



Business Process Document

PS FIN Travel Expenses: Viewing or Modifying Default Accounting for Expense Reports

Department	
Responsibility/Role	
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Last Changed by	
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Viewing or Modifying Default Accounting for Expense Reports

Trigger:

Required Field(s)	Comments

Output - Results	Comments

Additional Information

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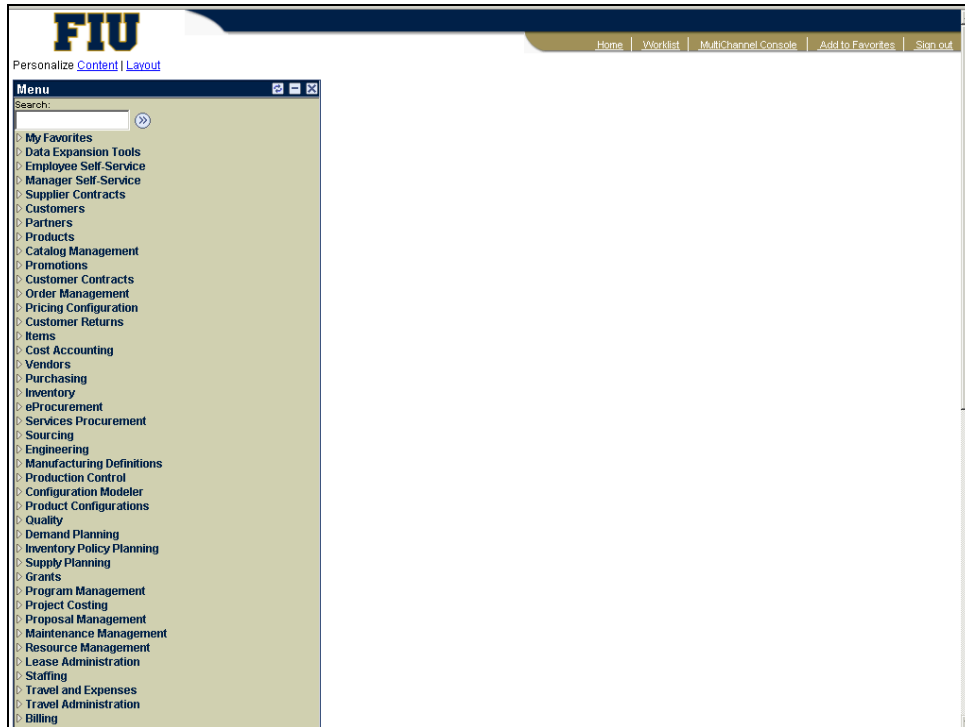
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Procedure

When you create new expense reports, Expenses populates the expense report with accounting defaults for cost of distributions. You can adjust the percentage of an Expense Report that is charged to a department(s) by modifying the Default Accounting.

In this topic, you will allocate 25% of an expense report to be paid out by a second department. At the same time you will adjust the amount that the default department pays to 75%.

