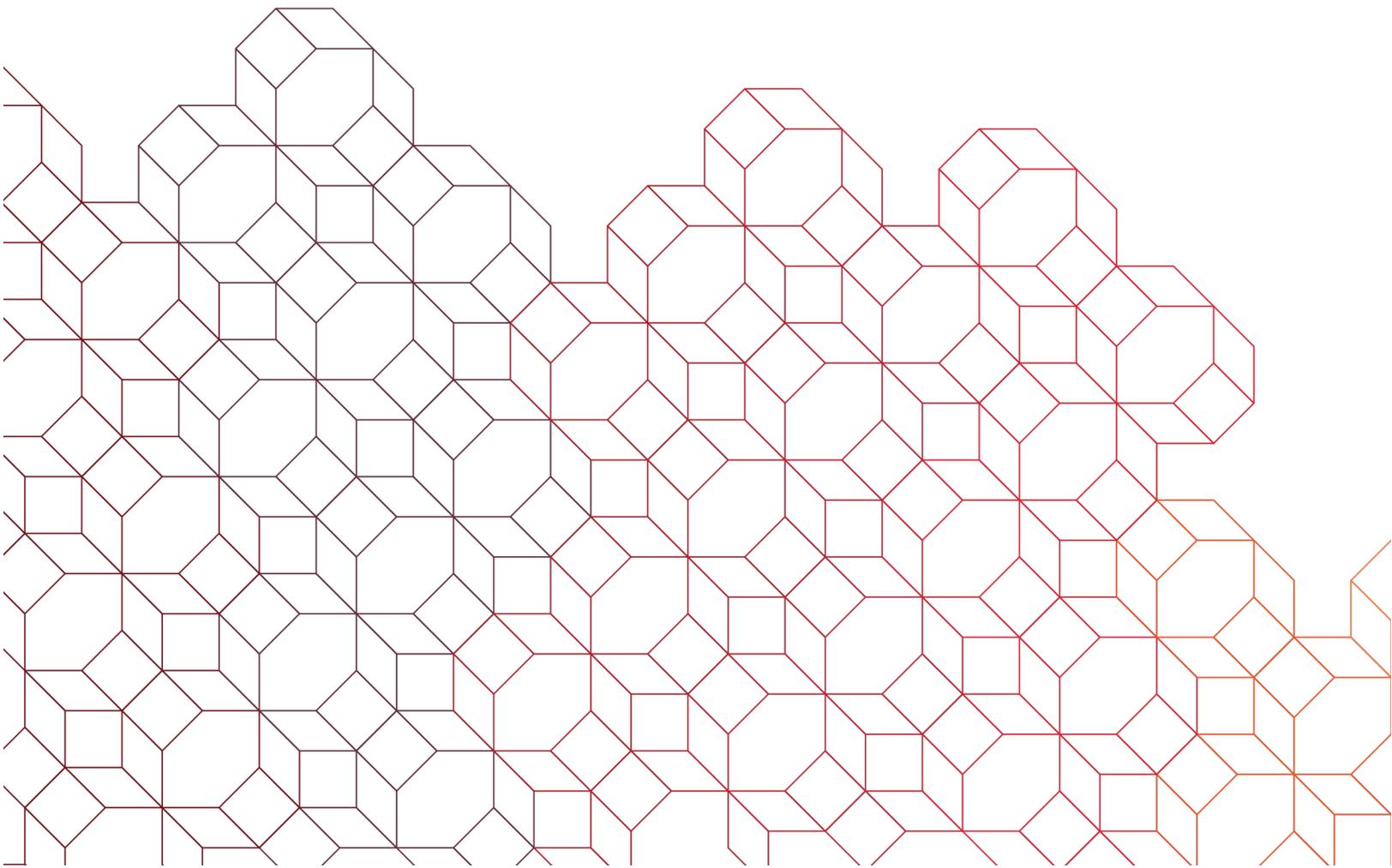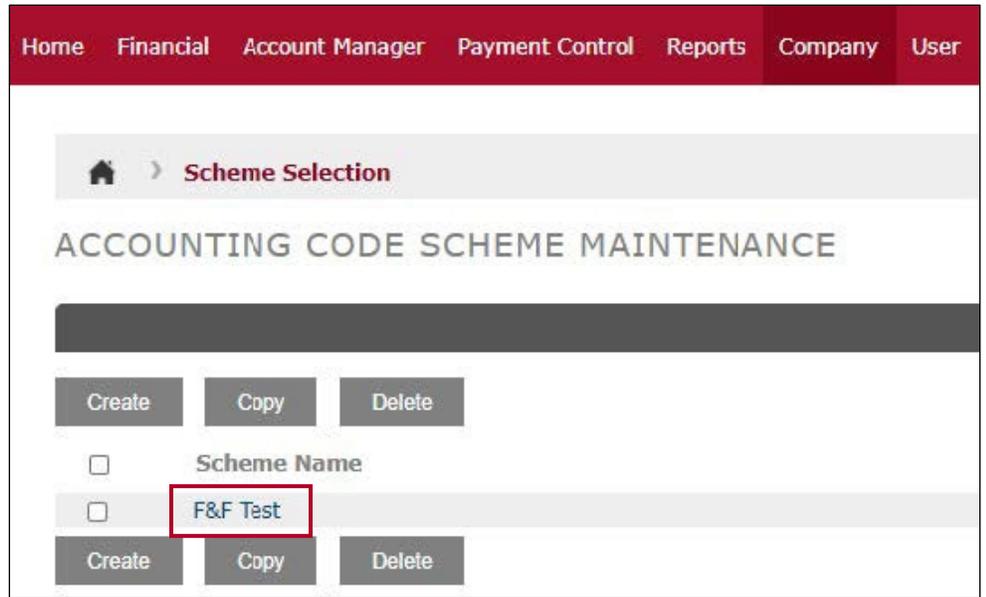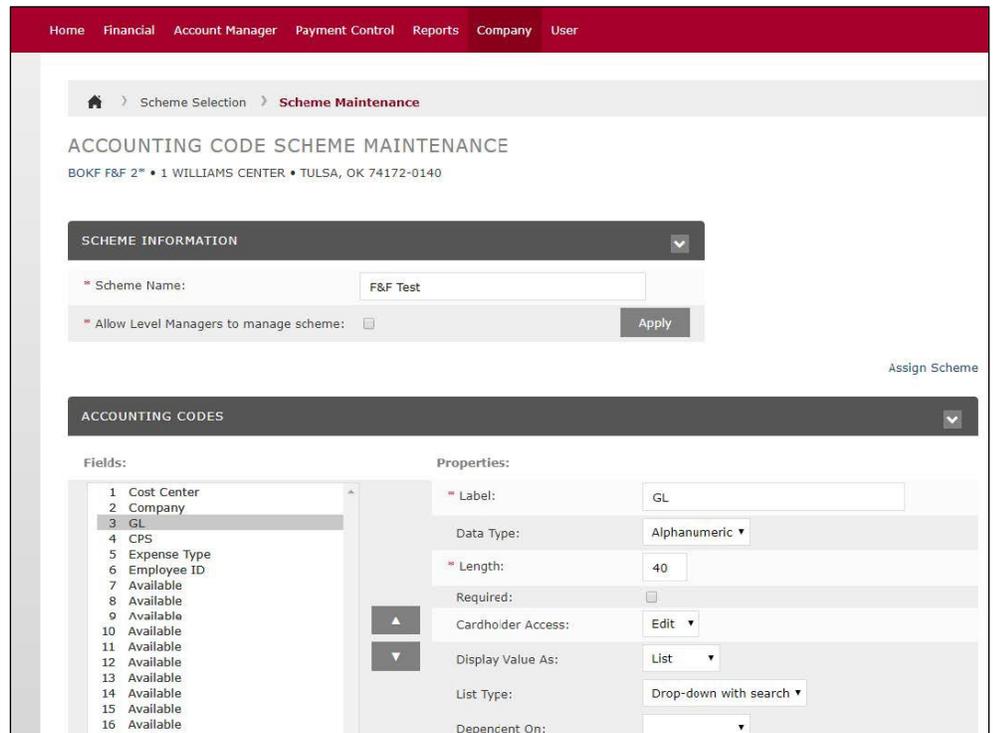# Spend Control

Add or Edit Account Code Values

1. Company > Cost Allocation Management > Accounting Code Scheme > Scheme Maintenance

2. Click on the scheme name, blue link.

3. Accounting code fields will be listed on the left side of the screen. Highlight the desired field and scroll to the bottom of the page.

4. The values for that accounting code field will be listed on the left side of the screen. You can add new values by highlighting the "Add New Value" option, complete the "Value" and "Description" fields on the right and click "Apply".

5. You can also edit or delete existing values by highlighting a value and completing the fields on the right. After any edits are made you must click "Apply".

If you have any questions, please contact us at CorporateCardSupport@bokf.com.