



End User Procedure

Modify Order Log

Purpose

Use this procedure to modify an order log that has been previously saved.

Trigger

Perform this procedure when it is necessary to make changes to an order log.

Prerequisites

An order log exists in P-Card, which has not been previously matched to a transaction or which has been partially matched to a transaction.

Menu Path

Use the following menu path(s) to begin this task:

- Select → P-Card → Order Log to go to the Order Summary screen to locate the existing order log to be modified.

Helpful Hints



Charge code information (Fund, Fund Center, Cost Center, Internal Order Number, WBS, Network and Category Code) cannot be changed on any order log line item that has been previously saved. To correct a charge code on a previously saved line item, delete the line item by zeroing out the quantity on each line item where the charge code needs to be changed. Add new lines to the order citing the appropriate charge code to replace the deleted lines.



Enter a zero in only the Qty field of each order log line item to be deleted.



Do not enter a zero value in the Unit Price field. Do not delete the Item Description of any line item.



Review transactions associated with any order log to be modified that has a "P"

↑ Order Amt ↓	P
\$288.11	P

following the Order Amount on the P-Card Order Summary.



The quantity may be increased on an order by line item that has been previously reconciled. Quantity may also be decreased on a line item previously reconciled, however it may not be decreased below the quantity reconciled.



Do not attempt to delete/zero the quantity or modify the unit price of any order by line item that has been reconciled to a transaction.

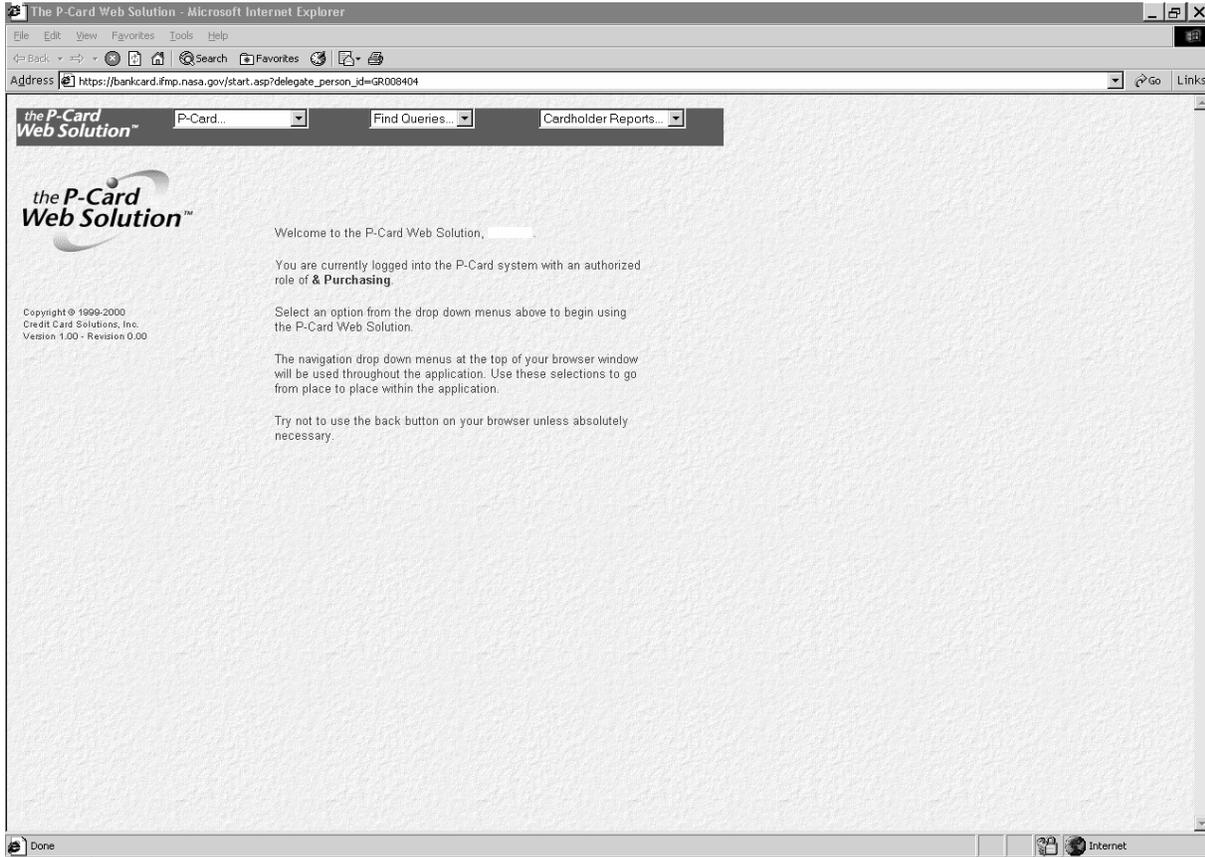


Contact your Center Bankcard Coordinator if you have questions regarding changes to an order by that has been previously reconciled to a bank transaction.

