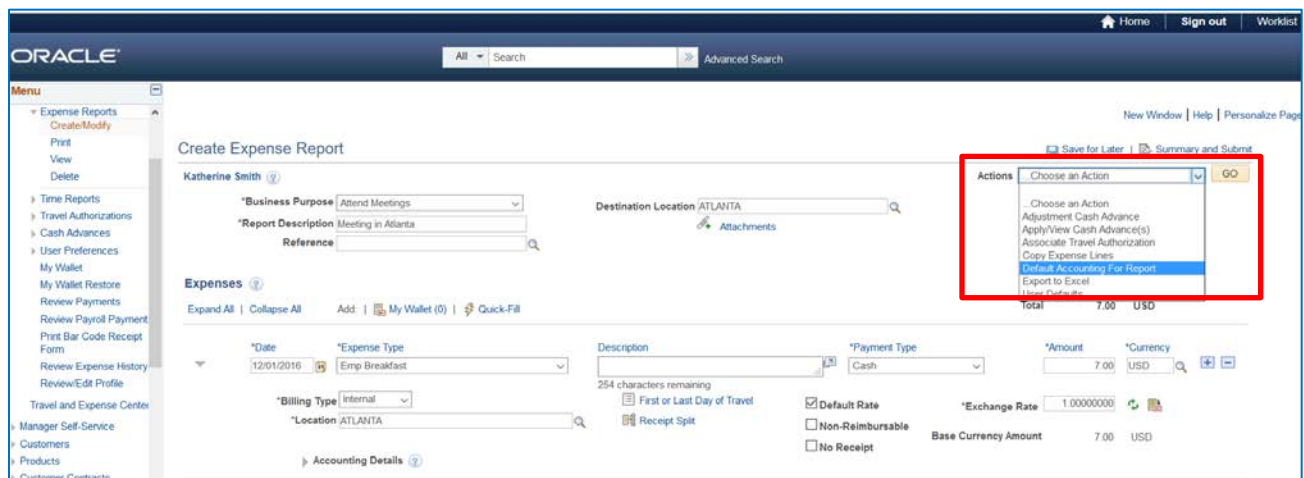


# Known Issue: KI9.2-58\_EX Project Missing from Default Accounting for Expense Report

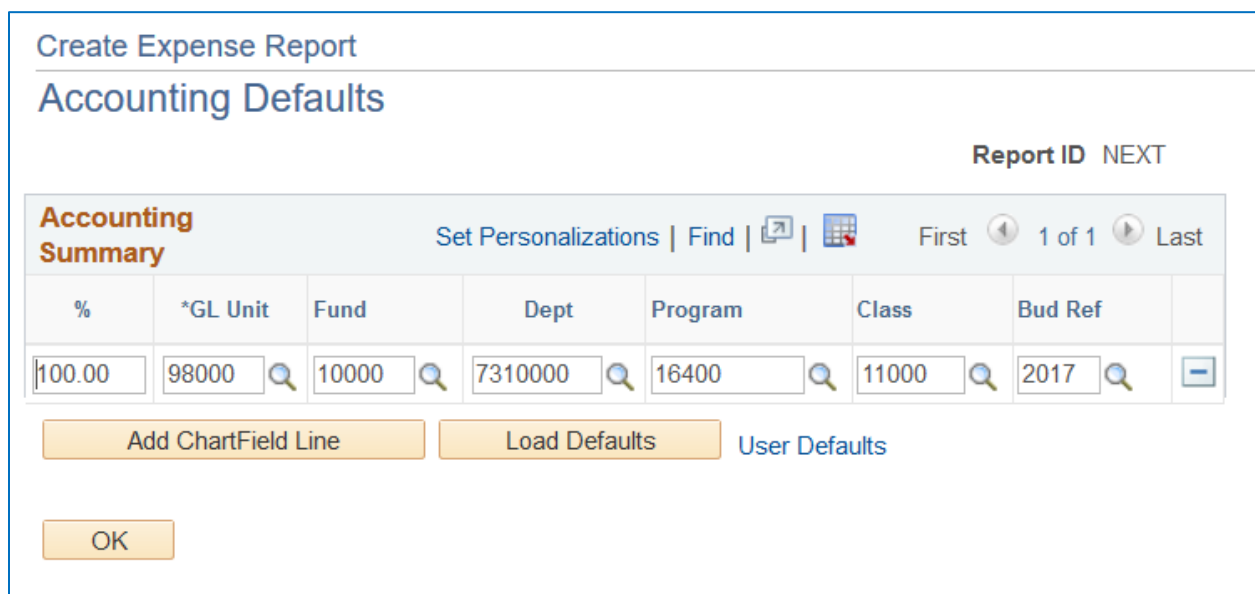
**POSTED:** December 15, 2016

**STATUS:** Active

After the application of Release 5.20, expense travelers and approvers are no longer able to enter a Project ID using the Default Accounting for Report action during Expense Report creation or approval.



The Project field is missing from the Accounting Defaults.



Navigation for traveler:

**Employee Self-Service > Travel and Expenses > Expense Report > Create**

Navigation for approver:

**Travel and Expenses > Approve Transactions > Approve Transactions**

OR navigate to the **Worklist**.

