



## End User Procedure

### Create Order Log

#### Purpose

Use this procedure to create an order log with or without a template.

#### Trigger

Perform this procedure when it is necessary to commit funds for a bankcard purchase.

#### Prerequisites

Cardholders outside of the Procurement Office

- Special approvals required for the goods or services to be purchased have been obtained.
- A quote has been received and a vendor has been selected.

Procurement personnel that are cardholders

- Review the SAP PR to obtain the purchase related information that will be entered on the order log.

#### Menu Path

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

- Select → **PCard** → **Order Log** to go to the *Order Summary* screen to create a new order log.
- Select → **PCard** → **Templates** to go to the *Template Order Summary* screen to select an order log template to create a new order log from.

#### Helpful Hints

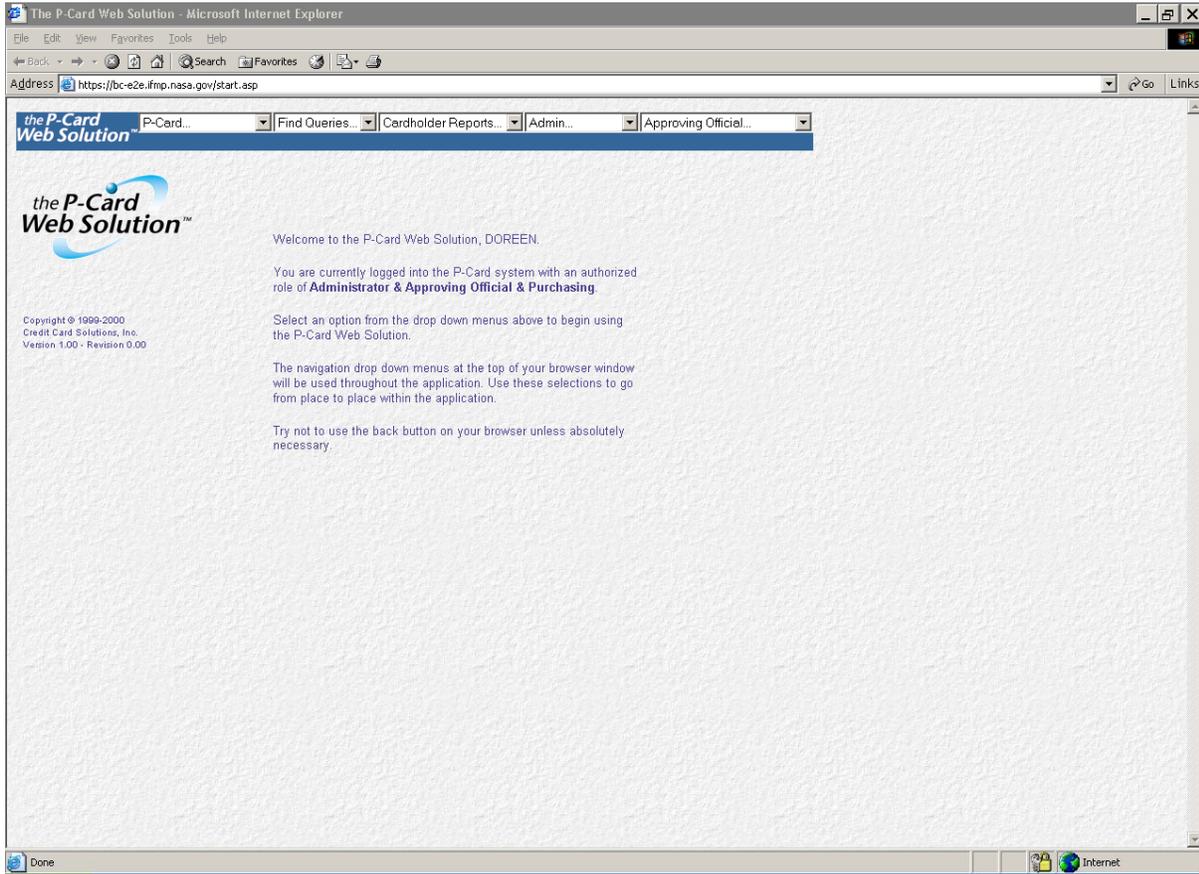
To enter a P-Card session go to the following URL: <https://bankcard.ifmp.nasa.gov/>. MAC users should log on to P-Card using the Mozilla or Firefox browsers.

- For PY05 and prior years, the Cost Center represents either an organization or cost pool funds. Beginning in PY 06, a Cost Center will no longer be used to represent a cost pool fund. Instead, utilize a Project WBS to charge PY06 and future cost pool funds.
- Beginning in PY07 a WBS element must be populated when reimbursable funds are cited on an order log line item. The earmarked item field should not be populated with any data.
- If entering an order log related to a conference, review the Conference Tracking System for Purchase Cards job aid located in EPSS at the following location: Bankcard – P-Card/Job Aids/Bankcard – Order Log prior to entering the order log.

**Procedure**

1. Start the task using the menu path.

**The P-Card Web Solution - Microsoft Internet Explorer**



2. Click



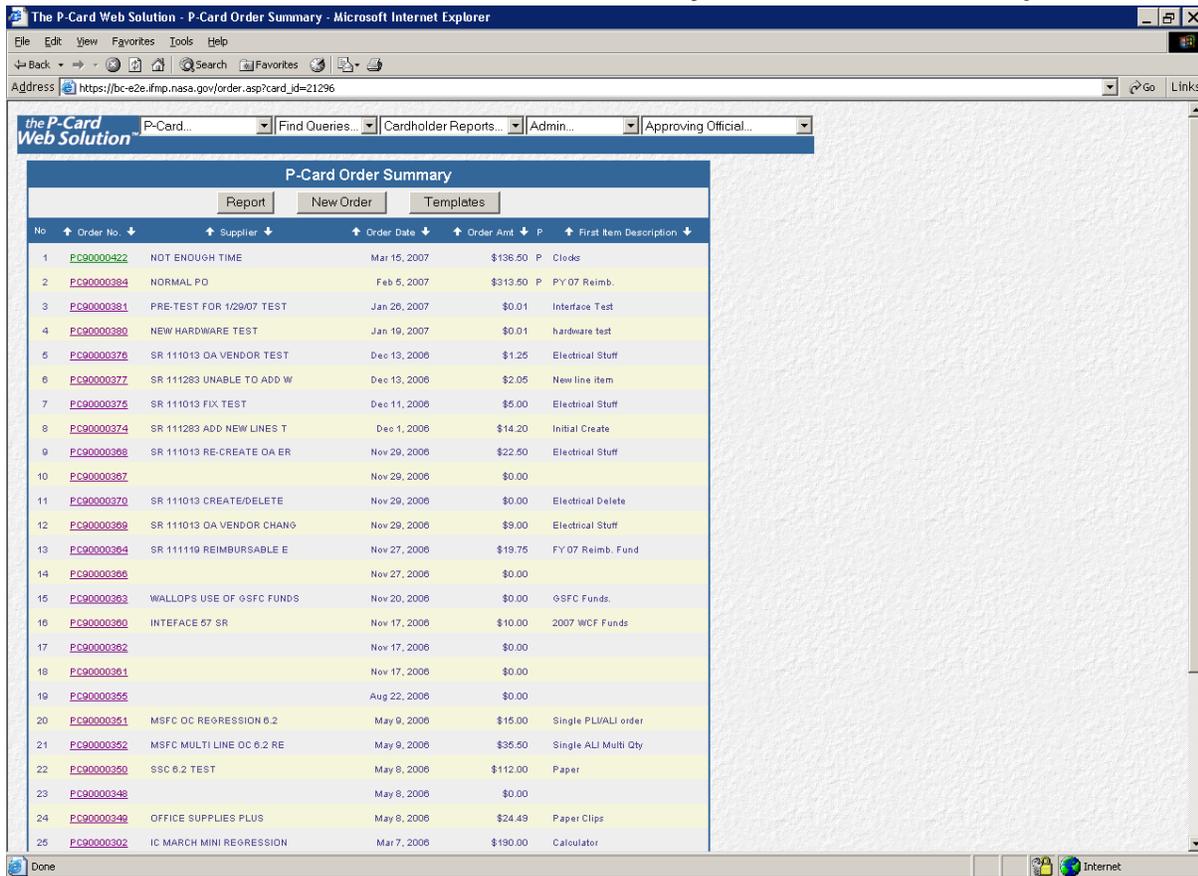
the P-Card  to display the options menu.

