**ADDING AND USING ACCOUNTING CODE FAVORITES**

This feature is helpful if you frequently use the same multiple accounts to make purchases. To set your Accounting Code Favorites click: **profile - > Purchasing - > Code Favorites - > Add**

You must enter a “Nickname” for each of your Code Favorites combinations. Proceed by entering your desired Accounting Code information as you would on a Requisition, including the % of Price, % of Quantity, or Amount of Price (we do not recommend saving Amount of Price splits as a favorite). Code Favorites may be edited on individual Carts and Requisitions as needed.
After you have set up one or more Code Favorites you will see a “Select from your code favorites” dropdown box in the Accounting Codes section of your Shopping Cart. To select one of your Favorites simply click on its Nickname.

NOTE: Department Allocators that have set up Code Favorites will see the “Select from your code favorites” dropdown box on Requisitions they review, and may change the Accounting Codes information on the Requisition by selecting one of their own Favorites.