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# Oracle Release 12

PCard Overview For Procurement  
February 23, 2011



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# Agenda

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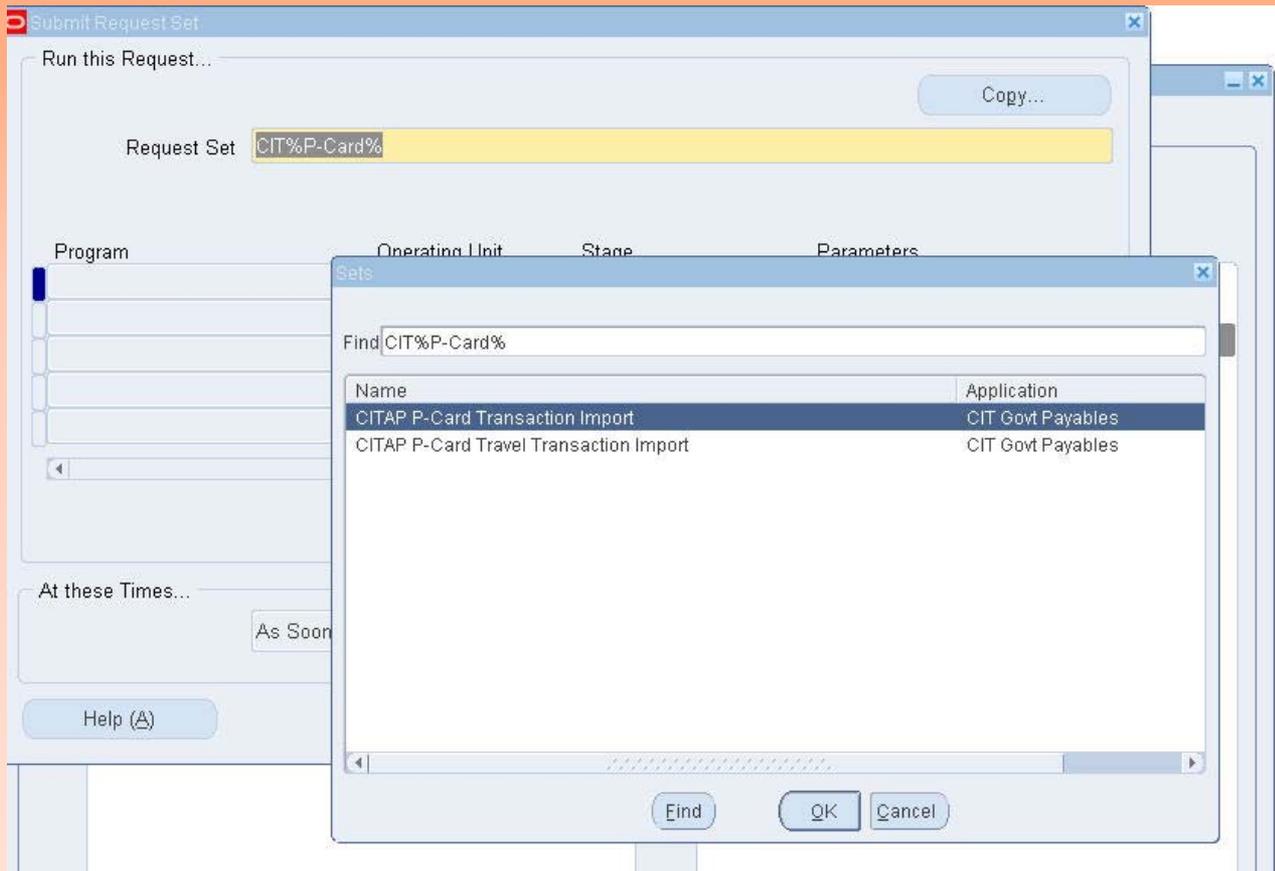
- ◉ PCard Interface
- ◉ PCard Correction Form
- ◉ Demo
- ◉ Q&A



