Overcoming Allocation Errors in WORKS System
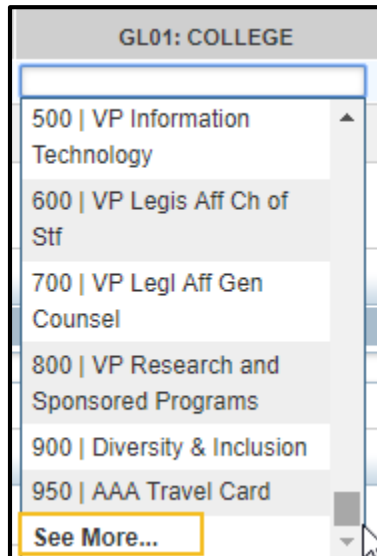
Sometimes when a cardholder is attempting to allocate a transaction in the WORKS allocation screen, the system will not allow the user to allocate to a fund/cost center other than what is defined as the user's default. In these circumstances, please follow the instructions below to help "reset" the system and be able to view the other options available to be allocated to.

1) In the Allocation screen, find the fields marked "GL01" through "GL04" and delete whatever is currently in the fields so that they are blank. (Please note that they ALL must be empty before beginning or errors will continue).

Purchase Amount: 889.00	Tax Amount: 0.00	Allocation Total: 889.00	100%	Variance: 0.00
GL01: COLLEGE	GL02: COST CENTER	GL03: FUND/COST CENTER	GL04: OBJECT CODE	

2) Starting with the "GL01" option, click on the empty field and select the "See More" option.

3) On the ensuing screen, select the option that is desired and hit "OK". (Note: for the "GL01" field there should only be one option to select, and some fields such as "GL02: Cost Center" may have multiple pages worth of options to select. If the option you seek isn't on the first page, select the arrow icon towards the bottom to scroll through all pages until you see the desired cost center).

General Ledger Picker		✕
All Values	**Description**	
◯ 003646	CPLBS-CKF Fund	
◯ 100	President	
◯ 101	School of Medicine	
◯ 102	Univ Budgets	
◯ 105	Alumni Relation	
◯ 107	Univ Relation	
◯ 109	Internal Audit	
◯ 1200	Lawson	
◯ 1250	Miller Auditorium	
◯ 1300	Bookstore	

0 Selected | 134 items   Show [10 ▼] per page |◁ ◁ Page: [1] of 14 ▷ ▷|

[OK]   [Cancel]

4) Continue to do this for each field until each of the options "GL01" through "GL04" have a valid entry in them. Once this is completed, select the "Save" option at the bottom of the screen to save your changes.