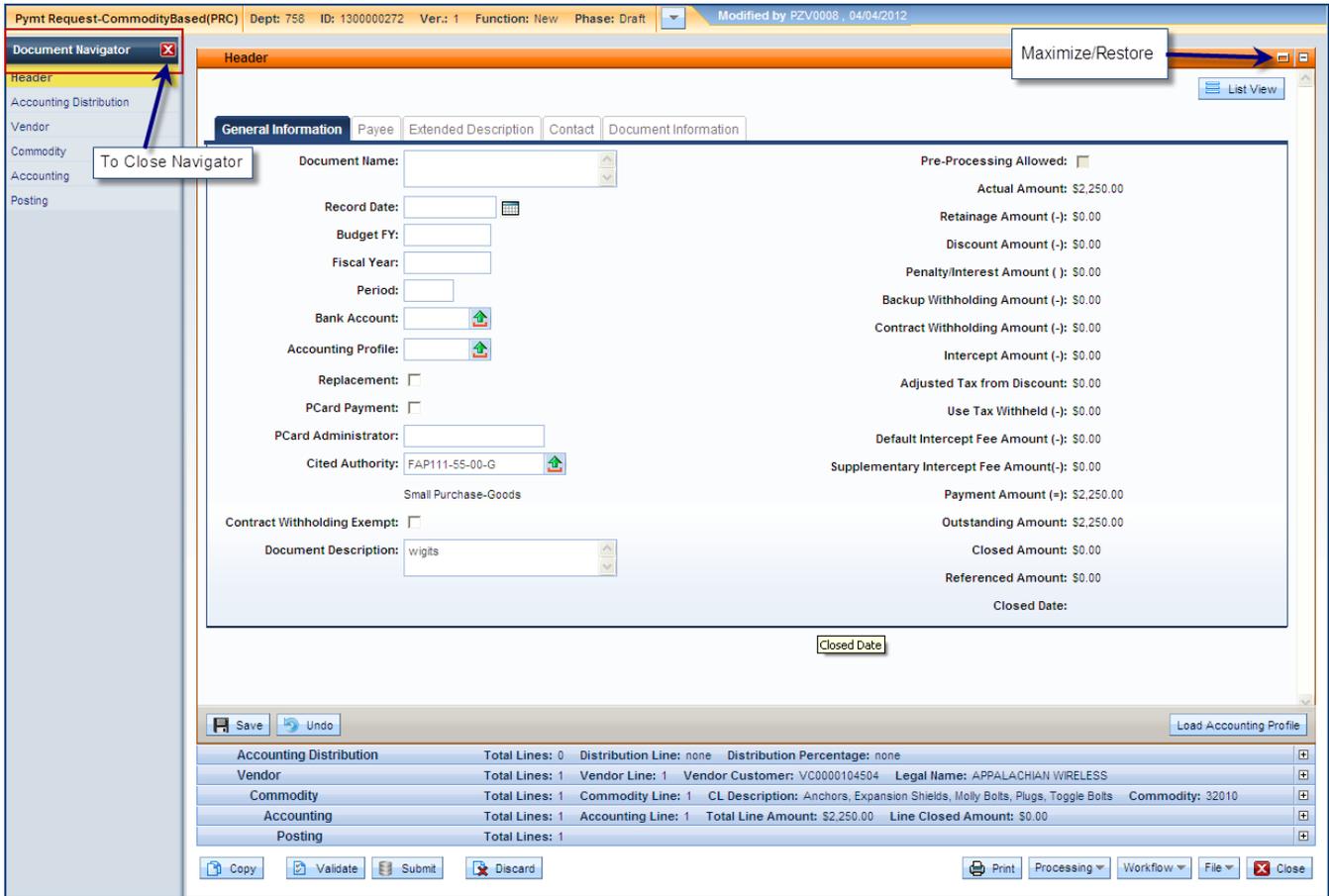
Notable point regarding the Accordion View:

- Accordion (section) is expandable via the  sign
 - Documents will open with the Header expanded
- Accordion provides high level detail regarding the section
- Indentions represent Parent/Child relationship

For users who prefer to navigate using the *Document Navigator*, simply open the navigator using the arrow visible from the far left side of the window.



The navigator will open with the same sections as shown via the accordions. Please note that the accordions do not disappear and can still be used for navigation purposes. The Document Navigator can be closed via the red X. The Maximize/Restore icon can be used to maximize each section in order to provide the most work space for data entry.



