

**Quick Start Guide: Look up an Account Type**

**Summary:** All KFS Accounts have an associated Account Type code. The Account Type code is an attribute of a KFS Account that identifies the type or source of the funds.

**Replacement:** The FS AF-Account table will be replaced by the KFS Account Type Lookup.

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| 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 Account Type | 1. Navigate to the KFS Lookups and Request portlet 2. Expand the Chart of Accounts bullet 3. Select **Account** 4. Navigate to the **Account Type Code** field and press the magnifying glass icon on the right |
| 3 | Enter search criteria | 1. Enter desired search criteria   Note: You can search with partial information by placing an asterisk (\*) before and/or after the portion of the search criteria   1. Press search button once you’ve entered the desired search criteria |
| 4 | Review search results | 1. Sort items by selecting the titles in the header above the results |