

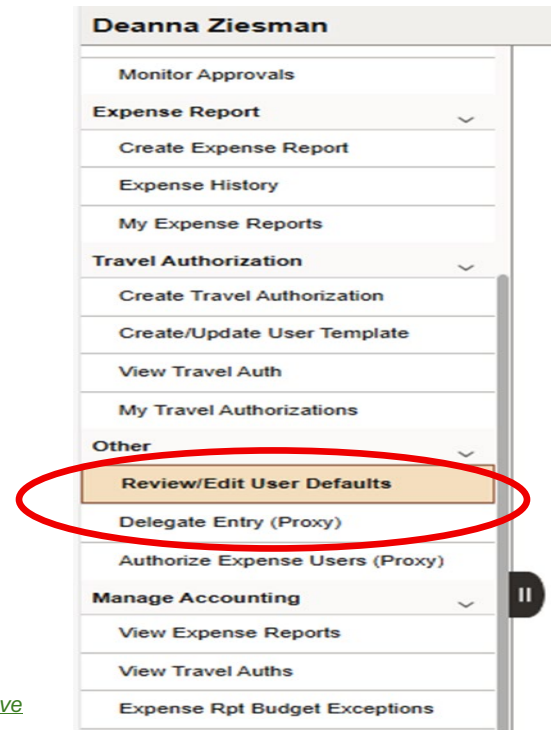
Setting Up Defaults

Step 1

This will be useful for the header on the Expense Reports

Start : Expenses WorkCenter

Then select “Review/Edit User Defaults”



Select “User Defaults” *don't forget to Scroll down to the bottom and save*

A screenshot of the 'User Defaults' form for 'Deanna Ziesman'. The 'User Defaults' tab is circled in red. The form includes sections for 'Default Creation Method', 'Receipt Defaults', 'Expense Defaults', 'Expense Type Defaults', and 'Project Defaults for Expenses'. In the 'Expense Defaults' section, the 'Report Description' is '123', 'Business Purpose' is 'In State Travel Related', 'Originating Location' is 'MT05', 'Expense Location' is 'MT05', and 'Transportation ID' is blank. A red arrow points from the 'Business Purpose' dropdown to a callout box. Another red arrow points from the 'Expense Location' dropdown to another callout box. A third red arrow points from the 'Report Description' text field to a third callout box. The 'Expense Type Defaults' section has tabs for 'Expense Type' and 'Merchant'. The 'Project Defaults for Expenses' section is at the bottom.

You can create a General Title for your Expense Report (**Meals 11/1/25 to 11/30/25** or **CC 11/1/25/ to 11/7/25**)

If you are being Reimb for Meals mostly then go ahead and select “**In State Travel Related**” if you are mostly using the Pro Card then select “**Procurement Card Non Travel Related**” or **leave Blank**.

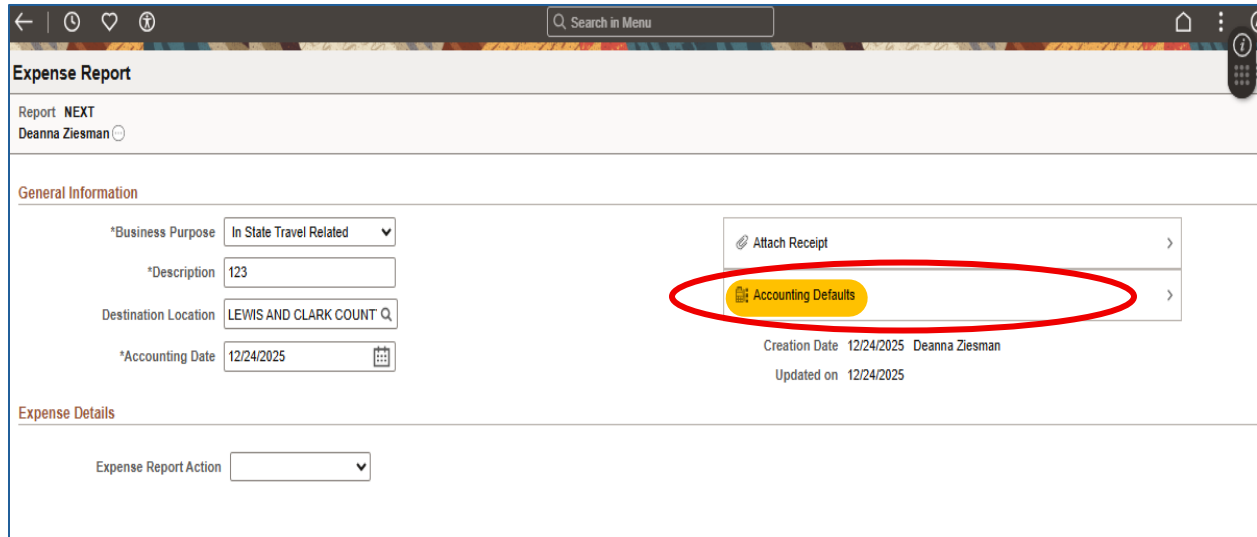
Select your Office Base Location County (MT05= Lewis & Clark Cnty)

