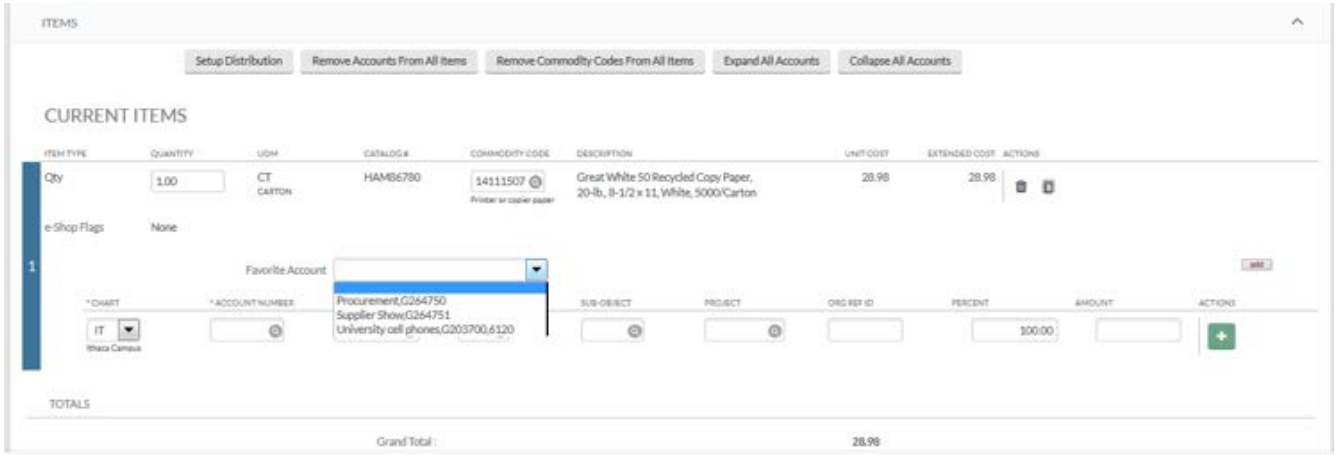
Benefits of Using Favorite Accounts



1. An e-SHOP user with a primary favorite account and a default ship-to address, can simply click calculate and submit in the KFS requisition to release orders.

2. It is not possible to add an invalid or expired account to your favorites. Note: Accounts that expire **after** they have been added to a favorites list will be stopped at the requisition when applied to a line item

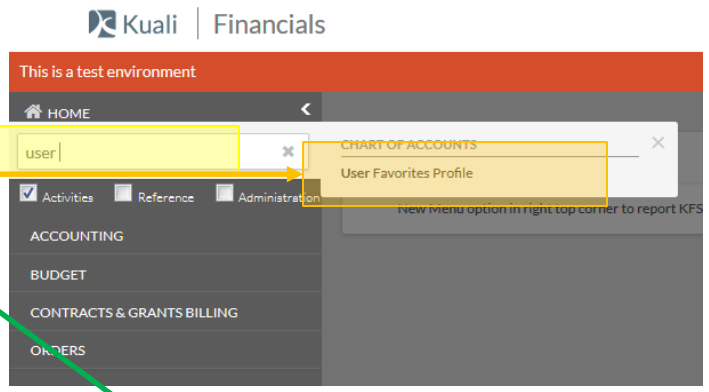
3. You don't have to remember multiple accounts

