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 ➔ PCard ➔ 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"

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

The quantity may be increased on an order log 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.

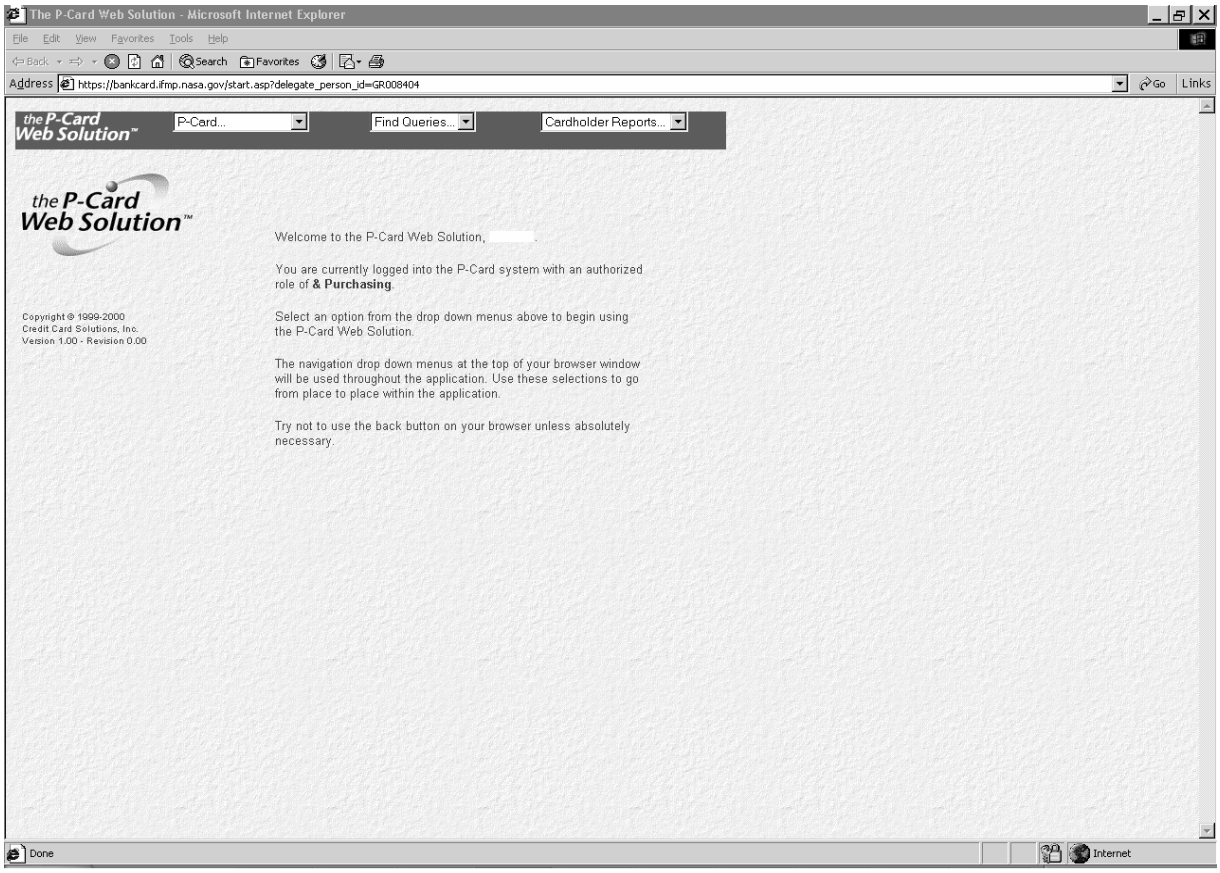
Do not attempt to delete/zero the quantity or modify the unit price of any order log line item that has been reconciled to a transaction.