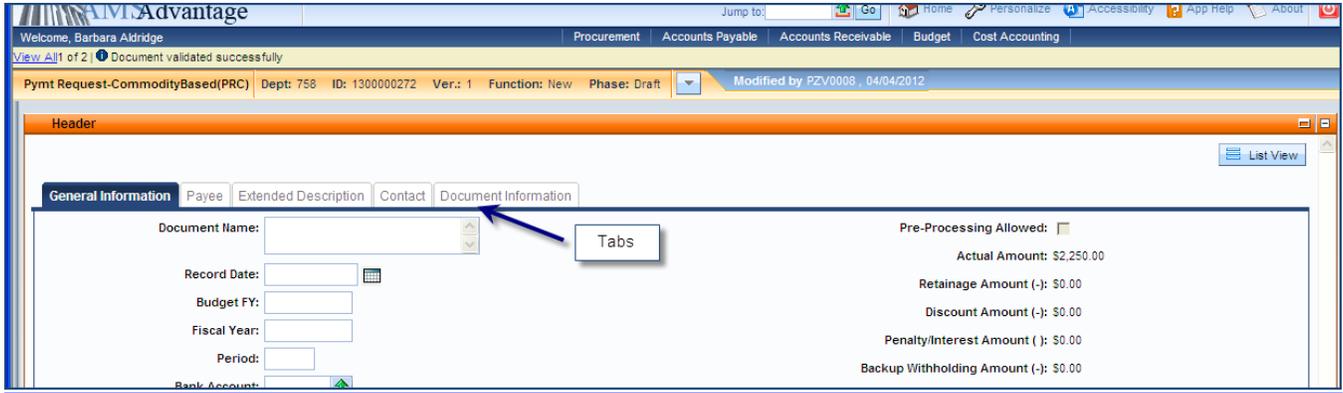
The screenshot displays the eMARS 3.9 interface for a 'Pymt Request-CommodityBased(PRC)'. The header shows 'Dept: 758 ID: 1300000272 Ver.: 1 Function: New Phase: Draft' and 'Modified by PZV0008, 04/04/2012'. A 'Document Navigator' on the left lists sections like Header, Accounting Distribution, Vendor, Commodity, Accounting, and Posting. A 'Maximize/Restore' button is in the top right. The main form has tabs for 'General Information', 'Payee', 'Extended Description', 'Contact', and 'Document Information'. Fields include Document Name, Record Date, Budget FY, Fiscal Year, Period, Bank Account, Accounting Profile, Replacement, PCard Payment, PCard Administrator, Cited Authority (FAP111-55-00-G), and Document Description (wigits). Financial data on the right includes Actual Amount (\$2,250.00), Retainage Amount (\$0.00), Discount Amount (\$0.00), Penalty/Interest Amount (\$0.00), Backup Withholding Amount (\$0.00), Contract Withholding Amount (\$0.00), Intercept Amount (\$0.00), Adjusted Tax from Discount (\$0.00), Use Tax Withheld (\$0.00), Default Intercept Fee Amount (\$0.00), Supplementary Intercept Fee Amount (\$0.00), Payment Amount (\$2,250.00), Outstanding Amount (\$2,250.00), Closed Amount (\$0.00), and Referenced Amount (\$0.00). A 'Closed Date' field is at the bottom. A summary table at the bottom shows Accounting Distribution (0 lines), Vendor (1 line), Commodity (1 line), Accounting (1 line), and Posting (1 line). Buttons for Save, Undo, Load Accounting Profile, Copy, Validate, Submit, Discard, Print, Processing, Workflow, File, and Close are at the bottom.

Tab View vs. List View

Another navigational option is to move between document sub-sections using either the *Tab View* or *List View*. Each document will open up using the *Tab View*. Users can open the *List View* by clicking the *List View* button in the top right corner of the documents.

