

Summary

Items: 6 Company: \$0.00 USD Personal: \$0.00 USD Reimburse: \$0.00 USD

Type	No.	Date	Description	Paid by	Budget	Amount
	1	10/21/08	Bus	Traveler	010304	\$0.00 USD
	2	10/21/08	Ferry	Traveler	010304	\$0.00 USD
	3	10/21/08	Other Ground	Traveler	010304	\$0.00 USD
	4	10/21/08	Registration	Traveler	010304	\$0.00 USD
	5	10/21/08	Baggage Fee	Traveler	010304	\$0.00 USD
	6	10/21/08	Parking	Traveler	010304	\$0.00 USD

Copy Delete Mass Edit | Update Totals



Add Item Item #7 Details

Bus

Date: 10/21/08

Paid By: Traveler

Amount: \$0.00 USD

Description: \* Bus

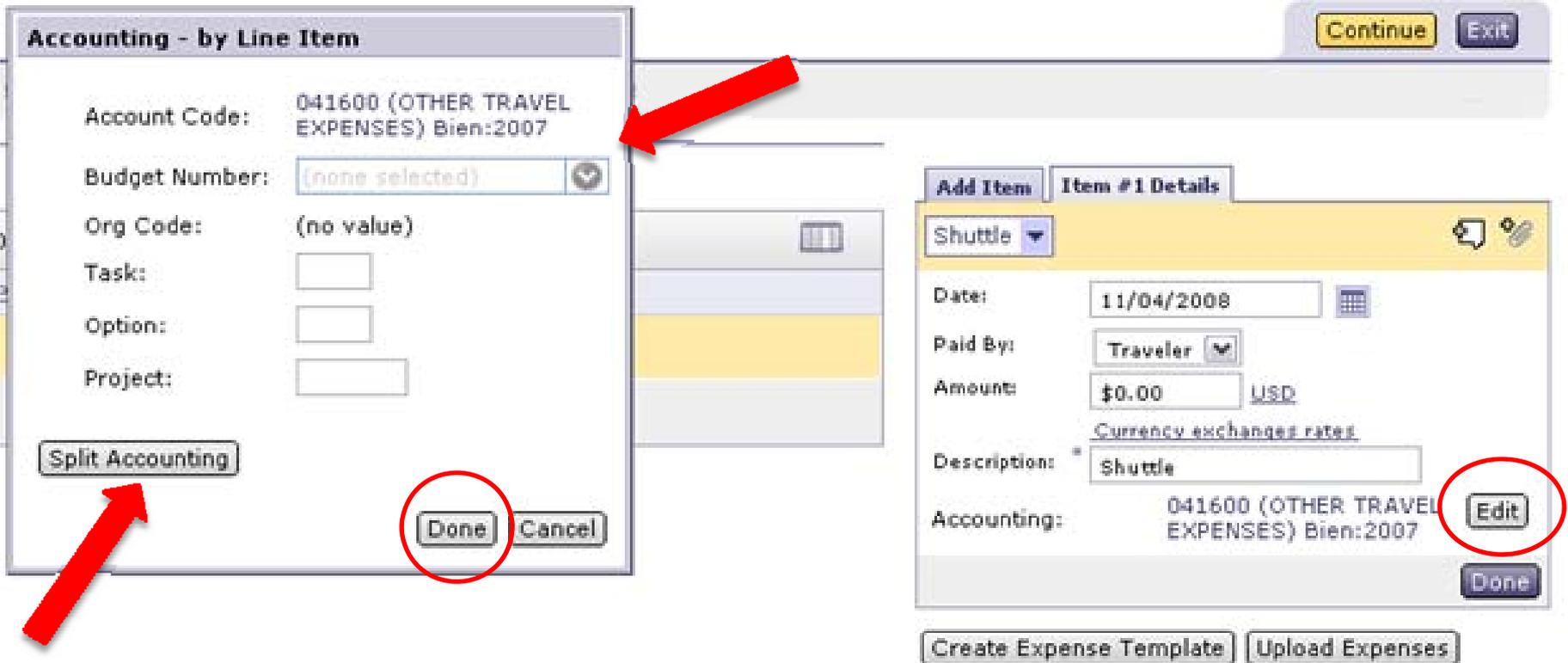
Accounting: 041600 (OTHER TRAVEL EXPENSES) Bien:2007