3. Perform one of the following:

If	Go To
To create a new order log without using a template	<b>Step 4</b>
To create an order log from a template	<b>Step 43</b>

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

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

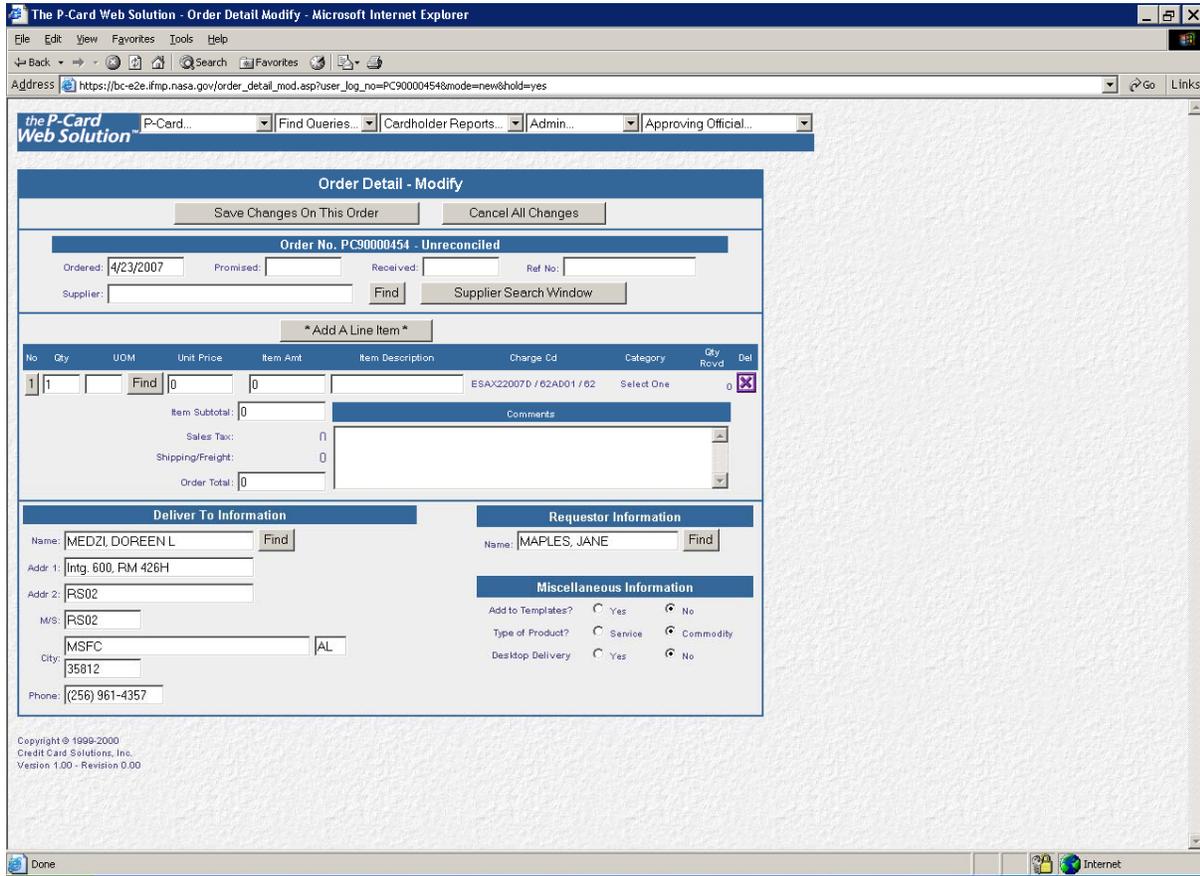


No.	Order No.	Supplier	Order Date	Order Amt	P	First Item Description
1	PC90000422	NOT ENOUGH TIME	Mar 15, 2007	\$136.50	P	Clode
2	PC90000384	NORMAL PD	Feb 5, 2007	\$313.50	P	PY 07 Reimb.
3	PC90000381	PRE-TEST FOR 1/29/07 TEST	Jan 26, 2007	\$0.01		Interface Test
4	PC90000380	NEW HARDWARE TEST	Jan 19, 2007	\$0.01		hardware test
5	PC90000376	SR 111013 OA VENDOR TEST	Dec 13, 2006	\$1.25		Electrical Stuff
6	PC90000377	SR 111283 UNABLE TO ADD W	Dec 13, 2006	\$2.05		New line item
7	PC90000376	SR 111013 FIX TEST	Dec 11, 2006	\$5.00		Electrical Stuff
8	PC90000374	SR 111283 ADD NEW LINES T	Dec 1, 2006	\$14.20		Initial Create
9	PC90000368	SR 111013 RE-CREATE OA ER	Nov 29, 2006	\$22.50		Electrical Stuff
10	PC90000367		Nov 29, 2006	\$0.00		
11	PC90000370	SR 111013 CREATE/DELETE	Nov 29, 2006	\$0.00		Electrical Delete
12	PC90000369	SR 111013 OA VENDOR CHANG	Nov 29, 2006	\$9.00		Electrical Stuff
13	PC90000364	SR 111119 REIMBURSABLE E	Nov 27, 2006	\$19.75		FY 07 Reimb. Fund
14	PC90000366		Nov 27, 2006	\$0.00		
15	PC90000363	WALLOPS USE OF GSFC FUNDS	Nov 20, 2006	\$0.00		GSFC Funds
16	PC90000360	INTEFACE 67 SR	Nov 17, 2006	\$10.00		2007 WCF Funds
17	PC90000362		Nov 17, 2006	\$0.00		
18	PC90000361		Nov 17, 2006	\$0.00		
19	PC90000355		Aug 22, 2006	\$0.00		
20	PC90000351	MSFC OC REGRESSION 6.2	May 9, 2006	\$15.00		Single PLI/ALI order
21	PC90000352	MSFC MULTI LINE OC 6.2 RE	May 9, 2006	\$35.50		Single ALI Multi Qty
22	PC90000350	SSC 6.2 TEST	May 8, 2006	\$112.00		Paper
23	PC90000348		May 8, 2006	\$0.00		
24	PC90000349	OFFICE SUPPLIES PLUS	May 8, 2006	\$24.49		Paper Clips
25	PC90000302	IC MARCH MINI REGRESSION	Mar 7, 2006	\$190.00		Caloulator

5. Click  to begin the process of creating a new order.



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



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

Field Name	R/O/C	Description
Promised	R	Enter the date of the last anticipated delivery for the order. <b>Example:</b> 5/1/07
Ref No.	O	Enter a combination of numbers and letters to be used for order reference purposes if applicable. <b>Example:</b> NG00001  Up to ten alpha-numeric characters can be entered in this field.



