Saving Account Code Favorites



• Click on the user icon in the upper right corner of Gateway and select "View My Profile."

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• Under the "Default User Settings" option on the left hand side, select "Custom Field and Accounting Code Defaults."

Melia Cutcher				
User Name mcutcher				
User Profile and Preferences	>			
Update Security Settings	>			
Default User Settings	<			
Custom Field and Accounting Code Defaults				
Default Addresses				
Cart Assignees				
User Roles and Access	>			
Ordering and Approval Settings	>			
Permission Settings	>			
Notification Preferences	>			
User History	>			
Administrative Tasks				

• Access the "Code Favorite" tab and select "Add" to create a new account code favorite.

Header (int.)	Header (ext)	Supplier Collec	Code Favorites	Internal Informatio	n Cart
			La contrata		?
Use Code Fav checkout. Yo commonly or accessed duri	orites for quick a ormay create a n sed combination ing checkout by profile.	eccess to accountin ew Code Favorite b of accounting cod editing the codes s	ig code combinatio ly clicking the "Add les with or without s ection or by selection	ns saved to your profile " button and entering a plits. Code Favarites a g it as your default ac	e during t re counting
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- Enter in the information for the account code that you wish to save.
 - You must give the account code a nickname.
 - Under the *department field*, you must click, "*select from all values*," and search for MSI's department code, MSII, in the value section. (If you just type your department code in the box, you will be unable to choose an account string).
 - Under the *account code field*, you must click, "*select from all values*," once again. In the "value" section of the search box, you should use asterisks around your search term to find your account code. Common searches are either the account string or project code. *Ex.* *8-123456-78900* or *MS123*.
 - Once all of these values are selected, click "Save". You do not need to complete the sub account or cost type fields.
- You can access your saved account codes when finalizing a cart by clicking on the heart icon in the Edit Accounting Codes section (you have to ensure your mouse is hovering in the account code section for the heart icon to pop up).

Days	Award End Date 🛓		Account Group
	No Value		No Value
		+	Code Favorites
		Save	Close
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