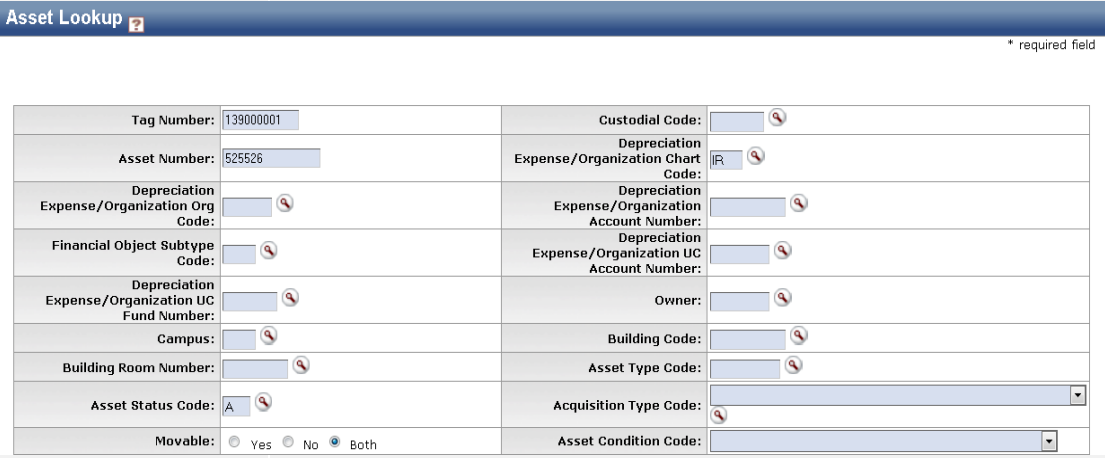# KUALI FINANCIAL SYSTEM
UNIVERSITY *of* CALIFORNIA · IRVINE

QUICK START GUIDE: LOOK UP CUSTODIAL CODE

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	What you need to do	How to do it
1	Access KFS via ZOTPortal	1. Use your UCInetID and password to log in to 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** KFS Capital Asset Management Asset Asset Acquisition Type Asset Condition Asset Custodial Code
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)

Asset Lookup

* required field

Tag Number: 139000001	Custodial Code:
Asset Number: 525526	Depreciation Expense/Organization Chart Code: IR
Depreciation Expense/Organization Org Code:	Depreciation Expense/Organization Account Number:
Financial Object Subtype Code:	Depreciation Expense/Organization UC Account Number:
Depreciation Expense/Organization UC Fund Number:	Owner:
Campus:	Building Code:
Building Room Number:	Asset Type Code:
Asset Status Code: A	Acquisition Type Code:
Movable: ○ Yes ○ No ● Both	Asset Condition Code:

Asset Number	Tag Number	Custodial Code	Depreciation Expense/Organization Org Code	Financial Object Subtype Code	Building Code	Asset Status Code	Asset Description	Asset Type Code	Acquisition Type Code	In-Service Date	Total Cost
524426	139000001	1870	7331		CM	9114	A	SERVER-ADVANCED MERCURY RM436	H0765	P	02/01/2013	15,094.00

*Alternate 3	Look up Custodial Code	Select the magnifying glass icon in the Custodial Code field

Asset Lookup

* required field

Tag Number:		Custodial Code:	🔍
Asset Number:		Depreciation Expense/Organization Chart Code:	IR 🔍
Depreciation Expense/Organization Org Code:	🔍	Depreciation Expense/Organization Account Number:	🔍
Financial Object Subtype Code:	🔍	Depreciation Expense/Organization UC Account Number:	🔍
Depreciation Expense/Organization UC Fund Number:	🔍	Owner:	🔍
Campus:	🔍	Building Code:	🔍
Building Room Number:	🔍	Asset Type Code:	🔍
Asset Status Code:	A 🔍	Acquisition Type Code:	▼ 🔍
Movable:	○ Yes ○ No ● Both	Asset Condition Code:	▼

4	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:	○ Yes ○ No ● Both

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
5	Search	Press the Search button once you've entered your search criteria
6	Select Custodial Code	Press Return Value option and select the appropriate Custodial Code

Return Value	Custodial Code	Custodial Code Name	Depreciation Expense/Organization Chart Code	Depreciation Expense/Organization Account Number	Depreciation Expense/Organization Org Code	Organization Name	Default Asset Representative	Program Code
return value	1127	NETWORKING ANDCOMPUTING	MC	8428543	8701	MEDICAL CENTER	👤 aylui	330111
return value	1880	OIT-NETWORK OPERATION	IR	OS11406	8089	NETWORK AND INFRASTRUCTURE SERVICES	👤 daa	720300