System Functions - Profile Setup – Default Funding

STEP 1: On the Codes tab, click on the Edit button to the right of the Storage Location value. Values selection menu appears.
System Functions - Profile Setup – Default Funding

STEP 2: Select Create New Value. Search for Value menu appears.

STEP 3: Type a Storage Location code into the Value field.

STEP 4: If you want this value to be the default value, check the Default box.

STEP 5: Click Save. Value added to the table. Click Close to return to Codes tab screen.
**System Functions - Profile Setup – Default Funding**

**STEP 6:** If Storage Location is unknown, or you will be entering multiple values, click Search from the Search for Value menu, make selections, then click on the Add Values button. Select multiple values to generate a drop-down selection list when creating requisitions.

**STEP 7:** To designate a Default value when using the Search for Value, click the description of the value you wish to make the default. Edit Existing Value menu appears.

**STEP 8:** Check the Default box to set this number as the default value for this field.

**STEP 9:** Click Save. New default value has been added.

**STEP 10:** Click Close to return to Codes tab screen.