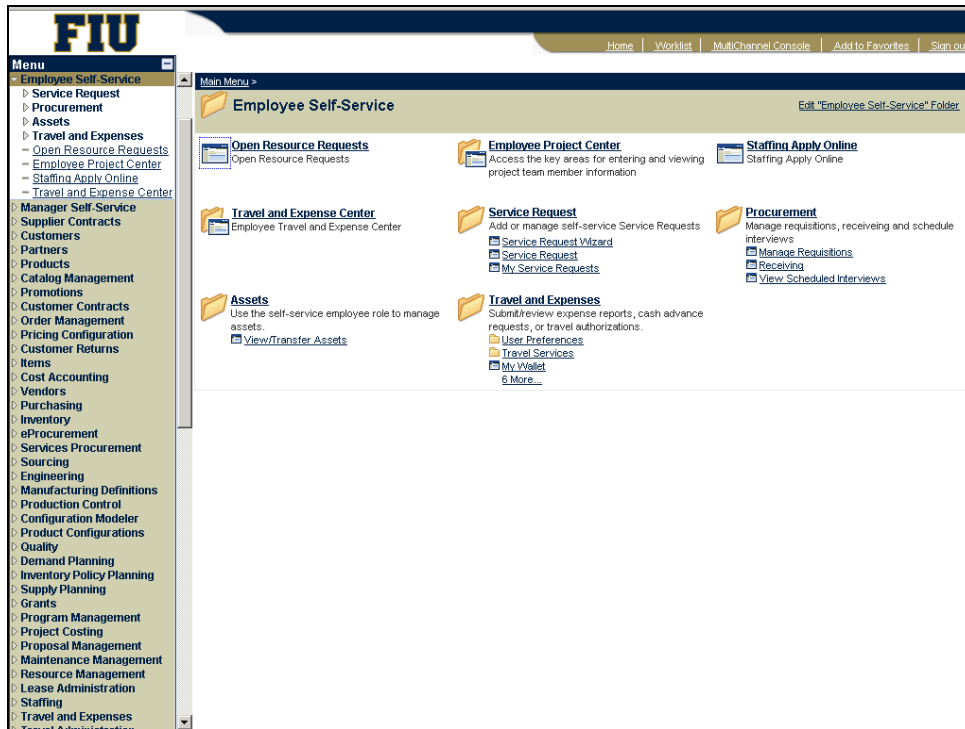


Step	Action
1.	Click the Employee Self-Service link. Employee Self-Service



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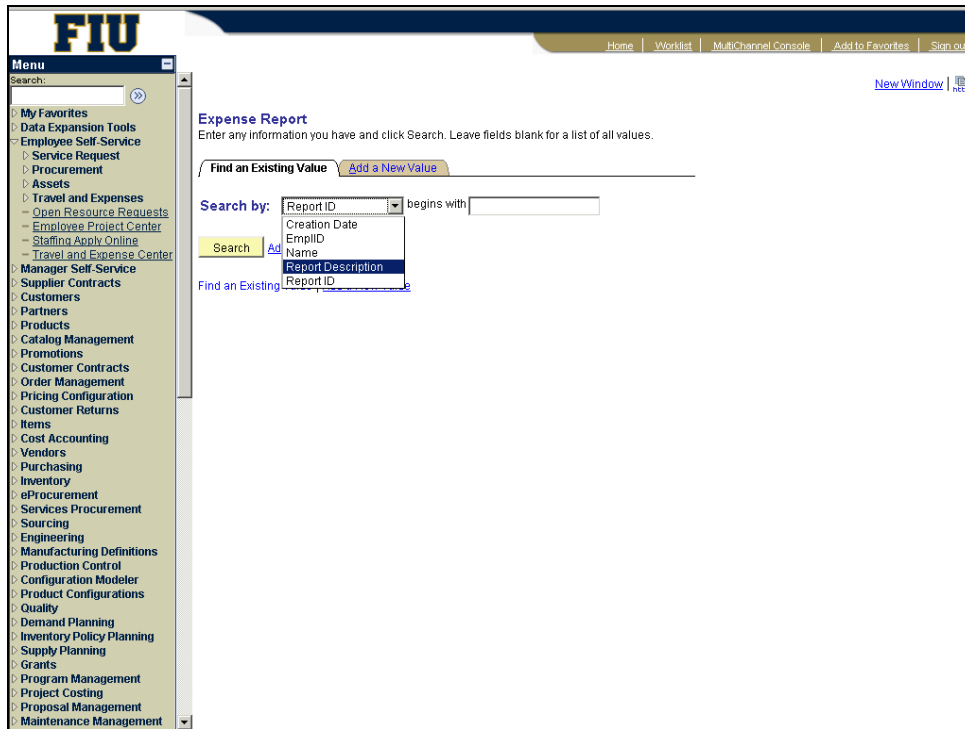
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Step	Action
2.	Click the Travel and Expense Center link. Travel and Expense Center
3.	Click the Create link. Create
4.	Click the Find an Existing Value link. Find an Existing Value

