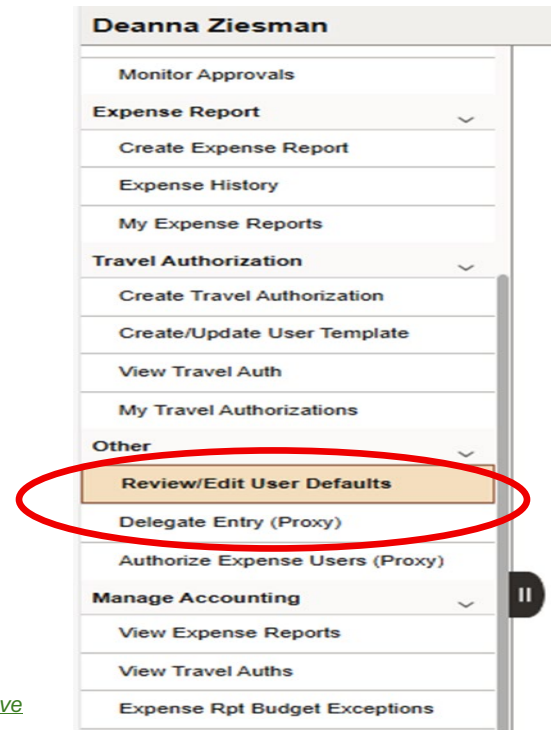## Setting Up Defaults

Step 1

This will be useful for the header on the Expense Reports

Start : Expenses WorkCenter

      Then select "Review/Edit User Defaults"

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Monitor Approvals
Expense Report ⌄
Create Expense Report
Expense History
My Expense Reports
Travel Authorization ⌄
Create Travel Authorization
Create/Update User Template
View Travel Auth
My Travel Authorizations
Other ⌄
Review/Edit User Defaults
Delegate Entry (Proxy)
Authorize Expense Users (Proxy)
Manage Accounting ⌄
View Expense Reports
View Travel Auths
Expense Rpt Budget Exceptions

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

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

Deanna Ziesman

Default Creation Method

*Expense Report	Open a Blank Report
*Time Report	Open a Blank Report
*Travel Authorization	Open a Blank Authorization

Receipt Defaults

☐ Receipts Not Required

> 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**)

Expense Defaults

Report Description	123
Business Purpose	In State Travel Related
Originating Location	MT05
Expense Location	MT05
Transportation ID	
Accounting Detail Default View	Collapsed

Number of Nights

> 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**.

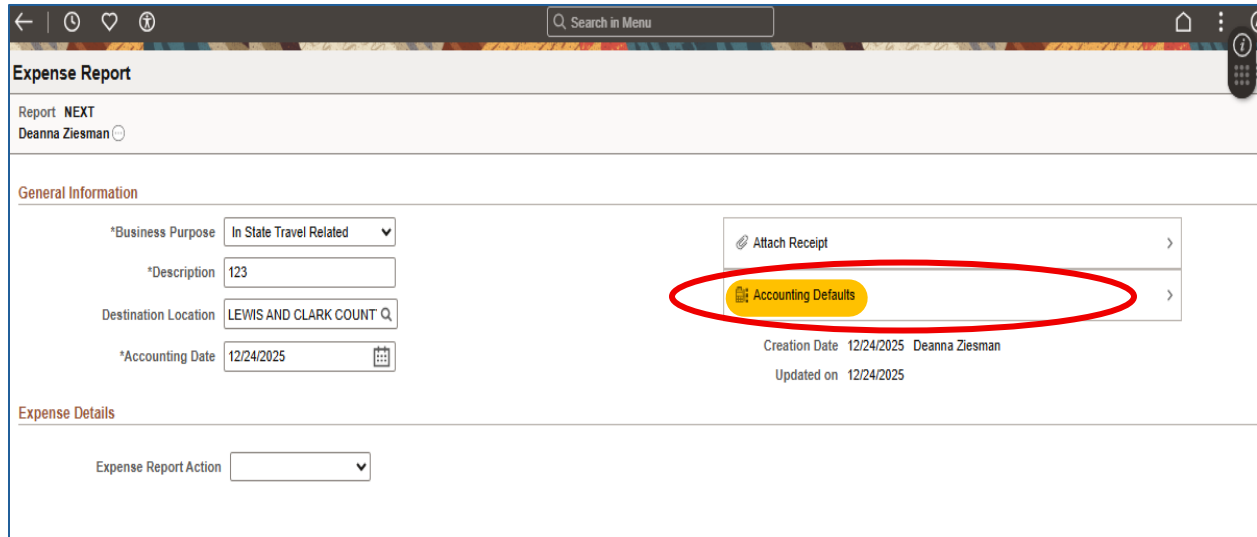> Select your Office Base Location County (MT05= Lewis & Clark Cnty)

Expense Type Defaults

| **Expense Type** | Merchant |

*Expense Type	Payment Type	Billing Type	
			+ −

Project Defaults for Expenses

Step 2

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

Start : Create Expense Report

Then select "Accounting Defaults"

Select "Change Value"

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

See attach list of Program coding.

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

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