ENTERING A CREDIT CARD REQUISITION

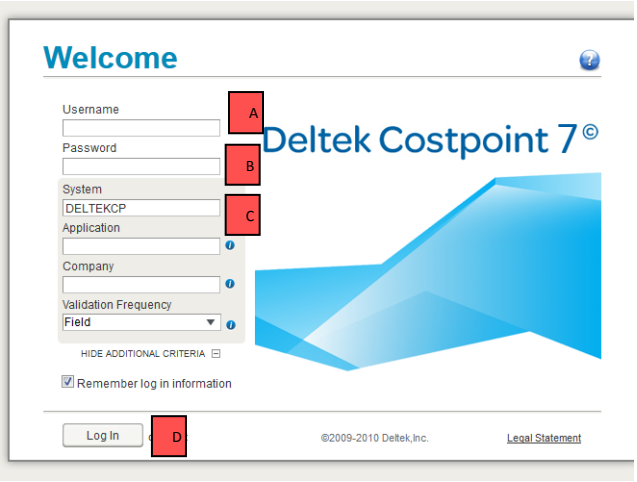
1. Log in to Costpoint.

A Enter User ID – same as Novell UserID

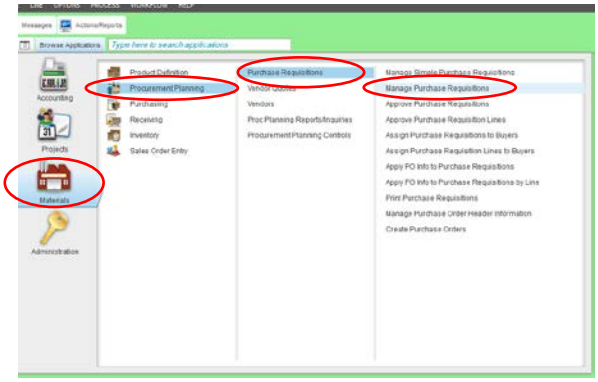
B Enter Password – can be unique for Costpoint

C Enter Database – always deltekcp

D Click the "Log In" button or press the Enter key



2. Click on Materials, Procurement Planning, Purchasing Requisitions, and then Manage Purchase Requisitions.



***Note: Your Requisition Line set up will not be the same as Costpoint 6. See Appendix A for instructions on how to organize fields.**

3. In the Enter Requisitions screen:

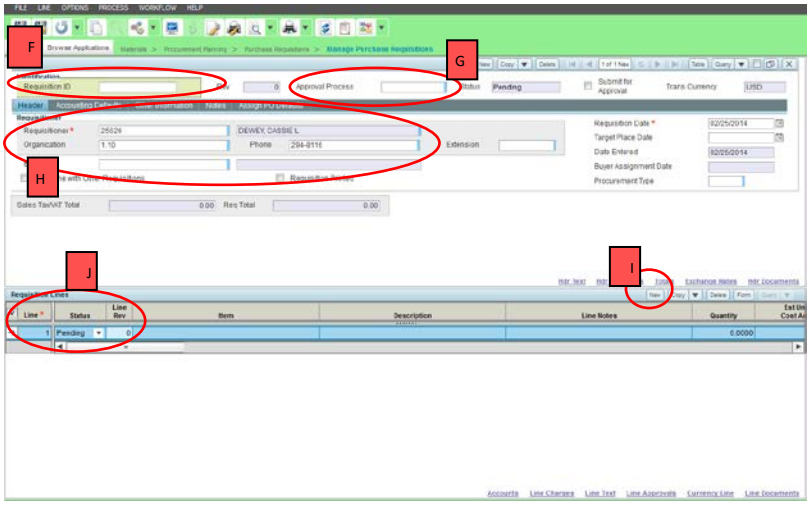
F Enter Requisition ID number – Cardholder Ames Lab ID-FYMM (12345-1107 for April 2011) for the month in which the charges were incurred. (See *note below)

G Enter CRDCARD for the Approval Process

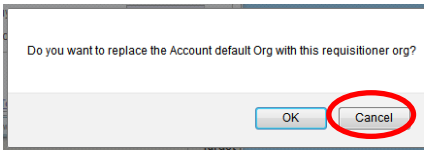
H Enter Cardholder's Ames Lab ID Number in the ID field and press Tab to auto populate the Name, and Org. To populate Phone, click magnifying glass in the field and select the phone number .

