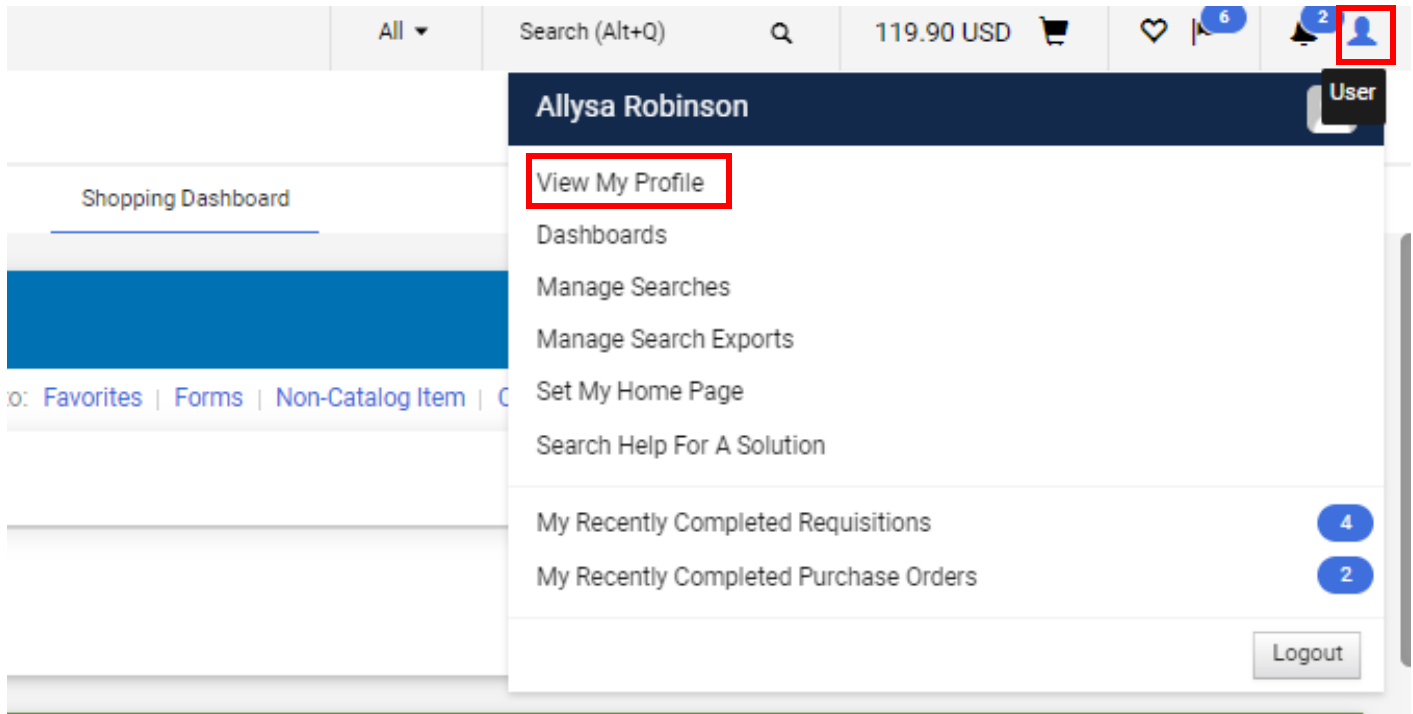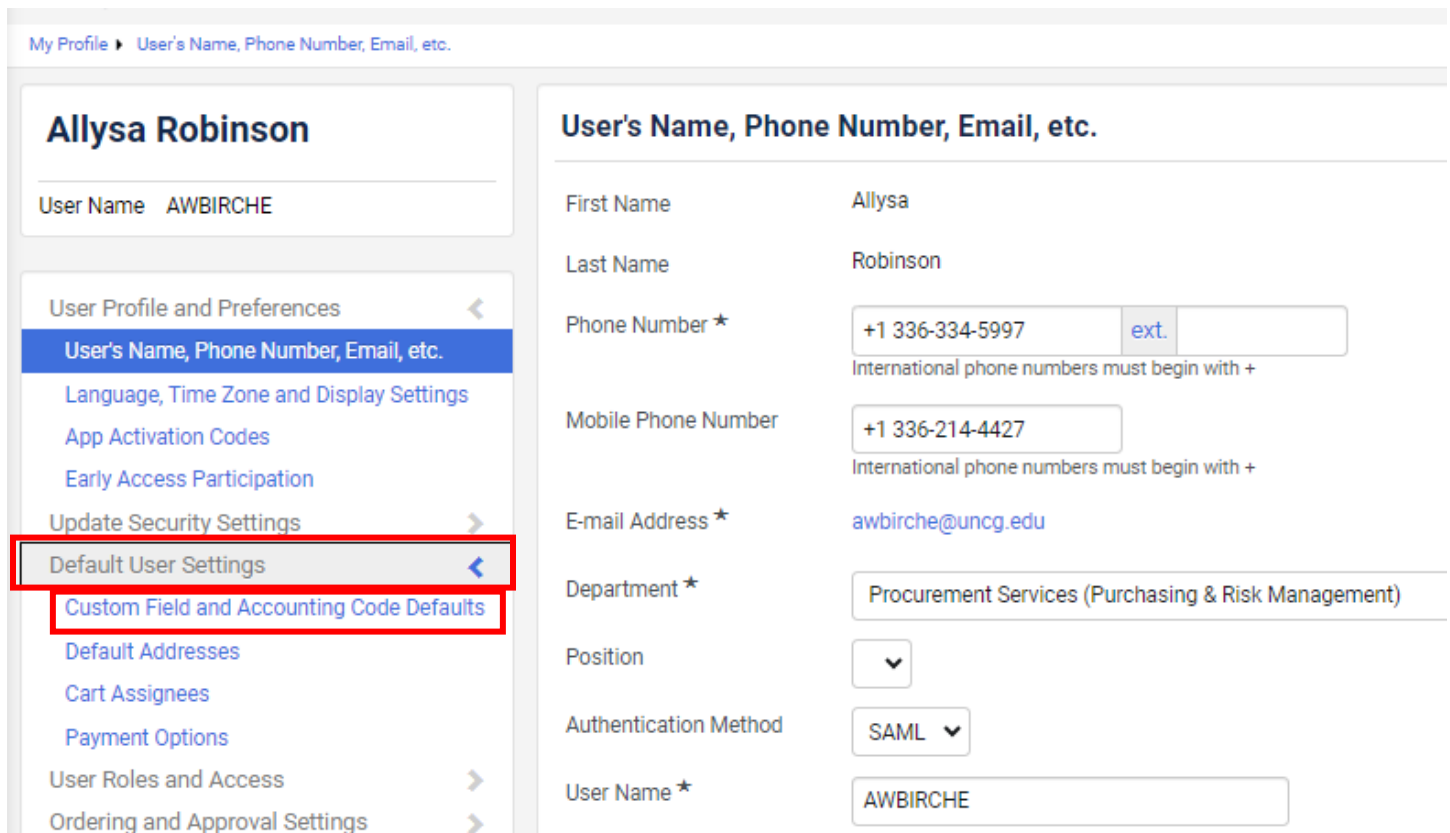# Adding/Defaulting Index (Fund) Account Numbers

