## KUALI FINANCIAL SYSTEM UNIVERSITY of CALIFORNIA • IRVINE

## **QUICK START GUIDE: LOOK UP FUND GROUP**

**Summary:** The KFS Fund Group is used to define the broadest category of funds and is used for reporting and business rules.

Replacement: The KFS Fund Group Lookup replaces the FS FG-Fund Group and FN-Fund table browse.

Steps	What you need to do	How to do it				
1	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>				
2	Access Fund Group	<ol> <li>Navigate to the KFS Lookups &amp; Requests-Adv portlet.</li> <li>Expand the Chart of Accounts bullet</li> <li>Select Fund Group         <ul> <li>KFS Lookups &amp; Requests - Adv</li> <li>Capital Asset Builder</li> <li>Capital Asset Builder</li> <li>Chart of Accounts</li> <li>Account Delegate Global @</li> <li>Account Global @</li> <li>Account Ioleage @</li> <li>Account Type @</li> <li>Balance Type @</li> <li>Buildet Agaregation Code @</li> <li>Buildet Recording Level @</li> <li>Chart @</li> <li>Federal Function @</li> <li>Federal Function Code @</li> <li>Fund Group @</li> </ul> </li> </ol>				
3	Search	<ol> <li>Enter desired search criteria</li> <li>Fund Group Lookup 2</li> <li>* required field</li> <li>Fund Group Name:</li> <li>Fund Group Name:</li> <li>Financial Reporting Sort Code:</li> <li>Active Indicator: ● Yes ○ No ○ Both</li> <li>search clear cancel</li> <li>Note: You can search with partial information by placing an asterisk (*) before and/or after the portion of the search criteria</li> <li>Press the search button once the desired search criteria have been entered</li> </ol>				

4	Review search results	1. Sort items by selecting the titles in the header above the results				
		<u>Fund</u> <u>Group</u> ≑ <u>Code</u>	Fund Group Name ≑	Financial Reporting Sort \$ <u>Code</u>	Budget Adjustment Restriction Code	Active Indicator
		AG	Agency Funds	60	Т	Yes
		CE	CURRENT FUNDS - Unrestricted	10	т	Yes
		EN	Endowment Principal test	20	т	Yes
		<u>GF</u>	CURRENT FUNDS - General Fund	13	т	Yes
		IP	Plant Funds	30	т	Yes
		LE	Loan Funds	40	Т	Yes
		<u>OP</u>	OPEB Trust	80	т	Yes
		RE	CURRENT FUNDS - Restricted Fund	17	т	Yes
		RP	Reserves for Renewal and Replacement	50	т	Yes
		<u>RS</u>	UCRS Funds	70	Т	Yes
		Export optio	ns: 🗊 CSV   🗃 Excel   🕯	XML		