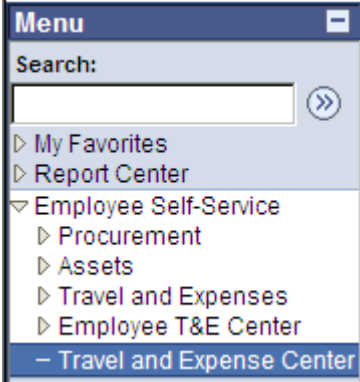
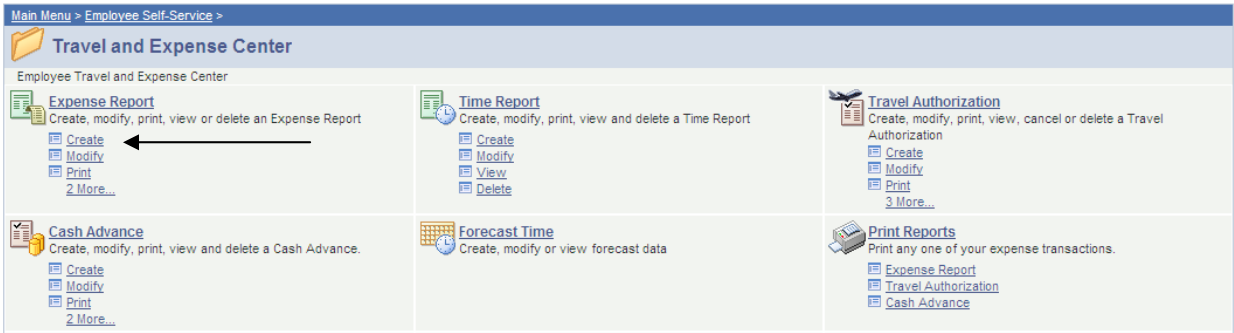

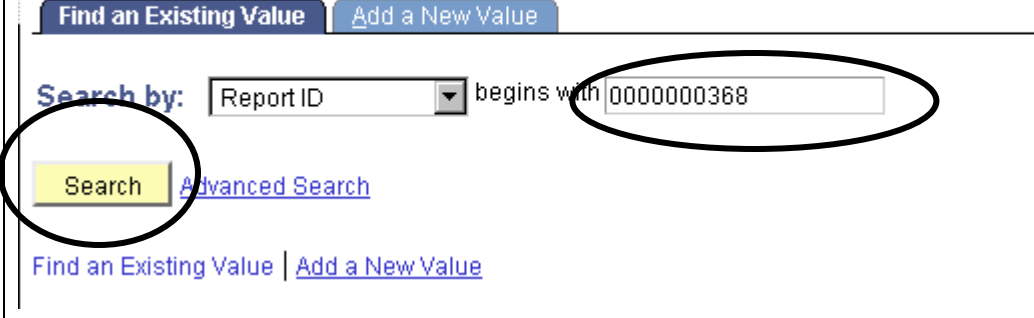



## Viewing or Modifying Default Accounting for an Expense Report

1.	<p>Begin by navigating to the <b>Expense Report Entry</b> page.</p> <p><b>Employee Self Service → Travel and Expense Center</b></p>  <p>The screenshot shows a 'Menu' window with a search box and a list of options. The 'Travel and Expense Center' option is highlighted at the bottom of the list.</p>
2.	<p>Click <b>Create</b> under <b>Expense Report</b> in the Main Page</p>  <p>The screenshot shows the 'Travel and Expense Center' main page. It features several sections: 'Expense Report', 'Time Report', 'Travel Authorization', 'Cash Advance', 'Forecast Time', and 'Print Reports'. An arrow points to the 'Create' button under the 'Expense Report' section.</p>
3.	<p>A search box appears. .</p> <p><b>Expense Report</b></p>  <p>The screenshot shows the 'Expense Report' search interface. It includes a search box with the text 'Find an Existing Value' circled in black, and another button labeled 'Add a New Value'. Below the search box is an input field for 'EmpID:' containing the value '10022006' and a magnifying glass icon. A yellow 'Add' button is positioned below the input field. At the bottom, there are two links: 'Find an Existing Value' and 'Add a New Value'.</p>

1.	<p>Click the <b>Find an Existing Value</b> tab.</p> <p>NOTE: If you are already in an expense report and want to change the accounting, skip to Step</p>
2.	<p>Enter the expense report id into the <b>begins with</b> field.</p> <p><b>Expense Report</b> Enter any information you have and click Search. Leave fields blank for a list of all values.</p> 
3.	<p>NOTE: you can click on Advanced Search to search by Name or employee id</p>
4.	<p>Click the <b>Search</b> button.</p> 

5. The **Expense Report Entry** appears.

**Expense Report**  
**Expense Report Entry**

Patricia Obrien [User Defaults](#) Report ID: 0000000368

**General Information**

\*Description: Anaheim, CA Comment: 8:00am 3/22/09 through 10:30pm 3/25/09  
 \*Business Purpose: Conference  
 Status: Pending Reference: POSTTRIP  
 Default Location: Last Updated: 05/08/2009 By: APROPER  
 Post State: Not Applied

