RQ1 Requisition Line Screen

```
OCP PS                          REQUISITION LINE                        RQ1

NEXT FUNCTION: ________ ACTION: ________                   10/29/1999  17:45:40
REQUEST: ________ SAVE SHOW PAGE NO: ___
==============================================================================
BUY ENTITY            :                     REQUISITION NO.:
REQ. LINE NO.         : ____                REQUESTER ID   :
BUYER ID              : ___                 PRIORITY       : _
CATALOG NO.           : ____                ITEM NO.       : ______________
ITEM DESCRIPTION      : ______________________________________________________
QUANTITY REQUIRED SKU: _________            SKU            : ____
UNIT PRICE            : ______________      PRICE TYPE     : _
REQUIRED DATE         : __________          SHIP TO CODE   : ___
GL EFFECTIVE DATE     : __________          WAREHOUSE      : ______________
                                 PREFERRED VENDOR/QUOTE
PAY ENTITY    : ____              VENDOR NO     : __________     GROUP NUMBER   : __
                                OR SHORT NAME   : ______________
QUOTE NUMBER : ______             ITEM SEQ NO. : __              QUOTE REQUIRED : _

GL COMPANY    : ____              GL ACCOUNT    : ________________      MULTI YR: __
GL CENTER     : ____________      DISTRIB IND   : ___
PROJECT CO.   : ____              PROJECT CODE : ____________   ACCOUNTING RULE: __

DSP DEFAULTS : _ PASS : _         CONT TO RQ2   : _             LINE STATUS    : _
```

PL1 PO Line Information Screen

```
OCP PS                          PO LINE INFORMATION                     PL1

NEXT FUNCTION: ________ ACTION: ________                   10/29/1999  17:44:59
REQUEST: ________ SAVE SHOW PAGE NO: ___
==============================================================================
BUY ENTITY  : ____          PO NO.       : __________      PO LINE NO : ____
BLANKET REL.: ______        RELEASE DATE: __________       SUB SRCE CD: _
PRT ITM SPCS: _             PRT REQ SPCS: _                PHRS TBL CD: ___
CATALOG NO. : ____          ITEM NO.     : ______________ ECN        :
QUOTE NO.   : ______        ITEM SEQ NO : __               SERVICE CD : _
ITEM DSC    : ______________________________________________________
VEND ITM NO.: ______________
VEND ITM DSC: ______________________________________________________
QUANTITY UOP: _________     UNIT PRICE  : ______________   PRICE TYPE : ___
UOP         : ____          SKU CONV FAC: ______________   SKU        : ____
TAX/VAT CODE: ___           TAX/VAT COST: ____________________
ADD COST CD : ___           ADD COST    : ____________________
REQUIRED DTE: __________    PROMISE DATE: __________       FOLL-UP DT: __________
VAR IND     : ___           P&C CERT NO.: ______________   CONTRCT DT: __________
GL COMPANY  : ____          GL ACCOUNT  : ________________   MULTI YR: __
GL CENTER   : ____________  DISTRIB IND : ___              EFF DT:     __________
PROJECT CO. : ____          PROJECT CODE: ____________     ACCT RULE  : __
SHIP-TO CODE: ___           SHIP-VIA CD : ___              FOB CODE   : ___
DSP DEFAULTS: _ PASS : _    CONT TO PL2 : _  RTP : _       LINE STATUS: _
```

IWS Invoice Worksheet

```
OCP                          INVOICE WORKSHEET 1                        IWS-1T
235 - ENTER REQUIRED KEY FIELDS
NEXT FUNCTION: ________ ACTION: ________                  10/29/1999  17:48:48
REQUEST: ________
==============================================================================
INVOICE NUMBER : _________________ DATE: __________    MODEL: _ ________________
VENDOR SHORT NM: _________________                                CURR    : ____
VENDOR NUMBER  : __________ __                                    CM/DM     : _
PO REFERENCE   : ____ __________ ______  COUNTY CODE: __________  MULTI PYMT: _
TERMS CODE: ___  PYMT DUE DATE: __________ DISCOUNT AMT/PCT: ________________
REMIT MSG:  ___  ______________________________________________________________
                                         SIGNATURE APPR CD: __ __ __ __ __
LINE  AMOUNT/PERCENT EXP  CO  ACCOUNT         CENTER       PROJ-CO NUMBER
 VAT  QUANTITY UNIT  ITEM NUMBER    DESCRIPTION PRORATE (T F A D) USE 99 I'RC
0001 _________________ ___ ____ ___________________ _____________ ____ _____________
 ___ __________ ____ _____________ ____________________ _ _ _ _  ___ __  ___
0002 _________________ ___ ____ ___________________ _____________ ____ _____________
 ___ __________ ____ _____________ ____________________ _ _ _ _  ___ __  ___
0003 _________________ ___ ____ ___________________ _____________ ____ _____________
 ___ __________ ____ _____________ ____________________ _ _ _ _  ___ __  ___
0004 _________________ ___ ____ ___________________ _____________ ____ _____________
 ___ __________ ____ _____________ ____________________ _ _ _ _  ___ __  ___
SALES TAX/VAT  : ___ ___________________    FREIGHT      : ___ ___________________
ADDITIONAL COST: ___ ___________________    GROSS AMOUNT:      ___________________
```

