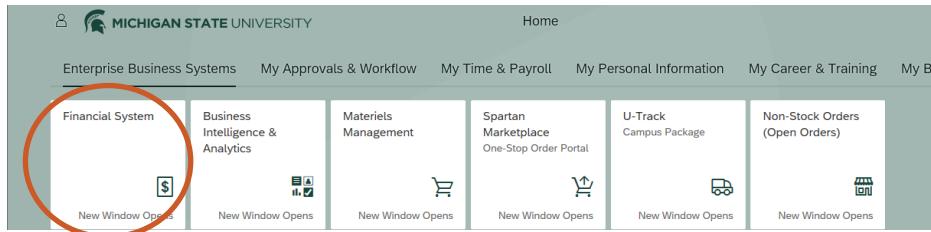




Locating Asset Payments in KFS

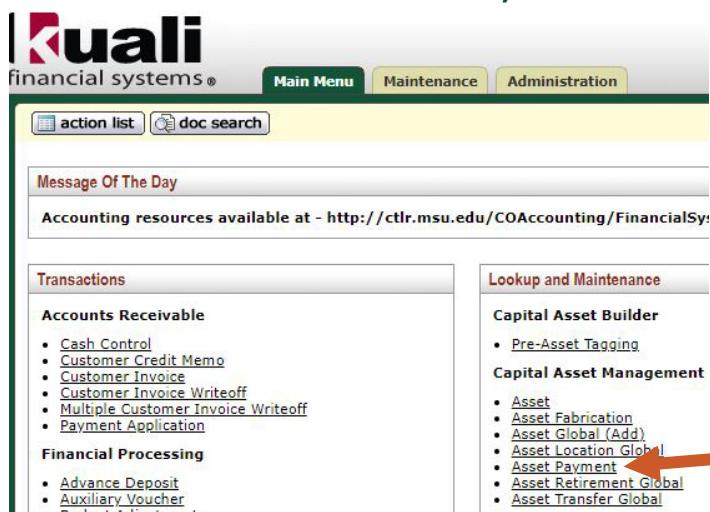
Overview: This job aid demonstrates how to locate a capital asset payment in the Kuali Financial System (KFS).

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



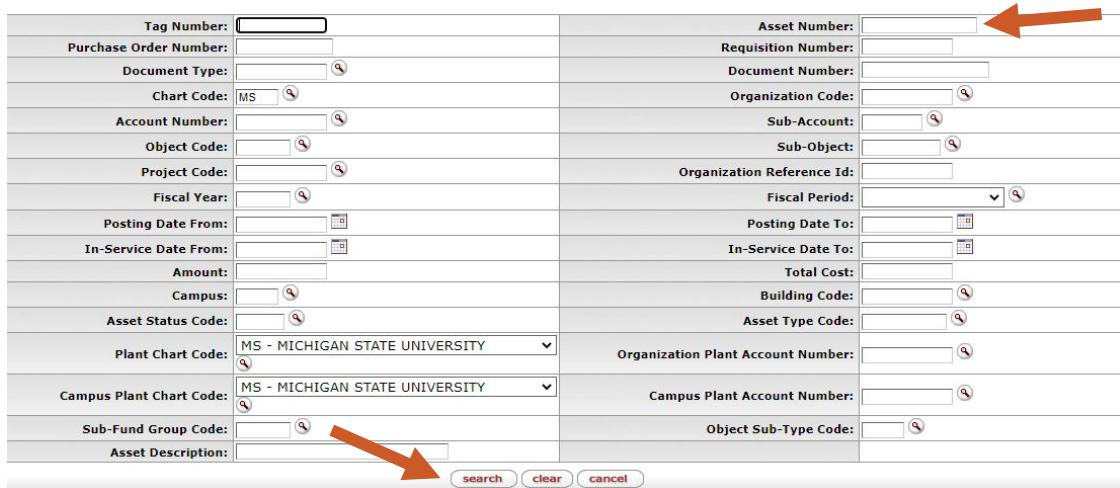
The screenshot shows the Michigan State University Enterprise Business Systems dashboard. The 'Financial System' link is circled in red. Other links include 'Business Intelligence & Analytics', 'Materials Management', 'Spartan Marketplace One-Stop Order Portal', 'U-Track Campus Package', and 'Non-Stock Orders (Open Orders)'. Each link has a 'New Window Opens' note below it.

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



The screenshot shows the Kuali financial systems interface. The 'Main Menu' is selected. The 'Maintenance' menu is open, showing the 'Lookup and Maintenance' section. Under 'Capital Asset Management', the 'Asset Payment' link is highlighted with a red arrow.

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



The screenshot shows the Asset Payment Lookup screen. The 'Asset Number' field is highlighted with a red arrow. Another red arrow points to the 'Asset Description' field at the bottom of the form. The form includes fields for 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, and Asset Description. At the bottom are 'search', 'clear', and 'cancel' buttons.



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

<p>Asset Detail Information</p> <p>Asset Location</p> <p>Organization Information</p> <p>Payments</p> <p>Payments Summary</p> <p>Payments Lookup</p> <p>Fabrication Information</p> <p>Land Information</p>	<p>▶ show</p>
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