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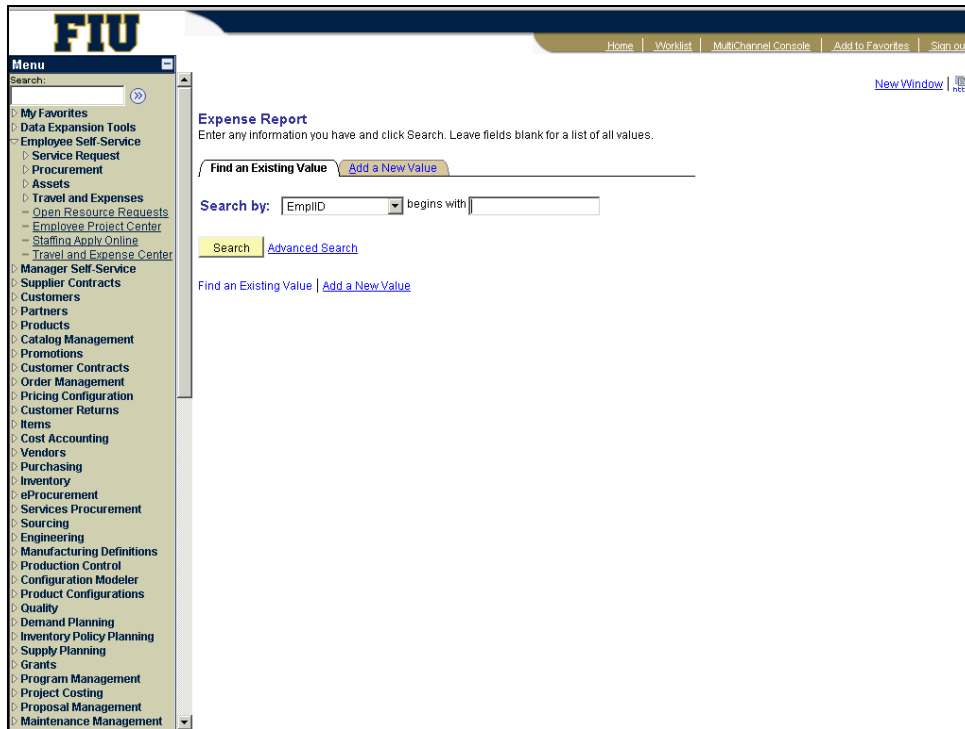



Step	Action
5.	<p>Click the Search By list.</p> <p>Select EmplID from the menu list.</p> <div data-bbox="370 1192 581 1220" style="border: 1px solid black; padding: 2px;">EmplID</div>



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Step	Action
6.	Enter the desired information into the Begins with field. Enter " 1290091 ". This value being the EmpID number.
7.	Click the Search button. 
8.	For training purposes this employee ID only has 1 Expense Report attached to it. If the searched employee ID had multiple expense reports associated with it, a list would have been populated that would allow you to choose your desired report.

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Expense Report Entry
 User Defaults Report ID: 0000181129
 Patty Panther

General Information

*Description: UPK Training Exercise
 *Business Purpose: Conference
 Status: Pending
 Default Location: Florida, Miami
 Post State: Not Applied

Comment:
 Reference:
 Last Updated: 03/31/2009 By: 1290091

Accounting Defaults Apply Cash Advance(s) More Options: GO

Totals

Select	*Expense Type	*Expense Date	*Amount Spent	*Currency	*Payment Type	*Billing Type
<input type="checkbox"/>	Domestic Meals	03/30/2009	10.00	USD	Out of Pocket	FIU Expe
<input type="checkbox"/>	Domestic Registration	03/30/2009	15.00	USD	Out of Pocket	FIU Expe
<input type="checkbox"/>	Domestic Auto Rental	03/31/2009	10.00	USD	Out of Pocket	FIU Expe
<input type="checkbox"/>	Domestic Meals	03/31/2009	10.00	USD	Out of Pocket	FIU Expe

Copy Selected Delete Selected New Expense Add Check For Errors

Totals

Employee Expenses:	45.00 USD	Due Employee:	45.00 USD
Non-Reimbursable Expenses:	0.00 USD	Due Vendor:	0.00 USD
Prepaid Expenses:	0.00 USD		
Employee Credits:	0.00 USD		
Vendor Credits:	0.00 USD		
Cash Advances Applied:	0.00 USD		

