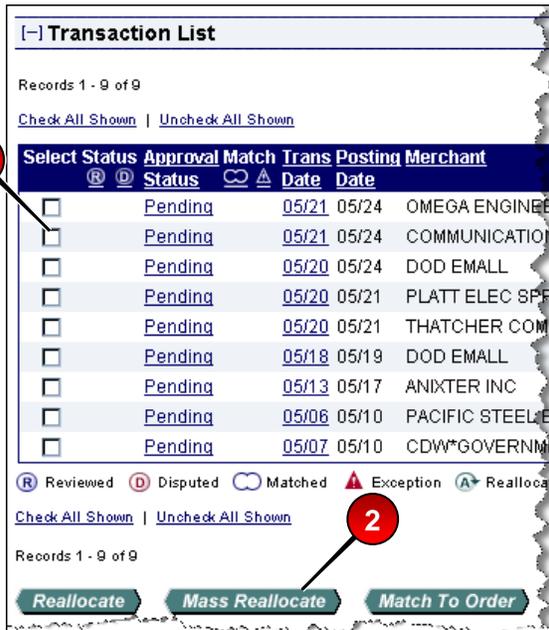
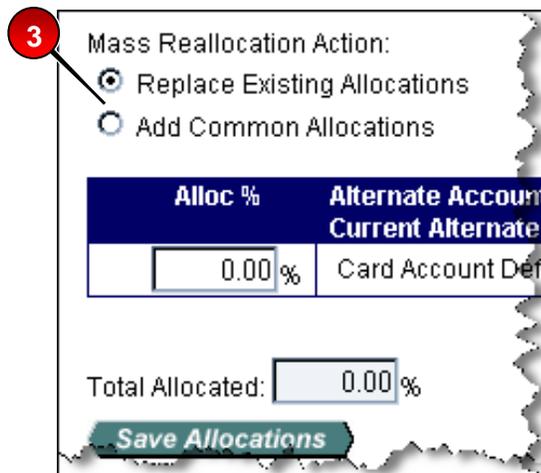


Mass Reallocate Transactions

You can use this quick reference guide as a fast reminder of the basic steps for mass reallocating transactions.



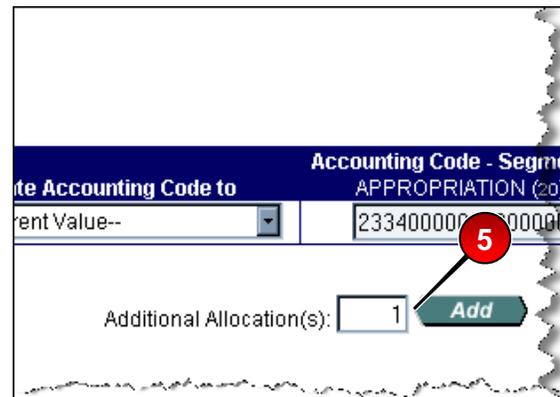
1. On the transaction list, select the check box for each transaction to include in the mass reallocation group.
2. Click the **Mass Reallocate** button.



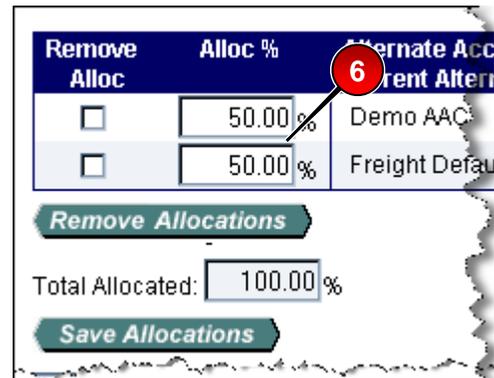
3. Select to replace existing allocations or leave a portion of each transaction's in place, but add a common allocation.



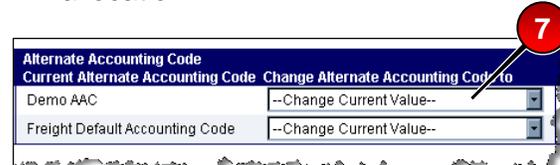
4. Specify a new accounting code.



5. Add additional allocations, if needed.



6. Specify the percentage for each allocation.



7. Specify an accounting code for each allocation.

Remove Alloc	Alloc %	Alternate Current
<input type="checkbox"/>	50.00 %	Demo
<input type="checkbox"/>	50.00 %	Freight

Remove Allocations

Total Allocated: %

Save Allocations

8

8. Click the **Save Allocations** button.

Alternate Accounting Code			
Alloc %	Current	Alternate Accounting Code	Account
50.00%	Demo AAC		233400
50.00%	Freight Default Accounting Code		

Scroll down to review what the selected transactions would be allocated to.

Are you sure you want to change these allocations?

Yes, Save Allocations **No**

Detail of Changed Transactions

Tran Date	Merchant	Amount
05/21/2006	COMMUNICATIONS APPLIED TE	\$1,159
		\$579
		\$579
05/20/2006	DOB-EMAIL	\$1,195

9

9. Review the summary and detail information and then click **Yes, Save Allocations**.

Request has been successfully completed.

[-] Card Account Summary

Account Number: 47163000
 Account Name: DAMITA W
 Billing Cycle Cl

Note the A icons and the Multiple designations.

Amount	Purchase ID	Accounting Code
\$508.40	05691	Multiple
\$1,159.00	05691	Multiple
\$1,195.56	05691	Multiple
\$311.06	05691	Multiple

LEARN MORE
 For more detailed information, refer to the *Transaction Management* web-based training lesson

and user guide available at:
<https://wbt.access.usbank.com>

Contact your Program Administrator for the most current passwords.