
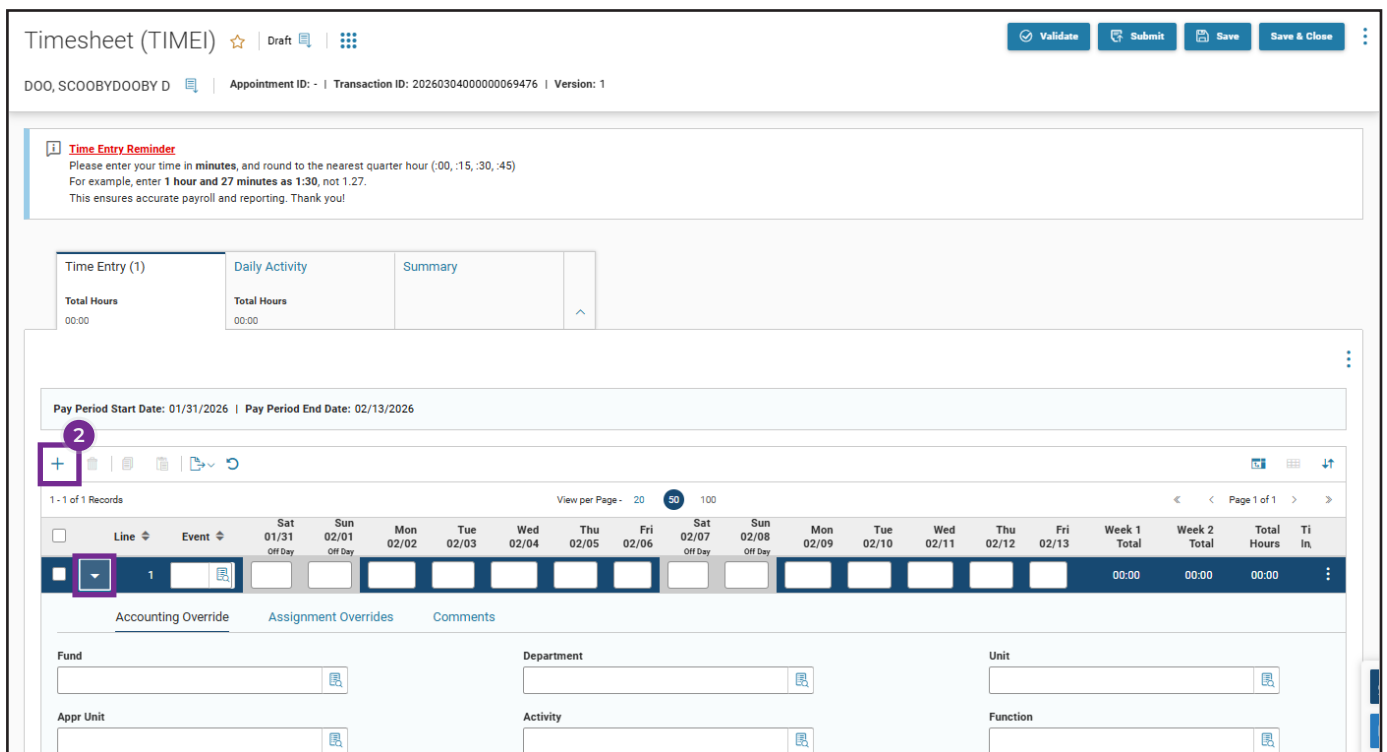


Accounting Overrides

Instructions

Purpose: This QRG is supposed to assist in entering in coding that differs from your default coding. For example, if you are an employee that works on 5 grants/projects

1. Navigate to your timesheet. Once you are in the timesheet, click **Edit** throughout the pay period, you will need to bill to 5 separate lines.
2. Use **insert +** to add a new line to your timesheet. You will need a new line for each coding string you need to bill to and distinct lines for office hours worked and remote hours worked. You only need to enter the chart of account elements that will **OVERRIDE** your default coding. You can do that by selecting the **Expand**  icon.



