





PC - Documentation

Header Section

▼ General Information

Document Name :	<input type="text"/>	PCard ID :	<input type="text"/>
Record Date :	<input type="text"/> 	PCard Exp :	<input type="text"/>
Budget FY :	<input type="text"/>	Procurement Folder :	
Fiscal Year :	<input type="text"/>	Procurement Type :	
Period :	<input type="text"/>	Procurement Type ID :	<input type="text"/> 
Document Description :	<input type="text"/>	Terms Template :	<input type="text"/> 
Actual Amount :		Confirmation Order :	<input type="checkbox"/>
Closed Amount :		Last Print Date :	<input type="text"/>
Closed Date :			

▼ Reference

Allow Partial Receipts :	<input type="text"/>	Old Doc Code :	Ref Amount :
Agreement Code :	<input type="text"/>	Old Doc Dept :	Ref Liquidated :
Agreement Dept :	<input type="text"/>	Old Doc ID :	
Agreement ID :	<input type="text"/>	New Doc Code :	
Agree Vendor Line :	<input type="text"/>	New Doc Dept :	
Board Award :	<input type="text"/>	New Doc ID :	
Board Award Date :	<input type="text"/> 		

▼ Contact

Issuer ID :	<input type="text"/> 	Team ID :	
Requestor ID :	<input type="text"/> 	Buyer :	
Name :	<input type="text"/>		
Phone Number :	<input type="text"/>		
Email :	<input type="text"/>		

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▼ Modification

Track Changes :

Change Order Number :

Modified :

▼ Extended Description

Extended Description :

▼ Default Shipping/Billing

Shipping Location :

Billing Location :

Shipping Method :

Free On Board :

Delivery Date :

Delivery Type :

Billing Additional Info :

Shipping Additional Info :

▼ Reporting

Reporting 1 :

Reporting 2 :

Reporting 3 :

Vendor Section

▼ Vendor

Vendor Customer :	<input type="text"/>	Vendor Contact ID :	<input type="text"/>
Legal Name :		Vendor Contact Name :	<input type="text"/>
Alias/DBA :		Vendor Contact Phone :	<input type="text"/>
Address Code :	<input type="text"/>	Vendor Contact Phone Ext. :	<input type="text"/>
Web Address http:// :		Vendor Contact Email :	<input type="text"/>
		Secondary Reason :	<input type="text"/>
		Modified :	<input type="text"/>

▼ Discount

Discount 1 % :	<input type="text"/>	Days :	<input type="text"/>	Disc Alw :	<input type="text"/>
Discount 2 % :	<input type="text"/>	Days :	<input type="text"/>	Disc Alw :	<input type="text"/>
Discount 3 % :	<input type="text"/>	Days :	<input type="text"/>	Disc Alw :	<input type="text"/>
Discount 4 % :	<input type="text"/>	Days :	<input type="text"/>	Disc Alw :	<input type="text"/>

Business Type Section

Business Type ID :

Business Type :


Certification Start Date :

Certification End Date :

Active :

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Sub Vendor Section

Vendor Customer : 

Percentage :

Additional Information :


Modified :

Accounting Distribution Section

▼ **General Information**

Distribution % :

Total % :

Accounting Template : 

Modified :

▼ **Fund Accounting**

Fund : Object : Dept Object :

Sub Fund : Sub Object :

Department :

Unit :

Sub Unit :

Appr Unit :

▼ **Detail Accounting**

Location : Reporting : Program :

Sub Location : Sub Reporting : Phase :


Activity : Task : Program Period :


Sub Activity : Sub Task :

Function : Task Order :

Sub Function :

Terms and Conditions Section

T & C : 

Inc by : 

Name :

Modified :

Section :

Date :

Details :

Special Instructions Section

Special Instructions Code : 

Special Instructions Name :

Special Instructions Details :

Modified :