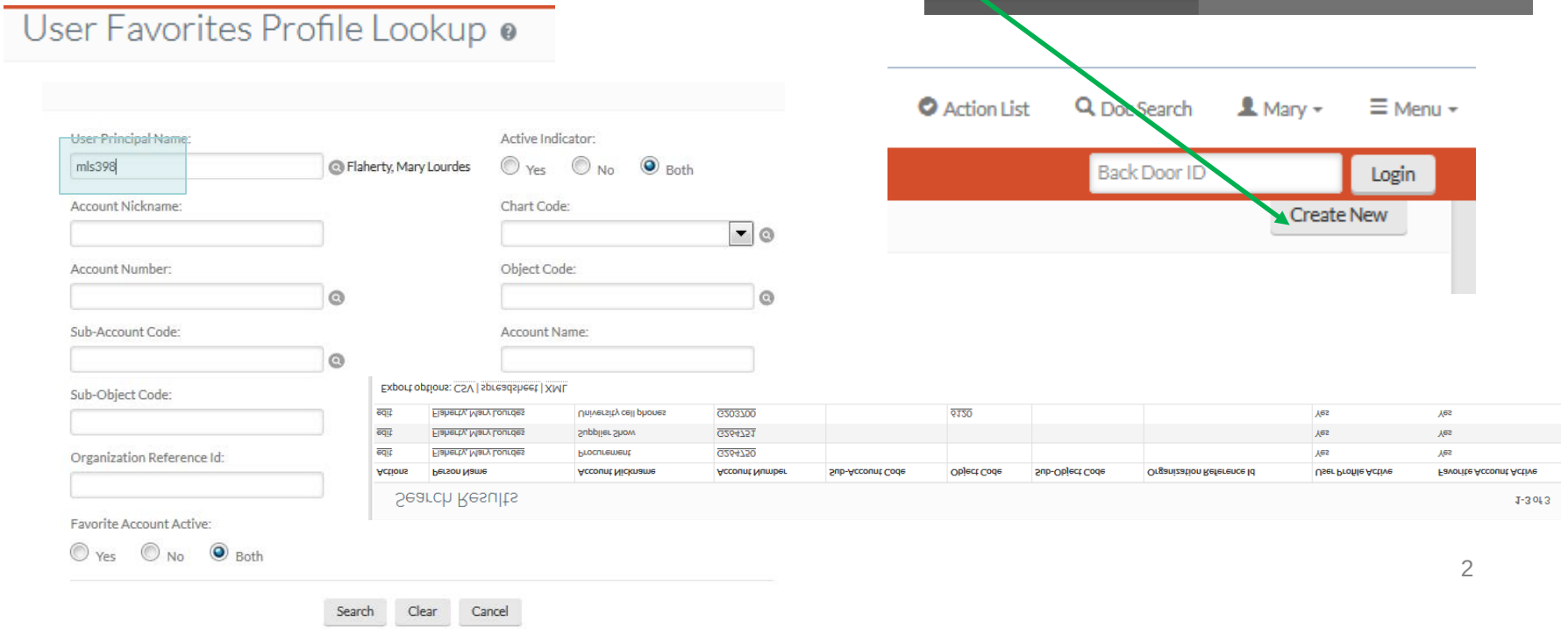
KFS – Favorites

Create New or Edit

Before you can use the Favorites feature, you must build your list.

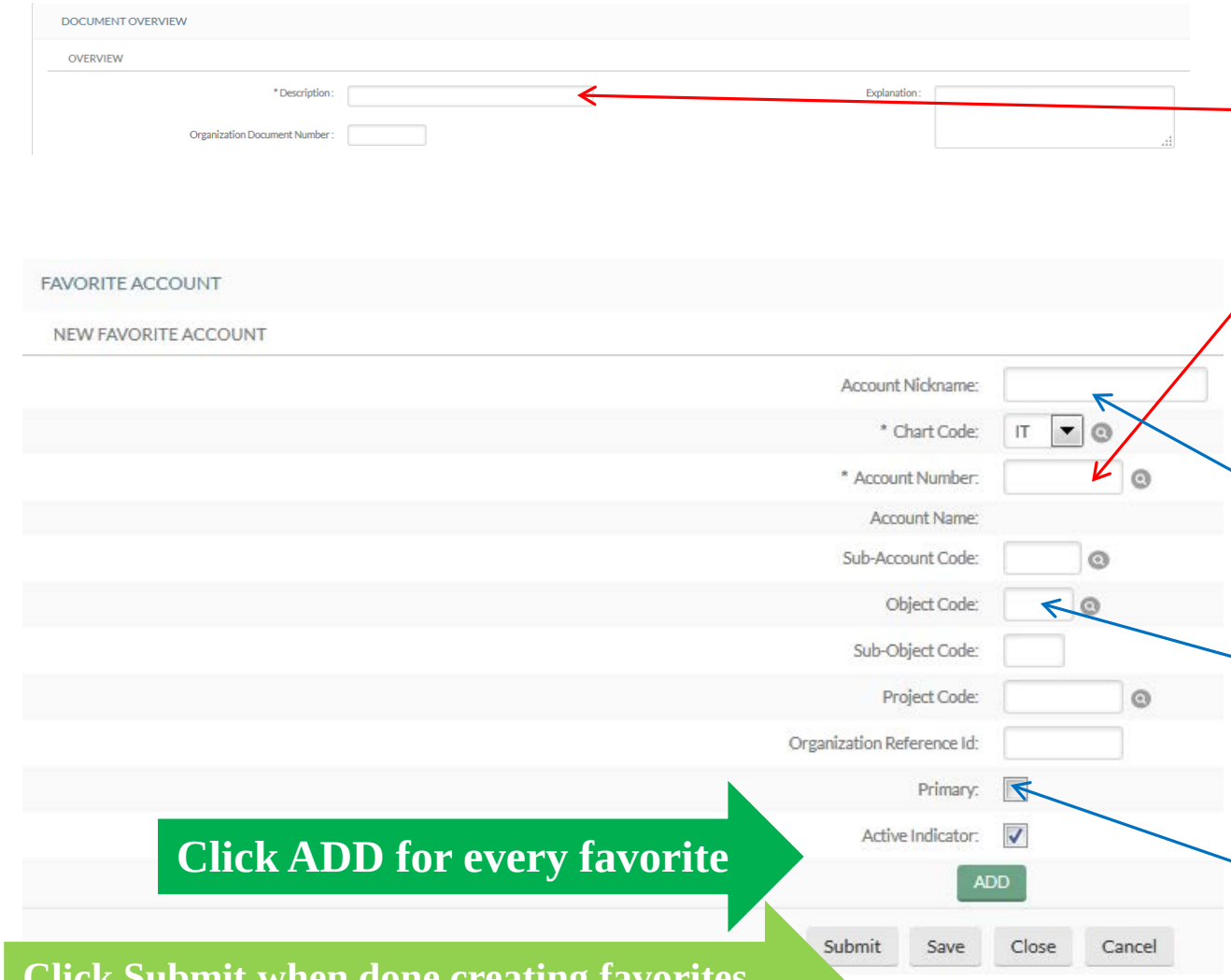
1. Locate the link for “User Favorite Accounts” by typing “User” in the search box.
2. Click on User Favorites Profile.
3. Select “Create New” the first time you start
4. Search for your existing profile using your NetID and edit your profile





