

Change Funding for Multiple Expenses

Start on the "Estimated Expenses" or "Expenses" Tab

Click the boxes on the left to select the items you want to change. From the top bar, select "More Actions", "Change Expense Funding", and then change them all in a single action to the other funding string(s). In this example, we've selected two items to change to a different funding. You can select the box at the top to tick all of the boxes at once.

The screenshot shows the 'Add Expenses' interface. At the top, there is a toolbar with 'More Actions' and 'Close' buttons. A dropdown menu is open under 'More Actions', with 'Change Expense Funding' highlighted. Below the toolbar, there is a form for adding expenses with fields for Date, Type, Receipt Amount, Paid By, Provider, Location, and Description. At the bottom, there is a table of expenses with checkboxes in the first column. Two checkboxes are checked, and the 'More Actions' menu is open over the table.

<input type="checkbox"/>	Date	Type	Description	Pay in USD	
<input type="checkbox"/>	Mar 17, 2015	In-State Lodging - Per Diem		156.00	✕
<input checked="" type="checkbox"/>	Mar 17, 2015	In-State Meals - Per Diem		71.00	✕
<input type="checkbox"/>	Mar 18, 2015	In-State Lodging - Per Diem		156.00	✕
<input checked="" type="checkbox"/>	Mar 18, 2015	In-State Meals - Per Diem		71.00	✕
<input type="checkbox"/>	Mar 19, 2015	In-State Meals - Per Diem		71.00	✕
<input type="checkbox"/>	Mar 19, 2015	In-State Lodging - Per Diem		156.00	✕
<input type="checkbox"/>	Mar 20, 2015	In-State Meals - Per Diem		71.00	✕

Enter The Funding String

Enter the Chart number, then either the Index or Fund and hit the "Tab" key. The remainder of the funding information will automatically fill in. Click "Add", then "Save".

The screenshot shows the 'Funding Default' dialog box. It has a title bar 'Funding Default' and a close button. The main area is titled 'Add Funding' and contains a form with the following fields: Percent (100), Chart (1), Index (POBUY), Fund (10200), Organization (5348), Account, Program (064LSA), Activity, Location, and Project. Below the form is a table with columns: Chart, Index, Fund, Organization, Program, Activity, Location, Project, and Percent. The 'Add' button is highlighted with a yellow circle.