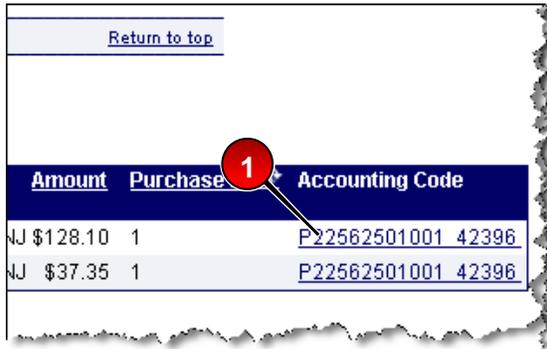
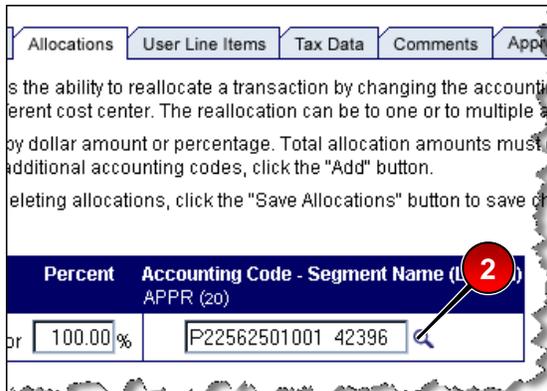


Reallocate a Transaction to a Valid Value

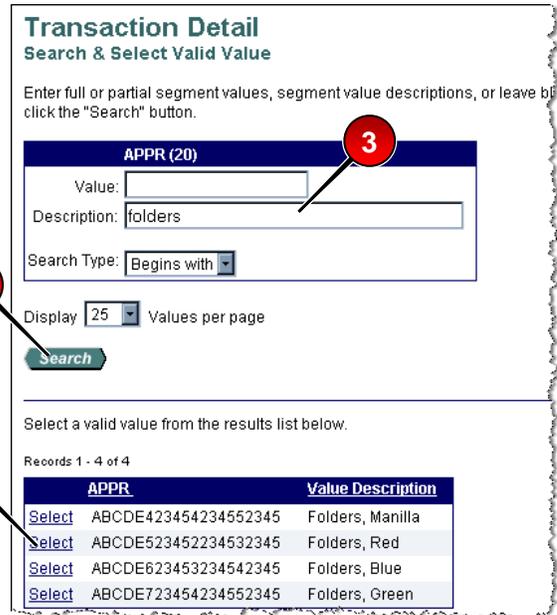
You can use this quick reference guide as a fast reminder of the basic steps for reallocating a transaction.



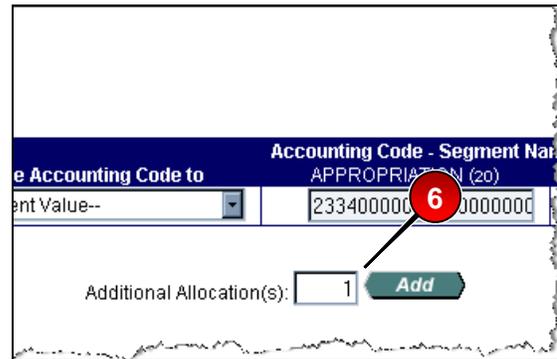
1. On the transaction list, click the transaction's accounting code link.



2. Click the **Magnifying Glass** icon to select a valid value.



3. Specify search criteria.
4. Click **Search**.
5. Click the code's **Select** link.



6. Add additional allocations, if needed.

U.S. Bank Access® Online: Reallocate a Transaction *Quick Reference*

Summary Matched Order Allocations User Line Items Tax Data Comment

The Allocations tab provides the ability to reallocate a transaction by changing the allocate an amount to a different cost center. The reallocation can be to one or to multiple cost centers. You can allocate amounts by dollar amount or percentage. Total allocation amount must equal the total amount of the transaction. To allocate to additional accounting codes, click the "Add" button. After adding, modifying or deleting allocations, click the "Save Allocations" button.

* = required

Remove	Amount	Percentage	Accounting Code - Segment Name (L)
<input type="checkbox"/>	\$ 64.05	or 50.00%	ABCDE4234542345523
<input type="checkbox"/>	\$ 64.05	or 50.00%	ABCDE6234532345423

Search

Remove

Total Allocated: \$ 128.10 100.00% Additional Allocations: \$ 0.00 0.00%

Note: Rows marked for deletion are subtracted from Total Allocated and Amount Remaining.

Save Allocations



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.

7. Specify the amount or percentage for the additional allocations.
8. Specify the valid value for the additional allocations.
9. Click the **Save Allocations** button. A confirmation message displays and the transaction has an **A** icon.

i Request has been successfully completed.

Transaction Summary

Status	Match	Tran Date	Posting Date	Merchant
		06/20	06/21	MR NEWS

R Reviewed **D** Disputed **M** Matched **A** Exception

Summary Matched Order Allocations User Line Items

The Allocations tab provides the ability to reallocate

Amount	Purchase ID	Accounting Code
NJ \$128.10	1	Multiple

Note the A icon and the Multiple designation.

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