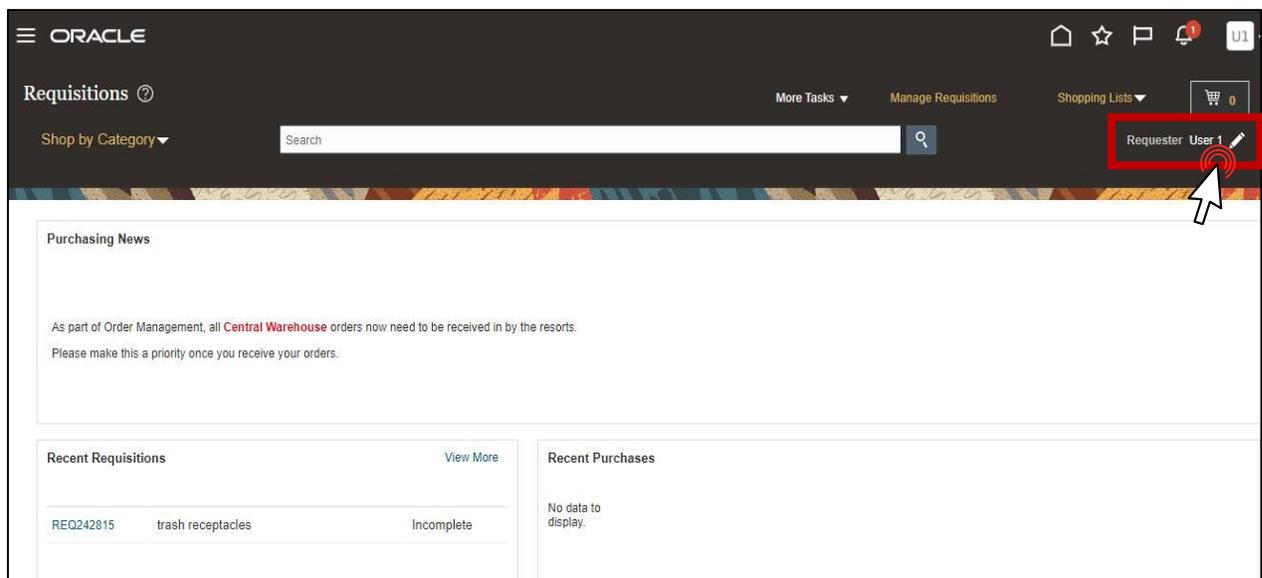# Quick Reference Guide

How can I save GL as favorite for easy access in future?

You can save a GL a code as favorite by adding it to your profile in Fusion. This accounting information is not automatically set up for users.
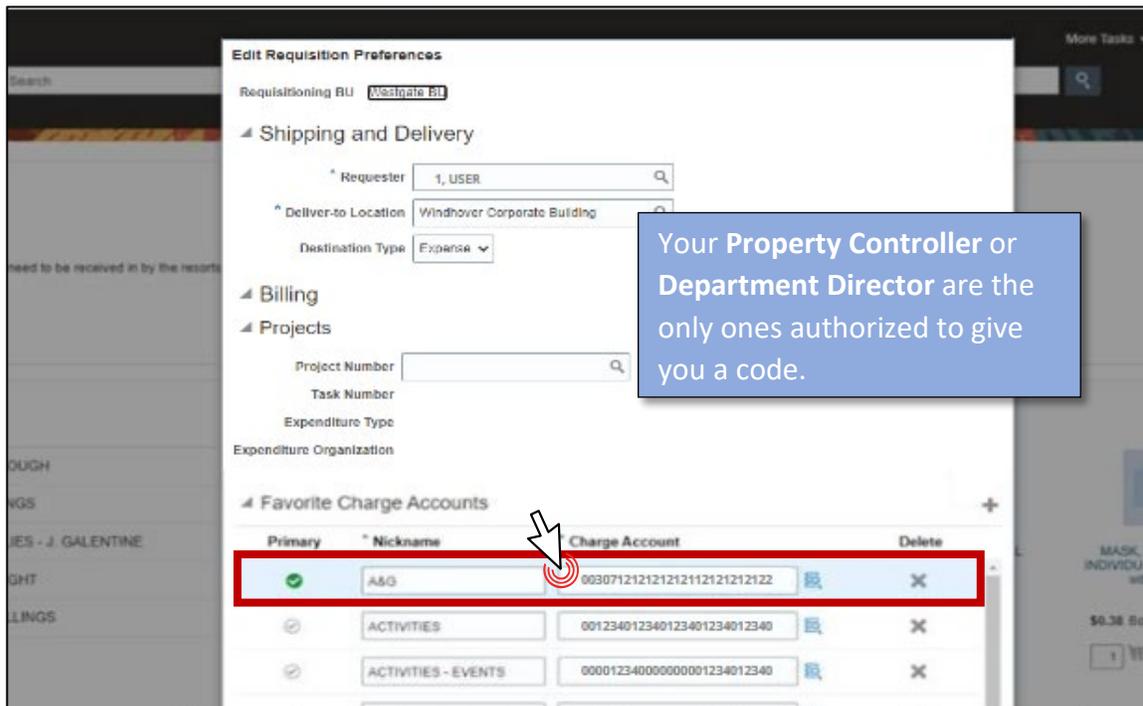
1. On the top right corner of your **Requisitions page,** click the ✏ **edit icon** next to your name

