# Retiring and Transferring Non-Capital Assets in KFS

Overview: This job aid demonstrates how Role 6 CAM Processors can retire and transfer a non-capital asset in the Kuali Financial System (KFS). Since tracking of non-capital assets is optional, the retirement and transfer processes differ from that of capital assets.
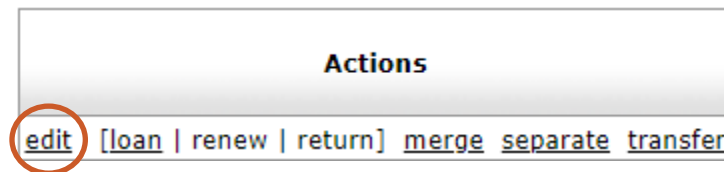
1. Log in to ebs.msu.edu and click the **Financial System** tab.
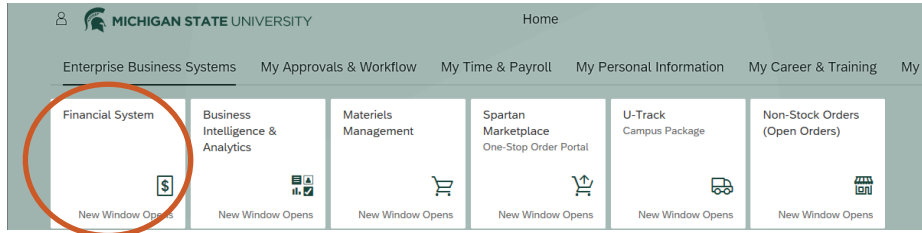
2. Navigate to the **Lookup and Maintenance** section and select **Asset**.
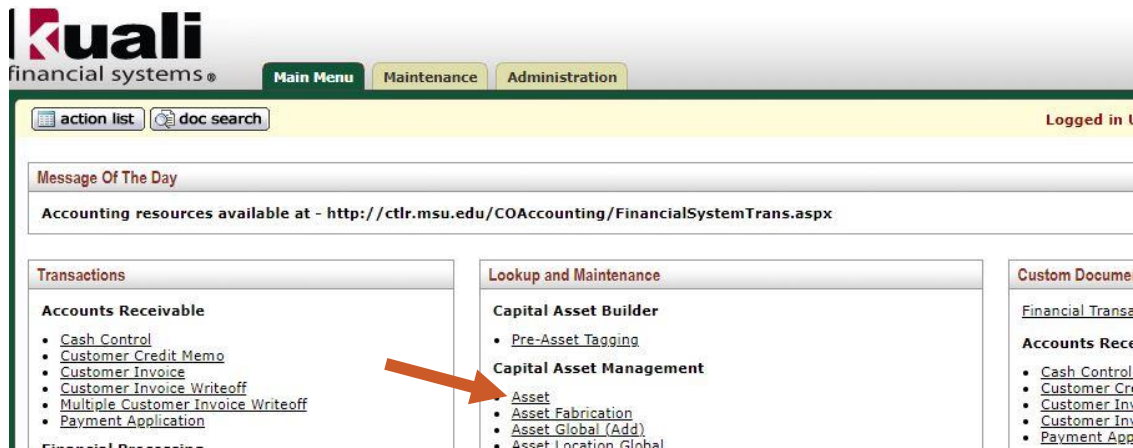
3. Search for the non-capital asset. Click on **Edit** to open the asset record.

4. Fill in the **Description** and **Explanation** fields.
5. On the right side, under the **New** Column, remove the "N" from the **Asset Status Code** field and click the magnifying glass.

6. Click **Search**.
7. To retire the asset **or** to transfer it to the MSU Surplus Store, select the **status code "O," Non-Capital Retired**.
    a. Note: The MSU Surplus Store does not handle KFS records for non-capital assets. If the department wants to send a non-capital asset to the MSU Surplus Store, they will need to update the non-capital asset record as **retired** using status code "O." Please do not transfer non-capital asset records to MSU Surplus Store.

Return Value	Asset Status Code	Asset Status Name
return value	A	Active and identifiable
return value	N	Non-Capital Active
return value	O	Non-Capital Retired
return value	R	Retired
return value	U	Under Construction

8. Click **submit** to process the retirement or transfer.
9. If transferring the non-capital asset to the MSU Surplus Store, please ensure that the following steps are also taken:
    a. Contact the MSU Surplus Store to arrange pickup.
    b. Remove the blue non-capital asset tag prior to sending.

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If you have any questions, please contact the Capital Asset Management team at (517) 884-6081 or camhelp@msu.edu.