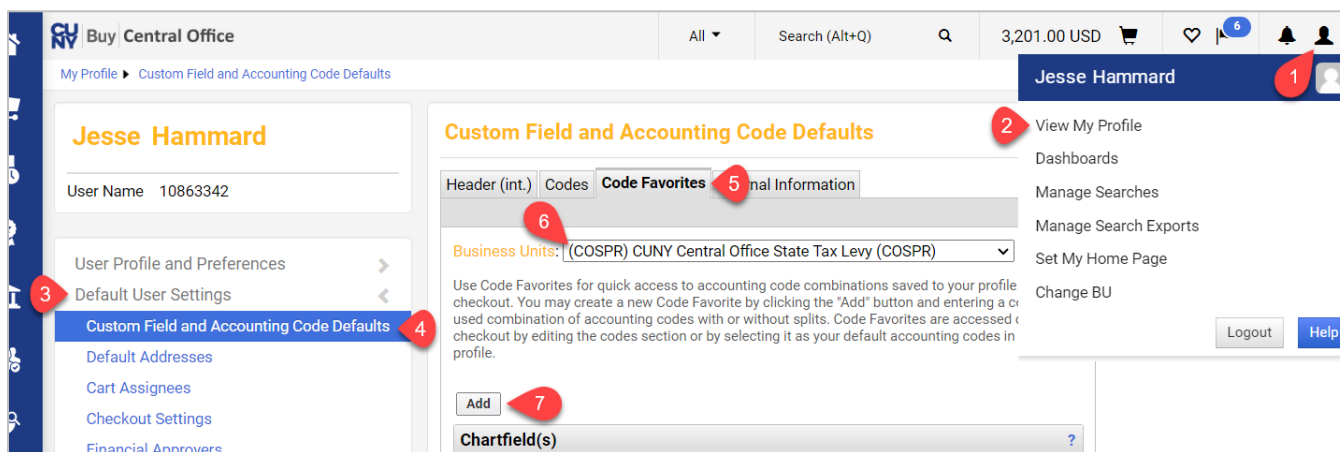


Creating a Favorite/Default Chartfield String

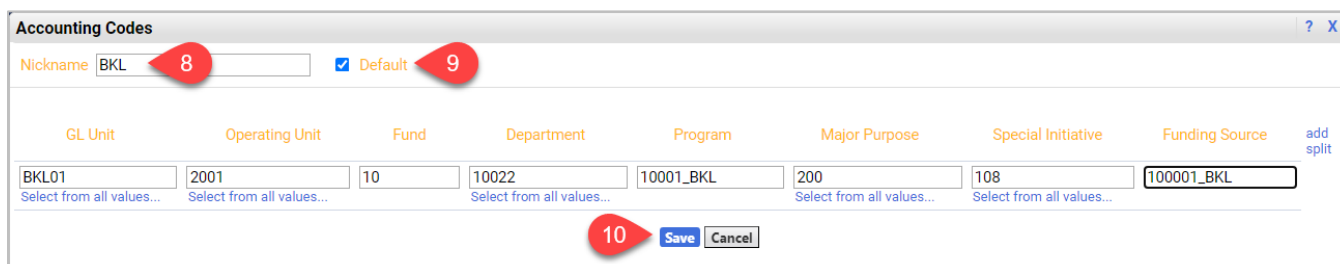
In CUNYBuy, a Creator can create requisitions for themselves as well as for others in the assigned Business Unit, based on Business Unit processes. The Creator does not have a default set of chartfields associated with their EmplID and must supply chartfields for each requisition.

Upon signing into CUNYBuy for the first time, each Creator should establish their own personal Favorite for the chartfields that they use most frequently. Each Creator can have multiple sets of chartfields if their responsibilities include purchasing for multiple departments or purchasing on behalf of others in the Business Unit.

1. Navigate to the **Profile** icon on the top-right corner of the CUNYBuy page.
2. Select **View My Profile** from the dropdown menu.
3. Select **Default User Settings** option in the left-hand menu.
4. Select **Custom Field and Accounting Code Defaults** from the expanded menu.
5. Click the **Code Favorites** tab.
6. Verify the **Business Unit** to ensure that the chartfields for the Favorite will be set up correctly. Use the **Business Unit** dropdown menu to select the correct Business Unit if it needs to be changed
7. Click the **Add** button.



8. Enter a **Nickname** for this chartfield.
9. If you want this to be your default set of Chartfields click the **Default** checkbox to the right of the Nickname.
10. Enter the correct chartfields in the empty fields by selecting from the drop-down lists for each chartfield value and click the **Save** button.



Splitting Charges Among Multiple Chartfield Strings

If there is a requirement to split the charges among two or more chartfield strings, you can use the function to split the charges by clicking on the **Add Split** link on the right of the **Chartfield(s)** window.

Once you select this option, a second line is added. You can indicate what percentage of the costs should be allocated to each chartfield string in the **Line %** column.

If more than two chartfields are needed, click on **Add Split** again.

Funding Source	Line %	
100001_BKL	55	remove
100002_BKL	45	remove
Split Total		100% add split

Note: Chartfield string information is provided by your Campus Business/Budget Office.