

## Using Favorites in Account Code Search

The **Account Code Search** tool allows you to save your most-used Account codes in the **My Favorite Account Codes** tab. There, they are easy to access whenever you log in.

Follow the steps below to select your favorites, access or remove your favorites, or export them to an **Excel** spreadsheet.

### Selecting Favorites

Step	Task
1.	Log in to <b>Account Code Search</b> at <a href="https://accountcodesearch.uillinois.edu/">https://accountcodesearch.uillinois.edu/</a> .
2.	Click the <b>Code Search</b> tab.
3.	Type a search word or phrase in the <b>Search</b> field.
4.	If needed, select a <b>Type of Transaction</b> . <b>NOTE:</b> This is optional. The default selection is <i>All Types</i> .
5.	Click the <b>Search</b> button.
6.	In the <b>Search Results</b> area, click the appropriate Account code result. <b>NOTE:</b> You may have to scroll down to see the <b>Search Results</b> area in your web browser.
7.	Click <b>Add to My Favorite Account Codes</b> in the Account code pop-up window. <b>NOTE:</b> You may have to turn off pop-up blockers in your web browser to see the Account code details. Check with your system administrator if you need help turning off pop-up blockers.
8.	Click <b>Close</b> to close the Account code details.
9.	To add more favorites, repeat steps 3-8.
10.	Click the <b>My Favorite Account Codes</b> tab to review your favorites.
11.	Click <b>Logout</b> when you are done using <b>Account Code Search</b> .

### Accessing Favorites

Step	Task
1.	Log in to <b>Account Code Search</b> at <a href="https://accountcodesearch.uillinois.edu/">https://accountcodesearch.uillinois.edu/</a> .
2.	Click the <b>My Favorite Account Codes</b> tab.
3.	Scroll through the list or use your web browser's <b>Find</b> option to look for a specific code.
4.	Click the code in the <b>Account Code</b> column if you want to review the Account code details.
5.	Click <b>Logout</b> when you are done using <b>Account Code Search</b> .

## Removing Favorites

Step	Task
1.	Log in to <b>Account Code Search</b> at <a href="https://accountcodesearch.uillinois.edu/">https://accountcodesearch.uillinois.edu/</a> .
2.	Click the <b>My Favorite Account Codes</b> tab.
3.	Scroll through the list or use your web browser's <b>Find</b> option to look for a specific code.
4.	Click the trashcan icon in the <b>Remove from My Favorites?</b> column to remove an Account code.
5.	Click <b>Logout</b> when you are done using <b>Account Code Search</b> .

## Exporting Favorites to Excel

Step	Task
1.	Log in to <b>Account Code Search</b> at <a href="https://accountcodesearch.uillinois.edu/">https://accountcodesearch.uillinois.edu/</a> .
2.	Click the <b>My Favorite Account Codes</b> tab.
3.	Click <b>Export My Favorite Account Codes to Excel</b> .
4.	Depending on your web browser, you may have to click an <b>OK</b> button, click an <b>Open</b> button, or click the downloaded file to open the spreadsheet in <b>Excel</b> .
5.	Save the spreadsheet if needed.
6.	Click <b>Logout</b> when you are done using <b>Account Code Search</b> .