In Oracle, you can set preferences for your purchase requisitions, including a deliver-to location for goods and your frequently-used Chart of Accounts values.

2. On the Oracle home page, click “Purchase Requisitions.”
3. Click “More Tasks,” then click “Update Requisition Preferences.”
4. Begin to enter your department name in the “Deliver-to Location” field and select a result from the list. If you do not see your department, click the magnifying glass icon, then click “Advanced.”
5. On the advanced search page, change the search parameter from “Starts with” to “Contains.” Enter part of your department name and click “Search.”
6. Hover over a result to see the full address. Select one and click “OK.”
7. You will return to the Edit Requisition Preferences page. Click the “+” button to add a new Favorite Charge Account (Chart of Accounts).

8. Enter a **Nickname** that will help you identify the charge account.

9. Enter the complete **Charge Account** (Chart of Accounts) or click the icon to open a window where you can search/enter each segment individually. 
   
   *Note: An example of a complete Chart of Accounts string is 20520-69400-3027010-522201-721-000-000000-000000-000000-000000.*

10. Repeat steps 7 - 9 to add as many charge accounts as you want. You can also click this button ✅ to choose one as your primary.

11. When you are finished, click “**Save and Close.**”