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

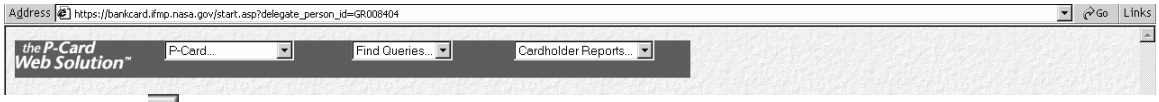
Procedure

1. Start the task using the menu path.

The P-Card Web Solution - Microsoft Internet Explorer



2. Click

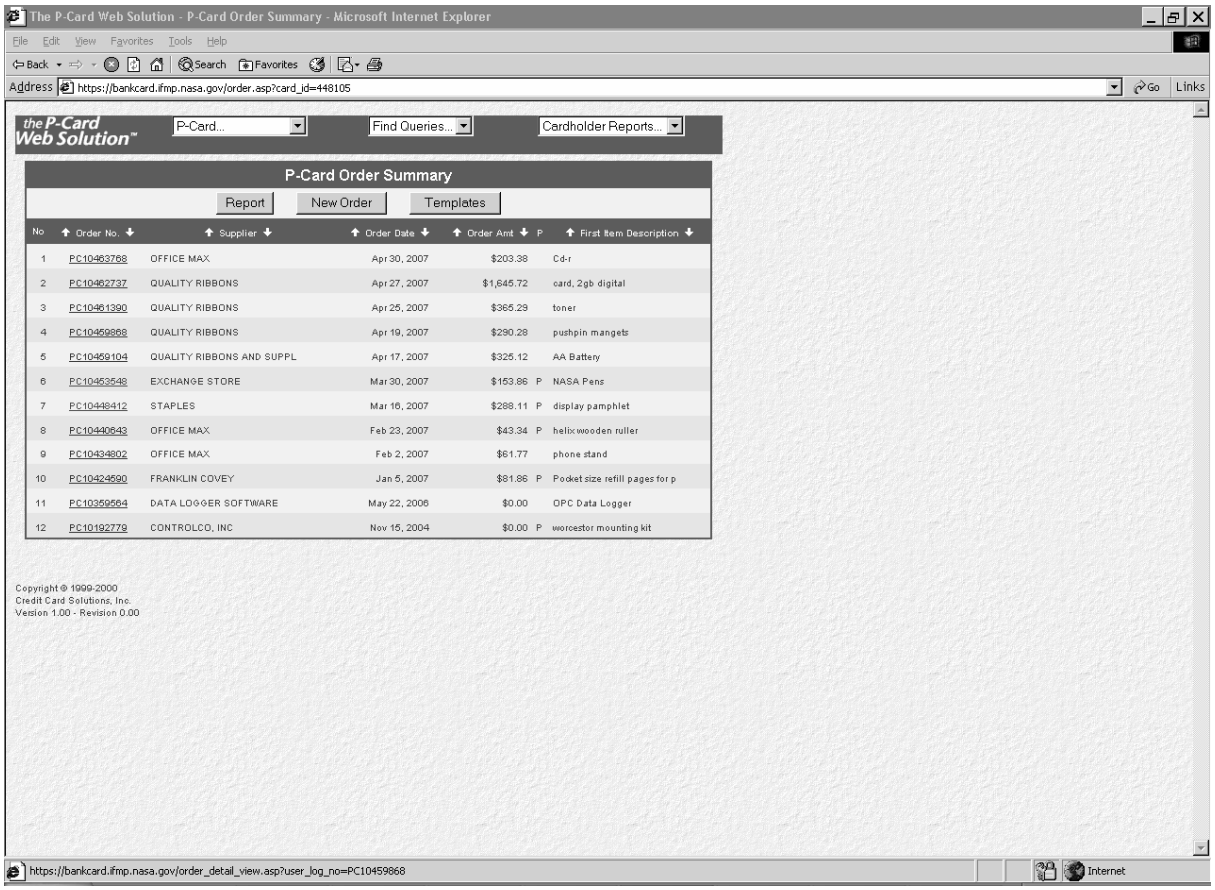


the P-Card to display the options menu.

3. Click

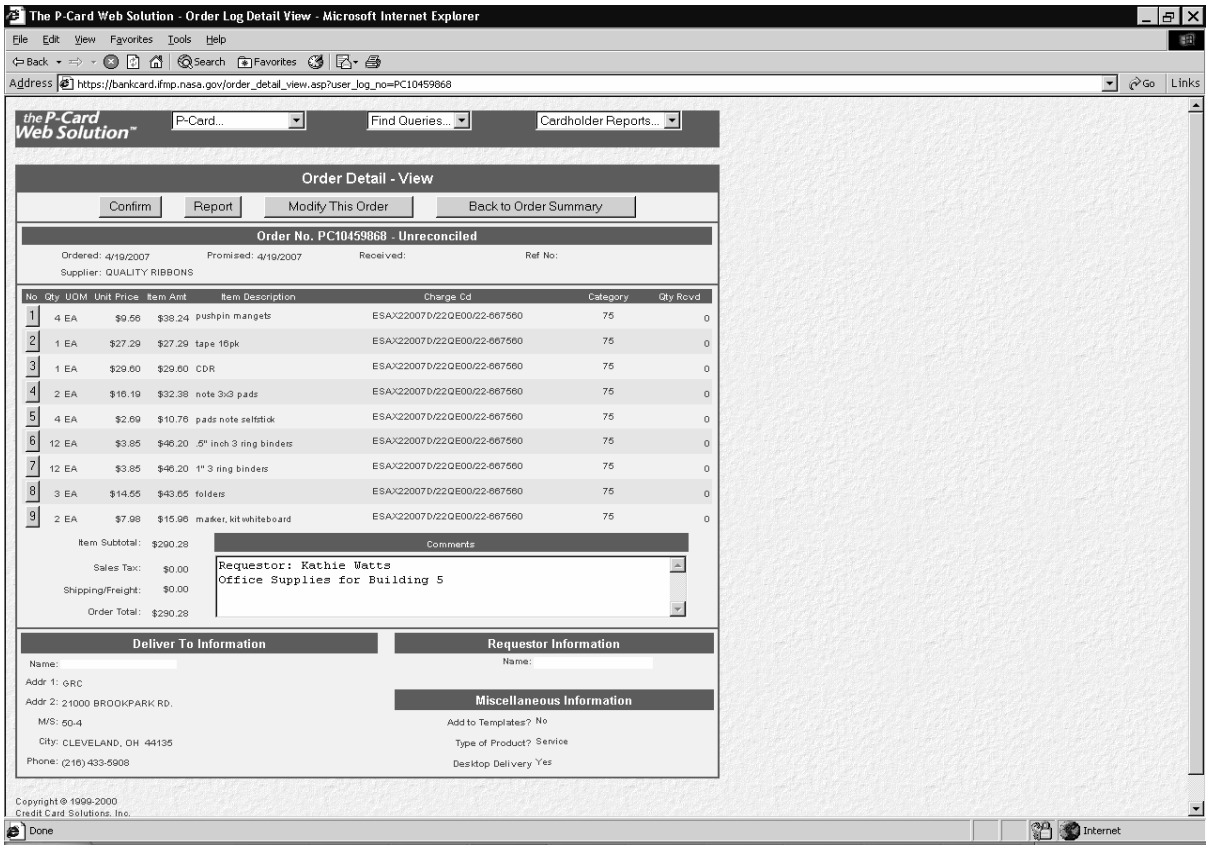
(Order Log) from the P-Card menu.