The screenshot shows the 'Timesheet (TIMEI)' interface. At the top right, there are buttons for 'Validate', 'Submit', 'Save', and 'Save & Close'. Below these, there is a 'Time Entry Reminder' box with instructions on how to enter time in minutes. The main area contains a 'Time Entry (1)' section with 'Daily Activity' and 'Summary' tabs. Below that, there is a 'Pay Period Start Date: 01/31/2026 | Pay Period End Date: 02/13/2026' section. A table with columns for days of the week (Sat 01/31, Sun 02/01, Mon 02/02, Tue 02/03, Wed 02/04, Thu 02/05, Fri 02/06, Sat 02/07, Sun 02/08, Mon 02/09, Tue 02/10, Wed 02/11, Thu 02/12, Fri 02/13) and summary columns (Week 1 Total, Week 2 Total, Total Hours, Ti In) is visible. A purple box highlights the '+' icon in the table header, and another purple box highlights the 3-dot menu icon in the top right corner of the table area.

3. If you need to refer to your default coding, click the **3-dot menu**  in the upper-right corner and click **View Default Accounting**.

Timesheet (TIMEI) ☆ Draft

Appointment ID: - | Transaction ID: 2026022300000025715 | Version: 1

1 of 1: This Timesheet is for a future pay period. Current pay period is 01/17/2026 - 01/30/2026. (00626)

View per Page - 20 50 100

Sat 01/31 Off Day Sun 02/01 Off Day Mon 02/02 Tue 02/03 Wed


Accounting Override Assignment Overrides Comments

Fund
Department
Unit

Primary Actions: Discard, Override, Remove Override, Collaborate, Comments, View Default Accounting, Show Accounting Details, Show Average Time, Leave Balance, View Work Schedule, Save as My Template

Other Actions: Additional Transaction Information, Future Transaction Triggering, Schedule, Send Page, Print, View PDF, Download Transaction, Mark Ready, Mark Hold

Research: Transaction History, Forms

Note: use the gear icon  to populate additional COA elements to view on the default page.

Default Accounting

Labor Distribution Profile: 19453 | Short Description: DGO FIN DIRECTO

Grid Actions

View per Page - 20 50 100

Line	Fund	Sub Fund	Department	Unit	Sub Unit	Appr Unit
1	1000	-	150	0410	-	FHAAA

Close

For this example, we will show you how to build a timesheet with the following scenario:

You are an employee billing 40 hours in one week. Your agency uses program code, function code, and/or activity code to identify specific grants/projects.

1. Monday: Telework for 8 hours on Grant/Project A
2. Tuesday: Office Work for 8 hours on Grant/Project B
3. Wednesday: Telework for 8 hours on Grant/Project C
4. Thursday: Office Work for 8 hours on Grant/Project A
5. Friday: Telework for 8 hours on Grant/Project(s) B & C - for 4 hours each

Coding:

6. Grant/Project A

6. **Grant/Project A**

- a. **Fund:** 1000
- b. **Dept:** 150
- c. **Appropriation Unit:** FHAAA
- d. **Unit:** 0410
- e. **Program:** SFLNS
- f. **Function:** SUPPORT

7. **Grant/Project B**

- a. **Fund:** 1000
- b. **Dept:** 150
- c. **Appropriation Unit:** FHAAA
- d. **Unit:** 0410
- e. **Activity:** PCON
- f. **Program:** SFINT
- g. **Function:** UPDATES


8. **Grant/Project C**

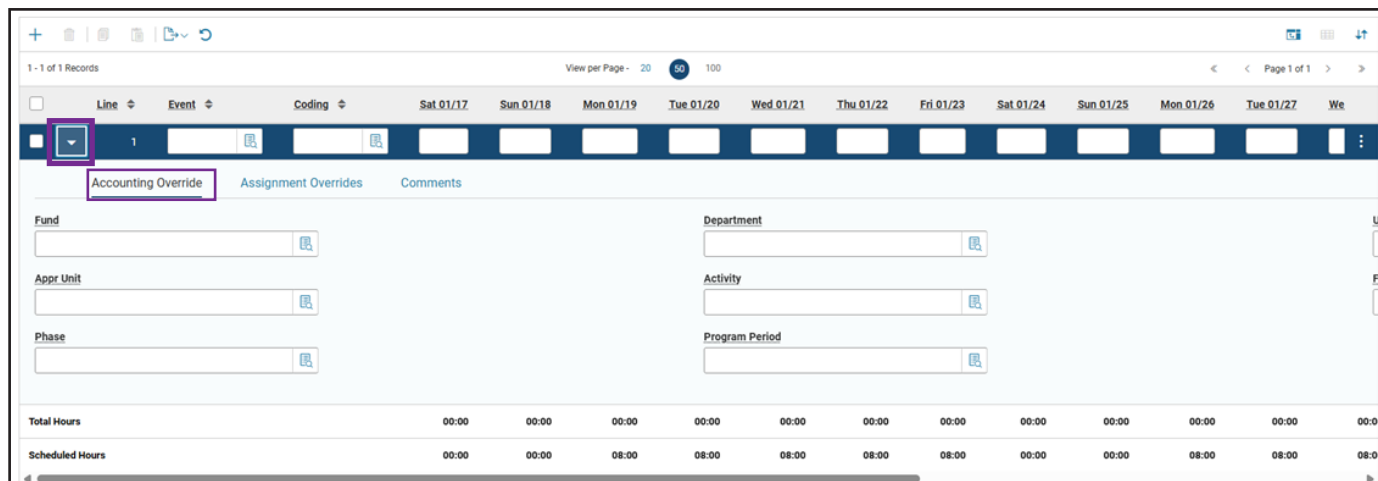
- a. **Fund:** 1000
- b. **Dept:** 150
- c. **Appropriation Unit:** FHAAA
- d. **Unit:** 0410
- e. **Activity:** PFND
- f. **Function:** DISCOVERY

