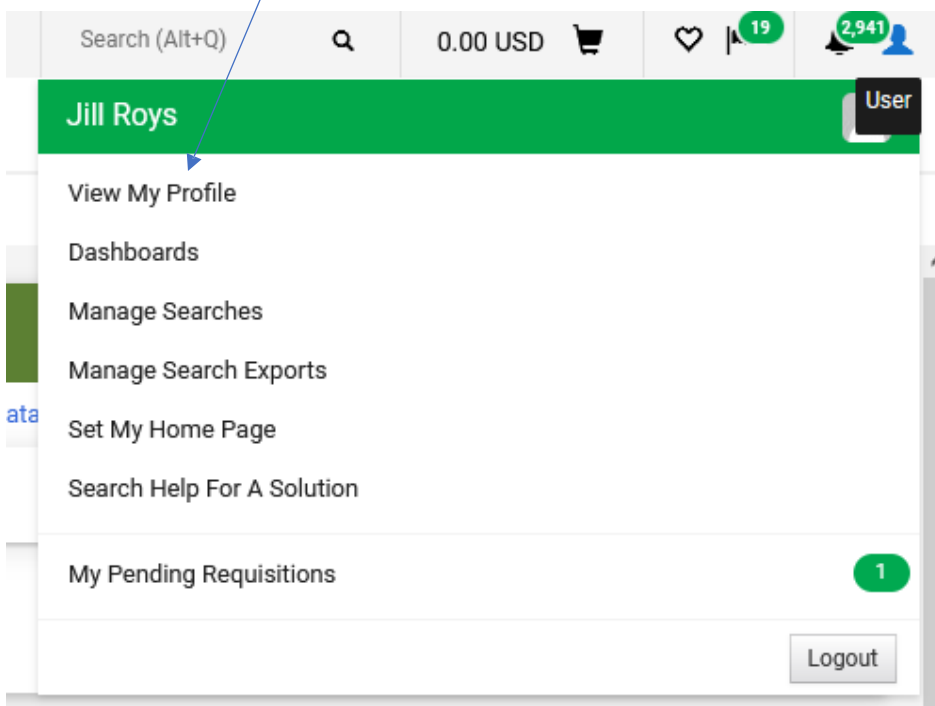You can add more than 1 chart string to your favorites
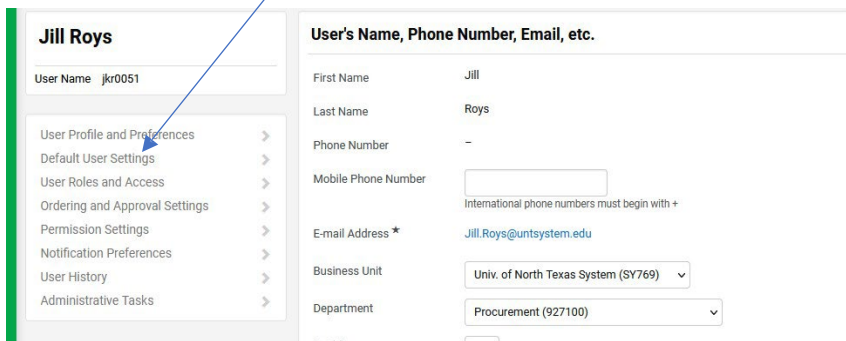
Click on your profile

Click View My Profile

Click Default User Settings

Click Custom Field and Accounting Code Defaults

User Name   jkr0051

User Profile and Preferences   >
Default User Settings   <
  Custom Field and Accounting Code Defaults
  Default Addresses
  Cart Assignees
  Financial Approvers
  Payment Options
User Roles and Access   >
Ordering and Approval Settings   >
Permission Settings   >
Notification Preferences   >
User History   >
Administrative Tasks   >

Click Code Favorites

Custom Field and Accounting Code Defaults

| Header (int.) | Supplier | Codes | Code Favorites | Internal Information |

?

Custom Field Name	Default Value	Description	Edit Values
Bank	No Default Value		Edit

Click Add

Custom Field and Accounting Code Defaults

| Header (int.) | Supplier | Codes | **Code Favorites** | Internal Information |

?

Business Units: Univ. of North Texas System (SY769) ⌄

Use Code Favorites for quick access to accounting code combinations saved to your profile during checkout. You may create a new Code Favorite by clicking the "Add" button and entering a commonly used combination of accounting codes with or without splits. Code Favorites are accessed during checkout by editing the codes section or by selecting it as your default accounting codes in your profile.

[Add]

Accounting Codes   ?

Business_Unit	Speedchart	Account	Department	Fund	Fund Category	Function	Project	PC Business Unit	Activity	Program	Purpose	Site	Asset Tag ID
no value	no value	no value	no value	no value	no value	no value	no value	no value	no value	no value	no value	no value	no value

Enter chart string and click save

If you are not using Grant or Project funding "NONE" is required in the speed chart field

Accounting Codes

Nickname [   ]   ☐ Default

Business_Unit	Speedchart	Account
NT752	None_NT752	
Select from all values...	Select from all values...	Select from all values...

Continue Clicking Add to save additional chart strings to your favorites