How to Change Your Charge Code
To find previous expense reports, click 'query'
1) click the Query tab at the top left  2) select Status from the drop down menu
3) type 'draft' in the third box 4) click the 'Query' button at bottom right

You will then see the list of your reports. You will be able to select the report you want and click on the form button in the upper right to view.
Open your expense report, and click on the Default Charges Tab
Click the New Button

Click the magnifying glass in the Charge Type box
Click the plus sign next to Direct Project

Select your project by clicking the plus sign
Using the plus sign, select your project again.

Using the plus sign, select the code you wish to add, then click Select.
The Default Allocation % for each code will now show as 50%. **You do not need to change these numbers.**

Click the Save and Continue button.
Please provide an explanation for the changes made to your expense report if prompted by Deltek and click the Save and Continue Button. Your expense report will revert to “Draft” status.
Scroll down to the Claimed Expenses section of your report, and Click on ‘Charge Allocations Under Ceiling’

The new charge code is now visible under each expense, as Allocation ID 2.
In the Percentage column, manually change the percentage for the old code to 0.00%, and change the percentage for the new code to 100.00%.

Click the magnifying glass in the Charge Type column, to select your Charge Type.

Select Billable or Non-Billable, depending on the type of expense. If you are unsure, as your supervisor which to choose. Then, click Select.

**Be sure to complete the steps on this slide for each expense.**
Click the Save and Continue button

Repeat this process for any expense necessary, making sure to Save and Continue frequently so you do not lose your work.

Please provide an explanation for the changes made to your expense report if prompted by Deltek and Click the Save and Continue Button.
The expense report will revert back to draft status. Please click the Submit button when all of the corrections have been completed.