EAR Employee Advance Request Screen

```
PTC AP                       EMPLOYEE ADVANCE REQUEST                     EAR

NEXT FUNCTION: ________ ACTION: ________                  05/26/2000 14:33:00
REQUEST: ________
==============================================================================

PAY ENTITY         : ____                    EMPLOYEE NUMBER   : __________ __
EMPLOYEE SHORT NAME: _________________
ADVANCE VOUCHER NBR: __________________
VOUCHER DATE       : __________
TRAVEL REQUEST NBR : __________
REMIT MESSAGE: ___ ____________________________________________________________

     ADVANCE TYPE       :                    ADVANCE ISSUE DATE:
     TRIP CO            : ____               TRIP NUMBER       : _____________
     GL EFFECTIVE DATE  : __________         EMPLOYEE ADV IND  : ___
     BANK ACCT PYMT CODE: ___
     CURRENCY CODE      : ____               ADVANCE AMOUNT    : _________________

     SIGNATURE APPROVAL : ___ ___ ___ ___ ___
     HANDLING CODE      : __
     REASON CODE/DESC   : ___ _________________
     ADVANCE CO/ACCT/CTR: ____ ____________________ _____________
```

EWS Employee Expense Worksheet

```
PTC                        EMPLOYEE EXPENSE WORKSHEET 1                EWS-1T
235 - ENTER REQUIRED KEY FIELDS
NEXT FUNCTION: ________ ACTION: ________                 05/26/2000 16:08:25
REQUEST: ________
==============================================================================
EMP VOUCHER NBR: _________________ DATE: ___________    MODEL: _ ________________
EMP SHORT NAME : _________________                              CURR:     ____
EMPLOYEE NUMBER: ___________ __                                  CM/DM     : _
PO REFERENCE   : ____ ___________ _______  TRAV REQST : ___________  MULTI PYMT: _
TERMS CODE: ___  PYMT DUE DATE: ___________ DISCOUNT AMT/PCT: ________________
REMIT MSG:  ___ ______________________________________________________________
                                          SIGNATURE APPR CD ___ ___ ___ ___
LINE  AMOUNT/PERCENT EXP  CO  ACCOUNT         CENTER       TRIP-CO NUMBER
 VAT  QUANTITY UNIT  ITEM NUMBER    DESCRIPTION PRORATE (T F A D) USE 99 T'RC
0001 _________________ ___ ____ ____________________ ____________ ____ ____________
___ __________ ____ ________________ ____________________ _ _ _ _ ___ __ ___
0002 _________________ ___ ____ ____________________ ____________ ____ ____________
___ __________ ____ ________________ ____________________ _ _ _ _ ___ __ ___
0003 _________________ ___ ____ ____________________ ____________ ____ ____________
___ __________ ____ ________________ ____________________ _ _ _ _ ___ __ ___
0004 _________________ ___ ____ ____________________ ____________ ____ ____________
___ __________ ____ ________________ ____________________ _ _ _ _ ___ __ ___
SALES TAX/VAT  : ___ ____________________    FREIGHT     : ___ ____________________
ADDITIONAL COST: ___ ____________________    GROSS AMOUNT:     ____________________
```

212 Journal Voucher Entry (Header)

```
BC                          JOURNAL VOUCHER ENTRY                          212

NEXT FUNCTION: ________ ACTION: ____

==============================================================================

APP: 99

DOCUMENT ID: 9999999999

EFFECTIVE DATE      __________          TOTAL              ______________________
COMPANY ID          ____                DATA TYPE CODE     _
LEVEL OF FUNDS CHK  _                   UPDATE AFF         _
SOURCE GEN CODE                         CLOSED PRD ADJ     _
PROJECT COMPANY     ____                TRANSFER COMPANY   ____

OPTIONS: (E)ND, (H)OLD, (K)ILL, OR NEXT LINE ____
```

213 Journal Voucher Entry (Line)

```
BC                          JOURNAL VOUCHER ENTRY                          213

NEXT FUNCTION: ________ ACTION: ____
BC 202: END OF DOCUMENT
==============================================================================

APP: 99

DOCUMENT ID: 9999999999                          TOTAL:                 1.00

LINE ____   TRANSACTION CODE *
COMP/ACCT/CNTR      AAAA ___________________ ____________
DEBIT/CREDIT AMOUNT ____________________
DEBIT/CREDIT CODE   __
DESCRIPTION         ______________________________
                            ____________ __________
PROJECT COMP/CODE   ____ ____________             ACCOUNTING RULE  __
EFFECTIVE DATE      01/01/2000                    SOURCE CODE      __________
LEVEL OF FUNDS CHK  _                             UPDATE AFF       _
TRANSFER COMPANY    ____


OPTIONS: (E)ND, (H)OLD, (K)ILL, OR NEXT LINE ____
```