How to Change Accounting for a Transaction

@Work Reconciliation allows you to view more detail on each transaction than what is shown in the Transaction List View. You can change the accounting for the transaction in the Transaction Detail view.

Navigate to the Transaction Detail Screen

1. Select the desired Transaction by clicking on its row. This will take you to the Accounting Tab in the Transaction Detail screen.
Accounting Tab

The **Accounting Tab** is where you can view or change the accounting for a transaction, or add a description.

2. Click in the **Accounting Field** you wish to change. If the field is blank, a dropdown with up to 100 valid values will appear. If your company has provided descriptions for the accounting codes, they will be shown in parentheses at the right.

3. Some companies have accounting codes that are validated in **Combination** with other codes. In these cases, @Work Reconciliation will indicate which fields are linked with the accounting field you are entering.

4. When you are finished reallocating press the **Save** button.

5. If you have several transactions to reallocate, and do not want to return to the transaction list each time, you can use the **Transaction Navigation Arrows** in the upper right of the screen, to go forward or go back one transaction at a time.
6. If the Accounting Field you wish to change shows you a list of valid values, you can use **Typeahead Search** to find the right code. In this example, the user has typed “OFF”. Notice the dropdown shows only codes where “OFF” is part of the accounting value or description.

7. If you would like to see a larger number of accounting codes before searching, click the **More Codes** icon
8. You can enter a **Search** term to find an accounting code, or you can just scroll through the list. The list will show up to 5000 values, broken into 10 pages of 500 codes each. **Note:** for Combination Validation, this search list will show all valid values for the selected accounting code, not just the values that are valid in combination with other previously entered accounting field values.

9. Click on the value you would like to use to highlight it, then click the **Apply** button.