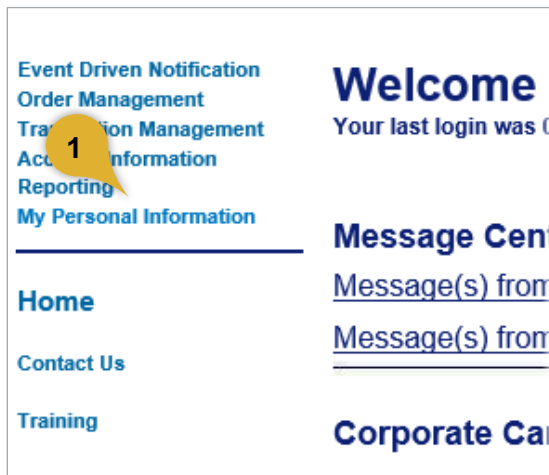


Accounting Code Favorites

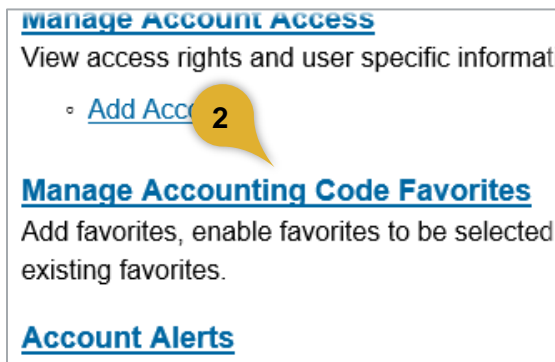
You can use this quick reference guide as a fast reminder of the basic steps for creating and using a list of personal accounting code favorites. Keep in mind that only you can create and use your personal favorites.

You can create the list all at once or you can build the list during reallocation.

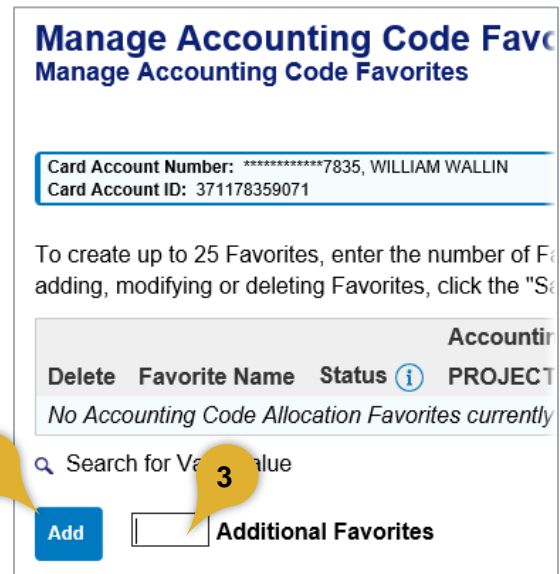


To build the list all at once:

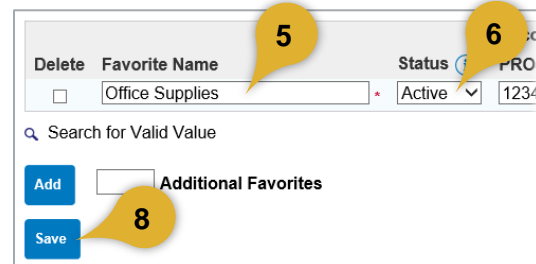
1. Select the **My Personal Information** high-level task.



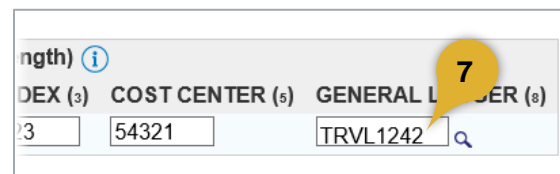
2. Click the **Manage Accounting Code Favorites** link.



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



5. Type a name.
6. Select **Active**.



7. Specify accounting code values.
8. Click **Save**.

To build the list as you reallocate:

1. As you are reallocating a transaction on the *Allocations* tab, specify the new value.
2. Click the **Add as Favorite** link. Your favorites list displays.

3. Type a name.
4. Select **Active**.
5. Click **Save**. The system saves your favorites and makes them available to you for transaction and order reallocation. Your favorites display with a pound sign.

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Survey

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