

You can also choose the accounting details per expense line for Particular Expenses:

If you decide you would like certain expenses in your claim like the hotel charged to a different grant you can go to the Accounting Details for that expense and enter the "Project Alias" for the grant you would like it charged to then hit enter and the lines will auto fill.

Expenses ?

Expand All | Collapse All Quick-Fill

Totals (1 Line) 500.00 CAD

*Date: 05/01/2019 *Expense Type: Accommodation - Hotel/Lodging Description: 254 characters remaining *Payment Type: EFT Payment *Amount: 500.00 *Currency: CAD

*Billing Type: Internal Expr *Location: CAN-British Columbia *Number of Nights: 5

Attendees Calculate VAT VAT Information

Default Rate Non-Reimbursable No Receipt No VAT Receipt

*Exchange Rate: 1.00000000 Reimbursement Amt: 500.00 CAD Calculated VAT: 19.23 Override VAT:

Accounting Details ?

Amount	GL Unit	Project Alias	Monetary Amount	Currency Code	Exchange Rate	Object	Fund	Dept	Program	PC Bus Unit	Project	Activity	Department Description	Program Description	Project Name
500.00	SFUNV		500.00	CAD	1.00000000	7000									

Expand All | Collapse All

Totals (1 Line) 500.00 CAD

You can also add another line if you choose to charge one expense to two different grants. Click on the plus sign to add another line. Enter the other "Project Alias" and hit the enter key. Then change the "Amount" for both lines.

Expenses ?

Expand All | Collapse All Quick-Fill

Totals (1 Line) 500.00 CAD

*Date: 05/01/2019 *Expense Type: Accommodation - Hotel/Lodging Description: 254 characters remaining *Payment Type: EFT Payment *Amount: 500.00 *Currency: CAD

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Attendees Calculate VAT VAT Information

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Accounting Details ?

Amount	GL Unit	Project Alias	Monetary Amount	Currency Code	Exchange Rate	Object	Fund	Dept	Program	PC Bus Unit	Project	Activity	Department Description	Program Description	Project Name
500.00	SFUNV		500.00	CAD	1.00000000	7000									
	SFUNV			CAD	1.00000000	7000									