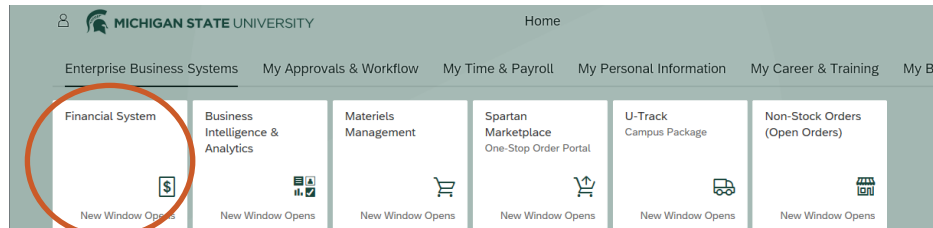




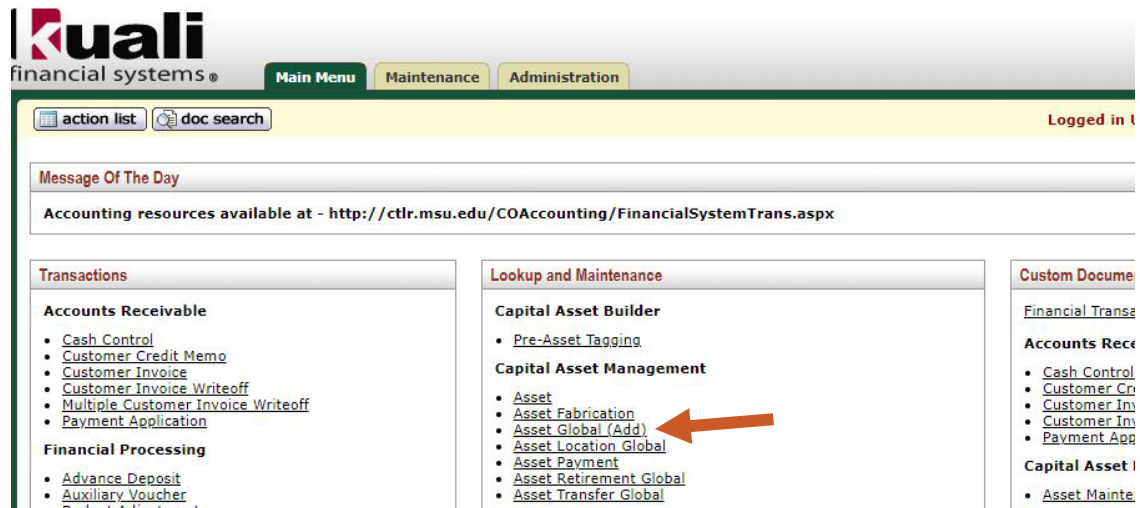
Creating Non-Capital Assets in KFS

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.



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



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

Asset Acquisition Type ? * required field

Acquisition Type Code:	A
Acquisition Type Name:	
Income Asset Object Code:	
Active Indicator:	<input checked="" type="radio"/> Yes <input type="radio"/> No <input type="radio"/> Both
<input type="button" value="search"/> <input type="button" value="clear"/> <input type="button" value="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:

- Add the account number for the organization that owns the asset.
- The system restricts the **Asset Status** code 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.

Asset Detail Information	
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:

- Ensure the **Campus, Building, and Room Number** are accurately entered.
- 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.
- 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)	
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:	
delete	

Asset Location-Asset Unique Information (532037)	
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:	
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:
- Enter the purchasing cost information of the asset(s).
 - 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.