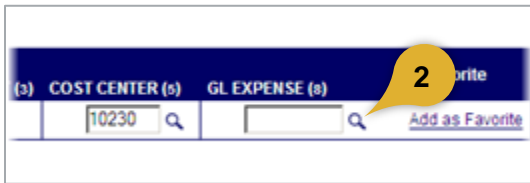


# Reallocate to a Valid Value

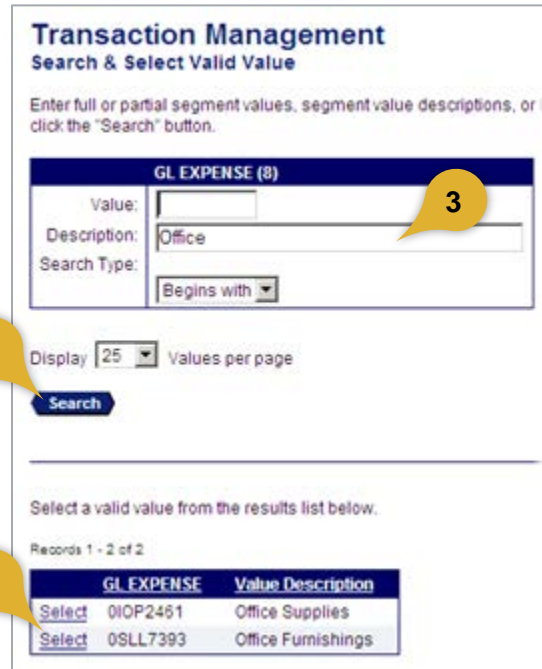
You can use this quick reference guide as a fast reminder of the basic steps for reallocating a transaction in Access® Online.



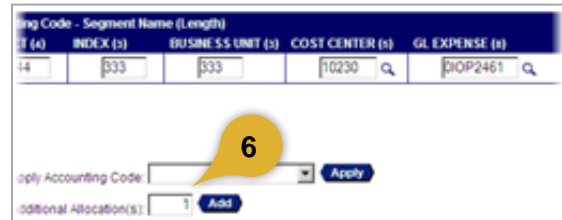
1. On the transaction list, click the transaction's accounting code link.



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.

Amount	Percent	Acco	PRO
\$ 67.97	OR 50.00 %		
\$ 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 (s)	GL EXPENSE (s)	Favorite
10230	DIOP2461	<a href="#">Add as Favorite</a>
10230		<a href="#">Add as Favorite</a>

8. Specify the valid value for the additional allocations.

Summary Match Allocations User Line Items Tax Data

The Allocations tab provides the ability to reallocate a trans allocate an amount to a different cost center. The reallocati

You can allocate amounts by dollar amount or percentage. button.

After adding, modifying or deleting allocations, click the "Sa

\* = required

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

Search

Remove

Total Allocated: \$ 135.95 100.00 %

Amount Remaining: \$ 0.00 0.00 %

Note: Rows marked for removal are subtracted from Total

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 DORDING  
Card Account ID: 212095029942

Create Manage Card Acct List Trans List

**i** Request has been successfully completed.

#### Transaction Summary

Status Match Trans Date Posting Date M

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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CAT ID:

## **Survey**

Please take a few minutes to respond to a short [survey](#) on our training.