Default Accounting for Report - Reimbursement 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).

	~ Employe	ee Home	
Payroll	Time	Personal Profile	HR/Benefits
Last Pay Date 02/02/2022			
HR/Payroll Approvals	Travel & Expense Center	My Reports	Employee Resources
eProcurement	Disability Resources	Non-Payroll Direct Deposit	Directory - People
	đ		8

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

Add in the first reimbursement transaction line to allow access to the default accounting for report feature.

Create Expense Report				📙 Save f	or Later	🔜 Summar	y and Submit
Brian Pendergast 👔			Quick Start	Banulata From			00
*Request Type Reimbursement	Default Location Syracuse, NY	Q	Quick Start	ropulate From	1		00
Reference	0.						
Expenses ② Expand All Collapse All Add: 陽 My Wallet (2) 參 Quick-Fill				Total	0.00	USD	
*Date *Expense Type	Business Purpose	*Payment Type	*	*Amount	0.00	Currency USD	+ -
Expand All Collapse All				Total	0.00	USD	

After filling out the first expense line (1), 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 a	and Submit
Brian Pendergast 👔				
		Actions	Choose an Action 🗸	GO
*Request Type Reimbursement *Report Description Test Demo 7/11/22	Default Location SYRACUSE, NY	Q	Choose an Action Copy Expense Lines	▲
Reference			Expense Report Project Summary Export to Excel User Defaults	3
Expenses ②	1	2		
Expand All Collapse All Add: 🔚 My Wallet (2) 🖇 Quick-Fill		-	Iotal 150.00 USD	
*Date *Expense Type	Business Purpose	*Payment Type	*Amount *Currency	
▼ 07/04/2022 B Conference/Meeting	* Virtual Professional Development Conference	Personal Funds 🗸	150.00	+ -
*Location SYRACUSE, NY	211 characters remaining 間提 Receipt Split	Default Rate Exchang	USD e Rate 1.00000000 🍫 📑	
	🏥 Attendees	Non-Reimbursable Base Currency A	mount 150.00 USD	
The Accounting Details (2)		□ No Receipt		
Chartfields (TTT)				
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150.00 SYRUN Q 150.00 US	SD 1.0000000 11 Q 31006	Q 00001 Q 560729 Q		

You will see the Chartstring that has defaulted for all the expense lines, then click on "Add ChartField Line" (1).

Expense Re	eport															
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A new Chartstring has been added (2).

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OK	Add ChartFi	eld L	ine		Loa	d .Je	a 115 2	Use	r Defaults				2008					

Update the Chartstrings to what is desired. They can be adjusted by percentage (3) with how much to 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.

Acco	unting [Defa	aults	5															
											Report ID NE	EXT							
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1	Add ChartFi	eld L	ine	5	Load	De	faults	Use	r Defaults										
			0																

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

Create Expense Report											Ļ	Save for Later	r 🛃 Summa	ary and Submit
Brian Pendergast 🕜										Actions	Choos	e an Action		GO
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Note: As the user continues to add more rows by using "Quick Fill" or by clicking the plus button at the end of the first line, the Chartstring of each additional expense will have the same split.

Create Ex	pense Repo	rt														Ļ	Save for Later	🛃 Sumn	nary a	and Submit
Brian Pender	gast 🕐													A	ctions	Choos	e an Action		~	GO
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