

Procurement Card Steps to Change Accounts

1. Accounts must be changed before you do your monthly reconciliation.
2. After signing into the AEPC system, change the **Billing Cycle** to the previous month from which the charges took place.
3. Tab down to **VI03-Log List** and press **Enter**.
4. Tab to the left hand side of the charge you wish to change accounts on. Type an **S** and press **Enter**.
5. Tab up to the **Amount** field and click on the **ErEOF** icon in the lower left portion of the screen. Now type **0.00** in the **Amount** field.
6. Tab down to below the **Account Number** and type the new account that you wish to charge the purchase to.
7. Type the same **FY** and **SUBOBJ** that already appear above and then type the amount of the purchase under the **Amount** field.
8. Tab back over to the **F=>** and **A=>** fields and type an **S** in the **F=>** field. Press **Enter**.
9. Press **Enter** a second time to complete the transaction.
10. Type an **X** in the **F=>** field and an **E** in the **A=>** field to return to the main menu.
11. Repeat steps 3-10 for all charges that you wish to change the account on.
12. Once you have finished changing the accounts you can do your monthly reconciliation.