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# PCard Interface

PCard Report Set is the same as in R11i





# PCard Interface

## Report Parameters:

The screenshot shows two overlapping windows from a software application. The top window is titled 'Submit Request Set' and contains a 'Request Set' dropdown menu with the value 'CITAP P-Card Travel Transaction Import'. Below this is a table with columns for Program, Operating Unit, Stage, and Parameters. The bottom window is titled 'Parameters' and contains several input fields: 'Operating Unit' (empty), 'Source' (PCARD), 'Batch Name' (P-CardTravel/22-FEB-2011), 'GL Date' (22-FEB-2011), and 'Summarize Report' (Yes). Buttons for 'OK', 'Cancel', 'Clear', and 'Help' are visible at the bottom of the 'Parameters' window.

| Program                            | Operating Unit | Stage                      | Parameters |
|------------------------------------|----------------|----------------------------|------------|
| CITAP FTP P-Card Transaction Fe    |                | CITAP FTP P-Card Trans     |            |
| CITAP P-Card Interface             |                | CITAP P-Card Interface (2  |            |
| CITAP Print P-Card Validation Exce |                | CITAP Print P-Card Valid:  |            |
| Payables Open Interface Import     |                | Payables Invoice Import (4 |            |
| CITAP Populate Travel Records      |                | CITAP Populate Travel Re   |            |

Parameters

Operating Unit:

Source:  Purchase Card

Batch Name:

GL Date:

Summarize Report:

Buttons: OK, Cancel, Clear, Help



# PCard Interface

## View Requests

The screenshot shows a window titled "Requests" with a table of request data and several control buttons. The table has columns for Request ID, Name, Parent, Phase, Status, and Parameters. The first row is selected, showing Request ID 4371588, Name "CITAP Populate Travel Rec", Parent 4371578, Phase "Completed", Status "Normal", and Parameters "P-CardTravel/22-FEB-2011".

| Request ID | Name                       | Parent  | Phase     | Status | Parameters                    |
|------------|----------------------------|---------|-----------|--------|-------------------------------|
| 4371588    | CITAP Populate Travel Rec  | 4371578 | Completed | Normal | P-CardTravel/22-FEB-2011      |
| 4371586    | Payables Open Interface In | 4371578 | Completed | Normal | , PCARD, , P-CardTravel/22-FE |
| 4371584    | CITAP Print P-Card Validat | 4371578 | Completed | Normal |                               |
| 4371582    | CITAP P-Card Interface     | 4371578 | Completed | Normal |                               |
| 4371580    | CITAP FTP PCARD Transa     | 4371578 | Completed | Normal |                               |
| 4371578    | CITAP P-Card Travel Trans: |         | Completed | Normal | 20006, 553                    |
|            |                            |         |           |        |                               |
|            |                            |         |           |        |                               |
|            |                            |         |           |        |                               |
|            |                            |         |           |        |                               |

Buttons: Refresh Data, Find Requests, Submit a New Request..., Hold Request, View Details..., View Output, Cancel Request, Diagnostics, View Log...