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



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

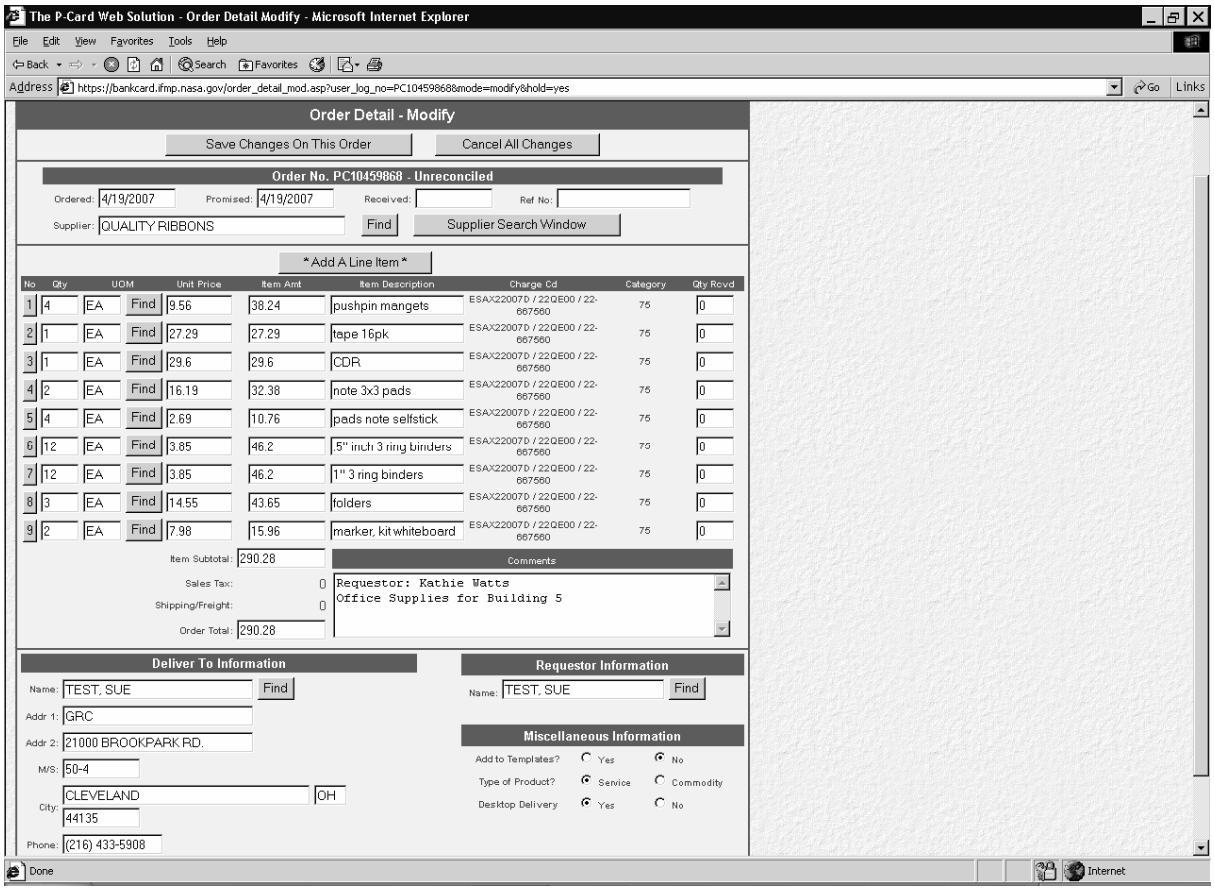


5. Click **Modify This Order** to make the order log modifiable.

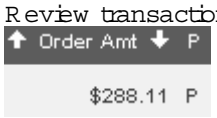
6. Perform one of the following:

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

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



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



"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	Enter the quantity of the goods or services. Example: 2 Enter only whole numbers. Do not enter any quantity containing a decimal.
Unit Price	R	Enter the unit price of goods or services. Example: 9.99 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. Do not change the unit price of any order log line item that has been reconciled to a transaction. 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.
Item Description	R	Enter the description of the goods or services. Example: 15" adj wrench Be cautious of spacing within the Item Description. Avoid multiple spaces between characters in the description. 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.

