Setting Code Favorites

Click on your name from the SciQuest Phoenix homepage and select ‘View My Profile.’

The ‘View my Profile’ selection defaults to a profile search page.

Selecting ‘View my Profile’ will open a Phoenix profile page and you will select ‘Custom Field and Accounting Code Defaults’ to open the code favorites page.
After you open the custom field and accounting code default page you will click on the ‘Code Favorites’ tab.

Click on ‘Add’ to open the accounting codes default box.
You can name which fund this expense is coming from, which organization (org number) and program you will be using. Under fund you CLICK ‘select from all values’ it opens a search feature, you enter your fund, search and select to populate the fund value. Use the same process with your organization and program codes and check save.

This is the saved version and how it will look on your requisitions. Accounting codes have not changed; they are the same five digit numbers as used by Banner.
You may add as many accounting codes as you are granted access to, and you can add and delete when you no longer use them. When you have added as many as you need return to the home page and you are ready to shop.