## 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).

What you need to do	How to do it								
Access KFS via ZOTPortal	<ol> <li>Use your UCInetID and password to log in to <u>https://portal.uci.edu/</u></li> <li>Press the Faculty and Staff tab and then select the KFS tab</li> </ol>								
Access Asset	<ol> <li>From the KFS</li> <li>Select Asset</li> </ol>	Capital Asset M	Management portlet. KFS Capital Asset Management						
Enter search criteria Enter the Tag Number or the Asset Number to display the Custodial Code in the search results           Asset Lookup          * required field									
Tag Number: 139000	001	Custodial Code:	0						
Asset Number: 525526		Depreciation Expense/Organization Chart Code:	R						
Depreciation Expense/Organization Org Code:	9	Depreciation Expense/Organization Account Number:	0						
Financial Object Subtype Code:	٩	Depreciation Expense/Organization UC Account Number:	<b>O</b>						
Depreciation Expense/Organization UC Fund Number:	۲	Owner:	•						
Campus:	9	Building Code:	9						
Building Room Number:		Asset Type Code:	<u> </u>						
Asset Status Code: A	<b>y</b>	Acquisition Type Code:	0						
Asset Tag Custodial Number Number Exp	Note: If the Tag Nu select the Asset Cu Depreciation <u>Code</u>	amber and Asset 1 stodial Code Loo	Number are unknown, users can kup (see *Alternate 3 below)         Asset ascription       Asset Type Code         Image: Code Code       Image: Code Code						
	What you need to do         Access KFS via         ZOTPortal         Access Asset         Access Asset         Enter search criteria         Asset Lookup 2         Tag Number:         Enter search criteria         Asset Lookup 2         Enter search criteria         Building Room Number:         Code:         Expense/Organization UC         Expense/Organization UC         Expense/Organization UC         Building Room Number:         Building Room Number:         Movable:         Movable:         Yumber	What you need to do       How to do it         Access KFS via       1. Use your UCIn https://portal.uu 2. Press the Facu         Access Asset       1. From the KFS 2. Select Asset         Access Asset       1. From the KFS 2. Select Asset         Enter search criteria       Enter the Tag Num Code in the search         Asset Lookup 2       Select Asset         Image: Code       Select Asset         Image: Code	What you need to do       How to do it         Access KFS via ZOTPortal       1. Use your UCInetID and passworther https://portal.uci.edu/         2. Press the Faculty and Staff tab         Access Asset       1. From the KFS Capital Asset Mail         2. Select Asset       2. Select Asset         Enter search criteria       Enter the Tag Number or the Asset N Code in the search results         Asset Lookup 2       1980000         Enter search criteria       Enter the Tag Number or the Asset N Code in the search results         Depreciation Code:       Depreciation Depreciation Code:         Expense/Organization to Code       Expense/Organization Chert Code:         Expense/Organization to Code:       Expense/Organization Chert Code:         Expense/Organization to Code:       Expense/Organization Chert Code:         Expense/Organization to Code:       Owner:         Expense/Organization to Code:       Asset Type Code:         Asset Status Code:       Asset Status Code:         Movable:       Yes       Note: If the Tag Number and Asset I select the Asset Custodial Code Loo         Mumber:       Tag       Code:       Expense/Organization Code         Mumber:       Tag       Code:       Status Code Loo						

*Alternate 3	Look up Custodial Code	Select the magnifying glass icon in the Custodial Code field								
	Asset Lookup 🝙									
						* rei	quired field			
	Tag Number:		C	Custodial Code:	9					
	Asset Number:		Expense/Orga	Depreciation inization Chart Code:	IR (					
	Depreciation Expense/Organization Org Code:	٩	Expense Ac	Depreciation /Organization count Number:	9					
	Financial Object Subtype Code:	٩	Expense/O Ac	Depreciation rganization UC count Number:	٩					
	Expense/Organization UC Fund Number:	8		Owner:	•					
	Campus:	<u> </u>		Building Code:	<u> </u>					
	Building Room Number:	9	As	set Type Code:	<u> </u>					
	Asset Status Code: 🗛	9	Acquisit	ion Type Code:	۹		<b>_</b>			
	Movable: 🔘	Yes 🔍 No 🖲 Both	Asset C	ondition Code:			•			
4	Search	Enter desired	l search criteria							
	Asset Custodial Code Looku	) 2								
		H				* re	equired field			
			Custodial Code:							
		Cus	todial Code Name: *NETWO	RK*						
	Depreciation Expense/Organization Chart Code:									
	Deprec	iation Expense/Organizatio	n Account Number:	9						
	Depreciation Expense/Organization Org Code:									
	Default Asset Representative:									
			Program Code:	9						
			Active Indicator: O Yes	◎ No ◎ Both						
			search	ancel						
		Note: Users	can search some	e fields us	sing only partial	informatior	ı by			
	placing an asterisk (*) before and after the text portion of the search									
		criteria			-					
5	Search	Press the Sea	Press the Search button once you've entered your search criteria							
6	Select Custodial Cod	e Press Return	Value option a	nd select	the appropriate (	Custodial C	ode			
	Return Custodial Custodial Code Name	<u>Depreciation</u> Expense/Organization Chart Code	Depreciation Expense/Organization Account Number	Deprecia Expense/Orga Org Co	tion <u>Organization</u> anization <u>Name</u> de	Default Asset Representative	Program Code			
	return value 1127 NETWORKING ANDCOMPUTING	MC	8428543	8701	MEDICAL CENTER	<u> aylui</u>	330111			
	return value 1880 OIT-NETWORK OPERATION	IR	<u>OS11406</u>	8089	NETWORK AND	<u> &amp; daa</u>	720300			
					SERVICES					