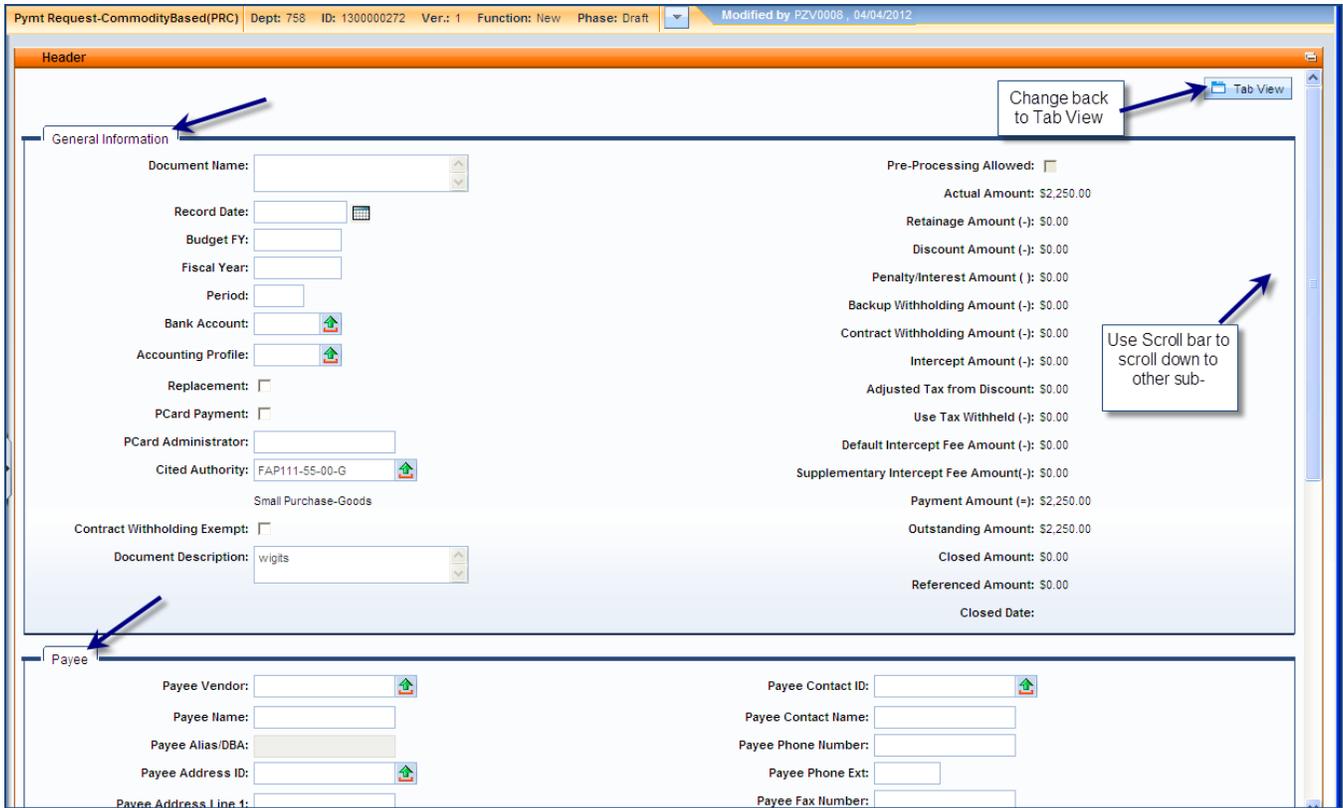


Tab View



The screenshot shows the 'Tab View' of a document in eMARS. The browser title is 'Advantage'. The user is 'Barbara Aldridge'. The document is 'Pymt Request-CommodityBased(PRC)' with ID 1300000272, Ver. 1, Function: New, Phase: Draft, Modified by PZV0008 on 04/04/2012. The 'Header' section contains several tabs: 'General Information', 'Payee', 'Extended Description', 'Contact', and 'Document Information'. The 'Document Information' tab is active, showing fields for Document Name, Record Date, Budget FY, Fiscal Year, Period, and Bank Account. On the right, there are financial summary fields: Pre-Processing Allowed (checkbox), Actual Amount (\$2,250.00), Retainage Amount (\$0.00), Discount Amount (\$0.00), Penalty/Interest Amount (\$0.00), and Backup Withholding Amount (\$0.00). A callout box labeled 'Tabs' points to the tab bar.

