**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.