Create Expense Template Upload



## Options for entering budget information:

1. Click **Edit** to complete single or multiple budget information for an individual item
2. Click **Mass Edit** to complete single or multiple budget information for several items



By clicking on **Edit**, the **Accounting-by Line Item** box will appear

- For individual item:
  - on a single budget enter **Budget Number** or choose from drop down menu
  - on multiple budgets click on **Split Accounting**
- Click **Done** to continue

*If applicable, include task, option, project codes (PCA codes)*

**Accounting - by Line Item**

Split By: **Percentage** (dropdown menu with options: Percentage, Amount, Percentage, Quantity) 

No.	Account	Description	Split Amount	Action
1	Account Code: 041600 (OTHER TRAVEL EXPENSES) Bien:2007	Budget Number: (none selected)	100%	Delete
	Org Code: (no value)	Task: <input type="text"/>		
	Option: <input type="text"/>	Project: <input type="text"/>		
2	Account Code: 041600 (OTHER TRAVEL EXPENSES) Bien:2007	Budget Number: (none selected)	0%	Delete
	Org Code: (no value)	Task: <input type="text"/>		
	Option: <input type="text"/>	Project: <input type="text"/>		

Unallocated: 0%  
Total: 100%

Add Split Update

Done Cancel

## When using **Split Accounting**:

Choose **Percentage** or **Amount** from **Split By** option menu

**TIP** **Quantity** option is NOT applicable to Travel

**Split By** defaults to percentage calculation

**Accounting - by Line Item**

Split By:

No.	Accounting Information	Split Amount	Action
1	Account Code: 041600 (OTHER TRAVEL EXPENSES) Bien:2007 Budget Number: <input type="text" value="123466 (Travel)"/> <input type="button" value="v"/> Org Code: (no value) Task: <input type="text"/> Option: <input type="text"/> Project: <input type="text"/>	<input type="text" value="\$0.00"/>	<input type="button" value="Delete"/>
2	Account Code: 041600 (OTHER TRAVEL EXPENSES) Bien:2007 Budget Number: <input type="text" value="345678 (Travel Too)"/> <input type="button" value="v"/> Org Code: (no value) Task: <input type="text"/> Option: <input type="text"/> Project: <input type="text"/>	<input type="text" value="\$0.00"/>	<input type="button" value="Delete"/>

Unallocated: \$0.00 USD  
Total: \$0.00 USD

- Enter **Budget Numbers** or choose from drop down menu
- Enter amounts or percentages in **Split Amount** fields  
*If applicable, include task, option, project codes (PCA codes)*

**Accounting - by Line Item**

Split By:

No.	Accounting Information	Split Amount	Action
1	Account Code: 041600 (OTHER TRAVEL EXPENSES) Bien:2007 Budget Number: <input type="text" value="123466 (Travel)"/> <input type="button" value="v"/> Org Code: (no value) Task: <input type="text"/> Option: <input type="text"/> Project: <input type="text"/>	<input type="text" value="\$0.00"/>	<input type="button" value="Delete"/>
2	Account Code: 041600 (OTHER TRAVEL EXPENSES) Bien:2007 Budget Number: <input type="text" value="345678 (Travel Too)"/> <input type="button" value="v"/> Org Code: (no value) Task: <input type="text"/> Option: <input type="text"/> Project: <input type="text"/>	<input type="text" value="\$0.00"/>	<input type="button" value="Delete"/>

Unallocated: \$0.00 USD  
Total: \$0.00 USD

For more than two budgets click **Add Split**

**Accounting - by Line Item**

Split By:

No.	Accounting Information	Split Amount	Action
1	Account Code: 041600 (OTHER TRAVEL EXPENSES) Bien:2007 Budget Number: <input type="text" value="123456 (Travel)"/> Org Code: 0123456000 (Travel) Bien: 2007 Task: <input type="text"/> Option: <input type="text"/> Project: <input type="text"/>	<input type="text" value="\$3.25"/>	<input type="button" value="Delete"/>
2	Account Code: 041600 (OTHER TRAVEL EXPENSES) Bien:2007 Budget Number: <input type="text" value="324578 (Travel Too)"/> Org Code: 0123456000 (Travel) Bien: 2007 Task: <input type="text"/> Option: <input type="text"/> Project: <input type="text"/>	<input type="text" value="\$1.75"/>	<input type="button" value="Delete"/>
		<input type="text" value="Unallocated: \$0.00 USD"/> <input type="text" value="Total: \$5.00 USD"/>	

- Click **Update** to view allocated amounts
- Click **Done**
- Or Click **Cancel**

Summary

Items: 6 Company: \$0.00 USD Personal: \$0.00 USD Ref: \$0.00 USD

Type	No.	Date	Description	Paid by	Budget	Amount
Bus	1	10/21/08	Bus	Traveler	010304	\$0.00 USD
Ferry	2	10/21/08	Ferry	Traveler	010304	\$0.00 USD
Other Ground	3	10/21/08	Other Ground	Traveler	010304	\$0.00 USD
Registration	4	10/21/08	Registration	Traveler	010304	\$0.00 USD
Baggage Fee	5	10/21/08	Baggage Fee	Traveler	010304	\$0.00 USD
Parking	6	10/21/08	Parking	Traveler	010304	\$0.00 USD

Copy Delete **Mass Edit** | Update Totals

Add Item Item #7 Details

Bus

Date: 10/21/08

Paid By: Traveler

Amount: \$0.00 USD

Description: Bus

Accounting: 041600 (OTHER TRAVEL EXPENSES) Bien:2007

Create Expense Template Upload Expenses

- A **Mass Edit** can only be done after all items have been entered
- A **Mass Edit** may be performed on **ALL** items or on two or more items

**Summary**

Items: 6 Company: \$0.00 USD Personal: \$0.00 USD Reimburse: \$0.00 USD

Type	No.	Date	Description	Paid by	Budget	Amount
Bus	1	10/21/08	Bus	Traveler	010304	\$0.00 USD
Ferry	2	10/21/08	Ferry	Traveler	010304	\$0.00 USD
Other Ground	3	10/21/08	Other Ground	Traveler	010304	\$0.00 USD
Registration	4	10/21/08	Registration	Traveler	010304	\$0.00 USD
Baggage Fee	5	10/21/08	Baggage Fee	Traveler	010304	\$0.00 USD
Parking	6	10/21/08	Parking	Traveler	010304	\$0.00 USD

Copy Delete **Mass Edit** | Update Totals

**Mass Edit All Items**

Do you want to perform a mass edit on **all** non-itemized items? If so, click **OK**. If not, click **Cancel**, then select the items you want to edit. Shift-click to select multiple adjacent items or control-click to select multiple non-adjacent items.

OK Cancel

**Add Item** **Item #7 Details**

Bus

Date: 10/21/08

Paid By: Traveler

Amount: \$0.00 USD

Description: Bus

Accounting: 041600 (OTHER TRAVEL EXPENSES) Bien:2007

Create Expense Template Upload Expenses

1. To use **Mass Edit** on **ALL** items using single or multiple budgets, highlight one item by placing cursor anywhere on item row
2. Click **Mass Edit**
3. Click **OK** to perform **Mass Edit** on ALL items

## ER515: Expenses: 10/21/2008 to 10/21/2008

Click the "+" symbol to complete the summary screen.

**Summary**

Items: 7 Company: \$0.00 USD Personal: \$0.00 USD Reimburse: \$0.00 USD

Type	No.	Date	Description	Paid by	Budget	Amount
	2	10/21/08	Ferry	Traveler		\$0.00 USD
	3	10/21/08	Other Ground	Traveler		\$0.00 USD
	5	10/21/08	Baggage Fee	Traveler		\$0.00 USD
	6	10/21/08	Parking	Traveler		\$0.00 USD
	7	10/21/08	Bus	Traveler		\$0.00 USD

Copy Delete **Mass Edit** | Update Totals



For **Mass Edit** of select items

- Use **Shift-Click** to select adjacent items
- Use **Ctrl-Click** to select non adjacent items
- Click **Mass Edit**

## ER566: 12-3456 Jane Traveler Test Conference

Next Cancel

You have chosen to edit multiple items. The changes you make to the sample item apply to all selected items. Modify the necessary fields and review your changes.

