
TRAVEL & EXPENSE DIRECT DEPOSIT AND USER DEFAULTS FOR FACULTY AND STAFF

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Overview

The **User Defaults** page in PeopleSoft Financials displays information for the following PeopleSoft modules:

- General Preferences
- Purchasing Card chartstring (no GCA01 projects)
- Requisition chartstring
- Travel & Expenses chartstring (“Travel Default Chartstring and Direct Deposit Information”)
- Travel & Expenses banking information (“Bank Account Information”)

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

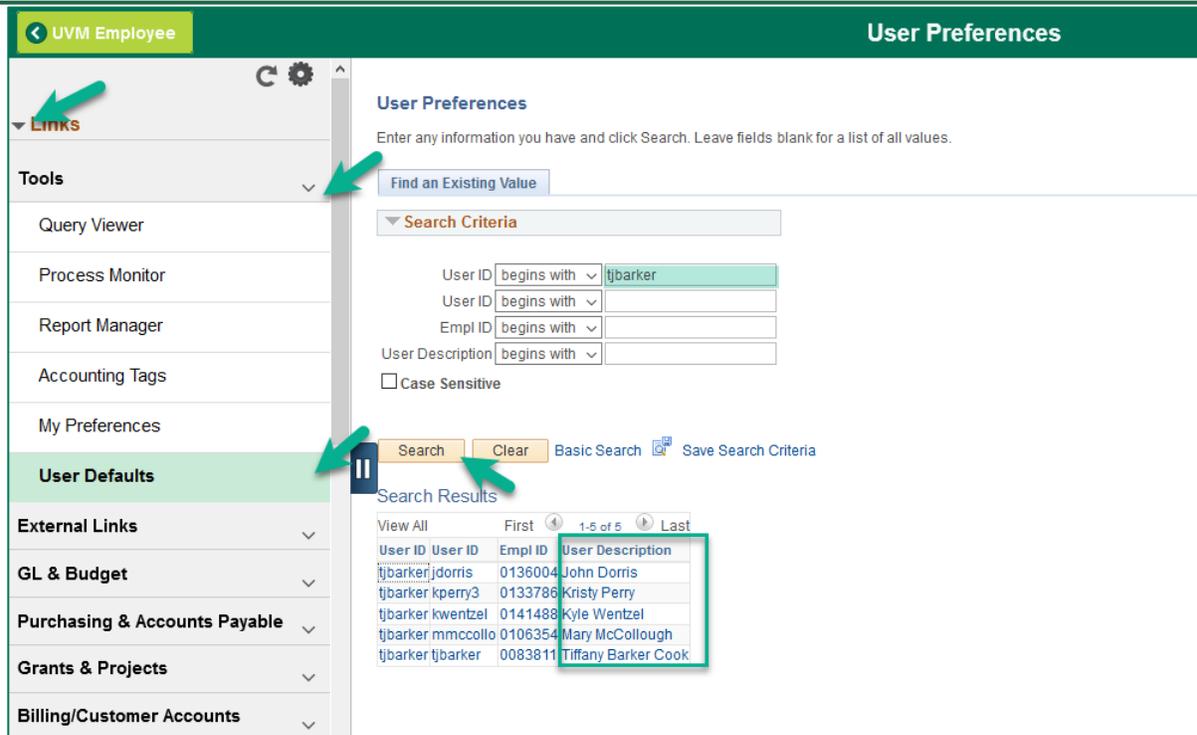
If an employee is a delegate for another, the delegate will be able to see the delegator’s chartstring information, but *not* the delegator’s banking information.

Navigation

1. Log in to [PeopleSoft Financials](#)
2. On the **UVM Employee Homepage** click on the **UVM Business Mgr WorkCenter** tile.



3. Click the **Arrow**  icon to expand the **Links** and **Tools** to expand the menu, showing a list of frequently used links. Select **User Defaults**.
 - Your UVM netID should populate in the first User ID field. Click **Search**.
 - If you are a delegate, the **Search Results** will include all the individuals for whom you are a delegate with your netID in the first column and their netID in the second column. The employee’s name is in the **User Description** column.
 - To update the default chartstrings for delegates, select the employee from the list and you will be taken to their user defaults.