Adding Index account numbers to your profile.

1. On the homepage, click Person Icon in the upper right-hand corner and select '**View My Profile**'.

2. Expand '**Default User Settings**' from the menu on the left. Then select '**Custom Field and Accounting Code Defaults**'.

3. Click the Codes tab.

4. Click the 'Edit' button for each option you want to create a default for.

5. Click 'Create New Value'

6. **Select the Index/ Fund number** you would like to add. Click **'Add Values'**

7. **Click the check box** if you want to add it to the default Fund#, Click **'Save'.**

8. If you need to remove one simply Click '**Remove**'.

9. Update the Accounting Codes click '**Code Favorites**' Then Click '**Edit**'.
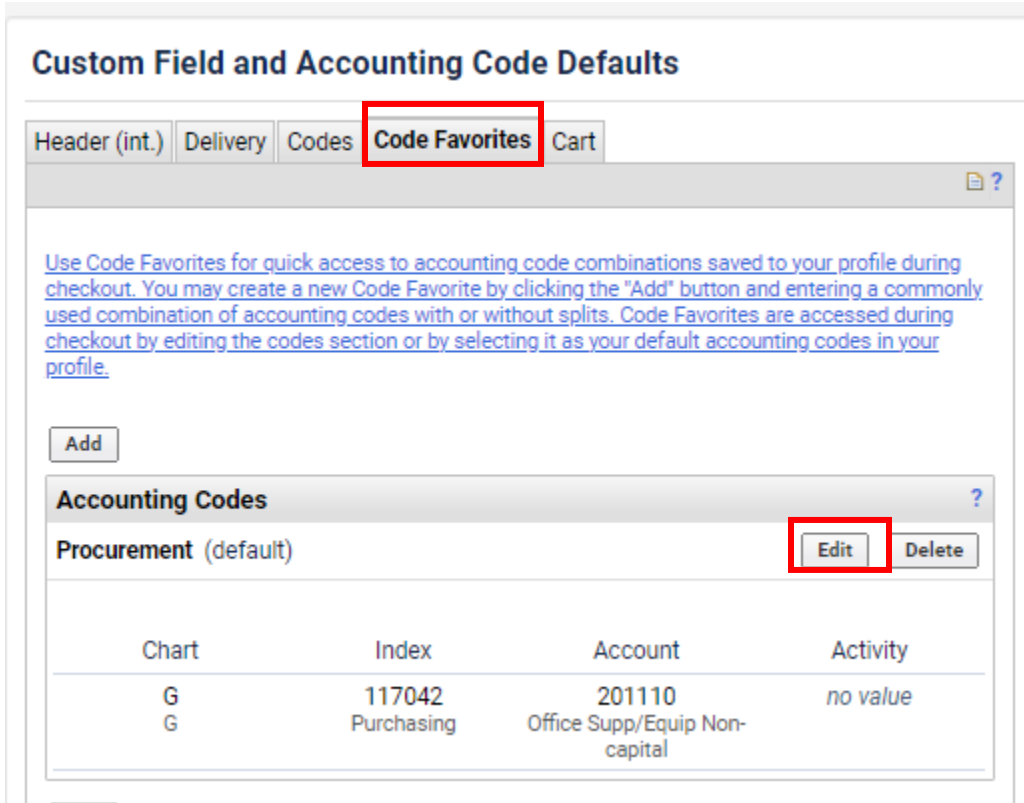
10. Type a **Nickname** (Department name that the Fund is for), **Check** the Default box if you want, Type the **Index#**, Type or search for the **Account #,** Then Click '**Save**'.