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

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

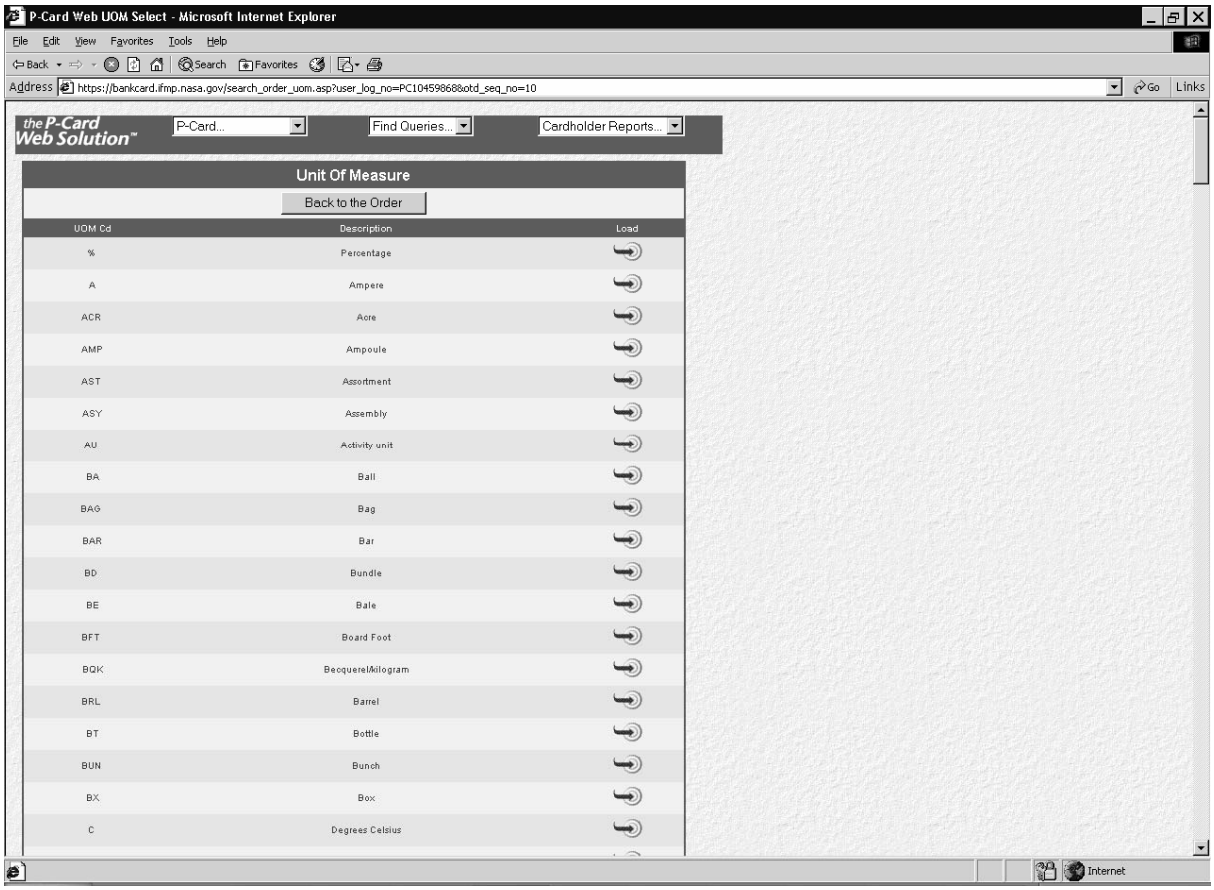
9. Click *Add A Line Item*.

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 UOM Find (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.

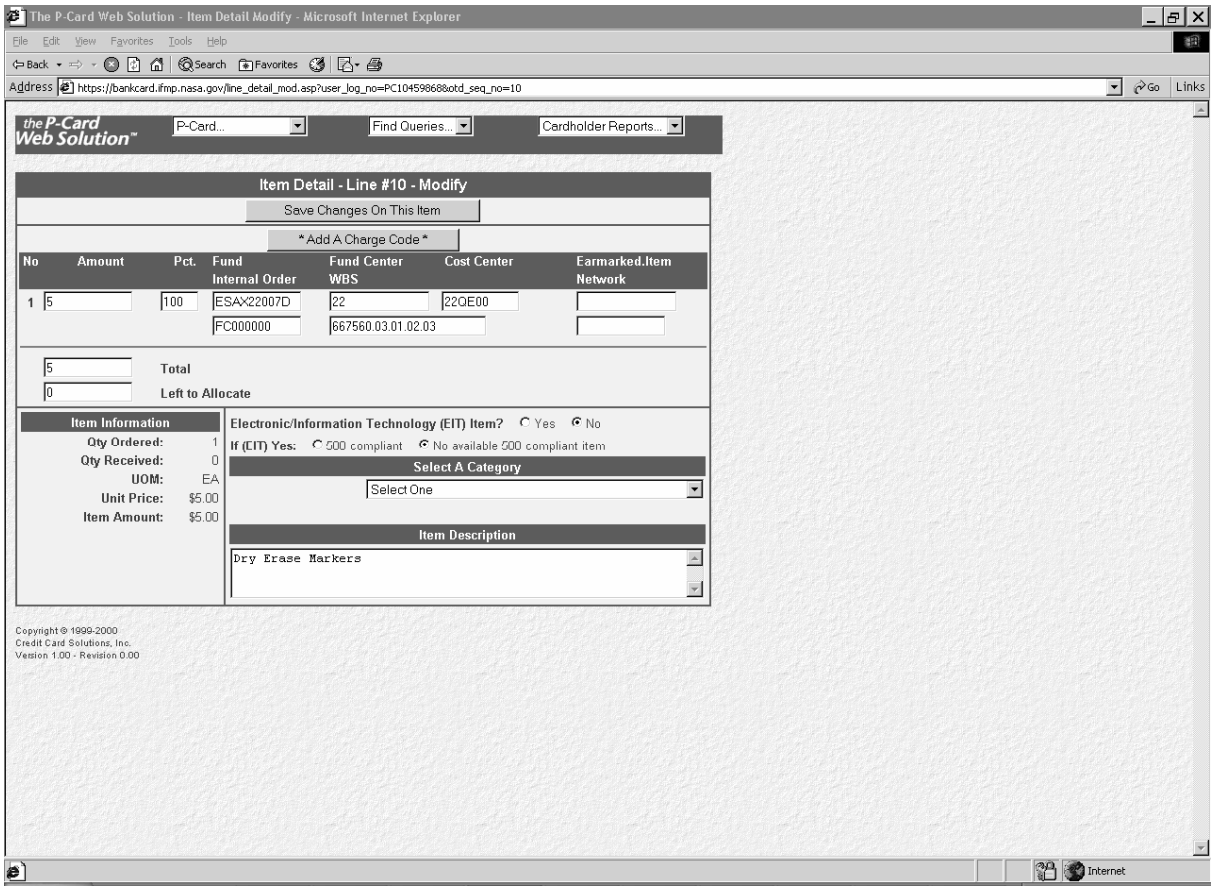
The UOM (unit of measure) may be entered manually. The abbreviation for the unit of measure must be entered in all capital letters when entered manually and must correspond to a unit of measure abbreviation in the Unit of Measure table.

