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FINANCIALS

Guide to the Capital Asset Management Module

Kuali

.

Contents

Introduction

The Capital Asset Management module allows users to create and maintain documents related to both non-movable and movable capital assets. The Capital Asset Management (CAM) module allows you to track assets purchased through your institution's financial system, assets received as gifts, and assets that have been transferred or found. The CAM module also has capital asset builder to identify potential capital asset transactions from the Purchasing/Accounts Payable and Financial Processing modules.

This module handles records for a wide variety of both capital and non-capital assets, art and museum objects, buildings, bonds, infrastructure, land, land improvements, leasehold improvements, library books, movable equipment, etc.

CAM documents allow you to create, maintain, and retire asset records. Additionally, the system can create asset records from data collected on financial transaction documents in other modules via Capital Asset Builder (CAB). The system also provides several documents to assist your organization with inventory management and other aspects of managing assets.

Asset records may be initiated in two ways: through data collected on specific financial transaction documents and through entry on Capital Asset Management documents.

In order to work efficiently in the Capital Asset Management module, you need to understand the basics of the user interface. For information and instructions on logging on and off, navigating, understanding the components of screens, and performing basic operations in the screens, see Overview in the *Overview and Introduction to the User Interface*.

Capital Asset Management Batch Processes

This section provides a brief introduction to the batch processes that extract capital asset transactions from the General Ledger and / or Purchasing and Accounts Payable for processing or for pre-asset tagging and depreciation.

Capital Asset Management Batch Processes

Job Name	Description
cabExtractJob	This job collects information from both the General Ledger and the Purchasing module based on object code sub-types specified in parameter CAPITAL_OBJECT_SUB_TYPES to create assets, add payments to them, and apply credits. The Capital Asset Module (CAM) allows purchase line items to be separated and/or combined to create assets. Currently, only moveable asset transactions are processed in CAB.
preAssetTaggingExtractJob	Purchase order information is extracted from the Purchasing/Accounts Payable (PURAP) module when the purchase order is approved. The extract job selects line items that have a capital equipment object sub-type code specified in parameter CAPITAL_OBJECT_SUB_TYPES and a unit cost equal to or greater than the amount defined in CAPITALIZATION_LIMIT_AMOUNT. The purchase order number, line number, quantity ordered, description, and vendor information are recorded in the Pre-Asset Tagging table for movable capital equipment.
assetDepreciationBatchJob	This job calculates and posts depreciation expense entries to the General Ledger and adjusts the affected asset records. For information about the Capital Asset Depreciation process, see Capital Asset Management Depreciation Process.
resetAssetDepreciationForFiscalYearJob	This job empties the prior year depreciation buckets associated with asset and updates the Previous Year Depreciation field. This job should be run at the beginning of each fiscal year prior to the first run of the new fiscal year's depreciation.

Capital Asset Management Depreciation Process

The Capital Asset Management depreciation process calculates and posts depreciation expense entries to the General Ledger and adjusts the affected asset records. Two methods can be used for the depreciation calculation: straight line, and salvage value. Each asset is depreciated from its asset depreciation date and is depreciated evenly over the asset's useful life.

The asset depreciation date for full year assets is set to 7/1 of the fiscal year the asset was placed in service, half year assets depreciation date is set to 1/1 of the fiscal year they are placed in service.

Every capital asset is assigned an asset type code. The asset type has an associated description, useful life, moving code, and required building code.

The federally-owned portion of an asset is excluded from the depreciation calculation as determined by the object code associated with the payment. In addition, assets with a pending retirement are not eligible for depreciation. Depreciation is posted to the campus or organization plant fund chart and account associated with the payment account.

Depreciation is calculated for each payment method and can be run monthly, quarterly, semi-annually or annually as defined by the DEPRECIATION_PERIOD parameter.

The fiscal period in which depreciation runs must be a multiple of the DEPRECIATION_PERIOD. For example, if the DEPRECIATION_PERIOD is set to 3 (run quarterly), the depreciation run date must be a date in the accounting period 3, 6, 9 or 12.

Overview

The parameter DEPRECIATION_PERIOD is used to determine how frequently depreciation entries should be created and posted to the General Ledger. Depreciation can be run monthly, quarterly, semi-annually or annually.

CAMS Depreciation is set to run on the third Thursday of the month. Depreciation will be calculated if the fiscal period is a multiple of the value in the DEPRECIATION_PERIOD parameter. For example, if you are running deprecation quarterly, the value in the parameter will be set to 3. Each month the calculation will check to see if the fiscal period is a multiple of 3 and if it is, will calculate depreciation.

Prior to the first scheduled run of the new fiscal year, the ResetAssetDepreciationJob must be run in order to clear prior year depreciation. This job will sum the buckets of depreciation and update the Previous Year Amount field.

If the DEPRECIATION_DATE parameter is blank, the depreciation job sets the date to the current date. The DEPRECIATION_DATE parameter will most likely be set to the last day of the prior fiscal year in order to run deprecation for assets that were created after year end that need to be included in the prior year. It could also be set to a day in July if depreciation needs to be run after the normal automatic running.

When set to the last day of the fiscal year, a full or half years amount will be calculated. Any assets that had depreciation previously taken, will be excluded each time depreciation is run for the specified period.

When the depreciation job runs for the last month of the fiscal year, it sets the asset depreciation date to the end of the fiscal year for any moveable asset that has an asset depreciation date greater than the end of the fiscal year.

The Blank Out parameters can be used to turn off automatic running of the depreciation batch job during fiscal year end.

Dates for the blank-out period can be set as follows:

- Set DEPRECIATION_DATE to yyyy-mm-dd (for example, 2016-06-30). The system uses this date to determine for which period to run depreciation. The accounting period associated with the date must be a multiple of the Depreciation period.

- Set the BLANK_OUT_PERIOD_RUN_DATE to mm/dd/yyyy (for example, 06/29/2012) to specify the date on which the system is to run depreciation.

- Set the BLANK_OUT_PERIOD_BEGIN parameter to mm/dd (for example, 06/01). This date determines the beginning of the blank-out period where automatic runs will not occur. The BLANK_OUT_PERIOD_BEGIN must be earlier in the calendar year than the BLANK_OUT_PERIOD_END date and will normally be a date in June.

- Set the BLANK_OUT_PERIOD_END parameter to mm/dd (for example, 07/15). This date determines the end of the blank-out period where automatic runs will not apply. The BLANK_OUT_PERIOD_END must be later in the calendar year than the BLANK_OUT_PERIOD_BEGIN.

Depreciation can be run multiple times in the same period. It will only depreciate those assets that have not been depreciated yet for this period. Assets created after year end that need to be depreciated in the prior fiscal year will need to have their in-service date set to a date in the prior year, DEPRECIATION_DATE set to a day in the last accounting period of the fiscal year, blank out begin and end parameters set to a date before and after the date deprecation will be run and blank out period run date set to the day you will be running depreciation.

Calculation

The formula for calculating depreciation uses a looking forward approach and determines depreciation based on the remaining useful life in order to spread depreciation out evenly over an assets life taking into consideration changes in value or life. Depreciation is calculated for each payment. The two depreciation methods are as follows.

- **Straight Line**

  Depreciation Expense equals Asset Cost less Accumulated Depreciation divided by Remaining useful life in months times Depreciation Period.

- **Salvage Value**

  Depreciation Expense equals Asset Cost less Salvage Value less Accumulated Depreciation divided by Remaining useful life in months times Depreciation Period.

Business Rules

The following business rules govern the application of these depreciation calculations:

Depreciation Calculation Business Rules and Error Messages

No.	Rule	Action or Error Message
1	When the Object Sub Type Code is in parameter NON_DEPRECIABLE_FEDERALLY_OWNED_OBJECT_SUB_TYPES, federally-owned/other-owned payments are excluded from depreciation.	Error Message: THERE ARE X PAYMENTS INELIGIBLE FOR DEPRECIATION, AND WILL BE REMOVED.
2	Assets that are identified as Construction in Progress are excluded from the depreciation calculation because the useful life is set to zero.	Action: Drop asset from calculation.
3	Asset depreciation date must be valid.	Action: Drop asset from calculation.
4	Only payments with an Asset Transfer Payment Code of N, blank or Null are eligible for depreciation.	Action: Continue with depreciation calculation.
5	Only active (not retired) assets are eligible for depreciation.	Action: Continue with depreciation calculation.
6	Non-capital assets are excluded from depreciation.	Action: Drop asset from calculation.
7	The depreciation procedure calculates how many months of depreciation should have occurred (months elapsed). If the number of months elapsed is equal to or greater than the assets depreciation life, the procedure uses the asset base amount as the calculated accumulated depreciation.	Action: If the number of months elapsed is equal to or greater than the assets depreciation life, the procedure uses the asset base amount as the calculated accumulated depreciation. If the number of months elapsed is less than the assets depreciation life, the depreciation is calculated.
8	Assets with a Pending Asset Transfer will be included in depreciation and will be added to the depreciation report in case a manual adjustment needs to be made.	Action: Continue with depreciation calculation and list the document number on the report for follow up.
9	Assets with a Pending Asset Retirement document are eligible for retirement, if the Asset Retirement document is approved after depreciation has run, the general ledger pending entries and document will update to reflect the current state of the asset. .	Action: Continue with depreciation calculation.

10	Assign the appropriate Plant Fund Chart Code and Account Number.	Action: When the Object Sub Type Code is in parameter PLANT_FUND_ORGANIZATION_OBJECT _SUB_TYPES, use the Organization Plant Fund Chart and Account numbers. When the Object Sub Type Code is in parameter PLANT_FUND_CAMPUS_OBJECT_SUB_ TYPES, use the Campus Plant Fund Chart and Account numbers.
11	Determine if the accounting period when depreciation is run is a multiple of the value in the DEPRECIATION_PERIOD.	Error Message: Fiscal month of depreciation date must be a multiple of the depreciation period.

Post Depreciation to Assets

For each capital asset, the depreciation calculated in the CAM depreciation process is stored in the assets Capital Asset payment for the fiscal period when depreciation was run.

Creation of Pending General Ledger Entries

The CAM depreciation process generates pending General Ledger entries. These pending entries are stored along with pending entries from all other sources and are processed in the next General Ledger run. The CAMS Depreciation Report includes the document number used to identify the entries and the fiscal year and period in which the entries will post.

CAMS Depreciation Report

The depreciation batch job creates a pdf report called CAMS_DEPRECIATION_REPORT<date time stamp>.pdf. It's located in the Batch File /reports/cam folder. It provides before and after stats as well as the document number used to post the entries.

Capital Asset Builder Batch Status Report

The CAB Batch Status Reports and CAB Mismatch Reports can be found reports/cam directory under the Batch File link.

These reports contain information about the number of records processed for Accounts Payable, General Ledger, and the Total. In addition, they show the last CAB Extract Date (in case no records were processed on recent runs). It also details records that were not processed. Following are the error messages and reasons that they have occurred.