I Click "New" in the Requisition Lines bar.

J Line 1, Line Rev 0 will appear in the order table (Line # will change for each line entry).

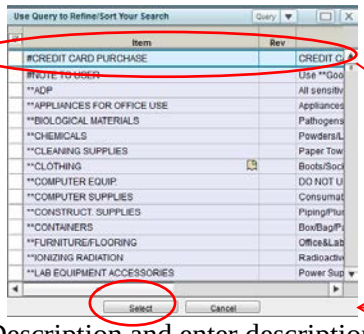


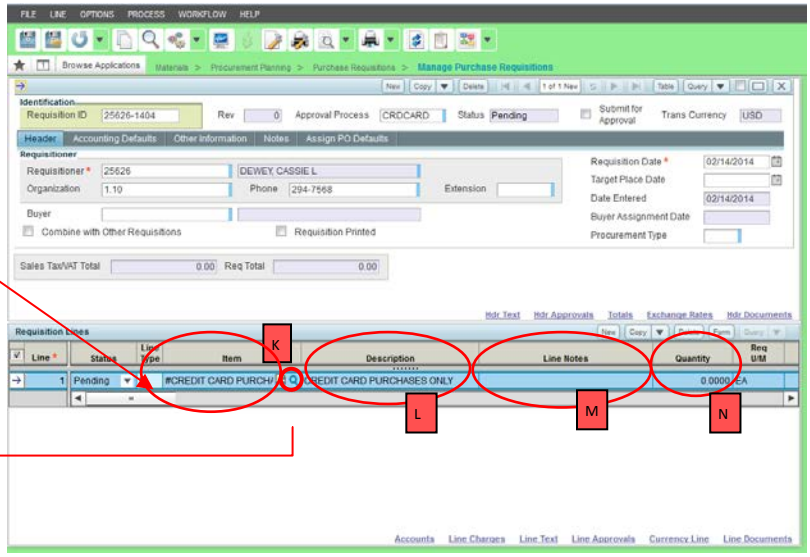
*Note: when typing in the requisitioner Employee ID, this screen will pop up. Click Cancel.



4. Enter Line Item detail:

K Click on Magnifying Glass in the item field to find item code. Select "#CREDIT CARD PURCHASE". No other codes should ever be used.





L Tab to Description and enter description of purchase. Each item purchased must have its own line; however, like items may be combined per the P-Card Procedure §3.2.5

M Tab to Line Notes and enter the vendor name/website.

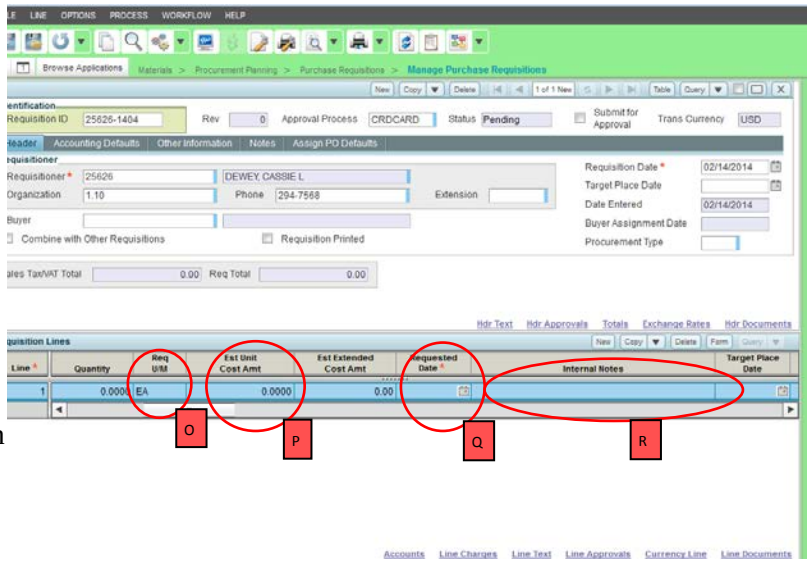
N Tab to Quantity and enter the quantity of the items ordered.

