

The user will receive the following message to have them review the data.

The screenshot shows the 'SCT Banner - DWLP' application window. The title bar reads 'SCT Banner - DWLP'. The menu bar includes 'File', 'Edit', 'Options', 'Block', 'Item', 'Record', 'Query', 'Tools', 'Window', and 'Help'. The toolbar contains various icons for file operations and navigation. The main window displays a 'General Message' window titled 'General Message GUAMESG 5.4 (DWLP)'. This window contains three message entries, each with the following fields:

- Recipient: CSMCCONNELL
- Sender: CSMCCONNELL
- Date: 28-SEP-2004 1504
- Message: Purchasing Card Transactions have arrived for 20040927 awaiting
- Source: FAPCARD
- Ref ID: [Empty]
- Item: [Empty]
- System: F Finance
- Status: Complete Pending Hold Confidential

At the bottom of the window, there is a status bar with the text: 'User ID that will receive the message; press LIST for users. Record: 1/2 <DSC> <DBG>'.

To remove these messages, click the complete radio button and save.

SCT Banner - DWLP

File Edit Options Block Item Record Query Tools Window Help

Purchase Card Transaction Maintenance FAAINVT 6.0 (DWLP)

Cardholder ID: 483463003 John Q. Jameson Resp Orgn: []

Acct Mgr ID: [] Bus Mgr ID: [] Type: Not Fed Transactions

Cardholder ID: 483463003 John Q. Jameson

Card Account Number: 4715630000402018 Start: 01/00 Thru Expiration: 07/06

Card Type: VISA Status: A Card Descriptor: []

Acct Mgr ID: MDBAETHKE Bus Mgr ID: MDBAETHKE Resp Orgn: 63410

Vendor: [] GRAINGER.COM 916 One Time

Check Vendor: [] Credit Memo

Address Code: [] Seq #: []

Address: [] City: 877-6994890

[] State/Prov: IL ZIP/PC: 60069

[] Nation: []

Reference #: [] SIC: [] Document: []

Dates-> Bank Post: 14-JUL-2004 Feed: 03-AUG-2004 Payment Due: 03-AUG-2004

Invoice: 12-JUL-2004 Transaction Amount: 43.10

Vendor Id. Click LIST for values.
Record: 1/? <DSC> <DBG>

Control /page down to the next screen.

SCT Banner - DWLP

File Edit Options Block Item Record Query Tools Window Help

Purchase Card Transaction: Accounting Information FAAINVT 6.0 (DWLP)

Cardholder ID: 483463003 John Q. Jameson

Card Account Number: 4715630000402018

Vendor: [] GRAINGER.COM 916 Transaction Amount: 43.10

Default Accounting Distribution

COA	Index	Fund	Orgn	Acct	Prog	Actv	Locn	Proj	Bank
D	WREHSE	100000	63410	1650	8109	000	100		C1

Commodity: [] Purchase Card Transaction

Seq	COA	Index	Fund	Orgn	Acct	Prog	Actv	Locn
1	D	WREHSE	100000	63410	1650	8109	000	100

Commodity Code
Record: 1/? List of Values <DSC> <DBG>

You will enter PCARD in the Commodity field and then in the description type what was actually purchased. Press TAB and enter a description of what was purchased.

Purchase Card Transaction: Accounting Information FAAINVT 6.0 (DVLP)

Cardholder ID: 483583510 Robert L. Davison
 Card Account Number: 4715630000402059
 Vendor: PLUMB SUPPLY COMPANY Transaction Amount: 10.05

Default Accounting Distribution

COA	Index	Fund	Orgn	Acct	Prog	Actv	Locn	Proj	Bank
D	MECH	120106	2010	6377	8103	000	999		C1

Commodity: PCARD pipes

Seq COA Index Fund Orgn Acct Prog Actv Locn

Seq	COA	Index	Fund	Orgn	Acct	Prog	Actv	Locn
1	D	MECH	120106	2010	6377	8103	000	999

Commodity Description
 Record: 1/1 <OSC> <DBG>

If a FOAPAL change is necessary press CNTL/PGDN to move to the accounting information. If not save your information and press CNTL/PGUP to go to the previous page.

If there are more records to process, arrow down to the next record and repeat the above steps.