

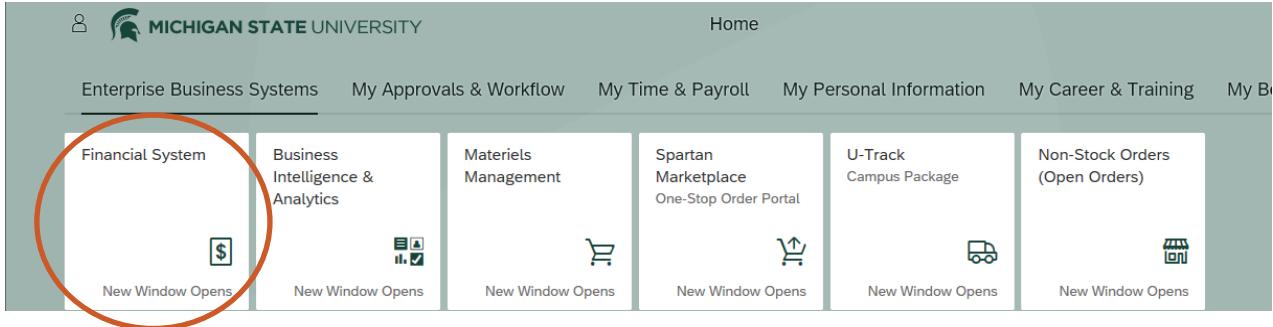


Edit Asset Records in KFS

Overview: This job aid demonstrates how Role 6 CAM Processors can edit assigned asset records in the Kuali Financial System (KFS). Fields that can be updated vary based on the timing in the asset's lifecycle.

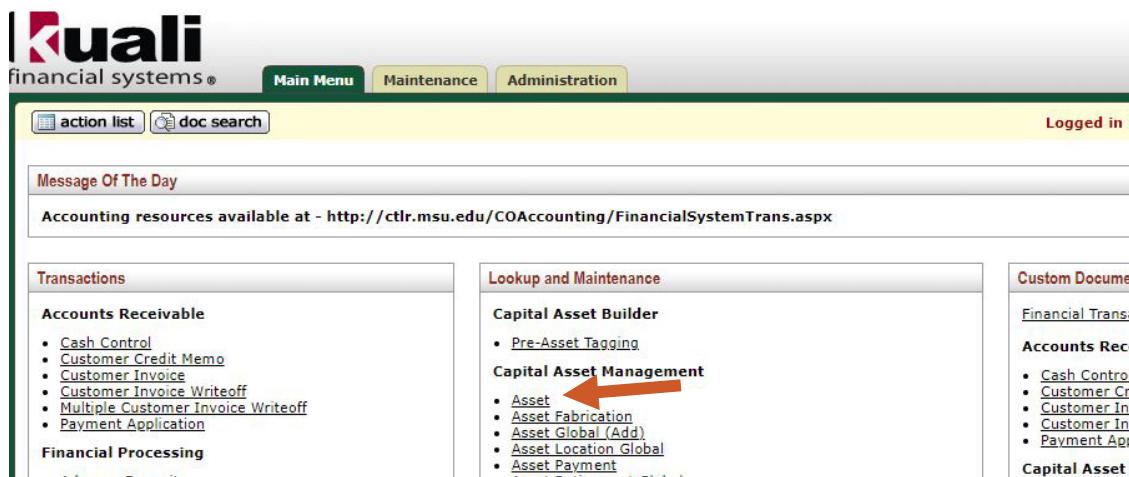
Note: unless otherwise noted, fields on the asset record are used to maintain and verify accuracy and should not contain internal unit notes or names.

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



The screenshot shows the Michigan State University homepage with the 'Michigan State University' logo at the top. Below it is a navigation bar with links: Home, Enterprise Business Systems, My Approvals & Workflow, My Time & Payroll, My Personal Information, My Career & Training, and My B...'. Under 'Enterprise Business Systems', there are six tiles: 'Financial System' (circled in red), 'Business Intelligence & Analytics', 'Materiels Management', 'Spartan Marketplace One-Stop Order Portal', 'U-Track Campus Package', and 'Non-Stock Orders (Open Orders)'. Each tile has a 'New Window Opens' link below it.

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

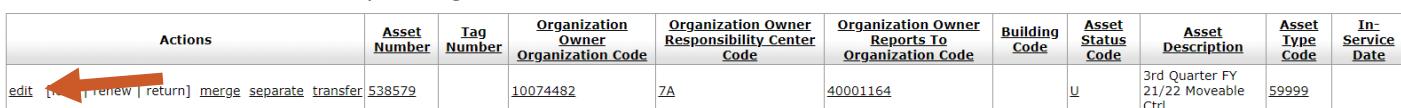


The screenshot shows the Kuali financial systems interface. At the top, there is a navigation bar with 'Main Menu', 'Maintenance', and 'Administration' buttons. Below the navigation bar, there is a 'Logged in' message. The main content area has several sections: 'Transactions' (Accounts Receivable, Financial Processing), 'Lookup and Maintenance' (Capital Asset Builder, Capital Asset Management, Asset, Asset Fabrication, Asset Global (Add), Asset Location Global, Asset Payment), and 'Custom Document' (Financial Transaction, Accounts Receivable, Capital Asset Management). An arrow points to the 'Asset' link under the 'Capital Asset Management' heading.

3. Enter the **Asset Number** and select **Search**.

a. **Note:** if an asset tag (barcode label) has been previously affixed to the asset, you can alternatively search by the **Tag Number**.

4. Select the **edit** link in the corresponding search result.



Actions	Asset Number	Tag Number	Organization Owner Organization Code	Organization Owner Responsibility Center Code	Organization Owner Reports To Organization Code	Building Code	Asset Status Code	Asset Description	Asset Type Code	In-Service Date
edit  [cancel] [renew] [return] [merge] [separate] [transfer]	538579		10074482	ZA	40001164		U	3rd Quarter FY 21/22 Moveable Ctrl	59999	

5. In the eDoc, enter a **Description** and **Explanation** indicating the changes being made to the asset record.



6. Edit the desired fields in the right-hand column (New) of the **Asset Detail Information** tab.
 - a. **Note:** The following fields can be edited by the assigned Role 6 CAM Processor without intervention from the Capital Asset Management team:
 - i. Within thirty days of asset record creation.
 1. Asset tag (barcode label) number: the asset tag must be affixed to the front of the asset
 2. Asset type code: determines the depreciable life (useful life) of the asset
 3. Asset description
 4. Manufacturer, model, and serial number
 - ii. Within the fiscal year the asset record was created, but after the thirty-day new record period.
 1. Asset type code
 2. Asset description
 3. Manufacturer, model, and serial number
 - iii. If the asset was created in a previous fiscal year.
 1. Manufacturer, model, and serial number
 7. The asset's location can be updated at any time within the **Asset Location** tab's right-hand column (New).
 8. The **Organization Information** tab can also be updated at any time by the Role 6 CAM Processor using the right-hand column (New).
 - a. Use the **Organization Inventory Name** field for unique asset names to assist with internal tracking. This field will populate in the [CAM021 – Moveable Asset Inventory report](#), but is not used by CAM for audit purposes.
 - b. Enter the asset's principal investigator or responsible unit personnel in the **Asset Representative Name** field. This field will populate in the [CAM021 – Moveable Asset Inventory report](#), but is not used by CAM for audit purposes.
 9. When all desired changes have been made to the asset record, click **Submit** at the bottom of the eDoc.