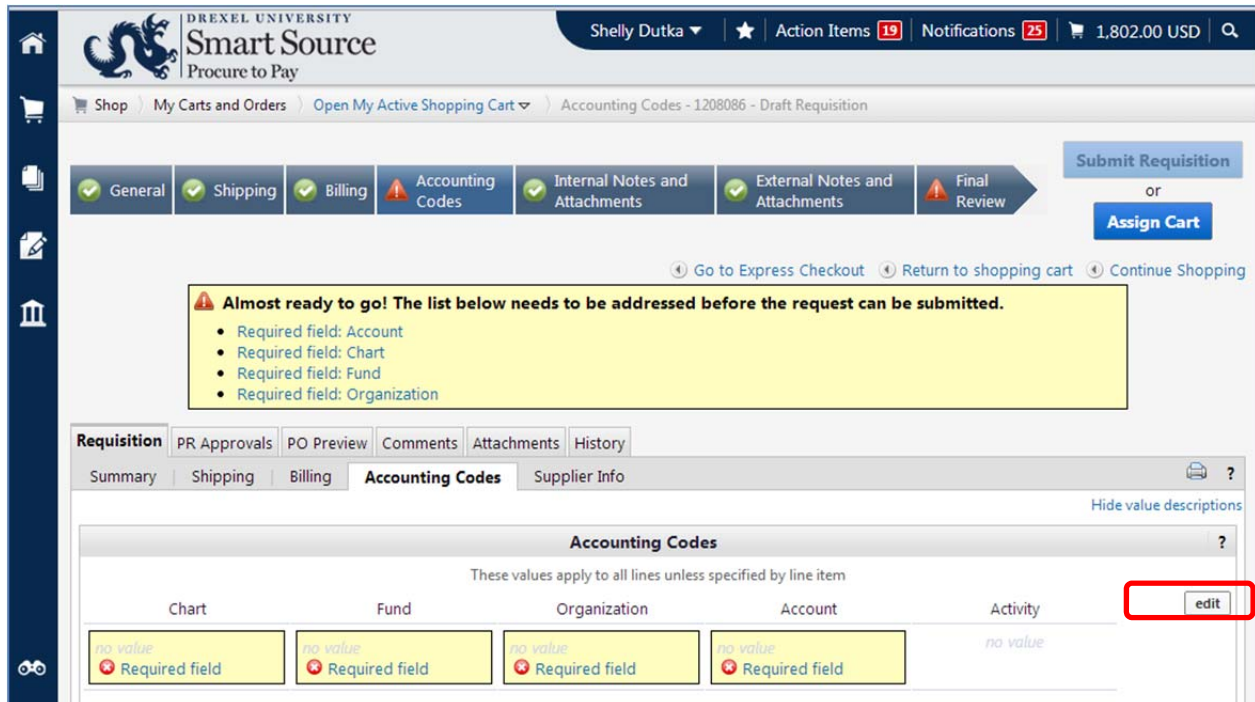


Smart Source Step-by-Step Guide

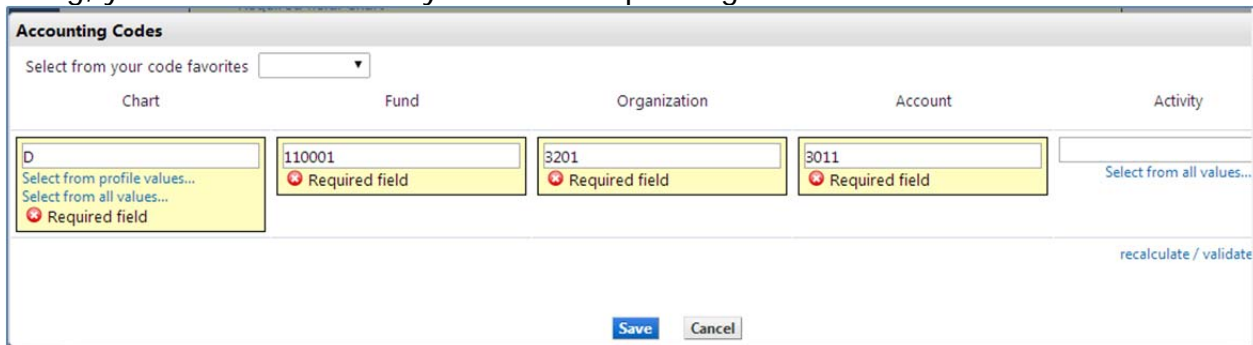
Changing Funding Sources

Procedure

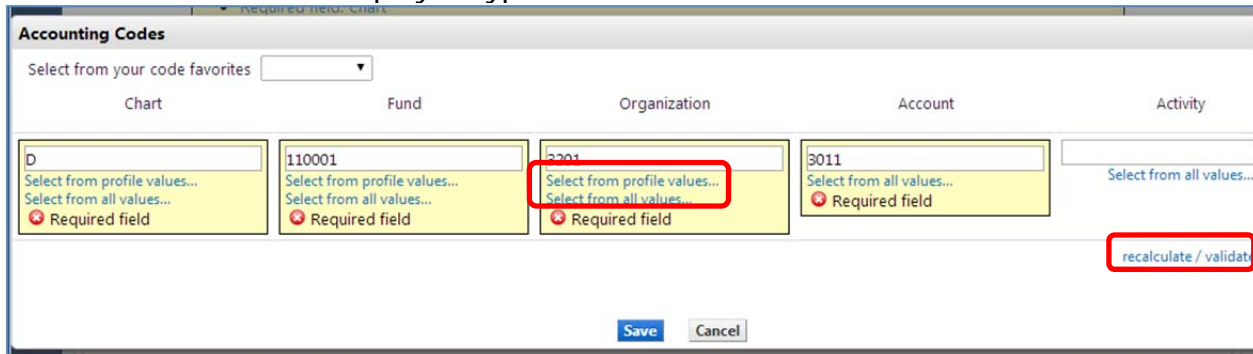
1. From within a transaction, select the **Edit** icon on the **Accounting Codes** tab.



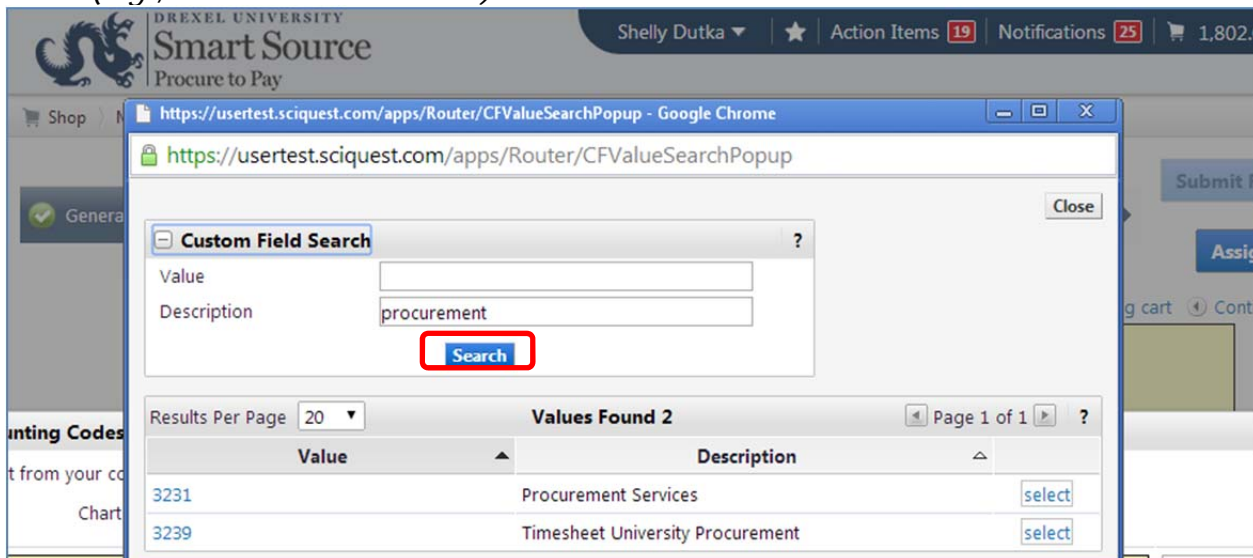
2. The **Accounting Codes** window appears. If you know one or more elements of the funding string, you can enter it directly in the corresponding fields.



- Once you have entered one or more values, select the **Recalculate / Validate Values** link. The screen will refresh and display a hyperlink under each field.



- If you do not know one or more values, select the **Select from all Values** link under the appropriate field. *Note, there are relationships between the fund and organization accounting elements maintained by Smart Source. In order to select a fund from the list of values, you must have first selected a valid chart. Once a fund has been selected, you will be able to choose an organization.*
- A search box is displayed. Enter your search parameters in the appropriate field and select the **Search** icon. A list of values meeting your search criteria will be displayed. *Note, the **Value** field is for the element number (e.g., 3201) and the **Description** field is for the description of the value (e.g., Procurement Services).*



6. Select the appropriate value. The funding source will be updated accordingly.

The screenshot shows a form titled "Accounting Codes" with a dropdown menu for "Select from your code favorites". Below are five input fields: Chart (D), Fund (110001), Organization (3239), Account (3011), and Activity (empty). Each field has a "Required field" error message. A "recalculate / validate" link is at the bottom right, and "Save" and "Cancel" buttons are at the bottom center.

7. Select the **Save** icon.

8. The information contained on the **Accounting Codes** tab is displayed.

The screenshot shows the "Accounting Codes" tab in a requisition system. It displays a table with the following data:

Chart	Fund	Organization	Account	Activity
D Drexel University	110001 Education & General	3239 Timesheet University Procurement	3011 Office Supplies Expense	no value

Additional elements include tabs for "Requisition", "PR Approvals", "PO Preview", "Comments", "Attachments", and "History". A sub-tab "Accounting Codes" is active. A note states: "These values apply to all lines unless specified by line item". An "edit" button is visible next to the table.

9. *Note, if you manually entered an incorrect accounting element value and saved your changes without first selecting the **Recalculate / Validate Values** link, your changes will not be reflected on the **Accounting Codes** tab.*

You have successfully updated a transaction's funding source.