

FMP Data Entry Standards for “Description” Field

Department of Chemistry

1/17/04

Use the following format for all data entry in the **Description** field for the following document types.

Please note that these formats should be the **first item entered** in the **description** field. All other text should be entered after this. This will allow meaningful descriptions to print on the detail reports, making it easier to identify the purpose of the transactions.

Document	Format	Examples
Research Stores SCR's:	Month-Year-PI Name	Jan 2003 Advincula
Shop SCR's:	Month-Year-PI Name	Jan 2003 Advincula
Travel Requests	PI Last Name-City-Date	Rabalais-Detroit-12/15/03
Vouchers/PO	Item name	nitrogen, helium, argon Printer, toner, printer stand
Budget Input	Begin with one of the following: FY03 Carryforward Bud New Rev Bud Fund Bal Award Deposit Commitment	Deposit: Shop Revenue from Rice U. Commitment from NSM Award from Mod #2