O Tab to Req U/M and enter the unit of measure of the item(s) ordered.

P Tab to Est Unit Cost and enter the cost of each unit. The Est Extended Cost Amt will auto fill.

Q Tab to the Requested Date and enter the current date.

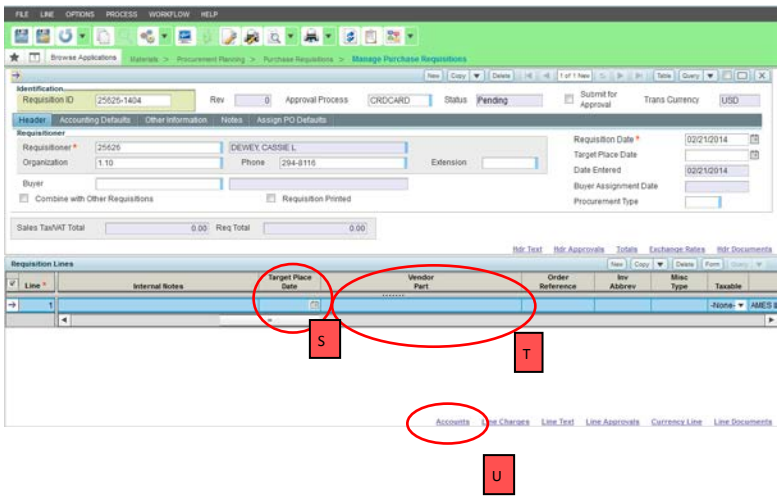
R Tab to Internal Notes and enter the justification for the purchase.



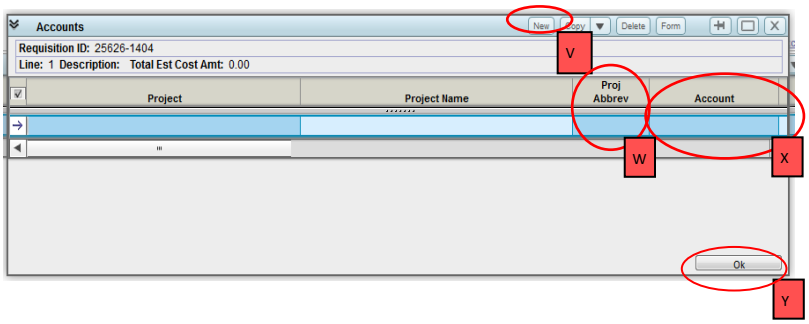
S Tab to Target Place Date and enter the current date.

T Tab to Vendor Part and, if available, enter vendor's part number for the item ordered.

U Click on the Accounts subtask.



