**Reconciliation in Works**

All charges made on your Pcard will be automatically allocated to the default accounting codes provided on your application. If those accounting codes need to be changed, the individual transactions will need to be edited in Works. To edit the accounting codes, select the transaction in Works from the Cardholder Review. The accounting information for the charge will populate in the Allocation tab below.

To change those codes, click on the Allocation tab and select the Add/Edit button. An allocation box will appear where you can change your accounting codes. If you know what the new accounting codes should be, type in the new information. If you need to search for the appropriate accounting information, click on the GL Assistant button. A new searching box will appear where you can search for the appropriate accounting field. You can either choose which segment of the code you want to alter by selecting the code name from the View box or by clicking on the code you want to change under the Selection Combination option. Select which code needs to be altered and all available codes will appear and you can scroll from these codes to choose the correct one.

You can also narrow down your choices by either typing in part of the code or the description of the code. To search this way either select Value, meaning the code, or Description Start With, meaning the description name, from the Find Segments search option. Type in the information and then select Go so that all the available options will appear. Select the correct codes and then click Finish to go back to the Allocation screen.

Once all codes have been appropriately updated, click the OK button at the bottom of the screen. Works will then take you back to the Cardholder Review page and you can see that the information has been changed.