You will notice in this scenario that the Fund, Dept, Appropriation Unit, and Unit are all the same as the employee's default coding. Therefore, we will only need to enter the program code, function code, and/or activity code in the accounting override section. The remaining coding will infer from the employee's default.

We will take you step-by-step for each line.

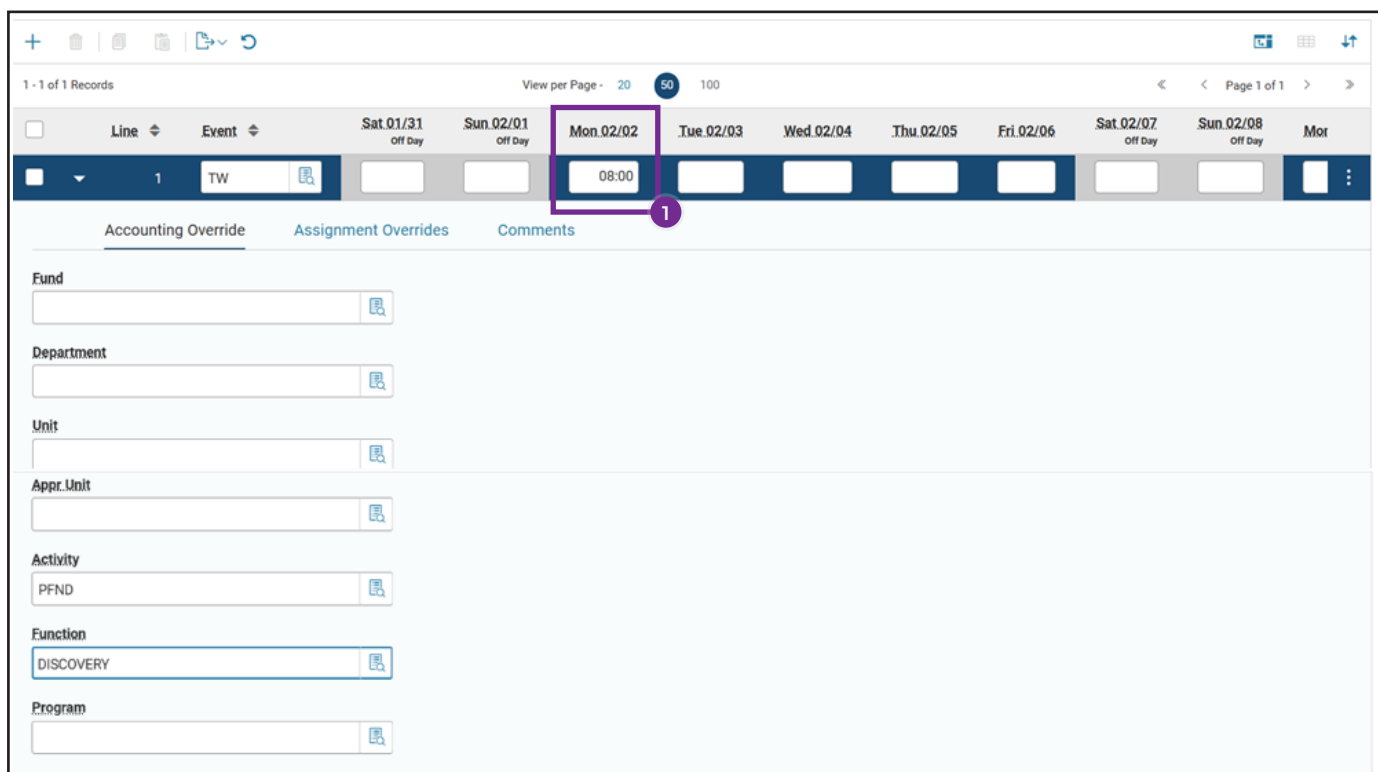
The screenshot shows the 'Timesheet (TIMEI)' application interface. At the top, there are navigation buttons: 'Validate', 'Submit', 'Save', and 'Save & Close'. Below the header, there is a status bar with 'Appointment ID: - | Transaction ID: 2026030300000000018 | Version: 1'. The main content area displays a table for the pay period from 01/17/2026 to 01/30/2026. The table has columns for dates: Sat 01/17, Sun 01/18, Mon 01/19, Tue 01/20, Wed 01/21, Thu 01/22, Fri 01/23, and Sat 01/24. The rows include 'Total Hours' and 'Scheduled Hours'. The 'Scheduled Hours' row shows 08:00 for Mon 01/19, Tue 01/20, Wed 01/21, Thu 01/22, and Fri 01/23, and 00:00 for Sat 01/17, Sun 01/18, and Sat 01/24. The 'Total Hours' row shows 00:00 for all dates.

For line 1 above, you can modify the first line, which will always exist in a timesheet. Click the **Expand**  the line. This will expand the **Accounting Override** section. You should see options for all available chart of account coding elements.



	Sat 01/17	Sun 01/18	Mon 01/19	Tue 01/20	Wed 01/21	Thu 01/22	Fri 01/23	Sat 01/24	Sun 01/25	Mon 01/26	Tue 01/27	We
Total Hours	00:00	00:00	00:00	00:00	00:00	00:00	00:00	00:00	00:00	00:00	00:00	00:00
Scheduled Hours	00:00	00:00	08:00	08:00	08:00	08:00	08:00	00:00	00:00	08:00	08:00	08:00

1. On the first line you will enter the coding from the example for the remote hours worked on Monday. You only need to enter the coding that differs from your **DEFAULT** coding.



2. For Tuesday's office work, click **insert**  to enter a new line. Enter the **Event** type "WORK" and the number of hours on Tuesday. Then **Expand**  the accounting overrides section and add the applicable COA elements.

1 - 2 of 2 Records

View per Page - 20 50 100

Line	Event	Sat.01/31 Off Day	Sun.02/01 Off Day	Mon.02/02	Tue.02/03	Wed.02/04	Thu.02/05	Fri.02/06	Sat.02/07 Off Day	Sun.02/08 Off Day	Mon
0	WORK	-	-	-	08:00	-	-	-	-	-	

Accounting Override Assignment Overrides Comments

Fund

Department

Unit

Activity
PCON

Function
UPDATES

Program
SFINT

Phase

3. For Wednesday's office work, click **insert +** to enter a new line. Enter the **Event** type "TW" and the number of hours on Wednesday. Then **Expand** the accounting overrides section and add the applicable COA elements.

1 - 3 of 3 Records

View per Page - 20 50 100

Line	Event	Sat.01/31 Off Day	Sun.02/01 Off Day	Mon.02/02	Tue.02/03	Wed.02/04	Thu.02/05	Fri.02/06	Sat.02/07 Off Day	Sun.02/08 Off Day	Mon
0	TW					08:00					

