Retrieve Orders/Claim

1.	Enter the desired information into the **User ID** field. Enter a valid value, e.g. "**1234567**".
2.	Enter the desired information into the **Password** field. Enter a valid value, e.g. "**abcd1234**".
3.	Click the **OK** button. OK
4.	Click the **Accept** option. Accept
5.	Click the **OK** button. OK
6.	Click the Request for Settlement on TONO **1105235PBR123000** in an **Awaiting AO approval** status. Note: Only the word "**Awaiting**" is visible on this screen.
7.	Click the **File** menu. File
8.	Click the **Retrieve Request** menu. Retrieve Request
9.	Enter the desired information into the **Secondary Password** field. Enter a valid value, e.g. "**1234abcd**".
10.	Click the **OK** button. OK
11.	Click the Request for Settlement on TONO **1105235PBR123000** in an **Entered** status.
12.	Click the **Modify or View** button. Modify or View
13.	Click the **Entitlements** tab. Entitlements
14.	Click the **View/Modify** button. View/Modify
15.	Click the **Reimbursables** tab. Reimbursables
16.	Click in the first open **Date** field.
17.	Press **[Tab]**.
18.	Enter the desired information into the **Nature of Expense** field.

	Enter a valid value, e.g. "**Telephone Calls Long Distance**".
19.	Press **[Tab]**.
20.	Press **[Tab]**.
21.	Enter the desired information into the **Amount Claimed** field. Enter a valid value, e.g. "**5.00**".
22.	Press **[Tab]**.
23.	Press **[Tab]**.
24.	Click the **OK** button. OK
25.	Since the daily meals and lodging information has not changed, there is no need to recalculate. Click the **No** button. No
26.	Click the **Calculations** tab. Calculations
27.	Verify **Amount Due Member** has updated. Click the **Financial** tab. Financial
28.	Click the **Modify Accounting** button. Modify Accounting
29.	Click the **Horizontal scrollbar** button of the right side of the scrollbar.
30.	Verify the **Amount** has updated. Click the **OK** button. OK
31.	Click the **Remarks** tab. Remarks
32.	Enter the desired information into the **Remarks** field. Enter a valid value, e.g. "**and phone calls.**".
33.	Click the **OK** button. OK
34.	Click the **Send to AO** button. Send to AO
35.	Since Mr. Duck is the designated AO, his name automatically appears. Click the **OK** button.

	OK
36.	Enter the desired information into the **Secondary Password** field. Enter a valid value, e.g. "**1234abcd**".
37.	Click the **OK** button. OK
38.	Click the **Logout** button. Logout
39.	Click the **Yes** button. Yes
40.	Congratulations for completing the Retreive Orders/Claim tutorial. Click on the icons below to view in depth policies and procedures. **End of Procedure.**