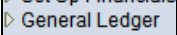
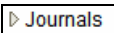
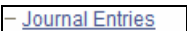
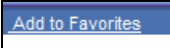
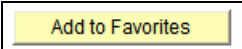
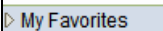
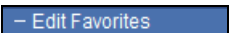



## Quick-Step Guide

### Finance General

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#### Favorites

1.	<p>You will need to navigate to the page you are adding to your Favorites. In this example, you will be adding the Journal Entry task to your Favorites.</p> <p>After logging into the Finance System, use the <b>Menu</b> box to navigate to: <b>General Ledger...</b></p> 
2.	<p>...then <b>Journals...</b></p> 
3.	<p>...then <b>Journal Entries.</b></p> 
4.	<p>On the Journal Entry screen, click <b>Add to Favorites.</b></p> 
5.	<p>The ADD TO FAVORITES page will appear. A description of the page being added will default -- you can modify this if you wish.</p> <p>Click <b>Add to Favorites.</b></p> 
6.	<p>The Journal Entries task now appears under <b>My Favorites</b> on your Finance System homepage.</p>
7.	<p>Once a task has been added to your Favorites, you can edit it by removing it from your Favorites or changing the order in which it appears in your Favorite list.</p>
8.	<p>Click <b>My Favorites....</b></p> 
9.	<p>...then <b>Edit Favorites.</b></p> 
10.	<p>To remove a task from your favorites, click <b>Delete.</b></p> <p>To change the order of your Favorites, enter a number in the <b>Sequence Number</b> field.</p>
11.	<p>Click <b>Save.</b></p> 
12.	<p><b>End of Procedure.</b></p>