

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”.

My Default Profile

DESHETLER-MERUCCI, STEFANIE

Do Not Automatically Refresh Funding

Scroll Area Find | View 1 First 1 of 1 Last

Start Date 01/04/2010 End Date

GL Business Unit	Department	Fund Code	Program Code	Class	Project
UWMSN	030500	101	1		

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.

Funding

Set Funding

Department	Fund	Project ID	Program	Applies To
030500 ACCOUNTING SVCS*ACCTG SVCS	101		1	Expense Report

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.

Funding for Demo for DC Meeting, totaling \$340.35

Enter funding string(s) below that you wish to charge to for the expenses in this report. If you need assistance, click the **Guide Me** link to open the Funding Wizard.

Allocate by:

%	Department	Fund	Project	Program	
100.00	062005 APPL DVLP&INTEGR*PMO	101		1	✓ Funding is valid.

[🔦 Guide Me through Funding Selection](#)

The funding for my expense report has been changed from the “Travel Profile” default 030500 101 1 to 062005 101 1.

Funding

Department	Fund	Project ID	Program	Applies To
062005 APPL DVLP&INTEGR*PMO	101		1	Expense Report

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.

Approve Expense Report

Expense Report Summary

STEFANIE DESHETLER-MERUCCI

[User Defaults](#)

Report ID: 0000198374

GET Report ID: G000000456

General Information

Report Name: Demo for DC Meeting Employee Base: Office

*Business Purpose: BUS Business *Supporting Details: Accounting Detail split

Report Status: Approvals in Process

Destination: SAN ANTONIO, TX

(Spell out acronyms)

Accounting Date: 04/10/2014 Created On: 04/10/2014 By: 00537739

Accounting Template: STANDARD Last Updated: 04/10/2014 By: EXMRG1

Urgency: ● Date depart: 03/01/2014 Date return: 03/03/2014

Travel related expense report Time depart: 3:00PM Time return: 9:00PM

[Risk Details](#)

[Accounting Defaults](#) More Options: GO

Approve Expense Report

Accounting Defaults

STEFANIE DESHETLER-MERUCCI

Report ID:

0000198374

Accounting Summary

Set Personalizations | Find | First 1 of 1 Last

%	*GL Unit	Fund	Dept	Program	Class	PC Bus Unit	Project	Activity	Affiliate
100.00	UWMSN	101	030500	1		UWMSN			

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”.

Approve Expense Report

Expense Report Summary

STEFANIE DESHETLER-MERUCCI

User Defaults

Report ID: 0000198374

GET Report ID: G000000456

General Information

Report Name: Demo for DC Meeting Employee Base: Office

*Business Purpose: BUS Business *Supporting Details: Accounting Detail split

Report Status: Approvals in Process

Destination: SAN ANTONIO, TX (Spell out acronyms)

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Urgency: ● Date depart: 03/01/2014 Date return: 03/03/2014

Travel related expense report Time depart: 3:00PM Time return: 9:00PM

[Risk Details](#)

Accounting Defaults More Options: GO

Receipt Information

Receipts Received [Attachments](#)

You can deny individual expenses and still approve or send back the overall report.

Expense Line Items

Expense Type	Date	PC Business Unit	Project	Activity	Reimburse Amt	Currency	Receipt Verified	Approve
 Lodging-Individual	03/03/2014	UWMSN			110.00	USD	<input type="checkbox"/>	<input checked="" type="checkbox"/>
 Meals-Individual	03/01/2014	UWMSN			30.00	USD	<input type="checkbox"/>	<input checked="" type="checkbox"/>
 Meals-Individual	03/02/2014	UWMSN			50.00	USD	<input type="checkbox"/>	<input checked="" type="checkbox"/>
 Meals-Individual	03/03/2014	UWMSN			50.00	USD	<input type="checkbox"/>	<input checked="" type="checkbox"/>
 Misc-Purchases/Supplies	03/01/2014	UWMSN			65.35	USD	<input type="checkbox"/>	<input checked="" type="checkbox"/>
 Internet Fee	03/01/2014	UWMSN			35.00	USD	<input type="checkbox"/>	<input checked="" type="checkbox"/>

This is the message that will display when you click on one of the alert bubbles.