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# PCard Interface

## PCard Validation Report

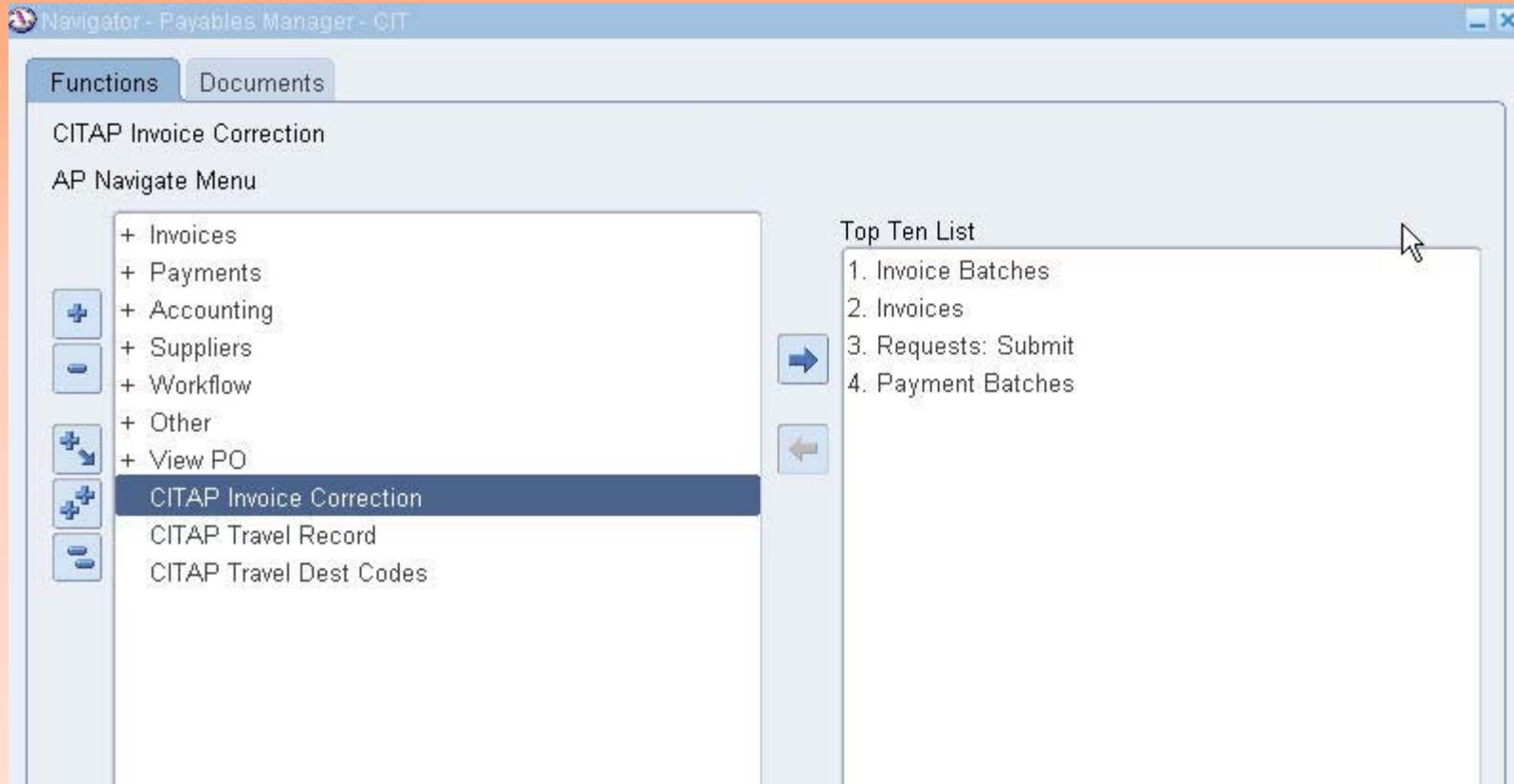
| Passport-Card Transactions Validation Exception Report |  |   |             |                                 |
|--|--|---|-------------|---------------------------------|
| 22-FEB-2011  |  |   |             | Page : 1                        |
| Order Log No.  | Item Description   | P/T/A/E/O   | Expend Date | Error Reason                    |
| CT158246/110222  | Vendor 1159574 is not set up.  |   |             |                                 |
| CT174970/110222  | Vendor 1165567 is not set up.  |   |             |                                 |
| CT175740/110222  | Vendor 1283412 is not set up.  |   |             |                                 |
| CT177589/110222  | Vendor 1161927 is not set up.  |   |             |                                 |
| CT179234/110222  | Vendor 1777503 is not set up.  |   |             |                                 |
| CT179523/110222  | Vendor 1154842 is not set up.  |   |             |                                 |
| CT179936/110222  | Vendor 1755884 is not set up.  |   |             |                                 |
| CT179959/110222  | Vendor 1406782 is not set up.  |   |             |                                 |
| CT180471/110222  | Vendor 1769599 is not set up.  |   |             |                                 |
| CT180787/110222  | Vendor 1524536 is not set up.  |   |             |                                 |
| CT181021/110222  | Vendor 1165983 is not set up.  |   |             |                                 |
| CT181235/110222  | Vendor 1727830 is not set up.  |   |             |                                 |
| CT181268/110222  | Vendor 1725334 is not set up.  |   |             |                                 |
| CT181294/110222  | Vendor 1839409 is not set up.  |   |             |                                 |
| CT181459/110222  | Vendor 1819610 is not set up.  |   |             |                                 |
| CT181459/110222  | CT181459/<br>1729507/<br>STARLIGHT MOTEL/<br>Lodging - Hotel Lodging 6/<br>10/ | TJP.CBASSFAB<br>1<br>NSF.000415<br>Travel - Domestic Allocable<br>Caltech | 08-JUN-10   | Award number is<br>invalid(3)   |
| CT181505/110222  | Vendor 1296880 is not set up.  |   |             |                                 |
| CT181521/110222  | Vendor 1005498 is not set up.  |   |             |                                 |
| CT181521/110222  | CT181521/<br>1134328/<br>RON KONG/<br>Mileage - .50 per mile as of 1/<br>1/    | IMSS.BSA<br>1.2<br>GB.IMSS<br>Travel - Domestic Allocable<br>Caltech      | 24-JUN-10   | Project number is<br>invalid(4) |
| CT181521/110222  | CT181521/<br>1134328/<br>MOE'S CAB/  | IMSS.BSA<br>1.2<br>GB.IMSS  | 24-JUN-10   | Project number is<br>invalid(4) |



