

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.

Report header for: test 1 itinerary on 2 rpts 1

Report/Trip Name test 1 itinerary on 2 rpts 1	Report Id D29E4F4134114B19B293	Policy *OU Travel	Business Travel Start Date 06/01/2016
Business Travel End Date 06/04/2016	Report/Trip Purpose Meeting	Event Name/Nature of Official Business test	Trip Type Out of State Travel
Traveler Type Non-grant - OU employee	Is car gov owned? No	City, State of official employment site Norman, Ok	Destination Country
Department (137512800) FINANCIAL SUPPO	Does this trip contain personal travel? No	Comment	Assign payment for this expense report/claim to

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.

Department
(137512800) FINANCIAL SUPPO

Does this trip contain personal travel?
No

Type to search by:
☐ Text ☒ Code ☐ Either
(Code) Text
(137512800) FINANCIAL SUPPORT SERVICES
(132700900) FINANCIAL SUPPORT SERVICES
(105281000) ADVANCED RADAR TECHNIQUES
(105354100) TECHNOLOGY AND CULTURE

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.

Department
(132700900) FINANCIAL SUPPO

Does this trip contain personal travel?
No

Type to search by:
☐ Text ☒ Code ☐ Either
(Code) Text
(137512800) FINANCIAL SUPPORT SERVICES
(132700900) FINANCIAL SUPPORT SERVICES
(105281000) ADVANCED RADAR TECHNIQUES
(105354100) TECHNOLOGY AND CULTURE

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.

Department

19567

No

Type to search by:

☐ Text ☒ Code ☐ Either

(Code) Text

(195676500) NCLC PAYROLL CLEARING ACCT

(195679100) IDC CONTROL

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.

Department

(195679100) IDC CONTROL

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

Please Confirm

×

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You have changed the Traveler Type, Department field(s) in this report header. Do you also want to overwrite the Traveler Type, Department field(s) in all entries and itemizations in this report with the new value entered here? Click Yes to overwrite the values. Click No to save the changes only in the report header.

Yes

No

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.