

**Quick Start Guide: Look up Sub-Object Code**

**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

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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
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| 2 | Access Sub-Object Code  | 1. From the KFS **Lookups and Request** portlet, expand the **Chart of Accounts** bullet
2. Select **Sub-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 criteria1. Press the search button once you’ve entered your search criteria
 |
| 4 | Review search results | Select the titles in the header above the results to sort items |