

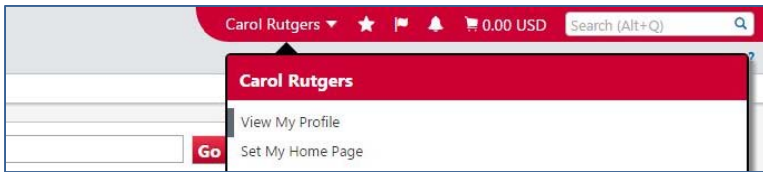


Setting Accounting Code Favorites

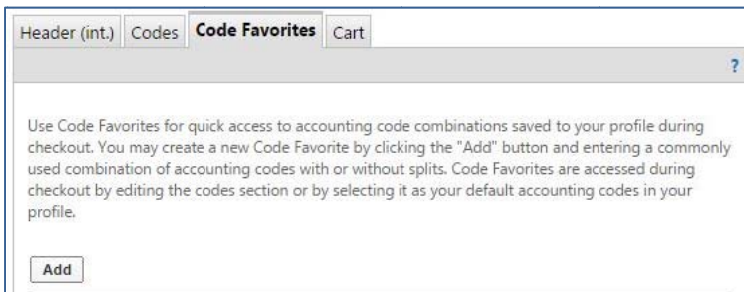
Setting your favorites:

From the home screen:

1. Click your name in the upper menu bar and **view my profile**.



2. Select the **Custom Field and Accounting Code Defaults** link from the **Default User Settings** section.
3. Select the **Code Favorites** tab, and click the **Add** button for a GL string or project string.



4. Enter a nickname for the favorite you are creating.
5. To make the value a default, select the **default** checkbox.



By selecting this string as a default, every new shopping cart you create will have these accounting codes defaulted on the requisition.

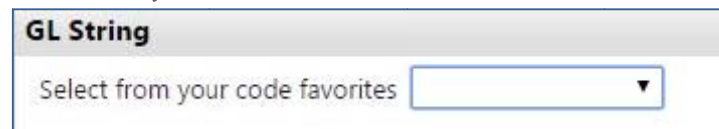
Only do this if you routinely utilize the same source of funds.

6. Fill out all the fields with the appropriate chart of accounts.
7. Once you have complete all the fields, select the **save** button.

Applying your favorites to a requisition:

From the shopping cart:

8. Click the **Proceed to Checkout** button.
9. Go into the **Accounting Codes** tab.
10. Select **edit** next to the GL string or project string.
11. Select the dropdown box in the code entry window, and choose the correct favorite and RU MarketPlace will fill out the code automatically.



If the favorite was saved as a default, the chart of accounts would already be filled out when you go to the accounting codes tab.

12. Hit **save** and finish the requisition submission process.