Retiring and Transferring Non-Capital Assets in KFS

**Overview:** This job aid demonstrates how Role 6 CAM Processors can retire and transfer a non-capital asset in the Kuali Financial System (KFS). Since tracking of non-capital assets is optional, the retirement and transfer processes differ from that of capital assets.

1. Log in to [ebs.msu.edu](http://ebs.msu.edu) and click the Financial System tab.

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

3. Search for the non-capital asset. Click on Edit to open the asset record.

4. Fill in the Description and Explanation fields.

5. On the right side, under the New Column, remove the “N” from the Asset Status Code field and click the magnifying glass.

If you have any questions, please contact the Capital Asset Management team at (517) 884-6081 or camhelp@msu.edu.
6. Click Search.
7. To retire the asset or to transfer it to the MSU Surplus Store, select the status code “O,” Non-Capital Retired.
   a. Note: The MSU Surplus Store does not handle KFS records for non-capital assets. If the department wants to send a non-capital asset to the MSU Surplus Store, they will need to update the non-capital asset record as retired using status code “O.” Please do not transfer non-capital asset records to MSU Surplus Store.

<table>
<thead>
<tr>
<th>Return Value</th>
<th>Asset Status Code</th>
<th>Asset Status Name</th>
</tr>
</thead>
<tbody>
<tr>
<td>return value</td>
<td>N</td>
<td>Non-Capital Active</td>
</tr>
<tr>
<td>return value</td>
<td>O</td>
<td>Non-Capital Retired</td>
</tr>
<tr>
<td>return value</td>
<td>R</td>
<td>Railed</td>
</tr>
<tr>
<td>return value</td>
<td>U</td>
<td>Under Construction</td>
</tr>
</tbody>
</table>

8. Click submit to process the retirement or transfer.
9. If transferring the non-capital asset to the MSU Surplus Store, please ensure that the following steps are also taken:
   a. Contact the MSU Surplus Store to arrange pickup.
   b. Remove the blue non-capital asset tag prior to sending.