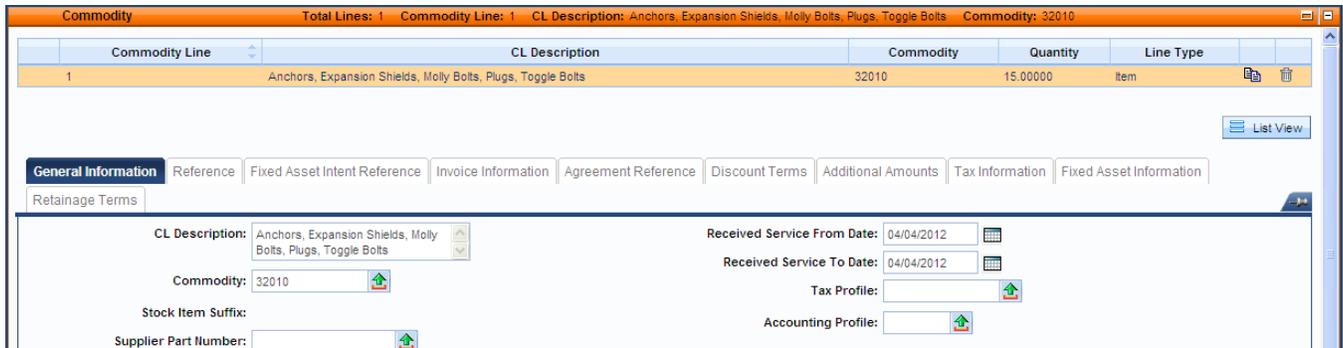
List View



The screenshot shows the 'List View' of the same document. The 'General Information' tab is active. The fields are the same as in the Tab View, but with additional fields: Accounting Profile, Replacement, PCard Payment, PCard Administrator, Cited Authority (FAP111-55-00-G), Small Purchase-Goods, Contract Withholding Exempt, and Document Description (wigits). The financial summary on the right is more detailed, including Contract Withholding Amount, Intercept Amount, Adjusted Tax from Discount, Use Tax Withheld, Default Intercept Fee Amount, Supplementary Intercept Fee Amount, Payment Amount (\$2,250.00), Outstanding Amount (\$2,250.00), Closed Amount (\$0.00), Referenced Amount (\$0.00), and Closed Date. Below the 'General Information' tab is the 'Payee' section with fields for Payee Vendor, Payee Name, Payee Alias/DBA, Payee Address ID, Payee Address Line 1, Payee Contact ID, Payee Contact Name, Payee Phone Number, Payee Phone Ext, and Payee Fax Number. Callouts include 'Change back to Tab View' pointing to the 'Tab View' button, and 'Use Scroll bar to scroll down to other sub-' pointing to the vertical scrollbar on the right.

Details or No Details

Using the *Details* option is another good way to maximize your screen viewing as it only shows one line of information at a time within each section. This option is good for multi-line documents. Use the “push-pin” to open *Details*. Then Use the “eye” to expand the details.

The screenshot shows a commodity line interface with the following data:

Commodity Line	CL Description	Commodity	Quantity	Line Type
1	Anchors, Expansion Shields, Molly Bolts, Plugs, Toggle Bolts	32010	15.00000	Item

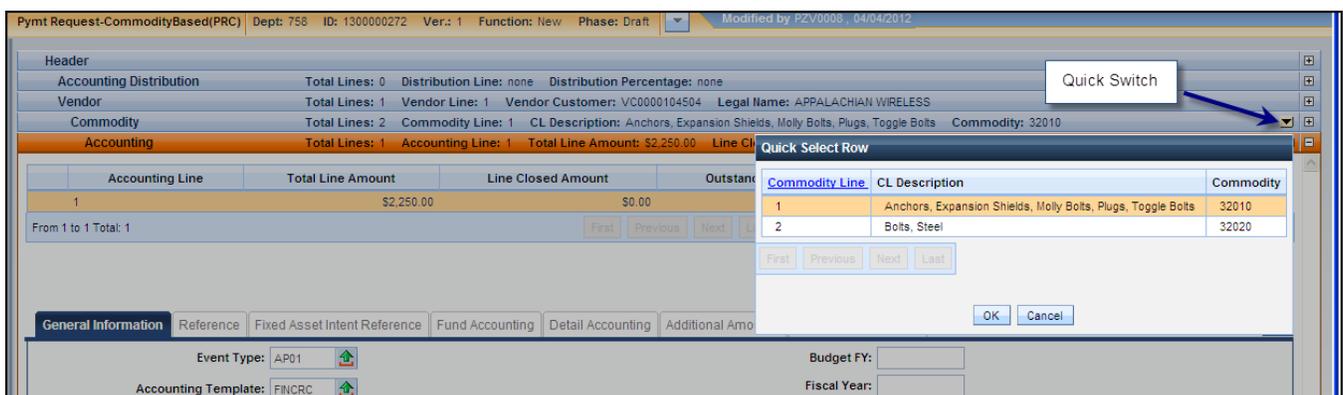
Below the table, there are several tabs: General Information, Reference, Fixed Asset Intent Reference, Invoice Information, Agreement Reference, Discount Terms, Additional Amounts, Tax Information, and Fixed Asset Information. The General Information tab is active, showing fields for CL Description, Commodity, Stock Item Suffix, Supplier Part Number, Received Service From Date, Received Service To Date, Tax Profile, and Accounting Profile.

