Creating Non-Capital Assets in KFS

Overview: This job aid demonstrates how to create a non-capital asset in the Kuali Financial System (KFS). The Kuali Financial System (KFS) is used to create and record capital assets ($>5,000) at MSU. It can also be used to create non-capital assets ($<5,000). To create a non-capital asset, you must be an active user in KFS and have the role associated with capital asset maintenance—CAM Processor - Role 6.

1. On the Main Menu in KFS, click the Asset Global (Add) link.

2. Next, enter “A” under Acquisition Type Code and click search. You may also select the search button first and return all value for the table of acquisition type codes, and then select return value for “A.”

3. After the selection is made, the Asset Global document opens for you to complete. Fields marked with asterisk (*) are required.

4. Complete the document description and the information in the Asset Detail Tab.
   - Add the account number for the organization that owns this asset—which can be the main general fund account for the department.
   - Select the Asset Status code. This is restricted by the system to match the acquisition type code with a non-capital value of “N.”
   - Complete the condition code, using the dropdown.
   - Add the Asset Description, Vendor, Manufacturer, and Model.

If you have any questions or need assistance, please contact Capital Asset Management at (517) 355-1700 or email camhelp @msu.edu.
5. The Location Tab must include Campus, Building, and Room. You can also create multiple assets of the same kind by entering the number of pieces in the “*Quantity Of Assets to Be Created” field. Click the Add button.

6. This will create 10 laptop asset records that have the same characteristics listed in the Asset Detail Tab. 

Note: Individual assets require individual documents.

You can fill out specific data for each of the 10 new assets such as the Serial Number, Organization Inventory Name, Identifier. An Asset Representative Name can be added to indicate who has been assigned the laptop.
7. Finally, complete the purchasing cost information for the value of the assets.
   a. Note: the value entered will be divided equally between the 10 assets.
   b. Asset over $5,000 cannot be created with a non-capital acquisition code. Capital asset creation is restricted to Central Processors only.

8. After completing the document, you may submit the asset records.

9. Once submitted, the document will route to the appropriate fiscal officer for approval.

**Tip:** Most of the fields have the look up icon for you to search and select a value as you complete the document.