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# PCard Correction Form

PCard Correction form is now under the Payables Menu





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# PCard Correction Form

PCard will be one of the Sources under the Query form

**Find Failed Invoice(s)**

**Supplier**  
Name  Site

**Invoice**  
Number  Source **PCARD**  
Amounts  -   
Dates  -

**POETA**  
Project   
Task   
Award   
Exp. Type

**REJECTION**  
Reason

Clear Find



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# P-Card Correction Form

First third of the form

P-Card Correction Form

| Header Error Notes      | Error Notes | Invoice Number  | Transaction Date | Project Number | Task Number | Award Number |
|-------------------------|-------------|-----------------|------------------|----------------|-------------|--------------|
| Vendor 1159574 is not s |             | CT158246/110209 | 05-OCT-2008      | AEL.POOL       | 1           | ENDOW.0000   |
| Vendor 1159574 is not s |             | CT158246/110209 | 05-OCT-2008      | AEL.POOL       | 1           | ENDOW.0000   |
| Vendor 1159574 is not s |             | CT158246/110209 | 05-OCT-2008      | AEL.POOL       | 1           | ENDOW.0000   |
| Vendor 1159574 is not s |             | CT158246/110209 | 05-OCT-2008      | AEL.POOL       | 1           | ENDOW.0000   |
| Vendor 1159574 is not s |             | CT158246/110209 | 05-OCT-2008      | AEL.POOL       | 1           | ENDOW.0000   |
| Vendor 1159574 is not s |             | CT158246/110209 | 05-OCT-2008      | PMA.01500      | 61          | GB.000150    |
| Vendor 1159574 is not s |             | CT158246/110209 | 05-OCT-2008      | AEL.POOL       | 1           | ENDOW.0000   |
| Vendor 1159574 is not s |             | CT158246/110209 | 05-OCT-2008      | PMA.01500      | 61          | GB.000150    |
| Vendor 1159574 is not s |             | CT158246/110209 | 07-OCT-2008      | PMA.01500      | 61          | GB.000150    |
| Vendor 1159574 is not s |             | CT158246/110209 | 07-OCT-2008      | AEL.POOL       | 1           | ENDOW.0000   |
| Vendor 1159574 is not s |             | CT158246/110209 | 05-OCT-2008      | PMA.01500      | 61          | GB.000150    |
| Vendor 1159574 is not s |             | CT158246/110209 | 05-OCT-2008      | PMA.01500      | 61          | GB.000150    |
| Vendor 1165567 is not s |             | CT174970/110209 | 01-DEC-2009      | HAA.NGCGIFT    | 1           | GIFT.HAANG   |
| Vendor 1165567 is not s |             | CT174970/110209 | 01-DEC-2009      | HAA.BRINK      | 1           | ARO.BRINK    |

