Creating Favourite Charge Accounts

You can set up 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.

To create a favourite charge account

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

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

1. (H) Preferences at the top right of the screen.

2. (H) iProcurement Preferences on the menu on the top left.
3. (B) Add Another Row.

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 favourite charge accounts, repeat steps 3-5 until you have all your favourite charge accounts listed.
8. **(B) Apply Changes** once you’re happy with all the lines.

   - **My Favorite Store**
   - **Search Results Per Page**
   - **Shopping Results Per Page**

   **Delivery**
   - **Need By Date Offset**
   - **Need By Time**
   - **Requester**
   - **Deliver To Location**
   - **Subinventory**

   **Favorite Charge Accounts**
   Use the Select column to set your primary favorite charge account. **TIP:** During checkout, the system automatically generates charge accounts. In some circumstances, the system may select your primary favorite charge account.

   **Select Account:**
   - **Set as Primary**
   - **ECU Flexfield Accounting**
   - **Primary**
   - **Delete**

   - **Toner Cartridges FBSC**
   - **HR Stationary**
   - **SSF Stationary**
   - **Steel Price Stationary**

   **Clear Changes**  **Apply Changes**

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 and then log back in.