



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.



Favorites ▾ Main Menu ▾ > Employee Self Service > P-Card CFS Defaults

P-Card CFS Defaults

Business Unit OUHSC Card # 1234
 Empl ID 540660 Name TAYLOR TRANSACTION

Account Fund Org Function Entity
 600100 CLNOP OUP00801 00124 00000

Look Up Org
 Org begins with
 Look Up Clear Cancel Basic Lookup

Search Results
 View 100 First 1-172 of 172 Last

Org	Description
OUP00010	Consolidated Billing
OUP00011	Registration / Eligibility
OUP00012	Referrals / Authorizations
OUP00013	Locum Services
OUP00014	Assoc Program / Indian Health
OUP00020	ASU
OUP00022	Buildouts
OUP00025	Operating Reserves
OUP00026	Population Health
OUP00028	PAD-Lockbox
OUP00029	General Clearing
OUP00040	EHR - EPIC
OUP00045	Patient Deposits - OTC
OUP00046	EMR - Heritage
OUP00047	Prof Liability
OUP00048	Corporate Challenge
OUP00051	Health Access Network (HAN)
OUP00052	Corporate Health & Wellness
OUP00053	Diversity
OUP00054	OU Fit
OUP00055	CPC Plus
OUP00056	CPC Plus - UHC
OUP00060	PC - Primary Care Clearing
OUP00061	PC - Canyon Park
OUP00062	PC - Fountain Lake
OUP00063	PC - Mid Del

Save Return to Search Previous in List

9 Once the changes have been made, click Save.

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P-Card CFS Defaults

Business Unit OUHSC Card # 1234
 Empl ID 540660 Name TAYLOR TRANSACTION

Account Fund Org Function Entity Project Source Purpose
 600100 MISCA OUP00020 00124 00000

Save Return to Search Previous in List Next in List Notify Add Update/Display

10 All transactions for the cardholder that post after this change is made will be allocated to the new chartfield spread default.