P-CARD USER MANUAL..... 1
Search for a Fiscal Code..... 1

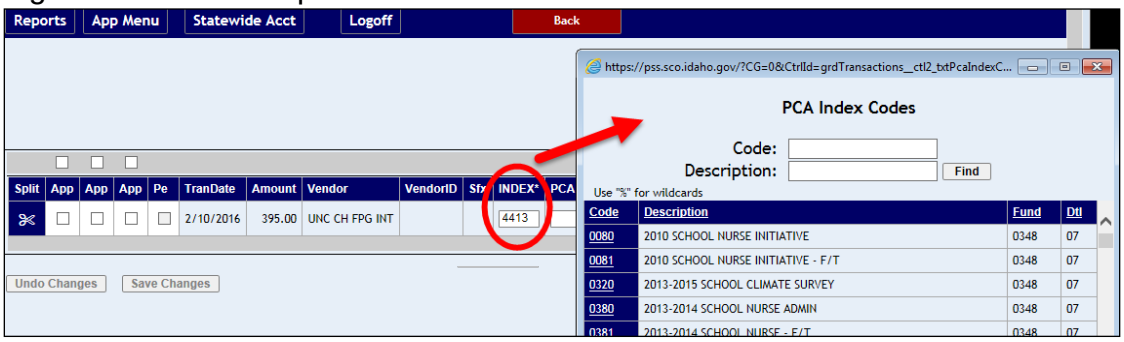
P-CARD USER MANUAL

Search for a Fiscal Code

Verifiers and Approvers can "look up" or search for any fiscal code that has an asterisk in the column header, e.g., **PCA***, **Grant***, **Sub***, etc. Place the cursor in such a field marked with an asterisk and press F3. Once a fiscal code is selected from this look up, it will be automatically entered and any other related fiscal codes will be entered as well.

1. Place the cursor in any field marked with an asterisk and press F3.
2. In the look up dialog box, enter any combination of search criteria (Name, Description, Type, PCA or Index, or whatever is applicable to the fiscal code). You can enter just the first few numbers or letters or use the wildcard (%).
3. Click **Find**.
4. Click **Select** next to the code or item you want to use. In some look ups, such as the subobject look up, click the actual code you want to use. When selecting a **PCA** or **Index**, any other related fiscal codes, such as the Budget Unit and Fund, will be entered automatically as long as the PCA or Index have been set up in STARS to do this.

Figure 1 - Index lookup



   a. In the look up dialog box, enter any combination of search criteria.
   b. Click **Find**.
   c. Click **Select** next to a vendor number and the vendor number will be automatically populated in the template grid.