Enter a detail block to help plan for future expenses. In the example below, you will plan for multiple international trips for many different faculty.

1. Double click the << Add New Non-Labor Expense Line >> link.

2. Click Detail Block Total; click OK.

3. Enter the value for the ExpType, if known. Otherwise, click Choose Value to use the ExpType lookup.

4. Select 872010 (International Travel – Air/Rail); click OK.

5. In Column AQ, click on the yellow shaded cell in the top row of the detail block; enter the amount of the planned expense (25000). Note the changes in the columns to the right.

6. Beginning in the third row of the block, enter the amount of each trip and enter a description for that trip.

If you need additional lines, click the << Add New Detail Line >> link.