

Editing personal account codes

Manage Assigned Account Codes

Account code:	Description:	
<input type="text"/>	<input type="text"/>	<input type="button" value="Add"/>
1111	Family	✕

- To add an account code, follow these steps:
 1. Enter an account code in the Account Code text box.
 2. Enter a description for the code in the Description text box.
 3. Click on Add.
 4. Click on OK.
 5. Click on Apply.
- To delete an account code, follow these steps:
 1. Click on the ✕ icon to the right of the account code.
 2. Click on OK.
 3. Click on Apply.
- Alternatively, to delete all of your account codes, follow these steps:
 1. Click on Clear List.
 2. Click on OK.
 3. Click on Apply.

🕒 Revision #2

★ Created Thu, Mar 5, 2020 1:26 PM by [Admin](#)

✎ Updated Thu, Mar 5, 2020 1:46 PM by [Admin](#)