5. Enter payment account information:



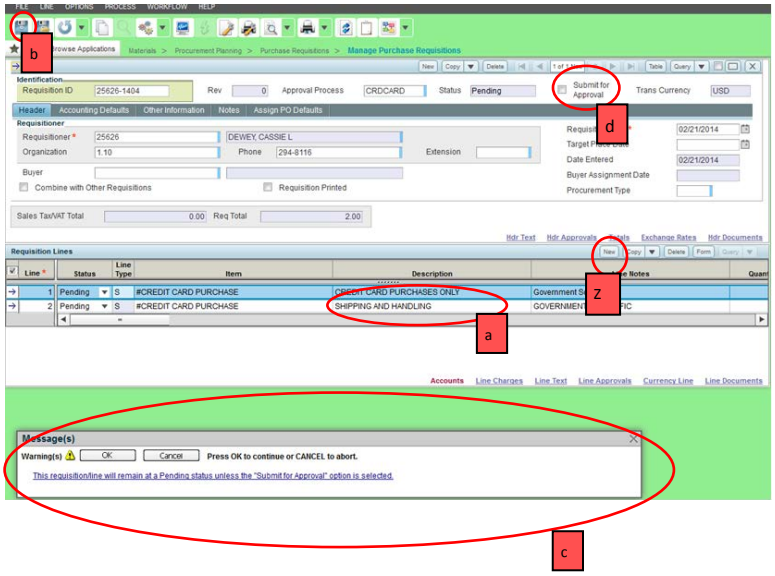
V Click on "New" for a new line

W Enter Project Abbrev (i.e., 421101). Project and organization will auto populate.

X Enter Account (e.g., xx-3050-01, xx-3130-01). Please see chart (Appendix B) for instructions on how to fill out account information. The "xx" is your project prefix (e.g. 50, 60, 65).
If the item is to be charged to more than one Project, repeat the steps above and assign the appropriate dollar amount or allocation percent to each account.

Y Click OK to save and return to the Enter Requisitions screen.

6. Enter additional line items:



Z Once you return to the Manage Purchase Requisitions screen, click "New" on the Requisitions Lines bar to make the next entry, and start again at letter "K" above.

a Remember that shipping and handling charges MUST be on a separate line from the items ordered.

b Click "Save" in the icon bar as you finish each entry.

c Each time you save, a warning message will appear letting you know the requisition will not submit until you check the "Submit for Approval" box. (See letter d)

d If you have reconciled your statement and entered all items appropriately on the requisition, click the check box next to "Submit for Approval" then click save.

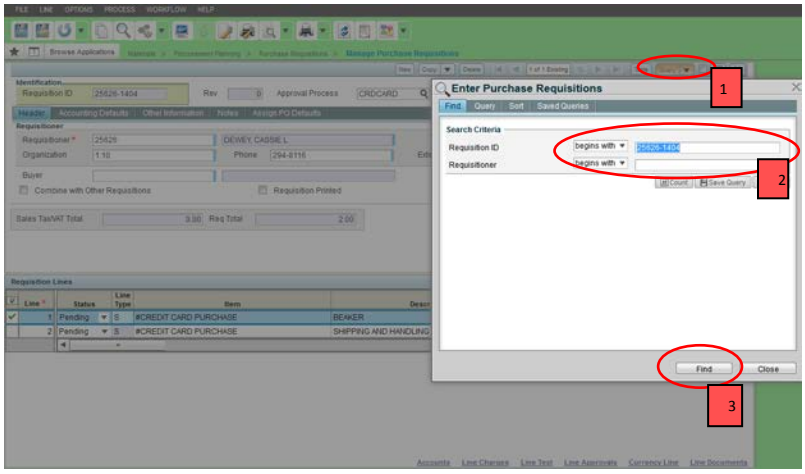
LOCATING AN EXISTING REQUISITION

Complete steps 1 & 2 in Entering a Credit Card Requisition to log in and arrive at the Enter Requisitions screen.

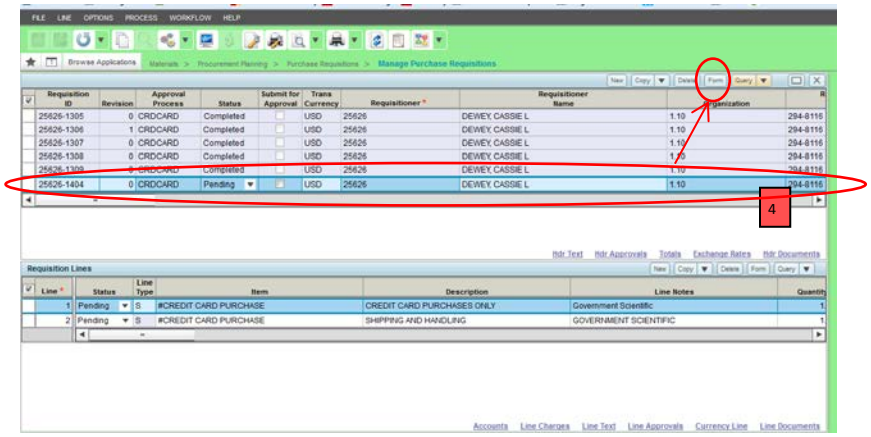
1 With the cursor in the Manage Purchase Requisitions screen, click on the "Query" icon.

