**Summary:** The Custodial Code is a number that identifies the Organization responsible for an asset.

**Replacement:** This is part of the Capital Asset Management (CAM) module which replaces EQS and Equipment Inventory Modification Requests (EIMR).

**Steps**

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<th>What you need to do</th>
<th>How to do it</th>
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</table>
| 1. **Access KFS via ZOTPortal** | 1. Use your UCInetID and password to log in to [https://portal.uci.edu/](https://portal.uci.edu/).  
2. Press the Faculty and Staff tab and then select the KFS tab |
| 2. **Access Asset** | 1. From the KFS **Capital Asset Management** portlet.  
2. Select **Asset** |
| 3. **Enter search criteria** | Enter the Tag Number or the Asset Number to display the Custodial Code in the search results |

**Note:** If the Tag Number and Asset Number are unknown, users can select the Asset Custodial Code Lookup (see *Alternate 3 below)*.
Look up Custodial Code

Select the magnifying glass icon in the Custodial Code field

Asset Lookup

* required field

- Tag Number
- Custodial Code
- Depreciation Expense/Organization Chart Code
- Depreciation Expense/Organization Account Number
- Depreciation Expense/Organization Org Code
- Depreciation Expense/Organization Org Account Number
- Financial Object Subtype Code
- Building Code
- Building Room Number
- Asset Status Code
- Acquisition Type Code
- Moveable
- Asset Condition Code

Search

Enter desired search criteria

Asset Custodial Code Lookup

* required field

- Custodial Code
- Custodial Code Name: NETWORK
- Depreciation Expense/Organization Chart Code
- Depreciation Expense/Organization Account Number
- Depreciation Expense/Organization Org Code
- Default Asset Representative
- Program Code
- Active Indicator

search clear cancel

Note: Users can search some fields using only partial information by placing an asterisk (*) before and after the text portion of the search criteria

Search

Press the Search button once you’ve entered your search criteria

Select Custodial Code

Press Return Value option and select the appropriate Custodial Code

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Updated 01/10/2014