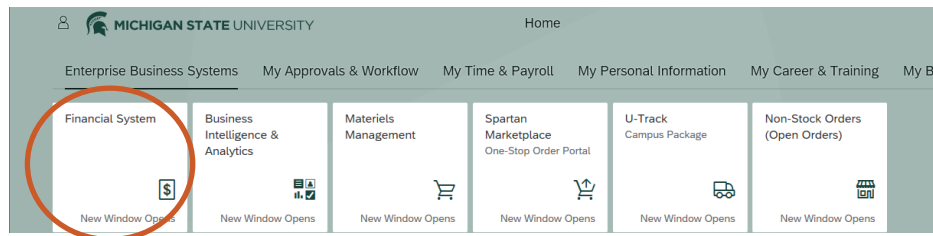




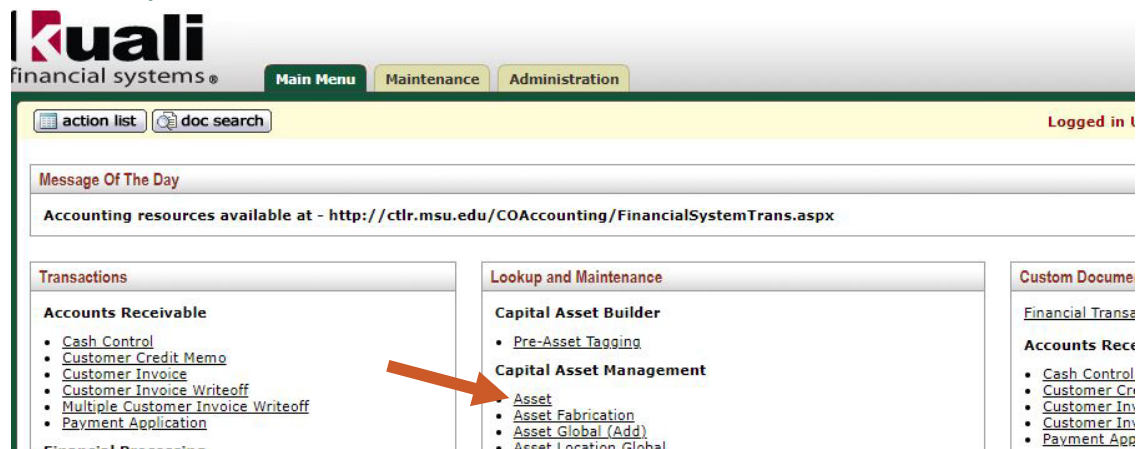
## Retiring and Transferring Non-Capital Assets in KFS

**Overview:** This job aid demonstrates how Role 6 CAM Processors can retire and transfer a non-capital asset in the Kuali Financial System (KFS). Since tracking non-capital assets is optional, the retirement and transfer processes differ from that of capital assets.

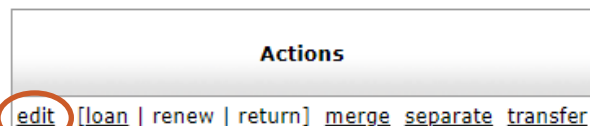
1. Log in to [ebs.msu.edu](https://ebs.msu.edu) and click the **Financial System** tab.




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



3. Search for the non-capital asset. Click on **Edit** to open the asset record.



4. Fill in the **Description** and **Explanation** fields.
5. On the right side, under the **New** Column, remove the "N" from the **Asset Status Code** field and click the magnifying glass.

<b>Owner:</b>	
<b>Acquisition Type Code:</b>	<u>Non Capital</u>
<b>Asset Status Code:</b>	<u>N</u> 
<b>Asset Condition:</b>	<u>Excellent</u>

6. Click **Search**.



7. To retire the asset **or** to transfer it to the MSU Surplus Store, select the **status code “O,” Non-Capital Retired**.
  - a. **Note:** The MSU Surplus Store does not handle KFS records for non-capital assets. If the department wants to send a non-capital asset to the MSU Surplus Store, they will need to update the non-capital asset record as **retired** using status code “O.” Please do not transfer active non-capital asset records to MSU Surplus Store.

Return Value	Asset Status Code	Asset Status Name
<a href="#">return value</a>	A	Active and identifiable
<a href="#">return value</a>	N	Non-Capital Active
<a href="#">return value</a>	O	Non-Capital Retired
<a href="#">return value</a>	R	Retired
<a href="#">return value</a>	U	Under Construction

8. Click **submit** to process the retirement/transfer.
9. When transferring the non-capital asset to the MSU Surplus Store, please ensure that the following steps are also taken:
  - a. [Contact the MSU Surplus Store](#) to arrange pickup.
  - b. Remove the blue non-capital asset tag prior to sending.