



Step	Action
Navigation: OU Main Menu – P-Card – P-Card CFS Defaults	
1	To access Pcard default chartfield spreads (CFS) in PeopleSoft, click on the P-Card tile on the Home Screen and select P-Card CFS Defaults on the left side menu or use the NavBar and select Navigator > OU Main Menu > P-Card > P-Card CFS Defaults .
2	All cardholders have a default chartfield spread that is established on their Pcard application.
3	The cardholder, approver or anyone else who has Org access to the cardholder's default chartfield spread, will have the ability to update the default chartfield spread.
4	To search for a cardholder's default chartfield spread, type in either their Employee ID or Name in the appropriate fields and click Search . Note that when searching by Name , use Last Name, First Name.
6	Review the default chartfield spread information for the cardholder.
7	If necessary, update the fields to the correct chartfield spread by typing in the values or using the magnifying glass to search for the correct values. Note that you will only have access to charge to Orgs that you have security for.



P-Card CFS Defaults

Business Unit NORMN Card # 8250
 Empl ID 123456 Name TRANSACTION, TOM

Account Fund Org Function Entity Project
 602700 EDGEN RES 00311 00000

Look Up Org

Org begins with RES

Look Up Clear Cancel Basic Lookup

Search Results

View 100 First 1-25 of 25 Last

Parent Node Name	Org	Description
NORMN RES01001		VP FOR RES & PARTNERSHIPS OPER
NORMN RES02001		VP RES & PARTNERSHIPS INVST
NORMN RES03001		ADVANCED RADAR RESEARCH CENTER
NORMN RES04001		CTR AUTONOMOUS SENSING & SAMPL
NORMN RES05001		CONSOLIDATED CORE LABORATORY
NORMN RES06001		DEFENSE SEC & INTELLIGENCE
NORMN RES07001		LATIN AMER SUSTAIN INST (LASI)
NORMN RES08001		EXPORT CONTROLS
NORMN RES09001		INSTITUTIONAL REVIEW BOARD
NORMN RES10001		KESSLER ATMOS & ECO FIELD STAT
NORMN RES11001		LABORATORY ANIMAL RESEARCH
NORMN RES12001		INSTL ANIMAL CARE & USE COMM
NORMN RES13001		OFFICE OF RESEARCH SERVICES
NORMN RES14001		OFFICE TECH COMMERCIALIZATION
NORMN RES15001		RESEARCH INTEGRITY OFFICE(RIO)
NORMN RES16001		PLAINS INSTITUTE
NORMN RES17001		OK AEROSPC & DEFNS INST(OADII)
NORMN RES18001		INST PUB POL RESRCH & ANALYSIS
NORMN RES19001		SAMUEL NOBLE MICROSCOPY LAB
NORMN RES20001		STARTUP FUNDS
NORMN RES21001		STEPHENSON RES & TECH CTR
NORMN RES22001		UNIVERSITY CLEANROOM
NORMN RES23001		INST FOR FUTUR DIGITAL SOCIETY
NORMN RES24001		OFFICE OF INNOV & CORP PRTRNSH
NORMN RES25001		VPRP PROJECT CLEARING

Save Return to Search Notify

- 9 Once the changes have been made, click **Save**.
- 10 All transactions for the cardholder that post after this change is made will be allocated to the new chartfield spread default.