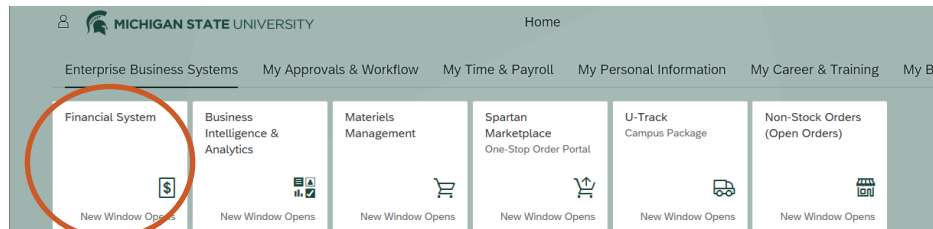




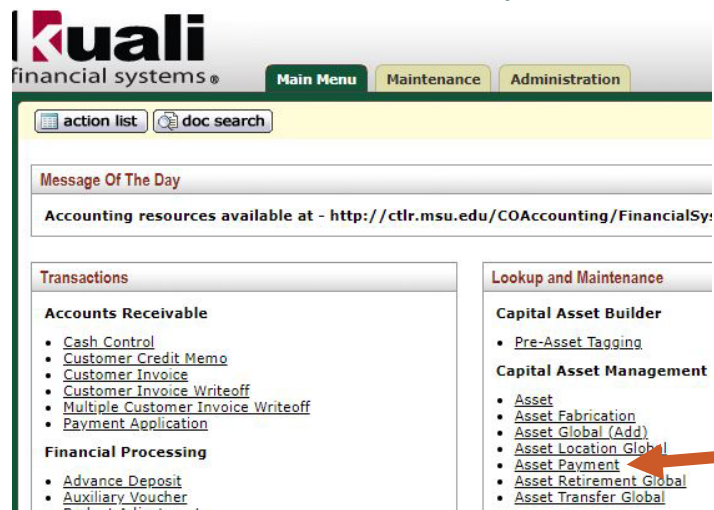
Locating Asset Payments in KFS

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

1. Log in to ebs.msu.edu and click the **Financial System** tab.



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



3. Enter the **Asset Number** in the Asset Payment Lookup screen select **Search**.

Tag Number:	<input type="text"/>	Asset Number:	<input type="text"/>
Purchase Order Number:	<input type="text"/>	Requisition Number:	<input type="text"/>
Document Type:	<input type="text"/>	Document Number:	<input type="text"/>
Chart Code:	<input type="text"/>	Organization Code:	<input type="text"/>
Account Number:	<input type="text"/>	Sub-Account:	<input type="text"/>
Object Code:	<input type="text"/>	Sub-Object:	<input type="text"/>
Project Code:	<input type="text"/>	Organization Reference Id:	<input type="text"/>
Fiscal Year:	<input type="text"/>	Fiscal Period:	<input type="text"/>
Posting Date From:	<input type="text"/>	Posting Date To:	<input type="text"/>
In-Service Date From:	<input type="text"/>	In-Service Date To:	<input type="text"/>
Amount:	<input type="text"/>	Total Cost:	<input type="text"/>
Campus:	<input type="text"/>	Building Code:	<input type="text"/>
Asset Status Code:	<input type="text"/>	Asset Type Code:	<input type="text"/>
Plant Chart Code:	<input type="text"/>	Organization Plant Account Number:	<input type="text"/>
Campus Plant Chart Code:	<input type="text"/>	Campus Plant Account Number:	<input type="text"/>
Sub-Fund Group Code:	<input type="text"/>	Object Sub-Type Code:	<input type="text"/>
Asset Description:	<input type="text"/>		
<input type="button" value="search"/> <input type="button" value="clear"/> <input type="button" value="cancel"/>			



4. From the search results, select the **Asset Number** link on the row of the asset you wish to lookup payment for.

Actions	Asset Number	Seq. #	Posting Year	Period Code	Asset Status Code	Asset Description	Organization Code	Chart Code	Account	Sub Acct No	Object Code	Sub-Obj. Code	Sub-Fund Grp. Code	Purchase Order#	Doc Nbr	Doc. Type	Posting Date	Amount	Accum. Depr. Amt.	Legacy Account Number
[loan] [renew] [return] [transfer]	532977		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](#)

5. The **Payments**, **Payments Summary**, and **Payments Lookup** tabs provide 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

