

Create an Order Log

The Cardholder, Reconciler, and Delegate can create an order log. See [BFPP Section 7.6: The University P-Card](#) for documentation requirements. Each order log must fully document details of the purchase.

Step	Task
1.	Login to the P-Card Software .
2.	Select Order Log from the P-Card menu.
3.	Click the New Order button.
4.	Write the Order Number (e.g. LN2653663) on the receipt. The Order Number is located under the Save Changes On This Order button.
5.	Update the ordered date to the purchase date in the Ordered: field. The Promised: , Received: , and Dept Ref No: fields are optional. NOTE: Use the TAB key to navigate through the fields.
6.	Type the vendor name in the Vendor: field.
7.	Click the Find button and the Load icon that corresponds with the vendor's name. <ul style="list-style-type: none"> Click Try Again if no records are found or too many records appear. Type the vendor name and press the TAB key to continue.
8.	Enter the quantity, unit price, item description, and any comments in the Qty , Unit Price , Item Description , and Comments fields. <ul style="list-style-type: none"> Do not use a dollar sign (\$), comma (,) or more than two digits for cents (.00) when entering the unit price. Include the University business purpose and the details of the purchase. Click the Add a Line Item button and repeat line to itemize details of the purchase or to allocate expense to multiple C-FOAPALs if necessary.
9.	Go to the Change the FOAPAL or Search for the FOAPAL section of this job aid to change or search for the FOAPAL.
10.	Click the Save Changes on This Order button.
11.	Click the Delete (X) icon to delete an unused or incorrect order log, if necessary.
12.	Select Log Off from the File menu.

Please contact [UPAY Card Services](#) should you have any questions.

UPAY Card Services

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Change the FOAPAL

Step	Task
1.	Click the button under the No column (next to the quantity).
2.	Make the necessary changes to the segments. To verify a segment, click the Find button below the field. An error message will display if the code is invalid.
3.	Click the Save Changes On This Item button.

Search for the FOAPAL

Step	Task
1.	Click the button under the No column (next to the quantity).
2.	Clear the data in field to search.
3.	Enter at least the first number of the code if known.
4.	Click the Find button.
5.	Click the Load icon for the segment found. If no results display, click Try Again and repeat steps 2 and 4 to display a list of <i>all</i> valid codes for that segment.
6.	Click the Save Changes On This Item button.

Deliver To Information (Optional)

Step	Task
1.	Enter the last name or partial last name in the Name: field.
2.	Click the Find button.
3.	Click the Load icon.
4.	Click the Save Changes On This Item button.

Miscellaneous Information

Step	Task
1.	For orders from frequently used vendors, select the Yes option next to Add to Templates?
2.	Select Templates from the P-Card menu or from the P-Card Order Summary screen to access a template.