Creating Chart of Account Favorites - On behalf of other users



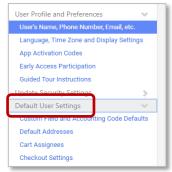


Requestors and Approvers can shorten data entry on behalf of other users by saving recurring Chart of Account strings in the other user's profile.

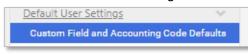
Click **Users** from the quick menu drop-down list and enter the user's name.



- Click the user's ID in the search results (Note: you may be taken directly to the user's profile if it is an exact hit).
- Click **Default User Settings** in the Setting Categories.



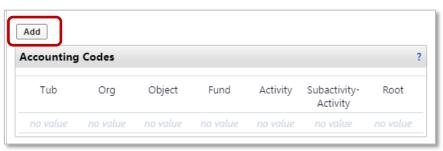
Click Custom Field and Accounting Code Defaults.



Click the Code Favorites Tab.



Click Add.



Input a frequently used Chart of Account string. This can include a full or partial string.

Accounting Codes							? X		
Nickname	☐ Default								
Tub	Org	Object	Fund	Activity	Subactivity-Activity	Root	add split		
Select from all values		Select from all values	Select from all values	Select from all values		Select from all values			
Same: Cancel									

Add a Nickname. You can also set as Default if desired.

Tub	Org	Object	Fund
Select from all values		Select from all values	Select from all values

Click Save.

Nickrame	
Select from all values. Select from all values.	add split lues