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

Field Name	R/O/C	Description
Unit Price	R	Enter the unit price of goods or services to be purchased. Example: 5.00 Do not enter a dollar sign or comma in the unit price. A decimal is inserted into the price when cents are a part of the unit price. 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.
Item Description	R	Enter the description of the goods or services. Example: Dry Erase Markers Be cautious of spacing within the Item Description. Avoid multiple spaces between characters in the description. 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.
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.

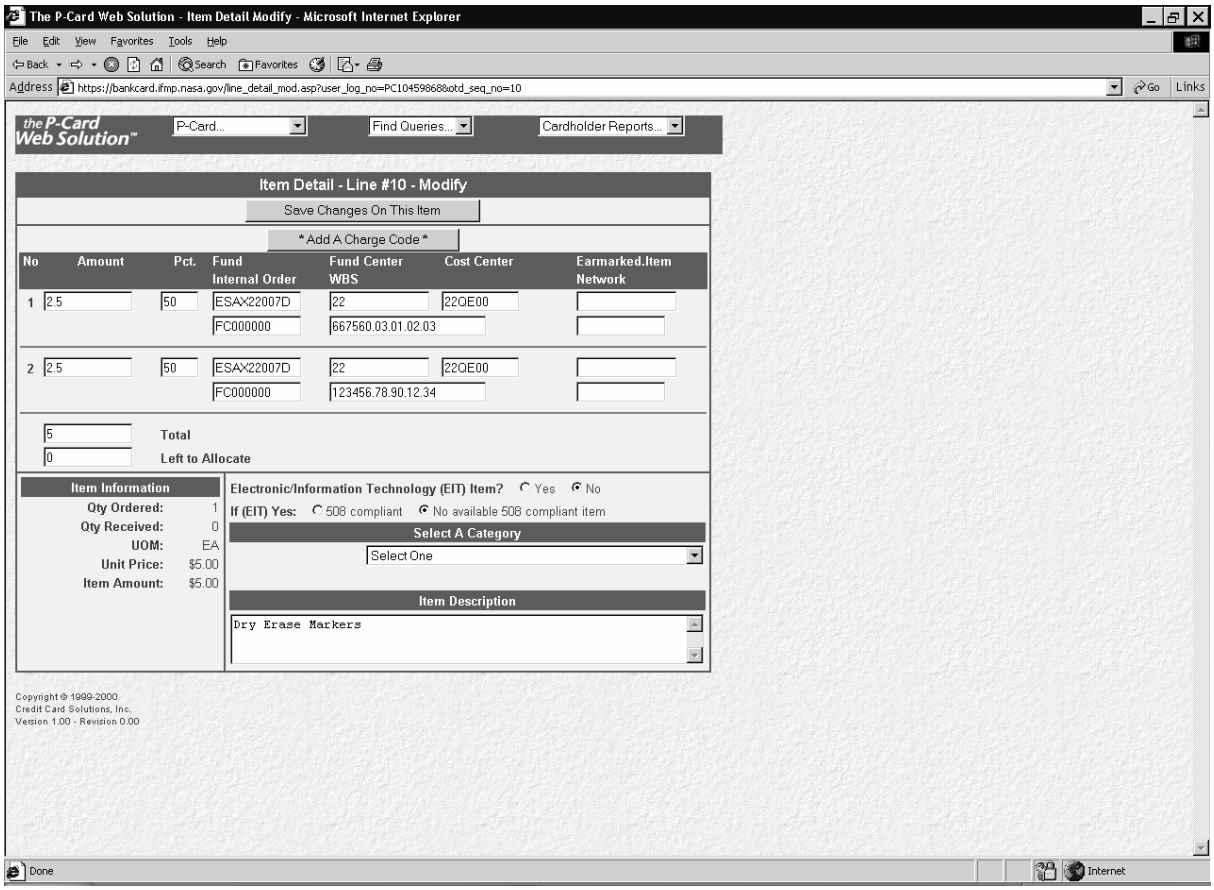
Field Name	R/O/C	Description
Network	O	Enter a valid Network and Activity if applicable Example: 6002149.EA22 Do not enter a Network if a WBS has been entered.

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 *Add A Charge Code* 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	Enter the percent of the line item value to be allocated to each charge code. Example: 50 Each charge code line item must reflect a value. Never leave a charge code line item with a zero value.

