Account Code Favorites

1. Log into gateway with your Net ID
   https://gateway.procurement.ucsb.edu
2. Click on Profile (top of the page next to your name)
3. Click on the purchasing tab >Custom Fields>Code Favorites
4. Click add and enter the information for the account code you wish to save
   a. You must give the account code a nickname
   b. Under the department filed you must click 'select from all values' and search for your department code. If you just type your department code in the box you will be unable to choose an account string.
   c. Under the account string field you must click select from all values once again. The easiest way to search for the account code is by typing in the Cost Center (found on your cheat sheet) into the value filed.
   d. Select your account string and click save. You do not need to worry about the Sub Account and Cost type fields.