Setting iExpenses Preferences

iExpenses is used by employees or their delegates to process expense report for University credit card transactions, expense reimbursements and acquit cash advances. Each user can set up preferences in iExpenses which will default specific fields on their expense reports.

Log into Themis, navigate to UOM Staff Self Service > Internet Expenses and select the Expenses Home menu option.

1. Click on the Preferences link on the top right of the screen.

The Expenses Preferences screen displays.

Preferences can be set under the General Expenses and My Allocations area.

Setting General Expenses preferences

1. Click the General link under the Expense Preferences menu on the left of the screen.

The Expenses Preferences: General screen displays.

2. Enter the Field Defaults as indicated in the table below.

<table>
<thead>
<tr>
<th>Field</th>
<th>Action</th>
<th>Comment</th>
</tr>
</thead>
<tbody>
<tr>
<td>Default Source</td>
<td>Choose either;</td>
<td>Prior Expense Report is used if you want to use the previously submitted expense report as a basis for setting the Purpose and Approver fields. Expense Preferences is used if you want to specify often used defaults for the Purpose and Approver fields (refer to the Purpose and Approver options below for further details).</td>
</tr>
<tr>
<td>Purpose</td>
<td>Enter a default report name into the Purpose field.</td>
<td>For example, if you most often process credit card expenses you might enter a purpose name of 'Credit Card Expenses' as your default report name. Note: this field will not appear if you selected Prior Expense Report as your option in the Default Source field above.</td>
</tr>
<tr>
<td>Approver</td>
<td>Enter the name of the person who will approve the expense report.</td>
<td>If you regularly process claims as a delegate on behalf of a particular employee, it would be a good idea to enter that person’s supervisor or manager name. Note: if left blank your supervisor or manager will default based on your HR record.</td>
</tr>
</tbody>
</table>
Enter the Data Entry Preferences as indicated in the table below.

<table>
<thead>
<tr>
<th>Field</th>
<th>Action</th>
<th>Comment</th>
</tr>
</thead>
<tbody>
<tr>
<td>Enable Account Allocations</td>
<td>Tick this checkbox</td>
<td></td>
</tr>
<tr>
<td>Enforce Required Fields on Details Page</td>
<td>Tick this checkbox</td>
<td></td>
</tr>
</tbody>
</table>

That concludes the section on General default settings.

Proceed to the My Allocation preferences section below.

**Setting My Allocation preferences**

1. Click the **My Allocations** link under the **Expense Preferences** menu on the left of the screen.

The **Expenses Preferences: My Allocation** screen displays.

Here you can set up frequently used general ledger accounts as your favourite charge accounts. You can set up more than one favourite account. Later when processing an expense report, you will then be able to select one of your favourite accounts from drop down list.

**Note:** If no default accounts are set here the charge account will default from your HR record.

If you regularly process expense reports on behalf of another person it is a good idea to set up their favourite charge accounts here.

**Adding favourite charge accounts**

2. Click the **Add Another Row** button

A blank account line displays.

3. Enter an account name into the Allocation Name field.

For example, you might want to create a favourite operating account string and name it ‘Operating’, and a few favourite project accounts and name them 'Project 1', 'Project 2', 'Project 3'.

4. Enter the account segments as required.

For our example, we are creating a favourite operating account within our Budget Unit 5210.

**Note:** it does not matter what natural account you enter here, as this segment will automatically update based on the expense type selected later when processing an expense report.

5. Click **Save** to save the favourite account you have created

Repeat steps 2 to 5 above to add additional favourite accounts as desired.

6. Click **Apply** to apply the entire set of favourite accounts.

**Note:** if you don’t click Apply your new account settings will be discarded.