Job-Aid
PCard Transactions Posted to the Default Account (721101)

The purpose of this report is to identify PCard charges that posted to the General Ledger to the PCard default Account 721101. Departments are responsible for process entries to move charges from 721101 to a more appropriate expense Account. The following steps will assist in completing this task.

1. Assuming you are already logged into PS, click on the link in the email and you will be brought to the following page:

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

   Search by: Report ID

   Search

   • Type in the report ID and click search. The report ID number can be found at the end of the link in the email. Then you should be brought to the page below. Click on the link that ends in “CSV”.

2. An Excel spreadsheet will open. This spreadsheet contains a list of transactions that posted in the General Ledger to the PCard Default Account, 721101. There will be 3 sections:

   • “The following are transactions that you set to verified as the reconciler”
     This section contains a list of transactions that you, as the reconciler, set to Verified but the ChartField string was not changed from the 721101 Account, or the transaction had a budget error and was set back to the default at forced reconciliation.

   • “The following are transactions that you are a reconciler for but were never set to verified”
     This section contains a list of transactions where no action was taken. The ChartField string was not changed and the status was never verified. They went directly from Staged status to Closed Status.
“The following are transactions that you are a reconciler for but another reconciler set to verified”
This section contains a list of transactions that were set to Verified by another reconciler assigned to
the same card but they were not moved from the 721101 Account, or due to a budget error were set
back to the default Account at forced reconciliation.

***Transactions may not remain on the default Account, reconcilers should work with
their accounting staff to make sure Journal Entries (JE) are processed to move these
charges from the 721101 Account value.***