

**Quick Start Guide: Look up Sub-Account**

**Summary:** TheKFS Sub-Account defines an optional part of the accounting string that tracks financial activity within a particular account in greater detail. Instead of associating budget, actuals, and encumbrances with an account, you can specify a sub-account within that account to apply these entries. Sub-accounts are often used to track expenses when several different activities may be funded by the same account.

**Replacement:** N/A

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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 select the **KFS** tab |
| 2 | Access Sub-Account | 1. From the KFS **Lookups and Request** portlet, expand the **Chart of Accounts** bullet 2. Select **Sub-Account** |
| 3 | Search | 1. Enter desired search criteria   Note: Users can search with partial information by placing an asterisk (\*) before and/or after the portion of the search criteria known   1. Press search button once the desired search criteria has been entered |
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| 5 | Review search results | Select the titles in the header above the results to sort items |