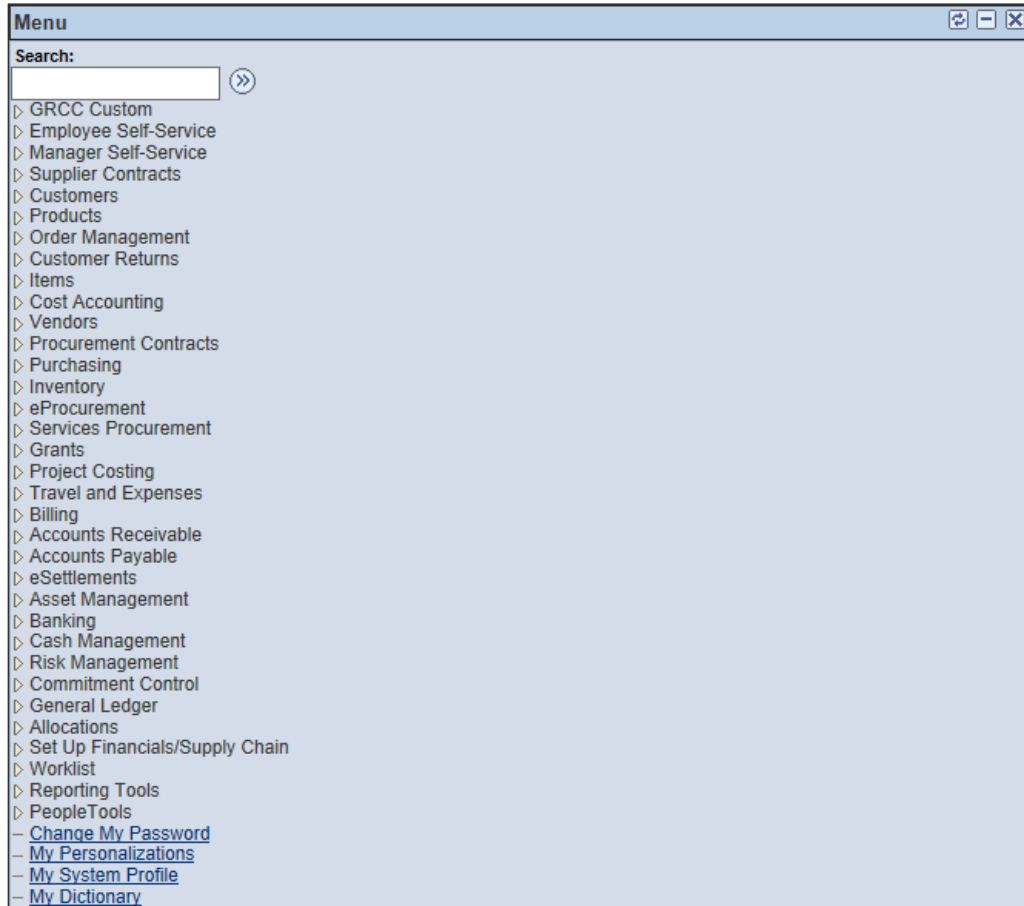


Adjusting ProCard Default Account Numbers in PeopleSoft

1) Login to PeopleSoft Financials




2) Navigate to Create/Update Journal Entries following this navigation: **General Ledger > Journals > Journal Entry > Create/Update Journal Entries**

ORACLE


Favorites | Main Menu > General Ledger > Journals > Journal Entry > Create/Update Journal Entries

Create/Update Journal Entries

[Find an Existing Value](#) [Add a New Value](#)

Business Unit: 

Journal ID:

Journal Date: 

[Find an Existing Value](#) | [Add a New Value](#)

- 3) Click on the Tab **Find an Existing Value** and enter your ProCard "PC" Number. See below for example ****Note: Clear out all fields including Journal Header Status Field, Source Field, and Enter By Field*****

ORACLE






Favorites Main Menu > General Ledger > Journals > Journal Entry > Create/Update Journal Entries


Create/Update Journal Entries

Enter any information you have and click Search. Leave fields blank for a list of all values.

Find an Existing Value Add a New Value

Search Criteria

Business Unit:	=	▼	GRCC1	
Journal ID:	begins with	▼	PC00159347	
Journal Date:	=	▼		
Document Sequence Number:	begins with	▼		
Line Business Unit:	=	▼		
Journal Header Status:	=	▼		▼
Budget Checking Header Status:	=	▼		▼
Source:	=	▼		
Entered By:	begins with	▼		
Attachment Exist:	=	▼		▼

Search Clear Basic Search  Save Search Criteria

Find an Existing Value | Add a New Value

4) Click on the **Lines Tab**

ORACLE

Favorites Main Menu > General Ledger > Journals > Journal Entry > Create/Update Journal Entries

Header Lines Totals Errors Approval

Unit: GRCC1 Journal ID: PC00159347 Date: 09/01/2015

Long Description: Procard

*Ledger Group: ACTUALS Adjusting Entry: Non-Adjusting Entry

Ledger: Fiscal Year: 2016

*Source: ONL Period: 3

Reference Number: ADB Date: 09/01/2015

Journal Class:

Transaction Code:

Auto Generate Lines

Save Journal Incomplete Status

Autobalance on 0 Amount Line

SJE Type:

[Currency Defaults: USD // 1](#)

[Attachments \(0\)](#) [Commitment Control](#)

[Reversal: Do Not Generate Reversal](#)

Entered By: MDAVIS Melissa Davis

Entered On: 10/22/2015 2:05:51PM

Last Updated On: 10/22/2015 2:07:13PM

Save Return to Search Notify Refresh Add Update/Display

Header | Lines | Totals | Errors | Approval

- 5) At the bottom of the screen below you will see the **Total Lines** field (Blue Arrow), be sure that all of your lines are displayed. For example, if your ProCard has 150 lines to view all of the lines type **150** in the **Line** field (Red Arrow) and press the **Enter Key on your Keyboard** all lines will display on the screen. **Adjust your account numbers** accordingly and **Click Save** after the adjustments have been made.

ORACLE

Favorites | Main Menu > General Ledger > Journals > Journal Entry > Create/Update Journal Entries

Header | **Lines** | Totals | Errors | Approval

Unit: GRCC1 Journal ID: PC00159347 Date: 09/01/2015 Errors Only

[Template List](#) [Search Criteria](#) [Change Values](#)

Inter/IntraUnit *Process: Edit Journal Process

Line: 10

Line	Account	Fund	Dept	Program	Class	Project	Amount	Base Currency	Journal Line Description
2	2512	11	0040	620	00		900.000	USD	CULTURAL INTELLIG
3	2512 TRAVEL	E	N	620	00		55.980	USD	MEIJER INC #158 Q
4	2359	11	0040	620	00		40.250	USD	HOMEGOODS # 0672
5	2359	11	0040	620	00		12.990	USD	MORETHANHONEY
1	2359	11	0040	620	00		12.950	USD	YESFITNESSMUSIC.C

Lines to add: 1

Unit	Total Lines	Total Debits	Total Credits	Journal Status	Budget Status
GRCC1	5	1,022.170	0.000	E	N

Save Return to Search Notify Refresh Add Update/Display

[Header](#) | [Lines](#) | [Totals](#) | [Errors](#) | [Approval](#)

- 6) You're done.