2 Enter the requisition number or Employee ID you wish to locate.

3 Click Find to populate the associated list of requisitions. If the requisition number was entered, Costpoint will skip this step and take you directly to the requisition.



4 Highlight the desired requisition and click on Form. NOTE: Only requisitions with "Pending" in the Status field are eligible to be altered. Requisitions with any status other than "P" cannot be modified, but they can be cloned.

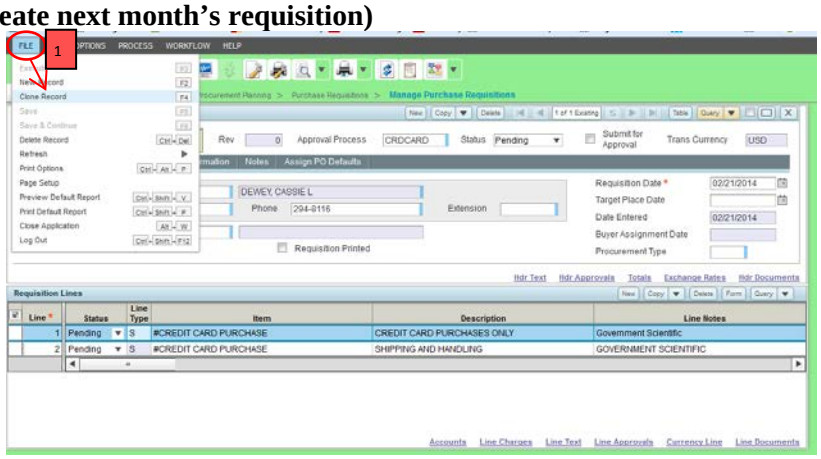


CLONING AN EXISTING REQUISITION
(can be used to create next month's requisition)

Open the requisition you wish to clone into Enter Requisitions.

1 Press F4 to prompt the Clone screen (or click "File" and select "Clone" from the drop down menu) and the identical record will appear (with no Requisition No).

2 Assign a new Requisition No (see 3F in Entering a Credit Card Requisition in Costpoint).



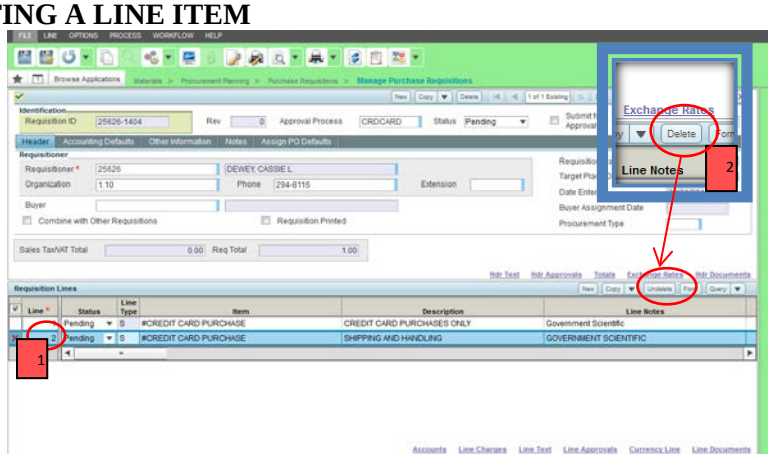
DELETING A LINE ITEM

Locate your existing requisition from which you wish to delete a line.