Select the “push-pin” again to view all lines

Other Document Features

Quick Switch

The *Quick Switch* feature allows users to move at the “child” level between “parents”. For example, while within the Accounting section for commodity line 1, the *Quick Switch* feature can be used to switch to commodity line 2 while still within the Accounting section.



The screenshot shows the Accounting section of eMARS. A "Quick Switch" button is highlighted with a blue arrow. Below the main Accounting table, a "Quick Select Row" dialog box is open, showing a list of commodity lines:

Commodity Line	CL Description	Commodity
1	Anchors, Expansion Shields, Molly Bolts, Plugs, Toggle Bolts	32010
2	Bolts, Steel	32020

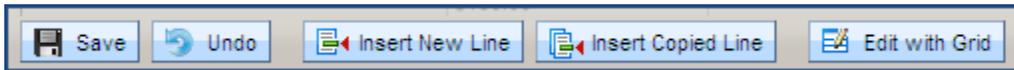
The main Accounting table shows the following data:

Accounting Line	Total Line Amount	Line Closed Amount	Outstand
1	\$2,250.00	\$0.00	

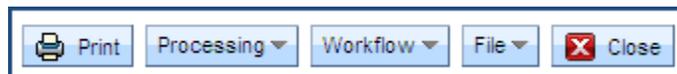
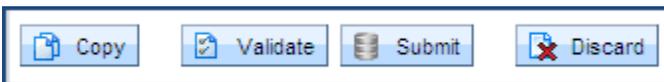
Buttons

Display buttons will vary based on the document status, accordion and the details setting.

Accordion specific buttons include:



Document buttons are always in view and include:



Users will find common functions currently used are now in the form of buttons rather than links and may be in different locations on the document.

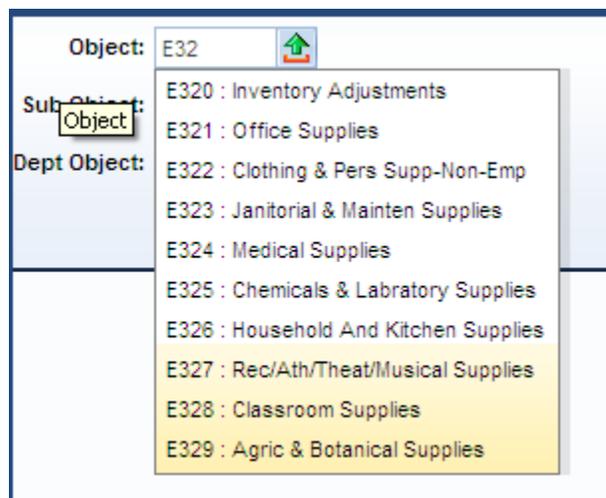
Pick Lists

Users will find many more “pick lists” available on documents. “Pick-lists” are represented by a green arrow icon. Clicking on the icon will open up the respective reference table. “Pick-lists” are available throughout each document and now available for every chart of account element.



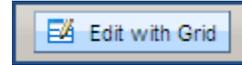
Type Ahead

The Type Ahead feature is available on most fields. It provides letter by letter filtering on selected fields. For instance, when searching for an object code, type in the Object field “E32” and Type Ahead will filter the object table for all entries beginning with “E32”.



Edit With Grid

The Edit With Grid feature provides a “spreadsheet view” from within a particular document section as to provide easy data entry particularly for multi-line documents.



