Managing User Defaults

Step	Action
1.	Click the **TE Profile & Delegation** tile.
2.	The Authorize Users page is displayed. Within the side menu, click the **Review/Edit Profile** menu option. Review/Edit Profile
3.	The Employee Data page is displayed. Please note that the employee data comes from the HR system and cannot be changed in Finance. Press **[Enter]** to continue.
4.	To start the updating process, click the **User Defaults** tab. User Defaults
5.	The User Defaults page is displayed. From this page, you can change your defaults for how you report expenses.
6.	You will start off by selecting the Billing and Payment Types. These fields must be set before creating any Expense Reports or Travel Authorizations. If not done correctly, errors will occur. Press **[Enter]** to continue.
7.	Click the **Billing Type** drop-down box.
8.	The drop-down box options are displayed. Click the appropriate Billing Type. Internal
9.	Enter the appropriate information into the **Payment Type** field.
10.	Enter the appropriate location code into the **Originating Location** field.
11.	Click the **Business Purpose** drop-down box.
12.	The drop-down box options are displayed. Click the appropriate Business Purpose. In-State Travel
13.	To save the changes to User Defaults, click the **Save** button. Save
14.	You have completed the steps to change your User Defaults within the UGA Financial Management System. **End of Procedure.**