How To Add Account Code Favorites using Phoenix

1. Log on to Gateway using your UCSB NetID and password.
   www.gateway.procurement.ucsb.edu

2. Find your name at the top of the page and click on the arrow next to it. Select View My Profile from the drop-down menu.

3. Under User Information and Settings, click Custom Field and Accounting Code Defaults.

4. Click the Code Favorites tab, and then click the Add button.

5. Under Department, click Select From All Values. Type your 4-letter department code (i.e. ENMT for Materials) in the Value field and click Search. Click the Select button to the right of your department's name.

6. Under Account String, click Select From All Values. Type your cost center (see cheat sheet) into the Value field and click Search. Click the Select button to the right of the account that you wish to add to your favorites.

7. Type a nickname in the appropriate field and click the Save button. Do not worry about completing the Sub Account or Cost Type field.