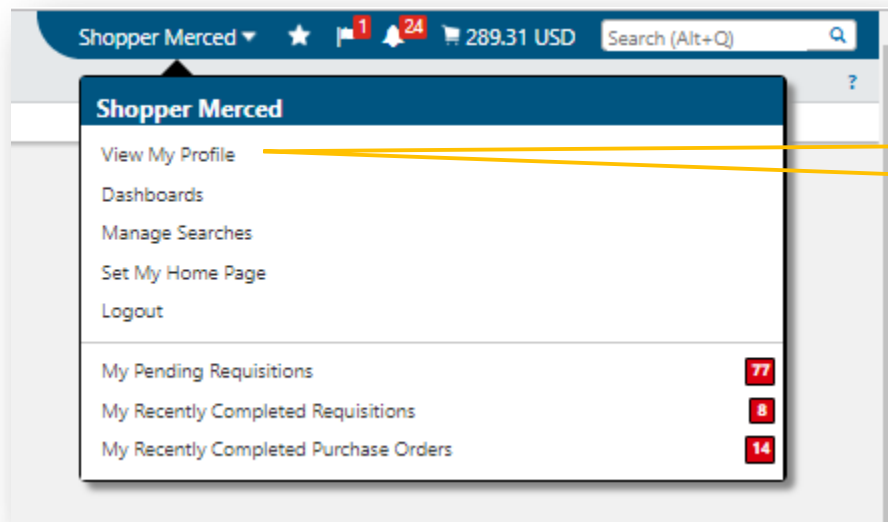


# Quick Reference Guide

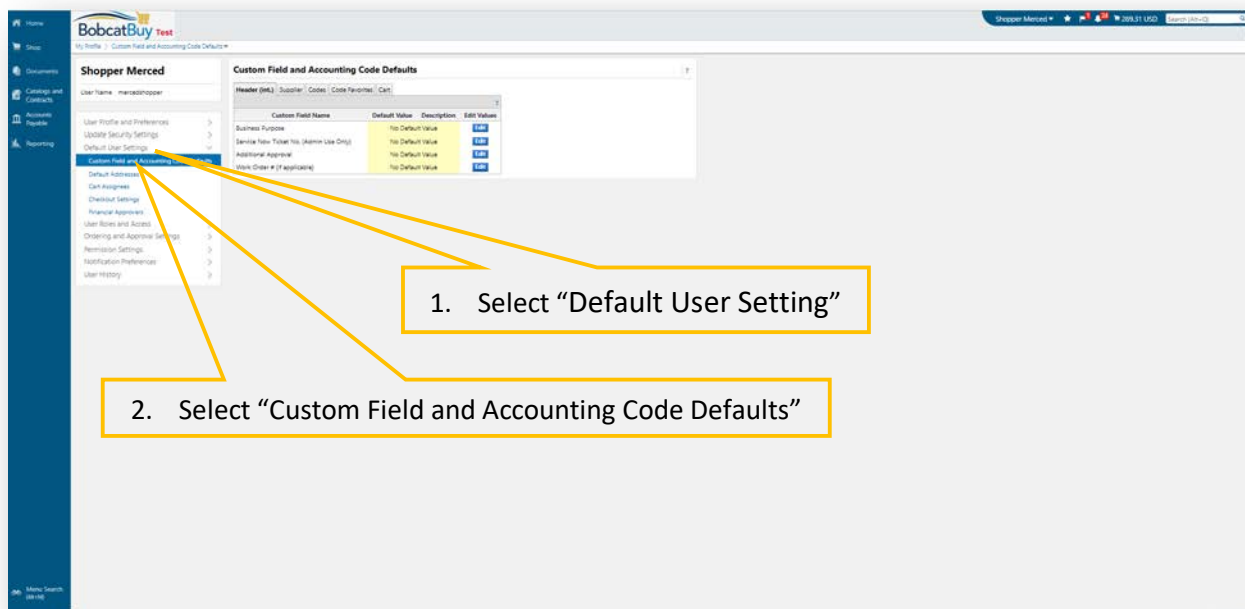
## How to Save Favorite FAUs

1. Go to top right “Select your name” arrow down and select “View My Profile”



Select “View My Profile”