Cancel Validate/Save



# P-Card Correction Form

Second third of the form

P-Card Correction Form

| r   | Expenditure Type         | Requestor Name   | Traveler Name | Line ID | Item Description                                   |
|-----|--------------------------|------------------|---------------|---------|--|
| 92  | Travel - Foreign         | Lange, Andrew E  |               | 1       | CT158246/1150175/UNITED/Airfare LAX/Toronto (6/1/1 |
| 92  | Travel - Domestic Alloca | Lange, Andrew E  |               | 2       | CT158246/1150175/ANDREW LANGE/Meals - Per Di       |
| 92  | Travel - Domestic Alloca | Lange, Andrew E  |               | 3       | CT158246/1150175/LIMOS AT YOUR SERVICE/Tran        |
| 92  | Travel - Domestic Alloca | Lange, Andrew E  |               | 4       | CT158246/1150175/HERTZ/Auto Rental & Storage       |
| 92  | Travel - Domestic Alloca | Lange, Andrew E  |               | 5       | CT158246/1150175/MARRIOTT/COCOA BEACH/Lodg         |
|     | Travel - Domestic Alloca | Lange, Andrew E  |               | 6       | CT158246/1150175/ANDREW LANGE/Meals - Per Di       |
| 92  | Travel - Foreign         | Lange, Andrew E  |               | 7       | CT158246/1150175/HOLIDAY INN TORONTO/Lodging       |
|     | Travel - Domestic Alloca | Lange, Andrew E  |               | 8       | CT158246/1150175/MARRIOTT/Lodging - Hotel          |
|     | Travel - Domestic Alloca | Lange, Andrew E  |               | 9       | CT158246/1150175/UNITED AIRLINES/Airfare           |
| 92  | Travel - Domestic Alloca | Lange, Andrew E  |               | 10      | CT158246/1150175/UNITED AIRLINES/Airfare           |
|     | Travel - Domestic Alloca | Lange, Andrew E  |               | 11      | CT158246/1150175/WASHINGTON DC TAXI/Transpor       |
|     | Travel - Domestic Alloca | Lange, Andrew E  |               | 12      | CT158246/1150175/UNITED AIRLINES/Airfare change    |
| CTX | Entertainment            | Atwater, Harry A |               | 1       | CT174970/1165567/PAZZO RISTORANTE/Entertainm       |
|     | Travel - Domestic Alloca | Atwater, Harry A |               | 2       | CT174970/1165567/MILEAGE/Mileage Rate .550 effe    |

Cancel Validate/Save



# P-Card Correction Form

Last third of the form

P-Card Correction Form

|  | Pcard Card ID | Qty | Amount | Organization | Traveler Id | Vendor Name |
|--|---------------|-----|--------|--------------|-------------|-------------|
| 5/UNITED/Airfare LAX/Toronto (6/1/08-6 | 791617        | 1   | 649.80 | Caltech      |             | 1159574     |
| 5/ANDREW LANGE/Meals - Per Diem        | 791617        | 1   | 77.00  | Caltech      |             | 1159574     |
| 5/LIMOS AT YOUR SERVICE/Transpor       | 791617        | 1   | 116.90 | Caltech      |             | 1159574     |
| 5/HERTZ/Auto Rental & Storage          | 791617        | 1   | 136.96 | Caltech      |             | 1159574     |
| 5/MARRIOTT/COCOA BEACH/Lodging         | 791617        | 1   | 321.88 | Caltech      |             | 1159574     |
| 5/ANDREW LANGE/Meals - Per Diem        | 791617        | 1   | 112.00 | Caltech      |             | 1159574     |
| 5/HOLIDAY INN TORONTO/Lodging - H      | 791617        | 1   | 141.24 | Caltech      |             | 1159574     |
| 5/MARRIOTT/Lodging - Hotel             | 791617        | 1   | 189.74 | Caltech      |             | 1159574     |
| 5/UNITED AIRLINES/Airfare              | 791617        | 1   | 87.50  | Caltech      |             | 1159574     |
| 5/UNITED AIRLINES/Airfare              | 791617        | 1   | 284.50 | Caltech      |             | 1159574     |
| 5/WASHINGTON DC TAXI/Transportatic     | 791617        | 1   | 80.00  | Caltech      |             | 1159574     |
| 5/UNITED AIRLINES/Airfare change fee   | 791617        | 1   | 75.00  | Caltech      |             | 1159574     |
| 7/PAZZO RISTORANTE/Entertainment       | 478637        | 1   | 232.00 | Caltech      |             | 1165567     |
| 7/MILEAGE/Mileage Rate .550 effective  | 478637        | 1   | 30.91  | Caltech      |             | 1165567     |