KFS – Favorites

Creating the list



Click ADD for every favorite

Click Submit when done creating favorites

To create a favorite account you will **need** to:

1. Enter a description of what you are doing (i.e., Original Accounts)
2. Enter the account number to be saved

You have the **option** to:

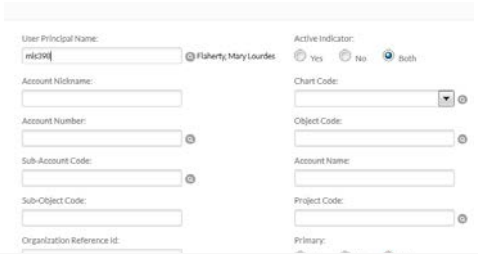
3. Give the favorite account a name to help you identify it (e.g., project name, event, faculty name)
4. Enter an object code (which is required in KFS requisition)
5. Create multiple favorites with the same account but different object codes
6. Designate a primary account

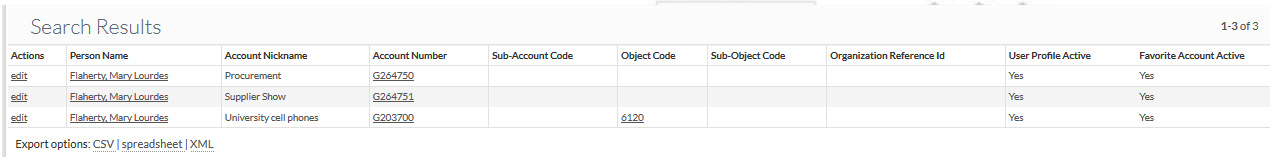
Editing your Favorite Accounts List