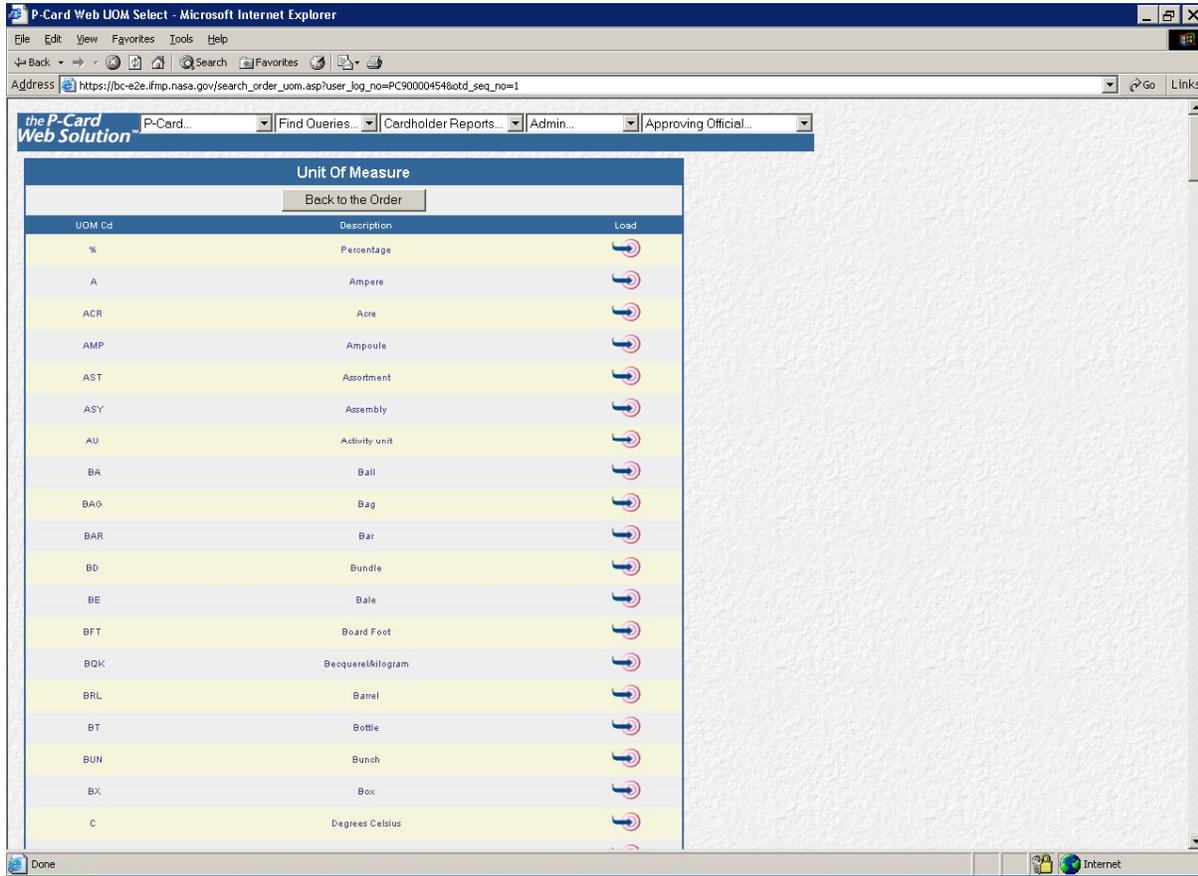
### The P-Card Web Solution - Order Detail Modify - Microsoft Internet Explorer

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

Field Name	R/O/C	Description
Supplier	O	<p>Enter the name of the vendor that will supply the goods or services.</p> <p><b>Example:</b> CAL TOOLS INDUSTRIAL SU</p> <p> A search can be conducted for a specific supplier by entering a portion of the vendor name preceded or followed by the percent (%) sign and then clicking on .</p> <p> Enter the NASA Conference Tracking System (NCTS) conference number and name if the order log is being entered for a reportable conference (i.e., 10003-09 Tullahoma Air Show). Review the Conference Tracking System for Purchase Cards job aid located in EPSS at the following location: Bankcard – P-Card/Job Aids/Bankcard – Order Log for additional information.</p>
Qty	R	<p>Enter the quantity of the goods or services.</p> <p><b>Example:</b> 2</p> <p> Enter only whole numbers. Do not enter any quantity containing a decimal.</p>

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

## P-Card Web UOM Select – Microsoft Internet Explorer



9. Click on  to scroll to the appropriate unit of measure.
10. 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.

11. 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.</p> <p><b>Example:</b> 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> 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 <b>Item Description</b> or in the <b>Comments</b> state that a lot consists of 100 each.</p>
Item Description	R	<p>Enter the description of the goods or services.</p> <p><b>Example:</b> 15" adj wrench</p> <p> Be cautious of spacing within the <b>Item Description</b>. 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 (i.e., online catalogs, spreadsheets, etc.) may result in formatting issues that prevent future modifications to the order.</p> <p> Enter the NASA Conference Tracking System (NCTS) conference number and name if the order log is being entered for a reportable conference (i.e., 10003-09 Tullahoma Air Show). Review the Conference Tracking System for Purchase Cards job aid located in EPSS at the following location: Bankcard – P-Card/Job Aids/Bankcard – Order Log for additional information.</p>



Field Name	R/O/C	Description
Comments	O	Enter any comments pertinent to the order.  Inside Procurement cardholders may find it useful to enter the SAP PR number in this field for reference purposes.

- Click on **1** the line item number corresponding to each line item on the order log to open the *Item Detail – Line # - Modify* window to enter charge code/accounting information for each line item.

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



Enter charge code information when the charge code to be used is other than the default charge code information established in the cardholder's preferences.

13. As required, complete/review the following charge code/accounting fields:

Field Name	R/O/C	Description
Fund	R	Enter the appropriate Fund code. <b>Example:</b> ESAX22007D  A Fund ending with an "R" represents reimbursable funds.
Fund Center	R	Enter the appropriate Fund Center code. <b>Example:</b> 62
Cost Center	R	Enter the appropriate Cost Center code. <b>Example:</b> 62AD01  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. <b>Example:</b> 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.

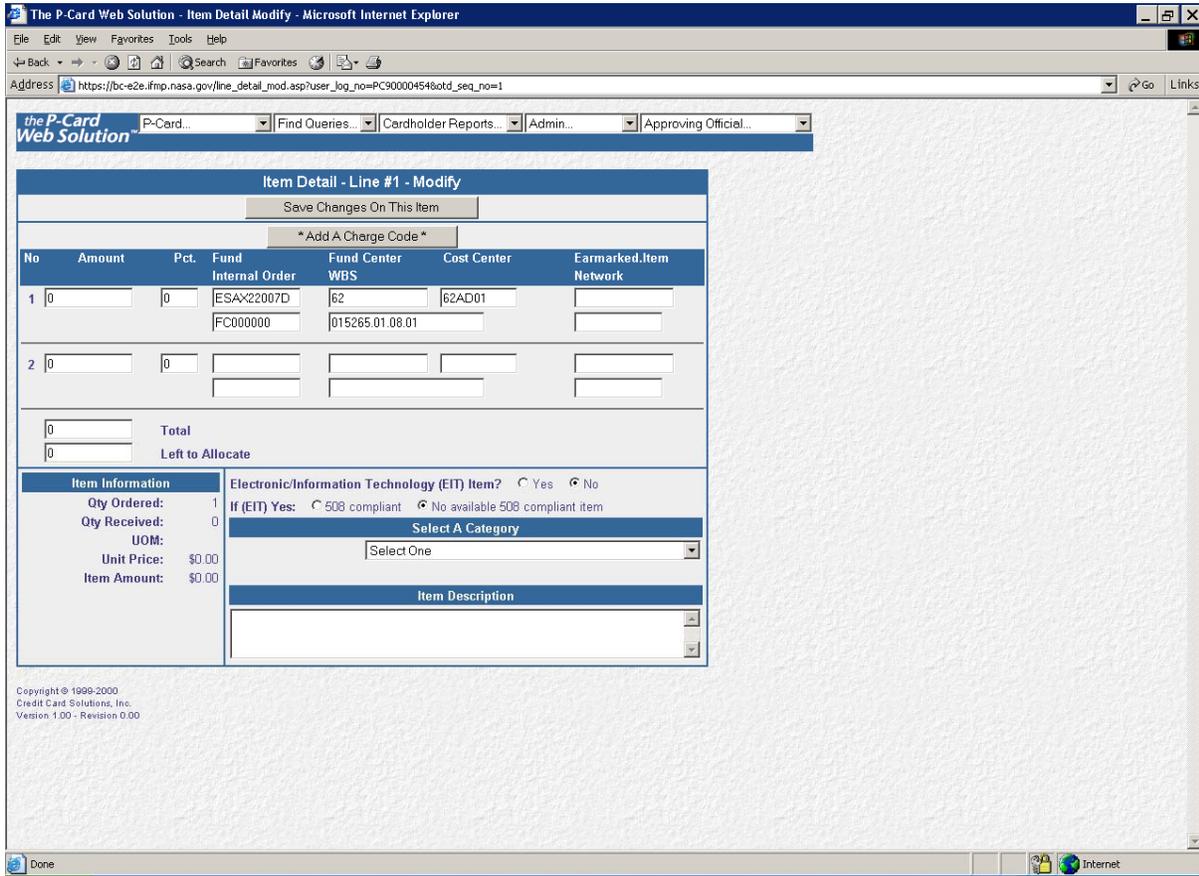
Field Name	R/O/C	Description
WBS	O	<p>Enter a valid WBS element, if applicable</p> <p><b>Example:</b> 015265.01.08.01</p> <p> Enter a WBS element when Project, Cost Pool or Reimbursable funds are to be used.</p> <p> Do not enter a WBS if a Network has been entered.</p>
Network	O	<p>Enter a valid Network and Activity, if applicable</p> <p><b>Example:</b> 6002149.EA22</p> <p> Do not enter a Network if a WBS has been entered.</p>