Cancel Validate/Save



# P-Card Correction Form

## Correcting a Vendor

P-Card Correction Form

| Header Error Notes      | Error Notes | Invoice Number  | Transaction Date | Project Number | Task Number | Award Number |
|-------------------------|-------------|-----------------|------------------|----------------|-------------|--------------|
| Vendor 1165567 is not s |             | CT174970/110222 | 01-DEC-2009      | HAA.NGCGIFT    | 1           | GIFT.HAANG   |
| Vendor 1165567 is not s |             | CT174970/110222 | 01-DEC-2009      | HAA.BRINK      | 1           | ARO.BRINK    |
| Vendor 1165567 is not s |             | CT174970/110222 | 01-DEC-2009      | HAA.BRINK      | 1           | ARO.BRINK    |
| Vendor 1165567 is not s |             | CT174970/110222 | 01-DEC-2009      | HAA.BRINK      | 1           | ARO.BRINK    |
| Vendor 1165567 is not s |             | CT174970/110222 | 01-DEC-2009      | HAA.BRINK      | 1           | ARO.BRINK    |
| Vendor 1165567 is not s |             | CT174970/110222 | 01-DEC-2009      | HAA.BRINK      | 1           | ARO.BRINK    |
| Vendor 1165567 is not s |             | CT174970/110222 | 01-DEC-2009      | HAA.BRINK      | 1           | ARO.BRINK    |
| Vendor 1165567 is not s |             | CT174970/110222 | 01-DEC-2009      | HAA.NGCGIFT    | 1           | GIFT.HAANG   |
| Vendor 1283412 is not s |             | CT175740/110222 | 20-JAN-2010      | PROV.02030     | 8           | GB.000200    |
| Vendor 1283412 is not s |             | CT175740/110222 | 20-JAN-2010      | PROV.02030     | 8           | GB.000200    |
| Vendor 1283412 is not s |             | CT175740/110222 | 20-JAN-2010      | PROV.02030     | 8           | GB.000200    |
| Vendor 1283412 is not s |             | CT175740/110222 | 20-JAN-2010      | PROV.02030     | 8           | GB.000200    |
| Vendor 1283412 is not s |             | CT175740/110222 | 20-JAN-2010      | PROV.02030     | 8           | GB.000200    |
| Vendor 1283412 is not s |             | CT175740/110222 | 20-JAN-2010      | PROV.02030     | 8           | GB.000200    |
| Vendor 1283412 is not s |             | CT175740/110222 | 20-JAN-2010      | PROV.02030     | 8           | GB.000200    |
| Vendor 1161927 is not s |             | CT177589/110222 | 14-APR-2010      | ME.00001       | 1           | ENDOW.0000   |

Cancel Validate/Save



# PCard Interface

Traveler Name will be empty

|        | Requestor Name   | Traveler Name | Line ID | Item Description                                     | Pcard Card ID |   |
|--------|------------------|---------------|---------|--|---------------|---|
|        | Atwater, Harry A |               | 1       | CT174970/1165567/PAZZO RISTORANTE/Entertainment      | 478637        | 1 |
| Alloca | Atwater, Harry A |               | 2       | CT174970/1165567/MILEAGE/Mileage Rate .550 effective | 478637        | 1 |
| Alloca | Atwater, Harry A |               | 3       | CT174970/1165567/MEALS PER DIEM/Meals - Per Diem     | 478637        | 1 |
| Alloca | Atwater, Harry A |               | 4       | CT174970/1165567/MILEAGE/Mileage Rate .550 effective | 478637        | 1 |
| Alloca | Atwater, Harry A |               | 5       | CT174970/1165567/UNITED AIR INFLIGHT/Meals - Actua   | 478637        | 1 |
| Alloca | Atwater, Harry A |               | 6       | CT174970/1165567/AU BON PAIN/Meals - Actual          | 478637        | 1 |
| Alloca | Atwater, Harry A |               | 7       | CT174970/1165567/PAZZO RISTORANTE/Meals - Actual     | 478637        | 1 |



