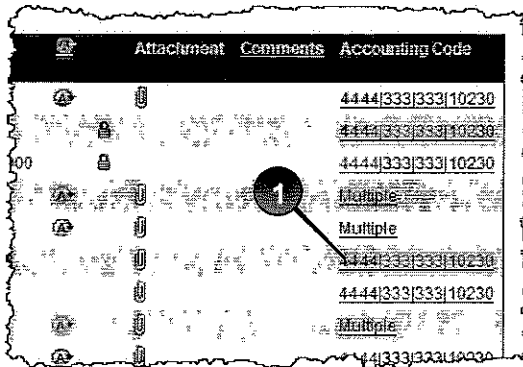
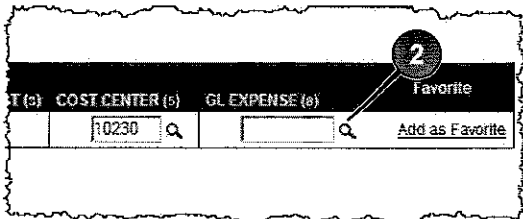


Reallocate a Transaction to a Valid Value

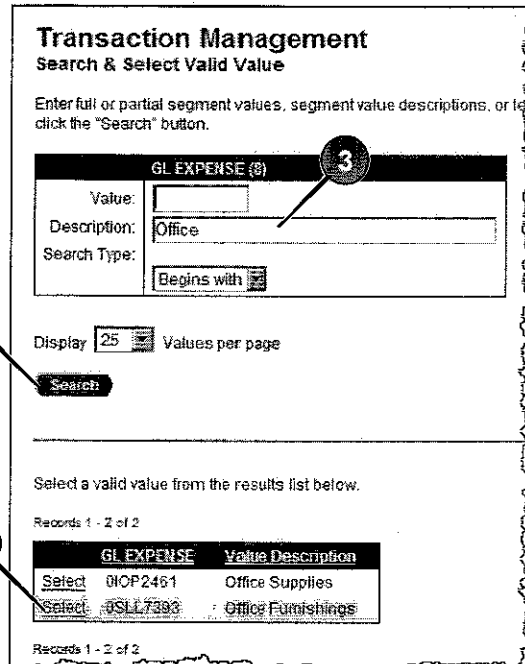
You can use this quick reference guide as a fast reminder of the basic steps for reallocating a transaction in Access® Online.



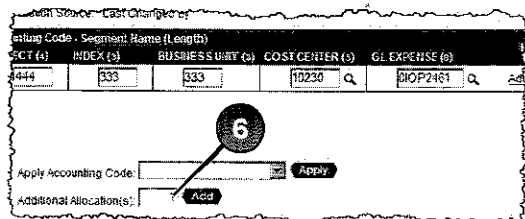
1. On the transaction list, click the transaction's accounting code link.



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.

Access Online: Reallocate a Transaction Quick Reference

Amount	Percent	Acco
\$ 67.97	OR 50.00%	PR 7
\$ 67.98	OR 50.00%	
\$ 135.95	100.00%	
\$ 0.00	0.00%	

7. Specify the amount or percentage for the additional allocations.

COST CENTER (c)	GL EXPENSE (e)
10230	01OP2461
10230	

8. Specify the valid value for the additional allocations.

Summary Match Allocations **Used Line Items** Tax Date

The Allocations tab provides the ability to reallocate a transaction to allocate an amount to a different cost center. The reallocation button.

You can allocate amounts by dollar amount or percentage.

After adding, modifying or deleting allocations, click the "Save Allocations" button.

* = required

Removes	Amount	Percent
<input type="checkbox"/>	\$ 67.97	OR 50.00%
<input type="checkbox"/>	\$ 67.98	OR 50.00%

Q Search

Remove

Total Allocated: \$ 135.95 100.00%

Amount Remaining: \$ 0.00 0.00%

Note: Rows marked for **9** are subtracted from Total Allocation

Save Allocations

9. Click the **Save Allocations** button. A confirmation message displays.

Transaction Management

Transaction Detail

Product: Purchasing Card
 Card Account Number: 8774 CHASTIN, J BORDING
 Card Account ID: 212092025942

Create Manage **Card Acct List** Trans List

Request has been successfully completed.

Transaction Summary

Status	Match	Trans Date	Posting Date	Mer

Attachment	Comments	Accounting
		4444 333 3
		4444 333 3
		4444 333 3
		Multiple
		Multiple
		Multiple

Note the A icon and the Multiple designation.

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