Quick Reference

Creating Favourite Charge Accounts

You can create Favourite Charge Accounts which are flexfields that you frequently purchase against. You can have unlimited favourite charge accounts and can define or change your primary account if necessary. Setting up favourite charge accounts will save you time when completing the checkout process.

Responsibility: ANY end user responsibility beginning with “ECU Purchasing”.

Prerequisite: Have logged onto Oracle and opened the iProcurement Homepage.

1. Click on the Preferences hyperlink at the top right of the screen.
2. Click on the iProcurement Preferences on the menu on the top left..
3. Click on the ‘Add Another Row’ button.
4. Enter the nickname you want to give the favourite charge account.
5. Enter the flexfield you will use for the favourite charge account, or use the torch icon to search for the flexfield.
6. Select the radio button, then click the ‘Set as Primary’ button.
7. To add additional charge accounts, repeat steps 3-5 until you have all your favourite charge accounts listed.
8. Once you’re happy with all the lines, click the ‘Apply Changes’ button.
9. You will receive a confirmation message that the changes will be applied the next time you login. To effect the changes, click on the Logout button then log back in.

! IMPORTANT !
If there are changes to the combinations used in your favourite charge accounts, you must make these changes manually by repeating steps 4 and 5.

FURTHER INFORMATION Email fbcsystem@ecu.edu.au or visit http://www.fbsc.ecu.edu.au/sys/html/oracle11userguides.cfm