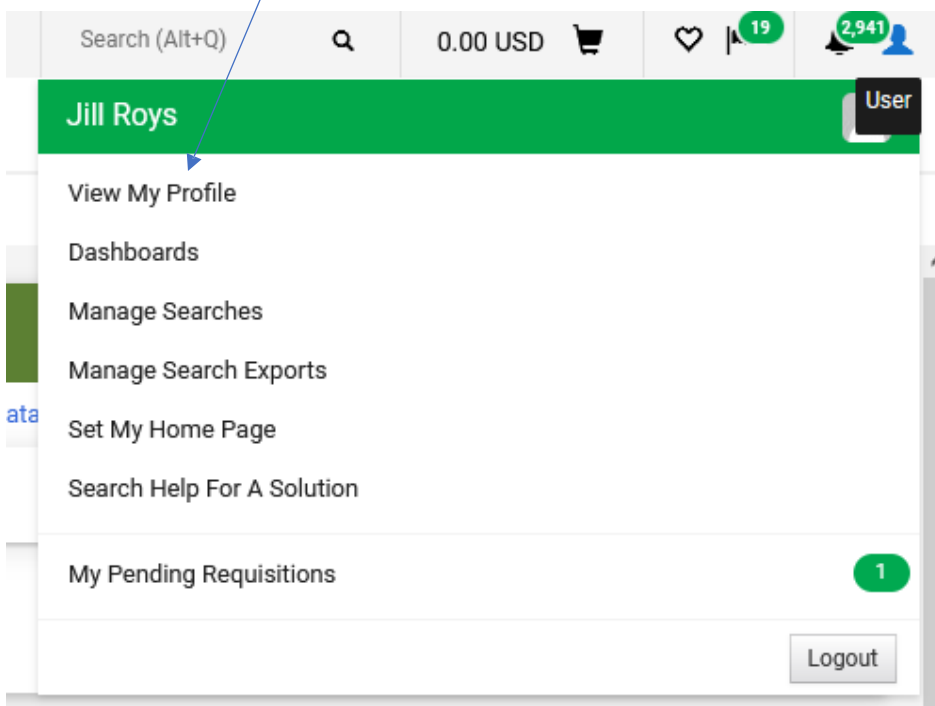


You can add more than 1 chart string to your favorites

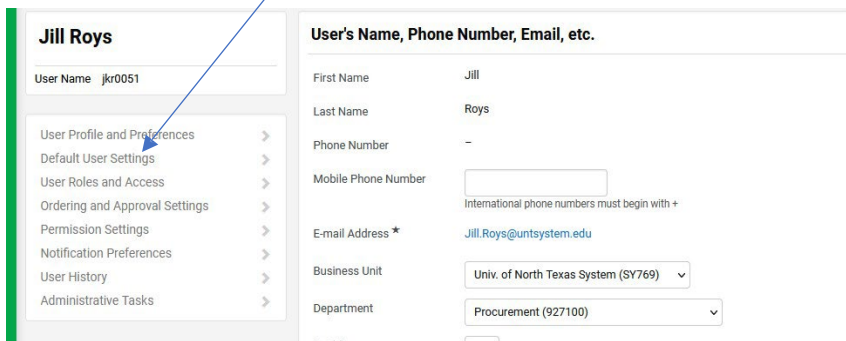
Click on your profile



Click View My Profile



Click Default User Settings



Click Custom Field and Accounting Code Defaults

A screenshot of a user settings menu. At the top, it shows 'User Name jkr0051'. Below this is a list of settings categories, each with a right-pointing arrow. The 'Custom Field and Accounting Code Defaults' option is highlighted in blue. A blue arrow points from the text above to this option. To the right of the menu items are several letters: F, L, F, M, E, B, D, F, A, U.

- 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

A screenshot of the 'Custom Field and Accounting Code Defaults' page. The title is 'Custom Field and Accounting Code Defaults'. Below the title is a tabbed interface with five tabs: 'Header (int.)', 'Supplier', 'Codes', 'Code Favorites', and 'Internal Information'. The 'Code Favorites' tab is selected and highlighted. Below the tabs is a table with four columns: 'Custom Field Name', 'Default Value', 'Description', and 'Edit Values'. The first row of the table has 'Bank' in the 'Custom Field Name' column, 'No Default Value' in the 'Default Value' column, and an 'Edit' button in the 'Edit Values' column. A blue arrow points from the text above to the 'Code Favorites' tab.

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

Accounting Codes

Nickname: Default

Business_Unit	Speedchart	Account	Department	Fund	Fund Category	Function	Project	PC Business Unit
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>

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
<input type="text" value="NT752"/>	<input type="text" value="None_NT752"/>	<input type="text"/>

Continue Clicking Add to save additional chart strings to your favorites