User Settings

User settings can be accessed through the MY menu.

- 1. Click on My
- 2. Click on Settings

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MY · SALES · PURCHASES · GL · BANK · DEBT · TAX · PERIOD END · HR · BUDGY · PROJECT · FA · GLOBAL BUDGETS · GLOBAL ENQUIRIES · COMMITMENTS · AN 
Authorisations 
Expenses Impressed 
Absence Notifications 
Expenses Impressed 
Absence Notifications
```

Please keep all Settings as you find them except for:

- 3. Legal Entity: Please enter your regular country's legal entity
- 4. Cost Centre: Please enter your regular country's cost centre

Hint: Please do not put values in Project or Department

The above steps will auto-fill fields for you when creating expense claims, etc.

5. Click Save

