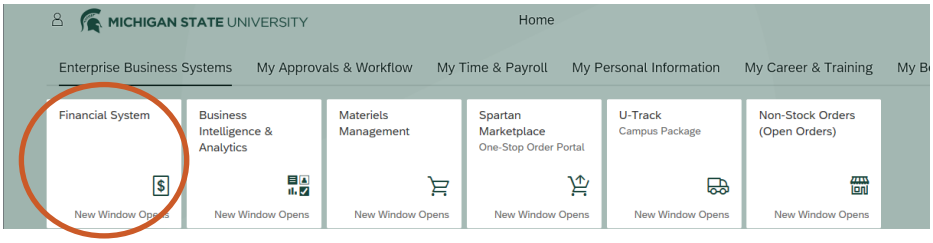
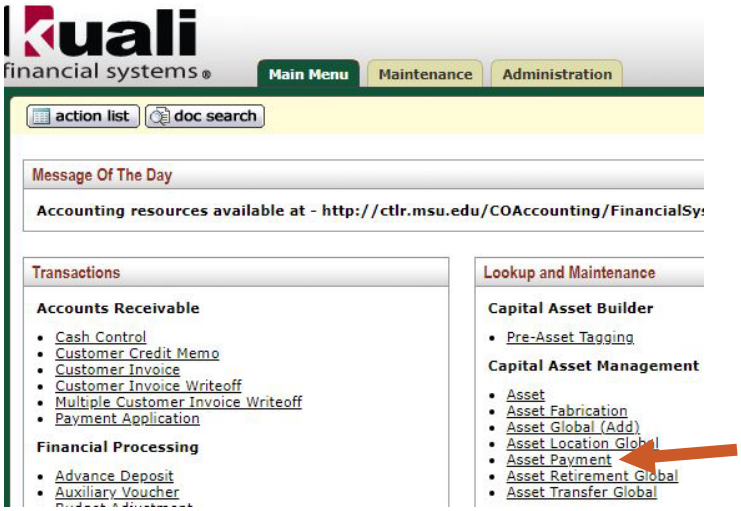
Locating Asset Payments in KFS

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

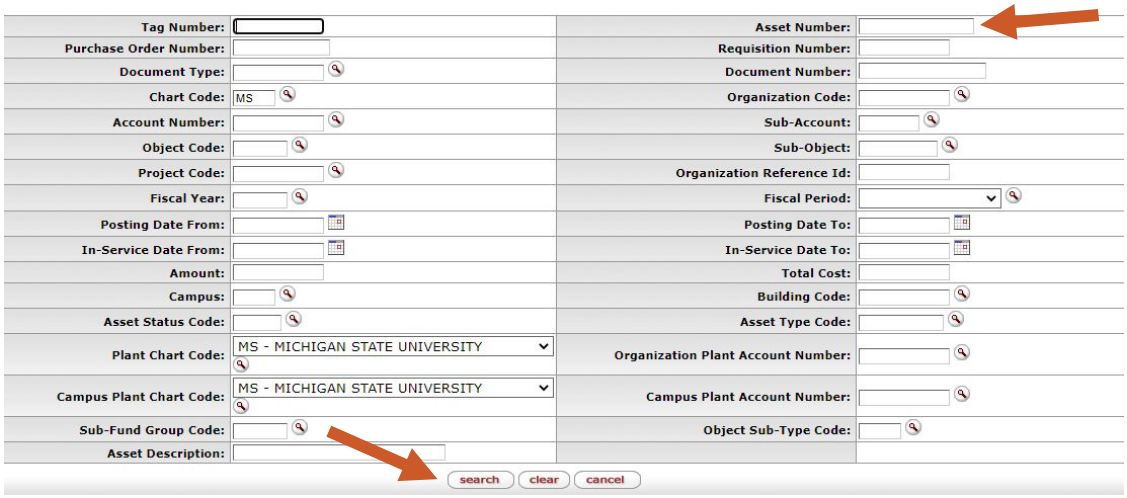
1. Log in to ebs.msu.edu and click the **Financial System** tab.



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



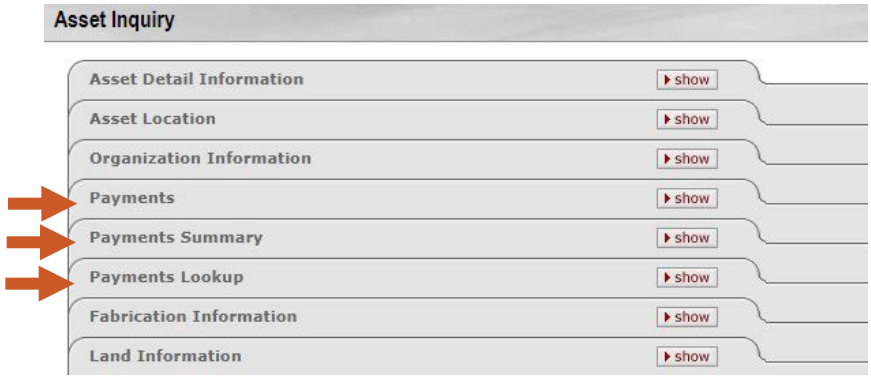
3. Enter the **Asset Number** in the Asset Payment Lookup screen select **Search**.



If you have any questions, please contact the Capital Asset Management team at (517) 884-6081 or camhelp@msu.edu.

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 Accnt 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	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

5. The **Payments**, **Payments Summary**, and **Payments Lookup** tabs provide information about existing payments on assets.