

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

Highlight the desired field and

scroll to the bottom of the page.



Scheme Selection > Scheme Maintenance listed on the left side of the screen. ACCOUNTING CODE SCHEME MAINTENANCE BOKF F&F 2* • 1 WILLIAMS CENTER • TULSA, OK 74172-0140 SCHEME INFORMATION * Scheme Name: F&F Test * Allow Level Managers to manage scheme: Assign Scheme Fields: Properties: 1 Cost Center 2 Company " Label: GL 2 Company 3 GL 4 CPS 5 Expense Type 6 Employee ID 7 Available 8 Available 9 Available 10 Available 11 Available Data Type: Alphanumeric • * Length: 40 Required: Cardholder Access: Edit • Available Available Available Available Available Available Display Value As: List . 12 13 14 15 16 Drop-down with search • List Type: Dependent On:

Home Financial Account Manager Payment Control Reports Company User



- 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".

ACCOUNTING CODE VALUES					~
Value - Description Total: 16 Add new value Image: Constraint of the second secon	* Value: Description:		Арріу	Delete	Reset
	Select a file:	Select a file to Upload		Browse Add	? Replace

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

