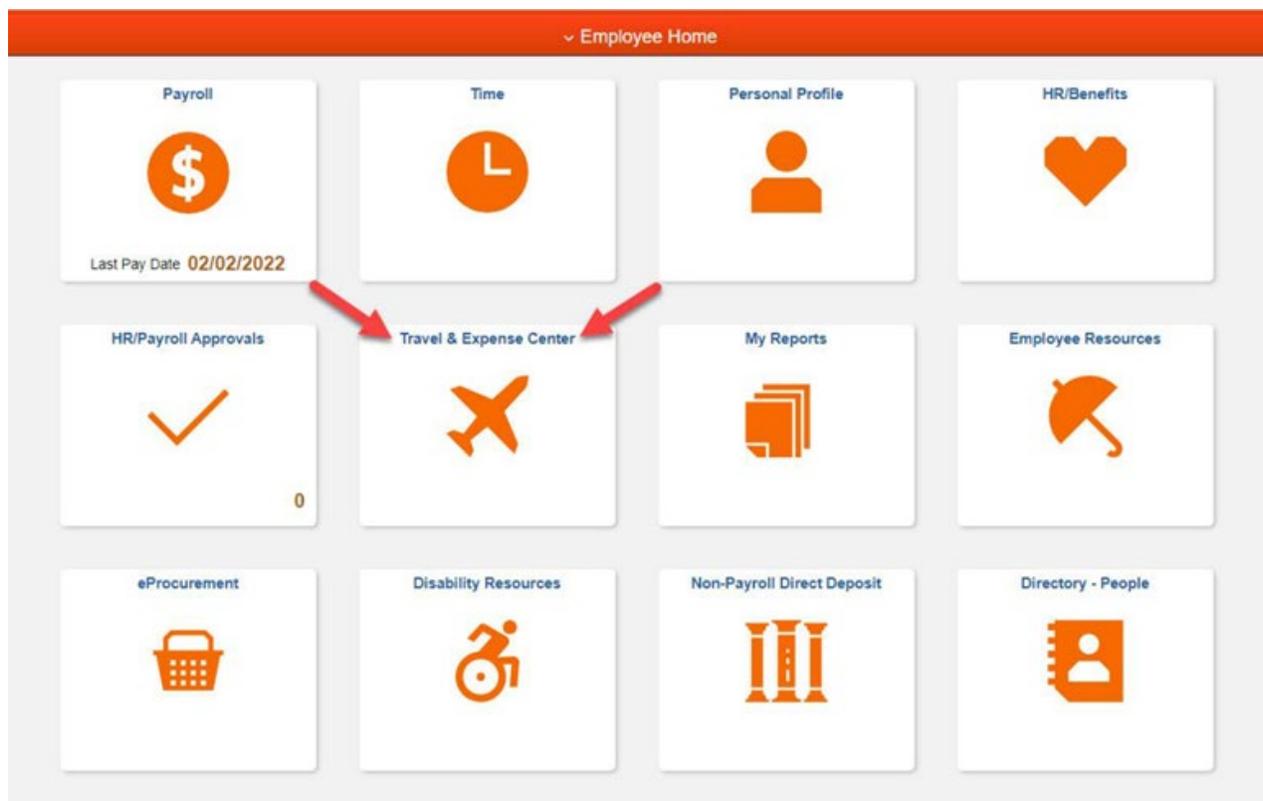


Default Accounting for Report - Credit Card Version

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.

Create Expense Report Save for Later | Summary and Submit

Brian Pendergast

*Request Type: Credit Card Reconciliation
*Report Description: JPMC February 2022
Reference: [Search]

Default Location: [Search] [Attachments](#)

Actions: ...Choose an Action GO

Expenses

Expand All | Collapse All Add: | My Wallet (7) | Quick-Fill Total 29.00 USD

*Date: 02/09/2022 *Expense Type: Tolls Business Purpose: Professional Development - Annual Conference

*Merchant: Standard Other ERAC TOLL 4YBLDX *Payment Type: Credit Card *Amount: 29.00 *Currency: USD

Accounting Details

Amount	*GL Unit	Monetary Amount	Currency Code	Exchange Rate	Fund	Dept	Program	Account	Mycode	PC Bus Unit
29.00	SYRUN	29.00 USD	1.00000000	11	31006	00001	560706			

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

Create Expense Report Save for Later | Summary and Submit

Brian Pendergast

*Request Type: Credit Card Reconciliation
*Report Description: JPMC February 2022
Reference: [Search]

Default Location: [Search] [Attachments](#)

Actions: ...Choose an Action GO

Expenses

Expand All | Collapse All Add: | My Wallet (7) | Quick-Fill Total 29.00 USD

*Date: 02/09/2022 *Expense Type: Tolls Business Purpose: Professional Development - Annual Conference

*Merchant: Standard Other ERAC TOLL 4YBLDX *Payment Type: Credit Card *Amount: 29.00 *Currency: USD

Accounting Details

Amount	*GL Unit	Monetary Amount	Currency Code	Exchange Rate	Fund	Dept	Program	Account	Mycode	PC Bus Unit
29.00	SYRUN	29.00 USD	1.00000000	11	31006	00001	560706			

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								

[User Defaults](#)

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								

[User Defaults](#)

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

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								

[User Defaults](#)

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.

Create Expense Report Save for Later | Summary and Submit

Brian Pendergast Actions ...Choose an Action

*Request Type: Credit Card Reconciliation Default Location:

*Report Description: JPMC February 2022 [Attachments](#)

Reference:

Expenses Total 29.00 USD

Expand All | Collapse All Add: | [My Wallet \(7\)](#) | [Quick-Fill](#)

*Date: 02/09/2022 *Expense Type: Tolls *Business Purpose: Professional Development - Annual Conference *Payment Type: Credit Card *Amount: 29.00 *Currency: USD

*Merchant: Standard Other ERAC TOLL 4YBLDX Receipt Split Default Rate Exchange Rate: 1.00000000 Non-Reimbursable Base Currency Amount: 29.00 USD No Receipt

▼ Accounting Details Chartfields

Amount	GL Unit	Monetary Amount	Currency Code	Exchange Rate	Fund	Dept	Program	Account	Mycode	PC Bus Unit
14.50	SYRJUN	14.50 USD	USD	1.00000000	11	31006	00001	560706		
14.50	SYRJUN	14.50 USD	USD	1.00000000	11	31012	00001	560706		

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