

**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.

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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 Fund Group | 1. Navigate to the **KFS Lookups & Requests-Adv** portlet. 2. Expand the **Chart of Accounts** bullet 3. Select **Fund Group** |
| 3 | Search | 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 the **search** button once the desired search criteria have been entered |
| 4 | Review search results | 1. Sort items by selecting the titles in the header above the results |