1 Click on the line number you wish to delete (it will highlight).

2 Click Delete on the Requisition Lines bar.

The line number will disappear and an "x" will appear to the left of the deleted line, indicating the line was successfully deleted and will be removed from the screen after the next save. If you wish to keep the line, you can press undelete (you must do this before you save).



RECORDING CREDITS

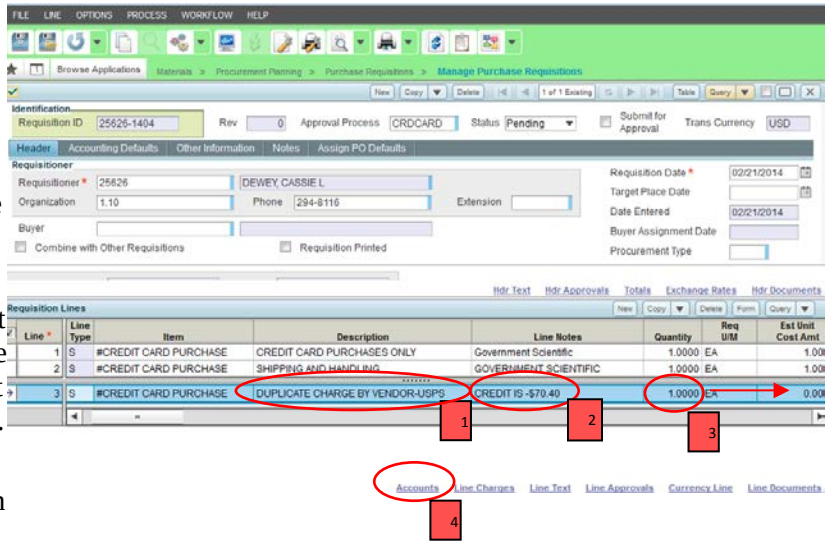
Follow the process for entering a line item onto the requisition.

1 In the Description field, enter the reason for the credit and the vendor name.

2 Tab to Line Notes and enter the amount of the credit as "-$x.xx" and include any additional relevant information.

3 Tab to Qty and enter 1. Leave Est Unit Cost at 0.00. Tab to Requested Date then Target Place Date and enter the current date. Tab to Target Placement Date and enter current date as well.

4 Click on the Accounts subtask and enter the appropriate accounts to credit (see section 5 in Entering a Credit Card Requisition).



RECONCILING THE STATEMENT

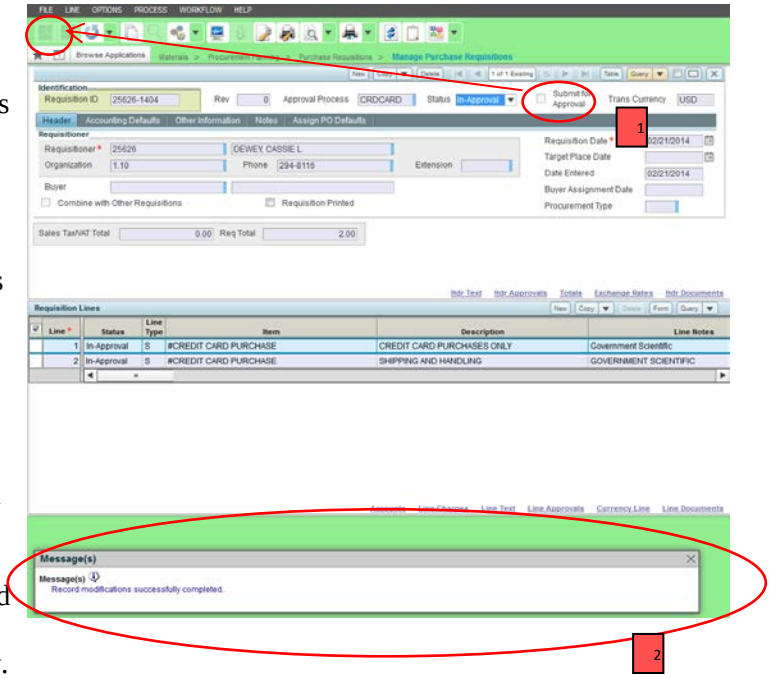
Your JPMC Statement of Account and your requisition must match exactly. Complete the necessary additions and deletions to line items to make the records match.