Capital Asset Builder Batch Status Error messages

Error Message	Reasons
GL records were ignored because they didn't match up with PURAP account history. These transactions needs to be created manually	• Item added on the PREQ that didn't exist on the PO utilizing an asset object code. For example, a wire transfer charge. • PREQS created during the batch process between nightly out and CAB Extract. The eInvoice batch job could cause this if batch dependencies are not set correctly. • CAPITALIZATION_OBJECT_CODE_BY_OBJECT_SUB_TYPE didn't include the object sub-type for the object code used
GL records were ignored because they were already inserted in CAB and found to be duplicate records.	The comparison is only looking at the Account Number and Object Code. If there was a change in the sub account, sub object code, Project Code, or Org Ref Id, it looked like a duplicate.
GL records were ignored because they had zero or null dollar value.	Self explanatory.

Capital Asset Management Transaction Documents

Title	Description
Asset	Presents the **Asset Lookup**, which provides access to other functions and documents that are specific to a particular asset: view, edit (CASM), loan/renew/return (ELR), merge, separate, and transfer (AT).
Asset Fabrication	The Asset Fabrication document creates an Asset record that describes each of these constructed assets.
Asset Global (Add)	Used to create assets in the asset database that are not purchased through the financial system (for example, gifts, transfers-in, found, and non-capital assets) and to create non-movable assets that are **not** processed in the CAB
Asset Location Global	The Asset Location Global allows the user to change location information (campus, building code, room, sub room and tag number) for multiple assets simultaneously.
Asset Manual Payment	Used to enter and manage payments that have not yet been applied to any asset.
Asset Retirement Global(ARG)	The Asset Retirement Global document is used to change the status of the asset and to record the financial transactions associated with disposal of capital assets from the university asset database.
Barcode Inventory Process	Used to compare collected inventory data against the capital assets records from the university asset database.
General Ledger Transactions Lookup	For moveable capital assets, allows you to retrieve the associated Cash Receipt, Distribution of Income and Expenses, General Error Correction, Internal Billing, Service Billing, or Procurement Card documents, apply or add payments to the capital asset, and associate payments that have already been posted to the ledger to the asset record.
Pre-Asset Tagging	Pre-asset tagging allows organizations to tag assets before an asset has been created in the data base.
Purchasing/Accounts Payable Transactions Lookup	Allows you to retrieve purchase order and payment information from the Purchasing system, split or merge line items to create new capital assets, and process any related payment or credit memo requests.

Asset

When you select the **Asset** option, the system displays the Asset Lookup. This lookup allows you to search the CAM system for assets that meet criteria you specify in any of several fields. After retrieving assets, you have a variety of options for working with them. These options include:

- Edit: Allows you to make changes to asset information, including asset detail, asset location, asset organization, land associated with the asset, and any warranty issued for the asset. The Asset Edit document also makes provision for adding new information to asset repair history and asset components.

- Transfer: Enables you to transfer ownership of an asset within the institution

- Loan and Location: Allow you to update the location of the asset.

- Retirement: Enables you to record the disposition of an asset.

- Merge and Separate: Allow you to combine and divide capital assets.

Asset Lookup

The initial display is a lookup through which you search for existing assets. Your searches may use any combination, all, or none of the data fields to limit your search results.

Asset Lookup field definitions

Title	Description
Asset Condition	Text that describes the condition of the asset. Select a condition from the **Asset Condition** list. ✎ Permissions control view and edit access to this field.
Asset Description	Free-form text that describes the asset in detail.
Asset Number	A system-assigned identifier unique to each asset.
Asset Representative Principal Name	The name of the person represented by the asset representative user ID. You may search for this name from the **Person** lookup icon.
Asset Status Code	A code indicating the current status of the asset. You may search for this code from the **Asset Status** lookup icon.
Asset Type Code	A code that classifies types of assets into categories. Note that the life of an asset is assigned based on its asset type. You may search for this code from the **Asset Type** lookup icon.
Building Code	A code assigned to the building in which the asset is physically located. You may search for this value from the **Building** lookup icon.
Building Room Number	The room number in the building in which the asset is physically located. You may search for this value from the **Room** lookup icon.

Campus	A code identifying the physical campus in which the asset is physically located. You may search for this value from the **Campus** lookup icon.
Create Date From	The starting date the asset was added to the asset database. Enter the date or select it from the calendar.
Create Date To	The date the asset was added to the asset database. Enter the date or select it from the calendar.
Government Tag	A number assigned by a government entity to an asset purchased with federal and/or state funds.
Manufacturer	The name of the person or company that manufactured the asset.
Model Number	The number assigned by the manufacturer to this model of asset.
National Stock Number	A federal identification number assigned to the asset. This is a 13-digit numeric code, identifying all standardized material items in the supply distribution system of the United States Department of Defense.
Old Tag Number	When tag numbers are defaced or missing, a new tag number is assigned to the asset. When new tags are assigned to assets, the previous tag number is moved into the *Old Tag Number* field on the Global Location Document. Permissions control view and edit access to this field.
Organization Inventory Name	A common name the organization uses to refer to the asset inventory.
Organization Owner Account Number	The owner account responsible for the asset. You may search for this number from the **Account** lookup icon.
Organization Owner Chart Of Accounts Code	The chart code for the owner account that is responsible for the asset. You may search for this code from the **Chart** lookup icon.
Organization Owner Organization Code	The organization responsible for the asset. You may search for this code from the **Organization** lookup icon.
Organization Tag Number	A number assigned by an organization to internally identify assets. This number is independent of your institution's tagging system.
Organization Text	Freeform text that provides additional information about the asset.
Owner	When the title is vested in other universities or agencies, the name of the owner. You may search for owners through the **Agency** lookup icon.
Payment Document Number	The transactional document number that generated the capital expense. You may search for this number from the Asset Payment lookup icon.
Payment Purchase Order Number	The number assigned to the Purchase Order for which the payment is posted. You may search for this number from the **Asset Payment** lookup icon.
Payment Sequence Number	A system-assigned number identifying the order in which payments were processed. You may search for this number from the **Asset Payment** lookup icon.
Serial Number	A unique identification number assigned by the manufacturer to the asset.

Tag Number	A unique identification number issued by the university and affixed to the asset.
Total Cost	The total cost of the asset.
Vendor Name	The company or person who sold the asset to the institution and to whom the first payment was made.

Asset Lookup Results

Each row of the results table represents a different asset and includes links for up to eight different actions you may take on the asset. These actions include edit, view, loan, renew, return, merge, separate, and transfer.

For more information about working with the lookup and results, see Asset Lookup.

After you search for assets in the Asset Lookup, the system returns matches and displays them in a table below the Asset Lookup itself. Each row of the table represents a different asset. The first column in each row provides underlined links for up to eight different actions you may take for the associated asset.

Permissions and asset status determine when each of the following links display.

Asset Actions

Action	Description
edit	Allows you to modify most data associated with the asset.
loan	Allows you to enter information related to the loan of equipment.
renew	Allows you to record the renewal of an equipment loan.
return	Allows you to record the return of loaned equipment.
merge	Allows you to enter information related to the merge of assets.
separate	Allows you to enter information related to the separation of assets.
transfer	Allows you to enter information related to the transfer of assets.

Asset Inquiry

The Asset Inquiry can be accessed by clicking on the Asset Number or from the view link. The view link is available on retired assets. The Asset Inquiry presents all information that is stored in CAM about the asset.

Document Layout

The Asset Inquiry includes the **Asset Detail**, **Asset Location Information**, **Organization**, **Payments**, **Payment Summary, Payments Lookup**, **Fabrication Information**, **Land Information**, **Asset Depreciation Information**, **View Asset Merge History**, **View Asset Separate History**, **View Retirement Information**, **View Equipment Loan Information**, **Warranty**, **Repair History, Components**, and **Lookup Related Capital Asset Document(s)** tabs. All information in these tabs is display-only.

➡️ For information about the **Fabrication Information** tab, see [Asset Fabrication](). For information about the **Asset Detail**, **Asset Location Information**, **Organization**, **Payments**, **Payments Summary, Payments Lookup**, **Land Information**, **Asset Depreciation Information**, **Warranty**, **Repair History, Components**, and **Lookup/View Related Document(s)** tabs, see [Edit Asset]().

🖊️ Note that some of the Asset Inquiry tab names differ slightly from the edit Asset tab names to facilitate drilling into the tab details.
The following tabs appear only on Asset Inquiry.

Payments Summary Tab

This tab displays the total cost of the asset.

Payments Summary tab field definitions

Title	Description
Payments Total	The total of the asset payments.

View Asset Merge History Tab

View Asset Merge History tab field definitions

Title	Description
Asset Number	The original asset number assigned to the asset before being merged with another asset number.
Retirement Date	The date the asset was merged into another asset and retired from the previous asset number.

View Asset Separate History Tab

View Asset Separate History tab field definitions

Title	Description
Original Asset Number	The Original Asset number assigned to transaction(s) before separated to another asset number.
Separate Date	Date the transactions were separated to another asset.

View Retirement Information Tab

View Retirement Information tab field definitions

Title	Description
Retirement Date	The date the asset was retired.
Retirement Document Number	The document number of the document that retired the equipment.
Retirement Reason Code	Identifies the reason the asset was retired (for example, cannibalized, destroyed, sold, etc.).

Sale section definition

Title	Description
Buyer	Identifies the buyer of the asset.
Cash Receipt Document Number	The Cash Receipt document number created in Kuali Financials.
Retirement Account	The account that records cash and checks related to proceeds from retirement of this asset.
Retirement Chart	Chart of Accounts code for retiring the asset.
Sale Price	The actual sale price of asset, entered at the time of retirement.

Stolen section definition

Title	Description
Police Case Number	The case number assigned by the police department; required for equipment with a retirement reason of stolen.

External Transfer/Gift section definition

Title	Description
City	The city name of the asset's new location.
Contact Name	A receiving-end contact name for the transferred or donated asset.
Country	Country code of the asset's new location.
Institution	The name of institution to which the asset has been transferred or donated.
Phone	The phone number of the person specified in the **Contact Name** field.
Postal Code	Postal code of the asset's new location.
Street	The street address of asset's new location.
State	The two-letter state code of the asset's new location.

View Equipment Loan Information Tab

This tab contains sections for information about the borrower and for the location at which the asset will be stored if different from the borrower's address.

View Equipment Loan Information tab field definitions

Title	Description
Expected Return Date	The anticipated date on which the asset will be returned. Assets cannot be lent for more than two years, so this date must not be later than two years from the loan date.
Loan Date	The date the equipment loan was made.
Return Date	The date a loaned asset was returned.

Borrower's Address section definition

Title	Description
City	The borrower's city.
Country Name	The borrower's country.
Name	The borrower's contact name.
Phone	The ten-digit contact phone number for the borrower.
Postal Code	The borrower's postal code.

State Abbreviation	The borrower's state.
Street	The borrower's street address.

Stored at Address section definition

Title	Description
City	The city where the loaned asset is stored, if different from the borrower's city.
Country Name	The country where the loaned asset is stored, if different from the borrower's country.
Phone	The phone number where the loaned asset is stored, if different from the borrower's phone.
Postal Code	The postal code where the loaned asset is stored, if different from the borrower's postal code.
State Abbreviation	The two-letter code of the state where the loaned asset is stored, if different from the borrower's state.
Street	The street address where the loaned asset is stored, if different from the borrower's address.

