

Codes Favorites

Code favorites are used for a quick access to accounting code combinations that are saved. This section is helpful if you have authority to use several different indices or if you order for other units. This feature was added in upgrade 11.2. This cheat sheet is an add on for *Profile* and *Finalizing the Cart* cheat sheets.

Setting up – Codes Favorites

- 1. In the *Profile* area go to **Purchasing, Custom Fields, Code Favorites**



- 2. Select **Add** button
- 3. Type in a **Nickname** (this is required)
- 4. Complete the string of accounting information (follow steps in the *Profile* cheat sheet)
This is the combination of accounting information that is always used together for a particular project, lab or department.
- 5. Select **Save**

Header (int.) Codes Code Favorites ?

Use Code Favorites for quick access to accounting code combinations saved to your profile during checkout. You may create a new Code Favorite by clicking the "Add" button and entering a commonly used combination of accounting codes with or without splits. Code Favorites are accessed during checkout by editing the codes section or by selecting it as your default accounting codes in your profile.

Add

Accounting Codes ?

Lab 4 **Edit** **Delete**

Index	Fund	Organization	Program	Account	Location	Chart
201315 Anesthesiology	UK0000 UH Current Unrestricted Fund	201315 Anesthesiology	211000 Direct Patient Care	701123 Food	O7 C.A.B.M.	1 UMDNJ Chart

How to use – Codes Favorites

Once you have selected the  button

1. Select the  button on the ribbon
2. Select the  button (the *Accounting Codes* area will be in an edit mode)
3. Select the drop down at the top left hand corner of the block



The image shows a UI element titled "Accounting Codes" with a grey header bar. Below the header, the text "Select from your code favorites" is followed by a white rectangular dropdown menu with a blue downward-pointing arrow on its right side.

4. Select the **nickname** that you saved
5. Select 

To complete the order follow the cheat sheet *Finalizing the Cart*.