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.

![Financial System Tab](image)

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

![Asset Global (Add)](image)

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

![Asset Acquisition Type](image)

4. Select the return value link.

![Return Value](image)

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

   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.
      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 Spartan Marketplace.
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.