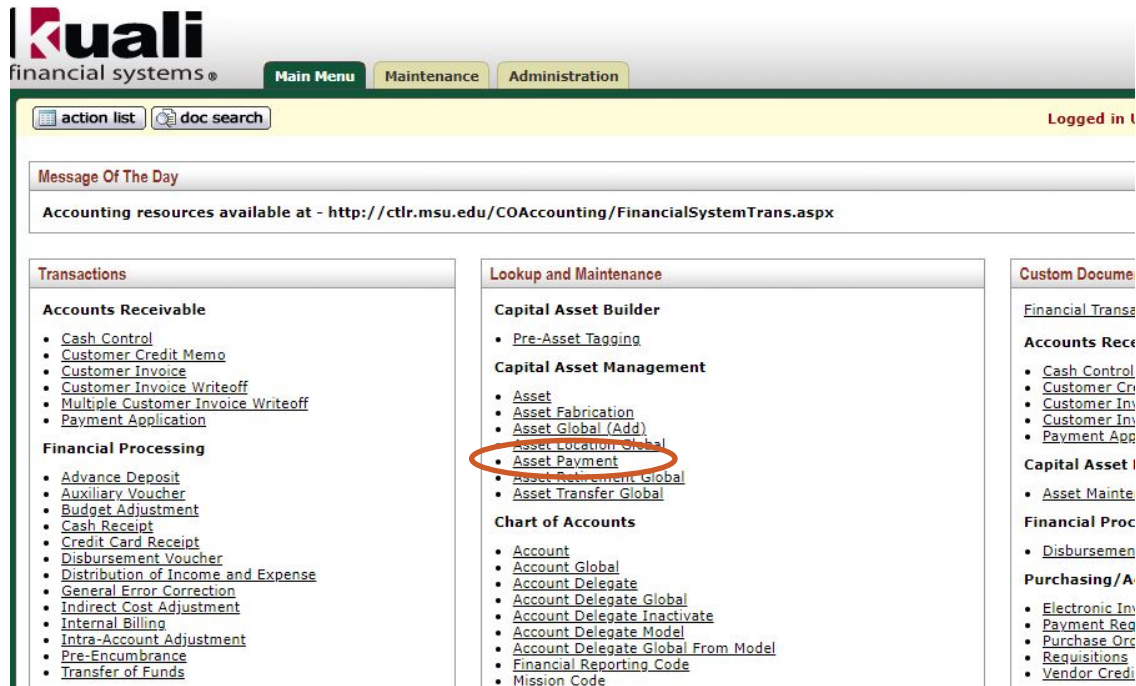




Locating Asset Payments in KFS

Overview: This job aid demonstrates how to locate a capital asset payment in the Quali 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.

The screenshot shows the Asset Payment Lookup screen. The 'Asset Number' field is circled in red, and the 'search' button is also circled in red. The form contains various fields for searching, including Tag Number, Purchase Order Number, Document Type, Chart Code, Account Number, Object Code, Project Code, Fiscal Year, Posting Date From, In-Service Date From, Amount, Campus, Asset Status Code, Plant Chart Code, Campus Plant Chart Code, Sub-Fund Group Code, Asset Description, Requisition Number, Document Number, Organization Code, Sub-Account, Sub-Object, Organization Reference Id, Fiscal Period, Posting Date To, In-Service Date To, Total Cost, Building Code, Asset Type Code, Organization Plant Account Number, Campus Plant Account Number, and Object Sub-Type Code.



- 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.

Actions	<u>Asset Number</u>	<u>Seq. #</u>	<u>Posting Year</u>	<u>Period Code</u>	<u>Asset Status Code</u>	<u>Asset Description</u>	<u>Organization Code</u>	<u>Chart Code</u>	<u>Account</u>	<u>Sub Acct No</u>	<u>Object Code</u>	<u>Sub-Obj. Code</u>	<u>Sub-Fund Grp. Code</u>	<u>Purchase Order#</u>	<u>Doc Nbr</u>	<u>Doc. Type</u>	<u>Posting Date</u>	<u>Amount</u>	<u>Accum. Depr. Amt.</u>	<u>Legacy Account Number</u>
[loan renew return] transfer	532977	1	2019	03	A	Hyster Pallet Jack	10074363	MS	XT023196		6492		XT	424750	18136847	PREQ	09/12/2018	13,480.20	3,851.49	

Export options: [CSV](#) | [spreadsheet](#) | [XML](#)

- 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.

Asset Inquiry

- Asset Detail Information [show](#)
- Asset Location [show](#)
- Organization Information [show](#)
- Payments [show](#)
- Payments Summary [show](#)
- Payments Lookup [show](#)
- Fabrication Information [show](#)
- Land Information [show](#)
- Asset Depreciation Information [show](#)
- View Asset Merge History [show](#)
- View Asset Separate History [show](#)
- View Retirement Information [show](#)
- View Equipment Loan Information [show](#)
- Warranty [show](#)
- Repair History [show](#)
- Components [show](#)
- Lookup Related Capital Asset Document(s) [show](#)

[close](#)

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.