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

User ID begins with

Empl ID begins with

User Description begins with

Case Sensitive

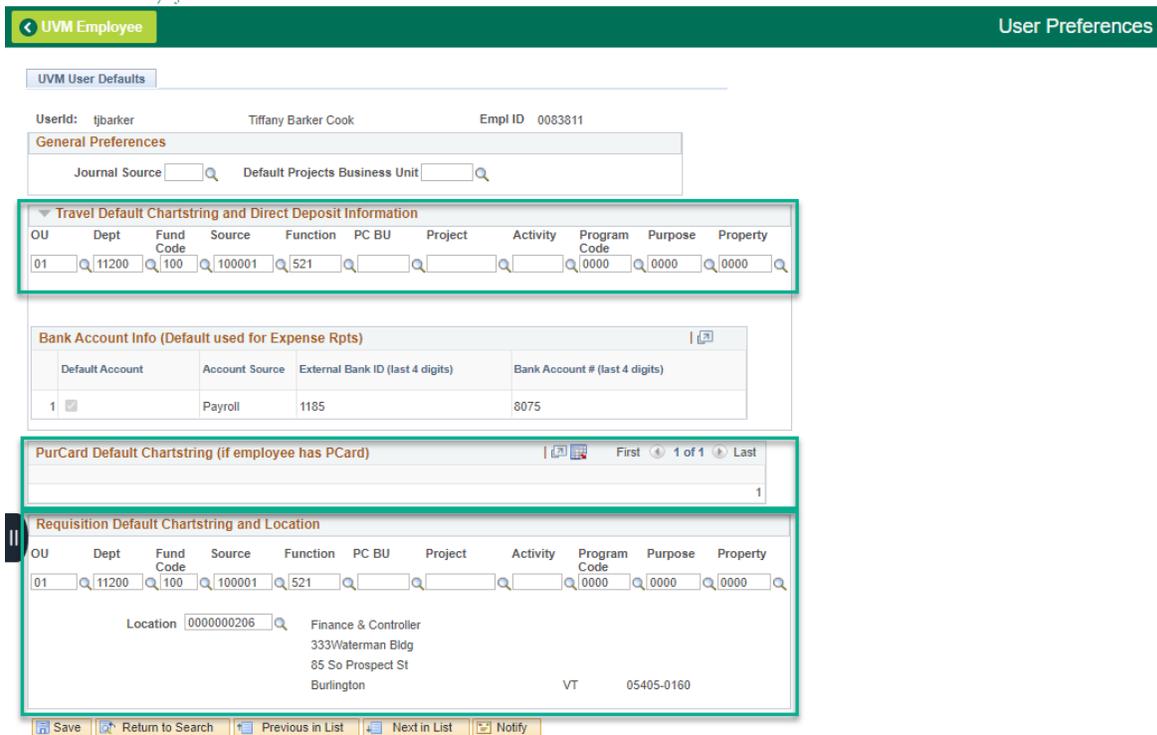
Search Clear Basic Search Save Search Criteria

Search Results

| User ID | Empl ID | User Description |
|------------------|---------|---------------------|
| tjbarkerjdorris | 0136004 | John Dorris |
| tjbarkerkperry3 | 0133786 | Kristy Perry |
| tjbarkerkwentzel | 0141488 | Kyle Wentzel |
| tjbarkermmccoll | 0106354 | Mary McCollough |
| tjbarkertjbarker | 0083811 | Tiffany Barker Cook |

All employees who have direct deposit in HR are automatically set up for direct deposit for Travel and Expense reimbursement:

- If you would like to opt out of direct deposit for travel and expense you must contact travel@uvm.edu for an exception.

