

OSE Guide to OneSource: Default Settings

Contact: Laura Leachman (laura.leachman@uga.edu) or Jennifer Mathews (jtm@uga.edu)

Last updated: 11/01/2020

- Log in to financials.onesource.uga.edu using your MyID, password, and arch pass duo pass code/call/push notification.
 - If you are accessing the website off campus you will also need to have a Cisco any-connect VPN installed on your computer.
- Once logged in, make sure the screen says "Employee Self Service" at the top then click "TE Profile & Delegation".
- Click "Review/Edit Profile" on the next screen.
- Click "User Defaults" at the top of the next page.
- You will only need to edit under the "Expense Defaults" section.
- You can leave "Business Purpose" blank as you will select whether your reimbursement is non-travel, in-state travel, or out-of-state travel on each individual reimbursement.
- Change "Originating Location" to HEADQ (Headquarters should appear as the choice for you to select). Change "Billing Type" to default value.
- Change "Payment Type" to EMP for Employee paid.
- Scroll down to the bottom of the page and click "save."
 - If you happen to get a warning message about "status date of credit card" just click "OK".

Congratulations! You've set up your default settings!