You may want to clone your requisition prior to deleting any line items if you have a number of line items that are not on your current statement and will be on next month's statement.

1 When the requisition matches the Statement of Account, check the "Submit for Approval box" in the requisition screen, then click on the "Save" icon.

2 Once you have clicked "Save", you will see a message appear stateing, "Record modifications successfylly completed."

Sign and route your Statement of Account and associated documentation to your Approving Official in accordance with the P-Card Policy.



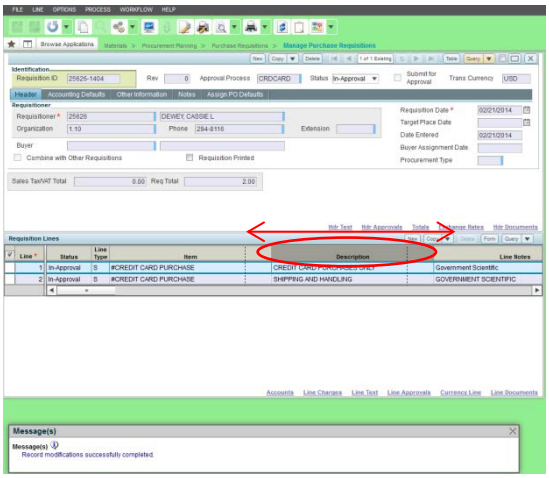
Appendix A- Requisition Lines Fields

If you would like to change the "Requisition Lines" fields set up to fill out your p-card statement similar to Costpoint 6, please follow the steps below to move the columns in a different order.

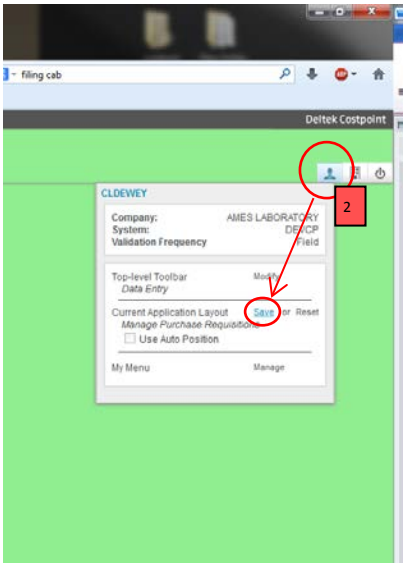
1 Move your cursor over the field you wish to move. Click inside the field, it should highlight and be movable. Move the field to the desired location.

In Costpoint 6, fields were set up in the following order:

1. Status
2. Line Rev
3. Item
4. Description
5. Lines Notes
6. Quantity
7. Req U/M
8. Est Unit Cost Amt
9. Est Extended Cost Amt
10. Requested Date
11. Internal Notes
12. Target Place Date
13. Vendor Part



2 When you are done moving your fields to the desired placement, click on the "Screen Configuration" Icon and click Save.



Appendix B- Accounts

Accounts are made up of Account Prefixes and Account Codes. To find the correct account combination, please use the chart below.

Account Prefix	Program/ Department
50	Research Programs
60	HR, IS, Occ Med, Safety
65	Purchasing
70	Program Burden
75	Acct, Audit, Budget, PA
80	LDRD

Common Commodities	Account Code
Office Supplies	**3050-01**
Lab Supplies	**3050-01**
Printed Material (Books)	**3070-01**
Professional Services (Under $500)	**3110-08**
Shipping & Handling	**3130-01**

Example: If someone in the purchasing department buys a 2-hole punch, they will enter 65-3050-01.