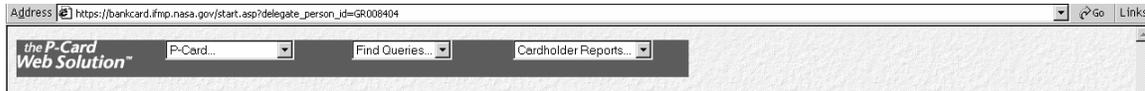
Procedure

1. Start the task using the menu path.

The P-Card Web Solution - Microsoft Internet Explorer

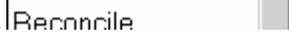


2. Click



the P-Card  to display the options menu.



3. Click  (Order Log) from the P-Card menu.



The P-Card Web Solution - P-Card Order Summary - Microsoft Internet Explorer

No.	Order No.	Supplier	Order Date	Order Amt	P	First Item Description
1	PC10463768	OFFICE MAX	Apr 30, 2007	\$203.38		Cd-r
2	PC10462737	QUALITY RIBBONS	Apr 27, 2007	\$1,645.72		card, 2gb digital
3	PC10461390	QUALITY RIBBONS	Apr 25, 2007	\$365.29		toner
4	PC10459868	QUALITY RIBBONS	Apr 19, 2007	\$290.28		pushpin mangets
5	PC10469104	QUALITY RIBBONS AND SUPPL	Apr 17, 2007	\$325.12		AA Battery
6	PC10463546	EXCHANGE STORE	Mar 30, 2007	\$153.66	P	NASA Pens
7	PC10448412	STAPLES	Mar 16, 2007	\$288.11	P	display pamphlet
8	PC10440643	OFFICE MAX	Feb 23, 2007	\$43.34	P	helix wooden ruler
9	PC10434802	OFFICE MAX	Feb 2, 2007	\$61.77		phone stand
10	PC10424690	FRANKLIN COVEY	Jan 5, 2007	\$81.86	P	Pocket size refill pages for p
11	PC10359564	DATA LOGGER SOFTWARE	May 22, 2006	\$0.00		OPC Data Logger
12	PC10192779	CONTROLCO, INC	Nov 15, 2004	\$0.00	P	worcester mounting kit

4. Double-click PC10459868 on the number of the order log to be modified.



The P-Card Web Solution - Order Log Detail View - Microsoft Internet Explorer

Order Detail - View

Confirm Report **Modify This Order** Back to Order Summary

Order No. PC10459868 - Unreconciled

Ordered: 4/19/2007 Promised: 4/19/2007 Received: Ref No:
 Supplier: QUALITY RIBBONS

No	Qty	UOM	Unit Price	Rem Amt	Item Description	Charge Cd	Category	Qty Rcvd
1	4	EA	\$9.58	\$38.24	pushpin magnets	ESAX22007D/22QE00/22-667560	75	0
2	1	EA	\$27.29	\$27.29	tape 15pk	ESAX22007D/22QE00/22-667560	75	0
3	1	EA	\$29.00	\$29.00	CDR	ESAX22007D/22QE00/22-667560	75	0
4	2	EA	\$16.19	\$32.38	note 3x3 pads	ESAX22007D/22QE00/22-667560	75	0
5	4	EA	\$2.89	\$11.76	pads note selfstick	ESAX22007D/22QE00/22-667560	75	0
6	12	EA	\$3.85	\$46.20	5" inch 3 ring bindes	ESAX22007D/22QE00/22-667560	75	0
7	12	EA	\$3.85	\$46.20	1" 3 ring bindes	ESAX22007D/22QE00/22-667560	75	0
8	3	EA	\$14.55	\$43.65	folders	ESAX22007D/22QE00/22-667560	75	0
9	2	EA	\$7.98	\$15.96	marker, kit whiteboard	ESAX22007D/22QE00/22-667560	75	0

Item Subtotal: \$290.28
 Sales Tax: \$0.00
 Shipping/Freight: \$0.00
 Order Total: \$290.28

Requestor: Kathie Watts
 Office Supplies for Building 5

Deliver To Information
 Name:
 Addr 1: ORC
 Addr 2: 21000 BROOKPARK RD.
 M/S: 50-4
 City: CLEVELAND, OH 44135
 Phone: (216) 433-5908

Requestor Information
 Name:

Miscellaneous Information
 Add to Templates? No
 Type of Product? Service
 Desktop Delivery Yes

- Click **Modify This Order** to make the order by modifiable.
- Perform one of the following:

If	Go To
If a change is to be made to an existing order by line item	Step 7
If new line items are to be added to the order by	Step 9
If line items are to be deleted	Step 26



The P-Card Web Solution - Order Detail Modify - Microsoft Internet Explorer

The screenshot displays the 'Order Detail - Modify' web application. At the top, there are buttons for 'Save Changes On This Order' and 'Cancel All Changes'. The order number is PC10459868, which is 'Unreconciled'. The order date is 4/19/2007, and the promised date is also 4/19/2007. The supplier is 'QUALITY RIBBONS'. Below this is a table of items with columns: No, Qty, UOM, Unit Price, Item Amt, Item Description, Charge Cd, Category, and Qty Rcvd. The items listed include pushpin mangets, tape 16pk, CDR, note 3x3 pads, pads note selfstick, 5" inch 3 ring binders, 1" 3 ring binders, folders, and marker, kit whiteboard. The 'Item Subtotal' is 290.28. There are also fields for Sales Tax, Shipping/Freight, and Order Total, all showing 0. A 'Comments' box contains the text 'Requestor: Kathie Watts Office Supplies for Building 5'. At the bottom, there are sections for 'Deliver To Information' (Name: TEST, SUE; Addr 1: GRC; Addr 2: 21000 BROOKPARK RD.; City: CLEVELAND; Phone: (216) 433-5908) and 'Requestor Information' (Name: TEST, SUE). There is also a 'Miscellaneous Information' section with radio buttons for 'Add to Templates?', 'Type of Product?' (Service selected), and 'Desktop Delivery'.



