

## Select Correct PCA Codes to Query

In Section 2 of a Query Template, the Selected Report Fields in the right box contain the Report fields for PCA Lite. If you are using PCA UltraLite, you will need to remove these fields and add in the PCA Original fields. Follow the instructions below.

- 1) Find the PCA Original codes when you run a query. When you are entering a query (or revising a query that had the wrong codes), you first need to take out the wrong PCA codes. To do so, in section 2, highlight the PCA codes in the Right hand box and then click the left arrow to move them out of your Selected report fields.

**2. Select report fields and their order** (text to clarify that the reconciliation data can change)

All report fields  
 [Use my report fields](#)

**Report fields** are the columns of data you see in your query results.  
For a more refined query, see [Frequently Used Report Fields](#)

Available report fields: See [Glossary](#)

Selected report fields:

Account Code  
Transaction Description  
Transaction Date 1  
Transaction Reference 1  
Transaction Reference 2  
Transaction Reference 3  
Transaction Reference 4  
Transaction Amount  
PCA Project Code  
PCA Task Code  
PCA Option Code

Move up  
Move down

- 2) Click the button beside All Report Fields, then scroll down to select the PCA Original codes. Click the right arrow button to move them into your Selected Report Fields.

**2. Select report fields and their order** (text to clarify tha

All report fields  
 [Use my report fields](#)

**Report**  
For a n

Available report fields: See [Glossary](#)

PCA Edit Code 5  
PCA Edit Code 6  
PCA Option Code  
PCA Organization Code  
PCA Organization Name  
PCA Original Option Code  
PCA Original Project Code  
PCA Original Task Code  
PCA Overhead Cost Allocation  
PCA Project Code  
PCA Status Flag

- 3) You'll see these now show up in the right column which will be your column headings in your query results.

**2. Select report fields and their order** (text to clarify that the reconciliation data can change)

All report fields  
 [Use my report fields](#)

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Available report fields: See [Glossary](#)

PCA Edit Code 5		Account Code
PCA Edit Code 6		Transaction Description
PCA Option Code		Transaction Date 1
PCA Organization Code		Transaction Reference 1
PCA Organization Name	< >	Transaction Reference 2
PCA Overhead Cost Allocation		Transaction Reference 3
PCA Project Code		Transaction Reference 4
PCA Status Flag		Transaction Amount
PCA Task Code		PCA Original Option Code
PCA Transaction Description		PCA Original Project Code
PCA Transaction Indicator		PCA Original Task Code

Move up  
Move down

- 4) Run your query!