

Locate the PCA Type to Query

- 1) On the Transaction Summary, find a transaction and click on the Description to go to the Transaction Detail page.

View Budget # 039331 May << June 2012 >> Jul

Reporting Period: June 2012

+ 03-9331 NEW STDNT ENRLMNT CLUE Profile Budget

Account Code	Description	Transaction Date
01	SALARIES AND WAGES	
01-60	CLASS (HEPB) STAFF SAL	
01-60-01	SWAN, KATHERINE	06/25/2012

- 2) Look at the Core Fields section at the top for the PCA codes. If there are values here, then you are using regular PCA (Lite) and your normal query will pull the PCA codes. If there are no PCA values, you are using PCA Original (Ultralite) codes.

Core Fields	
Item	Value
Account Code	016001
Budget Number	03-9331
PCA Option Code	
PCA Project Code	
PCA Task Code	
Transaction Amount	665.00
Transaction Date 1	6/25/2012
Transaction Description	SWAN, KATHERINE
Transaction Posting Date	6/20/2012
Transaction Reference 1	EID 854008356
Transaction Reference 2	Ck# D826965
Transaction Reference 3	REG
Transaction Reference 4	

- 3) Scroll down to find the PCS Original Codes in the General Fields section. Your PCA codes should show up.

PCA Original Option Code	012
PCA Original Project Code	FYP080
PCA Original Task Code	330