

# Updating Favorite Charge Accounts in iProcurement Preferences

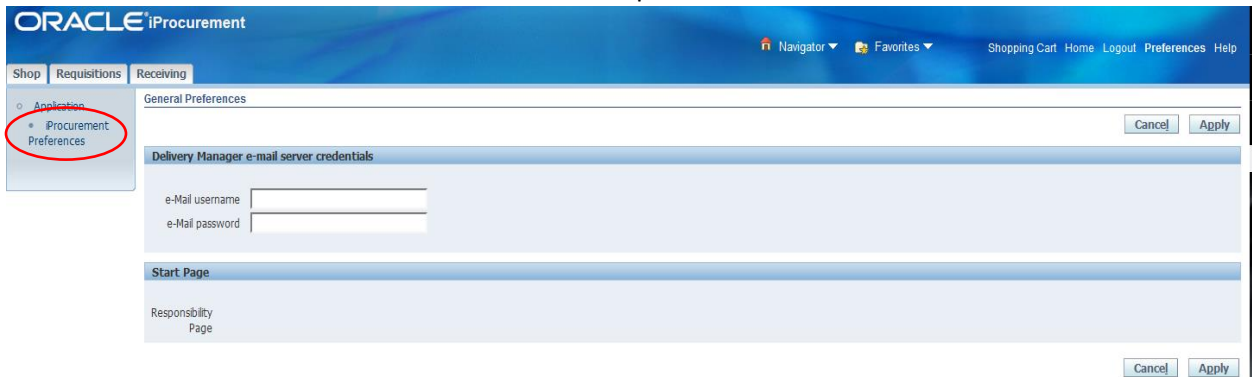
## End of Fiscal Year

If you have created a favorite charge account in iProcurement you will need to update the accounts for the end of the fiscal year.

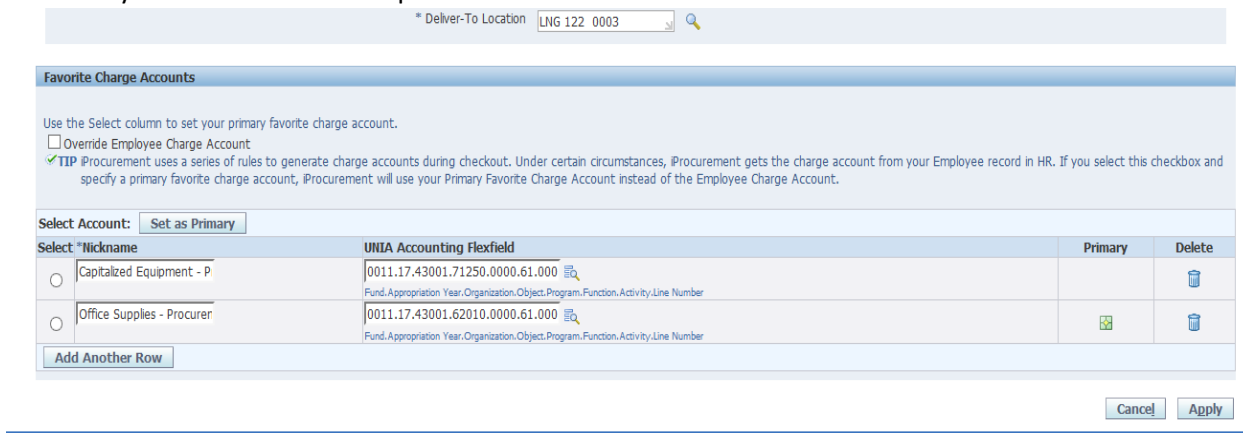
Log into iProcurement and click on "Preferences" in the top right corner.



Then click on the iProcurement Preferences link in top left corner.



Scroll to the bottom of the page and review your "Favorite Charge Accounts". Please review the accounts you have created and update accounts as needed.



In the example above the user will need update the year in both accounts. This can be accomplished by updating the Appropriation Year in the account string. This can be done directly in the string.

\* Deliver-To Location

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**Favorite Charge Accounts**

Use the Select column to set your primary favorite charge account.

Override Employee Charge Account

**TIP** Procurement uses a series of rules to generate charge accounts during checkout. Under certain circumstances, Procurement gets the charge account from your Employee record in HR. If you select this checkbox and specify a primary favorite charge account, Procurement will use your Primary Favorite Charge Account instead of the Employee Charge Account.

Select Account:

Select	Nickname	UNIA Accounting Flexfield	Primary	Delete
<input type="radio"/>	Capitalized Equipment - P	0011.18.43001.71250.0000.61.000 <small>Fund.Appropriation Year.Organization.Object.Program.Function.Activity.Line Number</small>		
<input type="radio"/>	Office Supplies - Procurer	0011.18.43001.62010.0000.61.000 <small>Fund.Appropriation Year.Organization.Object.Program.Function.Activity.Line Number</small>	<input checked="" type="checkbox"/>	

**Changed Year**

Once all changes are completed click "Apply"

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Select Account:

Select	Nickname	UNIA Accounting Flexfield	Primary	Delete
<input type="radio"/>	Capitalized Equipment - P	0011.18.43001.71250.0000.61.000 <small>Fund.Appropriation Year.Organization.Object.Program.Function.Activity.Line Number</small>		
<input type="radio"/>	Office Supplies - Procurer	0011.18.43001.62010.0000.61.000 <small>Fund.Appropriation Year.Organization.Object.Program.Function.Activity.Line Number</small>	<input checked="" type="checkbox"/>	

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Your preferences will be applied the next time you login.