

# 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).

	Date	Type	Description	Pay in CAD	Pay in CAD
<input type="checkbox"/>	Nov 01, 2019	Books & Jour	a test book	55.00	55.00
<input type="checkbox"/>	Nov 03, 2019	Cell Phone &	test	63.00	63.00
<input type="checkbox"/>	Nov 04, 2019	Computer & S		125.00	125.00

- 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.

	Date	Type	Description	Pay in CAD	Pay in CAD
<input checked="" type="checkbox"/>	Nov 01, 2019	Books & Jour	a test book	55.00	55.00
<input checked="" type="checkbox"/>	Nov 03, 2019	Cell Phone &	test	63.00	63.00
<input checked="" type="checkbox"/>	Nov 04, 2019	Computer & S		125.00	125.00

3. Click on the 'More Actions' button.

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



4. 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 enter 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

3 dots:

A screenshot of the 'Funding Default' window. The title bar says 'Funding Default'. Inside, there's a section 'Add Funding' with a 'Percent' field set to '100'. Below this are several input fields: 'Chart' (M), 'Index' (D498), 'Fund' (100000), 'Organization' (498), 'Account', 'Program' (1300), 'Activity' (RCF01), and 'Location'. There are 'Clear' and 'Add' buttons. Below the form is a table with columns: Chart, Index, Fund, Organization, Program, Activity, Location, Project, and Percent. The table is currently empty. At the bottom right are 'Cancel' and 'Save' buttons.

5. Once you have chosen the funding options, click the 'Add' button.

A screenshot of the 'Funding Default' window, similar to the previous one. A large green arrow points from the right towards the 'Add' button, which is highlighted with a green box. The 'Add' button is located at the bottom right of the 'Add Funding' section, next to the 'Clear' button.

6. Click the 'Save' button.

Save

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.

View or Submit Report

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.

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## What next?

- Questions about the system? Email [financial.systems@carleton.ca](mailto:financial.systems@carleton.ca)