

Job Aids

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.

		STATE UNIVERSITY		Home			
	Enterprise Business	Systems My Approv	als & Workflow My	Time & Payroll My P	ersonal Information	My Career & Training	My E
(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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	New Window Opens	New Window Opens	New Window Opens	New Window Opens	New Window Opens	New Window Opens	

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

action list		Logged in
Message Of The Day Accounting resources available at - http://ct	tlr.msu.edu/COAccounting/FinancialSystemTrans.aspx	
Transactions	Lookup and Maintenance	Custom Docum
Accounts Receivable	Capital Asset Builder	Financial Trans
<u>Cash Control</u>	Pre-Asset Tagging	Accounts Rec
 Customer Credit Memo 	Capital Asset Management	- Cash Contro
Customer Invoice		• Cash control
<u>Customer Invoice</u> Customer Invoice Writeoff		Customer C
<u>Customer Invoice</u> <u>Customer Invoice Writeoff</u> <u>Multiple Customer Invoice Writeoff</u>	Asset Asset Fabrication	<u>Customer C</u> <u>Customer Ir</u>
<u>Customer Invoice</u> <u>Customer Invoice Writeoff</u> <u>Multiple Customer Invoice Writeoff</u> <u>Payment Application</u>	Asset Asset Fabrication Asset Global (Add)	Customer C Customer Ir Customer Ir Customer Ir
<u>Customer Invoice</u> <u>Customer Invoice Writeoff</u> <u>Multiple Customer Invoice Writeoff</u> <u>Payment Application</u> Financial Processing	Asset Asset Fabrication Asset Global (Add) Asset Location Global	<u>Customer C</u> <u>Customer Ir</u> <u>Customer Ir</u> <u>Payment Ap</u>
<u>Customer Invoice</u> <u>Customer Invoice Writeoff</u> <u>Multiple Customer Invoice Writeoff</u> <u>Payment Application</u> Financial Processing Advance Deposit	Asset Asset Fabrication Asset Global (Add) Asset Location Global Asset Payment Asset Patriement Global	Customer Ir Customer Ir Customer Ir Payment Ap Capital Asset

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

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	Acquisition Type Code:	A	
	Acquisition Type Name:		
]	Income Asset Object Code:		
	Active Indicator:	● Yes ○ No ○ Both	

4. Select the return value link.

Return Value	Acquisition Type Code	Acquisition Type Name
return value	A	Non Capital

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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>.



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- 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	
New	
Organization Owner Chart Of Accounts Code:	MS - MICHIGAN STATE UNIVERSITY
Organization Owner Account Number:	GA013691
Organization Owner Organization Code:	10032666
Owner:	
Asset Status Code:	N
Asset Condition:	Excellent
Asset Description:	Non Capital - Laptops - Dell 7650
Asset Type Code:	03102
Vendor Name:	Dell
Manufacturer:	Dell
Model Number:	7650

- 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.
 - iii. Tracking non-capital assets is optional; however, if you are using a non-capital asset tag to track non-capital assets, add the tag number in the tag number field.

Asset Number:	522026
Asset Number:	552050
Serial Number:	
Organization Inventory Name:	
Organization Asset Type Identifier:	
Government Tag :	
Tag Number:	
National Stock Number:	
Asset Representative Principal Name:	©
Asset Representative Name:	
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iv. In this case, please make sure you are using a blue non-capital asset tag (shown below), as they are different from capital asset tags. **Do not affix a capital asset tag to a non-capital asset.** Non-capital asset tags are purchased by departments through University Stores in <u>Spartan Marketplace</u>.



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- 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.

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