Creating Non-Capital Assets in KFS

Overview: This job aid demonstrates how Role 6 CAM Processors can create a non-capital asset in the Kuali Financial System (KFS). Assets with valued at over $5,000 cannot be created with a non-capital acquisition code.

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

2. Navigate to the Lookup and Maintenance section and select Asset Global (Add).

3. Enter A into the Acquisition Type Code field and select Search.

4. Select the return value link.
5. Complete the new Asset Global document.
   a. In the **Asset Detail Information** tab:
      i. Add the account number for the organization that owns the asset.
      ii. Select the **Asset Status** code. This is restricted by the system to match the acquisition type code
          with a non-capital value of “N.”
      iii. Complete the condition code, using the dropdown.
      iv. Add the Asset Description, Vendor, Manufacturer, and Model.

   ![Asset Detail Information Table]

   b. In the **Location** tab:
      i. Ensure the Campus, Building, and Room Number are accurately entered.
      ii. You can create multiple assets of the same kind by entering the number of pieces in the *Quantity of Assets to be Created* field. Click the **Add** button to create multiple asset records that have the same characteristics listed in the Asset Detail Tab.

   ![Location Tab]

   c. In the **Add Payments** tab:
      i. Enter the purchasing cost information of the asset(s).
         1. Note: the entered value will be divided equally among the number of assets created in Step 5b-ii.

6. Submit the document to create the asset record(s). The document will route to the appropriate fiscal officer for approval.