How Default Funding Works in e-Reimbursement for Approvers and Auditors

Default funding is established for a new expense report (e-Reimbursement and GET) based on the information found in the e-Reimbursement “Travel Profile”.

Below is an example of how Accounting Default funding will appear in e-Reimbursement if the funding on an expense report was changed from the default in GET prior to submission.

**Note:** This is an example of a “Travel Profile” in e-Reimbursement meaning this is the funding that every new expense report I create will contain.

So when the new report is created in GET, the funding in the new report is 030500 101 1. In GET, the “Set Funding” button on the main entry screen is selected (located at the top or bottom of page). As you will see in the screenshot below, the funding in my report has now been changed to 062005 101 1.
The funding for my expense report has been changed from the “Travel Profile” default 030500 101 1 to 062005 101 1.

When the report loads into e-Reimbursement for approval, the default funding is still set to the “Travel Profile” default but all of the expense lines have been changed to the funding string I selected prior to submitting the expense report in GET. The information in the “Travel Profile” default will display in the “Accounting Defaults” (screenshots below).

Note: The funding in the default does not determine the routing of the expense report nor will it be charged when the expense report is approved. It is the funding identified on each individual expense line that will be charged.
When the Approver/Auditor receives the expense report in e-Reimbursement, there will be “alert bubbles” on the expense lines indicating the funding on the expense line is **different** than the funding in the default. In addition to the funding change notification, the alert bubbles also show duplicate expenses, when Foundation funds are used, and overage notification on maximums. Approvers and Auditors should always check the “alert bubbles”.
This is the message that will display when you click on one of the alert bubbles.
Again, this means, the funding on each line of this expense report is different than what you will find here (Accounting Default link):

![Expense Report Summary](image)

As you will see if I click on the Accounting Default link, the funding shown there is the funding in the “travel profile”. It does not represent the funding on this expense report.

![Accounting Defaults](image)

Remember, this was the travel profile default funding which is set to 030500 101 1. The alert bubbles are telling you that you need to check the funding on the expense lines because it is not the same as the default funding:
The fastest and easiest way to check the expense line funding is to navigate to the Summary Report (found at the bottom right corner of the report):

At the bottom of the Summary Report there is an “Accounting Summary” section – one section includes the account codes and the one only shows funding string. This is a quick and easy way to see what funding will be charged. As you can see the funding being charged for this report is 062005 101 1.
On the Summary Report, you can also see other information such as each expense line with some of the information (like description field) and you can expand each line of funding as you review each expense line.

**Key take away:** The funding in the Accounting Default will only show the funding that is on the expense lines if there are no alert bubbles alerting you that the funding has been changed from the default. It’s important to check for the alert bubbles. The funding shown in the Accounting Default does not produce any charges. Only the funding shown on each expense line will be charged.