2. When the **Edit Requisition Preferences window** displays, go to **Favorite Charge Accounts** under the **Billing** section. Click the (+) "plus" sign on the top right of the **Favorite Charge Accounts section**.

A new row will display blank.
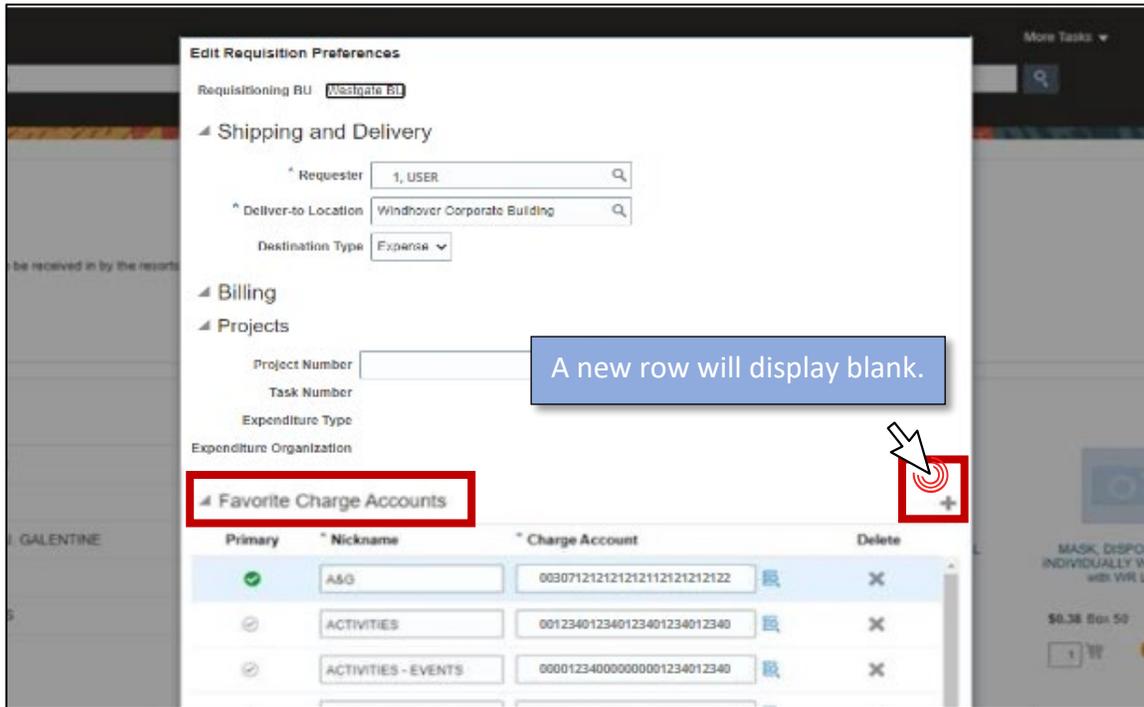
3. In the **Charge Account field,** enter only the GL Code(s) you are authorized to use, and add a preferred **Charge Account Nickname** for each.

Your **Property Controller** or **Department Director** are the only ones authorized to give you a code.

4. Once you have entered your requisition preferences, click the **Save and Close button** to update your information.

For your convenience, please **double-click** the link to access the *Requisition Process in Fusion* course to learn more about setting your Fusion profile preferences in the **Edit Requisition Preferences window –** *Module 1 (Getting Started),* **Process Overview** *section.*