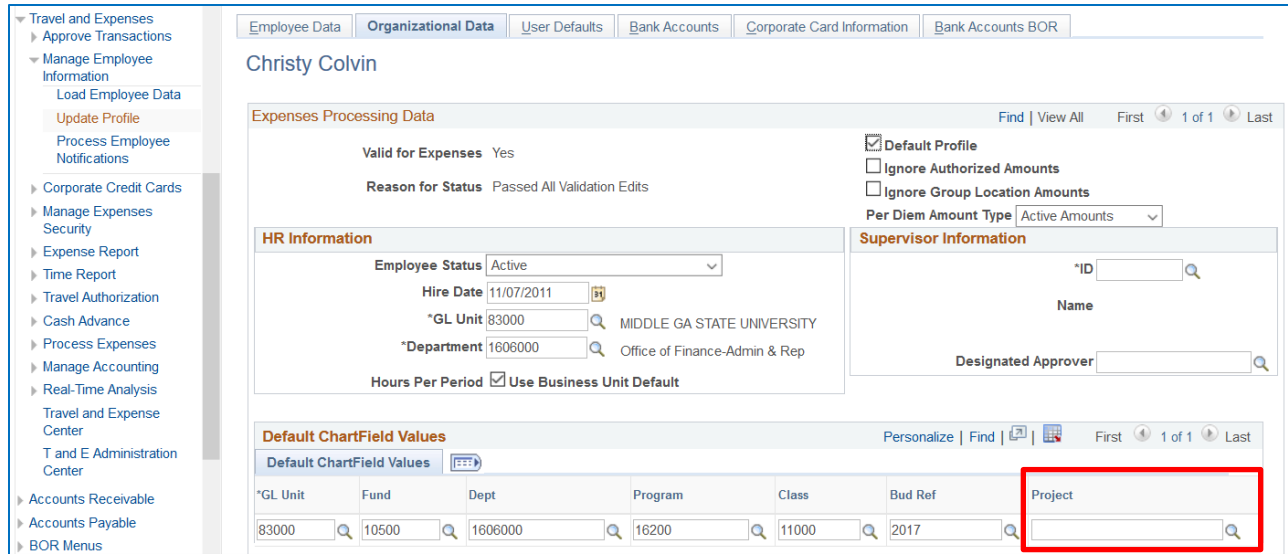
**Functional Workarounds:**

1. The Project field can be edited on each individual line of the Expense Report by the Traveler or the Approver.

The screenshot displays the 'Create Expense Report' interface for user Katherine Smith. It includes fields for Business Purpose, Report Description, Destination Location, and Reference. Below these are the 'Expenses' section with a table of expense lines. The first line is for 'Emp Parking' on 12/01/2016, amounting to 7.00 USD. The Accounting Details table at the bottom lists various fields including Amount, GL Unit, Monetary Amount, Currency Code, Exchange Rate, Account, Fund, Dept, Program, Class, Bud Ref, and Project. The Project field in the Accounting Details table is highlighted with a red box.

2. The Expense Administrator can add the Project to the traveler's Default ChartField Values on the Organizational Data tab of the traveler's profile.
  - **Travel and Expenses > Manage Employee Information > Update Profile**

Adding the Project to Default ChartField Values will make it automatically populate to every line on ALL expense transactions created by the employee.



Employee Data | **Organizational Data** | User Defaults | Bank Accounts | Corporate Card Information | Bank Accounts BOR

Christy Colvin

Expenses Processing Data Find | View All | First | 1 of 1 | Last

Valid for Expenses Yes  Default Profile

Reason for Status Passed All Validation Edits  Ignore Authorized Amounts

Ignore Group Location Amounts

Per Diem Amount Type Active Amounts

**HR Information**

Employee Status Active

Hire Date 11/07/2011

\*GL Unit 83000 MIDDLE GA STATE UNIVERSITY

\*Department 1606000 Office of Finance-Admin & Rep

Hours Per Period  Use Business Unit Default

**Supervisor Information**

\*ID

Name

Designated Approver

**Default ChartField Values** Personalize | Find | First | 1 of 1 | Last

*GL Unit	Fund	Dept	Program	Class	Bud Ref	Project
83000	10500	1606000	16200	11000	2017	

**Estimated Resolution:**

This is an Oracle Known Issue and ITS is currently in the process of determining whether a temporary BOR fix can be applied to resolve this issue until the permanent Oracle fix can be applied.

**MORE INFORMATION AND SUPPORT:** For business impact emergency issues, contact the ITS Helpdesk immediately at 706-583-2001 or 1-888-875-3697 (toll free within Georgia). For non-urgent issues, contact the ITS Helpdesk via the self-service support website at [http://www.usg.edu/customer\\_services](http://www.usg.edu/customer_services). (This service requires a user ID and password. E-mail [helpdesk@usg.edu](mailto:helpdesk@usg.edu) to obtain self-service login credentials.)

**ADDITIONAL RESOURCES:** For information about ITS maintenance schedules or Service Level Guidelines, please visit [http://www.usg.edu/customer\\_services/service\\_level\\_guidelines](http://www.usg.edu/customer_services/service_level_guidelines). For USG services status, please visit <http://status.usg.edu>.