Step 2

This will be useful for the account coding for Program Expense Reporting

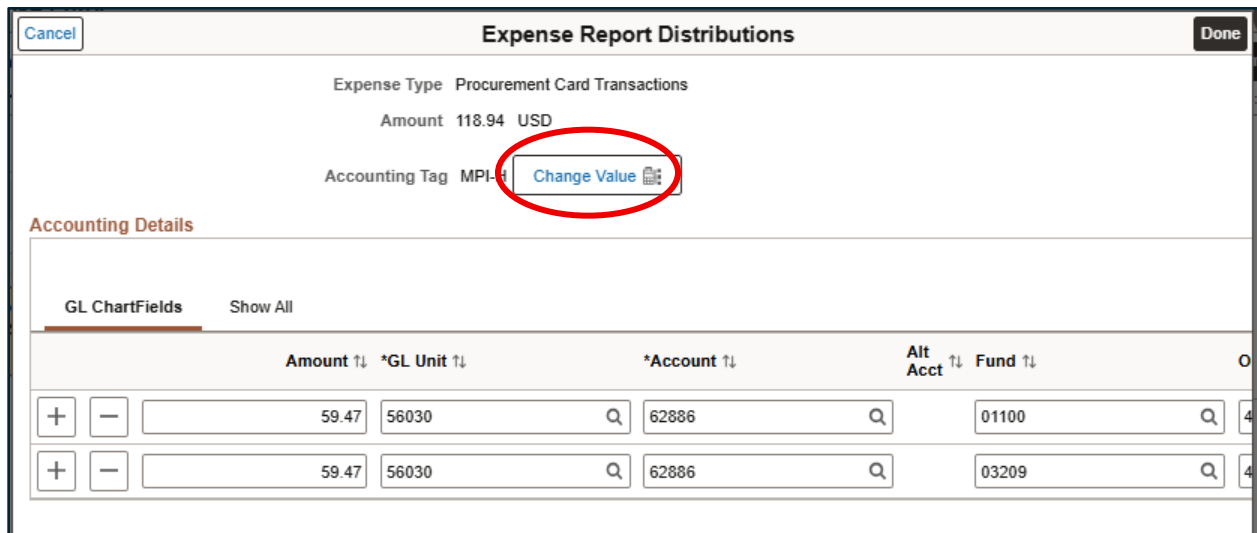
Start : Create Expense Report

Then select “Accounting Defaults”



The screenshot shows the 'Expense Report' form. The 'General Information' section includes fields for Business Purpose (In State Travel Related), Description (123), Destination Location (LEWIS AND CLARK COUNT Q), and Accounting Date (12/24/2025). On the right, there are links for 'Attach Receipt' and 'Accounting Defaults', with the latter highlighted by a red circle. Below these links, the creation and update dates (12/24/2025) and the user (Deanna Ziesman) are displayed. The 'Expense Details' section at the bottom has an 'Expense Report Action' dropdown.

Select “Change Value”



The screenshot shows the 'Expense Report Distributions' form. At the top, it displays 'Expense Type: Procurement Card Transactions', 'Amount: 118.94 USD', and 'Accounting Tag: MPI-1'. A 'Change Value' button is circled in red. Below this is the 'Accounting Details' section, which includes a 'GL ChartFields' tab and a 'Show All' link. The main table has columns for Amount, GL Unit, Account, Alt Acct, and Fund. It contains two rows of data, each with a plus/minus button and a search icon.

