

## End User Tab

The screenshot displays a web interface with a grey header bar labeled "REPORTS" on the left and navigation icons (refresh, help, up) on the right. Below the header, there are four report cards, each with a red "\$" icon and a title in red. The first row contains three cards: "WASH\_GL8010..." (Statement of Operations (Expenses) Budget Version), "WASH\_AP800..." (AP8006: DD Payables By Vendor), and "WASH\_PO800..." (Vendor Purchase Order COPY). The second row contains one card: "WASH\_AP8009" (Accounts Payable Warrant by Vendor). Below the "REPORTS" section are three panels: "PURCHASE ORDERS", "P-CARD", and "LINE ITEM TRANSFER". Each panel has a grey header with its name and navigation icons. The "PURCHASE ORDERS" panel contains two cards: "POUPPR" (Purchase Requests) and "POUPCO" (Change Orders). The "P-CARD" panel contains two cards: "APPCRC" (P-Card Admin Reconciliation) and "APPCEZ" (P-Card Reconciliation). The "LINE ITEM TRANSFER" panel contains one card: "GLBUBAAN" (Create/Update Annual Budget Set).

### Reports

WASH GL8010: Statement of Operations (Expenses) Budget Version (View department(s) budget and expenditures for previous years and current)

WASH AP8006: DD Payables by Vendor (Search invoices that have been paid)

WASH PO8002: Vendor Purchase Order Copy (Print copy of PO)

WASH AP8009: Accounts Payable Warrant by Vendor

### Purchase Orders

POUPPR (Screen to use when searching or requesting PO's)

POUPCO: Change Orders

### PCard

APPCRC: P-Card Admin Reconciliation

APPCEZ: P-Card Reconciliation (for card holders)

### Line Item Transfer

GLBUBAAN: Create/Update Annual Budget Set (Enter/View/Search Line Item Transfers-previous to current date)