Accounting Override Assignment Overrides Comments

Fund

Department

Unit

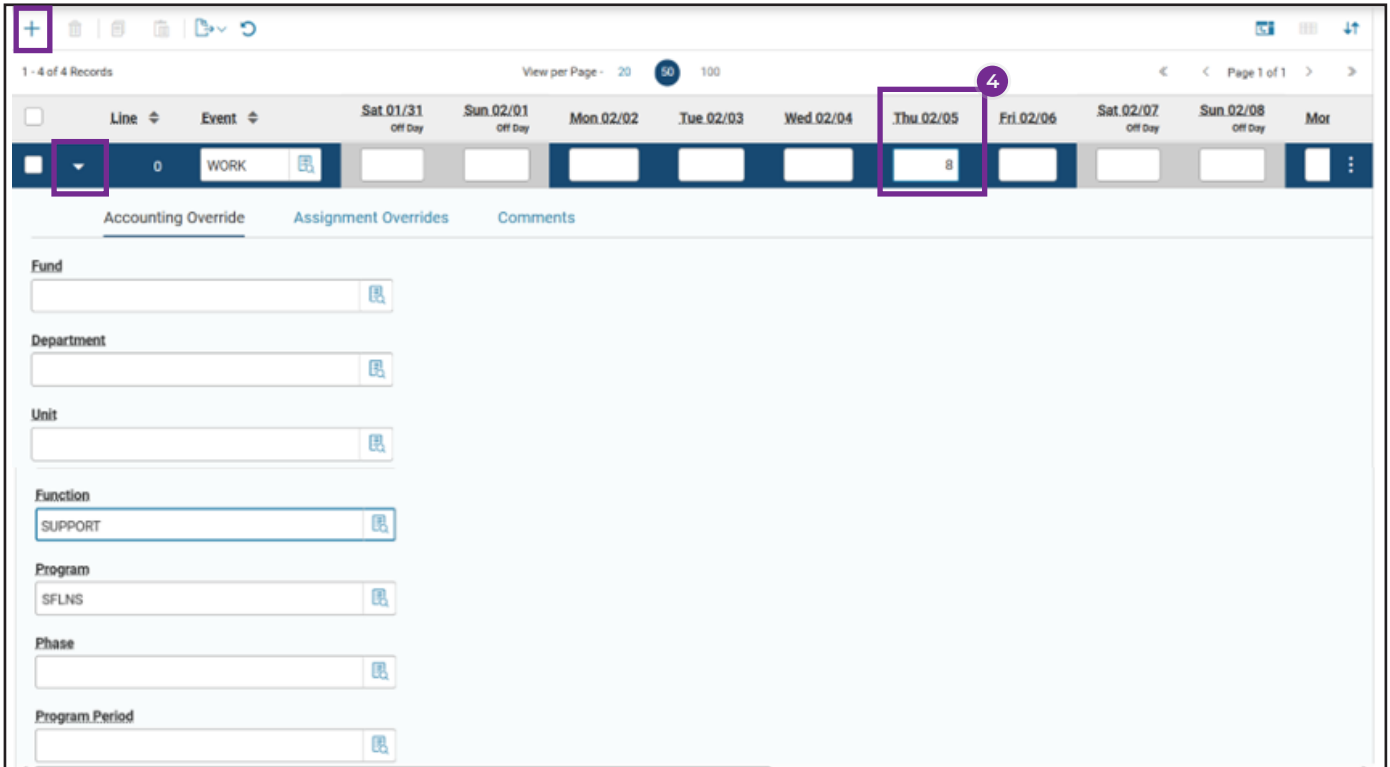
Appr. Unit

Activity
PFND

Function
DISCOVERY

Program

4. For Thursday's in-office work, click **insert** + to enter a new line. Enter the **Event** type "WORK" and the number of hours on Thursday. Then **Expand** ▶ the accounting overrides section and add the applicable COA elements. The accounting overrides will be the same as Monday's but this time you worked at the office, which requires a new line.



1 - 4 of 4 Records

View per Page - 20 50 100

Page 1 of 1

Line	Event	Sat 01/31	Sun 02/01	Mon 02/02	Tue 02/03	Wed 02/04	Thu 02/05	Fri 02/06	Sat 02/07	Sun 02/08	Mot
0	WORK						8				