Approve Expense Report

View Exception Comments and Risks

STEFANIE DESHETLER-MERUCCI

Report ID:

0000198374

General Information

Report Description: Demo for DC Meeting

*Business Purpose: Business

Reference: 1403010303

Exception Information

Line	Trans Date	Amount	Exception	Comment
1	Lodging-Individual 03/03/2014	\$110.00		Expense line funding is different from the accounting defaults for this expense line
2	Meals-Individual 03/01/2014	\$30.00		Expense line funding is different from the accounting defaults for this expense line
3	Meals-Individual 03/02/2014	\$50.00		Expense line funding is different from the accounting defaults for this expense line
4	Meals-Individual 03/03/2014	\$50.00		Expense line funding is different from the accounting defaults for this expense line
5	Misc-Purchases/Supplies 03/01/2014	\$65.35		Expense line funding is different from the accounting defaults for this expense line
6	Internet Fee 03/01/2014	\$35.00		Expense line funding is different from the accounting defaults for this expense line

Again, this means, the funding on each line of this expense report is different than what you will find here (Accounting Default link):

Approve Expense Report
Expense Report Summary
 STEFANIE DESHETLER-MERUCCI [User Defaults](#) Report ID: 0000198374 GET Report ID: G000000456

General Information

Report Name: Demo for DC Meeting Employee Base: Office
 *Business Purpose: BUS Business *Supporting Details: Accounting Detail split
 Report Status: Approvals in Process
 Destination: SAN ANTONIO, TX
 Accounting Date: 04/10/2014 Created On: 04/10/2014 By: 00537739
 Accounting Template: STANDARD Last Updated: 04/10/2014 By: EXMRG1
 Urgency: ● (Spell out acronyms)
 Travel related expense report Date depart: 03/01/2014 Date return: 03/03/2014
 Time depart: 3:00PM Time return: 9:00PM

[Risk Details](#) [Accounting Defaults](#) More Options:

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.

Expense Report

Accounting Defaults

STEFANIE DESHETLER-MERUCCI Report ID: 0000245213

Accounting Summary [Set Personaliz](#)

%	*GL Unit	Fund	Dept	Program	Class	PC Bus Unit	Project	Activity
100.00	UWMSN	101	030500	1		UWMSN		

Remember, this was the travel profile default funding which is set to 030500 101 1. The alert bubbles are telling you that 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):

Internet Fee	04/03/2015	UWMSN			60.00 USD	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	
Parking	04/03/2015	UWMSN			100.00 USD	<input type="checkbox"/>	<input checked="" type="checkbox"/>	
Travel Incidentals	04/03/2015	UWMSN			5.00 USD	<input type="checkbox"/>	<input checked="" type="checkbox"/>	Non-Reimbursable

Expense Report Totals

Employee Expenses:	1,861.94 USD		Due Employee:	350.72 USD
Non-Reimbursable Expenses:	5.00 USD		Due Vendor:	1,145.22 USD
Prepaid Expenses:	361.00 USD		Definition of Totals	
Employee Credits:	0.00 USD			
Vendor Credits:	0.00 USD			
Cash Advances Applied:	0.00 USD			

Pending Actions [Personalize](#) | [Find](#) | [First](#) | 1-3 of 3 | [Last](#)

Profile	Name	Action	Date/Time
Approver	(Pooled)	Saved	
Auditor	AUDITOR,ANA		
Auditor	AUDITOR,FRED		

Action History [Personalize](#) | [Find](#) | [First](#) | 1 of 1 | [Last](#)

Profile	Name	Action	Date/Time
	TRAVELER,ANA	Submitted	04/27/2015 11:54:07AM

Comments

Budget Status: Not Budget Checked
[Budget Options](#)

[Expense Report Detail](#)

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.

Accounting Summary						
Account	Department	Fund	Program	Project	Class	Amount
2801	062005	101	1			\$251.39
2861	062005	101	1			\$50.00
3101	062005	101	1			\$10.00
Total:						\$311.39
Funding String Totals						
Department	Fund	Program	Project	Class	Amount	
062005	101	1			\$311.39	
Total:						\$311.39

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.

Date of departure: _____ Time of departure: _____
 Date of return: _____ Time of return: _____

[Expand All - Account Detail](#) [Collapse All - Account Detail](#)

Type	Trans Date	Amount	Bill Code	Payment Type	Location	Description	Merchant	Non-Reimbursable
Misc-Purchases/Supplies	11/17/2014	10.00	In-State	Personal Funds	MADISON, WI	[Books] TEST	TEST	<input type="checkbox"/>
Account Detail								
Distrib Line	Amount	Account	Fund	Dept	Program	Class	Project	Foundation Account Name
1	10.00	3101	101	062005	1			
Type	Trans Date	Amount	Bill Code	Payment Type	Location	Description	Merchant	Non-Reimbursable
Lodging-Individual	11/17/2014	236.00	Out-of-State	University Prepaid	MADISON, WI		AMERICINN	<input type="checkbox"/>
Account Detail								
Type	Trans Date	Amount	Bill Code	Payment Type	Location	Description	Merchant	Non-Reimbursable
Meals-Individual	11/17/2014	50.00	Out-of-State	US Bank Corporate Card	MADISON, WI	BLD		<input type="checkbox"/>
Account Detail								
Type	Trans Date	Amount	Bill Code	Payment Type	Location	Description	Merchant	Non-Reimbursable
Airfare and Change Fees	11/17/2014	251.39	Out-of-State	US Bank Corporate Card			ASIANA	<input type="checkbox"/>
Account Detail								

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.