**14.** Perform one of the following:

If	Go To
If multiple charge codes are to be cited on the line item	<a href="#">Step 15</a>
If a single charge code is to be cited on the line item	<a href="#">Step 20</a>

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

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



16. As required, complete/review the following charge code/accounting 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><b>Example:</b>      50</p> <p> Each charge code line item must reflect a value. Never leave 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><b>Example:</b> 9.99</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 <b>Amount</b> 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><b>Example:</b> 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><b>Example:</b> 62</p>
Cost Center	R	<p>Enter the appropriate Cost Center code.</p> <p><b>Example:</b> 62AD01</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><b>Example:</b> 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, if applicable</p> <p><b>Example:</b> 015265.01.08.01</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><b>Example:</b> 6002149.EA22</p>  <p>Do not enter a Network if a WBS has been entered.</p>

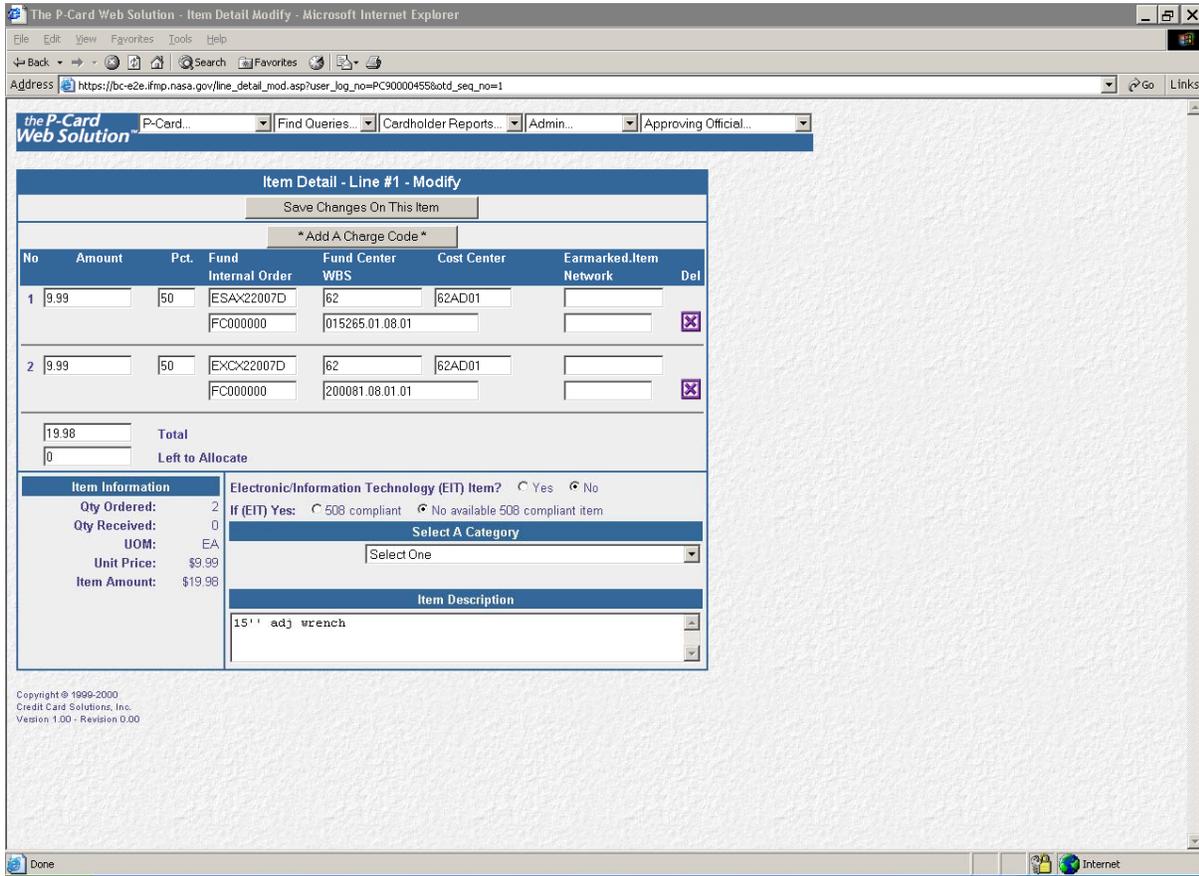
**17.** Perform one of the following:

If	Go To
If a charge code line item was added in error	<a href="#">Step 18</a>
If all charge code line items are correct	<a href="#">Step 20</a>



Note that a charge code line item can only be deleted during the initial creation of the order log. Charge code lines cannot be deleted after the order log has been successfully saved.

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



Item Detail - Line #1 - Modify

Save Changes On This Item

\* Add A Charge Code \*

No	Amount	Pct.	Fund Internal Order	Fund Center WBS	Cost Center	Farmarked Item Network	Del
1	9.99	50	ESAX22007D FC000000	62 015265.01.08.01	62AD01		
2	9.99	50	EXCX22007D FC000000	62 200081.08.01.01	62AD01		
19.98		Total					
0		Left to Allocate					

