

## Move expenditures from one fund to another

- **Product:** Alma
  - **Product Version:** March 2017 Release
  - **Relevant for Installation Type:** Multi-Tenant Direct, Dedicated-Direct, Local, TotalCare
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### Question

How to move the expenditure of an invoice from one fund to another fund?

### Answer

Use the following workflow in order to transfer an expenditure from one fund to another:

- Put the invoice in review (Action menu>Set back to Review)
- From the Action menus select Go to the Task list
- From the Action menu you can Edit the invoice now.
- In the Invoice line tab you can edit every Invoice line: delete the fund assigned and add the new one instead. Save the record.

As a result ...

- - The date of the payment of the invoice is updated to the current date.
- - An INV line is added to the transactions for the fund of the current FY
- - In the fund transactions list for the old fund the INV line disappears, the encumbrance and disencumbrance lines remain. There are also changes in the amount of the - available balance, cash balance, expended balance.

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