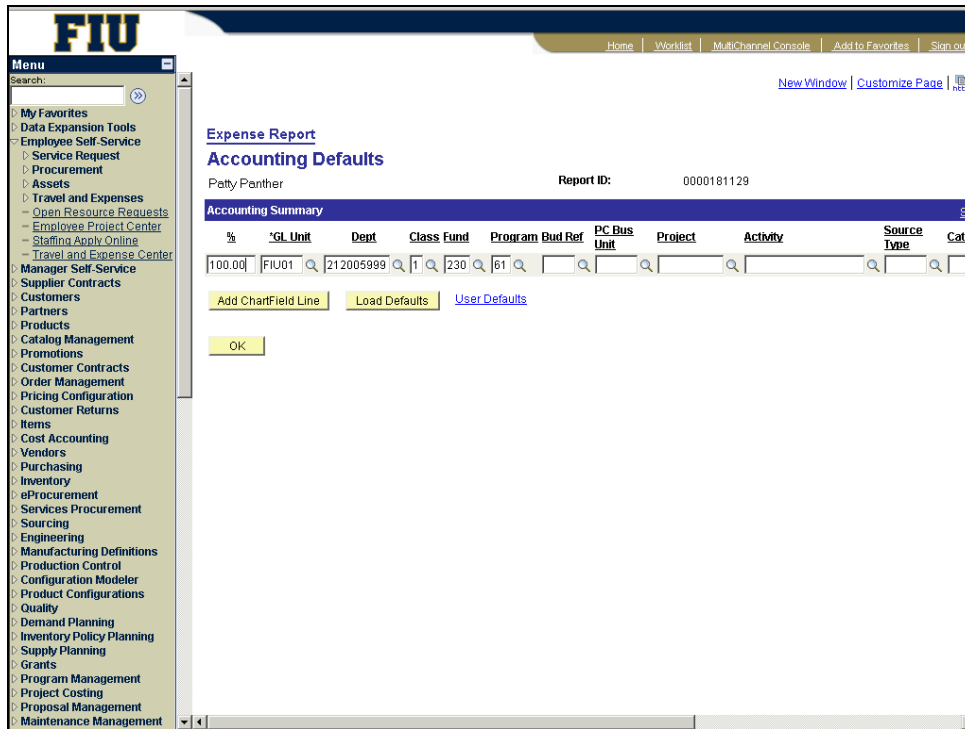
Definition of Totals Update Totals




Step	Action
9.	Click the Accounting Defaults link. Accounting Defaults
10.	<p>Now we are in the Accounting Defaults page of the Expense Report. This page allows you to determine what percentage of an expense report each department will pay. You can add/delete individual departments.</p> <p>For Contracts & Grants project IDs, the following fields must be populated:</p> <p>Department (Organizational Department ID) Class Fund Code PC Bus Unit: Enter 'FSR01' Project Activity: Enter 'SPN'</p> <p>Run the following query to identify the correct combination of the above fields for a particular project ID: FIU_GL_DEPT_PROJ_LOOKUP</p> <p>Lets Continue...</p> <p>For the purpose of this module, we will be inserting one additional department to be charged for this particular expense report.</p>



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Step	Action
11.	<p>Click the Add Chart Field Line button.</p> <p>To create a new Chart field Line.</p> <p></p>
12.	<p>Enter the desired information into the Percentage field. Enter "25.00".</p> <p>This field will determine what percentage of the expense report the chosen department will be charged.</p>
13.	<p>Click the Look up Dept (Alt+5) graphic.</p> <p>This selection will generate a list of departments that you can charge.</p> <p></p>
14.	<p>Click the 000110000 link.</p> <p>For the purpose of this module, select the FIN AID FEE department with the Dept. code 000110000.</p> <p></p>
15.	<p>Enter the desired information into the field. Enter "75.00".</p> <p>Now we must adjust the percentage that the default department was getting charged from 100% to 75%. This will ensure that 100% of the Expense report is getting charged out.</p>

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Step	Action
16.	Click the OK button. <div style="border: 1px solid black; padding: 2px; display: inline-block;">OK</div>

Expense Report Entry

Patty Panther [User Defaults](#) Report ID: 0000181129

General Information

*Description: UPK Training Exercise Comment:

*Business Purpose: Conference Reference:

Status: Pending Last Updated: 03/31/2009 By: 1290091

Default Location: Florida, Miami Post State: Not Applied

Accounting Defaults Apply Cash Advance(s) More Options: GO

Details

Select	Expense Type	Expense Date	Amount Spent	Currency	Payment Type	Billing Type
<input type="checkbox"/>	Domestic Meals	03/30/2009	10.00	USD	Out of Pocket	FIU Expe
<input type="checkbox"/>	Domestic Registration	03/30/2009	15.00	USD	Out of Pocket	FIU Expe
<input type="checkbox"/>	Domestic Auto Rental	03/31/2009	10.00	USD	Out of Pocket	FIU Expe
<input type="checkbox"/>	Domestic Meals	03/31/2009	10.00	USD	Out of Pocket	FIU Expe

Copy Selected Delete Selected New Expense Add Check For Errors

Totals

Employee Expenses:	45.00 USD	Due Employee:	45.00 USD
Non-Reimbursable Expenses:	0.00 USD	Due Vendor:	0.00 USD
Prepaid Expenses:	0.00 USD		
Employee Credits:	0.00 USD		
Vendor Credits:	0.00 USD		
Cash Advances Applied:	0.00 USD		

Save For Later Submit Expense Report Project Summary Printable View

[Return to Travel and Expense Center](#)

Step	Action
17.	Click the Save For Later button. <div style="border: 1px solid black; padding: 2px; display: inline-block;">Save For Later</div>



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Step	Action
18.	Click the Home link. Home
19.	Congratulations. You have successfully Viewed and Modified Default Accounting. End of Procedure.