Edit Asset

Selecting the **edit** action from the search results table for an asset lookup causes the system to present the Asset document. This document is used to make changes to the information stored for a particular asset. The document also allows for adding new information to asset repair history and asset components. This document is used for both capital assets and non-capital assets.

Document Layout

The Asset document includes the **Asset Detail Information, Asset Location, Organization Information, Payments, Payments Lookup, Land Information, Asset Depreciation Information, Warranty, Repair History**, **Components**, and **Lookup Related Capital Asset Document(s)** and **View Purchasing/Financial Asset Documents** tabs as well as the standard **Notes and Attachments**, **Ad Hoc Recipients**, and **Route Log** tabs.

➡️ For more information about the standard tabs, see Standard Tabs in the *Overview and Introduction to the User Interface*.

➡️ If more than ten payments exist for the asset, you may view all payments via the **Asset Payment Lookup**. For more information about the Lookup, see Asset Payment Lookup.

Asset Detail Information Tab

Asset Detail Information tab field definitions

Title	Description
Acquisition Type Code	Display-only. Describes how the asset was acquired by the institution (for example, gift, found, etc.).
Asset Description	Required. Enter a detailed description of the asset.
Asset Condition	Select the condition of the asset from the list (for example, Excellent, Good, Fair, and Poor). For the KFS-CAMS Processor role, this field is not displayed. ✎ Permissions control view and edit access to this field.
Asset Number	Display-only. The system-assigned identifier unique to the asset.
Asset Status Code	Required. Enter the code indicating the current status of the asset. The current asset status determines the available choices for changing the asset status. See the business rules below.
Asset Type Code	Required. Enter the code used to classify types of assets grouped by categories or search for the code from the **Asset Type** lookup icon.
Create Date	Display-only. Represents the date the document that initiated the asset, for example, Payment Request or General Error Correction is picked up by CAB.
Depreciation Date	Display-only. The date on which the asset depreciation begins. When the in-service date is changed, the depreciation date is automatically updated. The system uses the Asset Depreciation Convention table to set the depreciation date. The update is based on the deprecation convention code assigned to the subtype. • If half year convention is used, the Depreciation Date will be 1/1. • If full year convention is used, the Depreciation Date will be 7/1. • If there is no convention, the Depreciation Date will be the same as the In-Service date.
Federal Contribution	Display-only. The amount the federal government has contributed towards the acquisition of the asset. Parameter FEDERAL_CONTRIBUTIONS_OBJECT_SUB_TYPES determines which payments make up this amount.
Financial Object Subtype Code	Enter the designated subtype for the object code or search for it from the **Object Sub-Type** lookup icon. The subtype code assigned to the asset is used in conjunction with the Asset Depreciation Convention table. The Asset Depreciation Convention table is used to determine whether the asset depreciates using a half year convention or a full year convention. Subtype codes are assigned to a full-year convention, or a half-year convention. Any subtype code not assigned sets the in-service date and deprecation date to the current year. Users assigned to one of the following roles may update this field: KFS-SYS Asset Manager, KFS-SYS Plant Fund Accountant.

Fiscal Year	Display-only. The fiscal year in which the asset was added to the asset database.
Government Tag	Enter the number assigned by a governmental entity to the asset if purchased with federal and/or state funds.
In-Service Date	Enter the date the asset is placed in service and becomes eligible for depreciation. To change an asset from construction-in-progress to complete, update the asset type code and the in-service date.
Last Inventory Date	Display-only. The date of last inventory performed by the University or the date an asset was last physically verified, moved, relocated, inventoried, or tagged.
Manufacturer	Enter the name of the person or company that manufactured the asset.
Model Number	Enter the number assigned by the manufacturer to that model of asset.
National Stock Number	Enter the federal identification number assigned to the asset.
Old Tag Number	Enter the identification number (if any) previously affixed to the asset. 🖉 Permissions control view and edit access to this field.
Organization Owner Account Number	Enter the account number for the owner that is responsible for the asset or search for the number from the **Account** lookup icon. This value is editable for users assigned to the role of KFS-SYS Asset Manager and KFS-SYS Plan Fund Accountant.
Organization Owner Chart Of Accounts Code	Enter the chart code for the owner account that is responsible for the asset or search for the code from the **Chart** lookup icon. This value is editable for users assigned to the role of KFS-SYS Asset Manager and KFS-Sys Plan Fund Accountant. 🖉 When the parameter Accounts_Can_Cross_Charts is set to No, the system derives the chart code from the account number entered, and an entry in this field is not required.
Organization Owner Organization Code	Display-only. Identifies the organization responsible for the asset and is set by the owner account number.
Owner	Optional. Used when the title is vested in other universities or agencies. Enter the name of the owner or search for it from the **Agency** lookup icon.
Period	Display-only. The period during which the asset was added to the asset database.
Serial Number	Enter the unique identification number assigned by the manufacturer to the asset.
Tag Number	Enter the unique identification number issued by the University and affixed to the asset.
Total Cost	Display-only. The total amount or the final cost of the asset.

Vendor Name	Enter the name of the company or person who sold the asset to the institution and to whom the first payment was made. Users assigned to any one of the following roles may update this field: KFS-SYS Asset Processor, KFS-CAM Manager, KFS-SYS Asset Manager, KFS-SYS Plant Fund Accountant.

Asset Location Tab

The asset type code and asset status determine what information is required on the **Asset Location** tab. The asset status is used to identify whether the asset is capital or non-capital.

Any change to information on the **Asset Location** tab causes the system to update the last inventory date for the asset.

Asset Location tab field definitions

Title	Description
Building Code	Enter the code designated to the building in which the asset is/will be physically located.
Building Room Number	Enter the building room number in which the asset is/will be physically located.
Building Sub Room Number	Enter the code created for departmental use. Most departments use this field to enter the cubicle sub-room number.
Campus	Required. Enter the code identifying the physical campus in which the asset is/will be physically located.
(Off Campus) Address	Required. Enter the off campus street address where the asset is/will be located or stored.
(Off Campus) City	Required. Enter the off campus city where the asset is/will be located or stored.
(Off Campus) Country	Select the country from the **Country** list or search for it from the **Country** lookup icon.
(Off Campus) Name	Enter the name of the person in charge of the asset at the off campus location.
(Off Campus) Postal Code	Required. Enter the postal code or search for it from the **Postal Code** lookup icon.
(Off Campus) State	Required. Enter the state or search for it from the **State** lookup icon.
Update Last Inventory Date	Click the **Update** button to update the Last Inventory Date when changes have not been made to the Asset Location information. The **Update** button will update the Last Inventory Date and add a note to the document identifying the user that changed the asset last inventory date, no change to location.

Organization Information Tab

Organization Information tab field definitions

Title	Description
Asset Representative	Enter a user ID for identifying a name in order to group and sort assets on reports. The user may search for the user ID from the **Person** lookup icon.
Asset Representative Name	Enter the actual name represented by the Asset Representative user ID. The user may search for it from the **Person** lookup icon.
Estimated Sale Price	Enter the estimated price if the asset has been sold.
Organization Asset Type Identifier	Enter the type used by the organization to classify the equipment.
Organization Inventory Name	Enter a common name for inventory purposes. This name is used to sort assets within an organization to assist with physical inventories. In addition to pulling equipment descriptions from purchase orders, CAM allows organizations to include common names. (For example, GMC FABRICATED ABC1234 WIDE BODY DUMP could have an organizational inventory name of Recycling Truck.)
Organization Tag Number	Enter the number assigned by an organization to internally identify assets, independent of the university tagging system.
Organization Text	Enter additional organization-related information on the asset.
Receive Date	Enter the date the asset was received by the organization.
Replacement Amount	Enter the cost of replacing the asset. Permissions control view and edit access to this field.

Payments Tab

The information in this tab is retrieved from the database upon opening of the document and is view only.

If more than ten payments exist for the asset, the user may view all payments via the **Asset Payment Lookup**. For more information about the lookup, see Asset Payment Lookup.

Payments tab field definitions

Title	Description
Account Number	The account number that paid for or owns the asset.
Accumulated Depreciation Amount	The depreciation on the asset related to this payment.
Amount	The portion of the cost of the asset paid from the above account for the given payment.
Chart Code	The chart code for the account that funded the asset or is the owner of the asset.
Document Number	The transactional document number that generated the capital expense.
Document Type Name	The type of document that generated the capital expense.
Fiscal Year	The fiscal year the payment was posted to the General Ledger.
Fiscal Period	The fiscal period the payment was posted to the General Ledger.
Object Code	Used to classify the transaction and to identify asset categories such as movable, art and museum, buildings. In addition, the object code can be used to identify the type of funding, university, federal, or federally owned.
Organization Reference Id	A reference identification number assigned by organization.
Payments Total	The total of payments made to date for this asset.
Period 1 Depreciation Amount	Depreciation amount for the 1st period (July) of the fiscal year.
Period 2 Depreciation Amount	Depreciation amount for the 2nd period (August) of the fiscal year.
Period 3 Depreciation Amount	Depreciation amount for the 3rd period (September) of the fiscal year.
Period 4 Depreciation Amount	Depreciation amount for the 4th period (October) of the fiscal year.
Period 5 Depreciation Amount	Depreciation amount for the 5th period (November) of the fiscal year.

Period 6 Depreciation Amount	Depreciation amount for the 6th period (December) of the fiscal year.
Period 7 Depreciation Amount	Depreciation amount for the 7th period (January) of the fiscal year.
Period 8 Depreciation Amount	Depreciation amount for the 8th period (February) of the fiscal year.
Period 9 Depreciation Amount	Depreciation amount for the 9th period (March) of the fiscal year.
Period 10 Depreciation Amount	Depreciation amount for the 10th period (April) of the fiscal year.
Period 11 Depreciation Amount	Depreciation amount for the 11th period (May) of the fiscal year.
Period 12 Depreciation Amount	Depreciation amount for the 12th period (June) of the fiscal year.
Posting Date	The date the payment transaction was posted to the General Ledger.
Previous Year Depreciation Amount	The amount of depreciation for the prior fiscal year.
Project Code	Used to identify particular transactions that might span multiple accounts.
Purchase Order Number	Represents a written authorization for a vendor to ship goods or provide services based on conditions outlined in the purchase order (PO) document which becomes a legally binding contract once the vendor accepts it.
Requisition Number	The number of the document used to order the equipment.
Sub-Account	An optional element of the accounting string that allows the user to track financial activity within a particular account at a finer level of detail.
Sub-Object	An optional element of the accounting string related to the university object code that allows the user to create finer distinctions within a particular object code for a specific account.
Transfer Payment Code	This code is used to identify if the payment is eligible for depreciation.
Year To Date	The amount of depreciation for the current fiscal year.

Payments Lookup Tab

Payments Lookup tab field definitions

Title	Description
To view the payment lookup for this Asset	Link (**Click here**) to the **Asset Payment** lookup icon for this asset.

The only active field on this tab is the **Click here** link. Clicking on this link displays the **Asset Payment Lookup** with the **Asset Number** field pre-populated with the asset number of the asset being edited here.

For more information about the Lookup, see Asset Payment Lookup.

Land Information Tab

Permissions control view and edit access to the fields in this tab.

Land Information tab field definitions

Title	Description
Land Acreage	Enter the size of the land measured in acres.
Land County	Enter the county in which the land is located.
Land Parcel Number	Enter the parcel number assigned by the county assessor's office to this lot of land.

