

## Pre-Bill Notification

Only users who are authorized to make fiscal changes may review and edit expense lines. Authorized users will receive an e-mail from the County of Ventura Service Desk notifying them that expense lines are ready for review. This notice will also list the type of service (for GSA) and includes a breakdown of the number of expense lines available for each budget unit within your department. All users within a department which has charges will receive this notification, regardless of budget unit, so this list may help you determine if any of the charges are applicable to you.

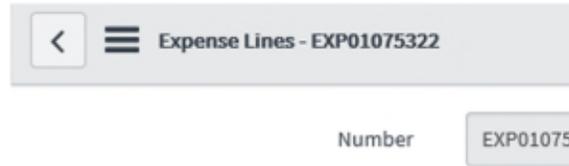
To become an authorized fiscal user in Service Now, your accounting manager may contact Mary Barrett ([mary.barrett@ventura.org](mailto:mary.barrett@ventura.org)), Dave Stuart ([david.stuart@ventura.org](mailto:david.stuart@ventura.org)), or Rick Tanghal ([rick.tanghal@ventura.org](mailto:rick.tanghal@ventura.org)) and request you be given access.

## Updating Expense Lines – Form View

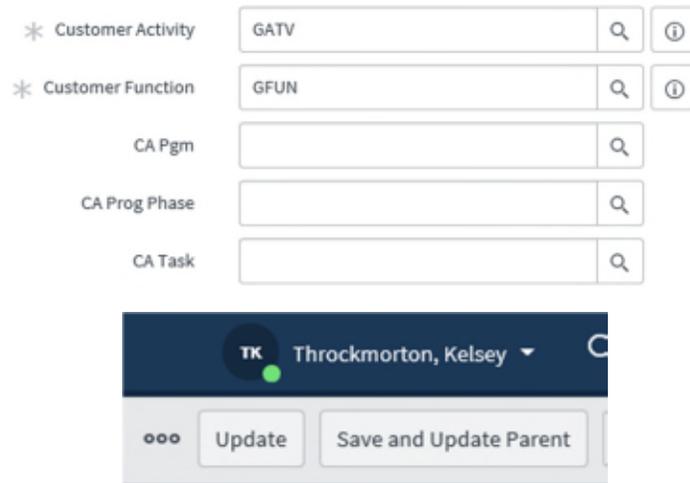
Click on the expense line Number to open the form view for the chosen expense line. More detailed information is available from the form view. Fields in grey cannot be changed.

Number	DXP00550805	Billing Period	AP01
Organization	4442	Fiscal year	2016-17
Cost	27.5	Invoice	
Type	Service Contract	Expense account	2206
Sub type	-- None --	Seller Activity	GATV
Service contract	SRV27007	Seller Function	GFUN
BILL?	<input checked="" type="checkbox"/>	Seller Program	
Worker Organization	4651	Seller Revenue Source	
Date worked/used		Seller Dept	ITSD
Quantity	1	Available for customer	<input checked="" type="checkbox"/>
Customer Activity	CSVS	Manual change required	<input checked="" type="checkbox"/>
Customer Function	GFUN		
CA Pgm			
CA Task			
Customer Obj w rollup			
Title			

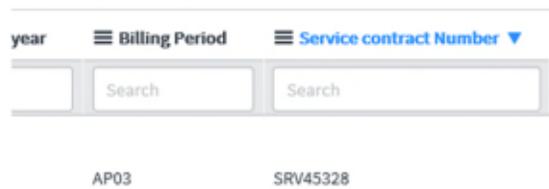
In the form view, you are viewing the detailed information on one expense line at a time. Click the back arrow to return to list view.



You may make updates to any field which is not greyed out. To save your changes, click either “Update” or “Save and Update Parent” in the top right.



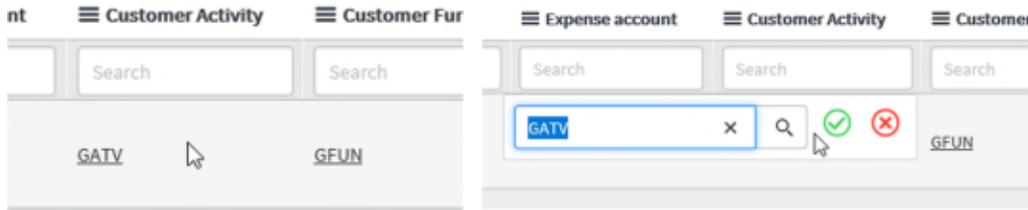
The “Save and Update Parent” option is only available from the form view and allows you to notify the seller department that you would like the changes you are making to also apply to future related charges. This works best for recurring monthly charges, which may be set up with a Service Contract, or with charges tied to a specific piece of equipment (such as Fleet vehicles or copy machines). One time charges may not necessarily have a “parent” value to be updated. Please contact the appropriate billing department for clarification on what types of charges may have a “parent” or to discuss broad ongoing changes to accounting information.



### Updating Expense Lines – List View

You may make corrections to the customer accounting fields, including Organization (budget unit), Customer Activity, Customer Function, CA Pgm (program), CA Prog Phase, and CA Task. Organization changes are limited to budget units within your own department (i.e. HCA, PWA, Probation, etc.). If you believe a charge does not belong to your department please contact the appropriate billing personnel within either GSA or ITSD (listed under Seller Dept.).

To make a change from the list view, simply double click the empty space in a field you wish to change. A box will pop up allowing you to input the new value. Use the green check mark to save your change, or the red X to cancel.



Please note that since all accounting changes are validated against the chart of accounts, adding a program phase is not accepted unless there is already a valid program listed, and adding a program which requires a phase cannot be done from the list view. You will need to make these types of changes from the form view (see below) to provide both values at once.

Updating the same field on multiple expense lines at once is possible from the list view. Hold the Ctrl key and click to highlight the entries you wish to change. Then double click any entry to provide a new value for all of the selected entries.

