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.

©2008 U.S. Bancorp. All rights reserved. U.S. Bank Corporate Payment Systems is a division of U.S. Bank National Association ND. All other trademarks are the property of their respective owners. You may not reproduce this document without permission.