

- If you need to change your index number to a different index number, please do the following:
 - Click the X beside Index number
 - Click the X beside Department/Funding source
 - Click the + for Index Number
 - In the code value, enter your index number or in the description, enter the title of your index
 - Click Select
 - Click the + for Department/Funding source
 - Click the department listed and click Select

***** Please note this is the department associated with the index and not the person's department**

- Ensure your department/funding source is correct

- Ensure the GL Code, inserted from the Spend Wizard, is correct

- Enter the business purpose – be as specific as possible

- If the transaction is \$75 or greater, please attached a pdf or jpg copy of your receipt

- When transaction has all details completed, click Complete
 - If you have more information to add, click Update to save what you have done so far

- If you receive an invalid code combination, it's most likely the index and department.

- Click the X beside the Department/Funding source.

- Click the + for Department/Funding source
 - Click on and Select the department listed
- Clicking Complete sends the transaction to your approver.