[Accounting Defaults](#) [Apply Cash Advance\(s\)](#) More Options:  **GO**

**Details** [Customize](#) | [Find](#) | [View All](#) | [First](#) | 1-7 of 7 | [Last](#)

Select	*Expense Type	*Expense Date	*Amount Spent	*Currency	*Payment Type	*Billing Type		
<input type="checkbox"/>	Airfare	03/22/2009 <small>BT</small>	648.00	USD	UMass Travel C	Out-of-St		
<input type="checkbox"/>	Hotel/Lodging	03/22/2009 <small>BT</small>	580.00	USD	UMass Travel C	Out-of-St		
<input type="checkbox"/>	Mileage	03/22/2009 <small>BT</small>	107.80	USD	Out of Pocket	Out-of-St		
<input type="checkbox"/>	Parking/Tolls	03/22/2009 <small>BT</small>	4.50	USD	Out of Pocket	Out-of-St		
<input type="checkbox"/>	Parking/Tolls	03/22/2009 <small>BT</small>	95.00	USD	UMass Travel C	Out-of-St		
<input type="checkbox"/>	Registration-Conf/Training	03/22/2009 <small>BT</small>	350.00	USD	UMass Travel C	Out-of-St		
<input type="checkbox"/>	Meals (Per Diem)	03/22/2009 <small>BT</small>	140.00	USD	Out of Pocket	Out-of-St		

Copy Selected Delete Selected New Expense  **Add** Check For Errors

**Totals**


Employee Expenses:	1,925.30 USD	Due Employee:	252.30 USD
Non-Reimbursable Expenses:	0.00 USD	Due Vendor:	1,673.00 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**

Save For Later Submit [Expense Report Project Summary](#) [Printable View](#)

6. **NOTE:** The Chartfield string you enter on the **Accounting Defaults** applies to new rows only. If you want to change the Chartfields on existing rows, you must go to each row individually and change it there.

7. Click the **Accounting Detail** icon  on the row you want to change.

<p>8.</p>	<p><a href="#">Create Expense Report</a></p> <p><b>Accounting Detail</b></p> <p>Patricia Obrien <span style="float: right;">Report ID: 0000000371</span></p> <p>This is the accounting detail for expense type Airfare with a transaction date of 2009-03-22 in the amount of 648 USD. If changes are made inadvertently, you may reset the default accounting values by hitting the 'Restore Defaults' button.</p> <p><a href="#">Restore Defaults</a></p> <table border="1" data-bbox="337 415 1560 495"> <thead> <tr> <th>Amount</th> <th>GL Unit</th> <th>Monetary Amount</th> <th>Currency Code</th> <th>Exchange Rate</th> <th>Account</th> <th>SpeedChart</th> <th>Fund</th> <th>Dept</th> <th>Program</th> <th>Class</th> <th>PC Bus Unit</th> <th>Project</th> <th>Activity</th> </tr> </thead> <tbody> <tr> <td>648.00</td> <td>UMAMH</td> <td>648.00</td> <td>USD</td> <td>1.00000000</td> <td>726230</td> <td></td> <td>1342</td> <td>A831201000</td> <td>F10</td> <td></td> <td></td> <td></td> <td></td> </tr> </tbody> </table> <p><a href="#">Add ChartField Line</a> <a href="#">Refresh</a></p> <p><a href="#">Previous Expense</a> <a href="#">Next Expense</a></p> <p><a href="#">OK</a></p>	Amount	GL Unit	Monetary Amount	Currency Code	Exchange Rate	Account	SpeedChart	Fund	Dept	Program	Class	PC Bus Unit	Project	Activity	648.00	UMAMH	648.00	USD	1.00000000	726230		1342	A831201000	F10				
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648.00	UMAMH	648.00	USD	1.00000000	726230		1342	A831201000	F10																				
<p>9.</p>	<p>Enter the SpeedChart and tab out. The Chartfields will change</p>																												
<p>10.</p>	<p>NOTE: we do not recommend splitting the Chartfields here but rather entering 2 expense lines for the same expense type with their own Chartfield strings.</p>																												
<p>11.</p>	<p>If you are changing more than one expense type row, you can click <a href="#">Next Expense</a> or <a href="#">Previous Expense</a> to navigate to the next or prior expense lines. You can also Click the <b>Accounting Detail</b> icon  on the next row needing a change once you are back to the Expense Report Entry page.</p>																												
<p>12.</p>	<p>Click the <b>OK</b> button to return to the <b>Expense Report Entry</b> page.</p> <p><a href="#">OK</a></p>																												
<p>13.</p>	<p>Click the <b>Save For Later</b> button.</p> <p><a href="#">Save For Later</a></p>																												
<p>14.</p>	<p>Print out the Expense Report with the updated accounting information and gather all appropriate signatures. When complete, click the Submit button.</p>																												
<p>15.</p>	<p><b>End of Procedure.</b></p>																												