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

Transaction Management
Transaction Detail

8. Specify the valid value for the additional allocations.

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

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