Locating Asset Payments in KFS

Overview: This job aid demonstrates how to locate a capital asset payment in the Kuali Financial System (KFS).

1. Log in to EBS (ebs.msu.edu) with your MSU NetID and password. Two-factor authentication is required. Click the Finance System tile to arrive at the main menu. Click the Asset Payment link.

2. Enter the criteria in the Asset Payment Lookup screen and click Search. Know the Asset Number you are looking up.

If you have any questions or need assistance, please contact Capital Asset Management at (517) 355-1700 or email us at camhelp@msu.edu
3. The underlined fields allow lookups into the asset attributes. Click the underlined Asset Number in the search results to view the Asset Inquiry screen. The tabs allow you to select the information you wish to see.

4. Users with (CAM) Departmental Processor rights can take maintenance actions against the asset on the Asset Inquiry screen. The Payment link is only a lookup. It provides information about existing payments on assets.

Tip: The Asset Manual Payment link under Administrative Transactions allows only CAM staff the ability to add payments to the asset for additions or adjustments.