Commodity								
CL Description	Commodity	Supplier Part Number	Description	Line Type	Quantity	Unit of Measure	Unit Price	Discount Unit Price
Anchors, Expansion Shie	32010			Item	15.00000	EA	\$150.00	\$150.00
Bolts, Steel	32020			Item	5.00000	EA	\$15.00	\$15.00

Use the Tab key to move from field to field.

Document Errors

Document errors appear at the top of the document once it is validated. The error bar defaults to one line and shows the errors with the highest priority first (Severe, Error, Overridable, Warning, Information).

View All 1 of 3 | ● Object is required.

Pymt Request-CommodityBased(PRC) Dept: 758 ID: 1300000272 Ver.: 1 Function: New Phase: Draft Modified by PZV0008 , 04/04/2012

Header

Accounting Distribution Total Lines: 0 Distribution Line: none Distribution Percentage: none

The error bar can be expanded by selecting *View All*, but it no longer opens a separate window.

Severity	Component	Line Number	Override	Message	Description
● Error	DOC_ACTG	VEND Line 1 COMM Line 1 ACTG Line 1	---	Object is required.	
▲ Warning	PR_DOC_COMM	VEND Line 1 COMM Line 2	---	Vendor Invoice added to Vendor Invoice Registry. (A1808)	
▲ Warning	PR_DOC_COMM	VEND Line 1 COMM Line 1	---	Vendor Invoice added to Vendor Invoice Registry. (A1808)	

Selecting the location link will navigate to the problem area of the document.

Accounting Total Lines: 1 Accounting Line: 1 Total Line Amount: \$2,250.00 Line Closed Amount: \$0.00

Accounting Line	Total Line Amount	Line Closed Amount	Outstanding Amount	Interest Ineligible	Payment Type
1	\$2,250.00	\$0.00	\$2,250.00	No	

From 1 to 1 Total: 1

General Information | Reference | Fixed Asset Intent Reference | **Fund Accounting** | Detail Accounting | Additional Amounts | Extended Description

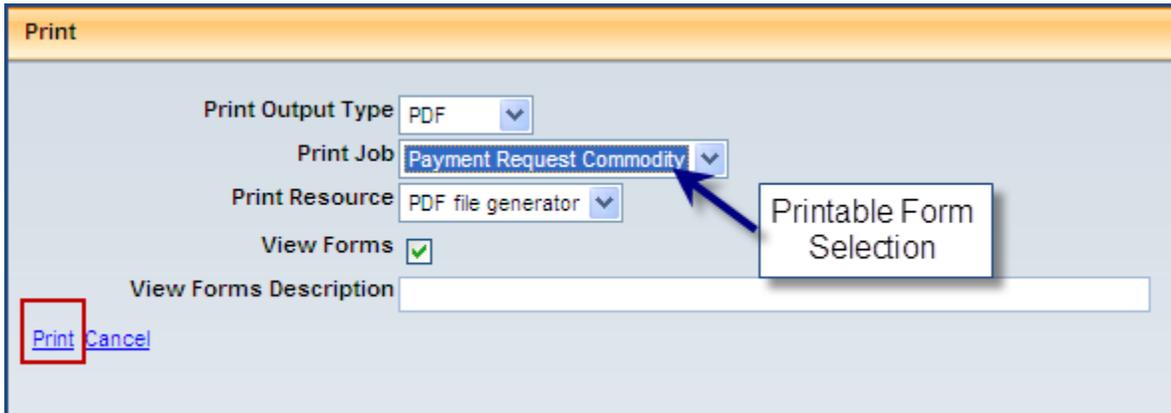
Fund: 13H5
 Department: 758
 Unit: D758

Object:
 Sub Object:
 Dept Object:

Revenue:
 Sub Revenue:
 Dept Revenue:
 Appr Unit:

Printing

The Print button located on each document will generate a PDF within Document Forms provided a print form exists for the document.

