

**Quick Start Guide: Look up Object Codes**

**Summary:** Object Codes represent all income, expense, asset, liability, and fund balance classifications that are assigned to transactions, and help identify the nature of the transaction. Object Codes are specific to a chart and a fiscal year, and contain several attributes throughout the KFS for financial reporting, at the detail and consolidated levels.

**Replacement: The** KFS Object Codes Lookup replaces the GL Table.

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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 Object Code | 1. From the KFS **Lookups and Request** portlet, expand the **Chart of Accounts** bullet 2. Select **Object Code** |
| 3 | Search | 1. Enter desired search criteria     Note: Users can search some fields using only partial information by placing an asterisk (\*) before and after the text portion of the search criteria   1. Press the search button once you’ve entered your search criteria |
| 4 | Review search results | Sort items by selecting the titles in the header above the results |