How to Reallocate Many Transactions at Once

If your company allows, you can select multiple transactions and reallocate them all to the same set of accounting.

To Select and Reallocate Multiple Transactions

1. Select which Transactions you would like to reallocate by using the check boxes in the leftmost column.
2. Press the Reallocate button to open the Mass Reallocation popup.
3. Select which **Accounting Codes** you would like to reallocate by using the check boxes indicated. You can select all accounting codes, or just some of them.
4. Press the **Apply** button to validate and apply the accounting to all the selected transactions.