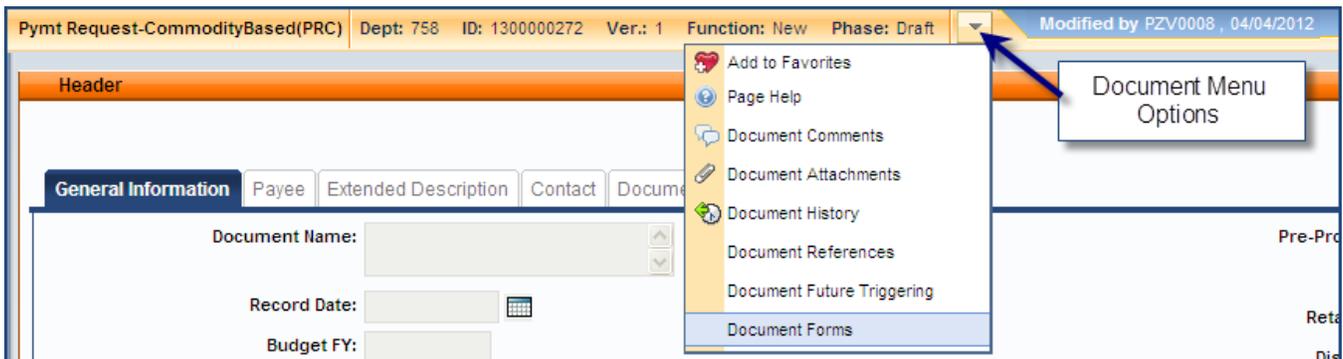


The image shows a 'Print' dialog box with the following fields:

- Print Output Type: PDF
- Print Job: Payment Request Commodity
- Print Resource: PDF file generator
- View Forms:
- View Forms Description: (empty text box)

At the bottom left, there are 'Print' and 'Cancel' buttons. A callout box labeled 'Printable Form Selection' points to the 'Print Job' dropdown menu.

The PDF is no longer saved as an attachment on the Document Header. Instead, the PDF is found in Document Forms located within the document menu options.



The image shows a document header for 'Pymt Request-CommodityBased(PRC)' with a dropdown menu open. The menu options are:

- Add to Favorites
- Page Help
- Document Comments
- Document Attachments
- Document History
- Document References
- Document Future Triggering
- Document Forms

A callout box labeled 'Document Menu Options' points to the dropdown menu.

Open the PDF by clicking on *View PDF*.

View Forms

[Browse](#) [Clear](#)

Doc Code :
 Doc Dept :
 Document ID :
 Description :

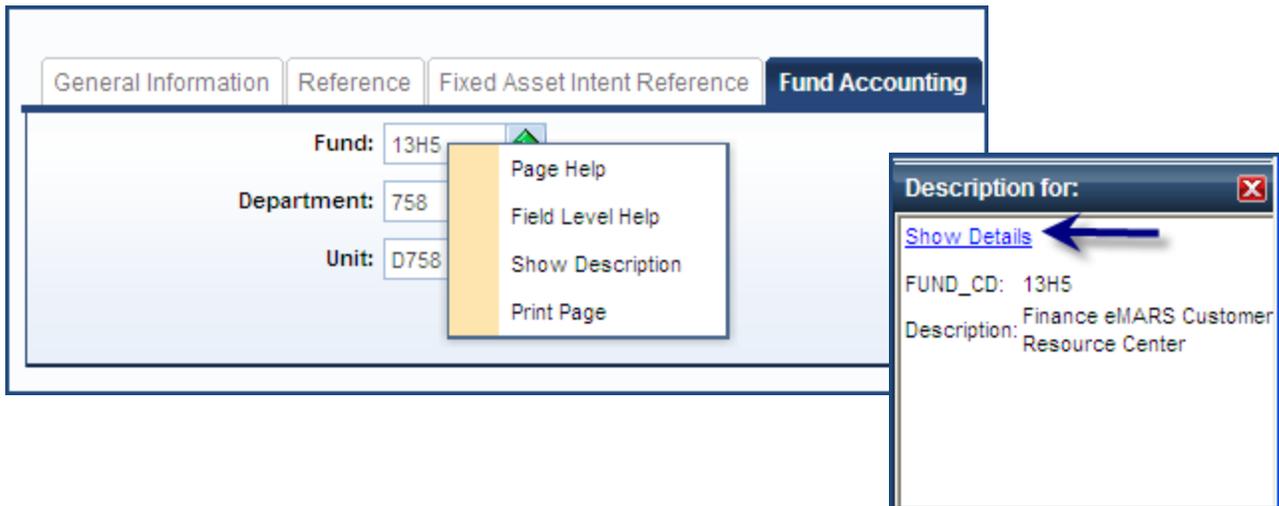
Status	Description	Doc Code	Doc Dept	Document ID	File Name	
✓ Pending		PRC	758	1300000272	PZV0008_204_PRC_758_1300000272_	View PDF

First Prev Next Last

5 – Other Features

Show Description/Show Details

Select Show Description via right mouse click in any field with a populated value. A description of that value will appear.



