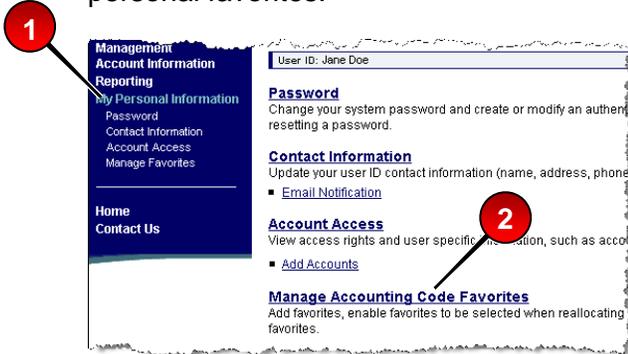
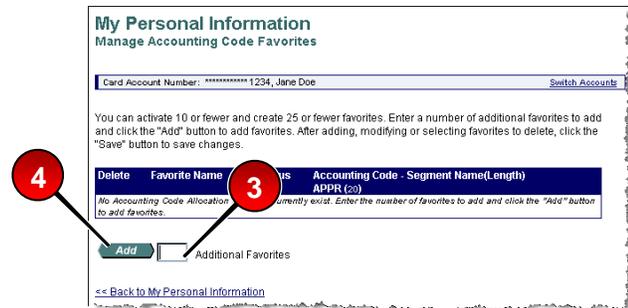


Accounting Code Favorites

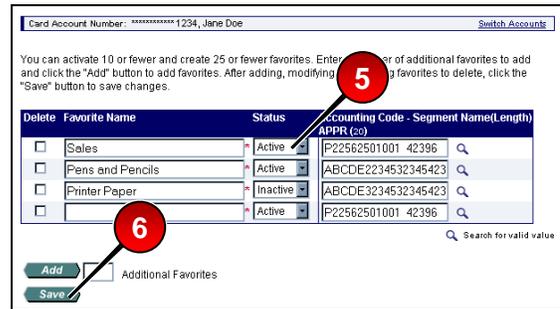
You can use this quick reference guide as a fast reminder of the basic steps for creating and using a list of personal accounting code favorites. Keep in mind that only you can create and use your personal favorites.



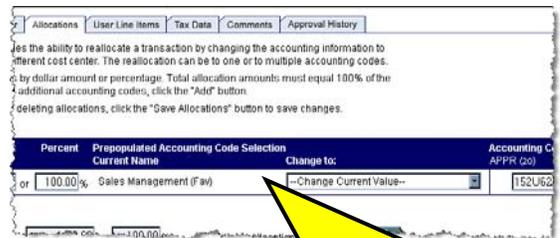
1. Select the **My Personal Information** high-level task.
2. Click the **Manage Accounting Code Favorites** link.



3. Type the number of favorites you want to create.
4. Click the **Add** button.



5. Type a name, select a status, and type or search and select a value.
6. Click the **Save** button. The system saves your favorites and makes them available to you for transaction and order reallocation.



Select the favorite by name from the Change to drop-down list. Your selected favorite displays at left.



LEARN MORE

For more detailed information, refer to the *Transaction Management* web-based training lesson and user guide available at:

<https://wbt.access.usbank.com>

Contact your Program Administrator for the most current passwords.