Review transactions associated with any order log to be modified that has a

↑ Order Amt ↓ P

\$288.11 P

"P" following the Order Amount. The "P" indicates that the order log has been previously reconciled to one or more transactions. Do not make changes to existing order log lines without verifying which line items have been previously reconciled. The only acceptable change that can be made to a line item that has been previously reconciled is an increase in the Qty (quantity). The quantity must never be changed to reflect a value lower than the quantity reconciled to the bank transactions. No other changes should be made to a line previously reconciled.



Contact your Center Bankcard Coordinator if you have questions regarding changes to an order log that has been previously reconciled to a bank transaction.

7. As required, modify the following fields on existing line items:

Field Name	R/O/C	Description
Qty	R	<p>Enter the quantity of the goods or services.</p> <p>Example: 2</p>  <p>Enter only whole numbers. Do not enter any quantity containing a decimal.</p>
Unit Price	R	<p>Enter the unit price of goods or services.</p> <p>Example: 9.99</p>  <p>Do not enter a dollar sign or commas in the unit price. A decimal is inserted into the price when cents are a part of the unit price.</p>  <p>Do not change the unit price of any order by line item that has been reconciled to a transaction.</p>  <p>The unit price field is a 2 decimal place field. If the price quoted includes a unit price with more than 2 decimal places, the cardholder should group the items into lots or packages and indicate in the description or comments what constitutes a lot or package. Example: An item is quoted for 100 each at \$.003 each. Record the item as 1 lot at \$.30. In the Item Description or in the Comments state that a lot consists of 100 each.</p>
Item Description	R	<p>Enter the description of the goods or services.</p> <p>Example: 15" adjustable wrench</p>  <p>Be cautious of spacing within the Item Description. Avoid multiple spaces between characters in the description.</p>  <p>Do not copy text from other software applications into the description field. Copying text from other applications (ie., online catalogs, spreadsheets, etc.) may result in formatting issues that prevent future modifications to the order.</p>

Field Name	R/O/C	Description
Comments	O	Enter any comments pertinent to the order.

8. You have modified an existing order by line item go to step 27.

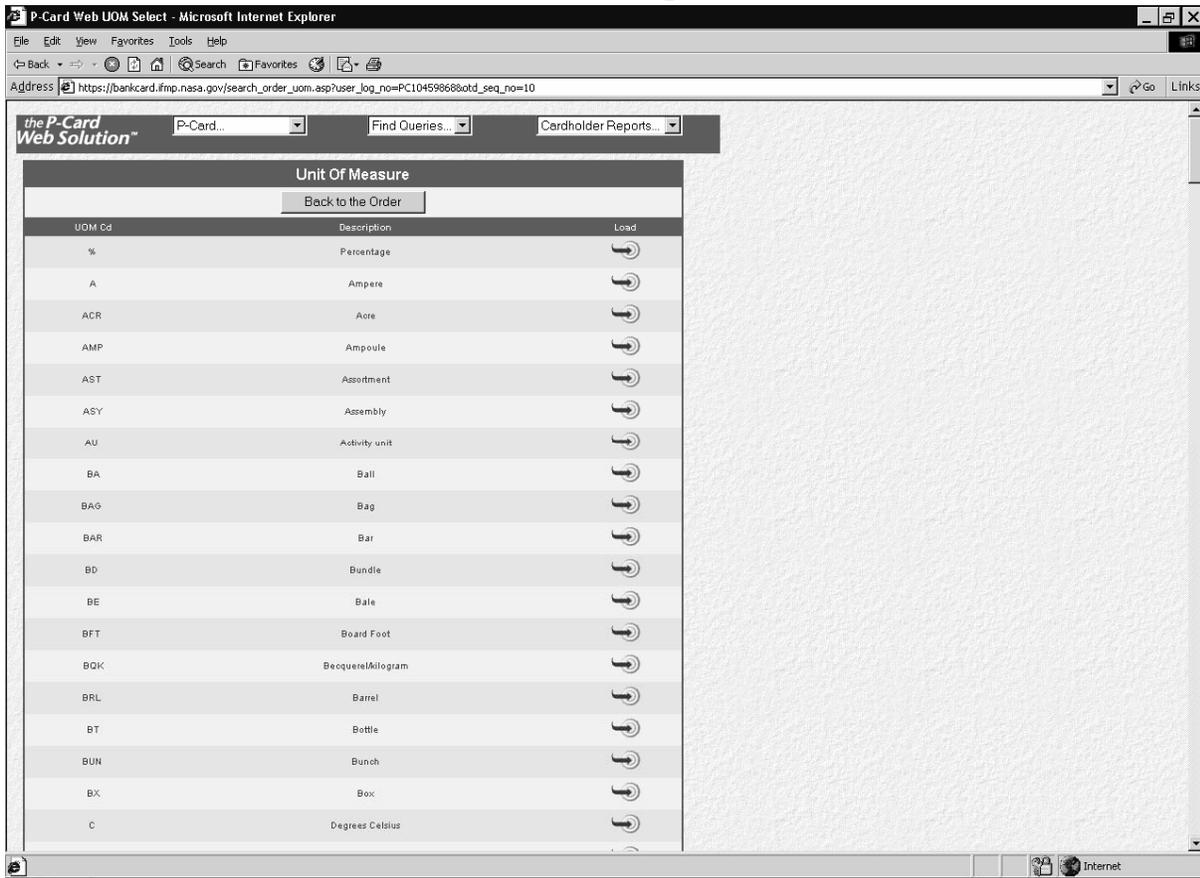
9. Click  .