2. Select “Default User Setting” then “Custom Field and Accounting Code Defaults”



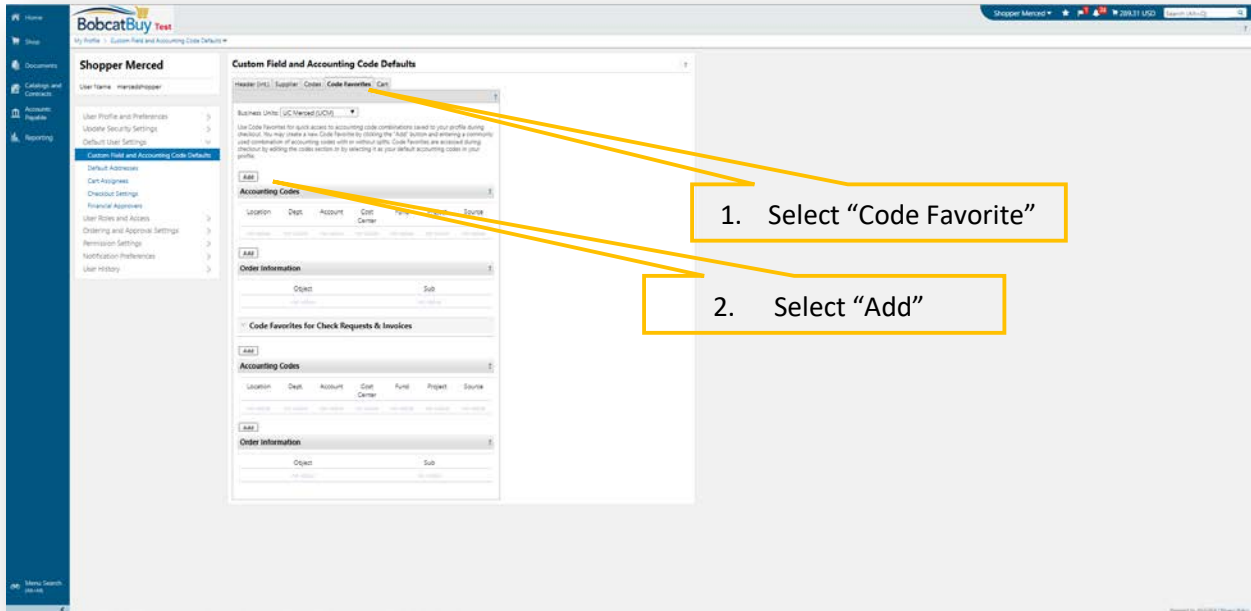
1. Select “Default User Setting”

2. Select “Custom Field and Accounting Code Defaults”

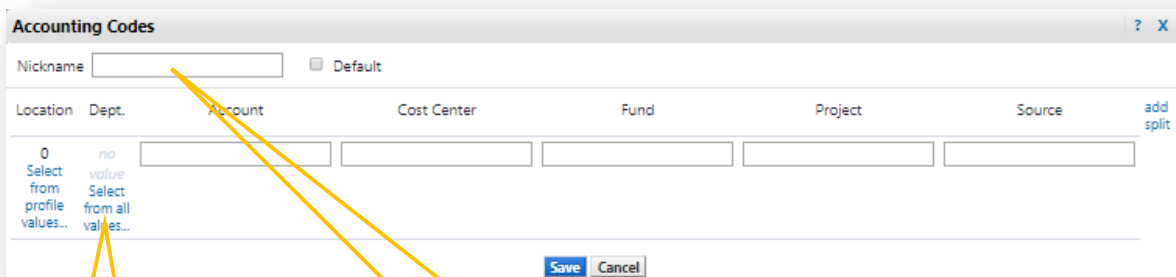
# Quick Reference Guide

## How to Save Favorite FAUs

### 3. Select “Code Favorites” then select “Add”



### 4. Save FAU and assign a Nickname to it



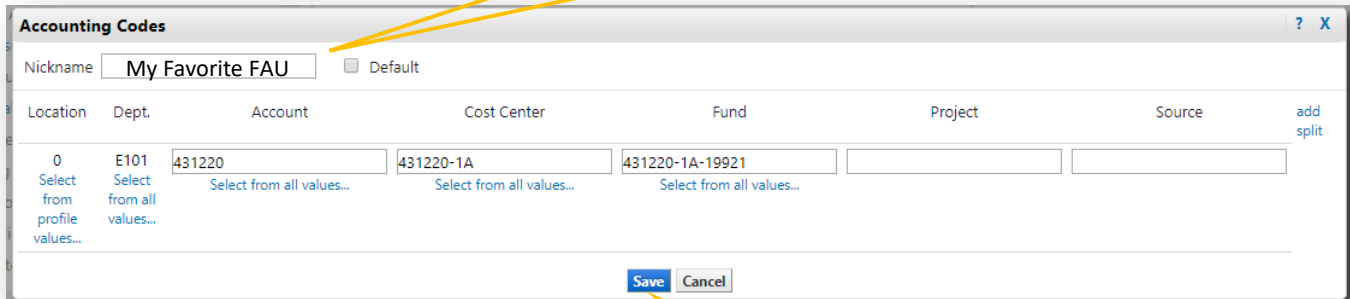
# Quick Reference Guide

## How to Save Favorite FAUs

### 5. Review and Verify Information and Save

Note: You can save a favorite at any level from only department all the way down to a specific source code

a. Type a Nickname for the FAU in the “Nickname” field



The screenshot shows the 'Accounting Codes' form. At the top, there is a 'Nickname' field containing 'My Favorite FAU' and a 'Default' checkbox. Below this is a table with columns for Location, Dept., Account, Cost Center, Fund, Project, and Source. The 'Account' column contains '431220', 'Cost Center' contains '431220-1A', and 'Fund' contains '431220-1A-19921'. Each of these fields has a 'Select from all values...' dropdown arrow. The 'Location' field contains '0' and 'Dept.' contains 'E101'. At the bottom of the form are 'Save' and 'Cancel' buttons.

Location	Dept.	Account	Cost Center	Fund	Project	Source	add split
0 Select from profile values...	E101 Select from all values...	431220 Select from all values...	431220-1A Select from all values...	431220-1A-19921 Select from all values...			

b. Click on “Save” to save your changes

The favorite FAU you just created will now appear as an option to select when you are finishing the requisition checkout process.