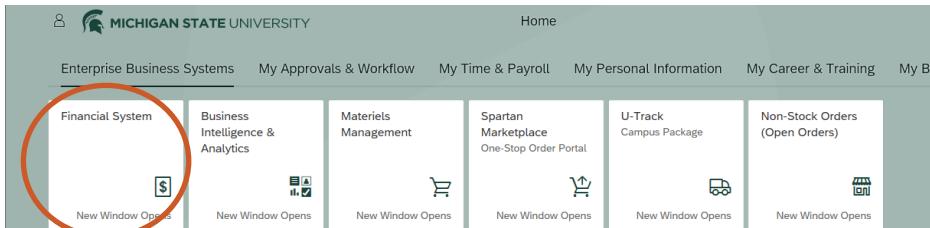




Creating Non-Capital Assets in KFS

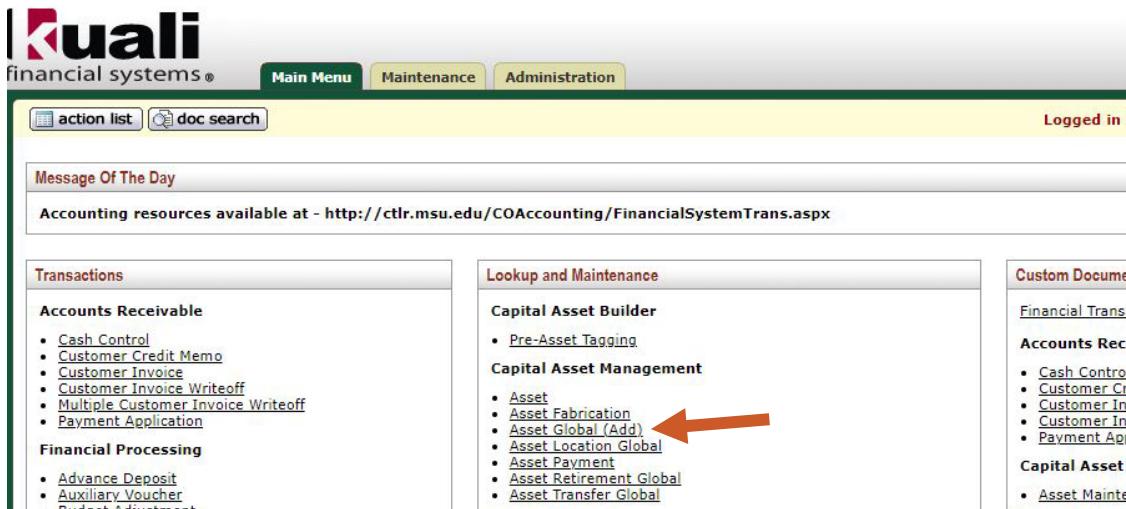
Overview: This job aid demonstrates how Role 6 CAM Processors can create a non-capital asset in the Kuali Financial System (KFS). Creating non-capital asset records is optional, and any assets valued at over \$5,000 cannot be created with a non-capital acquisition code.

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



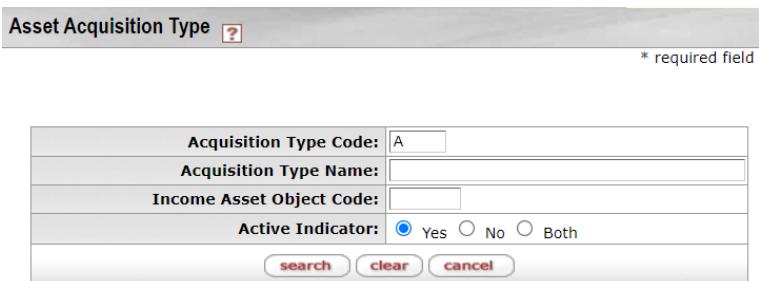
The screenshot shows the Michigan State University homepage. The top navigation bar includes links for Home, Enterprise Business Systems, My Approvals & Workflow, My Time & Payroll, My Personal Information, My Career & Training, and My Books. Below this is a horizontal menu with several options: Financial System (highlighted with a red circle), Business Intelligence & Analytics, Materials Management, Spartan Marketplace One-Stop Order Portal, U-Track Campus Package, and Non-Stock Orders (Open Orders). Each menu item has a "New Window Opens" link below it.

