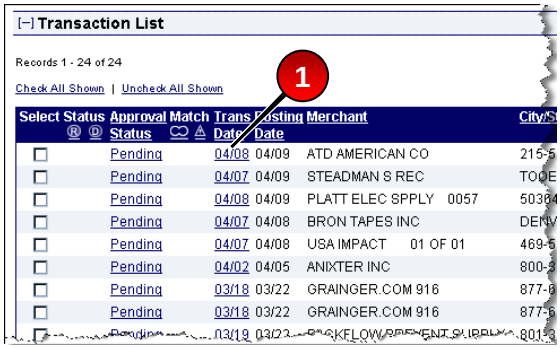
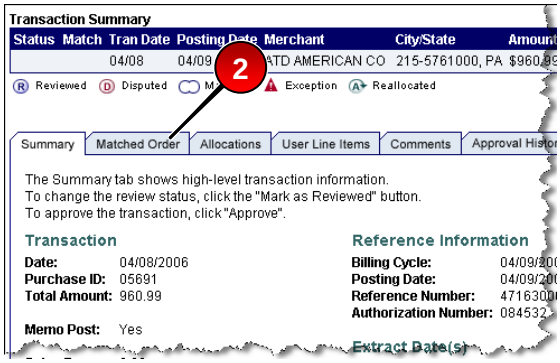
Match an Order to a Transaction in Transaction Management

You can use this quick reference guide as a fast reminder of the basic steps for matching an order to a transaction using the transaction management function.

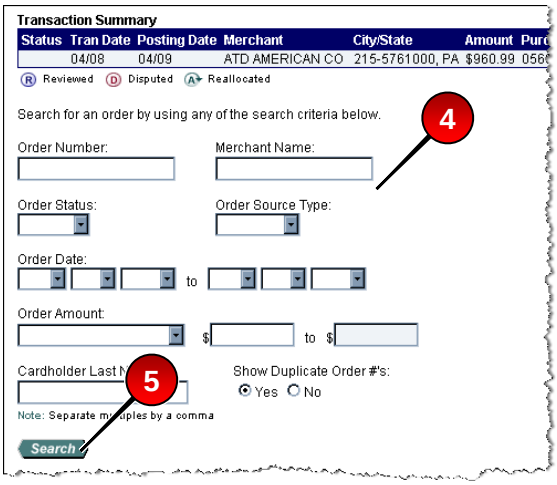


1. On the transaction list, click the date link for the transaction you want to match an order to.

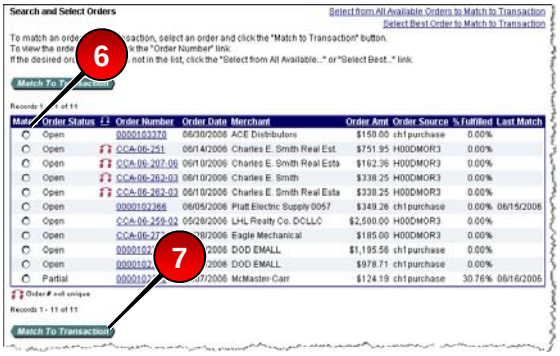


2. Select the *Matched Order* tab.

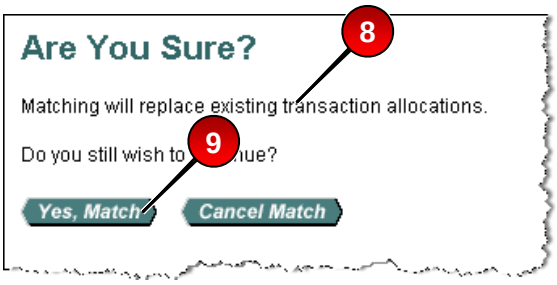
3. Click the **Match to Order** link.



4. Specify order search criteria, if needed.
5. Click **Search**.

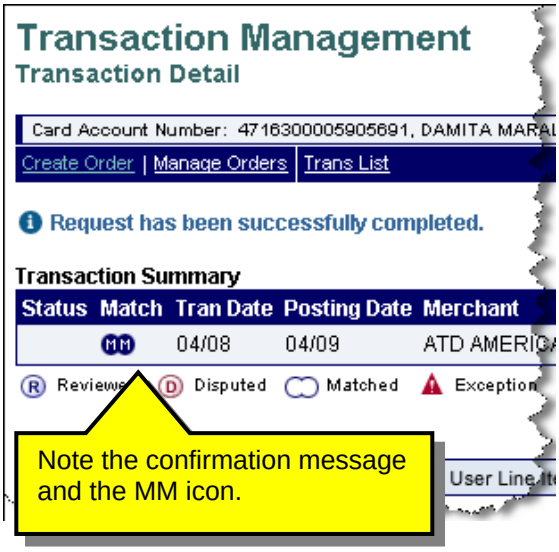


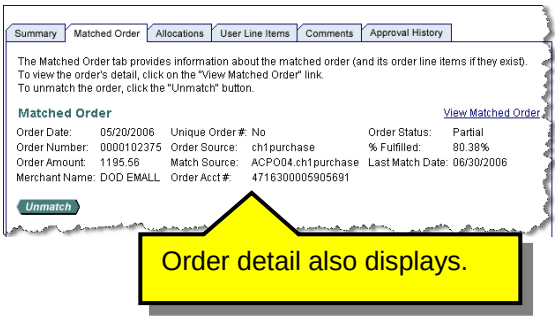
6. Select the radio button for the order to match to the transaction.
7. Click the **Match to Transaction** button.



8. Review the message. Your organization sets parameters to determine when a transaction keeps its own allocation or takes the allocation of the order.

9. Click **Yes, Match**.





LEARN MORE

For more detailed information, refer to the *Order Management* web-based training lesson and user guide available at:

https://wbt.access.usbank.com

Contact your Program Administrator for the most current passwords.

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