Asset Depreciation Information Tab

This tab contains the current asset depreciation information. Most of this information is *view only*. The depreciation method and the salvage amount are the only fields that can be updated.

Asset Depreciation Information tab field definitions

Title	Description
Accumulated Depreciation	Display-only. The depreciation that has taken place on an asset up to the present time.
Base Amount	Display-only. The amount eligible for deprecation. It excludes any federal or other owned amounts. The base amount is calculated by summing the account amounts on payment records that do not have federally funded financial object sub-type codes defined in parameter NON_DEPRECIABLE_FEDERALLY_OWNED_OBJECT_SUB_TYPES.
Book Value	Display-only. The value of an asset according to its balance sheet account balance.
Current Month	Display-only. The depreciation that has taken place on the asset for the current month.
Depreciation Date	Display-only. The date the depreciation of the asset started.
Depreciation Life Limit	Display-only. The useful life (depreciable life) of the asset.
Depreciation Method Code	Required. Select the code for the depreciation method from the list or search for it from the **Asset Depreciation Method** lookup icon. There are two depreciation methods defined: SL - straight-line SV - salvage value
Previous Year	Display-only. The depreciation that has taken place on the asset during the preceding fiscal year.
Salvage Amount	Optional. Enter the amount the university could recover if the asset is salvaged. This amount cannot be greater than the base amount.
Year To Date	Display-only. The depreciation that has taken place on the asset for the current fiscal year.

View Asset Separate History Tab

This tab contains the information for an asset that once was a part of another asset and was separated from that asset.

View Asset Separate History tab field definitions

Title	Description
Original Asset Number	Display-only. The asset number for the asset from which the current asset was removed.
Separate Date	Display-only. The date when the asset separation took place.

Warranty Tab

This tab contains any existing warranty information for the asset.

Warranty tab field definitions

Title	Description
Begin Date	Enter the effective starting date of the warranty on the asset or select it from the calendar.
Contact Name	Enter the name of the contact person for the warranty on the asset.
Description	Enter additional detail on the warranty for the asset.
End Date	Enter the effective ending date of the warranty on the asset or select it from the calendar.
Phone Number	Enter the phone number for the contact person related to the warranty on the asset.
Purchase Order Number	Enter the purchase order number issued for the warranty on the asset.
Warranty Number	Enter the number assigned by the warranty provider for this asset.

Repair History Tab

This tab presents any repair history for the asset.

To create a repair history, the system requires an incident date and problem description. The incident date must be unique.

Repair History tab field definitions

Title	Description
Estimated Repair Date	Optional. Enter the estimated completion date for the repair or select it from the calendar.
Incident Date	Required. Enter the date the problem with the asset was reported or select it from the calendar.
Problem Description	Required. Enter a comprehensive description of the problem with asset and the need for repair.
Repair Amount	Optional. Enter the cost of repairing the asset.
Repair Contact Name	Optional. Enter the name of the person or company that will perform the repair on the asset.
Repair Date	Optional. Enter the actual date the asset was repaired or select it from the calendar.
Repair Note Text	Optional. Enter additional notes related to the asset repair.
Repair Solution Description	Optional. Present solutions that will lead to the repair of the asset.

A repair incident may be removed before submitting the **Asset** document by clicking on the **delete** button. Modifications may not be made to existing repair history records.

Components Tab

This tab allows the user to add any component units an asset may have.

Components tab field definitions

Title	Description
Component Condition Code	Select the code indicating the condition of the component from the list or search for the code from the **Asset Condition** lookup icon.
Component Contact Phone Number	Enter the phone number for the person in charge of this component of the asset.
Component Description	Enter a description of the component being added to the asset.
Component Estimated Lifetime Limit	Enter the component's estimated life.
Component Manufacturer Name	Enter the name of the person or the company that manufactured the component.
Component Model Number	Enter the number assigned by the manufacturer to that model of component.
Component Number	System-generated. The number assigned when a new component is added to the asset.
Component Organization Tag Number	Enter the unique identification number issued by the owner organization within the University and affixed to the component of the asset.
Component Warranty Phone Number	Enter the phone number for the contact person related to the warranty on this component of the asset.
Component Warranty Purchase Order Number	Enter the purchase order number issued for the warranty on this component of the asset.
Component Organization Text	Enter additional information on this component of the asset.
Component Serial Number	Enter the unique identification number assigned by the manufacturer to the component.
Component Warranty Contact Name	Enter the name of the contact person for the warranty on this component of the asset.
Component Warranty Number	Enter the number assigned by the warranty provider for this component of the asset.
Component Warranty Text	Enter additional detail on the warranty for this component of the asset.
Component Vendor Name	Enter the name of the company or person who sold the component to the institution and to whom the first payment was made.
Government Tag Number	Enter the number assigned by a governmental entity to this component of the asset if purchased with federal and/or state funds.

National Stock Number	Enter the federal identification number assigned to the component.
Replacement Amount	Enter the cost of replacing the component. 🏷️ Permissions control view and edit access to this field.
Warranty Beginning Date	Enter the effective starting date of the warranty on this component of the asset or select it from the calendar.
Warranty Ending Date	Enter the effective ending date of the warranty on this component of the asset or select it from the calendar.

A component may be removed before submitting the **Asset** document by clicking the **delete** button. Modifications may not be made to existing component records.

Lookup Related Capital Asset Documents Tab

The only active field on this tab is the **view related document click here** link. Clicking on this link will display all documents related to this asset. These documents cannot be updated here.

Related Document Lookup tab field definitions

Title	Description
Asset Edit	Click the link to view any Asset Edit documents for this asset.
Asset Fabrication	Click the link to view any Asset Fabrication documents for this asset.
Asset Location Global	Click the link to view any Asset Location Global documents that affect this asset.
Asset Retirement Global or Merge	Click the link to view any Asset Retirement Global or Merge documents that affect this asset.
Asset Transfer	Click the link to view any Asset Transfer documents for this asset.
Equipment Loan or Return	Click the link to view any Equipment Loan or Return documents for this asset.

Process Overview

Business Rules

Asset Information Detail tab:

- KFS-SYS Asset Manager and KFS-SYS Plant Fund Accountant can edit the following fields:

    - **Organization Owner Chart Of Accounts** , **Organization Owner Account Number**, **Owner**, **Financial Object Subtype Code, Government Tag, National Stock Number** and **In-Service Date** fields.

- KFS-SYS Asset Processor, KFS-CAM Manager, KFS-SYS Asset Manager, KFS-SYS Plant Fund Accountant can edit **Asset Description**, **Tag Number**, **Asset Type Code** and **Vendor Name**.

- Parameter VALID_ASSET_STATUS_BY_PRIOR_ASSET_STATUS determines which **Asset Status Code** can be changed to another.

- If the tag number has not been assigned, the KFS-CAM Processor can update **Tag Number**, **Asset Type Code** and **Asset Description**.

- If the asset is tagged and the asset was created in the current fiscal year, the KFS-CAM Processor can update **Asset Type Code** and **Asset Description**.

- **Last Inventory Date** is updated with a change to any of the following fields: **Campus, Building, Room, Sub Room, or Off Campus Address**.

- Manufacturer is not required for non-capital assets.

Asset Location tab:

- Building code for capital assets:

    o Asset type codes for movable equipment that have the **Moving Indicator** marked Yes require a building code and a room number **or** an off campus address that includes name, address, city, state, postal code, and country.

    o Asset type codes for buildings have the **Required Building Indicator** field marked Yes require a building code. No room number is required.

    o Any asset type code with both the **Moving Indicator** and **Required Building Indicator** marked No require a campus code but no building or room number.

- Building code and room number for non-capital assets are not required, but must be valid if used.

Routing

Organizations can set up workflow to route for approval or as an acknowledgement.

Equipment Loan

To record a loan, the user chooses the **loan** link from the **Actions** column of the Asset Lookup or Asset Payment Lookup results table. The system displays the Equipment Loan/Return document.

This section covers equipment loan only. For information about renewing a loan, see Equipment Loan Renewal. For information about returning loaned equipment, see Equipment Return.

Document Layout

The Equipment Loan/Return document includes the **Asset, Equipment Loans, Borrower's Address, Asset Location, Organization, Processed Payment, Payments Lookup** tabs as well as the standard Document Overview, Notes and Attachments, Ad Hoc Recipients, and Route Log tabs.

For more information about the standard tabs, see Standard Tabs in the *Overview and Introduction to the User Interface.*

The **Asset** tab presents a static (inquiry-only) display as do the **Asset Location**, **Organization**, **Processed Payment**, and **Payments Lookup** tabs.

Information about most of these tabs is similar to that of tabs on other assets documents. For information about the **Asset Location**, **Organization**, **Processed Payment**, and **Payments Lookup** tabs, see those tabs under Edit Asset. For information about the **Borrower's Address** tab, see Borrower's Address Tab.

If more than ten payments exist for the asset, the user may view all payments via the **Asset Payment Lookup**.

For more information about the Lookup, see Asset Payment Lookup.

Asset Tab

Information in the Asset tab is retrieved from the database when you open the document. This information is view *only*.

Asset tab field definitions

Title	Description
Acquisition Type Code	Describes how the asset was acquired by the institution (i.e., gift, found, etc.)
Asset Condition	Describes the condition of the asset (for example, Excellent, Good, Fair, and Poor.) Permissions control view and edit access to this field.
Asset Description	Free form field designated to describe the asset in full detail.
Asset Number	Display-only. System-generated number assigned to the original asset.
Asset Status (Code)	Code indicating the current status of the asset (i.e. A for active, R for retired.)
Asset Type Code	Used to classify the type of assets grouped by categories; the life of an asset is assigned based on the asset type.
Create Date	Date the asset was added to the asset database.
Fiscal Year	Fiscal year in which the asset was created.
Period	Period (fiscal month) of which the asset was created.
Government Tag	Number assigned by a governmental entity to the asset purchased with federal and/or state funds.
In-Service Date	Date the asset is placed in service and becomes eligible for depreciation.
Last Inventory Date	Date of last inventory performed by the university or the date an asset was last physically verified, moved, relocated, inventoried, or tagged. When the loan, return or renew document is approved the last inventory date will be updated.
Organization Code	Set by the owner account number; identifies the organization responsible for the asset.
Organization Owner Account Number	Identifies the account responsible for the asset.
Organization Owner Chart Of Accounts Code	Identifies the chart for the owner account that is responsible for the asset.
Owner	Agency owning the asset, used to identify if the title is vested in other universities or agencies.

Manufacturer	Name of the person or the company that manufactured the asset.
Model Number	Number assigned by the manufacturer to that model of asset.
National Stock Number	Federal identification number assigned to the asset.
Old Tag Number	When tag numbers are defaced or missing, a new tag number will be assigned to the asset. On the Global Location document when new tags are assigned to assets, the existing tag number is moved into the **Old Tag Number** field. 🏷 Permissions control view and edit access to this field.
Serial Number	Unique identification number assigned by the manufacturer to the asset.
Tag Number	Unique identification number issued by the university and affixed to the asset. To issue a loan, return or renew document, the asset must have been assigned a tag number that was entered into the asset database. If the asset has not been tagged, it will not be available in the action list for asset loan, return or renew.
Vendor Name	Company or person who has sold the asset to the institution and to whom the first payment was made.

