

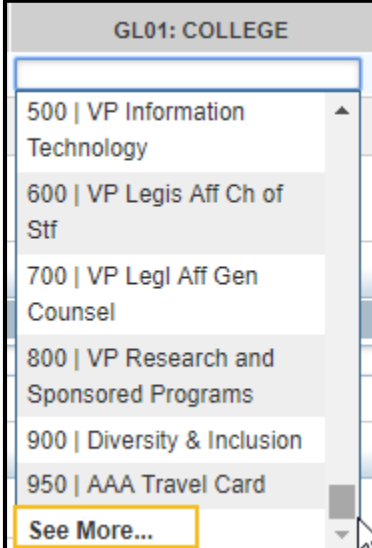
## Overcoming Allocation Errors in WORKS System

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
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>

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



The screenshot shows a dropdown menu for the "GL01: COLLEGE" field. The menu is open, displaying a list of options. The options are:

- 500 | VP Information Technology
- 600 | VP Legis Aff Ch of Stf
- 700 | VP Legl Aff Gen Counsel
- 800 | VP Research and Sponsored Programs
- 900 | Diversity & Inclusion
- 950 | AAA Travel Card
- See More...

The "See More..." option is highlighted with a yellow box.

- 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
<input type="radio"/>	003646	CPLBS-CKF Fund
<input type="radio"/>	100	President
<input type="radio"/>	101	School of Medicine
<input type="radio"/>	102	Univ Budgets
<input type="radio"/>	105	Alumni Relation
<input type="radio"/>	107	Univ Relation
<input type="radio"/>	109	Internal Audit
<input type="radio"/>	1200	Lawson
<input type="radio"/>	1250	Miller Auditorium
<input type="radio"/>	1300	Bookstore

0 Selected | 134 items      Show  per page        Page:  of 14

- 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.