Add or Remove Agency/Orgs to your Profile

Add Agency/Orgs

1. Click on the drop-down arrow by your name

2. Choose Custom Field and Accounting Code Defaults
3. Click Codes Tab

![Custom Field and Accounting Code Defaults](image)

4. Click on the first Edit button

![Custom Field and Accounting Code Defaults](image)

5. Click on Create New Value

![Custom Field and Accounting Code Defaults](image)
6. Type in agency/org in the Value box then Search

![Search For Value](image)

7. Click on the box next to the agency /org and Add Values

![Values](image)

The Value will move to the left side of the screen and this becomes your drop-down menu of account choices within your requisition (PR).

![N/A Codes Code Favorites](image)

Note: If you have multiple accounts to add using the same Agency you can input just the Agency code in Step 6 in the Value box, change the Results per Page and select multiple accounts to be added all at one time.

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**Remove Agency/Orgs**

Follow steps 1 – 4 above.

5. Click on Agency/Org to be removed

6. Click on the Remove button

Repeat steps 5 and 6 for each Agency/Org to be removed, when finished click on the Close button.

For additional assistance please call the SunRISE Helpline at 480.727.7473 (77473) or email SunRISE@asu.edu