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.
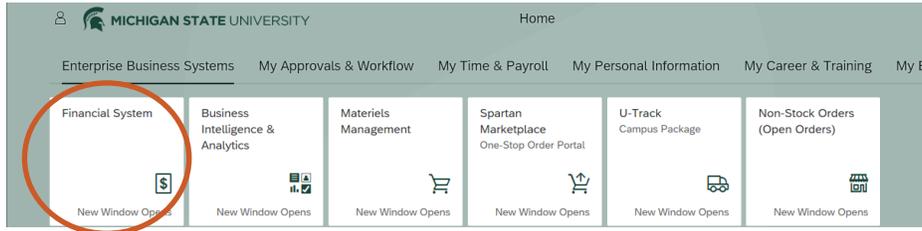
2. Navigate to the **Lookup and Maintenance** section and select **Asset Global (Add)**.
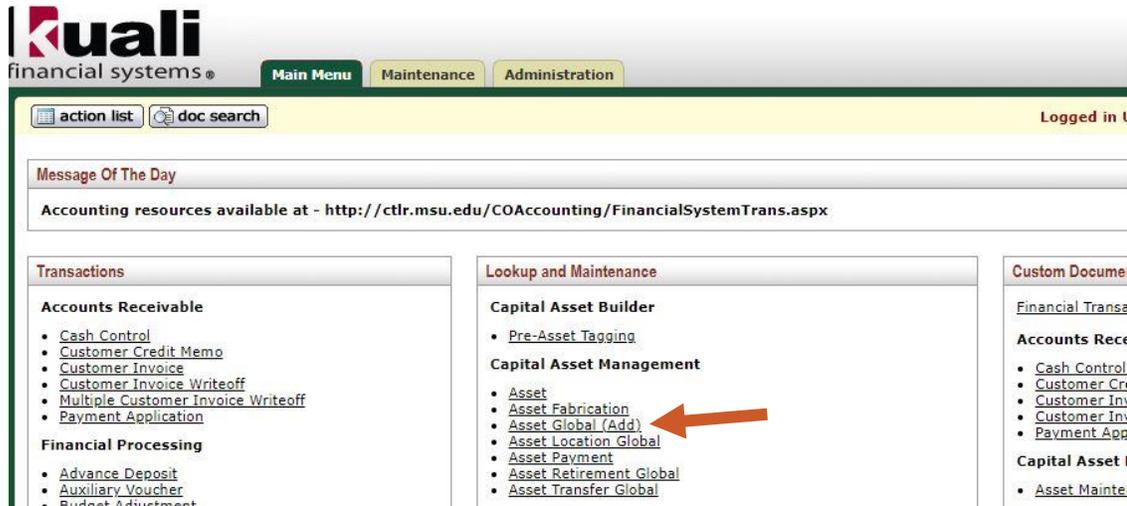
3. Enter **A** into the Acquisition Type Code field and select **Search**.

4. Select the **return value** link.

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

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	▼ hide
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.

hide Asset Location-Asset Unique Information (532036)	
Asset Number:	532036
Serial Number:	
Organization Inventory Name:	
Organization Asset Type Identifier:	
Government Tag :	
Tag Number:	
National Stock Number:	
Asset Representative Principal Name:	
Asset Representative Name:	
	delete

hide Asset Location-Asset Unique Information (532037)	
Asset Number:	532037
Serial Number:	
Organization Inventory Name:	
Organization Asset Type Identifier:	
Government Tag :	
Tag Number:	
National Stock Number:	
Asset Representative Principal Name:	
Asset Representative Name:	
	delete

      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.

MSU Property
Dept: _____
804199

    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.