

Travel and Expense How-To Sheets

Mass change to expense funding, including activity code

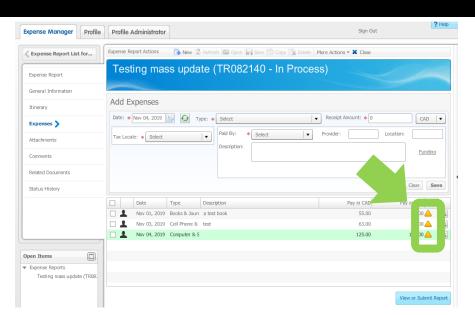
This how-to sheet outlines the steps required to:

To change expense funding for one or more completed expense lines in an expense report.

STEPS

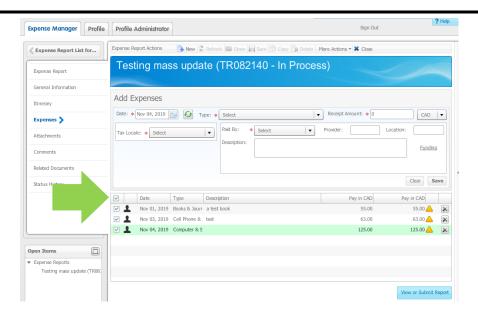
 Note: This how-to sheet begins with an expense report that already has multiple expense lines entered.

Tip: The yellow triangle symbol indicates that there is incomplete funding (i.e. an element or elements is missing).



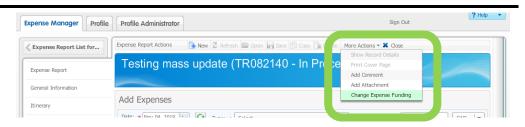
 Choose the expense line/s that require updated expense funding by clicking the box to the left of one or more of the expense lines.

To make a change to every expense line, click on the box the green arrow is pointing to. Once you do, all of the boxes below it will automatically be checked.



3. Click on the 'More Actions' button.

From the drop down menu, choose the 'Change Expense Funding' option.



 In the 'Funding Default' window, choose funding options to apply to all of the selected expense lines.

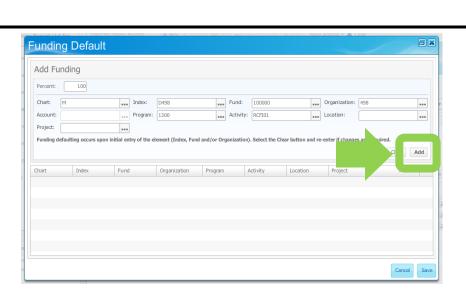
Tips:

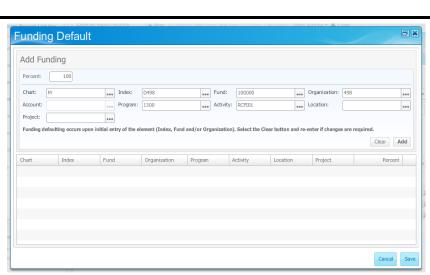
- 'Chart' is always 'M'
- You can choose to ender the 'Index' or the 'Fund' and 'Organization'.
- You can choose to add an activity code.
- Use the 'tab' key on your keyboard to move from one field to the next.
- To search a field, click the button with



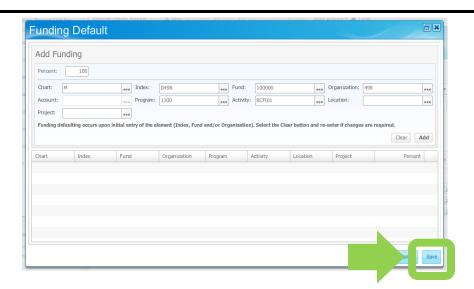
5. Once you have chosen the funding options, click the

'Add' button.



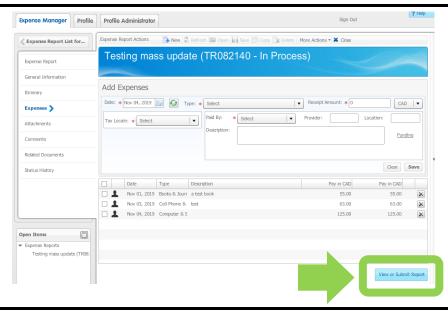


6. Click the 'Save' button.



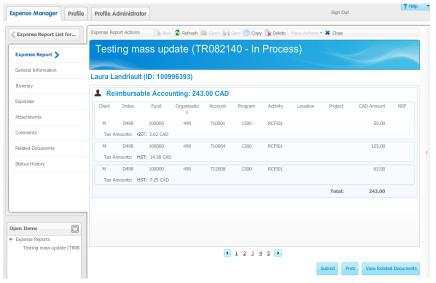
7. Once you have completed the expense report, you can check the funding sources that have been assigned to each expense line.

Click the 'View or Submit Report' button.



8. The third page of the report will show you the funding sources that have been assigned to each expense line.

Tip: to return to the expense report to make changes, click on 'Expenses' on the menu on the left-hand side of the screen.



What next?

Questions about the system? Email financial.systems@carleton.ca