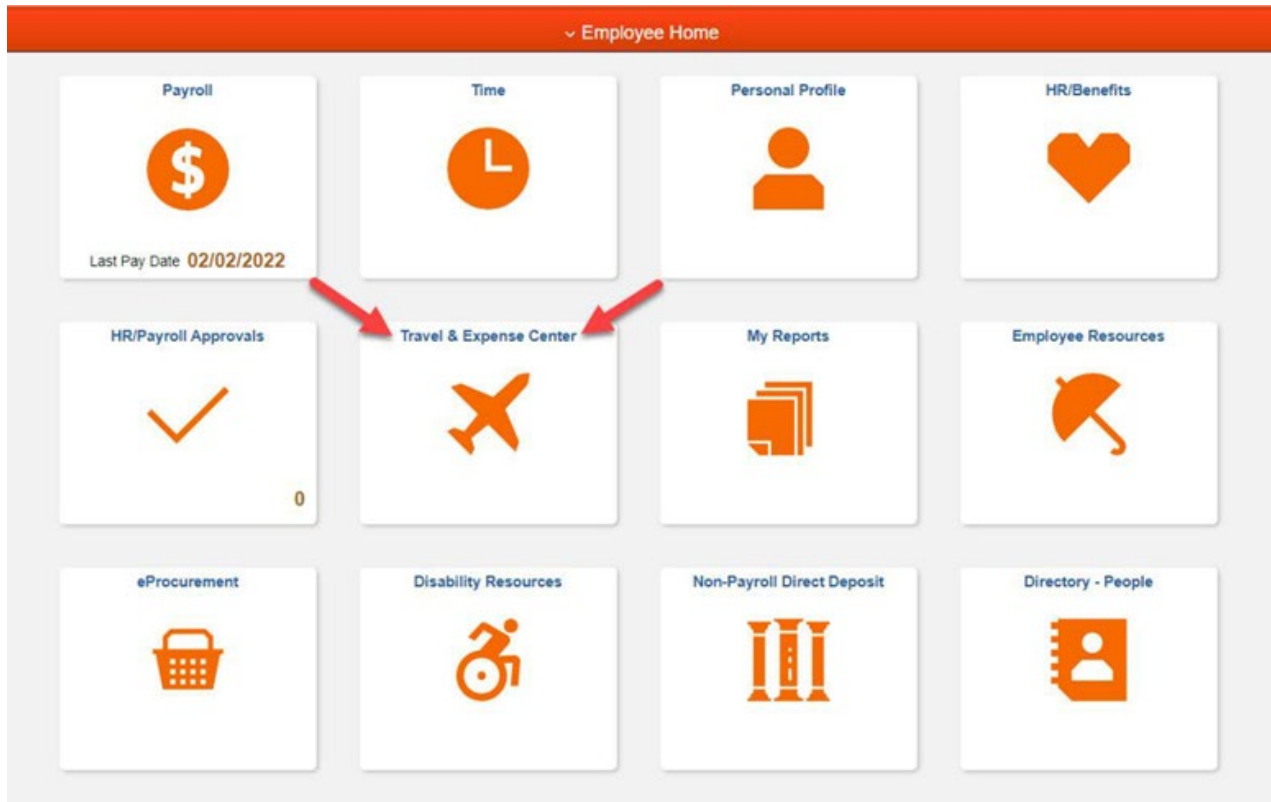


Default Accounting for Report - Reimbursement Version

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).

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 for Later | Summary and Submit

Brian Pendergast

Quick Start ...Populate From GO

*Request Type Reimbursement Default Location Syracuse, NY

*Report Description Test Demo 7/11/22 Attachments

Reference

Expenses

Expand All | Collapse All Add: My Wallet (2) | Quick-Fill Total 0.00 USD

*Date	*Expense Type	Business Purpose	*Payment Type	*Amount	*Currency
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	0.00	USD

254 characters remaining

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 and Submit

Brian Pendergast

Quick Start ...Populate From GO

*Request Type Reimbursement Default Location SYRACUSE, NY

*Report Description Test Demo 7/11/22 Attachments

Reference

Actions ...Choose an Action GO

Expenses

Expand All | Collapse All Add: My Wallet (2) | Quick-Fill Total 150.00 USD

*Date	*Expense Type	Business Purpose	*Payment Type	*Amount	*Currency
07/04/2022	Conference/Meeting	Virtual Professional Development Conference	Personal Funds	150.00	USD

211 characters remaining

*Location SYRACUSE, NY

Default Rate Exchange Rate 1.00000000

Non-Reimbursable Base Currency Amount 150.00 USD

No Receipt

Accounting Details

Amount	*GL Unit	Monetary Amount	Currency Code	Exchange Rate	Fund	Dept	Program	Account	Mycode	PC Bus Unit
150.00	SYRUN	150.00	USD	1.00000000	11	31006	00001	560729		

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

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

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

OK

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.

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								

Add ChartField Line Load Defaults User Defaults

OK

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 Save for Later | Summary and Submit

Brian Pendergast Actions: ...Choose an Action GO

*Request Type: Reimbursement Default Location: SYRACUSE, NY

*Report Description: Test Demo 7/11/22 [Attachments](#)

Reference:

Expenses Total: 150.00 USD

Expand All | Collapse All Add: [My Wallet \(2\)](#) | [Quick-Fill](#)

*Date: 07/04/2022 *Expense Type: Conference/Meeting Business Purpose: Virtual Professional Development Conference *Payment Type: Personal Funds *Amount: 150.00 *Currency: USD + -

*Location: SYRACUSE, NY 211 characters remaining Default Rate Exchange Rate: 1.00000000 Non-Reimbursable Base Currency Amount: 150.00 USD

Receipt Split No Receipt

Attendees

Accounting Details + -

Amount	*GL Unit	Monetary Amount	Currency Code	Exchange Rate	Fund	Dept	Program	Account	Mycode	PC Bus Unit
75.00	SYRUN	75.00 USD	1.00000000	11	31006	00001	560729			
75.00	SYRUN	75.00 USD	1.00000000	11	31012	00001	560729			

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 Expense Report Save for Later | Summary and Submit

Brian Pendergast Actions: ...Choose an Action GO

*Request Type: Reimbursement Default Location: SYRACUSE, NY

*Report Description: Test Demo 7/11/22 [Attachments](#)

Reference:

Expenses Total: 150.00 USD

Expand All | Collapse All Add: [My Wallet \(2\)](#) | [Quick-Fill](#)

*Date: 07/04/2022 *Expense Type: Conference/Meeting Business Purpose: Virtual Professional Development Conference *Payment Type: Personal Funds *Amount: 150.00 *Currency: USD + -

*Location: SYRACUSE, NY 211 characters remaining Default Rate Exchange Rate: 1.00000000 Non-Reimbursable Base Currency Amount: 150.00 USD

Receipt Split No Receipt

Attendees

Accounting Details + -

Amount	*GL Unit	Monetary Amount	Currency Code	Exchange Rate	Fund	Dept	Program	Account	Mycode	PC Bus Unit
75.00	SYRUN	75.00 USD	1.00000000	11	31006	00001	560729			
75.00	SYRUN	75.00 USD	1.00000000	11	31012	00001	560729			