2. Navigate to the **Lookup and Maintenance** section and select **Asset Global (Add)**.



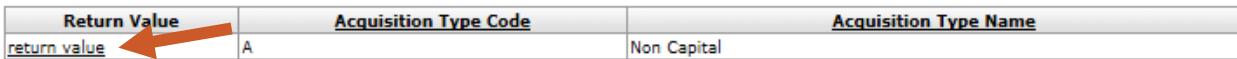
The screenshot shows the Kuali financial systems interface. The top navigation bar includes Main Menu, Maintenance (selected), and Administration. The Maintenance section is expanded, showing sub-links: Transaction List, Transaction Details, Transaction History, and Transaction Log. The Transaction Log section is selected. The right sidebar shows a list of "Transactions" and "Lookup and Maintenance" links. An orange arrow points to the "Asset Global (Add)" link under the "Lookup and Maintenance" section.

3. Enter **A** into the Acquisition Type Code field and select **Search**.



The screenshot shows the "Asset Acquisition Type" search form. The "Acquisition Type Code" field contains the value "A". The "Acquisition Type Name" field is empty. The "Income Asset Object Code" field is also empty. The "Active Indicator" field has three radio button options: Yes (selected), No, and Both. Below the form are three buttons: "search", "clear", and "cancel".

4. Select the **return value** link.



Return Value	Acquisition Type Code	Acquisition Type Name
return value	A	Non Capital



5. Complete the new Asset Global document.

a. In the **Asset Detail Information** tab:

- i. Add the account number for the organization that owns the asset.
- ii. The system restricts the **Asset Status** code to match the acquisition type code with a non-capital value of "N."
- iii. Complete the condition code, using the dropdown.
- iv. Add the Asset Description, Vendor, Manufacturer, and Model.

Asset Detail Information hide

New	
Organization Owner Chart Of Accounts Code:	MS - MICHIGAN STATE UNIVERSITY
Organization Owner Account Number:	GA013691
Organization Owner Organization Code:	10032666
Owner:	
Asset Status Code:	N
Asset Condition:	Excellent
Asset Description:	Non Capital - Laptops - Dell 7650
Asset Type Code:	03102
Vendor Name:	Dell
Manufacturer:	Dell
Model Number:	7650

b. In the **Location** tab:

- i. Ensure the **Campus, Building**, and **Room Number** are accurately entered.
- ii. To create multiple identical assets, enter the number of pieces in the ***Quantity of Assets to be Created** field. Click the **Add** button to create numerous asset records that have the same characteristics listed in the Asset Detail Tab.
- iii. Tracking non-capital assets is optional; however, if you are using a non-capital asset tag to track non-capital assets, add the tag number in the tag number field.

Asset Location-Asset Unique Information (532036) hide

Asset Number:	532036
Serial Number:	
Organization Inventory Name:	
Organization Asset Type Identifier:	
Government Tag :	
Tag Number:	
National Stock Number:	
Asset Representative Principal Name:	
Asset Representative Name:	<input type="button" value="delete"/>

Asset Location-Asset Unique Information (532037) hide

Asset Number:	532037
Serial Number:	
Organization Inventory Name:	
Organization Asset Type Identifier:	
Government Tag :	
Tag Number:	
National Stock Number:	
Asset Representative Principal Name:	
Asset Representative Name:	<input type="button" value="delete"/>



- iv. When tagging non-capital assets, it is essential to use a blue non-capital asset tag (shown below), as they are different from capital asset tags. **Do not affix a capital asset tag to a non-capital asset.** Departments purchase non-capital asset tags through University Stores in [Spartan Marketplace](#).



c. In the **Add Payments** tab:

- i. Enter the purchasing cost information of the asset(s).
 1. **Note:** the entered value will be divided equally among the number of assets created previously in Step 5b-ii.

6. Submit the document to create the asset record(s). The document will be routed to the appropriate fiscal officer for approval.