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

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

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

You can either look up your existing favorites by using your Net ID or
If you have not yet created a profile you may click "Create New" to get started.
To create a favorite account you will need to enter a description of what you are doing (i.e. Original Accounts) and an account # to be saved.

You may also wish to...

..give the account a “name” (i.e. "procurement") to help you identify it.

..an object code (which is required in KFS) you may also enter multiple favorites using the same account, but different objects

..designate it as primary.
Once you have entered all the information that you need you click the "add" button to add this account to your list of Favorites.

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

Designating an account as "primary" will cause it to automatically be applied to all of your items when you order. 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 remove accounts that have expired or that they no longer use frequently.

There are add and delete buttons for performing each action.

These accounts will then be displayed in a drop down selection menu on a requisition.
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 their orders.

- An e-SHOP cart with more than 1 vendor will still need to be retrieved from the action list.

- Users who have a primary account assigned will need to click the button marked \textcolor{red}{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 will allow a user to distribute to all items using a different account number or non-primary favorite.

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

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