TRAVEL AND EXPENSE DIRECT DEPOSIT AND USER DEFAULTS
USER GUIDE

For Faculty and Staff

Please note: This user guide is intended for online use, and has a number of embedded links. Printing of these documents is discouraged, as they are updated frequently and consume paper resources when printed.

For questions about this information, please email travel@uvm.edu.

TABLE OF CONTENTS

Background ........................................................................................................................................... 1
Navigation ............................................................................................................................................ 1
Banking Information ............................................................................................................................ 3
Chartstring Warning Messages .......................................................................................................... 3
  Sample Warning Messages: ............................................................................................................. 3
Resources ........................................................................................................................................... 4
  Helpful Links.................................................................................................................................. 4
  Relevant UVM Departments ........................................................................................................ 4
  Related Policies ............................................................................................................................... 4

Background

The User Defaults page in PeopleSoft Finance displays user default information for a number of PeopleSoft modules:

- General Preferences  
- Travel & Expenses chartstring  
- Travel & Expenses banking information  
- Requisition chartstring  
- Purchasing Card chartstring (no GCA01 projects)

- If an employee does not have access in a particular module, that section of the User Defaults page will be blank.

- If an employee is a delegate for another, the delegate will be able to see the delegator’s chartstring information, but not their banking information.

Navigation

PeopleSoft Finance > Employee Self Service > User Defaults. Press the Search button. If more than one User ID is displayed, click the hyperlink for your User ID.
This search page allows those with delegates to update the default chartstrings for their delegates. If you want to update your own, put your net ID in the Delegate User ID field. If you want to see whose User Defaults you can edit, put your user net ID in the User ID field and press the Search button.

**User Preferences**

Enter any information you have and click Search. Leave fields blank for a list of all values.

**Find an Existing Value**

**Search Criteria**

- **User ID:** begins with
- **Delegate User ID:** begins with efitzer
- **Empl ID:** contains
- **User Description:** begins with

**Case Sensitive**

**Search**  **Clear**  **Basic Search**  **Save Search Criteria**

The following screen is displayed:
To select Direct Deposit for Travel and Expense reimbursement:

- At the question, “Do you want Direct Deposit or Check?” the default is System Check. Select Direct Deposit from the drop-down menu.

## Banking Information

Banking information is fed from PeopleSoft Human Resources nightly.

- Review your bank accounts in PeopleSoft HR. If there are accounts that are no longer in use, email Payroll@uvm.edu. They will delete the old accounts for you. Or, go to Self-Service > Payroll and Compensation > Direct Deposit in PeopleSoft HR.
  
  - If you have only one bank account for payroll direct deposit in PeopleSoft HR, this will be the default account for direct deposit of travel and expense reimbursements.
  
  - If you have multiple bank accounts in PeopleSoft HR, the balance account (999) or the account with the highest deposit order will be the default account for direct deposit of travel and expense reimbursements.
  
  - For individuals with multiple bank accounts, any change of the deposit order to bank account in PeopleSoft HR may change the default account in the Travel & Expense module. You can review your banking information in PeopleSoft HR at Self-Service > Payroll and Compensation > Direct Deposit.

- Only the last four digits of the External Bank ID (routing number) and Bank Account # are displayed. The first sets of digits are not displayed.

- Additional information about PeopleSoft HR bank accounts can be found in the following Personal Information manual, page 11: http://www.uvm.edu/hrs/skills/manuals/personalinfo.pdf

## Chartstring Warning Messages

You may receive warning messages when you are updating your User Defaults page. Many relate to default chartstrings for your purchasing card, requisition entry, or travel and expense defaults.

- If you know what the correct chartstring should be, please use this opportunity to update your defaults.

- If you don’t know what the correct chartstring should be, please contact your departmental administrator, who will be able to provide assistance.

- Press the OK button to bypass the message and continue. The warning message will not affect your direct deposit activation or processing.

### Sample Warning Messages:

- The Project is closed or the end date has been reached or is near, so it cannot be used on a default chartstring.

- You must select a value for all required chart fields for the default chartstrings. All chart
fields are required except Projects Business Unit, Project and Activity ID, which are optional.

- The following combination is not valid: PC Unit, Project ID, Activity ID.
- You must select a Sponsored Project if you select fund 300 or 501 for the default chartstring.
- You must select a different Purpose for the default chartstring. 9998 should not be used.
- You must select a Projects Business Unit and Activity ID if you select a Project for the default chartstring.
- You must select a Project and Activity ID if you select a Projects Business Unit for the default chartstring.
- The Operating Unit is not correct for the Department. The correct Operating Unit is .
- You must select an expense Function for the default chartstring.

Resources

Helpful Links

- UFS Roadshow Topics (PDF)
- Professional Development & Training Classes
- Finance-related User Guides

Relevant UVM Departments

- Travel
- Purchasing Services
- Sponsored Project Administration

Related Policies

- Automobile Rental
- Business Meals and Amenity
- Petty Cash
- Travel Accident Insurance
- Travel Policy

Suggestions? Updates? Email to travel@uvm.edu