Item Information

Electronic/Information Technology (EIT) Item?  Yes  No

If (EIT) Yes:  508 compliant  No available 508 compliant item

Select A Category

Select One

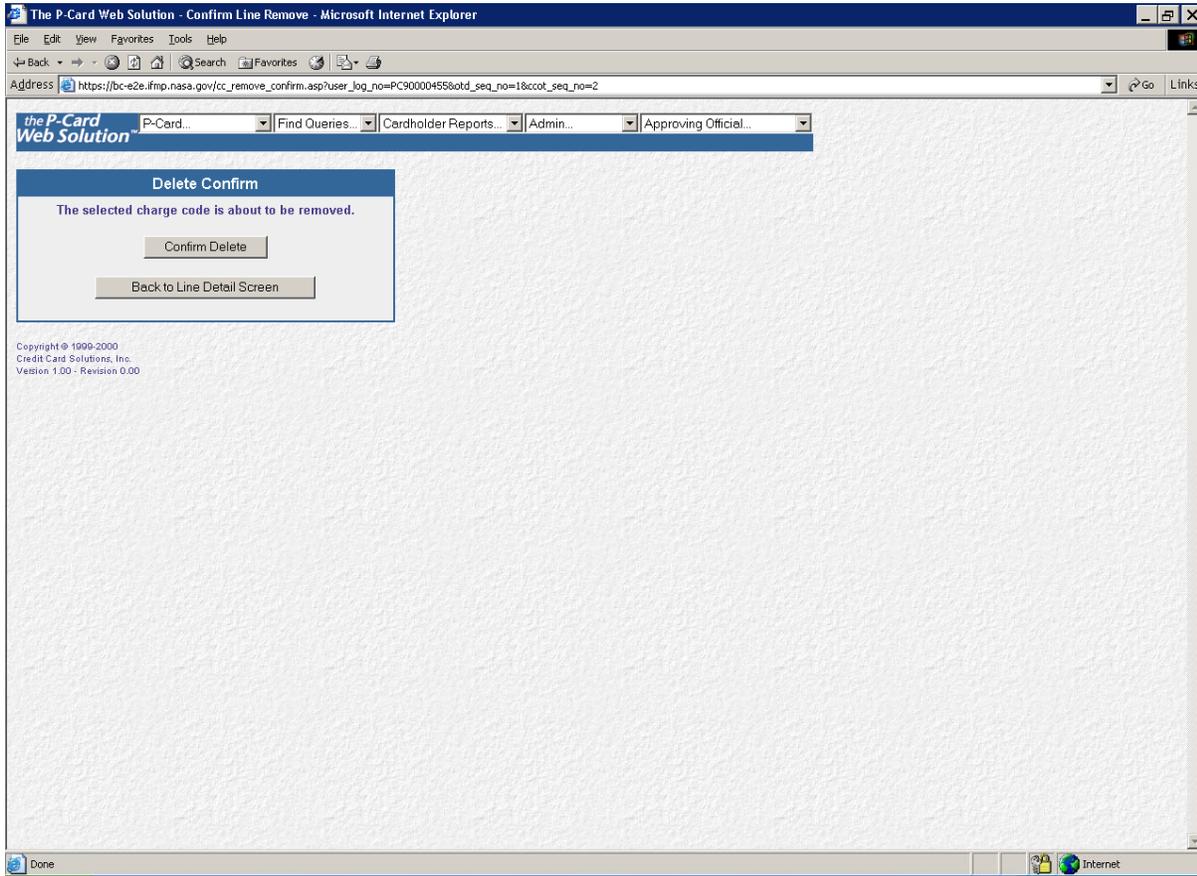
Item Description

15'' adj wrench

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18. Click  (Delete) to delete the charge code added incorrectly.

## The P-Card Web Solution – Confirm Line Remove – Microsoft Internet Explorer



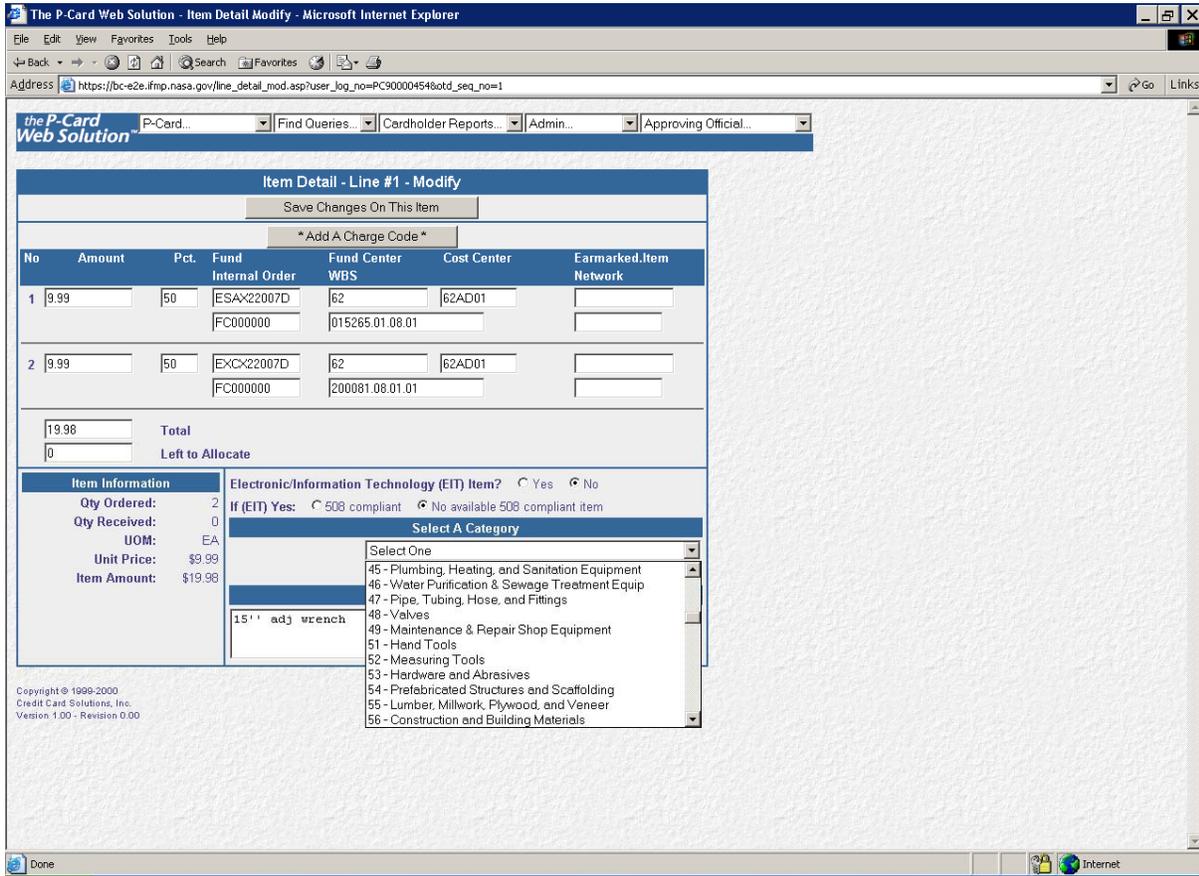
19. Click  to delete the charge code line item or click  to return to the charge code window without deleting the charge code line item.
20. Click **Electronic/Information Technology (EIT) Item?**  Yes  No (Yes) if the item to be purchased is an Electronic/Information Technology type good or service.
21. Click **If (EIT) Yes:**  508 compliant if the item being purchased is 508 compliant.



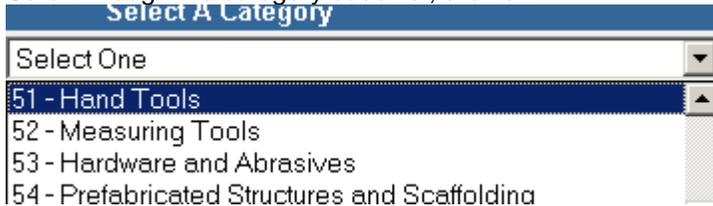
Information regarding Section 508 can be found at the following websites:  
<http://section508.nasa.gov> or <http://www.section508.gov> .

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

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



23. Scroll through the category code list, click on



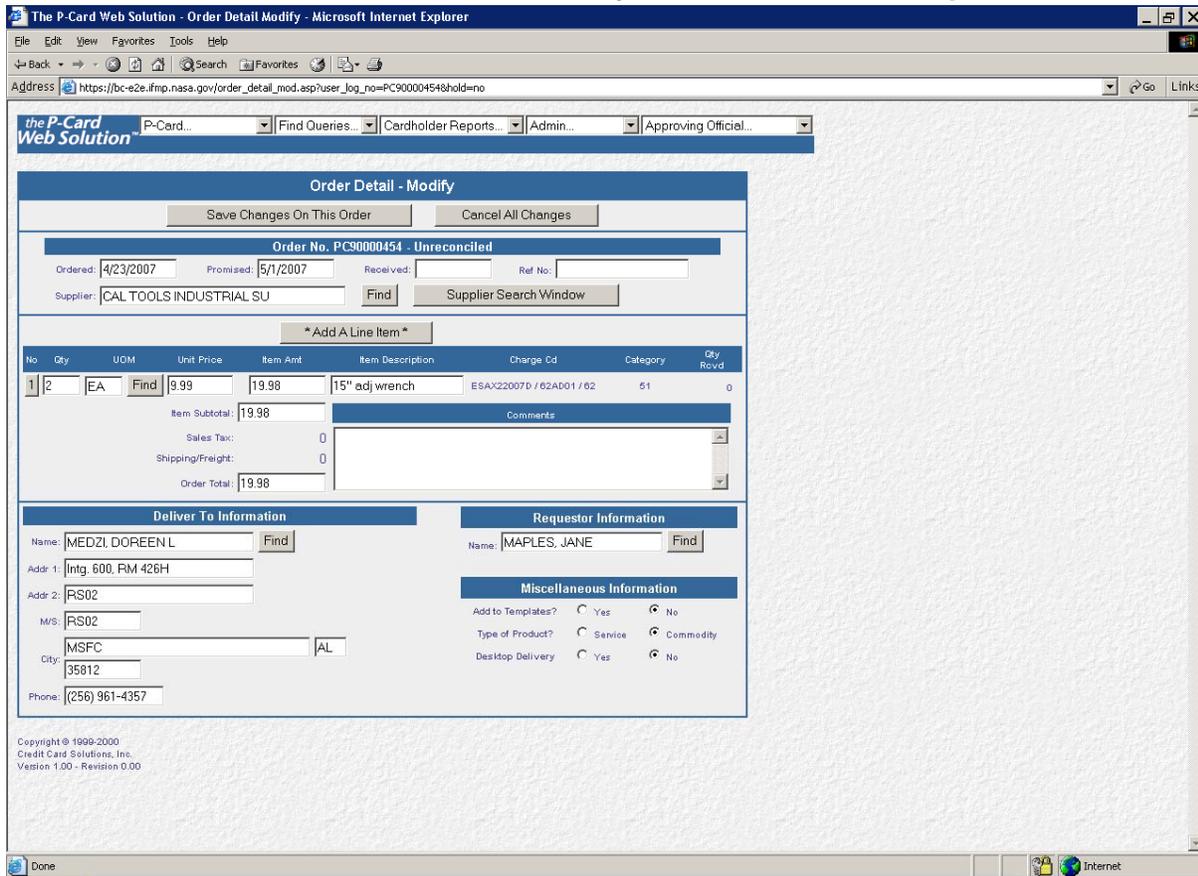
the category code from the list that corresponds to the goods or services to be purchased on the each line item.



If the first number or letter of the category code is known enter the character. The list will move forward to display the first category code beginning with the number or letter entered.

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

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



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

Address: https://bc-e2e.fmp.nasa.gov/order\_detail\_mod.asp?user\_log\_no=PC90000454&hold=no

the P-Card Web Solution | P-Card... | Find Queries... | Cardholder Reports... | Admin... | Approving Official...

### Order Detail - Modify

Save Changes On This Order | Cancel All Changes

Order No. PC90000454 - Unrecanceled

Ordered: 4/23/2007 | Promised: 5/1/2007 | Received: | Ref No: |

Supplier: CAL TOOLS INDUSTRIAL SU | Find | Supplier Search Window

\* Add A Line Item \*

No	Qty	UOM	Unit Price	Item Amt	Item Description	Charge Cd	Category	Qty Rcvd
1	2	EA	9.99	19.98	15" adj wrench	ESAX22007D / 62AD01 / 62	51	0

Item Subtotal: 19.98 | Comments

Sales Tax: 0

Shipping/Freight: 0

Order Total: 19.98

#### Deliver To Information

Name: MEDZI,DOREEN L | Find

Addr 1: Intg. 600, PM 426H

Addr 2: RS02

MRS: RS02

City: MSFC | AL

Phone: (256) 961-4357

#### Requestor Information

Name: MAPLES, JANE | Find

#### Miscellaneous Information

Add to Templates?  Yes  No

Type of Product?  Service  Commodity

Desktop Delivery  Yes  No

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25. Click  to add additional line items to the order log.



Add shipping, freight, and tax charges to the order as new line items.

26. Repeat steps **Error! Reference source not found.** through **24** for each line item added to the order.



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

27. Perform one of the following:

If	Go To
If no changes need to be made to the <i>Deliver to Information</i>	<a href="#">Step 35</a>
If the name that appears in the <b>Name</b> field in the <i>Deliver To Information</i> section is incorrect	<a href="#">Step 28</a>
If the name that appears in the <b>Name</b> field in the <i>Deliver To Information</i> section is correct but other changes to this section are required	<a href="#">Step 32</a>



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

28. Delete the complete name from the **Name:**  field.
29. Enter a percent sign in **Name:** .
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 (i.e., TEST, JUDY).

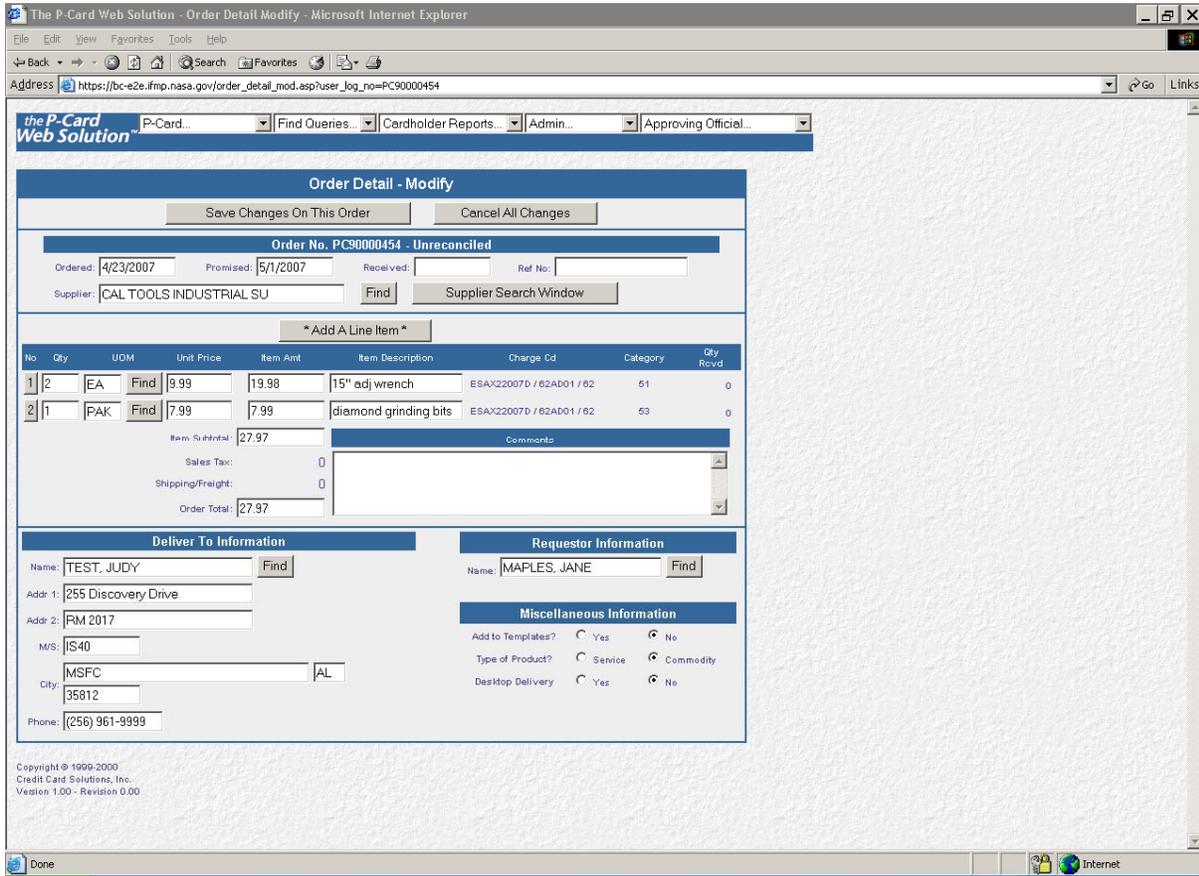
32. As required, complete/review the following *Deliver To Information* fields:

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



Field Name	R/O/C	Description
City:	R	Verify that the cardholder's Center city is reflected <b>Example:</b> MSFC  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.  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 log <b>Comments</b> field.
State:	R	Verify that the State abbreviation corresponds with the city indicated in the City field. <b>Example:</b> AL
Zip Code:	R	Enter the zip code to which order delivery will be made. <b>Example:</b> 35812
Phone	R	Enter the telephone number of the individual to contact regarding delivery of the order <b>Example:</b> (256) 961-9999

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



33. Perform one of the following:

If	Go To
If no changes are to be made to the <i>Requestor Information</i>	Step 38
If the name in the <i>Requestor Information</i> is to be changed	Step 34



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:**  %

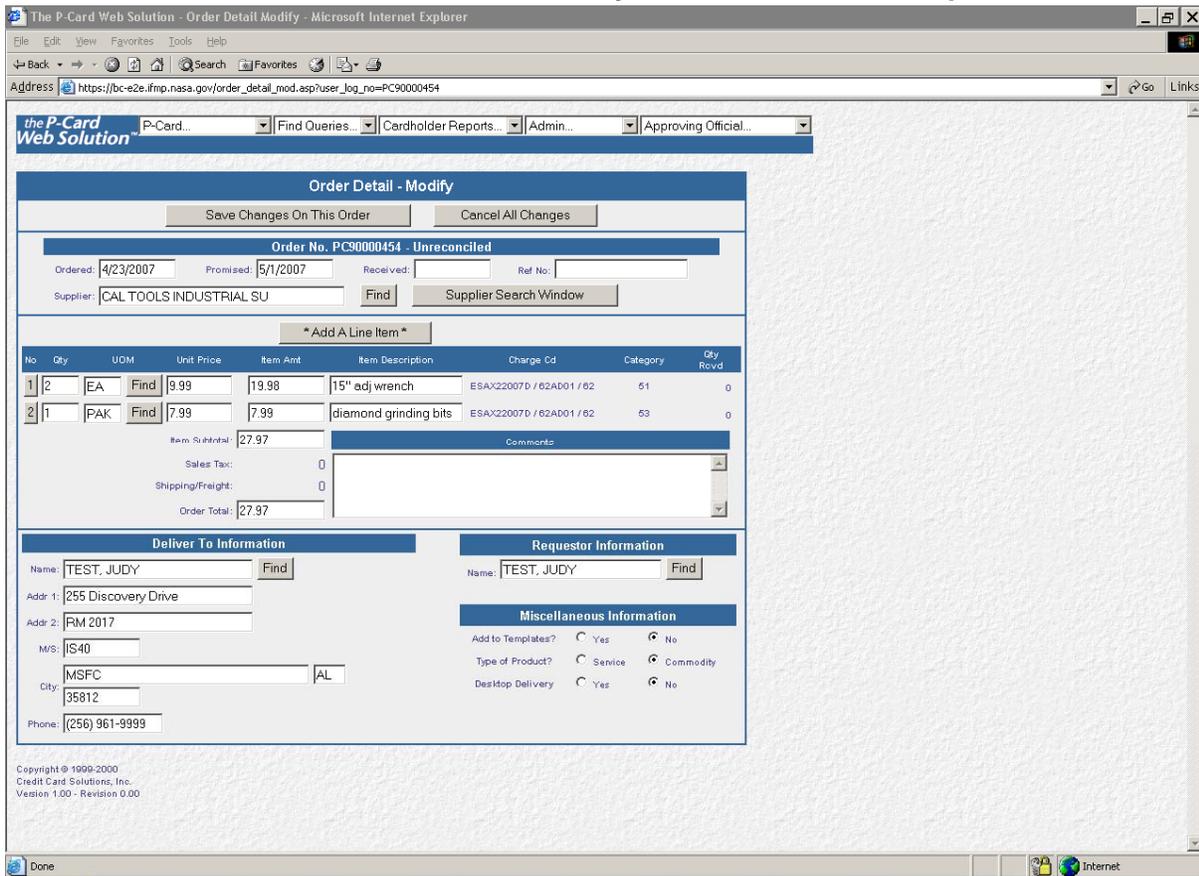
36. Click  to retrieve a list of all individuals within the P-Card database.

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 (i.e., TEST, JUDY)

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



Order Detail - Modify

Save Changes On This Order    Cancel All Changes

Order No. PC90000454 - Unrecanceled

Ordered: 4/23/2007    Promised: 5/17/2007    Received:    Ref No:    Supplier: CAL TOOLS INDUSTRIAL SU    Find    Supplier Search Window

\* Add A Line Item \*

No	Qty	UOM	Unit Price	Item Amt	Item Description	Charge Cid	Category	Qty Rcvd
1	2	EA	9.99	19.98	15" adj wrench	ESAX22007D / 62AD01 / 62	51	0
2	1	PAK	7.99	7.99	diamond grinding bits	ESAX22007D / 62AD01 / 62	53	0

Item Subtotal: 27.97    Comments:    Sales Tax: 0    Shipping/Freight: 0    Order Total: 27.97

Deliver To Information    Requestor Information

Name: TEST, JUDY    Find    Name: TEST, JUDY    Find

Addr 1: 255 Discovery Drive    Addr 2: RM 2017

M/S: IS40    City: MSFC    AL    Phone: (256) 961-9999

Miscellaneous Information

Add to Templates?     Yes     No

Type of Product?     Service     Commodity

Desktop Delivery     Yes     No

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38. Click   Yes  No if the order log is to be used for a repetitive type of purchase.

39. Click   Service  Commodity if services are purchased.

40. Click  Desktop Delivery  Yes  No if delivery is to be made to a central receiving location.

41. Click  to save the data entered on the order log



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



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 data entered is lost on the order log. The order log will appear blank if it is exited prior to a successful save.



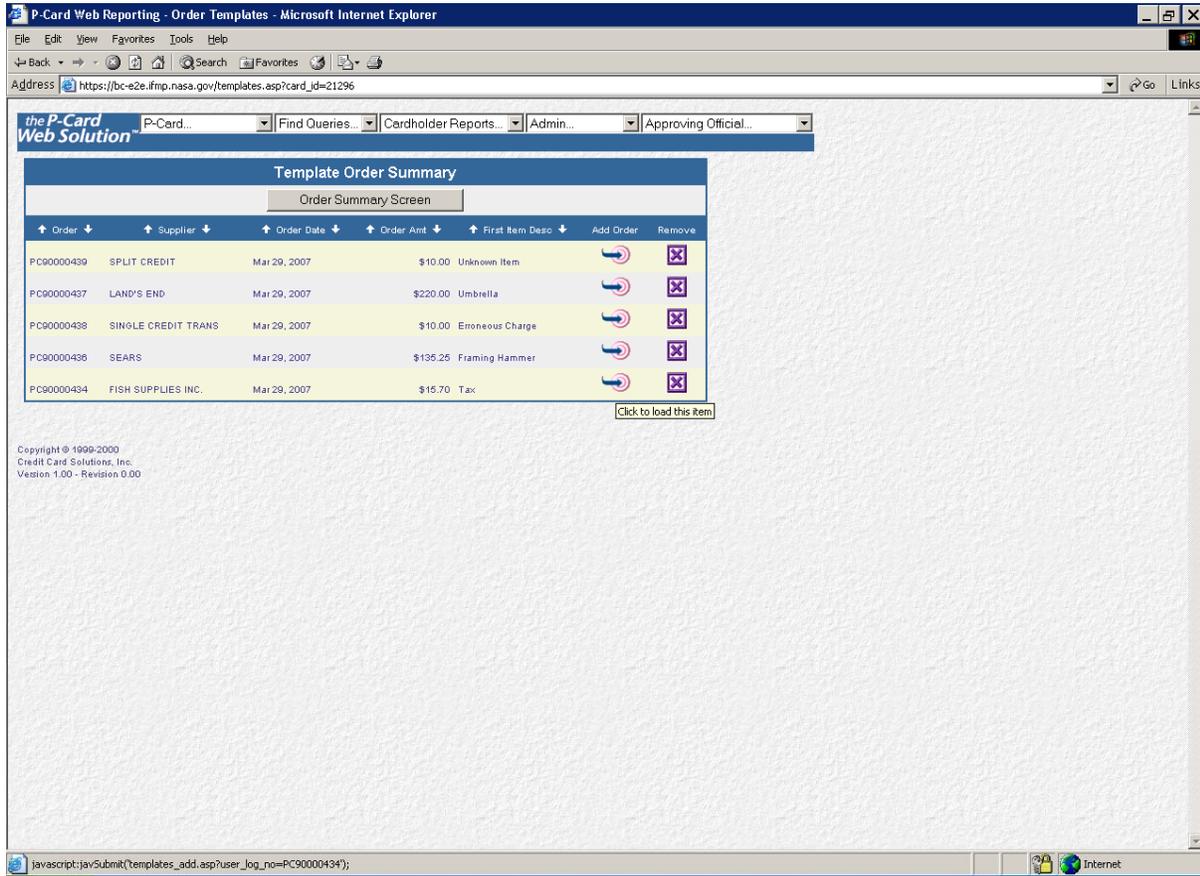
A PR committing funds may be generated in SAP when an order log is exited prior to receiving a message confirming a successful save.

