CSU The California State University

Overriding Your Default Business Unit

CSUBUY 🛒
A COLLABORATIVE PROCURE TO PAY MARKETPLACE

Overriding your default business unit allows you to shop in multiple business units.

Follow the steps to override your default business unit:

1. Navigate to **User** > **View My Profile** > **Default User Settings > Custom Field and Accounting Code Defaults > Codes Tab.**

2. Click the **Edit** button.

3. Click the **BKCMP** Value.

4. Click the **Default** checkbox so the checkbox disappears.

5. Click **Save**.

Custom Field and Accounting Code Defaults

| Header (int.) | **Codes** | Code Favorites | Internal Information | Cart |

Custom Field Name	Default Value	Description	Edit Values
Business Unit	No Default Value		Edit
∟ Fund	No Default Value		Edit
∟ DeptID	No Default Value		Edit
∟ Account Override	No Default Value		Edit
∟ Program	No Default Value		Edit
∟ Class	No Default Value		Edit
∟ Project	No Default Value		Edit

Custom Field and Accounting Code Defaults

| Header (int.) | **Codes** | Code Favorites | Internal Information | Cart |

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Custom Field Name	Default Value	Description	Edit Values
Business Unit	No Default Value		Edit

✏️ Edit Values   Close

Value	Description
BKASI	Associated Students Inc
BKCMP	CSUB
BKFDN	Foundation
BKSPA	Sponsored Programs Admin
BKSTU	Student Centered Enterprises

* Custom Field Values marked with an asterisk are role-based values. Users can only modify the Default status of these Custom Field Values.

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Custom Field and Accounting Code Defaults

| Header (int.) | **Codes** | Code Favorites | Internal Information | Cart |

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Custom Field Name	Default Value	Description	Edit Values
Business Unit	No Default Value		Edit

✏️ Edit Values   **Close**

Value	Description
BKASI	Associated Students Inc
BKCMP	**CSUB**
BKFDN	Foundation
BKSPA	Sponsored Programs Admin
BKSTU	Student Centered Enterprises

Edit Existing Value   ?

Value	BKCMP
Description	CSUB
Default	☐ **4**
Status	active

Save **5**

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asterisk are role-based values. Users can
only modify the Default status of these
Custom Field Values.