

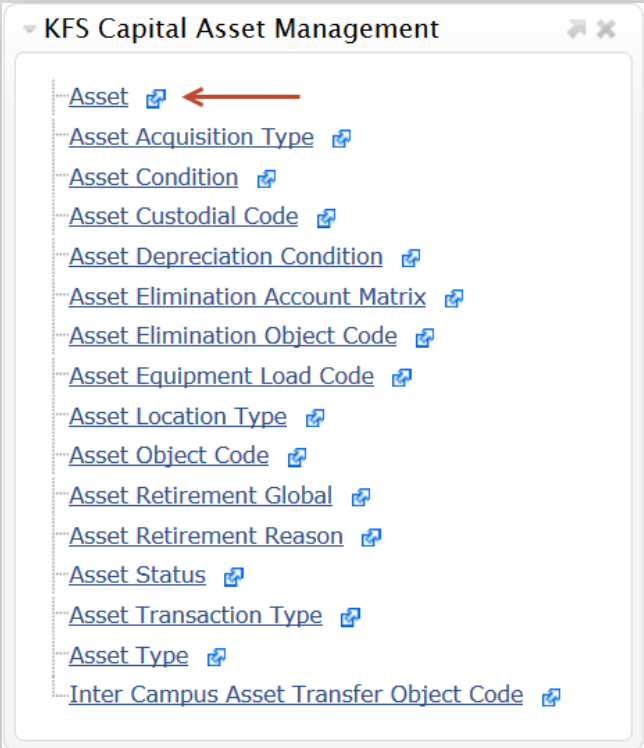
KUALI FINANCIAL SYSTEM

UNIVERSITY of CALIFORNIA • IRVINE

QUICK START GUIDE: LOOK UP AN ASSET NUMBER

Summary: An asset number is a system-assigned identifier unique to the asset. Users responsible for the maintenance of campus assets known as Asset Representatives will use the asset number lookup to find their assets. Once an asset number is found, the asset status, location, and other information can be updated.

Replacement: The KFS Asset Number Lookup replaces the EQS Asset Lookup.

Steps	What you need to do	How to do it
1	Access KFS via ZOTPortal	<ol style="list-style-type: none"> 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 the Asset item	<ol style="list-style-type: none"> 1. From the KFS Capital Asset Management portlet, select the Asset item. <div style="text-align: center; margin-top: 20px;">  <p>The screenshot shows a window titled "KFS Capital Asset Management" with a list of links, each with a small icon to its right. A red arrow points to the first link, "Asset".</p> <ul style="list-style-type: none"> Asset Asset Acquisition Type Asset Condition Asset Custodial Code Asset Depreciation Condition Asset Elimination Account Matrix Asset Elimination Object Code Asset Equipment Load Code Asset Location Type Asset Object Code Asset Retirement Global Asset Retirement Reason Asset Status Asset Transaction Type Asset Type Inter Campus Asset Transfer Object Code </div>

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Search

1. Enter desired search criteria

- Complete more fields to narrow down the results. Using the custodial code is a quick way to find assets.

Asset Lookup * required field

Tag Number:		Custodial Code:	1870
Asset Number:		Depreciation Expense/Organization Chart Code:	IR
Depreciation Expense/Organization Org Code:	6039	Depreciation Expense/Organization Account Number:	
Financial Object Subtype Code:		Depreciation Expense/Organization UC Account Number:	
Depreciation Expense/Organization UC Fund Number:		Owner:	
Campus:	IR	Building Code:	9002
Building Room Number:	0101	Asset Type Code:	
Asset Status Code:	A	Acquisition Type Code:	
Movable:	<input type="radio"/> Yes <input type="radio"/> No <input checked="" type="radio"/> Both		
Manufacturer:			
Serial Number:			
Create Date To:			
Organization Inventory Name:			
Organization Text:			
Organization Tag Number:			
Payment Purchase Order Number:			
UCOP Reporting Fund Number:			
Asset Condition Code:			
Model Number:			
Create Date From:			
Asset Representative Principal Name:			
Asset Description:			
Government Tag:			
Total Cost:	>=5000		
Payment Document Number:			
UCOP Reporting Fund Source Code:			

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Select the Asset

2. Press the Search button once you've entered your search criteria

1. Select the asset number of the asset that you would like to update

Asset Number	Tag Number	Custodial Code	Depreciation Expense/Organization Org Code	Financial Object Subtype Code	Building Code	Asset Status Code	Asset Description	Asset Type Code	Acquisition Type Code	In-Service Date	Total Cost
15425	999004204	1870	7331	CM	9107	A	SERVER, 9.1GB 102MB XEON PIII 500 1024K; ALT DESCRIPTION: V	H0780	N	09/01/1999	24,550.00
959	049001833	1870	7331	CM	9107	A	STORAGE SOLUTION; ALT DESCRIPTION: RACK 5 TOP	H0765	P	10/01/2004	21,442.00
960	049001834	1870	7331	CM	9107	A	STORAGE SOLUTION; ALT DESCRIPTION: INSIDE TAPE LIBRARY #049001833 RACK...	H0765	P	10/01/2004	6,098.00
961	049001835	1870	7331	CM	9107	A	STORAGE SOLUTION; ALT DESCRIPTION: INSIDE TAPE LIBRARY #049001833 RACK...	H0765	P	10/01/2004	6,098.00
962	049001837	1870	7331	CM	9107	A	SERVER 3.4GHZ	H0765	P	09/01/2004	7,054.00
1019	049000002	1870	7331	CM	9910	A	DISK-BASED RAID; ALT DESCRIPTION: ATABOY.NAC	H0765	P	01/01/2004	7,742.00
433	039002658	1870	7331	CM	9107	A	SERVER PROLIANT 3.0GHZ	H0765	P	11/01/2003	11,967.00
716	049000712	1870	7331	EA	9140	A	NETWORK SENSOR APPLIANCE; ALT DESCRIPTION: INTERASYS	H0765	P	04/01/2004	10,990.00