How to Add the Default Account Number to Your TEM Profile

You will need to edit your TEM Profile and add a default account.

- 1. Log into KFS, look for the "Travel & Event Management" portlet
- 2. Click on the "+" sign next to "TEM Profile"
- 3. Click on TEM Profile Look up

Travel & Event Management	Options ~						
	Expand All Collapse All						
Connexxus Travel Program @							
Custom Document Search							
Policies							
TEM Profile							
+ Transactions							
Travel Card Applications							
Travel Website - Information & Policies							
Arranger Tools							
Help Guides							
For assistance, please email travel-accounting@uci.edu							

From the TEM Profile Lookup screen, you would type in employee's first and last name and click "search". This should pull up a row with your name, click on "edit" on the far left, in the row that matches your name.

Search Results								
Actions	Profile Id 🗘	Principal ID	\$	First Name 💠	Last Name 💲	Primary Department Code		
edit		00000				IR-7663		
Export options: 🖸 CSV 🗃 spreadsheet 🄄 XML								

Once the TEM profile opens, scroll down to the "Default Accounting" section of the "edit TEM Profile" tab. On the left side of the screen it shows the current default account number, and on the right side you type in the new default account number. If you are not sure which account number to enter here, please contact your department's Fiscal Officer.

Chart Code:	IR - UC IRVINE	* Chart Code:	IR - UC IRVINE	~
Account Number:		Account Number:		
Sub-Account Number:		Sub-Account Number:		
Project Code:		Project Code:		

Once the default account number has been entered, you will need to add a description and explanation at the top of the document. If there are no other changes that need to be made, you can click "Submit" at the bottom. There is no approval process for this, so the change will be immediate.