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Commodity Section

▼ General Information

Warehouse :	<input type="text"/>	T & C Template :	<input type="text"/>
Commodity :	<input type="text"/>	Fixed Asset :	<input type="checkbox"/>
Stock Item Suffix :	<input type="text"/>	Lock Order Specs :	<input type="checkbox"/>
Line Type :	<input type="text"/>	Commodity Specs :	<input type="text"/>
Quantity :	<input type="text"/>	Extended Description :	<input type="text"/>
Unit :	<input type="text"/>	Non-Reserved Funding Total :	
Unit Price :	<input type="text"/>	Item Sub Total :	
Discounted Unit Price :	<input type="text"/>	Tax Amount :	
List Price :	<input type="text"/>	Line Amount :	
Contract Amount :	<input type="text"/>	Closed Amount :	
Service From :	<input type="text"/>	Closed Quantity :	
Service To :	<input type="text"/>	Closed Contract Amt :	
Accounting Template :	<input type="text"/>	Modified :	<input type="text"/>
Tax Profile :	<input type="text"/>		
Imputed Interest Rate :	<input type="text"/>		

▼ Reference

Commodity Ref Code :	<input type="text"/>	Solicitation Code :	Agreement Code :
Commodity Ref Dept :	<input type="text"/>	Solicitation Dept :	Agreement Dept :
Commodity Ref ID :	<input type="text"/>	Solicitation ID :	Agreement ID :
Commodity Ref Commodity Line :	<input type="text"/>	Solicitation Commodity Group Number :	Agreement Comm Line : <input type="text"/>
Ref Type :	<input type="text"/>	Solicitation Comm Line :	
Tracking Number :	<input type="text"/>		

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▼ Shipping/Billing

Shipping Location :	<input type="text"/>	>	Billing Location :	<input type="text"/>	>
Shipping Method :	<input type="text"/>	>	Additional Info :	<input type="text"/>	
Free On Board :	<input type="text"/>	>			
Delivery Date :	<input type="text"/>				
Delivery Type :	<input type="text"/>				
Additional Info :	<input type="text"/>				

▼ Specification

Detailed Instructions :	<input type="text"/>	Manufacturer :	<input type="text"/>
Packing Instructions :	<input type="text"/>	Part Number :	<input type="text"/>
Hazardous Materials :	<input type="text"/>	Product/Category :	<input type="text"/>
Special Handling :	<input type="text"/>	Model :	<input type="text"/>
Additional Handling Info :	<input type="text"/>	Drawing :	<input type="text"/>
		Piece :	<input type="text"/>
		Serial Number :	<input type="text"/>
		Specification :	<input type="text"/>
		Size :	<input type="text"/>
		Color :	<input type="text"/>
		MSDS :	<input type="text"/>
		Warranty Type :	<input type="text"/>

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▼ Matching

Inv Quantity :	<input type="text"/>	Rec Quantity :	<input type="text"/>	Paid Quantity :	<input type="text"/>
Inv Contract :	<input type="text"/>	Rec Contract :	<input type="text"/>	Paid Contract :	<input type="text"/>
Inv Amount :	<input type="text"/>	Rec Final :	<input type="checkbox"/>	Paid Amount :	<input type="text"/>
Inv Final :	<input type="checkbox"/>			Match Indicator :	<input type="text"/>
				Paid Final :	<input type="checkbox"/>

▼ Retainage

Range 1 From \$:	<input type="text"/>	To \$:	<input type="text"/>	Retain \$:	<input type="text"/>
From % :	<input type="text"/>	To % :	<input type="text"/>	Retain % :	<input type="text"/>
Range 2 From \$:	<input type="text"/>	To \$:	<input type="text"/>	Retain \$:	<input type="text"/>
From % :	<input type="text"/>	To % :	<input type="text"/>	Retain % :	<input type="text"/>
Range 3 From \$:	<input type="text"/>	To \$:	<input type="text"/>	Retain \$:	<input type="text"/>
From % :	<input type="text"/>	To % :	<input type="text"/>	Retain % :	<input type="text"/>
Range 4 From \$:	<input type="text"/>	To \$:	<input type="text"/>	Retain \$:	<input type="text"/>
From % :	<input type="text"/>	To % :	<input type="text"/>	Retain % :	<input type="text"/>
Range 5 From \$:	<input type="text"/>	To \$:	<input type="text"/>	Retain \$:	<input type="text"/>
From % :	<input type="text"/>	To % :	<input type="text"/>	Retain % :	<input type="text"/>

