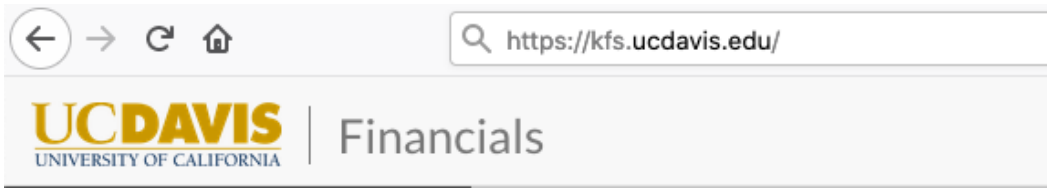


HOW TO DO AN ASSET LOCATION – GLOBAL DOC (aka ALOC doc)

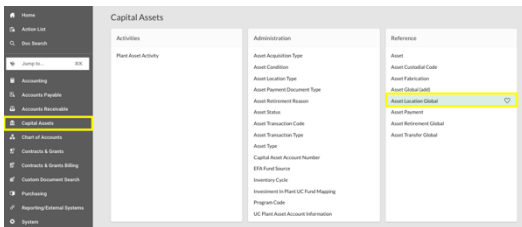
Updated on 04/07/21

Sign into Kualı (aka KFS)

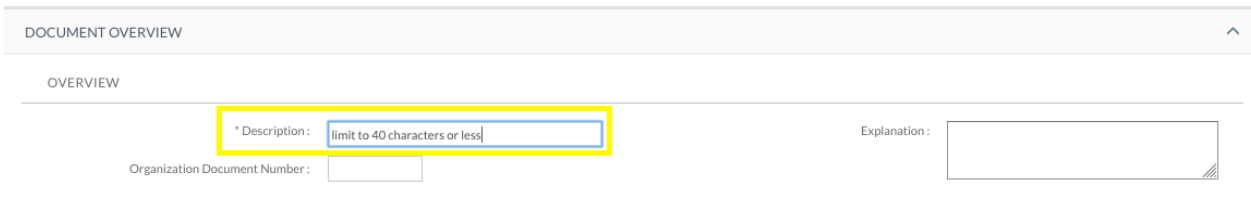


In the reference column, under **Capital Asset Management System**, click on *Asset Location Global*

Every document in Kualı requires a 40 character or less “description.”



You may put anything you like, but bear in mind this is like the “subject header” of an email – it is what other approvers will see in their KFS inbox and what other KFS users would see if they searched for your document. The description is a searchable field as well, so you are encouraged to spell correctly and put information that will either identify the purpose of the document or identify the asset. For assets that are being transferred from one building to another, a good



description might be “Trsf assets to [Name of the Building].”


The **Explanation** field is **not** mandatory but is much bigger and is an excellent place to put a lengthier reason for the doc, a contact person’s info or any other data that would be helpful for you later on. The grey triangle of dots indicates that you can make the field bigger by dragging it:



The **Organization Document Number** is limited to 10 characters and may be used for whatever you like (like a PO number or the loan number for example). It is also a searchable field.




Next, click on the *Lookup/Add Multiple Asset Lines* magnifying glass:

Look Up/Add Multiple Asset Lines 

* Asset Number:

ADD

If all your assets are in one custodial code and one building, fill out those two pieces of information in the lookup screen, then click on *Search*:

Asset Lookup 

UCOP Tag Number:

Asset Number:

Linked Asset Number:

Custodial Code:

Original Fund Location Code:

Original Fund Number:

Current Fund Location Code:

Current Fund Number:

Agency:

Campus:

Building Code:

Building Room Number:

Acquisition Type Code:

UC Acquisition Type Code:

Asset Status Code:

UCOP Disposal Code:

Asset Condition:

Vendor Name:

Manufacturer:

Model Number:

Serial Number:

Create Date From:

Create Date To:

Principal Investigator:

Asset Representative Principal Investigator:

Search **Clear** **Cancel**

You can re-sort your list by clicking the headers in any of the columns:

Return Value	Asset Number	UCOP Tag Number	Custodial Code	Building Code	Asset Status Code
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The next thing you need to do is choose the asset / UCOP numbers you are transferring by clicking on *Select* across from the ones you want. Note that the asset number is right next to the UCOP Tag number.