Equipment Loans Tab

Information in this tab must be completed to initiate the loan document.

Equipment Loans tab field definitions (loan action)

Title	Description
Borrower ID	Required. Enter the valid user ID of the person (staff or faculty member) borrowing the asset or search for the user ID from the **User** lookup icon.
Expected Return Date	Required. Enter the anticipated date on which the asset will be returned to the institution or select this date from the calendar. Assets cannot be lent for more than two years, so this date must not be later than two years from the loan date.
Loan Date	Required and defaults to the current date, but it can be entered or selected from the calendar if the actual loan date is different.

Borrower's Address Tab

This tab contains two sections, one for information about the borrower and another for the location at which the asset will be stored.

Borrower's Address tab field definitions

Title	Description
(Borrower) Address	Required. Enter the borrower's street address.
(Borrower) City	Required. Enter the borrower's city.
(Borrower) Country	Select the borrower's country from the **Country** list.
(Borrower) Phone	Enter a ten-digit contact phone number for the borrower.
(Borrower) Postal Code	Required. Enter the borrower's postal code or search for it from the **Postal Code** lookup icon.
(Borrower) State	Required. Enter the borrower's state or search for it from the **State** lookup icon.
(Stored At) Address	Enter this street address when different from the borrower's address.
(Stored At) City	Enter this city when different from the borrower's City.
(Stored At) Country	Select this country from the **Country** list when different from the borrower's country.
(Stored At) Phone	Enter this phone when different from the borrower's phone.
(Stored At) Postal Code	Enter this postal code when different from the borrower's postal code or search for it from the **Postal Code** lookup icon.
(Stored At) State	Enter this state when different from the borrower's state or search for it from the **State** lookup icon.

Process Overview

Business Rules

- Three conditions must be present to initiate the Equipment Loan/Return document for the purpose of recording a loan:
    - The asset must exist in the database, **and**
    - the tag must be attached to the equipment, **and**
    - the tag number must be entered in the **Asset** document.
- Asset status must be active.
- When an asset is retrieved on the Equipment Loan/Return document, the system checks to see if the asset has a pending asset transfer (AT) asset retirement (AR) document, or if an existing equipment loan/return (ELR) document is pending. If a document is pending, the edit will not allow the user to issue the loan or return document.
- The value for **Last Inventory Date** will automatically be updated to that of the **Loan Date**.
- When issuing a document to place the equipment on loan, the Equipment Loan/Return document requires a borrower ID. The borrower ID must be a valued user ID in the Universal ID table.
- When issuing a document to place the equipment on loan, the Equipment Loan/Return document requires a complete borrower address (Street Address, City, State, Postal Code, and Country). This requirement is only on for the Borrower Address; the Stored at Address is not required.
    - The state code is validated against the Postal State Code table.
    - The country is system-assigned to US if not pre-set by the user.
- If the asset is untagged, the **Loan** action is not available in the **Actions** column. (The loan action is not underscored for the asset number.) Similarly, the **Loan** link is not available if the asset is already on loan.
- An asset can be identified as currently on loan when an expected return date exists and the return date is NULL.
    - If the asset is not on loan the word loan is underscored in the **Actions** column.
    - If the asset is actively on loan the words renew and return are underscored in the **Actions** column.
- Expected Return Date rules:
    - When issuing a document to place the equipment on loan, the Equipment Loan/Return document requires an expected return date.
    - When issuing a document to place the equipment on loan, the expected return date cannot be more than two years from the loan date.
    - The expected return date cannot be earlier than the loan date.
- The equipment loan return date is required when issuing an Equipment Loan Return document.

Routing

- Any active user may initiate an Equipment Loan/Return document.

- The document is routed to the appropriate fiscal officer or delegate. The fiscal officer to whom this document is routed is defined by the account in the Asset Information tab of the document.

- The document routes to the borrower ID.

Equipment Loan Renewal

To extend an equipment loan, the user chooses the **renew** link from the **Actions** column of the Asset Lookup results table. The system displays the Equipment Loan/Return document.

Document Layout

The **Equipment Loan/Return document** includes Document Overview and the Asset, Equipment Loans, Borrower's Address, Asset Location, Organization, Processed Payment, Payments Lookup tabs as well as the standard Notes and Attachments, Ad Hoc Recipients, and Route Log tabs.

For more information about the standard tabs, see Standard Tabs in the *Overview and Introduction to the User Interface*.

The **Asset** tab presents a static (inquiry-only) display as do the **Asset Location**, **Organization**, **Processed Payment**, and **Payments Lookup** tabs.

Information about most of these tabs is similar to that of tabs on other assets documents. For information about the **Asset Location**, **Organization**, **Processed Payment**, and **Payments Lookup** tabs, see those tabs under Edit Asset. For information about the **Borrower's Address** tab, see Borrower's Address Tab.

If more than ten payments exist for the asset, the user may view all payments via the Asset Payment Lookup.

For more information about the Lookup, see Asset Payment Lookup.

In the **Equipment Loans** tab, most of the information is pre-populated but can be changed. You must enter a new **Expected Return Date**.

For more information about the **Equipment Loans** tab, see [Equipment Loans 1Tab](#).

In the **Borrower's Address** tab, the information is pre-populated but may be changed.

For information about the **Borrower's Address** tab, see [Borrower's Address Tab](#).

Process Overview

Business Rules

- Three conditions must be present to initiate the Equipment Loan/Return document for a loan renewal:
  - The asset must exist in the database, **and**
  - the tag must be attached to the equipment, **and**
  - the tag number must be entered in the Asset document.
- The expected return date cannot be more than two years from the loan date.
- The **Last Inventory Date** value will automatically be updated to match that of the loan date.
- The asset **renew** link is available in the **Actions** column only when the asset has previously been lent.
- **Expected Return Date** rules:
  - When issuing a document to renew a loan, the Equipment Loan/Return document requires an expected return date.
  - When issuing a document to renew a loan, the expected return date cannot be more than two years from the loan date.
  - The expected return date cannot be earlier than the loan date.
- The equipment loan return date is required when issuing an Equipment Loan Return document.

Routing

- Any active user can initiate an Equipment Loan/Return document.
- The document is routed to the appropriate fiscal officer or delegate. The fiscal officer to whom this document is routed is defined by the account in the **Asset Information** tab of the document.
- The document routes to the borrower ID.

Equipment Return

To record the return of equipment that is on loan, the user chooses the **return** link from the **Actions** column of the Asset Lookup results table. The system displays the Equipment Loan/Return document.

Document Layout

The information in the **Borrower's Address** tab is pre-populated but may be updated.

For information about the **Borrower's Address** tab, see Borrower's Address Tab.

In the **Equipment Loans** tab, most of the information is pre-populated but may be changed. You must enter a **Loan Return Date**.

For more information about the **Equipment Loans** tab, see Equipment Loans Tab.

Process Overview

Business Rules

- Three conditions must be present to initiate the Equipment Loan/Return document for the purpose of recording a return:
    - The asset must exist in the database, *and*
    - the tag must be attached to the equipment, *and*
    - the tag number must be entered in the Asset document.
- The value in the **Last Inventory Date** field will automatically be updated to match that of the **Loan Date** field.
- The asset **return** link is available in the **Actions** column only when this asset has previously been lent.

Routing

- The document is routed to the appropriate fiscal officer or delegate. The fiscal officer to whom this document is routed is defined by the account in the **Asset Information** tab of the document.
- The document routes to the borrower ID.

Equipment Merge

Occasionally, physical inspection reveals that two or more assets have been created that should be combined (merged) into one asset because they work as a system. Using the **merge** function, users may combine these assets.

To merge two or more assets, the user chooses the **merge** link for the target asset—that is, the surviving asset—from the **Actions** column of the Asset Lookup results table. The system displays the Asset Retirement Global document.

Document Layout

The Asset Retirement Global document includes and the **Target Asset Information, Retirement Information, Asset Detail Information**, **and General Ledger Pending Entries** tabs as well as the standard Document Overview, Notes and Attachments, Ad Hoc Recipients, and Route Log tabs.

Target Asset Information Tab

Ordinarily, the **Target Asset Information** tab contains information about the surviving (target) asset—the asset that will absorb one or more other assets that are retired as the result of merge. That said, the user may also use this tab to make changes to the asset description or to change the asset description altogether. The **Asset** lookup icon enables the user to search for a different target asset.

Target Asset Information tab field definitions

Title	Description
Asset Description	Required. Freeform text describing the target asset in full detail. System-generated entry is based on the asset number but may be changed here.
Asset Type Code	Display-only. The code used to classify the type of assets grouped by categories.
Create Date	Display-only. The date the target asset was added to the asset database.
Depreciable Life Limit	Display-only. The number of years over which the asset will be depreciated or the number of years in the useful life of the asset.
In-Service Date	Display-only. The date the target asset is placed in service and becomes eligible for depreciation.
Merged Target Asset Number	Required. Identifies the asset that will absorb the cost of the other asset(s) when they are retired. This entry defaults from the selected asset on the **Asset Lookup** results table but may be changed here. Enter the asset number or search for it from the **Asset** lookup icon.
Organization Owner Organization Code	Display-only. Determined by the owner account number, this code identifies the organization responsible for the target asset.

Retirement Information Tab

The **Retirement Information** tab displays the pre-filled retirement reason (M - Merged) and the retirement date (which is automatically updated when the document is approved).

Retirement Information tab field definitions

Title	Description
Retirement Date	Display-only. The date the retirement is posted for the asset(s) in the **Asset Detail Information** tab. This date is stamped when the document is fully approved.
Retirement Reason Code	Display-only. The assigned code for the reason for retirement. Defaults to M for merged.

Asset Detail Information Tab

The **Asset Detail Information** tab allows the user to search for one or more assets that will be integrated into the target asset. The user may enter the asset number, search for a single asset using the **Asset** lookup icon next to the **Asset Number** field, or select multiple assets using the **Look Up/Add Multiple Asset Lines** lookup icon.

Asset Detail Information tab field definitions

Title	Description
Asset Number	Required. Identifies an asset that will be integrated into the target asset.

To select assets to merge with the target,:

- Enter an asset number (or search for an asset number using the **Asset Number** lookup icon) and click the **Add** button. Display detail for other assets by repeating this process for each asset you want to retire.

- Alternately, display detail for many assets simultaneously by using the **Look Up/Add Multiple Asset Lines** lookup icon: The search results include a column of **Select?** checkboxes. After checking the desired assets, click the **return selected** button.

Process Overview

Business Rules

- The asset(s) in the **Asset Detail Information** tab are flagged as retired, with the retirement reason of M (Merged). The system creates a record in the CM_AST_DIST_T table. This table keeps track of the asset number into which the retired asset was merged and the date it was merged.

- The system moves payments from the retired asset(s) to the asset number in the **Target Asset Information** tab and adds offsetting payments to the merged asset. The offsetting payments have a document type of ARG.

- Only active capital assets can be merged.

- When an asset is retrieved the system checks to see if the asset is locked by another transaction. A Transfer, Retirement, Asset Manual Payment, Financial Document, or pending invoice in CAB will lock an asset.

