Viewing or Modifying Default Accounting

When you create new expense reports, T&E populates the expense report with accounting information based on the default ChartField values that are set up in the Review/Edit Profile - Organizational Data page. You can update these values on the Review/Edit Profile - Organizational Data page.

The Accounting Defaults page displays the distribution of ChartFields for the expense report, which you may view or edit.

In this topic, you have already started to create an expense report for a trip to attend a training course. The expenses for this trip are being split between two DeptIDs. You need to modify the accounting information for this expense report.

Procedure

**Navigation:** Employee Self-Service > Travel and Expense Center > Expense Report > Modify

<table>
<thead>
<tr>
<th>Step</th>
<th>Action</th>
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<tbody>
<tr>
<td>1.</td>
<td>Enter the Report ID number in the <strong>begins with</strong> field or use the <strong>Search</strong> by drop-down list for other search criteria. You can also leave the <strong>begins with</strong> field blank and click the <strong>Search</strong> button to return results.</td>
</tr>
<tr>
<td>2.</td>
<td>For this training example, click the <strong>Search</strong> button.</td>
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</table>
Step 3. For this training example, click the 0000000053 link in the search results.
Step 4.

The Expense Report Entry page will display.

Click the Accounting Defaults link.

Accounting Defaults
## Step 5

The **Accounting Defaults** page displays the default accounting for an employee. You can:
- Change the ChartFields.
- Add rows and redistribute percentages.
- Delete rows that do not apply to the expense report.

## Step 6

Enter the percentage of expense to charge to the ChartFields that you select when you add a new row. The accounting split must equal 100 percent for the set of default ChartFields.

For this training example, enter "**50.00**" in the first row under the % column.

## Step 7

Click the **Add ChartField Line** button to add new accounting lines.

Click the **Add ChartField Line** button.
8. A new row displays, containing the ChartField values of the row above.

Enter the desired information into the % field of the new row. Enter "50.00".

9. Enter the DeptID into the Dept field. For this training example, enter "A0403021".

10. You can click the Load Defaults button to reload the accounting defaults from the Review/Edit Profile - Organizational Data and Review/Edit Profile - User Defaults pages.
11. Click the **OK** button to return to the Expense Report Entry page. Changes made apply only to new lines and to existing lines where the ChartField values were not previously changed.

Click the **OK** button.
**Step** | **Action**
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12. | Click the vertical scroll bar to scroll down.
13. | Click the **Save For Later** button.
14. | You have successfully modified the default accounting for an expense report. **End of Procedure.**