Edit Asset Records in KFS

Overview: This job aid demonstrates how Role 6 CAM Processors can edit assigned asset records in the Kuali Financial System (KFS). Fields that can be updated vary based on the timing in the asset’s lifecycle.

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

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

3. If the asset is new, enter the Asset Number and select Search. If an asset tag (barcode label) has been previously affixed to the asset, search by either the Tag Number or Asset Number and select Search.

4. Select the edit link in the corresponding search result.

5. In the eDoc, enter a description and explanation indicating the changes being made to the asset record.
6. Edit the desired fields in the right-hand column (New) of the Asset Detail Information tab.
   a. **Note:** The following fields can be edited by the assigned Role 6 CAM Processor without intervention from the Capital Asset Management team.
      i. Within thirty days of asset record creation
         1. Asset tag (barcode label) number: the asset tag must be affixed to the front of the asset
         2. Asset type code: determined the depreciable life of the asset
         3. Asset description
         4. Manufacturer, model, and serial number
      ii. Within the fiscal year the asset record was created, but after the thirty-day new record period
         1. Asset type code
         2. Asset description
         3. Manufacturer, model, and serial number
      iii. The asset was created in a previous fiscal year
         1. Manufacturer, model, and serial number

7. The asset’s location can be updated at any time within the Asset Location tab’s right-hand column (New).
8. The information within the **Organization Information** tab can also be updated at any time by the Role 6 CAM Processor using the right-hand column (New).
   a. **Note:** This area is where an asset representative (responsible party besides the Role 6 CAM Processor, such as a principal investigator), departmental notes about the asset, and a department-specific tag number can be added.

   ![Organization Information Tab](image)

9. When all desired changes have been made to the asset record, click **Submit** at the bottom of the eDoc.