



As a KFS Favorite Account Manager you have the ability to create and/or edit the favorite accounts for other users.

Locate the link for User Favorite Accounts at the Bottom/center of the KFS Main Menu in the Lookup and Maintenance area.

Lookup and Maintenance

- [Disbursement Voucher Travel Company](#)

Global Favorites

- [User Favorite Accounts](#)

Vendor

- [Vendor](#)
- [Vendor Contracts](#)

User Favorites Profile Lookup ?		create new
* required field		
User Principal Name:	<input type="text" value="mgw3"/>	<input type="text" value="Winters, Michael Greene"/>
Account Nickname:	<input type="text"/>	
Chart Code:	<input type="text"/>	<input type="text"/>
Account Number:	<input type="text"/>	<input type="text"/>
Object Code:	<input type="text"/>	<input type="text"/>
Sub-Account Code:	<input type="text"/>	<input type="text"/>
Account Name:	<input type="text"/>	
Sub-Object Code:	<input type="text"/>	
Project Code:	<input type="text"/>	<input type="text"/>
Organization Reference Id:	<input type="text"/>	
Primary:	<input type="radio"/> Yes <input type="radio"/> No <input checked="" type="radio"/> Both	
<input type="button" value="search"/> <input type="button" value="clear"/> <input type="button" value="cancel"/>		

Click **create new** to start a profile for a new user.

To search for existing profiles, you may **User Favorites Profile Lookup?** or use the search features such as account number or NetID.



Principal Name:	<input type="text" value="hmm9"/>
Principal ID:	<input type="text"/>
Entity ID:	<input type="text"/>
First Name:	<input type="text"/>
Middle Name:	<input type="text"/>
Last Name:	<input type="text"/>
Email Address:	<input type="text"/>
Phone Number:	<input type="text"/>
Employee ID:	<input type="text"/>
Campus Code:	<input type="text"/> 🔍
Primary Department Code:	<input type="text"/>
Employee Status Code:	<input type="text"/> 🔍
Employee Type Code:	<input type="text"/> 🔍
Active Indicator:	<input checked="" type="radio"/> Yes <input type="radio"/> No <input type="radio"/>

NetID

To search for the profile of a specific user, enter the NetID in the User Principal Name field on the Profile Lookup screen or click on the lookup tool 🔍 to search for a user.

* User Principal Name: 🔍
Winters, Michael Greene

You may search for a user by applying any of the search criteria to the left.

When you locate the person you are looking for click return value. If the user you select already has a profile, KFS will prevent you from creating another one.

One item retrieved.

Return Value	Principal ID	Principal Name	Name	Entity ID	Campus Co
return value	1012093	hmm9	Myers, Heather M.	1012093	IT

User Favorites Profile

❌ **Errors found in this Section:**

- User Favorites Profile already exists.



Document Overview

* Description:	Creating favorites for hmm9
Org. Doc. #:	

* User Principal Name: hmm9
Myers, Heather M.

hide

Account Nickname: Procurement

* Chart Code: IT

* Account Number: G264700

Account Name:

Sub-Account Code:

Object Code: 8550

Sub-Object Code:

Project Code:

Organization Reference Id:

Primary:

add

submit save close cancel

Follow the same process to create favorites for others as you would for yourself.

- Provide a description
- Enter the accounts and any additional information you choose
- Submit.

No approval is required upon submission.



Actions	Person Name	Account Nickname	Account Number	Sub-Account Code	Object Code	Sub-Object Code	Organization Reference Id
edit copy	Myers, Heather M.	Procurement	G264700		6550		

If you want to set up multiple users with the same set of accounts, you may use the copy function.

User Favorites Profile hide

Original	New Copy
User Principal Name: <input type="text" value="hmm9"/> - Myers, Heather M.	* User Principal Name: <input type="text" value="hmm9"/> Myers, Heather M.

When you copy a profile, the list of favorites will be created in a new doc and the original user's NetID will appear in both the Original and Copy fields.

Principal Name:	<input type="text" value="hmm9"/>
Principal ID:	<input type="text"/>
Entity ID:	<input type="text"/>
First Name:	<input type="text" value="Gail*"/>
Middle Name:	<input type="text"/>
Last Name:	<input type="text" value="Silvers*"/>
Email Address:	<input type="text"/>

One item retrieved.

Return Value	Principal ID	Principal Name	Name	Entity ID	Campus Code
return value	1011736	abs3	Silvers, Gail B	1011736	IT

Export options: [CSV](#) | [spreadsheet](#) | [XML](#)

To update the NetID in the copy field, search for the new NetID and remove the original principal NetID, and select return value.



Document Overview

Document Overview

* Description:	<input type="text" value="Copying hmm9 favorites to gbs3"/>	Explanation:	<input type="text"/>
Org. Doc. #:	<input type="text"/>		

User Favorites Profile

Original	New Copy
User Principal Name: <u>hmm9</u> - Myers, Heather M.	* User Principal Name: <input type="text" value="gbs3"/> Silvers, Gail B

- Provide the description of who you are a copying from/to
- Click submit
- Receive acknowledgement that the favorites have been created.

Favorite Account

Original	New Copy
Account Nickname: Procurement	Account Nickname: <input type="text" value="Procurement"/>
Chart Code: <u>IT</u>	* Chart Code: <input type="text" value="IT"/>
Account Number: <u>G264700</u>	* Account Number: <input type="text" value="G264700"/>
Account Name: <u>PURCHASING GENERAL OPERATING</u>	Account Name: <u>PURCHASING GENERAL OPERATING</u>
Sub-Account Code:	Sub-Account Code: <input type="text"/>
Object Code: <u>6550</u>	Object Code: <input type="text" value="6550"/>
Sub-Object Code:	Sub-Object Code: <input type="text"/>
Project Code:	Project Code: <input type="text"/>
Organization Reference Id:	Organization Reference Id: <input type="text"/>
Primary: Yes	Primary: <input checked="" type="checkbox"/>

Notes and Attachments (0)

Ad Hoc Recipients

Route Log

Document was successfully submitted.