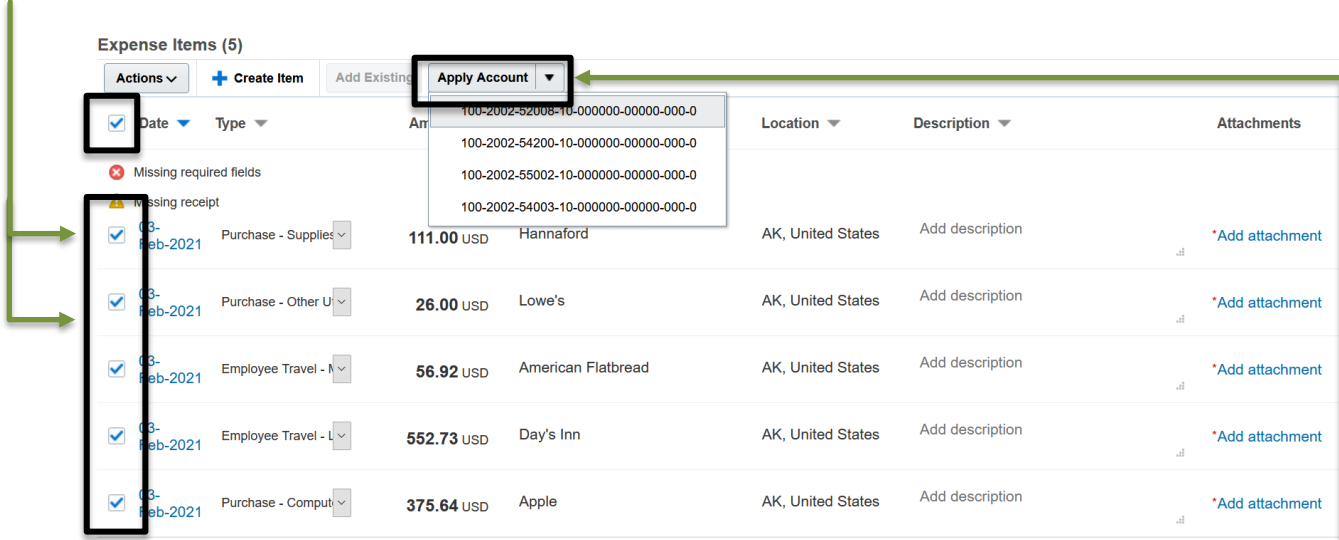
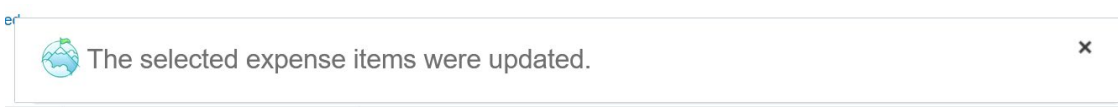
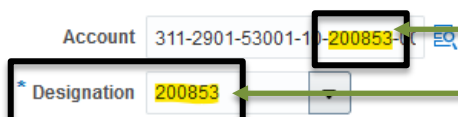


Apply Account to Multiple Transactions

Purpose: (Advanced) The purpose of this document is to outline the process for applying an EDORDA to multiple transactions within an expense report.

Additional Resources:

- Service Desk: ap@gmhec.org
- Phone: (802) 443-2321
- [Finance and Procurement Knowledge Base](#)

Process Step & Description	Action
<p>1.1 Make Mass Changes to EDORDA Across Multiple transactions</p>	<div style="border: 1px solid #ccc; background-color: #e0f2f1; padding: 5px; margin-bottom: 10px;"> <p>Note: You must enter the EDORDA for at least one transaction within the report to get it to appear as an option in the Apply Account dropdown.</p> </div> <p>If you would like to apply the same EDORDA across all transactions within an expense report, select the check boxes next to each transaction.</p> <div style="border: 1px solid #ccc; padding: 10px; margin-bottom: 10px;">  <p>The screenshot shows the 'Expense Items (5)' table with columns: Date, Type, Amount, Location, Description, and Attachments. Five transactions are listed, each with a checked checkbox. The 'Apply Account' dropdown menu is open, showing four EDORDA options. Green arrows point to the checkboxes and the dropdown menu.</p> </div> <p>Once you have selected all transactions you would like to apply the EDORDA to, select the Apply Account dropdown and select the desired EDORDA from the options.</p> <p>After selecting the EDORDA, you will receive a message pop-up indicating that the changes were applied.</p> <div style="border: 1px solid #ccc; padding: 10px; margin-bottom: 10px;">  </div> <div style="border: 1px solid #ccc; background-color: #e0f2f1; padding: 5px; margin-bottom: 10px;"> <p>Note: If you use a designation other than 000000 in the EDORDA strand, you will need to <u>click into each transaction</u> and enter that designation coding in the Designation field. <i>Oracle does not automatically update the Designation box.</i></p> </div> <div style="border: 1px solid #ccc; padding: 10px;">  <p>The screenshot shows the 'Account' field with value '311-2901-53001-1' and the 'Designation' field with value '200853'. Green arrows point to the 'Designation' field and the 'Apply Account' dropdown from the previous step.</p> </div>

1.2 Add Attachments and Descriptions to Expense Items

In addition to providing EDORDA and Designation information, prior to submitting the expense report for approval you will want to verify that the details provided for each expense item are complete and correct.

Changes to the expense **type** and **description** can be made from the expense report landing page. **Attachments** can also be uploaded to each transaction from this page.

NOTE: Do not attach any receipts/ supporting documentation that include any PII (personal identifiable information – e.g. SSNs, addresses, telephone numbers, etc.)

Expense Items (5)

Actions ▾ + Create Item Add Existing Apply Account ▾

<input type="checkbox"/>	Date ▾	Type ▾	Amount ▾	Merchant ▾	Location ▾	Description ▾	Attachments
<input type="checkbox"/>	03-Feb-2021	Purchase - Other Utilities ▾	26.00 USD	Lowe's	AK, United States	Add description	*Add attachment
<input type="checkbox"/>	03-Feb-2021	Employee Travel - Meals ▾	56.92 USD	American Flatbread	AK, United States	Add description	*Add attachment

1.2 Submitting Expense Report for Approval

Once you have verified all the details have been added to all transactions within your expense report – this includes the **Description**, **Attachments**, and the **Designation field** has been completed where applicable – you will want to submit the report for approval.

Prior to submitting, you will need to check the box indicating 'I have read and accept the corporate travel and expense policies.'

After checking that box, select **Submit** to route the expense report for approval.

▾

Report Total
1,122.29 USD

I have read and accept the corporate travel and expense policies.