A new User Defaults page in PeopleSoft Finance has been created which 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  
      eiltzer
    - **Empl ID:** contains
    - **User Description:** begins with

- **Case Sensitive**

  - Search
  - Clear
  - Basic Search
  - Save Search Criteria
To select Direct Deposit for Travel and Expense reimbursement:

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

2. Press the Save button.

3. If you receive a Warning Message, press OK to bypass the warning. If you know the correction that needs to be made, update the chartstring and press the Save button. (See more details under “Chartstring Warning Messages” below)

4. Expense reports created after this update has occurred will be reimbursed via direct deposit.

Note: If there is other default information (chartstrings, etc.) which is incorrect, it can be updated at this time. You may also set your default source for journals, and your default Business Unit for the projects module.

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, you can go to Self-Service > Payroll and Compensation > Direct Deposit in PeopleSoft HR.

- Only the primary bank account you have selected in PeopleSoft HR for payroll direct deposit is displayed on the User Defaults page in PeopleSoft Finance. Any change of the primary bank account in PeopleSoft HR will change the default account in the Travel & Expense module. The primary bank account is the one marked with Deposit Order of 1 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

Updated 09/26/2015
Charstring 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.

For questions, please contact Erin Fitzgerald (erin.fitzgerald@uvm.edu) or email travel@uvm.edu.