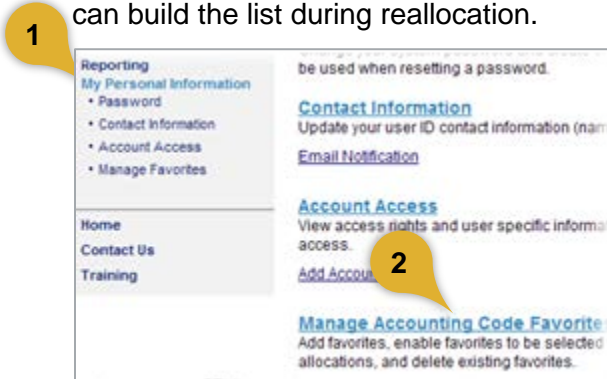


# Accounting Code Favorites

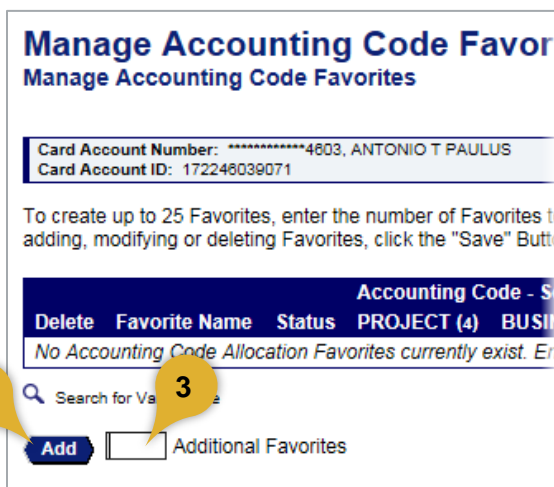
You can use this quick reference guide as a fast reminder of the basic steps for creating and using a list of personal accounting code favorites. Keep in mind that only you can create and use your personal favorites.

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

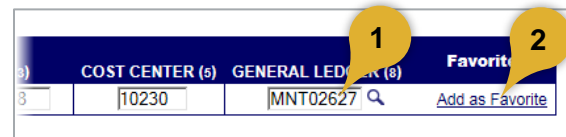
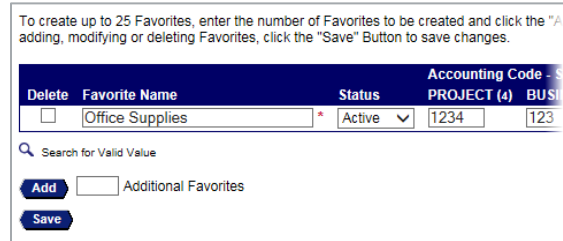


To build the list all at once:

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

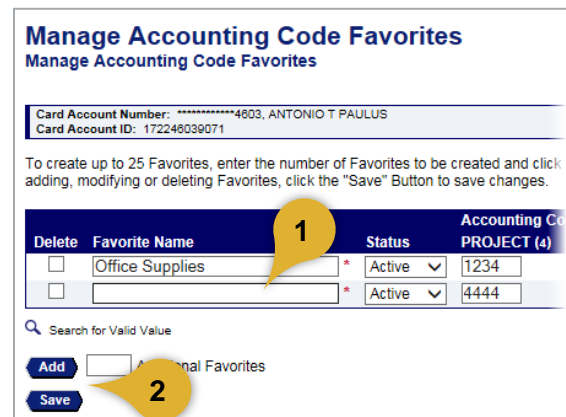


3. Type the number of favorites you want to create.
4. Click the **Add** button. Your favorites list displays.



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 to Favorites** link. Your favorites list displays.



No matter how you began, to complete your favorites list:

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

## Access Online Accounting Code Favorites: Version 1-4

Allocations | User Line Items | Tax Data | Comments | Approval History

provides the ability to reallocate a transaction by changing the accounting information to a different cost center. The reallocation can be to one or to multiple accounting codes.

mounts by dollar amount or percentage. Total allocation amounts must equal 100% of the transaction. To allocate to additional accounting or deleting allocations, click the "Save Allocations" button to save changes.

Allocation Source: Default Acct Code Last Changed By: System

Amount	Percent	Prepopulated Accounting Code Selection	Change To:
		Current Name	
\$ 198.00	OR 100.00 %		Change Current Value
			Card Account Default Accounting Code
			Tax Default Accounting Code
			Freight Default Accounting Code
			Office Services
			Office Supplies

To reallocate using your favorites list, on the *Allocations* tab, select the favorite by name from the Change to drop-down list.

Allocations | User Line Items | Tax Data | Comments | Approval History

provides the ability to reallocate a transaction by changing the accounting information to a different cost center. The reallocation can be to one or to multiple accounting codes.

mounts by dollar amount or percentage. Total allocation amounts must equal 100% of the transaction. To allocate to additional accounting or deleting allocations, click the "Save Allocations" button to save changes.

Allocation Source: Default Acct Code Last Changed By: System

Amount	Percent	Prepopulated Accounting Code Selection	Change To:
		Current Name	
\$ 198.00	OR 100.00 %	#Office Supplies	Change Current Value

Your selected favorite displays in the *Current Name* column.

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## **Survey**

Please take a few minutes to respond to a short [survey](#) on our training.