

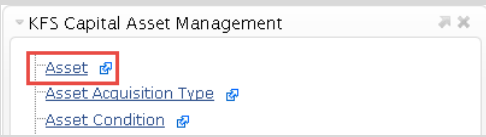
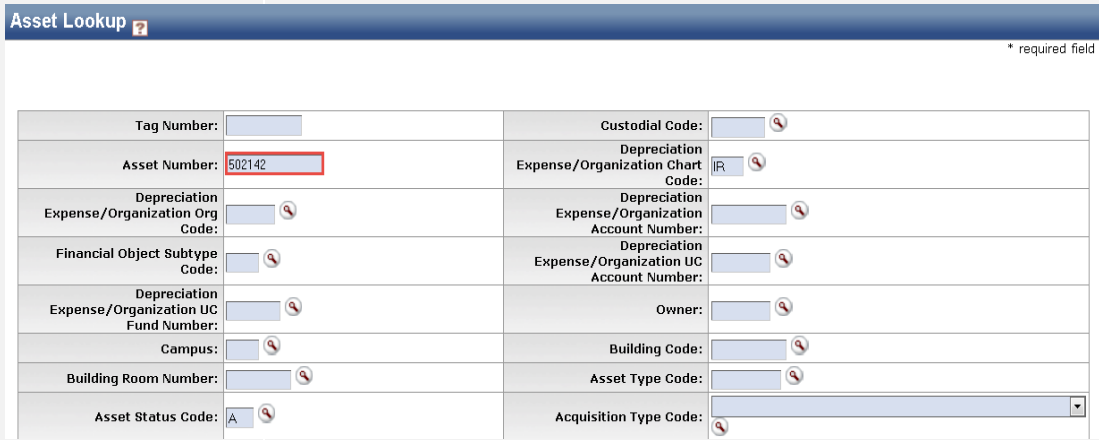
KUALI FINANCIAL SYSTEM

UNIVERSITY of CALIFORNIA • IRVINE

QUICK START GUIDE: LOOK UP TAG NUMBER

Summary: A Tag number is an identification number issued by the university and affixed to the asset. To issue a loan, return or renew a document, the asset must have been assigned a tag number that was entered into the asset database. If the asset has not been tagged, it will not be available in the action list for asset loan, return, or renew.

Replacement: This part of the Capital Asset Management (CAM) module replaces EQS and Equipment Inventory Modification Requests (EIMR).

Steps	What you need to do	How to do it
1	Access KFS via ZOTPortal	<ol style="list-style-type: none"> Use your UCInetID and password to log in to https://portal.uci.edu/ Press the Faculty and Staff tab and then select the KFS tab
2	Access Asset	<ol style="list-style-type: none"> Navigate to the KFS Capital Asset Management portlet. Select Asset 
3	Search	<ol style="list-style-type: none"> Enter desired search criteria  <p>Note: Users can search some fields using only partial information by placing an asterisk (*) before and after the text portion of the search criteria</p> <ol style="list-style-type: none"> Select the search button once you have entered your search criteria

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Select the information needed

Select the Asset Number of the Asset to be viewed

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
502142	009000702	0033	6087	CM	9763	A	TELEPHONE SYSTEM IMPACT 560 W/12 LINE LCD SPEAKER	H4420	P	02/01/2000	9,155.00