10. As required, complete/review the following fields:

Field Name	R/O/C	Description
Qty	R	Enter the quantity of the goods or services. Example: 2  Enter only whole numbers. Do not enter any quantity containing a decimal.

11. Click  (Find) to search for a valid unit of measure.

P-Card Web UOM Select - Microsoft Internet Explorer



12. Click on  to scroll to the appropriate unit of measure.

13. Click on  (Load) next to the corresponding unit of measure.



The UOM (unit of measure) may be entered manually. The abbreviation for the unit of measure must be entered in all capital letters when entered manually and must correspond to a unit of measure abbreviation in the Unit of Measure table.

14. As required, complete/review the following fields:

Field Name	R/O/C	Description
Unit Price	R	<p>Enter the unit price of goods or services to be purchased. Example: 5.00</p> <p> Do not enter a dollar sign or commas in the unit price. A decimal is inserted into the price when cents are a part of the unit price.</p> <p> The unit price field is a 2 decimal place field. If the price quoted includes a unit price with more than 2 decimal places, the cardholder should group the items into lots or packages and indicate in the description or comments what constitutes a lot or package. Example: An item is quoted for 100 each at \$.003 each. Record the item as 1 lot at \$30. In the Item Description or in the Comments state that a lot consists of 100 each.</p>
Item Description	R	<p>Enter the description of the goods or services. Example: Dry Erase Markers</p> <p> Be cautious of spacing within the Item Description. Avoid multiple spaces between characters in the description.</p> <p> Do not copy text from other software applications into the description field. Copying text from other applications (ie., online catalogs, spreadsheets, etc.) may result in formatting issues that prevent future modifications to the order.</p>
Comments	O	Enter any comments pertinent to the order.

15. Click on 10 the line item number corresponding to each new line item on the order log to open the Item Detail- Line # - Modify window to enter charge code/accounting information for each new line item.



The P-Card Web Solution - Item Detail Modify - Microsoft Internet Explorer



Modify charge code information only when the charge code to be used is other than the default charge code information from the previous line item.

16. As required, complete/review the following fields:

Field Name	R/O/C	Description
Fund	R	Enter the appropriate Fund code. Example: ESAX22007D  A Fund ending with an 'R' represents reimbursable funds.

Field Name	R/O/C	Description
Fund Center	R	Enter the appropriate Fund Center code. Example: 22
Cost Center	R	Enter the appropriate Cost Center code. Example: 22QE01  Insert leading zeroes to completely fill the field when an all numeric Cost Center is used (i.e., 0000012345).
Earmarked Item		 Do not enter any values in this field. Reimbursable funds no longer cite an Earmarked Item. All reimbursable funds beginning in PY07 require that a WBS element be cited instead of an Earmarked Item.
Internal Order	R	Enter the appropriate Internal Order number. Example: FC000000  Internal Order number FC000000 is to be used for all purchases with the exception of those that are aircraft related. Determine the appropriate aircraft internal order/function code for those purchases that are aircraft related.
WBS	O	Enter a valid WBS element Example: 667560.03.01.02.03  Enter a WBS element when Project, Cost Pool or Reimbursable funds are to be used.  Do not enter a WBS if a Network has been entered.



Field Name	R/O/C	Description
Network	O	Enter a valid Network and Activity if applicable Example: 6002149 EA22  Do not enter a Network if a WBS has been entered.

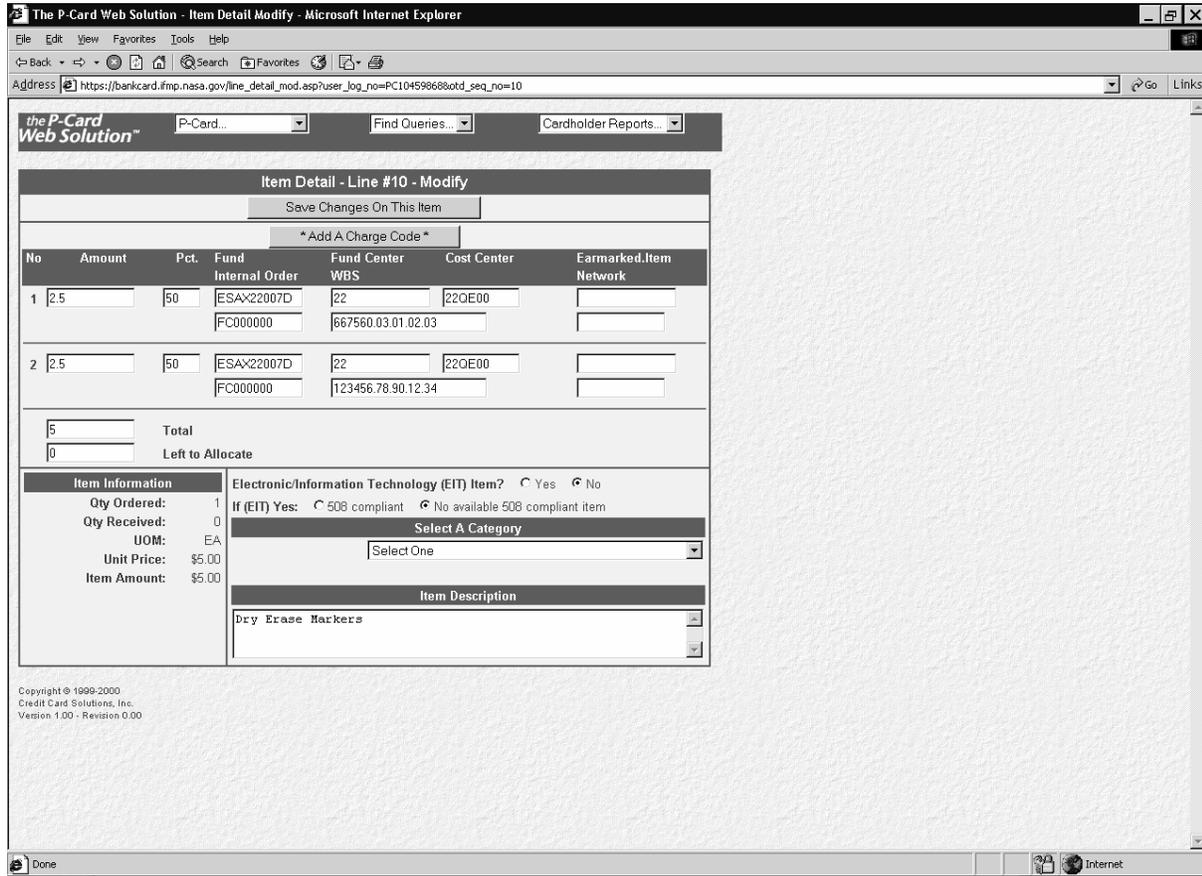
17. Perform one of the following:

If	Go To
If multiple charge codes are to be cited on the line item	Step 18
If a single charge code is to be cited on the line item	Step 20

18. Click  to split the value of line item among multiple charge codes.



P-Card Web Solution Item Detail Modify Microsoft Internet Explorer



19. As required, complete/review the following fields:

Field Name	R/O/C	Description
Pct	R	<p>Enter the percent of the line item value to be allocated to each charge code.</p> <p>Example: 50</p> <p> Each charge code line item must reflect a value. Never have a charge code line item with a zero value.</p>



Field Name	R/O/C	Description
Amount	O	<p>Enter the amount of the line item value to be allocated to each charge code.</p> <p>Example: 2.50</p> <p> Do not enter a dollar sign or commas in the value. A decimal is inserted into the value when cents are a part of the amount.</p> <p> The Amount field is a 2 decimal place field. No value with more than two decimal places is to be entered in this field.</p>
Fund	R	<p>Enter the appropriate Fund code.</p> <p>Example: ESAX22007D</p> <p> A Fund ending in with an 'R' represents a reimbursable fund.</p>
Fund Center	R	<p>Enter the appropriate Fund Center code.</p> <p>Example: 22</p>
Cost Center	R	<p>Enter the appropriate Cost Center code.</p> <p>Example: 22QE00</p> <p> Insert leading zeroes to completely fill the field when an all numeric Cost Center is used (i.e., 0000012345).</p>
Earmarked Item		<p> Do not enter any values in this field. Reimbursable funds no longer cite an Earmarked Item. All reimbursable funds beginning in PY07 require that a WBS element be cited instead of an Earmarked Item.</p>

Field Name	R/O/C	Description
Internal Order	R	<p>Enter the appropriate Internal Order number.</p> <p>Example: FC000000</p>  <p>Internal Order number FC000000 is to be used for all purchases with the exception of those that are aircraft related. Determine the appropriate aircraft internal order/function code for those purchases that are aircraft related.</p>
WBS	O	<p>Enter a valid WBS element</p> <p>Example: 123456.78.90.12.34</p>  <p>Enter a WBS element when Project, Cost Pool or Reimbursable funds are to be used.</p>  <p>Do not enter a WBS if a Network has been entered.</p>
Network	O	<p>Enter a valid Network and Activity if applicable</p> <p>Example: 6002149.EA22</p>  <p>Do not enter a Network if a WBS has been entered.</p>

20. Click **Electronic/Information Technology (EIT) Item?** Yes No (Yes) if the item to be purchased is an Electronic/Information Technology type good or service.