- All salvage amounts of the assets being retired are moved to the target asset as well.

Routing

- The document is routed to the appropriate fiscal officer or delegate. The fiscal officer to whom this document is routed is defined by the Organization owner account number of the asset being retired. The route log lists the fiscal officer or delegate in the **Pending Action Requests** section.

Separate Assets

Only capital assets can be separated. Capital assets are created based upon information mainly from Purchasing/Accounts Payable (AP) as well as G/L transactions. In some instances, information on requisitions/purchase orders may not provide a clear indication that there is more than one asset being purchased. This usually occurs when purchases are made in bundles, as is the case with bulk purchases of computer equipment. Physical inspection of the asset(s) upon tagging will confirm the need to separate it into the correct number of assets. In order for an asset to be identified as such, it must meet the following capitalization criteria:

- It must meet the capital asset threshold.

- It must have a useful life of at least one year.

- It must be transportable equipment.

You have three options when separating an asset:

- **Separate an asset into several assets with the same total cost**: This option allows you to separate one asset to reflect more accurately the actual number of assets purchased. Use this option when all of the assets are identical, and each of the assets has the same total cost.

- **Separate an asset into several assets with different individual costs**: Use this option when each of the assets is different, and when the total cost of each asset is a different dollar amount.

- **Separate a payment on an original asset into new assets with equal cost:** In some cases more than one account may have been used to pay for several assets. This option allows you to separate an asset(s) to reflect more accurately the actual number of assets purchased, while selecting the payment from which to create the assets.

Document Layout

When you click **Separate** from the **Actions** column in the Asset Lookup or Asset Payment Lookup results, the system displays the Asset Global document. The Asset Global document contains the **Asset Acquisition Type** tab, the **Asset Information** tab, the **Asset Detail Information** tab, **Location** tab, the **Add Payments** tab, and the **Recalculate Total Amount** tab in addition to several standard document tabs.

➡️ For more information about the standard tabs, see Standard Tabs in the *Overview and Introduction to the User Interface*.

Asset Acquisition Type Tab

This tab indicates the acquisition type for the asset.

Asset Acquisition Type tab field definitions

Title	Description
Asset Acquisition Type	A code identifying the method of acquiring the asset.

Asset Detail Information Tab

The **Asset Detail Information** tab contains information about the asset that is being split. The information in this tab cannot be modified.

Asset Detail Information tab field definitions

Title	Description
Asset Condition	Describes the condition of the asset (for example, Excellent, Good, Fair, and Poor). ✏️ Permissions control view and edit access to this field.
Asset Description	Free-form field designated to describe the asset in full detail.
Asset Status Code	Code indicating the current status of the asset (i.e. A for active, R for retired.)
Asset Type Code	Used to classify the type of assets grouped by categories; the life of an asset is assigned based on the asset type.
Create Date	Date the asset was added to the asset database.
Depreciation Date	Date for which the depreciation on capital asset begins.
In-Service Date	Date the asset is placed in service and becomes eligible for depreciation.

Last Inventory Date	Date of last inventory performed by the university or the date an asset was last physically verified, moved, relocated, inventoried, or tagged.
Manufacturer	The name of the person or the company that manufactured the asset.
Model Number	The number assigned by the manufacturer to that model of asset.
Organization Owner Account Number	Identifies the account responsible for the asset.
Organization Owner Chart Of Accounts Code	Identifies the chart for the owner account that is responsible for the asset.
Organization Owner Organization Code	Set by the owner account number; identifies the organization responsible for the asset.
Organization Text	Free-form field for the organization to enter additional information on the asset.
Owner	Agency owning the asset, used to identify if the title is vested in other universities or agencies.
Vendor Name	The company or person who has sold the asset to the institution and to whom the first payment was made.

Location Tab

When the Separate (Asset Global) document is first displayed, the **Location** tab contains a single section—**New Asset Location**—that displays location information for the current asset (that is, the asset in its un-separated state).

Location tab field definitions

Title	Description
Building Code	Displays the building where the asset(s) will be located.
Building Room Number	Required. The address where the material will be located.
Building Sub Room Number	Optional additional address information.
Campus	Required. Defaults to the campus code where the asset(s) will be located.
Off Campus Address	Required. The city where the asset(s) will be located.
Off Campus City Name	Required. The state where the asset(s) will be located.
Off Campus Country	Required. Defaults to the campus code where the asset(s) will be located.
Off Campus Name	Required. The room number where the asset(s) will be located.
Off Campus State	Required. The postal code where the asset(s) will be located.
Off Campus Postal Code	The country where the asset(s) will be located.

Quantity of Assets To Be Created	Required. Enter the number of assets to be created.

In the Location tab, after you enter a number in the **Quantity of Assets To Be Created** field and click the **add** button, the system expands the tab to include a new section for each asset to be created. This section—**Asset Location (XXXXXX)**—includes the identification number for the new asset in parentheses. It also contains a new subsection—**New Asset Unique Information**.

The **Location** tab continues to display the **New Asset Location** section in case you need to create more assets from the original.

The fields in the **Asset Location (XXXXXX)** section are the same as those as those in the **New Asset Location** section. Some of the fields in the **Asset Location (XXXXXX)**section are automatically populated based on information from the original assets and the remaining fields are initially blank.

A **delete** button at the bottom of this section allows you to delete an asset created as a result of splitting the asset.

The **New Asset Unique Information** section contains the following fields.

New Asset Unique Information(XXXXXX) tab field definitions

Title	Description
Asset Description	Free form field designated to describe the asset in full detail
Asset Number	System-assigned identifier unique to each asset. This field cannot be modified.
Asset Representative Principal Name	Used to group assets by a users name (i.e., staff or faculty member) as long as the name is in the Person table. The information on reports is formatted as last name, first name. Using the field in this manner ensures the sort order for reporting purposes.
Asset Representative Name	Last name, first name and middle initial of the principle representative.
Asset Type Code	Used to classify the type of assets grouped by categories; the life of an asset is assigned based on the asset type.
Government Tag	Government assigned number to the assets purchased with federal and/or state funds.
Manufacturer	Name of the person or the company that manufactured the new asset.
Model Number	Number assigned by the manufacturer to that model of asset.
National Stock Number	Federal identification number assigned to the asset.

Organization Asset Type Identifier	Field used by the organization to classify the type of equipment.
Organization Inventory Name	Used to sort assets within an organization to assist with physical inventories. In addition to pulling equipment descriptions from purchase orders, CAM allows organizations to include common names (For example, GMC FABRICATED ABC1234 WIDE BODY DUMP could have an organizational inventory name of Recycling Truck.)
Organization Text	Free form field for the organization to enter additional information on the asset.
Separate Source Amount	Cost of new asset (in case the asset cost is a different amount).
Serial Number	Unique identification number assigned by the manufacturer to the asset.
Tag Number	Unique identification number issued by the university and affixed to the asset.

To separate an asset into two or more assets, proceed as follows.

1. Select **separate** for the asset from the Asset Lookup.

2. Enter a quantity of 1 to split the asset into two.

3. Click the **Add** button.

4. Input the amount to be allocated to the new asset or select **Calculate Equal Source Amounts**.

5. Submit.

As assets are added or removed, the system updates the **Asset Location** tab with the number of assets.

Add Payments Tab

This tab includes all payment information and holds as many as 10 payments. Payments are listed in order according to the time they were posted to the asset. All information is display-only.

Add Payments tab field definitions

Title	Description
Account Number	Identifies a pool of funds assigned to a specific university organizational entry for a specific purpose. For asset payments this account number has paid for or owns the asset.
Amount	Portion of the cost of the asset paid from the above account for the given payment.
Chart Code	Defines the valid charts that make up the high-level structure of the Kuali Financials Chart of Accounts. In the case of asset payments this chart has funded the asset or is the owner of the asset.

Document Number	System generated number assigned to the payment document.
Document Type Code	Used to distinguish between the various types of transactions (e.g., payment request, general error correction, and asset global)
Fiscal Period	Fiscal period the payment was posted to the General Ledger.
Fiscal Year	Fiscal year the payment was posted to the General Ledger.
Object Code	Used to classify the transaction and to identify asset categories such as movable, art and museum, buildings. In addition the object code can be used to identify the type of funding, university, federal, or federally owned.
Organization Reference Id	Reference identification number assigned by organization.
Origin	A code indicating the system from which a transaction originates. Typically origination codes are established for modules (for example, Kuali, PURAP, or Labor).
Posted Date	Date the transaction was posted to the General Ledger.
Project Code	Used to identify particular transactions that might span multiple accounts.
Purchase Order Number	System generated number assigned to the purchase order.
Requisition Number	System generated number assigned to the requisition.
Sequence Number	Sequence of payment by the date it was posted to the asset.
Sub-Account	Optional element of the accounting string that allows the user to track financial activity within a particular account at a finer level of detail.
Sub-Object	Optional element of the accounting string related to the university object code that allows the user to create finer distinctions within a particular object code for a specific account.
Total Amount	Total cost of the asset from all payments posted to the asset.

Asset Information Tab

When you click the **add** button, the system displays the **Asset Information** tab.

This tab presents two pieces of information—the original asset number and cost. It also presents an option for you to split the cost equally among all assets (that is, the assets being created and the existing asset; so, for example, if the entry in the **Quantity of Assets To be Created** field is 1, the asset will be split into two assets and the cost will be shared equally between them).

Asset Information tab field definitions

Title	Description
Asset Number	System-generated number assigned to the original asset.
Calculate Equal Source Amounts	Click **allocate** to split the original asset cost equally among all assets, new and existing.
Total Cost	Total cost of the asset from all payments posted to the asset.

Recalculate Total Amount Tab

This tab displays the current cost of the asset, any deductions, and the remaining total amount. It also allows the user to recalculate the total amount after making changes to the document.

Recalculate Total Amount tab field definitions

Title	Description
Total Cost	Total cost of the asset from all payments posted to the asset.
Less Additions	Total cost of all new assets that will be reduce the cost of the original asset.
Remaining Total Amount	Amount left as the final cost of the original asset.
Calculate Remaining Total Amount	This button allows the user to recalculate the cost of the asset and display the amount remaining for the asset.

Process Overview

Business Rules

- Only capital active assets can be separated.

- The Quantity of Assets to be Separated asset must be 1 or more. Separate quantities do not allow fractions.

- Asset Type Code is copied from the original asset. Asset Type Code is required and validated.

- The separate assets function uses the Asset Type Code table to determine if a building number and room number are required for the asset type category.

- Any asset type code with the Moving Indicator checked requires a valid campus, building code, and room number combination, or an off-campus address. All asset type codes for movable equipment are validated for this code.

- Any asset type code with Required Building Indicator checked will require a building code. Asset type codes for buildings are validated for this code.

- Any asset type code with Moving Indicator and Required Building Indicator checked will require a campus code but no building or room number. Asset type codes for land, land improvements and leasehold improvements are validated for this code.

- The Campus Code is copied from the original asset. Campus Code is required and validated.

- The Condition code is copied from the original asset. The Condition Code is required and validated.

- The Description is copied from the original asset. A Description is required. The system will require a minimum of one character.

- When entering a tag number the system checks to see if the tag number already exists in the database. When it does an error message is presented to the user. Retired assets are excluded from this error.