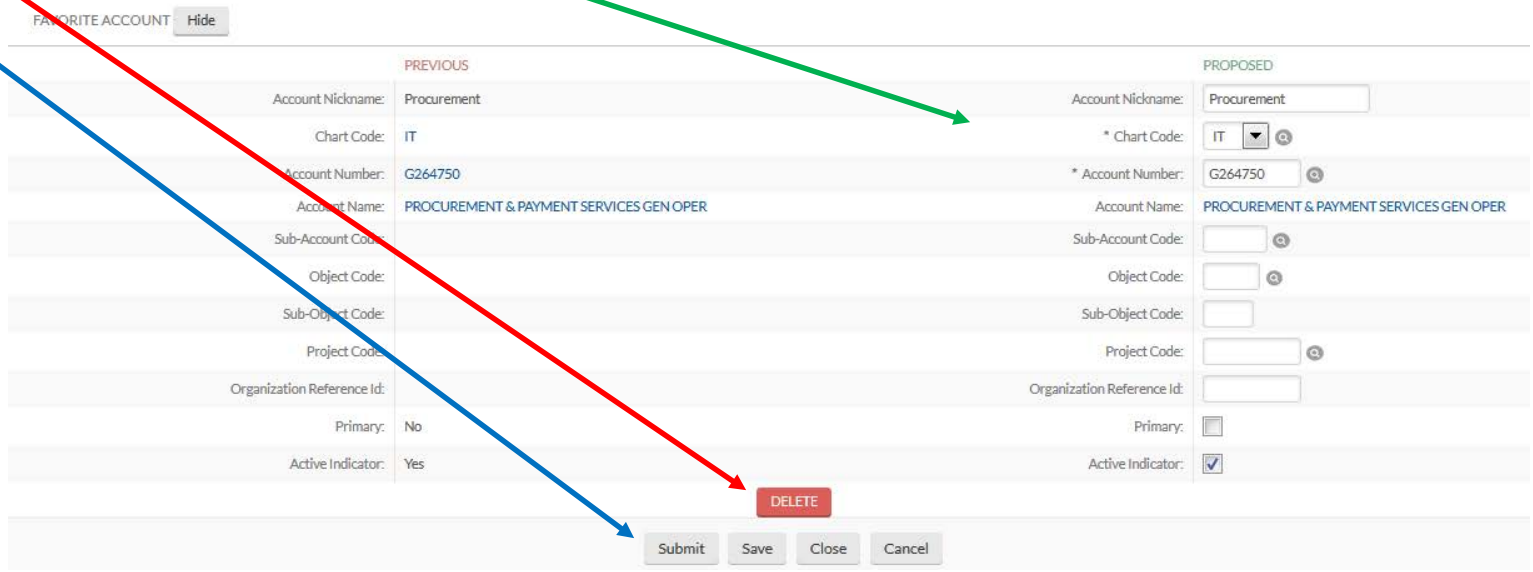
1. Search for your profile

2. Select edit next to the appropriate favorite

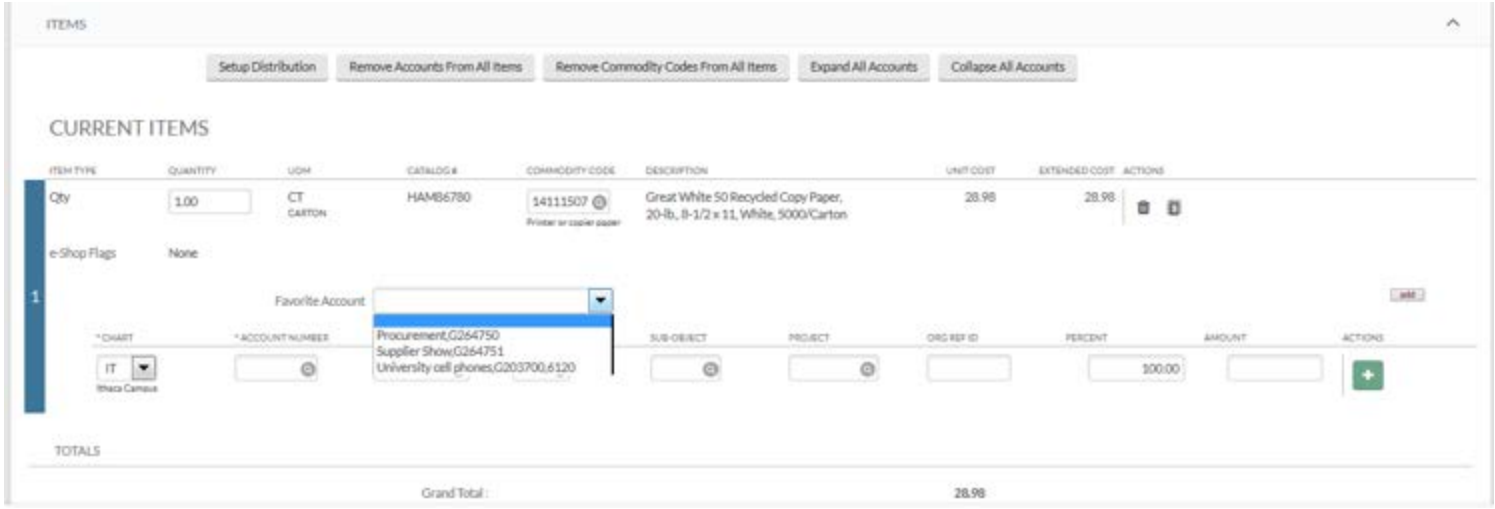
3. Add a new favorite
4. Edit an existing favorite
5. Delete
6. Submit







Other Considerations

- An e-SHOP cart with multiple vendors still creates multiple requisitions, which have to be retrieved from your action list

- To use the account distribution (with favorite accounts), click Remove Accounts From All Items prior to distributing an account to multiple line items in a requisition. Clicking this button removes the “primary favorite” which is already present and allows you to distribute to all items using a different account number or non-primary favorite.