

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

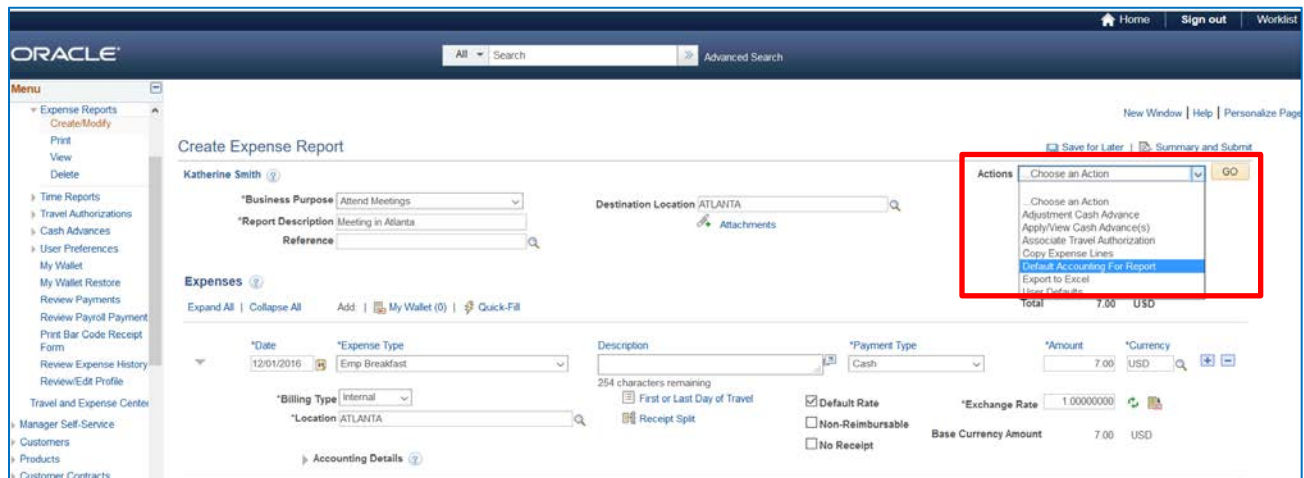
UPDATED February 13, 2018

STATUS: RESOLVED

IMPACT: As of Release 5.30, dated December 1, 2017, an Oracle fix has been applied. Expense travelers and approvers can now enter a Project ID using the Default Accounting for Report action during Expense Report creation or approval.

ORIGINALLY POSTED: December 15, 2016

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.

Create Expense Report

Accounting Defaults

Report ID NEXT

Accounting Summary Set Personalizations | Find | First 1 of 1 Last

%	*GL Unit	Fund	Dept	Program	Class	Bud Ref	
100.00	98000	10000	7310000	16400	11000	2017	

Add ChartField Line Load Defaults User Defaults

OK

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.

Create Expense Report

Katherine Smith

*Business Purpose: Attend Conference
 *Report Description: Conference in Atlanta
 Destination Location: ATLANTA

Expenses

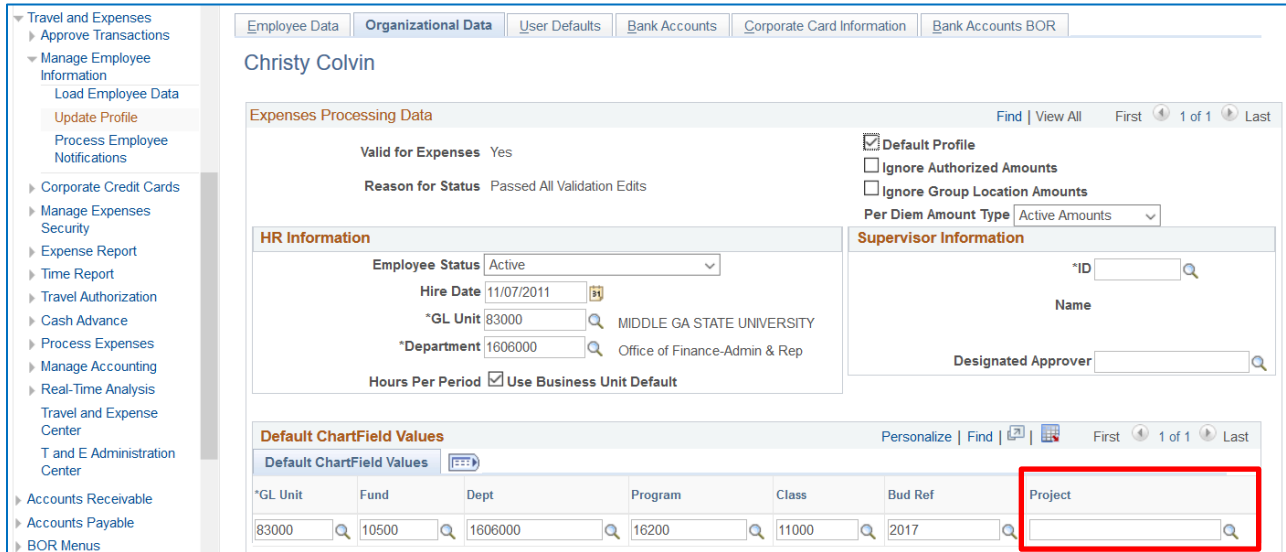
*Date	*Expense Type	Description	*Payment Type	*Amount	*Currency
12/01/2016	Emp Parking		Credit Card	7.00	USD

Accounting Details

Amount	*GL Unit	Monetary Amount	Currency Code	Exchange Rate	Account	Fund	Dept	Program	Class	Bud Ref	Project
7.00	98000	7.00 USD	1.00000000	641170	10000	7310000	16400	11000	2017		

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
Reason for Status Passed All Validation Edits

Default Profile
 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. (This service requires a user ID and password. E-mail 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. For USG services status, please visit <http://status.usg.edu>.