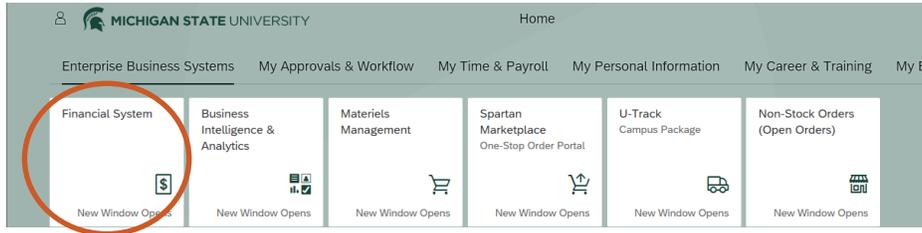




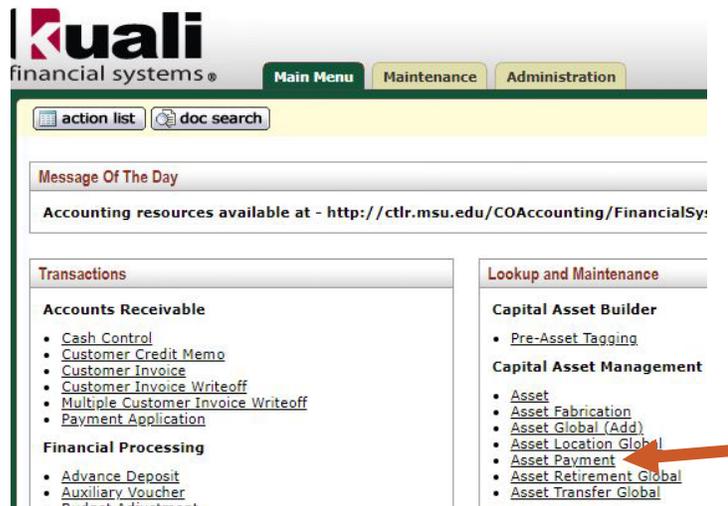
Locating Asset Payments in KFS

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

1. Log in to ebs.msu.edu and click the **Financial System** tab.



2. Navigate to the **Lookup and Maintenance** section and select **Asset Payment**.



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

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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	Seq. #	Posting Year	Period Code	Asset Status Code	Asset Description	Organization Code	Chart Code	Account	Sub Acct No	Object Code	Sub-Obj. Code	Sub-Fund Grp. Code	Purchase Order#	Doc. Nbr	Doc. Type	Posting Date	Amount	Accum. Depr. Aml.	Legacy Account Number
[loan renew return] transfer	532977		2019	03	A	Hyster Pallet Jack	10074363	MS	XT023196		6492		XT	424750	18136847	PREQ	09/12/2018	13,480.20	3,851.49	

Export options: [CSV](#) | [spreadsheet](#) | [XML](#)

5. The **Payments**, **Payments Summary**, and **Payments Lookup** tabs provide information about existing payments on assets.

Asset Inquiry

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