

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 **dit icon** next to your name

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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.

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**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.

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

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