21. Click **If (EIT) Yes:** 508 compliant if the item being purchased is EIT compliant.

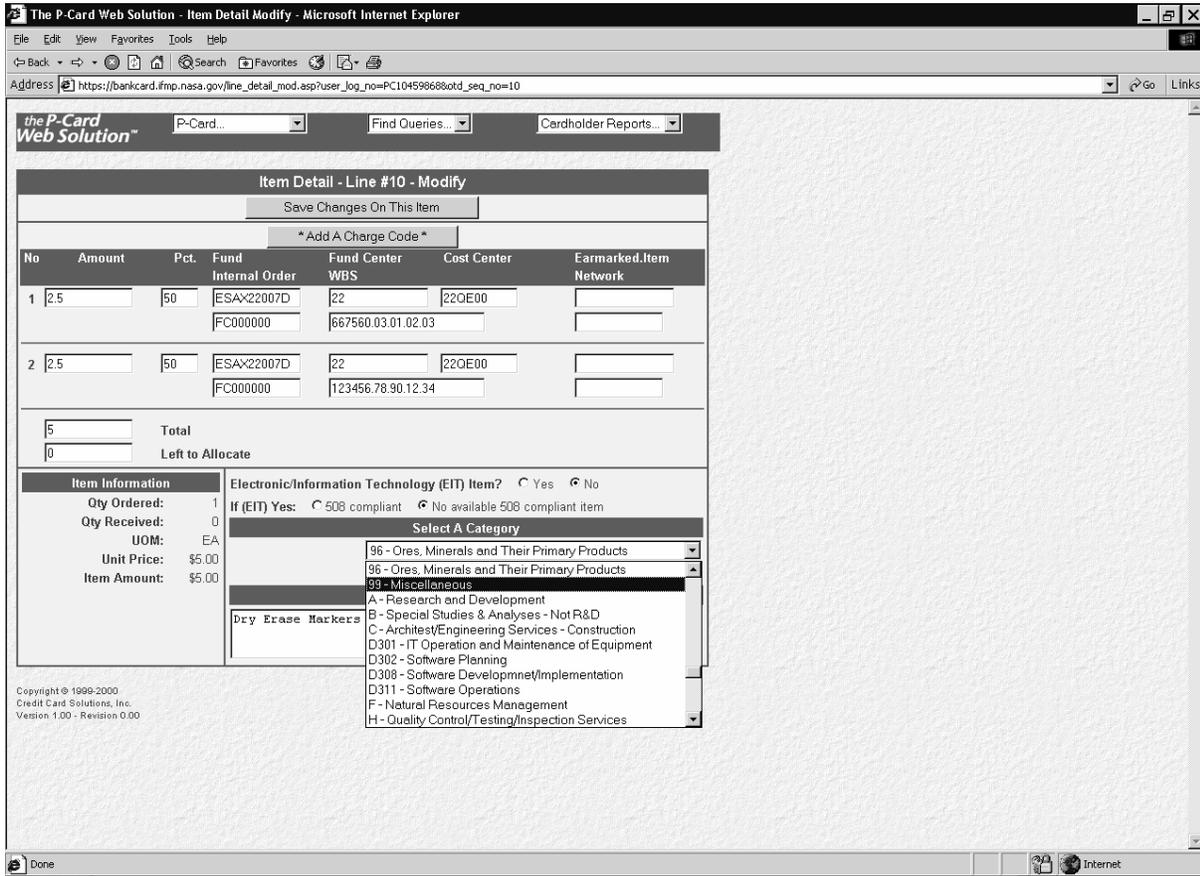


Information regarding Section 508 can be found at the following websites:
<http://section508.nasa.gov> or <http://www.section508.gov>.

22. Click the  in Select a Category to retrieve a list of valid category codes.



P-Card Web Solution Item Detail Modify Microsoft Internet Explorer



23. Scroll through the category code list, click on
- 94 - Nonmetallic Ores and Minerals
 - 95 - Metal Bars, Sheets and Shapes
 - 96 - Ores, Minerals and Their Primary Products
 - 99 - Miscellaneous
 - A - Research and Development
 - B - Special Studies & Analyses - Not R&D
 - C - Architect/Engineering Services - Construction



the category code from the list that corresponds to the goods or services to be purchased for each new line item .

24. Click  to save the charge code information for each line item .



The P-Card Web Solution - Order Detail Modify - Microsoft Internet Explorer

The P-Card Web Solution - Order Detail Modify - Microsoft Internet Explorer

Address: https://bankcard.fmp.nasa.gov/order_detail_mod.asp?user_log_no=PC10459868&hold=no

Order Detail - Modify

Save Changes On This Order Cancel All Changes

Order No. PC10459868 - Unreconciled

Ordered: 4/19/2007 Promised: 4/19/2007 Received: Ref No:

Supplier: QUALITY RIBBONS Find Supplier Search Window

* Add A Line Item *

No	Qty	UOM	Find	Unit Price	Item Amt	Item Description	Charge Cd	Category	Qty Rcvd
1	4	EA	Find	9.56	38.24	pushpin mangets	ESAX220070 / 22QE00 / 22-667500	75	0
2	1	EA	Find	27.29	27.29	tape 16pk	ESAX220070 / 22QE00 / 22-667500	75	0
3	1	EA	Find	29.6	29.6	CDR	ESAX220070 / 22QE00 / 22-667500	75	0
4	2	EA	Find	16.19	32.38	note 3x3 pads	ESAX220070 / 22QE00 / 22-667500	75	0
5	4	EA	Find	2.69	10.76	pads note selfstck	ESAX220070 / 22QE00 / 22-667500	75	0
6	12	EA	Find	3.85	46.2	5" inch 3 ring binders	ESAX220070 / 22QE00 / 22-667500	75	0
7	12	EA	Find	3.85	46.2	1" 3 ring binders	ESAX220070 / 22QE00 / 22-667500	75	0
8	3	EA	Find	14.55	43.65	folders	ESAX220070 / 22QE00 / 22-667500	75	0
9	2	EA	Find	7.98	15.96	marker, kit whiteboard	ESAX220070 / 22QE00 / 22-667500	75	0
10	1	EA	Find	5	5	Dry Erase Markers	** Multiple **	99	0

Item Subtotal: 295.28 Comments

Sales Tax: 0 Requestor: Kathie Watts
 Shipping/Freight: 0 Office Supplies for Building 5
 Order Total: 295.28

Deliver To Information **Requestor Information**

Name: TEST, SUE Find Name: TEST, SUE Find

Addr 1: GRC

Addr 2: 21000 BROOKPARK RD.

MIS: 50-4

City: CLEVELAND OH 44135

Miscellaneous Information

Add to Templates? Yes No
 Type of Product? Service Commodity
 Desktop Delivery Yes No

25. You have completed adding a new line item to an order by go to step 27.

26. Enter a 0 (zero) in the Qty field of all the items to be deleted.



Do not delete any line item that has been previously reconciled to a bank transaction regardless of whether that transaction was a debitora credit.



Do not change the dollar value or enter a zero in the Unit Price field. Do not delete the Item Description of any line item.



To delete the entire order by enter a 0 (zero) in only the Qty field of all the items.



The P-Card Web Solution - Order Detail Modify - Microsoft Internet Explorer

The P-Card Web Solution - Order Detail Modify - Microsoft Internet Explorer

Address: https://bankcard.fmp.nasa.gov/order_detail_mod.asp?user_log_no=PC10459868hold=no

Order Detail - Modify

Save Changes On This Order Cancel All Changes

Order No. PC10459868 - Unreconciled

Ordered: 4/19/2007 Promised: 4/19/2007 Received: Ref No.

Supplier: QUALITY RIBBONS Find Supplier Search Window

* Add A Line Item *

No	Qty	UOM	Find	Unit Price	Item Amt	Item Description	Charge Cd	Category	Qty Rcvd
1	4	EA	Find	9.56	38.24	pushpin mangets	ESAX220070 / 22QE00 / 22-667500	75	0
2	0	EA	Find	27.29	0	tape 16pk	ESAX220070 / 22QE00 / 22-667500	75	0
3	1	EA	Find	29.6	29.6	CDR	ESAX220070 / 22QE00 / 22-667500	75	0
4	2	EA	Find	16.19	32.38	note 3x3 pads	ESAX220070 / 22QE00 / 22-667500	75	0
5	0	EA	Find	2.69	0	pads note selfstck	ESAX220070 / 22QE00 / 22-667500	75	0
6	12	EA	Find	3.85	46.2	5" inch 3 ring binders	ESAX220070 / 22QE00 / 22-667500	75	0
7	12	EA	Find	3.85	46.2	1" 3 ring binders	ESAX220070 / 22QE00 / 22-667500	75	0
8	3	EA	Find	14.55	43.65	folders	ESAX220070 / 22QE00 / 22-667500	75	0
9	2	EA	Find	7.98	15.96	marker, kit whiteboard	ESAX220070 / 22QE00 / 22-667500	75	0
10	1	EA	Find	5	5	Dry Erase Markers	** Multiple **	99	0

Item Subtotal: 257.23 Comments

Sales Tax: 0 Requestor: Kathie Watts
 Shipping/Freight: 0 Office Supplies for Building 5
 Order Total: 257.23

Deliver To Information **Requestor Information**

Name: TEST, SUE Find Name: TEST, SUE Find

Addr 1: GRC

Addr 2: 21000 BROOKPARK RD.

M/S: 50-4

City: CLEVELAND OH 44135

Miscellaneous Information

Add to Templates? Yes No
 Type of Product? Service Commodity
 Desktop Delivery Yes No

27. Perform one of the following:

IF	Go To
If the name that appears in the Name field in the Deliver To Information section is incorrect	Step 28
If the name that appears in the Name field in the Deliver To Information section is correct but other changes to this section are required	Step 32
If no changes need to be made to the Deliver to Information	Step 33



The cardholder's delivery and requestor information default to the order by. Modify delivery information only when the individual receiving the goods or services is someone other than the cardholder creating the order by.

28. Delete the complete name from the field.

29. Enter a percent sign in .

30. Click  to retrieve a list of all individuals within the P-Card database.

31. Click  (Load) corresponding to the name of the individual that the order delivery is to be made to.

 All delivery address information corresponding to the individual selected is automatically loaded to the Deliver To Information section of the User Preferences.

 A name other than those included in the P-Card database can be entered manually in the Name: field (ie., TEST, JUDY).