Amount ↑↓	*GL Unit ↑↓	*Account ↑↓	Alt Acct ↑↓	Fund ↑↓	
59.47	56030	62886	01100		4
59.47	56030	62886	03209		4

Select your Program's Default coding by scrolling down through the list.

See attach list of Program coding.

CancelAccounting TagDone

Total Amount 100.00

Remaining Amount 100.00

Undistributed Amount 0.00

Currency Code USD

Manage Favorites

Accounting Tag List

27 rows

Accounting Tag	Description
<input type="radio"/> 112SS	ACCOUNTING & FINANCE
<input type="radio"/> 113SS	INFORMATION TECHNOLOGY
<input type="radio"/> 114SS	STATE ITSD
<input type="radio"/> 116SS	LEGAL SERVICES
<input type="radio"/> 118SS	BOARD OF LIVESTOCK
<input type="radio"/> ADT	ADT FY 2025
<input type="radio"/> AHBE1	AH-BE Split 50/50
<input type="radio"/> AHFEE	ANIMAL HEALTH FEES
<input type="radio"/> AHLTH	ANIMAL HEALTH

This will now be your Default Coding of your Expenditures going forward.

Accounting Tag / Speed Chart #	Description
ADT	ADT FY 2025
AHFEE	ANIMAL HEALTH FEES
AHLTH	ANIMAL HEALTH
ALTLVK	ALTERNATIVE LIVESTOCK
AVIAN	NAI - AVIAN FFY 2025
BISON	BISON FFY 2025
DSA	DSA
ECSR	ECSR FFY 2025
EPI	EPI FFY 2025
SHIP-SWINE	SHIP - SWINE 3/2026
ZOO	ZOONOTIC FFY 2025
AHBE1	AH-BE Split 50/50
DLAB-GF	DIAGNOSTIC LAB - General Fund
DLAB-PR	DIAGNOSTIC LAB NAPROP-Enterpri
DLAB-SSR	DIAGNOSTIC LAB - SSR
MLAB	MILK DIAGNOSTIC LAB
NADPRP	NADPRP 5/15/2026
NHLN-1	NAHLN - HB2
NHLN-2	NAHLNA - 170K Grant 7/24 to 6/26
NHLN-3	NAHLNA - 278 Grant 5/2026
M&E	MILK & EGG
SHELLEGG	SHELL EGG
SHIELDED	SHIELDED EGG
MPI-AHFEE	MPI - Animal Health Fees
MPI-C	MEAT INSP-Compliance FFY 2025
MPI-CIS	MEAT INSP-CIS Program FFY 26
MPI-F	MEAT INSP-Field FFY 2026
MPI-H	MEAT INSP-IN HOUSE/HLN FFY 2026
BE-HLN	BRANDS ENFORCEMENT-Helena
BE-INSP	BRANDS ENFORCEMENT-District In
BE-MRKT	BRANDS ENFORCEMENT-Market Insp
AHBE1	AH-BE Split 50/50
110SS	EXECUTIVE OFFICE
111SS	DEPUTY EXECUTIVE OFFICER
112SS	ACCOUNTING & FINANCE
113SS	INFORMATION TECHNOLOGY
115SS	PROCUREMENT/PURCHASING
116SS	LEGAL SERVICES
118SS	BOARD OF LIVESTOCK
120SY	LOSS MITIGATION
130SY	MILK CONTROL BUREAU

Step 3

If you will be charging to other Funding, then update your Favorites

This will be useful for the account coding if you need to record costs to other funding sources

Start : Create Expense Report

Select “Accounting Defaults”

Select “Change Value”

Select “Manage Favorites”

Cancel Accounting Tag Done

Total Amount 100.00
Remaining Amount 100.00
Undistributed Amount 0.00
Currency Code USD

Manage Favorites

Accounting Tag List 27 rows

Accounting Tag	Description
<input checked="" type="radio"/> 112SS	ACCOUNTING & FINANCE

Select ALL funding you might / will be coding to from the Accounting Tag list.