

To change the Accounting Details:

If you need to change the grant number that you have already entered in you expense claim, please do the following:

▼ **Default Accounting for Report** ?

%	*GL Unit	Project Alias	Fund	Dept	Program	PC Bus Unit	Project	Activity	Department Description	Program Description	Project I
100.00	SFUNV		11	4580	00000				Stats and Acutarial Sciences	Non-Specific Functions	

Add Chartfield Line Load Defaults Apply

Enter the new grant number in the “Project Alias” field for example: R611XXX then hit enter and all the fields will automatically fill in. Then hit “Apply” to apply this information to all the expenses that are listed.

Please check the Accounting Details for all your expenses and make sure that information is correct. If not, then enter the new grant number in the “Project Alias” field and hit enter. Do this for each expense line that did not get changed. Then save or submit your claim.

Expenses ?

Expand All | Collapse All Quick-Fill Totals (2 Lines) 15.00 CAD

*Date: 05/01/2019 *Expense Type: Conference Registration Fees Description: [254 characters remaining] *Payment Type: EFT Payment *Amount: 15.00 *Currency: CAD

*Billing Type: Internal Expe *Location: CAN-British Columbia

Default Rate *Exchange Rate: 1.00000000
 Non-Reimbursable Reimbursement Amt: 15.00 CAD
 No Receipt Calculated VAT: 0.71
 No VAT Receipt 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
15.00	SFUNV		15.00	CAD	1.00000000	7040	11	4580	00000				Stats and Acutarial Sciences