- The Manufacturer is copied from the original asset. Manufacturer is required.

- The Depreciation and In-Service dates are copied from the original asset.

- When an asset is retrieved the system checks to see if the asset is locked by another transaction. A Transfer, Retirement, Asset Manual Payment, Financial Document, or pending invoice in CAB will lock an asset.

- The system confirms the amount fields: original amount equals separated amt plus new current amt, on all amount fields:

- An asset can be separated using the separate by payment only when the asset has not been previously separated.

Additionally, please consider the following:

- An asset should be separated only after all of the invoices have been applied.

- The processor should check the asset information and correct any information (e.g. asset type) as needed before separating.

Transfer Asset

To transfer an asset, you choose the **transfer** link for either asset from the **Actions** column of the Asset Lookup results table. Alternatively, you can choose the **transfer** link from the **Actions** column of the Payment Lookup. In both cases, the system displays the Asset Transfer document.

Additionally, the Asset Transfer (AT) document is available from the Asset Payment Lookup.

Only active capital and active non-capital assets are eligible to be transferred. Assets that are actively on loan are not eligible to be transferred. If the user does not have the necessary authority, or the asset is not eligible to be transferred, the transfer will not be underscored in the **Actions** column.

The Asset Transfer document is required in these situations:

- When giving or selling capital equipment to another university organization or department. The asset amounts (cost) are reversed out of the current chart/organization plant fund account (balance sheet) and added to the chart/organization plant fund account (balance sheet) to which the asset is being transferred.

- If you are selling an asset to another organization within the university or institution. In this situation, a Transfer of Funds document must be issued. This document records the income and expense for the sale of the asset in the General Ledger but does not move ownership of the asset. Likewise, the Asset Transfer document moves the asset on the balance sheet but does not take into account the financial transaction from the sale of the asset. For this reason, two documents must be issued—Transfer of Funds and Asset Transfer.

Use of the Asset Transfer document is optional in these situations:

- When giving or selling non-capital equipment to another university organization/department. When a transfer document for non-capital equipment is approved, the owner account is changed to that of the receiving organization. Asset transfer documents for non-capital assets do not generate ledger entries nor do they create payment records.

- When giving or selling non-capital equipment to another university organization/department. When a transfer document for non-capital equipment is approved, the owner account will be changed to the receiving organization. Asset transfer documents for non-capital assets do not generate ledger entries or create payment records.

Document Layout

The Asset Transfer document includes and **the Asset, Asset Transfer Information, Asset Location, Organization Information, Processed Payment, Payments Lookup, View Asset Depreciation**, and **General Ledger Pending Entries** tabs as well as the standard **Document Overview, Notes and Attachments, Ad Hoc Recipients, and Route Log** tabs.

➡️ For more information about the standard tabs, see Standard Tabs in the *Overview and Introduction to the User Interface*.

The Asset, Processed Payment, Payments Lookup, View Asset Depreciation, and General Ledger Pending Entries tabs present a static (inquiry‑only) display.

➡️ If more than ten payments exist for the asset, the user may view all payments via the **Asset Payment Lookup**. For more information about the Lookup, see Asset Payment Lookup.

Asset Transfer Information Tab

The Asset Transfer document can be used to create an audit history by checking the **Interdepartmental Sales Indicator**. This then requires an entry in the **Transfer of Fund Document Number** field. (When there is an *interdepartmental sale of equipment*, a Transfer of Funds document must be processed in addition to the Asset Transfer document.)

Asset Transfer Information tab field definitions

Title	Description
Interdepartmental Sales Indicator	Required. Check the checkbox if the asset transfer is an interdepartmental sale. Leave it blank if it is not. Checking this box makes an entry in the **Transfer Of Funds Financial Document Number** field required.
Organization Code	Display-only. Filled in automatically based on the chart code and account number.
Organization Owner Account Number	Required. Enter the account number for the receiving organization or search for the number from the **Account** lookup icon.
Organization Owner Chart Of Accounts Code	Required. Enter the chart code for the receiving organization or search for the code from the **Chart** lookup icon. ✏️ When the parameter Accounts_Can_Cross_Charts is set to No, the system derives the chart code from the account number entered, and an entry in this field is not required.
Transfer Of Funds Financial Document Number	Required when the **Interdepartmental Sales Indicator** is checked. Enter the document number of the financial document that moved the monies for this asset transfer. (This entry is for creating an audit trail only.)

Asset Location Tab

Use this tab to update the information for both on-campus and off-campus locations.

The asset type code and asset status determine what information is required on the **Asset Location** tab. The asset status is used to identify whether the asset is capital or non-capital.

Any change to information on the **Asset Location** tab causes the system to update the last inventory date for the asset.

Asset Location tab field definitions

Title	Description
Building Code	Enter the code designated to the building in which the asset is/will be physically located.
Building Room Number	Enter the building's room number in which the asset is/will be physically located.
Building Sub Room Number	Enter the code created for departmental use. Most departments use this field to enter the cubicle sub-room number.
Campus	Required. Enter the code identifying the physical campus in which the asset is/will be physically located.
Off-Campus) Address	Required. Enter the off-campus street address where the asset is/will be located or stored.
(Off-Campus) City	Required. Enter the off-campus city where the asset is/will be located or stored.
(Off-Campus) Country	Select the country from the **Country** list or search for it from the **Country** lookup icon.
(Off-Campus) Name	Enter the name of the person in charge of the asset at the off-campus location.
(Off-Campus) Postal Code	Required. Enter the postal code or search for it from the **Postal Code** lookup icon.
(Off-Campus) State	Required. Enter the state or search for it from the **State** lookup icon.

Organization Information Tab

This tab may be used to update the organization information.

Organization Information tab field definitions

Title	Description
Asset Representative	Optional. Enter a user ID for identifying a name to group and sort assets on reports. The user may also search for the user ID from the **Person** lookup icon.
Organization Asset Type Identifier	Display-only. Enter the type used by the organization to classify the equipment.
Organization Inventory Name	Enter a common name for inventory purposes. This name is used to sort assets within an organization to assist with physical inventories. This name may be changed in the **New** section to specify a new organization.
Organization Tag Number	Enter the number assigned by an organization to internally identify assets, independent of the university tagging system.
Organization Text	Enter additional organization-related information for the asset.

Process Overview

Business Rules

- The asset status code must be active, i.e., not included in parameter RETIRED_STATUS_CODES.

- Non-capital assets can be transferred when the asset status is in NON_DEPRECIABLE_NON_CAPITAL_ASSET_STATUS_CODES and there are no payments OR the object sub-type assigned to the object code on the last payment is in parameter NON_CAPITAL_EQUIPMENT_OBJECT_SUB_TYPES.

- Capital Assets can be transferred when the asset status code is in CAPITAL_ASSET_STATUS_CODES.

- Transfer entries are generated on the plant fund account. The proper plant fund account number is determined by both the financial object sub-type code and the organization code of the account. Each account number is assigned to an organization, and each organization has been assigned two plant fund account numbers.

  - The organization plant fund chart and account number is used for movable equipment. This rule applies to financial object sub-type codes contained in parameter PLANT_FUND_ORGANIZATION_OBJECT_SUB_TYPES.

  - The campus plant fund chart and account number is used for non-movable equipment. This rule applies to the financial object sub-type codes contained in parameter PLANT_FUND_CAMPUS_OBJECT_SUB_TYPES.

- Payments for federally or other-owned assets do not create asset retirement ledger entries. This rule applies to the financial object sub-type codes contained in parameter FEDERAL_OWNED_OBJECT_SUB_TYPES.

- Financial object sub-types contained in parameter LIABILITY_OBJECT_SUB_TYPES are excluded from the aforementioned financial object sub-type codes because it is used to record the liability of the capital lease. The actual asset is created with the appropriate financial object sub-type code.

- Offsetting payments are created for existing payments. New payments are created using the (receiving) account number. The document type is set to AT, and the payment document number is assigned to the asset transfer document number.

- Original payment and the offset payment will have the transfer payment code set to Y. The payment for the new (receiving account) will have the transfer payment code set to N. The Y code allows the old payments to be excluded from depreciation.

- The owner organization chart code, account, organization, and location fields for the asset are updated.

- The last inventory date is updated to the date the Asset Transfer document was approved.

- Asset Location tab:

  - Building code for capital assets:

    - Asset type codes for movable equipment have the **Moving Indicator** marked as Yes and require a building code and a room number **or** an off campus address that includes name, address, city, state, postal code, and country.

    - Asset type codes for buildings have the **Required Building Indicator** field marked as Yes and require a building code. No room number is required.

    - Any asset type code with both the **Moving Indicator** and **Required Building Indicator** marked as No require a campus code but no building or room number. Asset type codes for land, land improvements and leasehold improvements have No in both fields.

  - Building code and room number for non-capital assets are not required, but must be valid if used.

Routing

- The document is routed to the appropriate fiscal officer or delegate. The fiscal officer to whom this document is routed is defined by the account in the Asset Information tab of the document.

Asset Fabrication

Movable, fabricated equipment are assets created by a university or an institution. The Asset Fabrication document creates an Asset record that describes each of these constructed assets. Construction in progress assets are identified by a specific asset type code. The Capital Asset Office assigns the in-service date and changes the asset type code from construction in progress to an asset type code with a depreciable life. At that point the asset begins to depreciate (from an accounting perspective).

Fabrications can be distinguished by anyone of the following characteristics:

- Original Development -the fabrication construction creates a one-of-a-kind piece of equipment.

- Original Components - the original components bear no resemblance to the finished equipment.

- Original Components - the original components are attached to, or are internal to the finished equipment.

After a fabrication has been approved, the asset number must be referenced on all related PURAP transactions. Requisitions for fabricated equipment should have the **Capital Asset System Type** set to One System and the **Capital Asset System State** set to Modify Existing in the **Capital Asset** tab on requisitions and purchase orders. These settings allow the requisition initiator to enter the fabrication asset number(s) to which the line items should be applied. To complete the information on the **Capital Asset** tab, each line item must be assigned a **Capital Asset Transaction Type** of fabrication on the requisitions and purchase orders. The system will use the capital asset transition type to ensure that the line item is assigned a fabrication object code. Then, as related invoices are processed in the Capital Asset Builder (CAB), the payments are applied to the fabrication asset number(s). This capital asset system type can be found on the **Capital Asset** tab on requisitions and purchase orders.

The Asset Fabrication Maintenance document is also used to create control assets. Control assets are used to post payments that are:

- reclassified as supplies and

- canceled invoices

Document Layout

In addition to the standard tabs, the Asset Fabrication Maintenance document contains **Asset Detail Information**, **Asset Location**, **Organization Information**, and **Fabrication Information** tabs.

For more information about the standard tabs, see Standard Tabs in the *Overview and Introduction to the User Interface*.

Asset Fabrication Maintenance document tabs

Tab Name	Purpose
Asset Detail Information	Notes specific attributes of the asset.
Asset Location	Specifies the location of the asset.
Organization Information	Provides organization information for the asset.
Fabrication Information	Contains the fabrication information for the asset.

Asset Detail Information Tab

The system parameter DEFAULT_FABRICATION_ASSET_TYPE is used to define the default asset type code set on the fabrication document.

