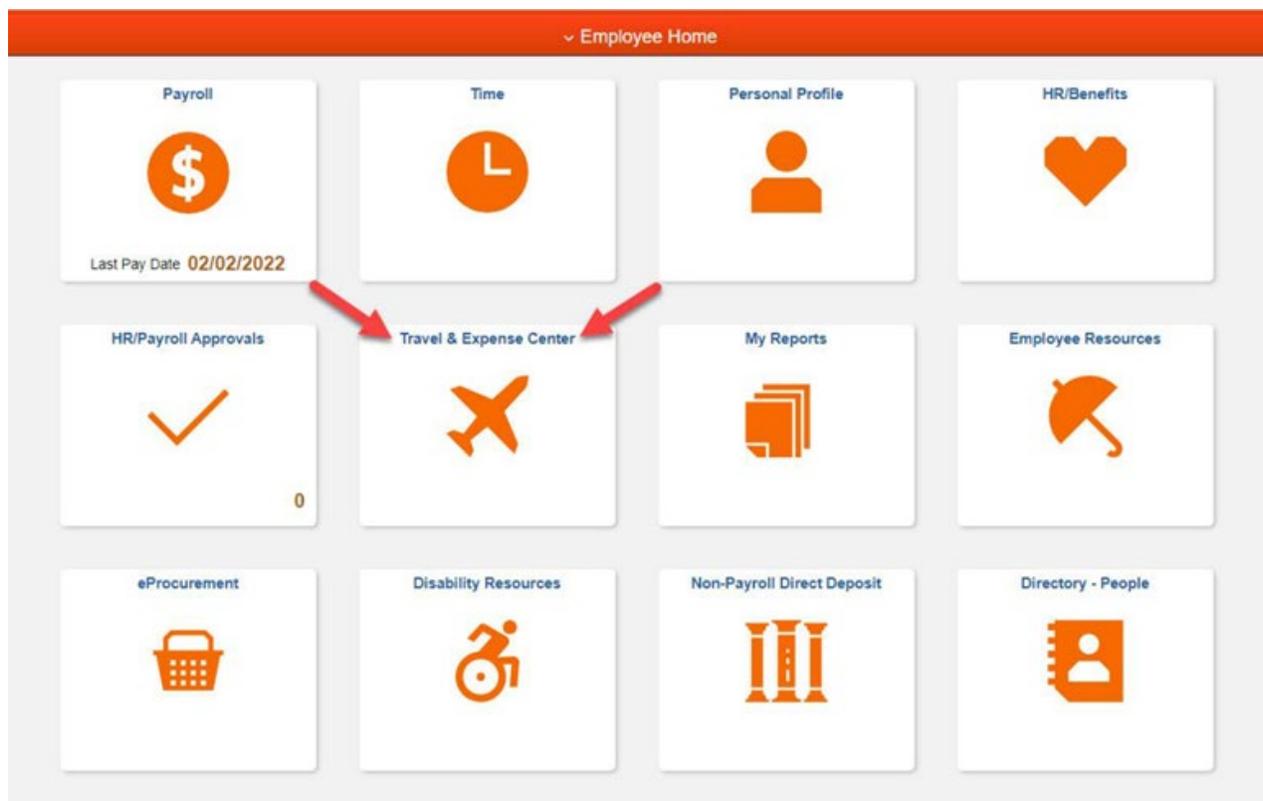**Default Accounting for Report – Credit Card Version**

*This feature will allow employees to split the Chartstrings quickly across all expense types within a given expense report without having to edit line by line to add an additional Chartstring(s).*

Sign into MYSLICE (https://myslice.ps.syr.edu) and click on the Travel & Expense Center tile:

First, add in the My Wallet transactions (1) you would like to have processed.



Then, go to the "Actions" drop-down menu, select "Default Accounting For Report" (2) and click "Go" (3).

Create Expense Report
## Accounting Defaults

Report ID  NEXT

### Accounting Summary
Set Personalizations | Find | | First ◀ 1 of 1 ▶ Last

| % | *GL Unit | Fund | Dept | Program | Mycode | PC Bus Unit | Project | Activity | Source Type | Bud Ref | Work Order | Budget Class | |
|---|---|---|---|---|---|---|---|---|---|---|---|---|---|
| 100.00 | SYRUN | 11 | 31006 | 00001 | | | | | | | | | − |

[ Add ChartField Line ]  [ Load Defaults ]  User Defaults

**1**

[ OK ]

A new Chartstring has been added (2).

Create Expense Report
## Accounting Defaults

Report ID  NEXT

### Accounting Summary
Set Personalizations | Find | | First ◀ 1-2 of 2 ▶ Last

| % | *GL Unit | Fund | Dept | Program | Mycode | PC Bus Unit | Project | Activity | Source Type | Bud Ref | Work Order | Budget Class | |
|---|---|---|---|---|---|---|---|---|---|---|---|---|---|
| 100.00 | SYRUN | 11 | 31006 | 00001 | | | | | | | | | − |
| 0.00 | SYRUN | 11 | 31006 | 00001 | | | | | | | | | − |

[ Add ChartField Line ]  [ Load Defaults ]  User Defaults

**2**

[ OK ]

Update the Chartstrings to what is desired. They can be adjusted by percentage (3) to how much charge each line. Once the edits have been made, and all the desired Chartstrings have been added, click "OK" (4) to return to the expense report.

Create Expense Report
## Accounting Defaults

Report ID  NEXT

**3**

### Accounting Summary
Set Personalizations | Find | | First ◀ 1-2 of 2 ▶ Last

| % | *GL Unit | Fund | Dept | Program | Mycode | PC Bus Unit | Project | Activity | Source Type | Bud Ref | Work Order | Budget Class | |
|---|---|---|---|---|---|---|---|---|---|---|---|---|---|
| 50 | SYRUN | 11 | 31006 | 00001 | | | | | | | | | − |
| 50 | SYRUN | 11 | 31012 | 00001 | | | | | | | | | − |

[ Add ChartField Line ]  [ Load Defaults ]  User Defaults

[ OK ] **4**

As you can see, the expense line for tolls in this example split the Chartstring distribution to what was entered using the "Default Accounting For Report" action.



**Note:** By using this feature, it will update every "My Wallet" transaction's Chartstring that gets added to the expense report.