

Set 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). When creating an ER or TP, select the default Project code from a list of C-FOP strings that have been loaded in TEM.

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. A default Project can be established to automatically populate the Project text box.

Step	Task
1.	Click the My Info link.
2.	Click the Set Default Project tab.
3.	Click the Find Project icon.
4.	Enter a Project Name or Project Code to search on the Search tab. <ul style="list-style-type: none"> • Enter the Banner C-FOP string (e.g., C9-F301100-O698000-P698200) or a portion of the string preceded with an asterisk (e.g., *P698200).
5.	Click the Search button.
6.	Locate the C-FOP string to add.
7.	Click the Select link.
8.	Click the Save button. <p>NOTE: The information icon indicates: <i>Set default project successfully</i>, which means the default project (C-FOP) was successfully set.</p>

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.