

Maintain Default Project (C-FOP)

The TEM system refers to the Banner C-FOP string as a “Project,” which is an established string of codes that does not include the account code. The account code is driven by the Expense Type selected in the Expense Report (ER) or Travel Plan (TP). The TEM system will hold up to twenty C-FOPs before dropping the oldest one.

An example of a Project used in TEM is **C9-F301100-O698000-P698200**:

- C** = Chart code
- F** = Fund code
- O** = Organization code
- P** = Program code

Activity codes (indicated by the letter A) and Location codes (indicated by the letter L) are also included in the search list if they are part of the C-FOP string that has been loaded in TEM. Unused Project codes (C-FOPs) may be removed from TEM.

Step	Task
1.	Click the My Info link.
2.	Click the Set Default Project tab.
3.	Click the Find Project Binoculars icon.
4.	Click the Drop Down tab.
5.	Locate the C-FOP
6.	Click the Permanent box to keep C-FOP.
7.	Click the Trash Bin tab to delete C-FOP.
8.	Click the Save button.

Additional information:

- Project = Banner C-FOP string.
- Account code is generated by the Expense Type that is selected.
- A Project (C-FOP), other than the default, can be searched or selected at any time.