

How to move an Expense

1. Run a Budget Detail report from your MyUT 'Report' section

Trans Date	Activity Date	Document Code	Rule Class	Transaction Description	Document Ref #	Transaction Amount
725001 - Purchasing Card (Clearing)						
08/02/22	08/02/22	S0359294	IPNI	BUFFER PUBLISH PRO YR		144.00
08/02/22	08/02/22	S0359295	IPNI	IMAGING CONCEPTS, LLC		244.01
08/02/22	08/02/22	S0359296	IPNI	HARMONS - DIXIE		15.81
08/02/22	08/02/22	S0359297	IPNI	AMZN MKTP US*1G86Z1EN1		12.95

2. Copy the line of the expense you would like to move and paste the line into an email addressed to business services (business_svs@utahtech.edu) The information needed for the move needs to include: description, document code, amount, current index, current account code, index where to move it, and new account if it needs to change, why it needs moved, and who authorized/requested it (budget admin/signer).
*The easiest way to communicate authorization to business services is to forward an email from one of the index signers create an email chain, see example below.

Hello,

Please move the following transaction from VPA101 725001 to VPA315 750550.

08/02/22 08/02/22 S0359297 IPNI AMZN MKTP US*1G86Z1EN1 12.95

Reason for move: I was unable to allocate p-card purchases when I went on vacation. I have obtained authorization from Michael Lacourse see email below. Thanks, Sarah

From: Michael Lacourse

Sent: Friday, September 16, 2022 8:33 AM

To: Sarah Shurtliff <sarah.shurtliff@utahtech.edu>

Subject: VPA315

Sarah,

I think the amazon purchase for \$12.95 needs to be moved to VPA315 can you look into this?

Thanks, Michael

3. Wait until the transaction has been moved and run another budget detail report to confirm the transaction has been moved out of the correct index & account and into the correct index & account. (Budget detail reports will need to be run for both indexes)

Trans Date	Activity Date	Document Code	Rule Class	Transaction Description	Document Ref #	Transaction Amount
08/02/22	08/02/22	S0359297	IPNI	AMZN MKTP US*1G86Z1EN1		12.95
08/02/22	08/02/22	S0359298	IPNI	AMZN MKTP US*A85GS0GF3		67.99
08/02/22	08/02/22	S0359299	IPNI	PRESTON S ROCKIN P SH		39.95
08/16/22	08/16/22	S0360477	IPNI	NEWEGG MARKETPLACE		64.60
08/16/22	08/16/22	S0360478	IPNI	WICHE		250.00
08/22/22	08/23/22	J0023599	JE16	NEWEGG MARKETPLACE S0360477	S0360477	-64.60
08/22/22	08/23/22	J0023599	JE16	WICHE S0360478	S0360478	-250.00
08/22/22	08/23/22	J0023599	JE16	AMZN MKTP US*A85GS0359298	S0359298	-67.99
08/22/22	08/23/22	J0023599	JE16	HARMONS-DIXIE S0359296	S0359296	-15.81
08/22/22	08/23/22	J0023599	JE16	PRESTON S ROCKIN P SH S0359299	S0359299	-39.95
08/22/22	08/23/22	J0023599	JE16	AMZN MKTP US*1G86Z1EN1 S0359297	S0359297	-12.95

******You can see that this was the correct transaction because the Document Code is the same as Document Ref #.