Adjusting ProCard Default Account Numbers in PeopleSoft

1) Login to PeopleSoft Financials



Menu	
Search:	
\otimes	
▷ GRCC Custom	
Employee Self-Service	
Manager Self-Service	
Supplier Contracts	
D Customers	
Products	
Order Management	
Customer Returns	
▷ Items	
Cost Accounting	
> Vendors	
Procurement Contracts	
Purchasing	
D Inventory	
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p Services Procurement	
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Project Costing	
D I ravel and Expenses	
b Bulling	
> Accounts Receivable	
> Accounts Payable	
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D Asset Management	
> Banking	
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- Change My Password	
- My Personalizations	
- My System Profile	
- My Dictionary	

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
Eind an Existing Value Add a New Value
Business Unit: GRCC1 Journal ID: NEXT Journal Date: 10/29/2015
Add
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 Ent	ries								
Enter any information you have and	d click Search. Le	eave fields blank for a list	of all values.						
Find an Existing Value	New Value								
🔻 Search Criteria				1					
Business Unit:	= 🗸	GRCC1	9						
Journal ID:	begins with 🗸	PC00159347							
Journal Date:	= 🗸		31						
Document Sequence Number:	begins with 🗸								
Line Business Unit:	= 🗸		Q						
Journal Header Status:	= 🗸		~						
Budget Checking Header Status:	= 🗸		~						
Source:	= 🗸		Q						
Entered By:	begins with 🗸		۹,						
Attachment Exist:	= 🗸		~						
Search Clear Basic 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		2							
*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:	Q									
Transaction Code:			Auto Generate Lines							
			Save Journal Incomplete Status							
SJE Type:		~	Autobalance on 0 Amount Line							
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 📔 Noti	fy 📿 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	r				
Template	e List			<u>Sear</u>	rch Criteria							Change Values				
Int	er/IntraU	nit		*Proc	cess:	Edit J	ournal				~		Process		Line:	10 🐺 🗵
🔻 Lines															Persona	lize Find 🗖 🛗
Line▼	Account		Fund		Dept		Progr	am	Class	5	Project▼		Amount	Base Curre	ncy Jou	Irnal Line Descriptio
2	2512	Q,	11	0	0040	0	620	Q	00	0		0	900.0	000 USD	CL	JLTURAL INTELLIG
3	Accoun 2512	t Descrip TRAVEL	tion Ac	count	t Type Cont N	rol Flag	620	Q	00	Q		Q	55.9	980 USD	ME	USER INC #158 Q
4	2359		11	0	0040	Q	620	0	00	0		Q	40.2	250 USD	НС	MEGOODS # 0672
5	2359	Q	11	0	0040		620		00	Q		Q	12.9	990 USD	MC	RETHANHONEY
1	2359	Q.	11	Q	0040	0	620	0	00	Q		Q	12.9	950 USD	YE	SFITNESSMUSIC.C
<																>
Lines to add:																
🔻 Totals	;												<u>Personaliz</u>	e Find View All	Pir 📔 📕	st 🚺 1 of 1 🗋 Last
Unit	Total	ines						Total	Debit	s			Total Credits	Journal Status	Bud	lget Status
GRCC1	5							1,	022.1	70			0.000	E		N
🔚 Save 🔯 Return to Search 🔄 Notify 📿 Refresh																
Header Lines Totals Errors Approval																