Accounting Override Assignment Overrides Comments

Fund

Department

Unit

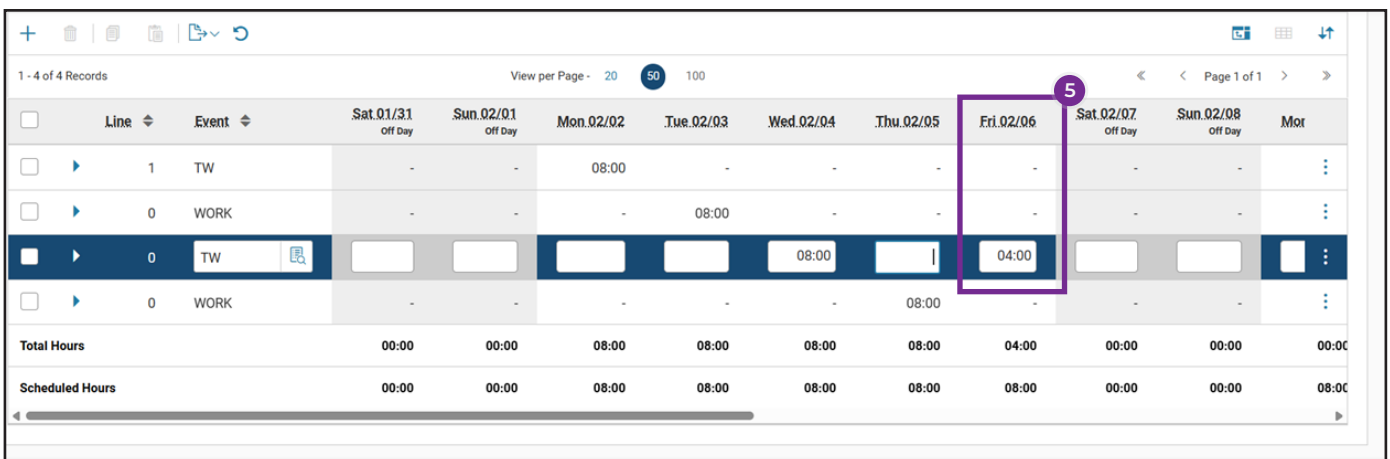
Function
SUPPORT

Program
SFLNS

Phase

Program Period

5. For Friday's remote office work, even though you worked on 2 different projects, you only need to create one new line because a "TW" line already exists for Grant/Project C. For the 4 hours spent on Friday on Grant/Project C, add 4 hours to Friday on that line.





1 - 4 of 4 Records

View per Page - 20 50 100

Page 1 of 1

Line	Event	Sat 01/31	Sun 02/01	Mon 02/02	Tue 02/03	Wed 02/04	Thu 02/05	Fri 02/06	Sat 02/07	Sun 02/08	Mot
1	TW	-	-	08:00	-	-	-	-	-	-	⋮
0	WORK	-	-	-	08:00	-	-	-	-	-	⋮
0	TW					08:00		04:00			⋮
0	WORK	-	-	-	-	-	08:00	-	-	-	⋮
Total Hours		00:00	00:00	08:00	08:00	08:00	08:00	04:00	00:00	00:00	00:00
Scheduled Hours		00:00	00:00	08:00	08:00	08:00	08:00	08:00	00:00	00:00	08:00




For the remaining 4 hours worked remotely on Grant/Project B, click **insert**  to enter a new line. Enter the event type "TW" and the remaining number of hours worked on Friday. Then **Expand**  the accounting overrides section and add the applicable COA elements. The accounting overrides will be the same as Tuesday's but this time you worked remotely, which requires a new line.

	Sat.01/31	Sun.02/01	Mon.02/02	Tue.02/03	Wed.02/04	Thu.02/05	Fri.02/06	Sat.02/07	Sun.02/08	Mon
Line 1	-	-	08:00	-	-	-	-	-	-	-
Line 0	-	-	-	08:00	-	-	-	-	-	-
Line 0	-	-	-	-	08:00	-	04:00	-	-	-
Line 0 (New)	-	-	-	-	-	-	04:00	-	-	-

Activity: PCON
Function: UPDATES
Program: SFINT
Phase:

	Sat.01/31	Sun.02/01	Mon.02/02	Tue.02/03	Wed.02/04	Thu.02/05	Fri.02/06	Sat.02/07	Sun.02/08	Mon
Total Hours	00:00	00:00	08:00	08:00	08:00	08:00	08:00	00:00	00:00	00:00
Scheduled Hours	00:00	00:00	08:00	08:00	08:00	08:00	08:00	00:00	00:00	08:00

6. When you are done entering your time, click **Save** and **Validate**.

Timesheet (TIMEI)  Draft  

6 Validate Submit Save Save & Close

Appointment.ID: - | Transaction.ID: 20260223000000025715 | Version: 1

1 of 2: Transaction validated successfully

	Sat.01/31	Sun.02/01	Mon.02/02	Tue.02/03	Wed.02/04	Thu.02/05	Fri.02/06	Sat.02/07	Sun.02/08	Mon
Line 1	-	-	08:00	-	-	-	-	-	-	-
Line 2	-	-	-	08:00	-	-	-	-	-	-
Line 3	-	-	-	-	08:00	-	04:00	-	-	-
Line 4	-	-	-	-	-	08:00	-	-	-	-
Line 5	-	-	-	-	-	-	04:00	-	-	-

Some agencies may use different chart of account elements for different purposes. You can override the following:

1. **Appropriation Unit** as long as it's within your department and it's active.
2. **Unit** as long as it's within your department and it's active.
3. **Fund** as long as it's within your department and it's active.
4. **Program**
5. **Program Period**
6. Activity
7. Function
8. **Phase**