[Edit Multiple Items](#) : [Review Changes](#)

Expense item 1 is used as the sample item for mass edit.

## ACCOUNTING - BY LINE ITEM

Account Code: 041600 (OTHER TRAVEL EXPENSES) Bien:2007

Budget Number:  

Org Code: (no value)

Task:

Option:

Project:

- For single budget enter **Budget Number** or choose from drop down menu, then click **Next** to continue
- For multiple budgets click on **Edit/Split Accounting**

**TIP** Mass Edit can only be split by percentage

*If applicable, include task, option, project codes (PCA codes)*

ER566: 12-3456 Jane Traveler Test Conference

OK Cancel

Enter the appropriate accounting and split information.

Description: Bus  
Split By: Percentage

Add Split Update

No.	Accounting Information	Split Amount	Action
1	Account Code: 041600 (OTHER TRAVEL EXPENSES) Bien:2007 Budget Number: <input type="text"/>  Org Code: (no value) Task: <input type="text"/> Option: <input type="text"/> Project: <input type="text"/>	 20%	Delete
2	Account Code: 041600 (OTHER TRAVEL EXPENSES) Bien:2007 Budget Number: <input type="text"/>  Org Code: (no value) Task: <input type="text"/> Option: <input type="text"/> Project: <input type="text"/>	 80%	Delete

Unallocated: 0%  
Total: 100%

Add Split Update



1. Enter budget numbers or use drop down menu
2. Use **Add Split** for more than two budgets
3. Enter percentage splits for all budgets
4. Click **OK** when all budgets and percentages have been entered



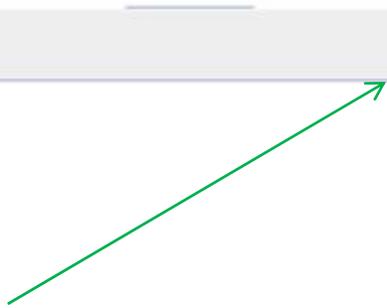
### ER566: 12-3456 Jane Traveler Test Conference

Enter the appropriate accounting and split information.

Description: Bus  
Split By: Percentage

No.	Accounting Information	Split Amount	Action
1	Account Code: 041600 (OTHER TRAVEL EXPENSES) Bien:2007 Budget Number: 123456 (Travel) <input type="button" value="v"/> Org Code: 1230004000 (Travel) Bien: 2007 Task: <input type="text"/> Option: <input type="text"/> Project: <input type="text"/>	<input type="text" value="20%"/>	<input type="button" value="Delete"/>

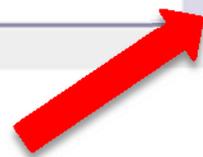
Unallocated: 0%  
Total: 100%



- Click **Update** to view allocations of budgets
- Click **OK** when done

## ER515: Expenses: 10/21/2008 to 10/21/2008

Next Cancel



You have chosen to edit multiple items. The changes you make to the sample item apply to all selected items. Modify the necessary fields and review your changes.

[Edit Multiple Items](#) : [Review Changes](#)

Expense item 1 is used as the sample item for mass edit.

### ACCOUNTING - BY LINE ITEM

No.	Accounting Information	Split Amount
1	Account Code: 041600 (OTHER TRAVEL EXPENSES) Bien:2007 Budget Number: 123456 (Travel) Bien: 2007 Org Code: 1230004000 (Travel) Bien: 2007 Task: Option: Project:	20%
2	Account Code: 041600 (OTHER TRAVEL EXPENSES) Bien:2007 Budget Number: 123456 (Travel) Bien: 2007 Org Code: 1230004000 (Travel) Bien: 2007 Task: Option: Project:	80%

Split Accounting

Click **Next** to review charges