

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.

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

2. 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).

3. Click **Default User Settings** in the Setting Categories.

4. Click **Custom Field and Accounting Code Defaults**.

5. Click the **Code Favorites** Tab.

| Custom Field Name | Default Value | Description | Edit Values |
|-----------------------------|------------------|-------------|-------------|
| Department Delivery Address | No Default Value | | Edit |

5. Click **Add**.

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

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

8. Click **Save**.