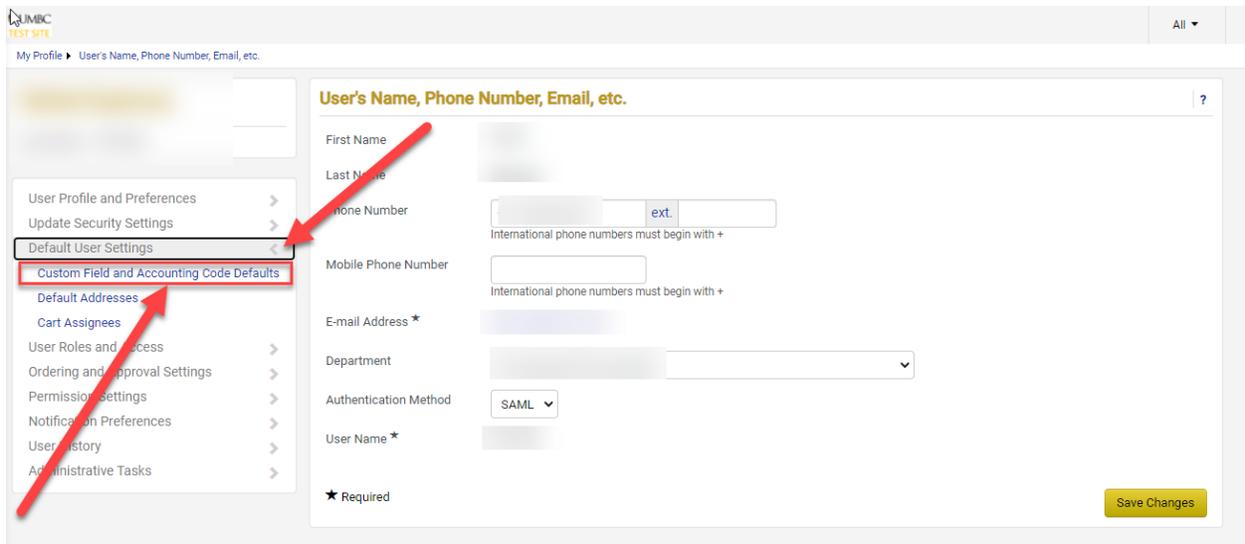
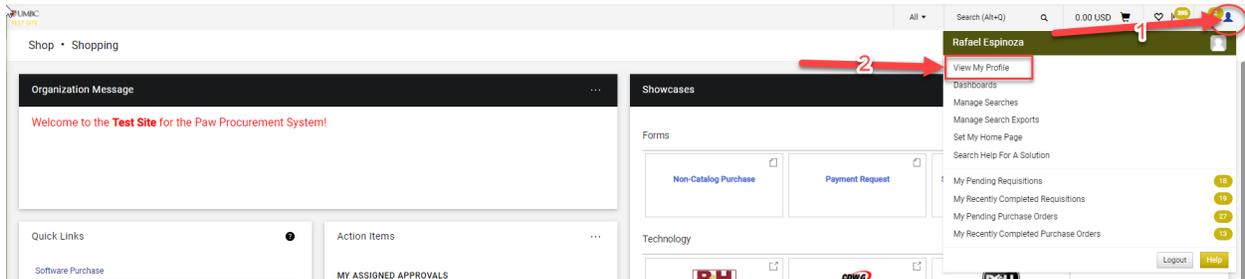


Code Favorites

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.

UMBC
TEST SITE

My Profile ▶ Custom Field and Accounting Code Defaults

Custom Field and Accounting Code Defaults

Header (int.) Codes **Code Favorites** Internal Information ?

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	Fund	Dept	Account	Prog Fin	Project	Activity ID
no value	no value	no value	no value	no value	no value	no value

Code Favorites for Check Requests & Invoices

Add

Accounting Codes ?

Business Unit	Fund	Dept	Account	Prog Fin	Project	Activity ID
no value	no value	no value	no value	no value	no value	no value

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](#)