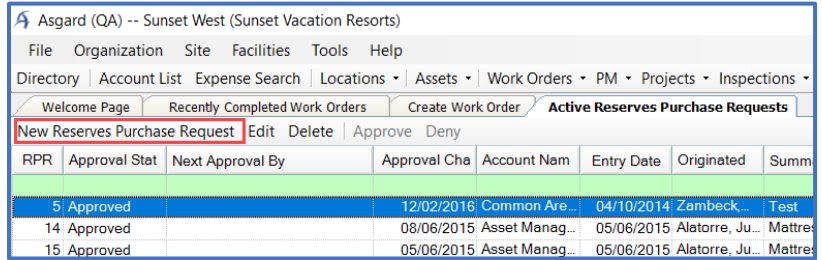
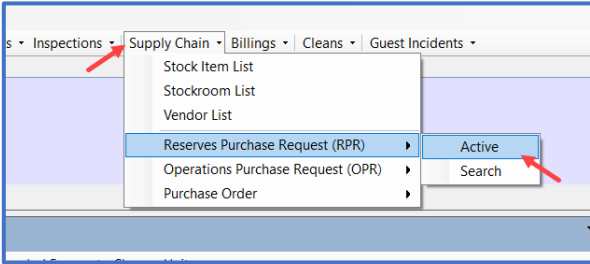


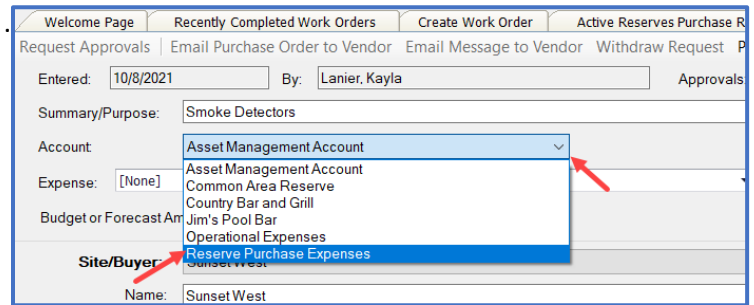
RPR Project Code Lookup

If you have any questions or need any help using the RPR Project Code Lookup feature, please contact us at support@katanasoft.com

Step 1: Open the Active RPR Screen and click New Reserves Purchase Request



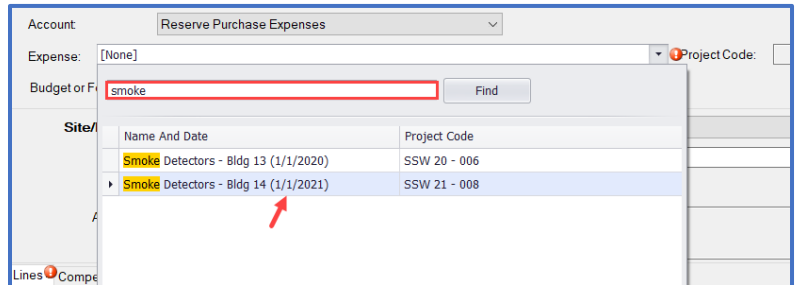
Step 2: Set the Account field to Reserve Purchase Expense.



Step 3: Open the Expense dropdown and use the filter to find the desired project.



If you are at the end of year or the beginning of a year, you may see multiple projects with the same name. **Be sure to select the project for the appropriate year.**



Step 4: Once you select the project, it will automatically populate the Expense and Project Code field.

