

# KUALI FINANCIAL SYSTEM

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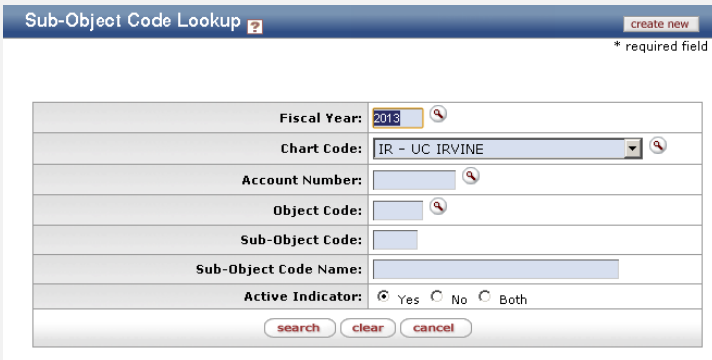
## UNIVERSITY of CALIFORNIA • IRVINE

### QUICK START GUIDE: LOOK UP SUB-OBJECT CODE

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**Summary:** The Sub-Object Code document defines an optional part of the accounting string that allows you to create finer distinctions within a particular object code on an account. For example, your institution may have an object code for in-state travel, but you would like to track travel expenses in greater detail. You can create Sub-Object Codes to reflect faculty travel, staff travel, student travel, or other required designations.

**Replacement:** N/A

Steps	What you need to do	How to do it
1	Access KFS via ZOTPortal	<ol style="list-style-type: none"> <li>Use your UCInetID and password to log in to <a href="https://portal.uci.edu/">https://portal.uci.edu/</a></li> <li>Press the <b>Faculty and Staff</b> tab and then select the <b>KFS</b> tab</li> </ol>
2	Access Sub-Object Code	<ol style="list-style-type: none"> <li>From the KFS <b>Lookups and Request</b> portlet, expand the <b>Chart of Accounts</b> bullet</li> <li>Select <b>Sub-Object Code</b></li> </ol> <div style="border: 1px solid #ccc; padding: 5px; margin-top: 10px;"> <p><b>Chart of Accounts</b></p> <ul style="list-style-type: none"> <li><a href="#">Account</a></li> <li><a href="#">Account Global</a></li> <li><a href="#">Account Delegate</a></li> <li><a href="#">Account Delegate Global</a></li> <li><a href="#">Account Delegate Model</a></li> <li><a href="#">Account Delegate Global From Model</a></li> <li><a href="#">Object Code</a></li> <li><a href="#">Object Code Global</a></li> <li><a href="#">Organization</a></li> <li><a href="#">Organization Review</a></li> <li><a href="#">Project Code</a></li> <li><a href="#">Sub-Account</a></li> <li style="border: 2px solid red;"><a href="#">Sub-Object Code</a></li> </ul> </div>
3	Search	<ol style="list-style-type: none"> <li>Enter desired search criteria           <div style="border: 1px solid #ccc; padding: 10px; margin-top: 10px;">  </div> <p>Note: Users can search some fields using only partial information by placing an asterisk (*) before and after the text portion of the search criteria</p> </li> <li>Press the search button once you've entered your search criteria</li> </ol>

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Review search results

Select the titles in the header above the results to sort items

4 items found, displaying all items . PAGE 1

Actions	Fiscal Year	Chart Code	Account Number	Object Code	Sub-Object Code	Sub-Object Code Name	Active Indicator
<a href="#">edit</a> <a href="#">copy</a>	2013	IR	<a href="#">FC10001</a>	<a href="#">8350</a>	EMT	Employee Travel	Yes
<a href="#">edit</a> <a href="#">copy</a>	2013	IR	<a href="#">GF10404</a>	<a href="#">8350</a>	EMT	Employee Travel	Yes