# 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.
Note: unless otherwise noted, fields on the asset record are used to maintain and verify accuracy and should not contain internal unit notes or names.

1. Log in to ebs.msu.edu and click the **Financial System** tile.
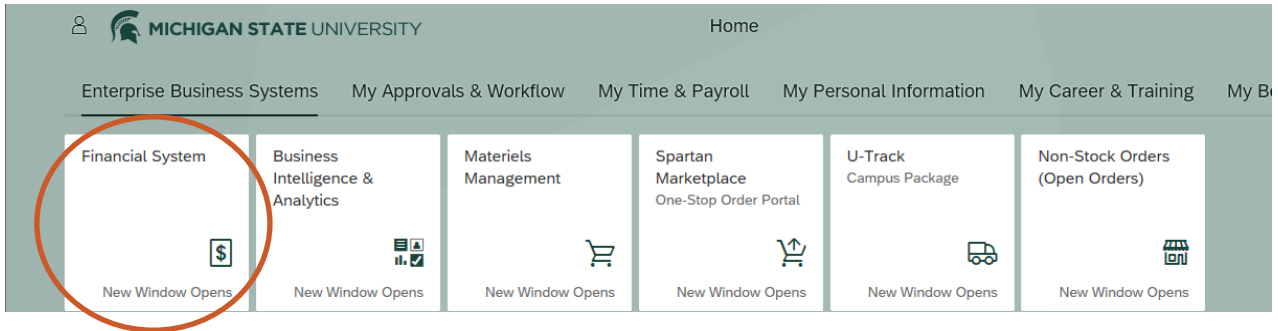
2. Navigate to the **Lookup and Maintenance** section and select **Asset**.
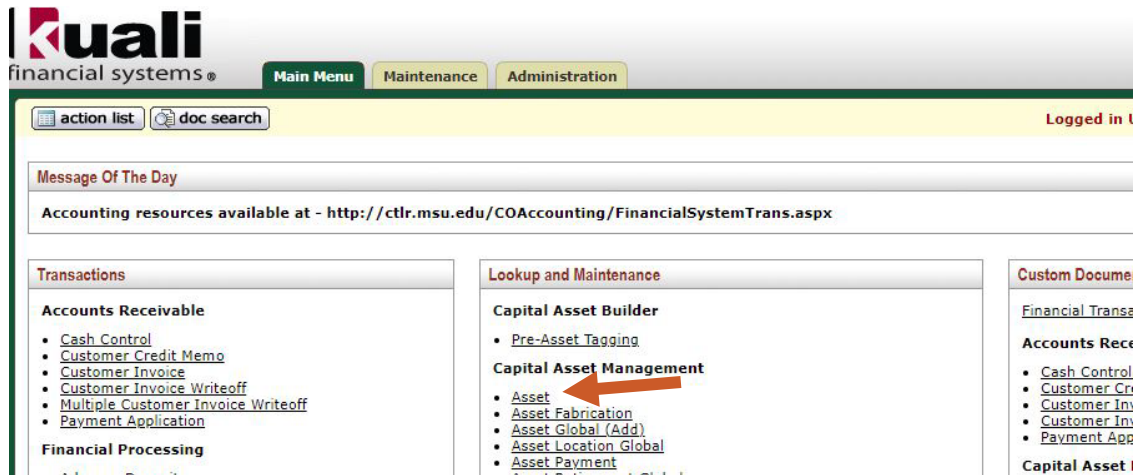
3. Enter the **Asset Number** and select **Search**.
   a. **Note:** if an asset tag (barcode label) has been previously affixed to the asset, you can alternatively search by e the **Tag Number**.
4. Select the **edit** link in the corresponding search result.

Actions	Asset Number	Tag Number	Organization Owner Organization Code	Organization Owner Responsibility Center Code	Organization Owner Reports To Organization Code	Building Code	Asset Status Code	Asset Description	Asset Type Code	In-Service Date
edit [	renew	return] merge separate transfer	538579		10074482	7A	40001164		U	3rd Quarter FY 21/22 Moveable Ctrl	59999	

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. If 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 **Organization Information** tab can also be updated at any time by the Role 6 CAM Processor using the right-hand column (New).
    a. Use the **Organization Inventory Name** field for unique asset names to assist with internal tracking. This field will populate in the UPL021 – Moveable Asset Inventory report but is not used for audit purposes.
    b. Enter the asset's principal investigator or responsible unit personnel in the **Asset Representative Name** field. This field will populate in the UPL021 – Moveable Asset Inventory report but is not used for audit purposes.
9. When all desired changes have been made to the asset record, click **Submit** at the bottom of the eDoc.