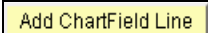



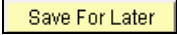



## Viewing or Modifying Default Accounting for Expense Reports

1.	Click the <b>Employee Self-Service</b> link. <a href="#">Employee Self-Service</a>
2.	Click the <b>Travel and Expense Center</b> link. <a href="#">Travel and Expense Center</a>
3.	Click the <b>Create</b> link. <a href="#">Create</a>
4.	Click the <b>Find an Existing Value</b> link. <a href="#">Find an Existing Value</a>
5.	Click the <b>Search By</b> list.  Select <b>EmplID</b> from the menu list. <input type="text" value="EmplID"/>
6.	Enter the desired information into the <b>Begins with</b> field. Enter a valid value e.g. " <b>1290091</b> ".  This value being the <b>EmplID</b> number.
7.	Click the <b>Search</b> button. <input type="button" value="Search"/>
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.
9.	Click the <b>Accounting Defaults</b> link. <a href="#">Accounting Defaults</a>

<p>10.</p>	<p>Now we are in the <b>Accounting Defaults</b> 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 <b>Contracts &amp; Grants</b> project IDs, the following fields must be populated:</p> <p><b>Department</b> (Organizational Department ID)  <b>Class</b>  <b>Fund Code</b>  <b>PC Bus Unit:</b> Enter 'FSR01'  <b>Project</b>  <b>Activity:</b> 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><b>Lets Continue...</b>  For the purpose of this module, we will be inserting one additional department to be charged for this particular expense report.</p>
<p>11.</p>	<p>Click the <b>Add Chart Field Line</b> button.</p> <p>To create a new <b>Chart field Line</b>.</p> 
<p>12.</p>	<p>Enter the desired information into the <b>Percentage</b> field. Enter a valid value e.g. "<b>25.00</b>".</p> <p>This field will determine what percentage of the expense report the chosen department will be charged.</p>
<p>13.</p>	<p>Click the <b>Look up Dept (Alt+5)</b> graphic.</p> <p>This selection will generate a list of departments that you can charge.</p> 
<p>14.</p>	<p>Click the <b>000110000</b> link.</p> <p>For the purpose of this module, select the <b>FIN AID FEE</b> department with the Dept. code <b>000110000</b>.</p> 
<p>15.</p>	<p>Enter the desired information into the field. Enter a valid value e.g. "<b>75.00</b>".</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>
<p>16.</p>	<p>Click the <b>OK</b> button.</p> 

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17.	Click the <b>Save For Later</b> button.  Click the <b>Save For Later</b> button. 
18.	Click the <b>Home</b> link. 
19.	Congratulations. You have successfully Viewed and Modified Default Accounting. <b>End of Procedure.</b>