Field Name	R/O/C	Description
Amount	O	Enter the amount of the line item value to be allocated to each charge code. Example: 2.50 Do not enter a dollar sign or comma in the value. A decimal is inserted into the value when cents are a part of the amount. The Amount field is a 2 decimal place field. No value with more than two decimal places is to be entered in this field.
Fund	R	Enter the appropriate Fund code. Example: ESAX22007D A Fund ending in with an "R" represents a reimbursable fund.
Fund Center	R	Enter the appropriate Fund Center code. Example: 22
Cost Center	R	Enter the appropriate Cost Center code. Example: 22QE00 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.

Field Name	R/O/C	Description
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: 123456.78.90.12.34 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.
Network	O	Enter a valid Network and Activity if applicable Example: 6002149.EA22 Do not enter a Network if a WBS has been entered.

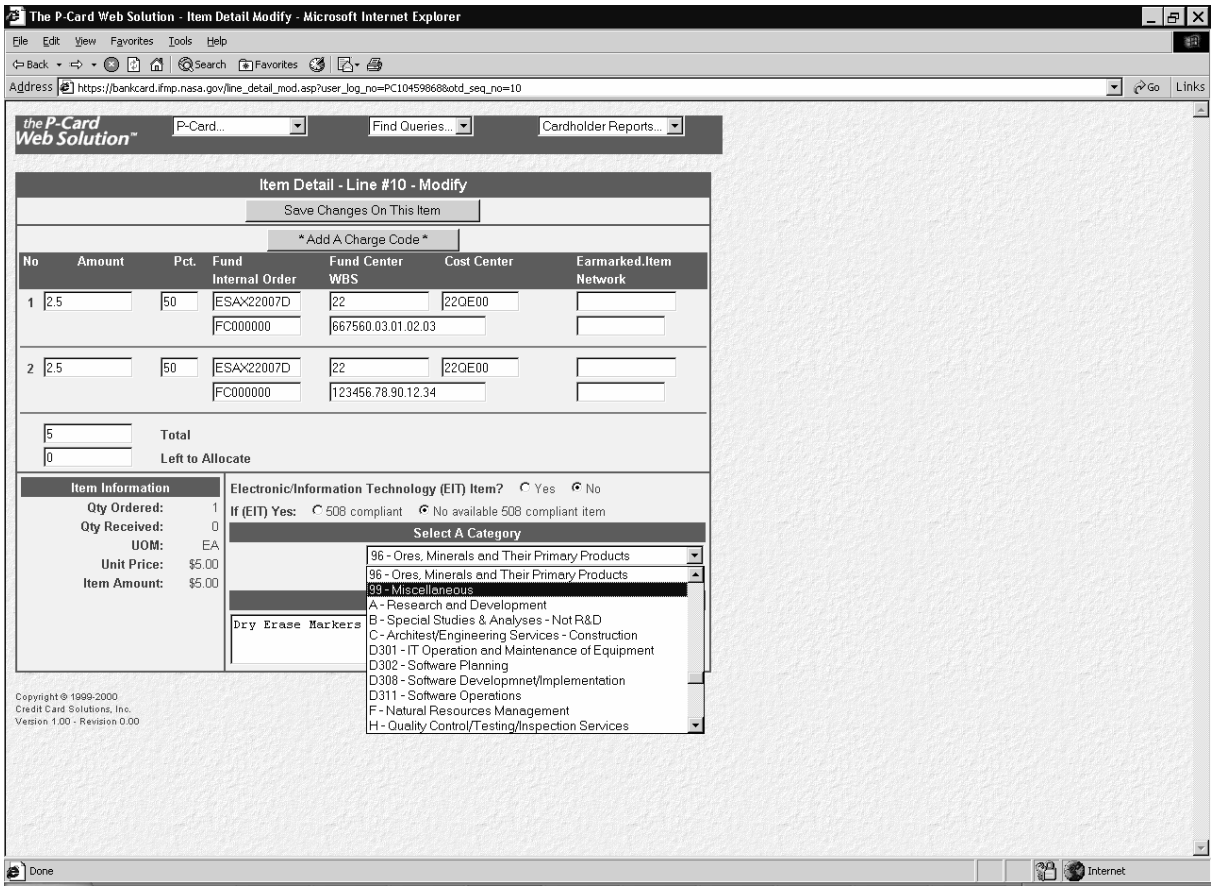
20. Click **Electronic/Information Technology (EIT) Item?** ◉ Yes ○ No (Yes) if the item to be purchased is an Electronic/Information Technology type good or service.

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

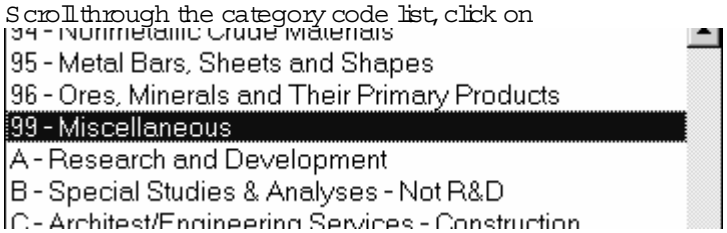
Information regarding Section 508 can be found at the following websites: http://section508.nasa.gov or http://www.section508.gov .