▼ Tolerance


Over Quantity :	<input type="text"/>	Under \$:	<input type="text"/>
Under Quantity :	<input type="text"/>	Under % :	<input type="text"/>
Over Contract Amt :	<input type="text"/>	Over \$:	<input type="text"/>
Under Contract Amt :	<input type="text"/>	Over % :	<input type="text"/>


▼ Discount

Discount 1 % :	<input type="text"/>	Days :	<input type="text"/>	Disc Alw :	<input type="text"/>
Discount 2 % :	<input type="text"/>	Days :	<input type="text"/>	Disc Alw :	<input type="text"/>
Discount 3 % :	<input type="text"/>	Days :	<input type="text"/>	Disc Alw :	<input type="text"/>
Discount 4 % :	<input type="text"/>	Days :	<input type="text"/>	Disc Alw :	<input type="text"/>

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Commodity T & C Section

T & C : 


Inc by : 

Name :

Modified :


Section :

Date :


Details : 

Accounting Section


▼ **General Information**

Event Type : 

Budget FY :

Accounting Template : 


Fiscal Year :

Line Description : 

Period :

Line Amount :

Freight % :

Reserved Funding : 

Modified :

Line Closed Amount : \$0.00

Line Closed Date :

Referenced Line Amount : \$0.00

▼ **Reference**

Ref Code :


Ref Vendor Line :

Ref Dept :

Ref Commodity Line :

Ref ID :

Ref Accounting Line :

Ref Type : 

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▼ Fund Accounting

Fund :	<input type="text"/>	Object :	<input type="text"/>	OBSA :	<input type="text"/>
Sub Fund :	<input type="text"/>	Sub Object :	<input type="text"/>	Sub OBSA :	<input type="text"/>
Department :	<input type="text"/>	Revenue :	<input type="text"/>	Dept Object :	<input type="text"/>
Unit :	<input type="text"/>	Sub Revenue :	<input type="text"/>	Dept Revenue :	<input type="text"/>
Sub Unit :	<input type="text"/>	BSA :	<input type="text"/>		
Appr Unit :	<input type="text"/>	Sub BSA :	<input type="text"/>		

▼ Detail Accounting

Location :	<input type="text"/>	Reporting :	<input type="text"/>	Major Program :	<input type="text"/>
Sub Location :	<input type="text"/>	Sub Reporting :	<input type="text"/>	Program :	<input type="text"/>
Activity :	<input type="text"/>	Task :	<input type="text"/>	Phase :	<input type="text"/>
Sub Activity :	<input type="text"/>	Sub Task :	<input type="text"/>	Program Period :	<input type="text"/>
Function :	<input type="text"/>	Task Order :	<input type="text"/>		
Sub Function :	<input type="text"/>				

▼ Payment Details

Special Instructions :	<input type="text"/>
Check Description :	<input type="text"/>

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Posting Section

▼ General Information

Run Time/Date :	Budget FY :
Record Date :	Fiscal Year :
Journal Posting :	Period :
Budget Posting :	Post Pair ID :
Bank Account :	Line Amount :
BSA Type Indicator :	Posting Amount :
OBSA Type Indicator :	Closed Amount :

▼ Fund Accounting

Fund :	Cabinet :	BSA :
Sub Fund :	Department :	Sub BSA :
Object :	Unit :	OBSA :
Sub Object :	Sub Unit :	Sub OBSA :
Object Category :	Appr Unit :	Dept Object :
Revenue :	Appr Category :	Dept Revenue :
Sub Revenue :	Internal Fund :	
Revenue Category :	Internal Sub Fund :	
	Internal Dept :	

▼ Detail Accounting

Location :	Reporting :	Major Program :
Sub Location :	Sub Reporting :	Program :
Activity :	Task :	Phase :
Sub Activity :	Sub Task :	Program Period :
Function :	Task Order :	Funding Profile :
Sub Function :		Stage Profile :
		Funding Priority :
		Funding Line :