Code Favorites

Click on your name on the top right of your screen and go to **View My Profile -> Default User Settings -> Custom Field and Accounting Code Defaults**.
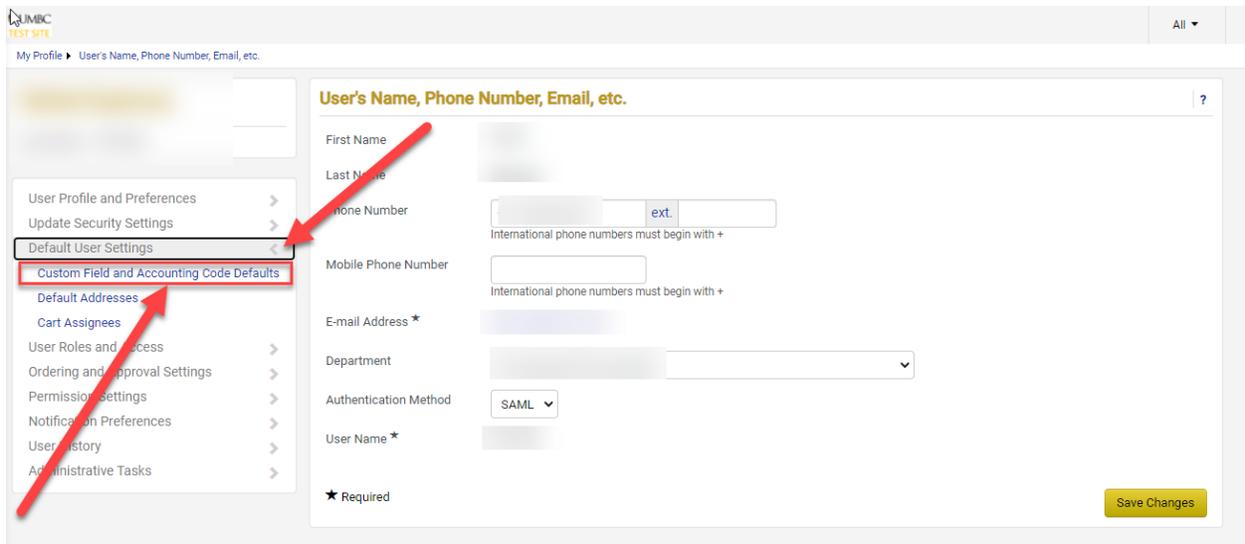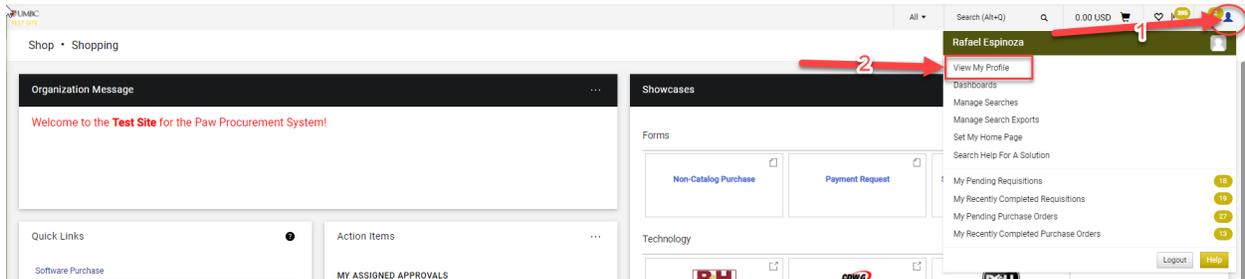
1. Selecting the **Code Favorites** tab should show you a space where you can add accounting codes to your profile.
2. Click the **Add** button to begin building your accounting code.

3. Your Business Unit should already be set to UMBC1. The rest of the values can be selected from a list of all values or entered manually.
4. Make sure to give your code Favorite a clear nickname. You can also select it as your default.
5. Please note that code favorites need to be set separately for requisitions and for check requests/invoices.

Questions and feedback:

Log an RT Ticket