

## Add C-FOPAL Codes to TEM

Power Users may submit requests to have C-FOPAL codes added to TEM. TEM has an electronic workflow that automatically routes Expense Reports (ER) or Travel Plans (TP) for review and approval based on the project's C-FOPAL code. The unit's fiscal officer or business manager will review and approve expenses charged against a project C-FOPAL code. Access must be granted before the project C-FOPAL codes can be reviewed and approved.

Step	Task
1.	Navigate to the <b>TEM Project Code Request</b> application: <a href="https://appserv3.admin.uillinois.edu/temprojcode/index.jsp">https://appserv3.admin.uillinois.edu/temprojcode/index.jsp</a> .
2.	Enter all <b>Banner C-FOPAL</b> combinations to be used as project C-FOPAL codes in TEM within <b>Project Code Request</b> .
3.	Click the <b>Save</b> button, and note the message for the number of rows that were successfully saved.

### Additional information:

- Requests received during regular business hours (Monday through Friday, 8:00 a.m. to 5:00 p.m.) will be available for use in TEM on the next working day. Those received after regular business hours or over a weekend, may take up to two working days to process.
- The organization needs a Charge Code Reviewer and an Alternate Charge Code Reviewer in the **Banner FZMORGN** form.
- Contact your Unit Security Contact (USC) to request a Charge Code Reviewer and an Alternate Charge Code Reviewer. The USC should use the Security Application (SECAPP) to request this access.