We’ve had a few inquiries as to how to get sequential UCOP Tag Numbers, especially when there is a multiple of a single type of asset. In DaFIS, if you ordered 3 computers, or 5 copiers, etc., your UCOP Tag Numbers (previously “asset” numbers) were sequential but now they are not. This is because KFS is keying in on the number of addresses on the Requisition (REQS).

SO: if this matters to you, the way around this is to “add” the extra building locations at the time the Requisition is being created.

Here are some snapshots to help explain:

This person ordered 3 each on Line 1, as “Individual Assets.” We originally thought that KFS would pick the number of tags based on whether the Capital Asset tab said “Individual Assets” or “One System” but that is not the case:

Because only 1 address was required by the system, the REQS initiator only filled out the location tab once:

but KFS assigned one UCOP Tag Number to it instead of 3:

When Equipment Management reviewed the transaction, they edited it to assign two more numbers by filling out the building code and room number two more times:
Because the first number was system assigned the previous night along with all the other purchase orders that had equipment, the resulting two “new” **UCOP Tag Numbers** were **not** sequentially next to that first number (in this example, 20143003388).

If you want the #s to be sequential, add the “extra” building locations at the time the **Requisition** is created, and the **UCOP Tag Numbers** will be sequential: