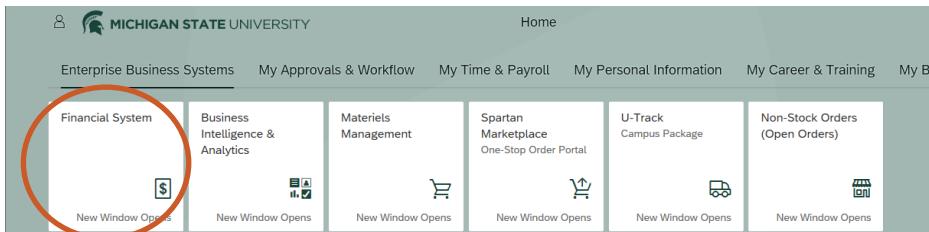




Retiring and Transferring Non-Capital Assets in KFS

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 and click the **Financial System** tab.



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 tabs for 'Main Menu', 'Maintenance', and 'Administration'. Below this, a yellow header bar contains links for 'action list' and 'doc search', and a 'Logged in' status indicator. The main content area is divided into several sections: 'Transactions' (Accounts Receivable, Cash Control, etc.), 'Lookup and Maintenance' (Capital Asset Builder, Capital Asset Management, Asset, Asset Fabrication, Asset Global (Add), Asset Location Global), and 'Custom Document' (Financial Transactions, Accounts Receivable, etc.). An orange arrow points from the 'Transactions' sidebar to the 'Asset' option in the 'Capital Asset Management' section.

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

The screenshot shows the 'Actions' section of the asset record. It contains several links: 'edit', '[loan | renew | return]', 'merge', 'separate', and 'transfer'. The 'edit' link is highlighted with a red circle.

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.

Owner:	
Acquisition Type Code:	<u>Non Capital</u>
Asset Status Code:	<u>N</u> 
Asset Condition:	<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
return_value	A	Active and identifiable
return_value	N	Non-Capital Active
return_value	O	Non-Capital Retired
return_value	R	Retired
return_value	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.