General Information Reference Fixed Asset Intent Reference **Fund Accounting**

Fund:
 Department:
 Unit:

- Page Help
- Field Level Help
- Show Description
- Print Page

Description for:

[Show Details](#)
 FUND_CD: 13H5
 Description: Finance eMARS Customer Resource Center

Select *Show Details* from within the "Description for" box and the related reference table will open to the exact value.

Fund					
Fiscal Year	Fund	Name	Active	Effective From	Effective To
✓ 2013	13H5	Finance eMARS Customer Resource Center	Yes		

First Prev Next Last

Save Undo Delete Insert Copy Paste Search

▼ General Information

*Fiscal Year: 2013 Effective From:

*Fund: 13H5 Effective To:

*Name: Finance eMARS Customer Active:

*Short Name: Fin eMARS CRC Budgeting:

*Bank: GA Component Unit:

*EFT Bank: GA Pool Fund:

*Master Bank: GA Major Fund:

FY Beginning Balance: \$0.00 General Capital Assets (GCA) Fund:

Vendor Transaction History

The Vendor Transaction History (VTH) table provides multiple ways to search vendor transactions. Notable points include:

- Multiple searchable fields
 - Narrow search as much as possible
- Links to other useful tables available
- Displays both accrued and cash expenditures
- Document links will open the document provided the user has security
- “Download” link available

Vendor Transaction History [Menu](#) [Back](#)

[Browse](#) [Clear](#)

Vendor/Customer Code: Document Type:

Address ID: Document Code:

Vendor Invoice Number: Event Type:

Bank Account Code: Check Number:

Record Date: Check Description:

Budget Fiscal Year: Fiscal Year:

Accounting Period: Fund:

Department: Sub Fund:

Unit: Sub Unit:

Object: Sub Object:

[Calculate Total](#)

	Record Date	Document	Phase	VL	CL	AL	AL Amount	Referenced Document	Vendor Invoice Number	Bank Account Code	Check Number	Check Description
✓	1/9/12	PRC.758.1200038379	F	1	1	1	\$300.00	CT.758.1200000151	725133	GA		
	1/10/12	AD.758.AD12000071241	F	1	1	1	\$300.00	PRC.758.1200038379	725133	GA	000000016439669	
	1/12/12	PRC.040.1200038407	F	1	1	1	\$100.00		131331	GA		
	1/19/12	AD.758.AD12000071613	F	1	1	1	\$100.00	PRC.040.1200038407	131331	GA	000000016440153	
	2/3/12	PRC.758.1200038438	F	1	2	1	\$50.00		INVOICE1234	GA		
	2/3/12	PRC.758.1200038438	F	1	1	1	\$100.00		INVOICE1234	GA		
	2/7/12	PRC.758.1200038457	F	1	2	1	(\$40.00)		CORRECTION4464	GA		
	2/7/12	PRC.758.1200038456	F	1	1	1	\$200.00	CT.758.1200000151	TESTI03030	GA		
	2/7/12	PRC.758.1200038457	F	1	1	1	\$40.00	CT.758.1200000151	CORRECTION4464	GA		
	2/8/12	AD.758.AD12000071687	F	1	1	1	\$40.00	PRC.758.1200038457	CORRECTION4464	GA	000000016444273	

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[Vendor Invoice Registry](#)
[Matching Status](#)
[Disbursement Query](#)
[Check Reconciliation](#)
[Paid Checks](#)
[Customer Information](#)
[Lifecycle Inquiry](#)

Forms

The Forms area from within the Message Center provides the ability to print a document form without having to open the document. Simply search for the Document ID within the Forms area and the PDF link is provided.

eMARS 3.9 UAT - Financial

View Forms

- ☐ Message Center
- ☐ Inbox
- Alerts
- Broadcasts
- Worklist
- Forms
- ☐ Search
- ☐ History
- ☐ Favorites
- ☐ Administration

[Browse](#) [Clear](#)
[Refresh](#)

Doc Code :

Doc Dept :

Document ID :

Description :

Status	Description	Doc Code	Doc Dept	Document ID	File Name	
✓ Pending		PRC	758	1300000272	PZV0008_204_PRC_758_1300000272_	View PDF

First Prev Next Last