



How to change Subaccount for travel & subsistence claim

Background

Following log on to web expenses claimants are automatically assigned a default cost centre subaccount (often called budget or project code) based on the information on the CORE HR system e.g. all staff in the ISS Department are assigned **D0820**. Claimants may have to change this for certain claims. This document outlines how to:

1. Update the subaccount for **every** expense item in a claim.
2. Update the subaccount for **a single expense** item in a claim.

Notes

(i) Subaccounts can only be updated **after** you enter your expense items. It is recommended to carry out this step when ALL of your expense items have all been entered.


(ii) If an incorrect subaccount is entered your claim will be routed to the wrong approver. IF you notice this you can contact the approver and he/she can reject the claim which will then return for you to resubmit to the correct approver.

1. Update the subaccount for EVERY expense item in a claim.


- Open the claim and select the **3 – Expense** tab to list the expense items.
- Underneath the claimant name click the down arrow to the left of

Default GL Analysis.

- The text box **Subacc** displays the subaccount the claim is against (**D0820** in this example)

Subacc
 
 ISS INFORMATION SOLUTIONS AND
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- Enter the new subaccount into this text box and **TAB** off the text box to update it.
 - If you enter an incorrect code you will get an **Illegal value entered** error message.
 - Confirm by the resulting description that the code is the one you want to use.
- (In this example subaccount is changed to **D0020 (Accounts Office)**, from default **D0820 (ISS)**).

Subacc
 
 ACCOUNTS OFFICE

- Once you are happy the correct code has been entered click **Update all items** button.
- Click the **4 – Summary** tab.
- Review the **Expense items** listed and confirm each has the correct **Subacc**.

Expense items						
Expense types	Description	Date from	Date to	Number	Rate	Subacc
	10 Hours	02/11/2015	02/11/2015	1.00	33.61	D0020
Rail & Ferry Travel	Galway Limerick return	02/11/2015	02/11/2015	36.00	0.00	D0020
Σ						

2. Update the subaccount for a SINGLE item in a expense item in a claim.

- Open the claim and select the **3 – Expense** tab to list the expense items.
- Under **Expense Items** click the expense line for which you want to change the subaccount.

Expense type	Account	Description	Amount
<input checked="" type="checkbox"/> Rail & Ferry Travel	RAILFY	Galway Limerick return	36.00
Σ			37.00

Add Delete Copy

Expense details

Expense type
 Rail & Ferry Travel

Receipt Provided

GL Analysis

* Subacc
 D0000 CORE DUMMY COST CENTRE

- Under the **Expense Details** section of the expense click **GL Analysis**

- The text box **Subacc** displays the subaccount the expense item is against (**D0000 DUMMY** in this example)
- Enter the new subaccount into this text box and **TAB** off the text box to update it.
- If you enter an incorrect code you will get an **Illegal value entered** error message.
- Confirm by the resulting description that the code is the one you want to use.

(In this example subaccount will be changed to **D0020 (Accounts)**, from default **D0000 (Dummy)** for the **Rail & Ferry Travel** expense item).

Expense types	Description	Date from	Date to	Number	Rate	Subacc
	10 Hours	02/11/2015	02/11/2015	1.00	33.61	D0020
Rail & Ferry Travel	Galway Limerick return	02/11/2015	02/11/2015	36.00	0.00	D0000
Σ						

Important – This step is for updating a single expense so do **NOT** click **Update all items**.

Tabbing off the field is sufficient to change the code for the expense item.

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- In this example **Subacc** for **Rail Travel** was updated to **D0000 (Dummy)**, from **D0020 (Accounts)**.

Expense type
Rail & Ferry Travel

No. km/Amount * Currency Curr. amount An

Receipt Provided

⌵ GL Analysis

* Subacc
CORE DUMMY COST CENTRE

Next step

- Once finished updating expense items click which opens the **4 – Summary** tab.
- Review the **Expense items** listed and confirm each has the correct **Subacc**.

Expense types	Description	Date from	Date to	Number	Rate	Subacc
	10 Hours	02/11/2015	02/11/2015	1.00	33.61	D0020
Rail & Ferry Travel	Galway Limerick return	02/11/2015	02/11/2015	36.00	0.00	D0000
Σ						