UVM User Defaults

Userid: tjbarker Tiffany Barker Cook Empl ID 0083811

General Preferences

Journal Source Default Projects Business Unit

Travel Default Chartstring and Direct Deposit Information

| OU | Dept | Fund Code | Source | Function | PC BU | Project | Activity | Program Code | Purpose | Property |
|----|-------|-----------|---------|----------|-------|---------|----------|--------------|---------|----------|
| 01 | 11200 | 100 | 1000001 | 521 | | | | 0000 | 0000 | 0000 |

Bank Account Info (Default used for Expense Rpts)

| Default Account | Account Source | External Bank ID (last 4 digits) | Bank Account # (last 4 digits) |
|-----------------|----------------|----------------------------------|--------------------------------|
| 1 | Payroll | 1185 | 8075 |

PurCard Default Chartstring (if employee has PCard)

Requisition Default Chartstring and Location

| OU | Dept | Fund Code | Source | Function | PC BU | Project | Activity | Program Code | Purpose | Property |
|----|-------|-----------|---------|----------|-------|---------|----------|--------------|---------|----------|
| 01 | 11200 | 100 | 1000001 | 521 | | | | 0000 | 0000 | 0000 |

Location 0000000206 Finance & Controller
333Waterman Bldg
85 So Prospect St
Burlington VT 05405-0160

Save Return to Search Previous in List Next in List Notify

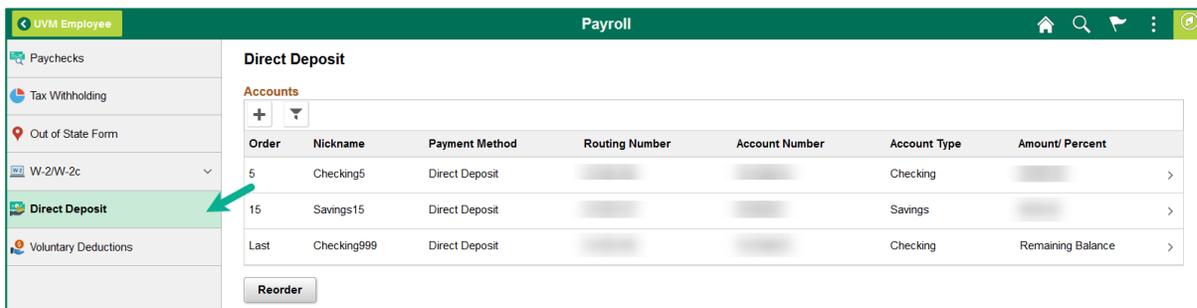
Banking Information

Banking information is fed from PeopleSoft Human Resources nightly.

- Review your bank accounts in [PeopleSoft Human Resources](#)
- Click on the **Payroll and Tax** tile.



- Select **Direct Deposit** on the left side menu.



- To delete accounts no longer in use, select the account from the menu then click the **Remove** button, or email [Payroll Services](#).
- If there is 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 there are multiple bank accounts listed, the **Balance Account** will be the default account for direct deposit of travel and expense reimbursements. Any change of the **Balance** in PeopleSoft HR may change the default account in the Travel & Expense Financials module.
- Additional information about PeopleSoft HR bank accounts can be found in the Personal Information manual, page 11: <http://www.uvm.edu/hrs/manuals/personalinfo.pdf>

Chartstring Warning Messages

Warning messages may appear when updating User Defaults. Many relate to default chartstrings for purchasing cards, requisition entry, or travel and expense defaults. Keep in mind to:

- Update your defaults to the correct chartstrings on an ongoing basis
- Contact the departmental administrator if the correct chartstring is unknown
- Press **OK** to bypass the message and continue. The warning message will not affect 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/Help

Help/Footprints

If you have questions about information in this document, or, if after reading it, you cannot find the information you need, please submit a PeopleSoft help desk ticket in [Footprints](#).

Training

- [UFS Roadshow Training Topics \(PDF\)](#)
- [Professional Development & Training Classes](#)

Relevant UVM Departments

- [Travel](#)
- [Purchasing Services](#)
- [Sponsored Project Administration](#)



Related Policies & Procedures

- [Automobile Rental \(PDF\)](#)
- [Business Meals, Hospitality, and Amenity \(PDF\)](#)
- [Travel Accident Insurance \(PDF\)](#)
- [Travel \(PDF\)](#)

Suggestions? Updates?

Send an email to PS9-1Upgrade@uvm.edu.