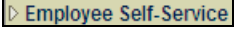
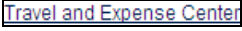


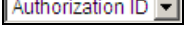
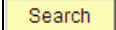

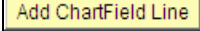
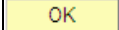
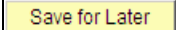

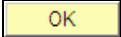
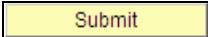
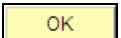



Reviewing or Modifying Default Accounting for TAR

1.	Click the Employee Self-Service link. 
2.	Click the Travel and Expense Center link. 
3.	Click the Travel Authorization link. 
4.	Click the Modify link. 
5.	Click the Search by list. 
6.	Enter the desired information into the begins with field. Enter a valid value e.g. " 000033237 ".
7.	Click the Search button. 
8.	Click the Accounting Defaults link. 
9.	For Contracts & Grants project IDs, the following fields must be populated: Department (Organizational Department ID) Class Fund Code PC Bus Unit: Enter 'FSR01' Project Activity: Enter 'SPN' Run the following query to identify the correct combination of the above fields for a particular project ID: FIU_GL_DEPT_PROJ_LOOKUP
10.	Click the Add ChartField Line button. 
11.	Enter the desired information into the % field. Enter a valid value e.g. " 50 ".
12.	Enter the desired information into the Dept field. Enter a valid value e.g. " 144000102 ".
13.	Enter the desired information into the Fund field. Enter a valid value e.g. " 210 ".
14.	Click the OK button. 
15.	Click the Save for Later button. 
16.	Click an entry in the Detail column. 

17.	Click the Accounting Detail link to verify that the accounting distribution is correct. Accounting Detail
18.	Click the OK button. For Contracts & Grants project IDs, the following fields must be populated: Department (Organizational Department ID) Class Fund Code PC Bus Unit: Enter 'FSR01' Project Activity: Enter 'SPN' Run the following query to identify the correct combination of the above fields for a particular project ID: FIU_GL_DEPT_PROJ_LOOKUP 
19.	Click the Return to Travel Authorization Entry link. Return to Travel Authorization Entry
20.	Click the Submit button. 
21.	Click the OK button. 
22.	Click the Home link. 
23.	Congratulations. You have successfully Reviewed and Modified Default Accounting. End of Procedure.