You must build your favorite accounts list before this feature is available to use on purchasing documents.

You can locate the link for User Favorite Accounts at the bottom/center of the KFS Main Menu, in the Lookup and Maintenance area.

If you have not yet created a profile you may click create new to get started.

Upon clicking the link you will be presented with the Profile Lookup

If you have created your profile, you can look up your existing favorites by using your NetID.
To create a favorite account, you will need to enter a document description of what you are doing (e.g., original accounts) and an account number to be saved.

You may also wish to:

- give the account a name (e.g., procurement) to help you identify it
- an object code, which is a required field in KFS
- Note: you may also enter multiple favorites using the same account but different object codes
- designate ONE account as primary; this is optional
Once you have entered all the information you want in your favorite, click the “add” button to add this account to your list of Favorites.

Your Favorite will appear in your drop down list on your purchasing documents, and a new set of open fields will appear that will allow you to add additional accounts if needed.

If you designate a primary account, KFS will automatically populate all account lines for line items when you create a requisition or POA. Only one account can be primary, but a primary is not required.

When you are done, click submit.
Users may add as many accounts as they wish.

They may also delete accounts that have expired or that they no longer use frequently.

There are add and delete buttons for performing each action.

Favorite accounts will be displayed in a drop down menu on a requisition, PO, or POA.
Some considerations regarding the use of favorites:

- An e-SHOP user with a primary favorite and a default ship-to address can merely click submit at the bottom of the requisition to release his/her orders.

- If an e-SHOP cart has one or more vendors, then one or more requisitions must be retrieved from the action list.

- A user who has designated a primary account in his/her profile will need to click the button marked prior to distributing an account to multiple line items in a requisition. Clicking this button removes the “primary favorite” which is already present and makes the setup distribution button available for use. Favorite accounts may then be selected from the drop down menu when using setup distribution. The user can then distribute different account number(s) or non-primary favorite account(s) to all.

- It is not possible to add an invalid or expired account to your favorites.

- Accounts that expire or become invalid after they have been placed in a list of favorites will be stopped at the requisition if applied to a line item.