

P-Card Data Entry

Department of Chemistry

11/17/04; Revised 3/18/05

The screenshot shows the FileMaker Pro Quick Entry form for P-Card data entry. The form is titled "Quick Entry" and includes various fields and buttons. Callout boxes provide explanations for specific fields:

- Document Type:** PC Journal
- Vendor:** Vendor from which purchase is being made.
- Description:** item description + "Bank One"
- Reference:** "PCARD"
- Document#:** The PeopleSoft journal created to record the p-card transactions for the billing cycle.

The form fields include:

- Document Type: PC Journal
- Speed Type: 35000
- Sub Account: []
- Project Status: Active
- Sponsor: Uh Desig Tuition
- Project Year: []
- Vendor: Office Max
- Select Vendor: 2555
- Description: office chairs (4) at \$79.99 each. Bank One
- Invoice #: []
- Inv. Date: [mm/dd/yy]
- PS Account: 54361 TOOLS, FURNISHINGS & EQUIPMENT M & O
- Amount: 319.96
- Quantity: 1
- Entered By: lbefols
- Date Entered: 11/17/2004
- Document #: 0001042957
- Reference #: PCARD