

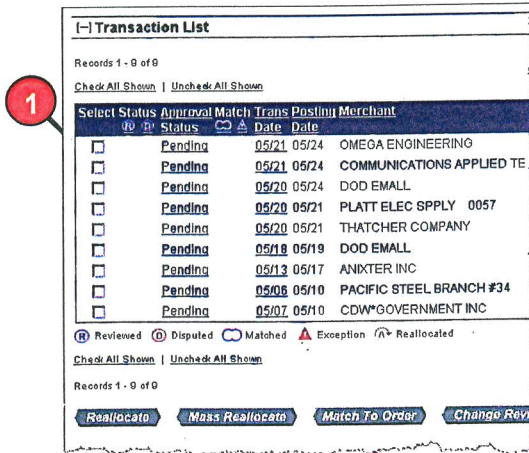
1. Login in:  
<https://access.usbank.com>
2. Select Transaction Management
3. Select Transaction List
4. Start with Step 1 below

Reallocate to an Alternate Accounting Code

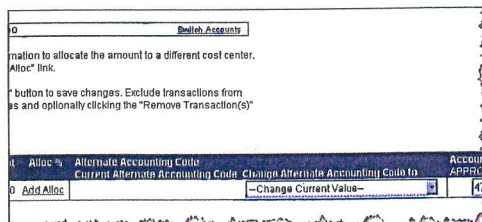
# Reallocate to an Alternate Accounting Code

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).

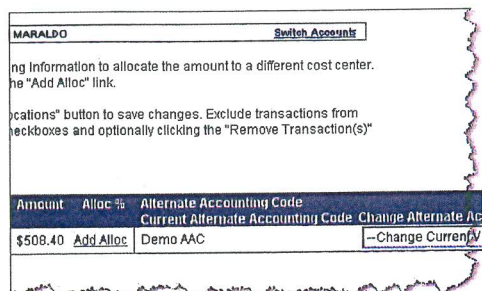
4. Click the **Add Alloc** link to add an allocation.



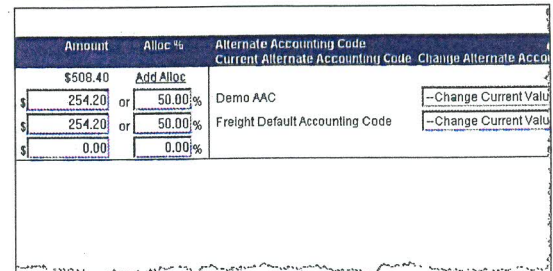
1. Select the check box for the transaction you want to reallocate to an AAC.
2. Click the **Reallocate** button.



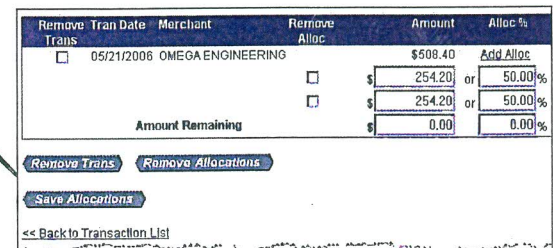
3. Select the AAC from the drop-down list.



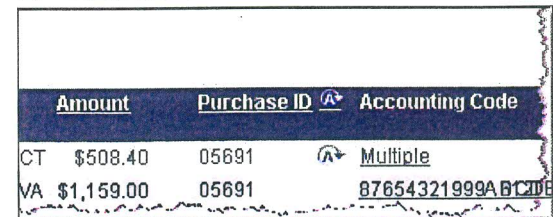
\*\*\*Skip steps 4-6 unless you need to split (1) transaction into (2) or more distributions. This will allow you to charge to different chart strings.



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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