

Job Aids

Locating Asset Payments in KFS

Overview: This job aid demonstrates how to locate a capital asset payment in the Kuali Financial System (KFS).

1. Log in to <u>ebs.msu.edu</u> and click the **Financial System** tab.

		STATE UNIVERSITY		Home			
	Enterprise Business	Systems My Approv	als & Workflow My	Time & Payroll My P	ersonal Information	My Career & Training	My B
(Financial System	Business Intelligence & Analytics	Materiels Management	Spartan Marketplace One-Stop Order Portal	U-Track Campus Package	Non-Stock Orders (Open Orders)	
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2. Navigate to the Lookup and Maintenance section and select Asset Payment.

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3. Enter the Asset Number in the Asset Payment Lookup screen select Search.

Tag Number:		Asset Number:	
Purchase Order Number:		Requisition Number:	
Document Type:	<u> </u>	Document Number:	
Chart Code:	MS (S)	Organization Code:	9
Account Number:	<u> </u>	Sub-Account:	9
Object Code:	<u> </u>	Sub-Object:	9
Project Code:	•	Organization Reference Id:	
Fiscal Year:	<u> </u>	Fiscal Period:	v (9)
Posting Date From:		Posting Date To:	
In-Service Date From:		In-Service Date To:	
Amount:		Total Cost:	
Campus:	<u> </u>	Building Code:	9
Asset Status Code:	<u> </u>	Asset Type Code:	9
Plant Chart Code:	MS - MICHIGAN STATE UNIVERSITY	Organization Plant Account Number:	۹
Campus <mark>Plan</mark> t Chart Code:	MS - MICHIGAN STATE UNIVERSITY	Campus Plant Account Number:	0
Sub-Fund Group Code:	Q	Object Sub-Type Code:	9
Asset Description:			

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





4. From the search results, select the Asset Number link on the row of the asset you wish to lookup payment for.

Actions	Asset Number	5 <u>eq.</u> #	Posting Year	Period Code	Asset Status Code	Asset Description	Organization Code	Chart Code	<u>Account</u>	Sub Accnt No	<u>Object</u> <u>Code</u>	Sub- Obj. Code	Sub- Fund Grp. Code	Purchase Order#	Doc Nbr	Doc. Type	Posting Date	Amount	Accum. Depr. Amt.	Legacy Account Number
[loan renew return] transfer	<u>532977</u>		2019	<u>03</u>	A	Hyster Pallet Jack	10074363	<u>MS</u>	<u>XT023196</u>		<u>6492</u>		XT	424750	<u>1813684</u> 7	PREQ	09/12/2018	13,480.20	3,851.49	
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- Export options: CSV | spreadsheet | XML
- 5. The **Payments**, **Payments Summary**, and **Payments Lookup** tabs provide information about existing payments on assets.

Asset Detail Information	▶ show
Asset Location	▶ show
Organization Information	▶ show
Payments	▶ show
Payments Summary	▶ show
Payments Lookup	▶ show
Fabrication Information	▶ show

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