42. You have completed this task.



43. Click  from the P-Card menu.

## P-Card Web Reporting - Order Templates - Microsoft Internet Explorer



the P-Card Web Solution P-Card... Find Queries... Cardholder Reports... Admin... Approving Official...

Template Order Summary

Order Summary Screen

Order	Supplier	Order Date	Order Amt	First Item Desc	Add Order	Remove
PC90000430	SPLIT CREDIT	Mar 29, 2007	\$10.00	Unknown Item		
PC90000437	LAND'S END	Mar 29, 2007	\$220.00	Umbrella		
PC90000438	SINGLE CREDIT TRANS	Mar 29, 2007	\$10.00	Etroneous Charge		
PC90000436	SEARS	Mar 29, 2007	\$135.25	Framing Hammer		
PC90000434	FISH SUPPLIES INC.	Mar 29, 2007	\$15.70	Tax		

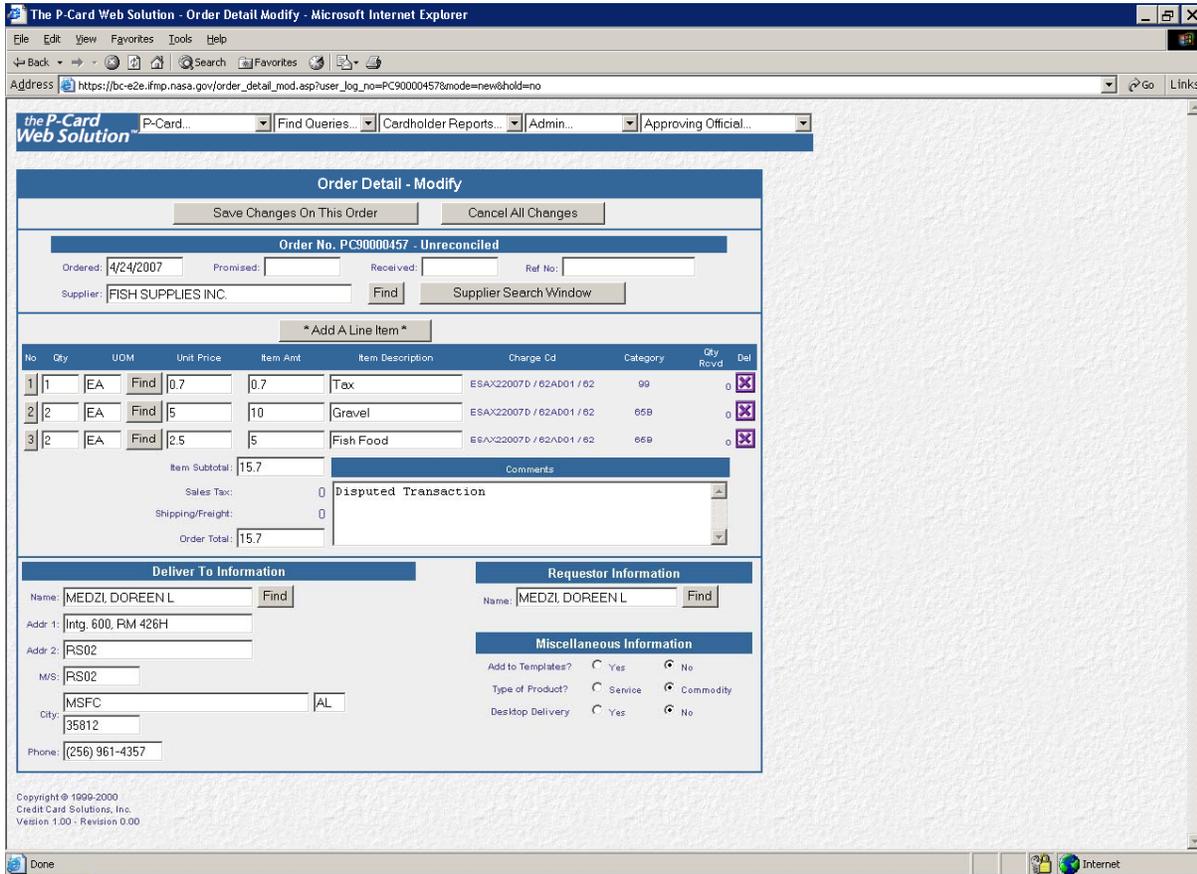
Click to load this item

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javascript:javascript:submit('templates\_add.asp?user\_log\_no=PC90000434');

44. Click  (Add Order) corresponding to the order log to be copied to a new order.

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



The screenshot shows the 'Order Detail - Modify' page. At the top, there are navigation buttons: 'Save Changes On This Order' and 'Cancel All Changes'. Below this, the order number is 'Order No. PC90000457 - Unreconciled'. The order date is '4/24/2007' and the supplier is 'FISH SUPPLIES INC.'. A table of line items is displayed:

No	Qty	UOM	Unit Price	Item Amt	Item Description	Charge Cd	Category	Qty Rcvd	Del
1	1	EA	Find	0.7	Tax	ESAX22007D / 62AD01 / 62	99	0	<input type="checkbox"/>
2	2	EA	Find	5	Gravel	ESAX22007D / 62AD01 / 62	66B	0	<input type="checkbox"/>
3	2	EA	Find	2.5	Fish Food	ESAX22007D / 62AD01 / 62	66B	0	<input type="checkbox"/>

Below the table, there are fields for 'Item Subtotal: 15.7', 'Sales Tax: 0', 'Shipping/Freight: 0', and 'Order Total: 15.7'. A 'Comments' section contains the text 'Disputed Transaction'. At the bottom, there are sections for 'Deliver To Information' (Name: MEDZI DOREEN L, Addr 1: Intg. 600, RM 426H, Addr 2: RS02, MSFC, City: 35812, Phone: (256) 961-4357) and 'Requestor Information' (Name: MEDZI DOREEN L). There is also a 'Miscellaneous Information' section with radio buttons for 'Add to Templates?', 'Type of Product?', and 'Desktop Delivery'.

45. Modify the order log as necessary by following steps 6 through 40.



All fields on an order log created from a template can be modified, including charge code information, since the order log has not yet been successfully saved.

46. Click  to save the data entered on the order log



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



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 data entered is lost on the order log. The order log will appear blank if it is exited prior to a successful save.



A PR committing funds may be generated in SAP when an order log is exited prior to receiving a message confirming a successful save.

47. You have completed this task.

#### Result

You have successfully created and saved a P-Card 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:** Create Order Log  
**IEM System :** Bankcard - P-Card  
**Process Area :** Create Record of Purchase

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