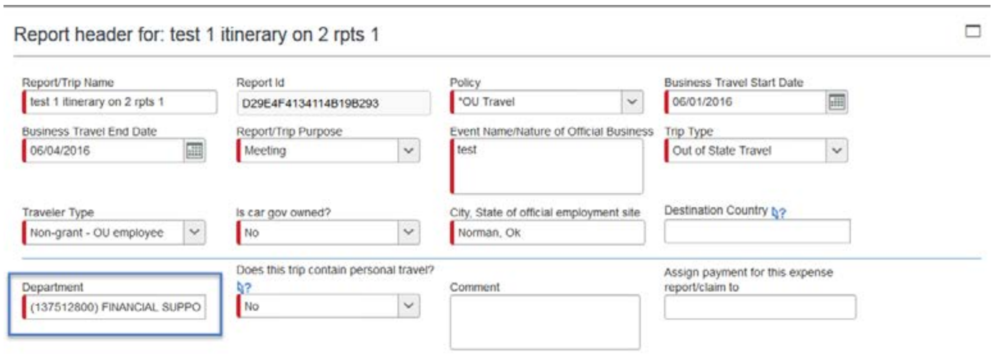
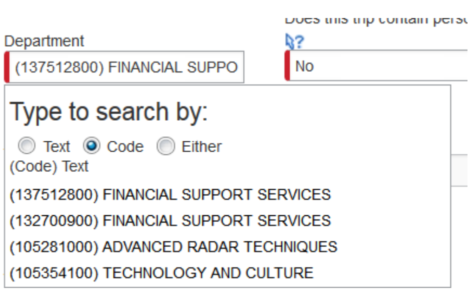
My expense report has been returned to me, with my approver telling me I need to change the funding department. How do I do that?

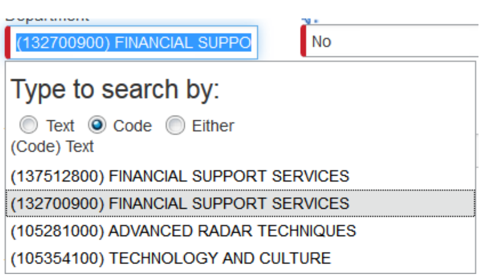
To make this change, open your expense report. Click on Details>Report Header.



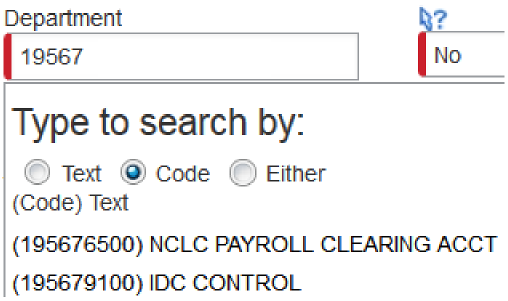
You will see the Department Field. Click anywhere in that field. You will see a box similar to the one below appear. Yours will have different option(s) showing, depending on what department number(s) you have used in the past.



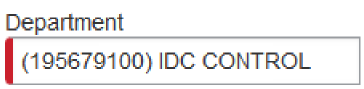
If you want to change to a department number showing in the list, simply click on the department number in the dropdown. It will put that number into the box.



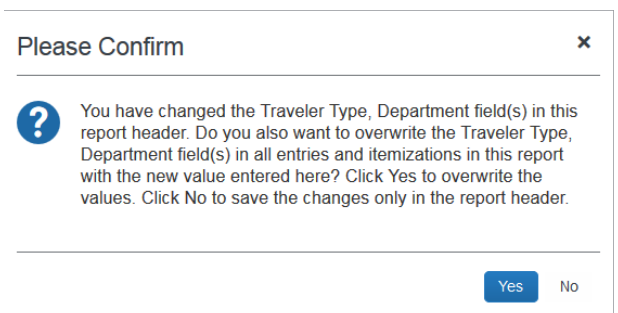
If you want to change the department number to one that is not showing in your list, click in the box and start typing the department number slowly. As you type, it will begin to show you a list of department numbers that match what you are typing.



Once the list is short enough to show the department number you want, click on the department number in the list. (Note: typing it completely in the box does NOT select the department number). Once you see it in the box, including the department name, you have correctly selected the department.



Click Save on the report header. This message will pop up.



If you want the change you just made at the header to apply down to all expense types and itemizations, click Yes. When you have been requested to change the department number, this will generally be answered Yes. If the report is split funded, the answer could be No; this would require you to open up each expense and separately assign it to a department number.