

User Guide

RGS_DEPT_PCARD_TXNS

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The screenshot shows a web form titled "RGS_DEPT_PCARD_TXNS". The form contains several input fields: "Unit:" (with a search icon), "Account %:", "Dept %:", "Last Name %:", "Billing Date From:" (with a calendar icon), "Billing Date To:" (with a calendar icon), and "Project %:". At the bottom are "OK" and "Cancel" buttons. Annotations include red boxes around "Unit:" and "Billing Date From:" with red arrows pointing to them and the word "REQUIRED" in a red banner. Blue arrows point from a blue box on the right to "Account %:", "Dept %:", "Last Name %:", and "Billing Date To:". The blue box contains the text: "Optional, but requires a wildcard % if not populated."

Field Definitions – note: required fields are indicated by *

Unit*: Accepted values are KURES or UKANS.

Account %: Optional budget account number. Key in '%' if no account number is entered.

Dept %: Optional department number. Key in '%' if no department number is entered.

Last Name %: Optional Last Name search. Key in '%' if no Last Name is entered.

Billing Date From*: First date of a billing period. See <http://www.rgs.ku.edu/peoplesoft/rgsforceclosedates2012.pdf> for specific dates.

Billing Date To*: Last date of a billing period. See <http://www.rgs.ku.edu/peoplesoft/rgsforceclosedates2012.pdf> for specific dates.

Project %: Optional Project number search. Key in '%' if no Project number is entered.

Helpful tips:

% - The '%' is a wildcard. It can be used in a variety of ways. If you are searching for a specific person's transactions, but cannot remember the exact spelling of their last name, you can use it to narrow your search.

Example: You need to find the transactions for user "Mal Function". As you are not certain how Mr. Function spells his last name, you would use the wildcard functionality like so:

RG5_DEPT_PCARD_TXNS

Unit:	<input type="text" value="KURES"/>
Account %:	<input type="text" value="%"/>
Dept %:	<input type="text" value="%"/>
Last Name %:	<input type="text" value="FUN%"/>
Billing Date From:	<input type="text" value="02/06/2012"/>
Billing Date To:	<input type="text" value="03/08/2012"/>
Project %:	<input type="text" value="%"/>
<input type="button" value="OK"/> <input type="button" value="Cancel"/>	

This will produce results of any user you are permitted to view with a last name that begins with the letters FUN.