# PCard Interface

Type in the valid Traveler Name and Click Validate/Save

The screenshot shows a window titled "P-Card Correction Form" with a table of transactions. The table has columns for Requestor Name, Traveler Name, Line ID, Item Description, and Pcard Card ID. The 6th row is highlighted in blue, showing a transaction for Harry A. Atwater. Below the table are "Cancel" and "Validate/Save" buttons. A large orange arrow points to the "Validate/Save" button.

|        | Requestor Name   | Traveler Name    | Line ID | Item Description                                     | Pcard Card ID |   |
|--------|------------------|------------------|---------|--|---------------|---|
|        | Atwater, Harry A | ATWATER, HARRY A | 1       | CT174970/1165567/PAZZO RISTORANTE/Entertainment      | 478637        | 1 |
| Alloca | Atwater, Harry A | ATWATER, HARRY A | 2       | CT174970/1165567/MILEAGE/Mileage Rate .550 effective | 478637        | 1 |
| Alloca | Atwater, Harry A | ATWATER, HARRY A | 3       | CT174970/1165567/MEALS PER DIEM/Meals - Per Diem     | 478637        | 1 |
| Alloca | Atwater, Harry A | ATWATER, HARRY A | 4       | CT174970/1165567/MILEAGE/Mileage Rate .550 effective | 478637        | 1 |
| Alloca | Atwater, Harry A | ATWATER, HARRY A | 5       | CT174970/1165567/UNITED AIR INFLIGHT/Meals - Actual  | 478637        | 1 |
| Alloca | Atwater, Harry A | ATWATER, HARRY A | 6       | CT174970/1165567/AU BON PAIN/Meals - Actual          | 478637        | 1 |
| Alloca | Atwater, Harry A |                  | 7       | CT174970/1165567/PAZZO RISTORANTE/Meals - Actual     | 478637        | 1 |
| Alloca | Peters, Jonas C  |                  | 1       | CT175740/1283412/UNITED AIRLINES/Meals - Actual In 1 | 931147        | 1 |
| Alloca | Peters, Jonas C  |                  | 2       | CT175740/1283412/GREAT HARVEST SO PASADENA/          | 931147        | 1 |
| Alloca | Peters, Jonas C  |                  | 3       | CT175740/1283412/GREAT HARVEST BREAD COMPAN          | 931147        | 1 |
| Alloca | Peters, Jonas C  |                  | 4       | CT175740/1283412/HACKNEY CARRIAGE/Transportation     | 931147        | 1 |
| Alloca | Peters, Jonas C  |                  | 5       | CT175740/1283412/SENROR FISH/Meals - Actual Dr. Jon  | 931147        | 1 |
| Alloca | Peters, Jonas C  |                  | 6       | CT175740/1283412/RALPHS MARKET/Meals - Actual Dr     | 931147        | 1 |
| Alloca | Effros, Michelle |                  | 1       | CT177589/1161927/ATM CASH/Cash Advance               | 997889        | 1 |