Return Value	Asset Number	UCOP Tag Number
return value	515893	963002481
return value	526759	983004977
return value	529167	20003004430
return value	529538	20003004683
return value	530595	20003006420
return value	531257	20003005803
return value	535417	20013007925
return value	539222	20073002344

If you have already narrowed your results by adding in enough parameters in the “lookup” field that all of your returned results are to be moved, you can click on the first or third choice below; otherwise, just hunt for the ones that are going to be moved. When you have all the assets selected, click on the last choice, “return selected.”

Select All From All Pages

Deselect All From All Pages

Select All From This Page

Deselect All From This Page

Return Selected

All the assets that you selected have been returned to your document with their current building and room number. You will need to manually change every room number to the new room number (and, if switching buildings, the new building code as well):

Asset Number:	526759
Campus:	DV
Building Code:	3072 <input type="text"/>
Building Room Number:	0721 <input type="text"/>
Building Sub Room Number:	<input type="text"/>
UCOP Tag Number:	983004977
<input type="button" value="DELETE"/>	

Asset Number:	526759
Campus:	DV
Building Code:	<input type="text"/>
Building Room Number:	<input type="text"/>
Building Sub Room Number:	<input type="text"/>
UCOP Tag Number:	983004977
<input type="button" value="DELETE"/>	

If you do not know either the building or the room number codes, click on the magnifying glass across from the code you are looking for (either building or room). This will bring you to the Building or Room Lookup respectively.

SIDENOTE: The room number must be recognized by KFS. Room numbers such as “o,” “unk,” “yard,” “bsmt” etc. are not valid and will not be recognized.

If you are not changing buildings or have already entered the new building code, click on the magnifying glass across from the Room Number field to bring up the Room Lookup Screen:

Asset Number:	526759
Campus:	DV
Building Code:	<input type="text"/>
Building Room Number:	<input type="text"/>
Building Sub Room Number:	<input type="text"/> <input type="button" value="Search Building Room Number"/>
UCOP Tag Number:	983004977
<input type="button" value="DELETE"/>	

With all fields blank except for your new Building Code, click on *Search*.

Room Lookup ⓘ

Campus Code: Building Code:

Building Room Number: Building Room Department:

Building Room Type: Building Address Description:

Active?: Yes No Both

Your return results will vary depending on how many rooms are in the building:

1-100 of 220 < First Prev 1, 2, 3 Next Last >

Click on “return value” across from the room number you need.

If you have notes or attachments you wish to add, ‘show’ the Notes and Attachments Tab and add them:

EDIT LIST OF ASSETS

NOTES AND ATTACHMENTS (0)

NOTES AND ATTACHMENTS (0) ^

Please DO NOT attach documents with Personal Identification Information (PII) or Protected Health Information (PHI). For more information, please review the following website: <https://cloud.ucdavis.edu/data-types-list>. Vendor W-9 attachments must be submitted via the online update form: <https://supplychain.ucdavis.edu/procure-contract/w-9-upload>

* Note Text:

Attachment: No file selected.

If you wish to ad-hoc route it to someone for *approval*, you must do so before you submit the document. Otherwise you may ad-hoc for FYI purposes both before or after submitting. If you don’t know the person’s user ID, use the magnifying glass to look them up. If you don’t need to ad-hoc route it to anyone, just skip this step:

AD HOC RECIPIENTS

PERSON REQUESTS

* PERSON

* ACTION REQUESTED

ACTIONS

Click on *Submit*. You’re all done!