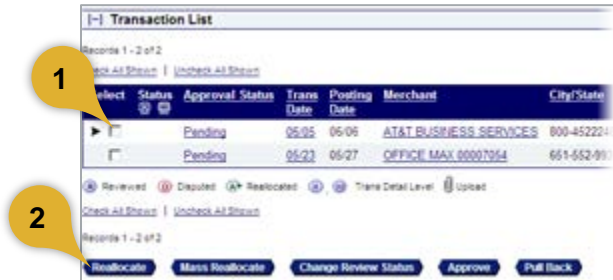
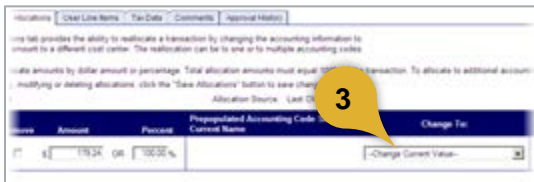


# Reallocate to an Alternate Accounting Code

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) in Access® Online.



1. Select the transaction you want to reallocate to an AAC.
2. Click **Reallocate**.



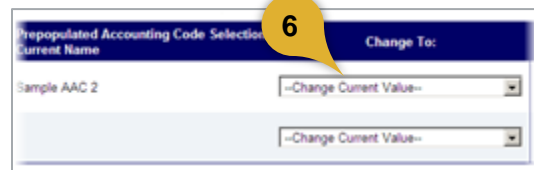
3. Select the AAC.



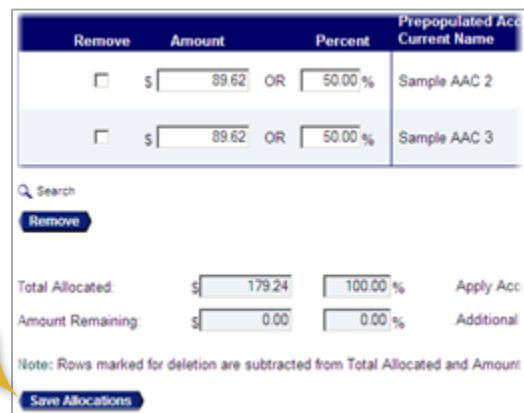
4. To divide the allocation, type the number of allocations and click the **Add** button.



5. Specify the allocation amount or percent to allocate the entire transaction.



6. Select the AAC for the additional allocation.



7. Click **Save Allocations**.

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## **Survey**

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