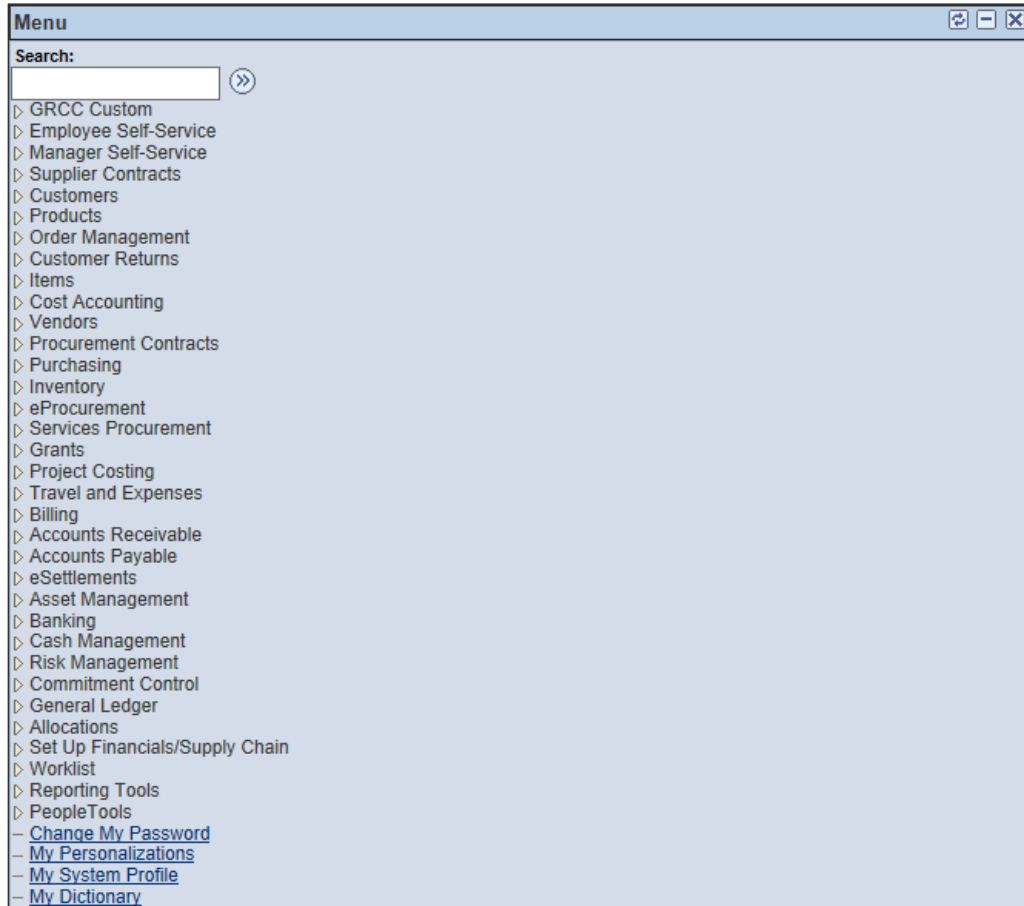# Adjusting ProCard Default Account Numbers in PeopleSoft

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: 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*****

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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**

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| 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

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 | 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.

6) You're done.