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



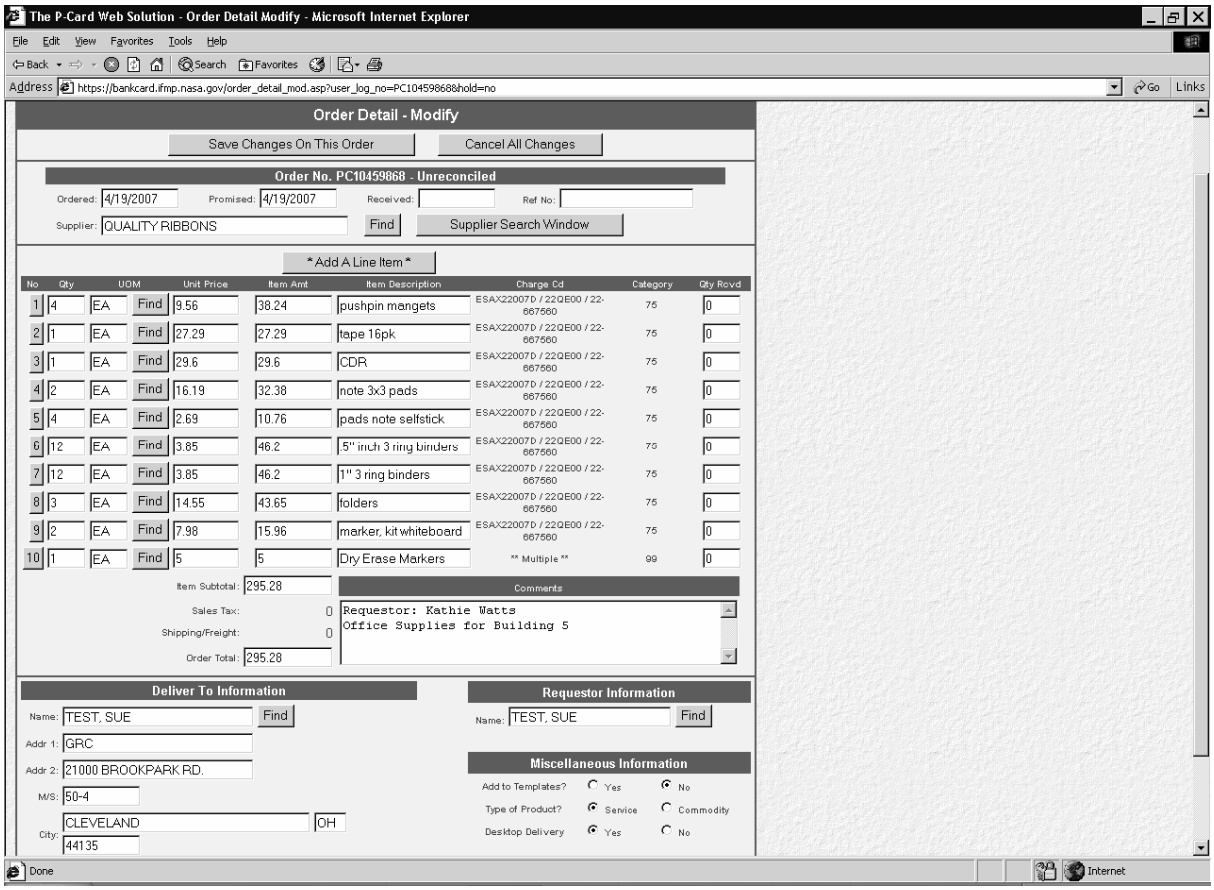
23. Scroll through the category code list, click on



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

24. Click Save Changes On This Item to save the charge code information for each line item.

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



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

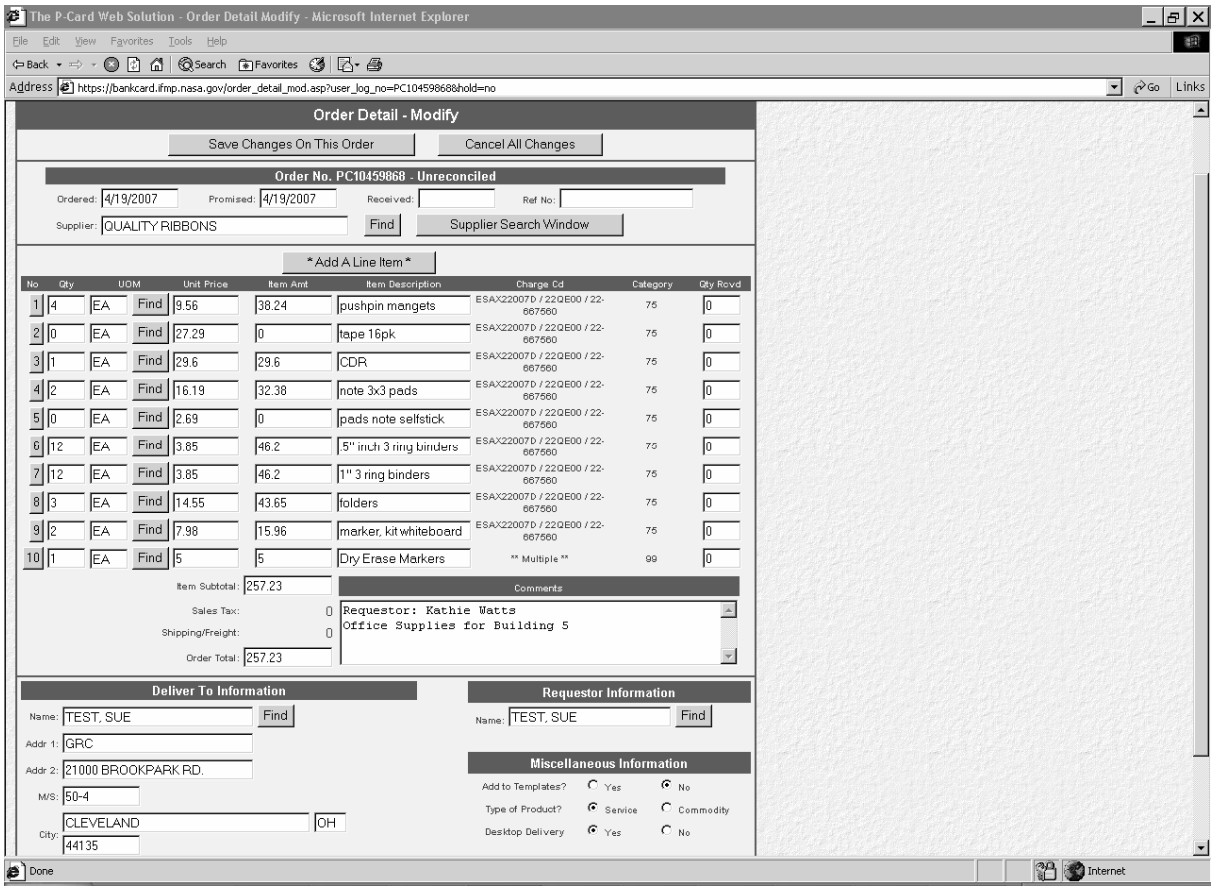
26. Enter a 0 (zero) in the Qty field of all line items to be deleted.