32. As required, complete/review the following Deliver To Information fields:

Field Name	R/O/C	Description
Address Line 1:	O	Enter the street address to which order delivery will be made. Example: 255 Discovery Drive
Address Line 2:	O	Enter the building and room number where order delivery will be made Example: RM 2017
Mail Stop:	R	Enter the mail stop to which order delivery will be made. Example: IS40



Field Name	R/O/C	Description
City:	R	<p>Verify that the cardholder's Center city is reflected</p> <p>Example: MSFC</p>  <p>Do not modify this field for any reason. The City field must reflect the city of the cardholder's Center regardless of the actual order delivery address.</p>  <p>If order delivery will be to a city and/or state other than the cardholder's Center city add this information to Address Line 1 or 2. This information can also be added to the order by Comments field.</p>
State:	R	<p>Verify that the State abbreviation corresponds with the city indicated in the City field.</p> <p>Example: AL</p>
Zip Code:	R	<p>Enter the zip code to which order delivery will be made.</p> <p>Example: 35812</p>
Phone	R	<p>Enter the telephone number of the individual to contact regarding delivery of the order</p> <p>Example: (256) 961-9999</p>



The P-Card Web Solution - Order Detail Modify - Microsoft Internet Explorer

The P-Card Web Solution - Order Detail Modify - Microsoft Internet Explorer

Address: https://bankcard.fmp.nasa.gov/order_detail_mod.asp?user_log_no=PC10459868&hold=no

Order Detail - Modify

Save Changes On This Order Cancel All Changes

Order No. PC10459868 - Unreconciled

Ordered: 4/19/2007 Promised: 4/19/2007 Received: Ref No:

Supplier: QUALITY RIBBONS Find Supplier Search Window

* Add A Line Item *

No	Qty	UOM	Find	Unit Price	Item Amt	Item Description	Charge Cd	Category	Qty Rcvd
1	4	EA	Find	9.56	38.24	pushpin mangets	ESAX220070 / 22QE00 / 22-667500	75	0
2	0	EA	Find	27.29	0	tape 16pk	ESAX220070 / 22QE00 / 22-667500	75	0
3	1	EA	Find	29.6	29.6	CDR	ESAX220070 / 22QE00 / 22-667500	75	0
4	2	EA	Find	16.19	32.38	note 3x3 pads	ESAX220070 / 22QE00 / 22-667500	75	0
5	0	EA	Find	2.69	0	pads note selfstck	ESAX220070 / 22QE00 / 22-667500	75	0
6	12	EA	Find	3.85	46.2	5" inch 3 ring binders	ESAX220070 / 22QE00 / 22-667500	75	0
7	12	EA	Find	3.85	46.2	1" 3 ring binders	ESAX220070 / 22QE00 / 22-667500	75	0
8	3	EA	Find	14.55	43.65	folders	ESAX220070 / 22QE00 / 22-667500	75	0
9	2	EA	Find	7.98	15.96	marker, kit whiteboard	ESAX220070 / 22QE00 / 22-667500	75	0
10	1	EA	Find	5	5	Dry Erase Markers	** Multiple **	99	0

Item Subtotal: 257.23 Comments

Sales Tax: 0 Requestor: Kathie Watts
 Shipping/Freight: 0 Office Supplies for Building 5
 Order Total: 257.23

Deliver To Information **Requestor Information**

Name: TEST, SUE Find Name: TEST, SUE Find

Addr 1: GRC

Addr 2: 21000 BROOKPARK RD.

M/S: 50-4

City: CLEVELAND OH 44135

Miscellaneous Information

Add to Templates? Yes No
 Type of Product? Service Commodity
 Desktop Delivery Yes No

33. Perform one of the following:

IF	Go To
If the name in the Requestor Information is to be changed	Step 34
If no changes are to be made to the Requestor Information	Step 38



Default Requester Information should be changed only when the requester is someone other than the cardholder.

34. Delete the complete name from the Name: field.

35. Enter a percent sign in Name: .

36. Click  to retrieve a list of all individuals within the P-Card database.
37. Click  (Load) corresponding to the name of the individual that the order delivery is to be made to.
-  A name other than those included in the P-Card database can be entered manually in the Name: field (ie., TEST, JUDY).
38. Click  if the order log is to be used for a repetitive type of purchase.
39. Click  if services are purchased.
40. Click  if delivery is to be made to a central receiving location.
41. Click  to save the order log changes or click  to exit the order log without saving any of the changes made.

 The system displays the message, "Purchase Requisition PCXXXXXXXXX Successfully Changed."



An error message (s) will be displayed in the event that funds are unavailable or if data entry errors exist on the order log. All error messages must be resolved prior to exiting the order log. When the order log is exited prior to receipt of a successful save message all modified data entered is lost on the order log.

42. You have completed this task.

Result

You have successfully modified an order log.

Comments

For assistance in resolving error messages received when attempting to save the order log go to the job aid Bankcard - Order Log - Bankcard Error Message Tips.

To determine an appropriate category code for goods go the job aid Bankcard - Order Log - Federal Supply Classification Code (FSC) - Bankcard Category

To determine an appropriate category code for services go the job aid Bankcard - Order Log - Product Service Classification (PSC) - Bankcard Category



Title: Modify Order Log
IEM System : Bankcard - P-Card
Process Area : Create Record of Purchase

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