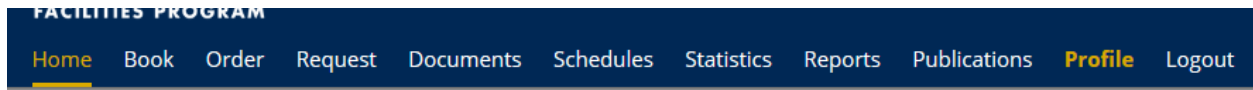


UC Davis Users

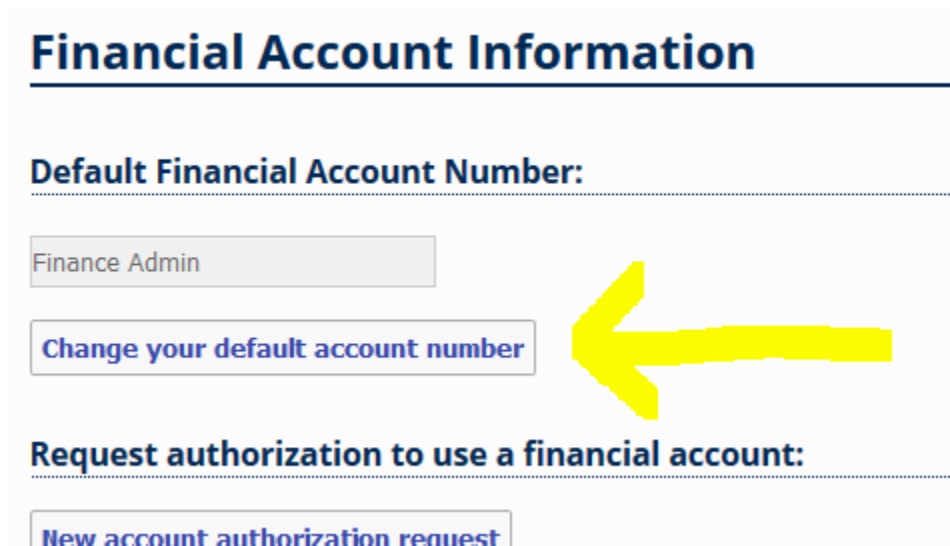
How to change your default fund account:

At the top of your account homepage click "Profile"



Under "Financial Account Information,"


- "Default Financial Account Number:"
 - Select "Change your default account number"



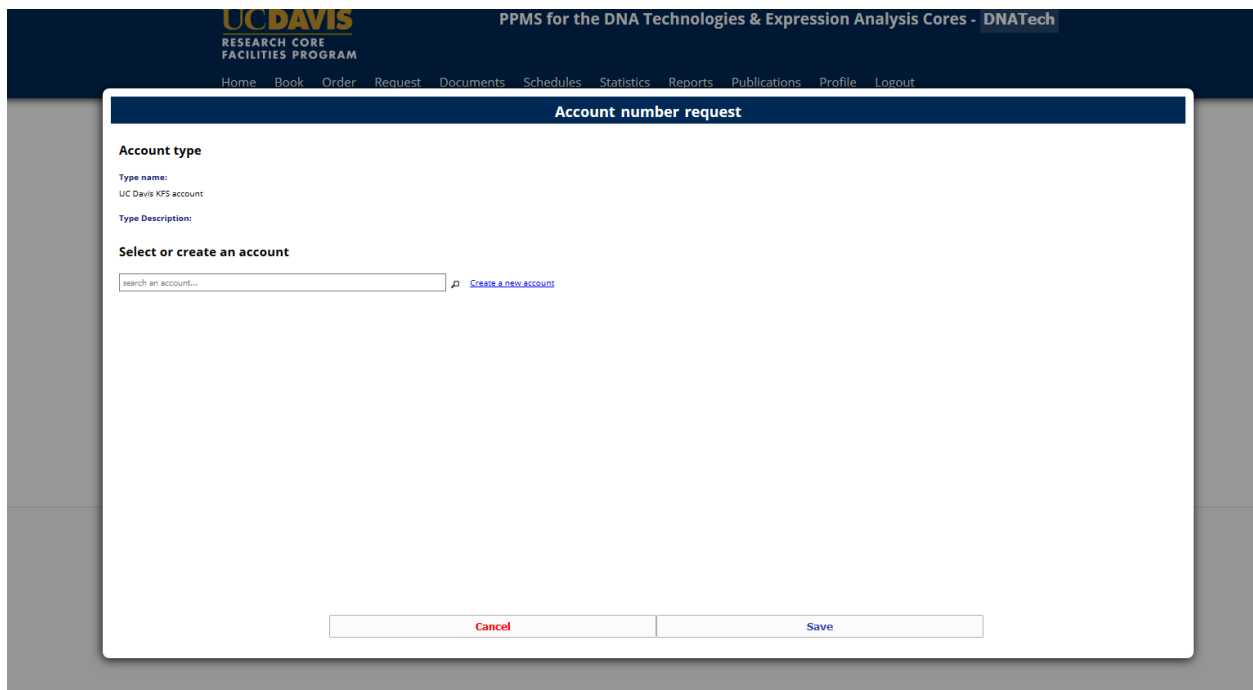
On the new screen, Click inside the box for “Please enter the new account number” -- this will create a new pop-out window.

Request account number modification

Please enter the new account number :



Pop-Out:



The screenshot shows a web application interface with a dark blue header. The header contains the UC Davis Research Core Facilities Program logo on the left and the text "PPMS for the DNA Technologies & Expression Analysis Cores - DNATech" on the right. Below the header is a navigation menu with links: Home, Book, Order, Request, Documents, Schedules, Statistics, Reports, Publications, Profile, Logout. A white pop-out window titled "Account number request" is centered on the screen. The window contains the following text: "Account type", "Type name: UC Davis KFS account", "Type Description:", "Select or create an account", a search input field with the placeholder "search an account...", a "Create a new account" link, and two buttons at the bottom: "Cancel" and "Save".

The “Account type – Type name” should be pre-populated to say “UC Davis KFS account” – if this is not pre-populated, please select this option.

Under “Select or create an account,” click the blue hyperlink “Create a new account.”

Select or create an account

  [Create a new account](#)

Enter the Chart and Account:

Create a new account

New account number:

Chart : *

Account : *

SubAccount :

Click inside the SubAccount or Project box to prompt the program to run your account. This will cause the account to appear in the greyed out “New account number” box.

Click “Save”

Helpful hints:

- *Charts will be 1 character and be one of the following: 3, L, H, S, P, M, N*
- *Fund Accounts will be 7 characters. These can be both numbers and letters.*

If you are unsure of what your KFS fund number is, please speak to your Fund Manager.