Do not delete any line item that has been previously reconciled to a bank transaction regardless of whether that transaction was a debit or a 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 log enter a 0 (zero) in only the Qty field of all line items.

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



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 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 Find 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 baded to the Deliver To Information section of the User Preferences.

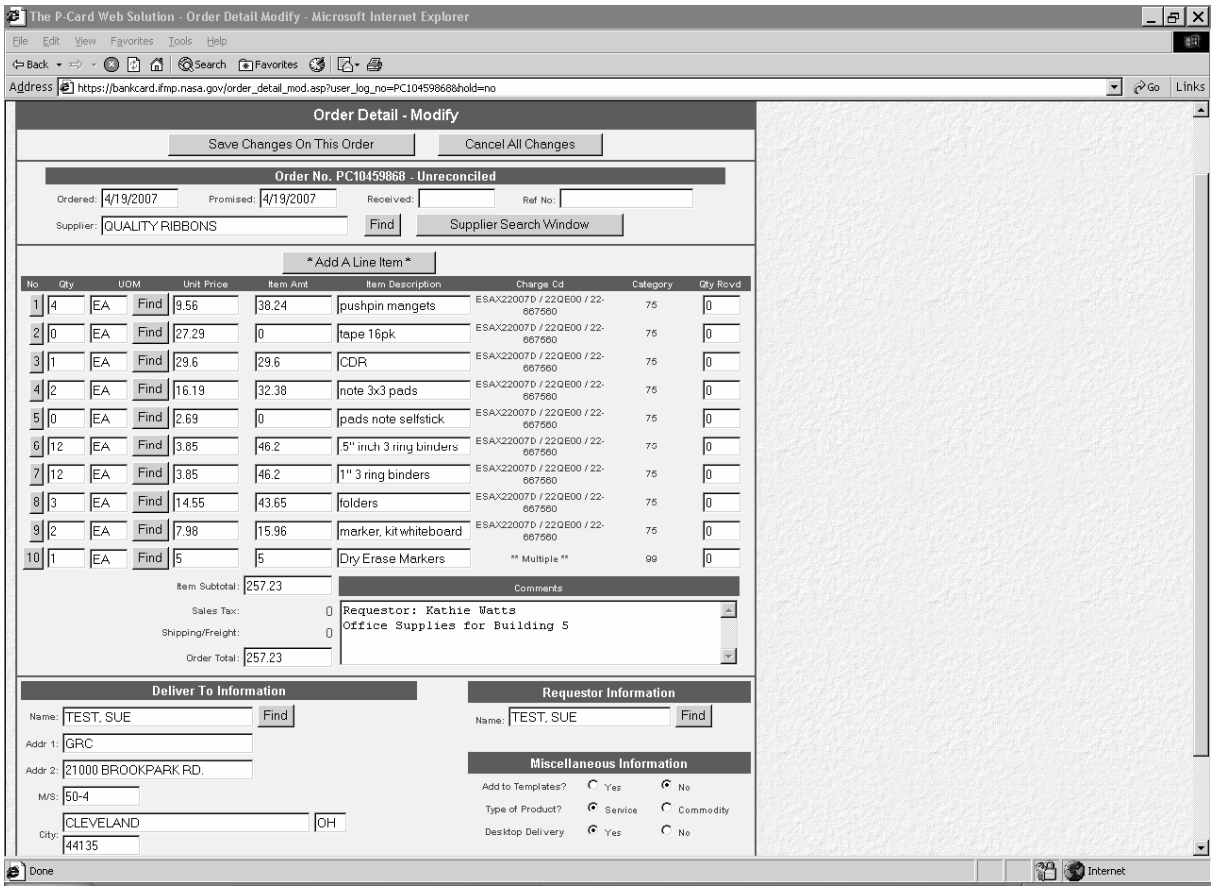
A name other than those included in the P-Card database can be entered manually in the Name: field (i.e., TEST, JUDY).

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

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



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 Find 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).

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

39. Click Type of Product? 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 Save Changes On This Order to save the order log changes or click Cancel All Changes to exit the order log without saving any of the changes made.

The system displays the message, "Purchase Requisition PCXXXXXXXX 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

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