# P-Card Interface

The records disappear and the next error is ready for correction

P-Card Correction Form

| r    | Expenditure Type         | Requestor Name      | Traveler Name | Line ID | Item Description                                   |
|------|--------------------------|---------------------|---------------|---------|--|
|      | Travel - Domestic Alloca | Peters, Jonas C     |               | 1       | CT175740/1283412/UNITED AIRLINES/Meals - Actua     |
|      | Travel - Domestic Alloca | Peters, Jonas C     |               | 2       | CT175740/1283412/GREAT HARVEST SO PASADEM          |
|      | Travel - Domestic Alloca | Peters, Jonas C     |               | 3       | CT175740/1283412/GREAT HARVEST BREAD COM           |
|      | Travel - Domestic Alloca | Peters, Jonas C     |               | 4       | CT175740/1283412/HACKNEY CARRIAGE/Transport        |
|      | Travel - Domestic Alloca | Peters, Jonas C     |               | 5       | CT175740/1283412/SEÑOR FISH/Meals - Actual Dr.     |
|      | Travel - Domestic Alloca | Peters, Jonas C     |               | 6       | CT175740/1283412/RALPHS MARKET/Meals - Actua       |
| 01   | Travel - Domestic Alloca | Effros, Michelle    |               | 1       | CT177589/1161927/ATM CASH/Cash Advance             |
| 01   | Travel - Domestic Alloca | Effros, Michelle    |               | 2       | CT177589/1161927/MICHELLE EFFROS/Meals - Per       |
| EE   | Travel - Domestic Alloca | Diamond, Rochelle A |               | 1       | CT179234/1156883/HAO YUAN KUEH/Meals - Per D       |
| EE   | Travel - Domestic Alloca | Diamond, Rochelle A |               | 2       | CT179234/1156883/HAO YUAN KUEH/Lodging - Hote      |
| 79   | Travel - Domestic Alloca | Diamond, Rochelle A |               | 3       | CT179234/1156883/HAO YUAN KUEH/Lodging - Hote      |
| RETO | Travel - Foreign         | Clayton, Robert W   |               | 1       | CT179523/1154842/CHASE/Cash Advance for trip to I  |
| RETO | Travel - Foreign         | Clayton, Robert W   |               | 2       | CT179523/1154842/CHASE/Cash Advance for trip to I  |
| RETO | Travel - Foreign         | Clayton, Robert W   |               | 3       | CT179523/1154842/ICE-LAX/Other - Explanation to be |

Cancel Validate/Save



# PCard Interface

PTA Errors are corrected for all records in the invoice

P-Card Correction Form

| Header Error Notes      | Error Notes               | Invoice Number  | Transaction Date | Project Number | Task Number | Award Number |
|-------------------------|---------------------------|-----------------|------------------|----------------|-------------|--------------|
| Vendor 1819610 is not e | Award number is invalid   | CT181459/110222 | 08-JUN-2010      | TJP.CBASSFAB   | 1           | NSF.000415   |
| Vendor 1296880 is not e |                           | CT181505/110222 | 15-JUN-2010      | EAS.DIV        | 2.05        | GB.EASDIV    |
| Vendor 1296880 is not e |                           | CT181505/110222 | 15-JUN-2010      | EAS.DIV        | 2.05        | GB.EASDIV    |
| Vendor 1296880 is not e |                           | CT181505/110222 | 15-JUN-2010      | EAS.DIV        | 2.05        | GB.EASDIV    |
| Vendor 1005498 is not e | Project number is invalic | CT181521/110222 | 24-JUN-2010      | IMSS.BSA       | 1.2         | GB.IMSS      |
| Vendor 1005498 is not e | Project number is invalic | CT181521/110222 | 24-JUN-2010      | IMSS.BSA       | 1.2         | GB.IMSS      |
| Vendor 1663168 is not e |                           | CT181568/110222 | 15-JUN-2010      | BIO.ALLOWA     | 30          | ENDOW.471C   |
| Vendor 1663168 is not e |                           | CT181568/110222 | 15-JUN-2010      | BIO.ALLOWA     | 30          | ENDOW.471C   |
| Vendor 1663168 is not e |                           | CT181568/110222 | 15-JUN-2010      | BIO.ALLOWA     | 30          | ENDOW.471C   |
| Vendor 1663168 is not e |                           | CT181568/110222 | 15-JUN-2010      | BIO.ALLOWA     | 30          | ENDOW.471C   |
| Vendor 1663168 is not e |                           | CT181568/110222 | 15-JUN-2010      | BIO.ALLOWA     | 30          | ENDOW.471C   |
| Vendor 1663168 is not e |                           | CT181568/110222 | 15-JUN-2010      | BIO.ALLOWA     | 30          | ENDOW.471C   |
| Vendor 1663168 is not e |                           | CT181568/110222 | 15-JUN-2010      | BIO.ALLOWA     | 30          | ENDOW.471C   |
| Vendor 1663168 is not e |                           | CT181568/110222 | 15-JUN-2010      | BIO.ALLOWA     | 30          | ENDOW.471C   |
| Vendor 1663168 is not e |                           | CT181568/110222 | 15-JUN-2010      | BIO.ALLOWA     | 30          | ENDOW.471C   |

Cancel Validate/Save



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# PCard Interface

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## Demo



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# Q & A