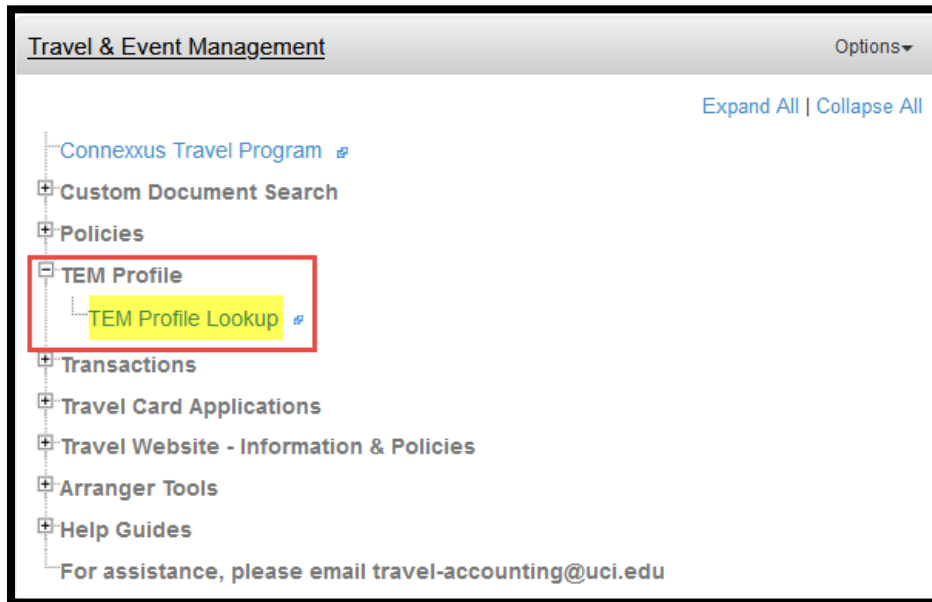


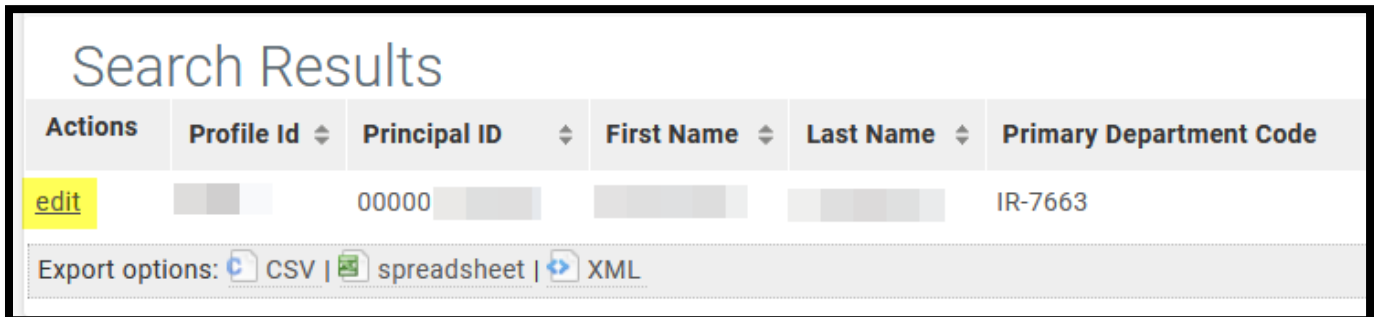
## How to Add the Default Account Number to Your TEM Profile

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

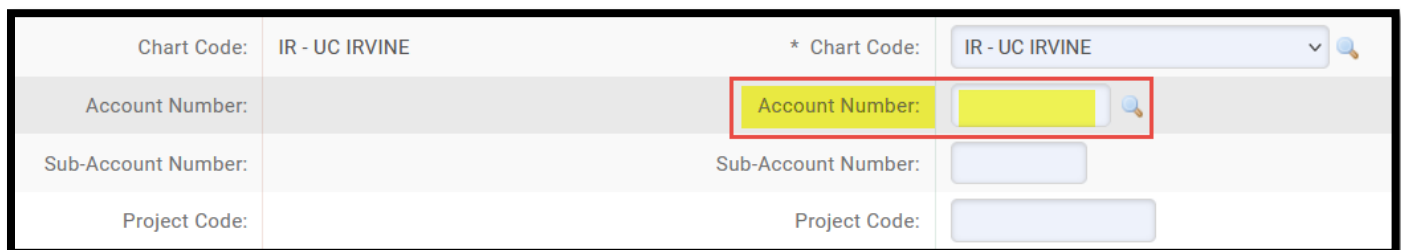
1. Log into KFS, look for the “Travel & Event Management” portlet
2. Click on the “+” sign next to “TEM Profile”
3. Click on TEM Profile Look up



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.



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.



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.