Updating Allocations in iExpense

1. On the **Oracle Applications** Home Page under the Main Menu, select the **DISD Employee Self-Service** link.

2. All sub-responsibility links will display. Select the **iExpenses Self-Services** link.
3. Select the **Expenses Home** link that displays.

4. From the Expense home page, select the **Expense Reports** tab and verify that the budget code information is correct for each line.
5. To correct the budget code for a line, enter the correct value in its designated box using one of the following methods:

(A) Type the new value directly into the box over the current value.

(B) To remove the current value click and to view the list of values.
6. From the Search Results screen, select the value and click Select.

7. To change the same values for all lines, from the Update Expenses Report: Expense Allocations screen, check the box in the Select column for the line labeled All and click Update Allocations.
8. From the Update Account Allocations: Multiple Lines screen, enter the value in the respective boxes that need correcting and click **Apply**.