

To select a different speedchart (account code) select the magnifying glass icon.

* = required

Remove Trans	Trans Date	Merchant	Amount	Alloc %	Accounting Code - Segment Name (Length)	
<input type="checkbox"/>	08/31/2010	FISHER SCI HUS	\$172.00	Add Alloc	PC20009001	* Q

[Q Search](#)

[Remove Trans](#)

[Save Allocations](#)

[<< Back to Transaction List](#)

You will see the following screen.

Reallocation Worksheet

Search & Select Valid Value

Enter full or partial segment values, segment value descriptions, or leave blank to click the "Search" button.

SPEEDCHART (12)	
Value:	<input type="text" value="PC20009001"/>
Description:	<input type="text"/>
Search Type:	<input type="text" value="Begins with"/>

Display Values per page

[Search](#)

Select a valid value from the results list below.

Records 1 - 1 of 1

	<u>SPEEDCHART</u>	<u>Value Description</u>
Select	PC20009001	G0106-20009-660003

Records 1 - 1 of 1


[<< Back to Reallocation Worksheet](#)

To find other speedcharts that are available for your use, clear the text in the Value field. Then enter your deptid in the Description field. Then change the Search Type dropdown to contains, then press the Search button. You can also clear all information in the value and description box, select search and everything you have access to will appear.

Reallocation Worksheet

Search & Select Valid Value

Enter full or partial segment values, segment value descriptions, or less click the "Search" button.

SPEEDCHART (12)	
Value:	<input type="text"/>
Description:	<input type="text" value="20009"/>
Search Type:	<input type="text" value="Contains"/> 

Display  Values per page

Search

Select a valid value from the results list below.

Records 1 - 10 of 10

	SPEEDCHART	Value Description
Select	PC20009001	G0106-20009-660003
Select	PC20009002	C2263-20009-660003
Select	PC20009003	C2263-20009-660802
Select	PC20009004	E1399-20009-660003
Select	PC20009005	G0106-20009-660021
Select	PC20009006	G0106-20009-660802
Select	PC20009007	GR106-20009-660003-R206
Select	PC20009008	GR106-20009-660802-R206
Select	PC20009009	TM210-20009-660003
Select	PC20009010	TM210-20009-660802

Records 1 - 10 of 10

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Then select the account code / speedchart you would like the transaction to be charged to. If you do not see the account code string you would like to use please let me know and we will add it for you.