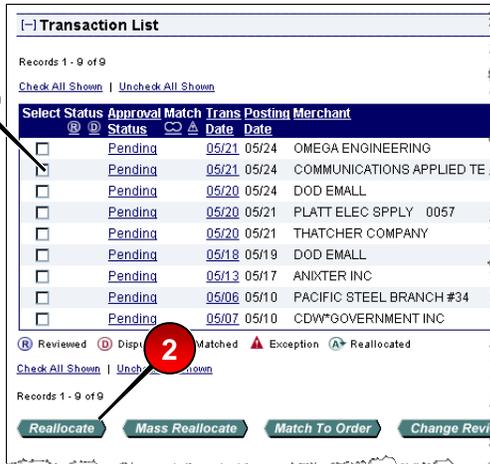
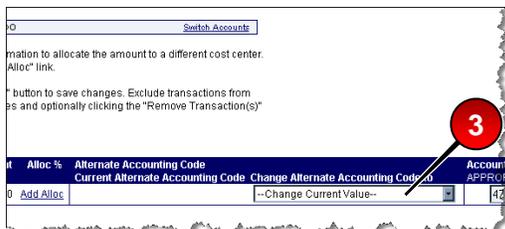


Reallocate to an Alternate Accounting Code

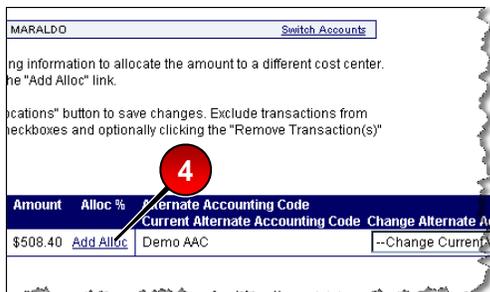
You can use this quick reference guide as a fast reminder of the basic steps for reallocating a transaction to an alternate accounting code (AAC).



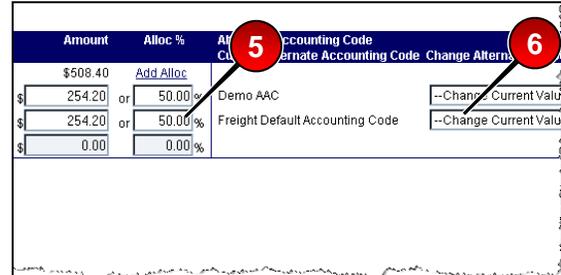
1. Select the check box for the transaction you want to reallocate to an AAC.
2. Click the **Reallocate** button.



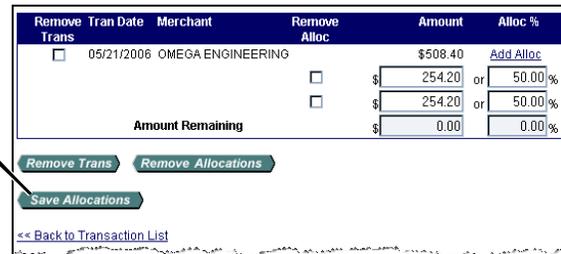
3. Select the AAC from the drop-down list.



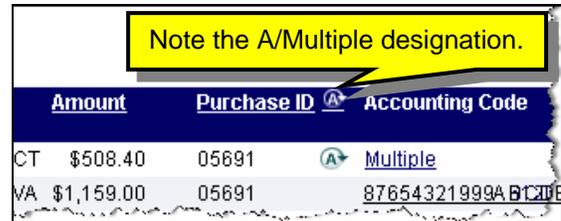
4. Click the **Add Alloc** link to add an allocation.



5. Specify the allocation amount or percent to completely allocate the entire transaction.
6. Select the AAC for the additional allocation.



7. Click the **Save Allocations** button.



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.

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