

U MARKET

quick reference guide

1A1: Setting Up Fiscal Category Code Favorites

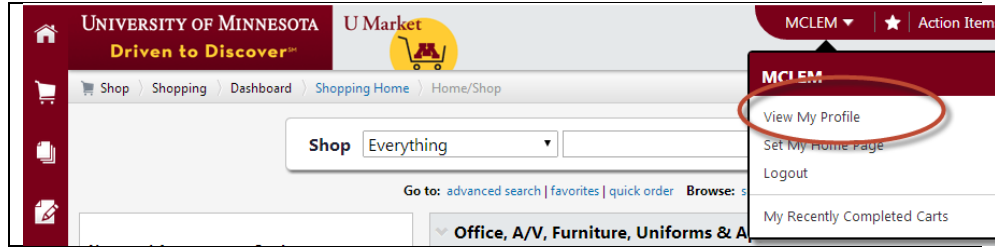


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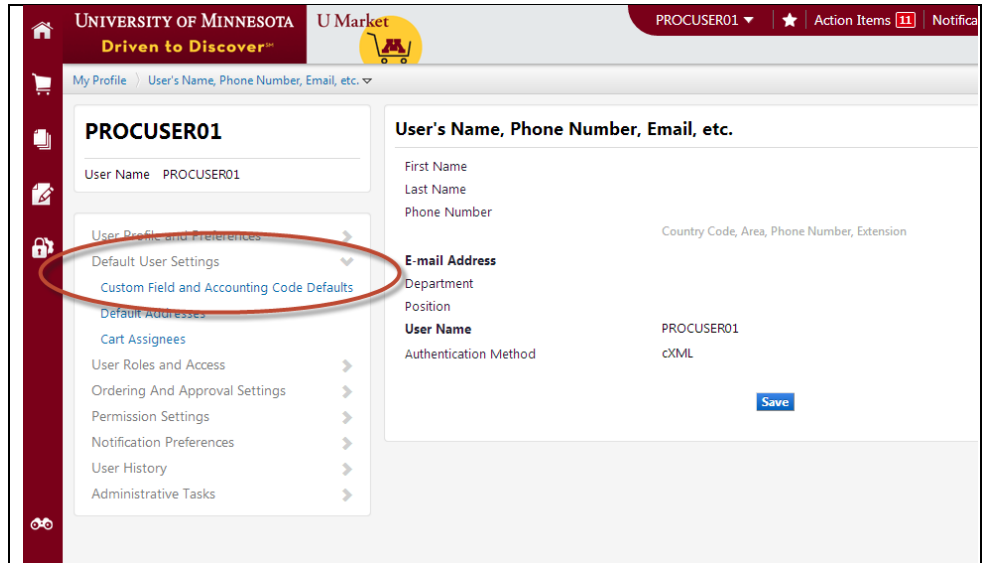
Driven to DiscoverSM

1 Log in as Shopper or a Requester.

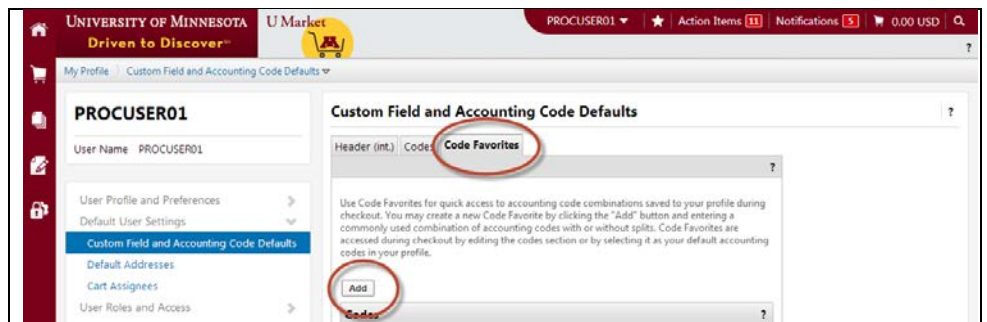
Select – [View My Profile](#).



2 Select [Default User Settings – Custom Field and Accounting Code Defaults](#).



3 Select [Code Favorites – Select Add](#).

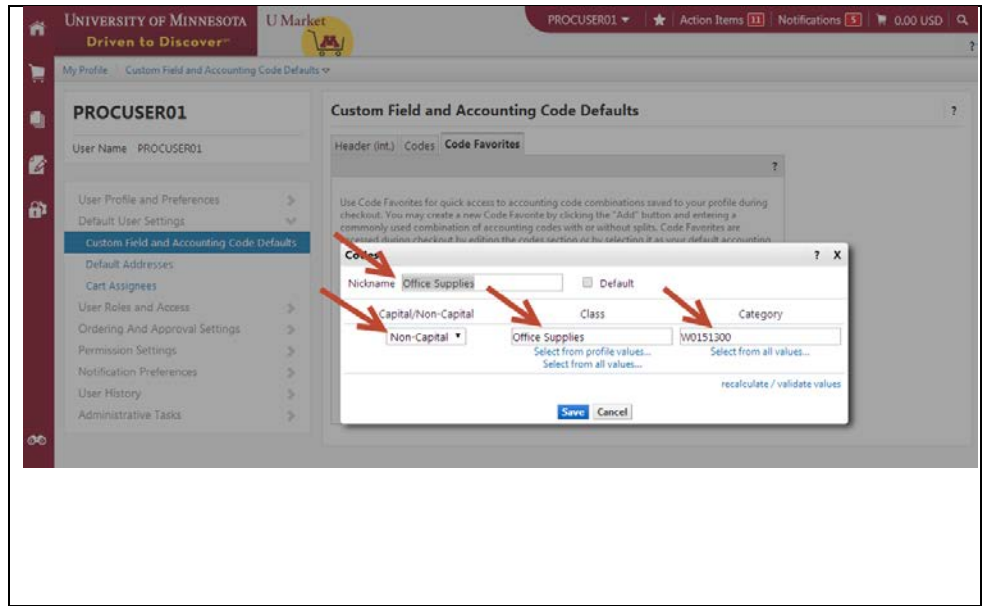


4

Add the **Nickname** (here we added "Office Supplies").

Select **Capital** or **Non-Capital** then select the class and category which you would like to have populate.

Caution! Clicking "Default" will default all items you select in U Market to use the **Class** and **Category** selected.



5

Now that they are set up, simply choose from your code favorites!

