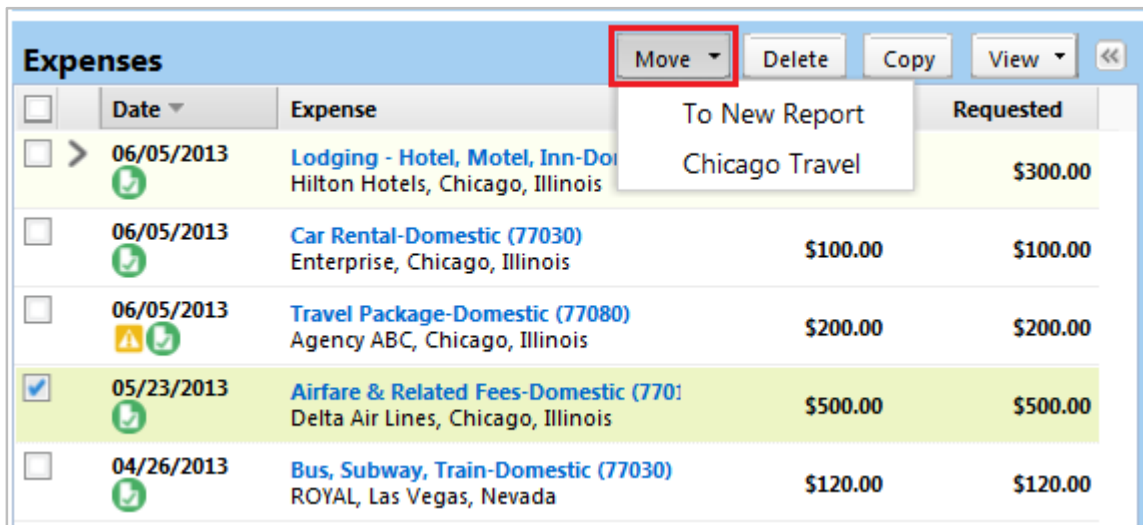


Move Line Item Entries in travelND

travelND expense users can move line item expense entries from one unsubmitted expense report to another unsubmitted expense report. Associated entry information such as attached receipts or itemizations will be moved with the entry. To utilize this feature, identify expense entries that need to be moved by selecting the entry checkbox and then click the 'Move' dropdown menu (shown below). Users will need to select whether to move the entry to an existing, unsubmitted expense report or create a new expense report for the entry. One or many expense entries can be moved at the same time.



The screenshot shows the 'Expenses' section of the travelND interface. At the top right, there are buttons for 'Move', 'Delete', 'Copy', and 'View'. The 'Move' button is highlighted with a red box, and its dropdown menu is open, showing two options: 'To New Report' and 'Chicago Travel'. Below the buttons is a table with the following columns: 'Date', 'Expense', and 'Requested'. The table contains five rows of expense entries. The first row is highlighted in yellow and has a green checkmark icon. The second row has a green checkmark icon. The third row has a yellow warning icon and a green checkmark icon. The fourth row is highlighted in light green and has a green checkmark icon. The fifth row has a green checkmark icon.

<input type="checkbox"/>	Date ▾	Expense	Requested
<input type="checkbox"/>	> 06/05/2013	Lodging - Hotel, Motel, Inn-Dom Hilton Hotels, Chicago, Illinois	\$300.00
<input type="checkbox"/>	06/05/2013	Car Rental-Domestic (77030) Enterprise, Chicago, Illinois	\$100.00
<input type="checkbox"/>	06/05/2013	Travel Package-Domestic (77080) Agency ABC, Chicago, Illinois	\$200.00
<input checked="" type="checkbox"/>	05/23/2013	Airfare & Related Fees-Domestic (7701) Delta Air Lines, Chicago, Illinois	\$500.00
<input type="checkbox"/>	04/26/2013	Bus, Subway, Train-Domestic (77030) ROYAL, Las Vegas, Nevada	\$120.00

Currently, travelND does not allow the expense report 'Policy' to be changed after an expense report is created. This feature will allow expense report creators to move entries to a new report, which may utilize a different report policy than initially used. Expense report creators will be able to use this feature instead of having to create and build a new report from the start whenever the report 'Policy' needs changed.

Note – Only move Meeting Card expenses to another expense report that has a Meeting Card policy applied at the report header.

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