Introduction

The URCATS page allows you to search for catalog and commodity items in order to facilitate the creation of purchasing documents.

Access URCATS by clicking the Procurement workspace on the Primary Navigation panel.

For further information about URCATS and ordering, please refer to the 302 Commodities training materials.

Searching on URCATS

1. Sort Order

Prior to explaining how to search on URCATS, we want to provide you with information about the results that will display when you perform a search on URCATS.

When a user searches for an item on URCATS, the results display in the following order:

- Central Warehouse Catalog Items
- Regular Catalog Items (*any items that fit the search criteria not from Central Warehouse*)
- Purchase History (*items not awarded to an MA, such as PO, BPO, CT, etc*)
- Commodity Code (*loose commodity code to create a requisition*)

Note: When a user views the displayed items, $0 Master Agreement lines will appear that have no Supplier Part Number, CL Description and Unit. The user SHOULD NOT select these $0 lines, since they are used for a different purpose.

2. Search Controls

A. The **General** section has two parts: **Search For** and **Included Sources of Supply**.

The **Search For** field is where the user will enter the keyword to search. The wildcard functionality used here is the percentage sign (%), which helps to narrow your search.

The **Included Sources of Supply** field has 5 search criterions (these boxes are all checked as default):

- Master Agreements *(The State of Maine will only do MAs as Catalog or Discount lines, so this can be unchecked. This will get rid of the $0 MA lines in the results as well.)*
- MA Catalog Items (*If unchecked, the results will not display any catalog items associated with an MA.*)
- Inventory (*This can be unchecked, as the State of Maine is not using the Inventory functionality.*)
- Purchase History (*If unchecked, the commodity codes associated with awards [BPO, CT, etc] will not display*)
- Commodity Codes (*If unchecked, loose commodity codes to create a requisition will not display.*)

Click Browse. Your results will display.

B. The **Advanced** section has additional search fields that can be used to optimize your search. They are the following:

- Warehouse (*State of Maine is not using this functionality.*)
- Vendor Code (*Vendor can be entered in order to narrow the search to only that vendor*)
- Price (from)
- Price (to)
- Quantity
- Unit

Click Browse. Your results will display.

The user should utilize these search controls to narrow the search results. Since the default setting will display everything, it will be hard for the user to search through all the items. Therefore, it is highly recommended to use the search controls.

3. Create Request Section

This section consists of two fields: **Department** and **Unit**.

- The Department defaults to the home department assigned to the user but can be changed as long as the user has authority to that department.
- The Unit needs to be entered by the user for appropriate workflow routing.

4. Request Links

There are 4 links at the bottom of the URCATS screen that can be utilized by the user. They are the following:

- Start New Request (*used to start a new request after items have been selected*)
- Add to Current Request (*after a request is started and the user needs to add more items, the user can click this link to add additional items from URCATS*)
- View Current Request (*the user can click this link to see what the user has selected up to that point*)
- Catalog Line Details (*the user can select a catalog item and click this link to see the details for that particular item*)

State of Maine Resources

Visit the AdvantageME Training Web Site
http://inet.state.me.us/osc/accounting/mfasis%20upgrade/training.htm
for:

- Training Materials
- Video Demonstrations
- Help Desk Form
- AdvantageME Newsletter

For immediate assistance, contact the Help Desk at (207) 624-7700.

AdvantageME

Financial Management System

URCATS—An Explanation of the Procurement Search Tool

Quick Reference Card