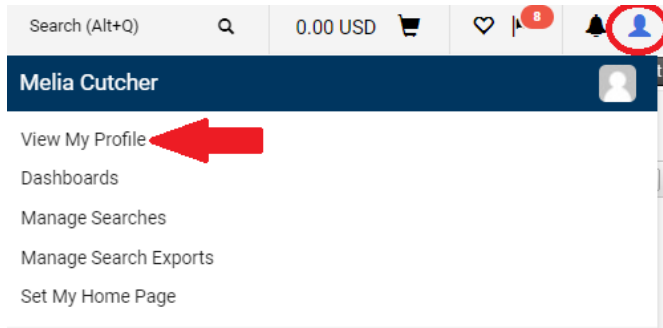


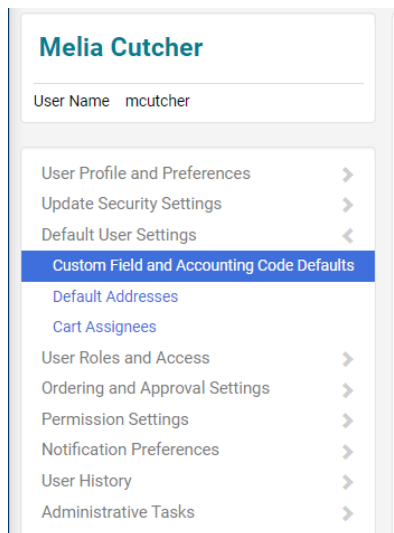
Saving Account Code Favorites



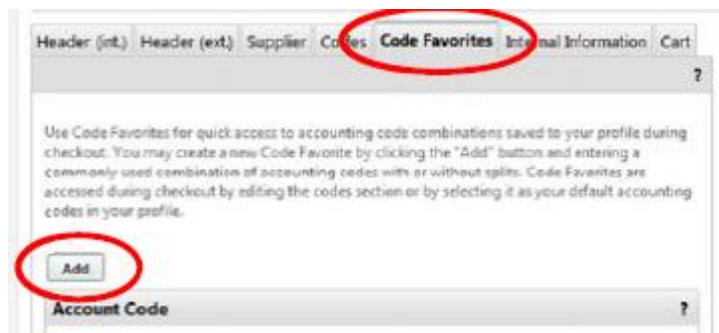
- Click on the user icon in the upper right corner of Gateway and select “View My Profile.”



- Under the “Default User Settings” option on the left hand side, select “Custom Field and Accounting Code Defaults.”



- Access the “Code Favorite” tab and select “Add” to create a new account code favorite.



- 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).

The screenshot displays a form for editing accounting codes. At the top, there are two input fields: "Award End Date" and "Account Group". Below each field is a "No Value" button. A search box is open, showing a dropdown menu with three options: a plus sign (+), a checkmark (✓), and a heart icon (♥). A tooltip labeled "Code Favorites" is positioned over the heart icon. At the bottom of the form, there are two buttons: a red "Save" button and a white "Close" button.