This tab contains the identification and ownership information for the asset.

Asset Detail Information tab field definitions

Title	Description
Acquisition Type Code	Display-only. Describes how the asset was acquired by the institution (i.e., gift, found, etc.)For fabricated assets, the acquisition type is defaulted to C (university construction) and is view only.
Asset Condition	Required. Text describing the condition of the asset. Excellent - Newly acquired. Good - Still in good working order. Fair - Equipment is beginning to show age. Poor - Equipment still works but is old and nearly ready for disposal. Permissions control view and edit access to this field.

Asset Description	Required. Enter a detailed description of the asset.
Asset Number	Display-only. A system-assigned identifier unique to each asset. The asset number will be assigned after the user submits the document. This field cannot be modified.
Asset Status Code	Display-only. A code indicating the current status of the asset (i.e. A for active, R for retired, U for university constructed.)When the asset is completed, the asset status is updated to A (active).
Asset Type Code	Describes how the asset was acquired by the institution (i.e., gift, found, etc.)For fabricated assets, the acquisition type is defaulted to C (university construction) and is view only.
Create Date	Display-only. The date the asset was added to the asset database. Defaults to the current date.
Fiscal Year	Display-only. The fiscal year in which the asset was created. The fiscal year is based on the create date. Defaults to the current fiscal year.
Last Inventory Date	Display-only. The date of last inventory performed by the university or the date an asset was last physically verified, moved, relocated, inventoried, or tagged. The last inventory date for the fabricated asset will be set to today's date, and is view only.
Organization Owner Account Number	Required. Enter the account number for the owner that is responsible for the asset or search for the number from the **Account** lookup icon.
Organization Owner Chart Of Accounts Code	Required. Enter the chart code for the owner account that is responsible for the asset or search for the code from the **Chart** lookup icon. When the parameter Accounts_Can_Cross_Charts is set to No, the system derives the chart code from the account number entered, and an entry in this field is not required.
Organization Owner Organization Code	Display-only. Identifies the organization responsible for the asset and is set by the owner account number.
Owner	Optional. Used when the title is vested in other universities or agencies. Enter the name of the owner or search for it from the **Agency** lookup icon.
Period	Display-only. The period (fiscal month) of which the asset was created. The period is based on the create date. Defaults to the current fiscal period.
Vendor Name	Display-only. The company or person who has sold the asset to the institution and to whom the first payment was made.

Asset Location Tab

The **Asset Location** tab allows the user to specify the location of the asset. It contains information on where the asset will be located, whether on-campus or off-campus. To enter a location, you must provide the asset status and asset type code.

- The asset status is used to specify whether the asset is capital or non-capital. The asset type code identifies the asset category.

- The Asset Type Code table has a required building indicator and a movable indicator.

The asset status in conjunction with the asset type code determines what location information is required.

For example, capital movable equipment requires a valid campus, building, and room combination or an off-campus address. Non-capital assets require only a campus code.

Asset Location tab field definitions

Title	Description
Building Code	Enter the code designated to the building in which the asset is/will be physically located or search for the code from the **Building** lookup icon.
Building Room Number	Enter the building's room number in which the asset is/will be physically located or search for the number from the **Room** lookup icon.
Building Sub Room Number	Enter the code created for departmental use. Most departments use this field to enter the cubicle sub-room number.
Campus	Required. Enter the code identifying the physical campus in which the asset is/will be physically located or search for the code from the **Campus** lookup icon.
(Off Campus) Address	Enter the off-campus street address where the asset is/will be located or stored.
(Off Campus) City	Enter the off campus city where the asset is/will be located or stored.
(Off Campus) Country	Select the country from the **Country** list or search for it from the **Country** lookup icon.
(Off Campus) Name	Enter the name of the person in charge of the asset at the off-campus location.
(Off Campus) Postal Code	Enter the postal code or search for it from the **Postal Code** lookup icon.
(Off Campus) State	Enter the state or search for it from the **State** lookup icon. The state code is validated against the State table. The state code is not required if the asset is outside the US.

Organization Information Tab

Organization Information tab field definitions

Title	Description
Asset Representative Name	Enter the actual name of the person using the asset representative user ID. You may also search for the name from the **Person** lookup icon.
Asset Representative Principal Name	Enter a user ID for identifying a name with which to group and sort assets on reports. The information on reports is formatted as last name, first name. Using the field in this manner ensures the sort order for reporting purposes. You may also search for the user ID from the **Person** lookup icon.
Organization Asset Type Identifier	Enter the type used by the organization to classify the equipment. (This is a field used by the organization to classify the type of equipment.)
Organization Inventory Name	Enter a common name for inventory purposes. This name is used to sort assets within an organization to assist with physical inventories. 🖉 In addition to pulling equipment descriptions from purchase orders, CAM allows organizations to include common names. (For example, GMC FABRICATED ABC1234 WIDE BODY DUMP could have an organizational inventory name of Recycling Truck.)
Organization Text	Enter additional organization-related information for the asset as appropriate.

Fabrication Information Tab

This tab contains the fabrication information for the asset.

Fabrication Information tab field definitions

Title	Description
Estimated Fabrication Completion Date	Required. Enter the estimated completion date for the asset or select a date using the calendar icon.
Fabrication Estimated Total Amount	Required. Enter the estimated dollar cost of the fabricated asset.
Years expected to retain asset once fabrication is complete	Required. Enter the number of years the organization is expecting to retain the fabricated asset once it has been completed. When the field is populated with 0, it is an indication that the fabricated asset will be sold upon completion and should not be eligible for depreciation. This serves as a reminder to the Capital Asset Office, that when the construction is complete to treat the asset accordingly.

Process Overview

Business Rules

- To initiate a fabrication request the user must complete the following:

  - Asset Detail Information (a valid organization owner Chart of Accounts code, a valid and active organization owner account number, an asset description, and a valid asset type code)

  - Asset Location (if the asset will remain on campus, input a valid campus code, building code and building room code; if the asset will be located off campus the user must input name, address, city, state, postal code, and country; in addition the campus code is required)

- Additionally, the Fabrication document uses the Asset Type Code table to determine whether a building number and room number are required for the asset type category.

  - Any asset type code with the moving indicator checked yes requires a building code and room number, or an off campus address. All asset type codes for movable equipment have this indicator checked.

  - Any asset type code with the required building indicator checked yes requires a building code. Asset type codes for buildings have this indicator checked.

  - Any asset type code with the moving indicator and required building indicator marked no requires a campus code, but no building or room number. Asset type codes for land, land improvements, and leasehold improvements have the moving indicator and required building indicator marked no.

- Fabrication Information is also required as follows:

  - An estimated fabrication completion date is required.

  - The total estimated cost is required and must be numeric.

  - The Years expected to retain asset once fabrication is complete is required and must be numeric.

- For capital assets, the building code is the building in which the asset is located. The asset category identified by the asset type determines whether a building code, room number or off-campus information is required. For this reason, the asset type must be entered before the building and room number.

- For non-capital assets, a building code or room number is not required. For this reason, the asset status must be entered before the building code or room number is entered. If these values are entered, they must be valid values.

- Any asset type code with the **moving code** indicator checked requires a valid campus, building code, and room number combination, or an off-campus address. All asset type codes for movable equipment have this code checked.

- Any asset type code with the **required building indicator** checked requires a building code. Asset type codes for buildings have this code checked.

- Any asset type code with both **moving code** and **required building indicators** unchecked requires a campus code but no building or room number. Asset type codes for land, land improvements, and leasehold improvements have these codes unchecked.

Routing

- Asset Fabrication Maintenance documents are automatically routed to the appropriate fiscal officer or delegate. The fiscal officer to whom this document is routed is defined by the Organization Owner Chart/Account.

- When routing to Management node, the document routes to these roles: KFS-SYS Asset Manager (requiring approve) and KFS-CAM Asset Manager (requiring FYI). The document shows up in both roles action lists.

- If KFS-SYS Asset Manager takes Approve action on this document first, it will not show up in the action list for KFS-CAM Asset Manager. However, if KFS-CAM Asset Manager takes FYI action first, it will show up in the action list for approve to KFS-SYS Asset Manager.

If the document is approved by the KFS-CAM Asset Manger, the FYI for the campus manager is removed; however if the KFS-CAMS Asset Manger approves the document first, it will still need to be approved by the KFS-SYS (system) Asset Manager.

Asset Global (Add)

The **Asset Global (Add)** allows you to create assets in the asset database that are not purchased through the financial system (for example, gifts, transfers-in, found, and non-capital assets) and to create non-movable assets that are **not** processed in the CAB. To add these assets, you use the Asset Global document.

The Asset Global document also allows you to separate an asset into multiple assets. In this case, you reach the document by clicking the **separate** link after searching for the asset on the Asset Lookup or Asset Payment Lookup.

➡ For information about separating assets, see [Separate Assets](#).

Any user that has access to Kuali Financials can initiate an Asset Global document. The type of addition the user is permitted to create depends on the department he/she works for. A user without authorized access can create non-capital assets and capital gifts, transfer-ins, found, and state excess assets. The acquisition type of **new** assets is restricted to authorized users.

The Asset Global document is used in the following circumstances:

- Non-capital
  - When an organization needs to create non-capital assets—that is, items that do not meet the capitalization threshold (for example, any item under 5,000.00 that is a standalone piece of equipment), users do so via the Asset Global document.
- Capital movable equipment
  - When the Capital Asset Department needs to create gift, transfer-in assets, and state excess or federal surplus assets given to the university, users do so via the Asset Global document. Transfer-in assets are those assets received from an external organization (usually another university) or government surplus.
  - The Asset Global document is also used to create found assets. Found capital assets are those assets that were retired in error, or incorrectly classified in a prior fiscal year. Normally, found assets are created by the Campus Capital Asset Office. However, they can be initiated by the organization or created by the University Capital Asset Office as well.
  - The Asset Global document is used to re-create assets where the title of an asset has moved from federally owned to university or institutional owned. In this case, the original federally owned asset is retired, and a new asset is created using the Asset Global document. The re-created asset is normally re-created at the book or fair market value.
  - CAB also feeds information on capital movable equipment into the Asset Global document. This type of addition may be initiated only by the Capital Asset Department.
- Non-movable
  - The Capital Asset Department adds non-movable assets by using the Asset Global document and Asset Payments documents.

When you select **Asset Global (Add)** the system opens the Asset Acquisition Type Lookup.

Asset Acquisition Type Lookup

The valid asset acquisition types are as follows.

Asset Acquisition Type definitions

Type Name	Description
Non Capital	Non-capital assets are assets valued at less than CAPITALIZATION_LIMIT_AMOUNT.
Found	Found capital assets are assets that were retired in error or incorrectly classified in a prior fiscal year. Found assets create ledger entries. The system assigns the origin code, document number, document type code, and posting date to a found capital asset. Because these entries are system-assigned for this acquisition type, they are not displayed.
Gift	A gift of a capital asset occur either through a donation to the Foundation or through a direct donation to an organization. Gift assets create ledger entries. The system assigns the origin code, document number, document type code, and posting date to a gift capital asset. Because these entries are system-assigned for this acquisition type, they are not displayed.
New	This acquisition type is used to create non-movable additions that are not created in CAB. An acquisition type of New adds assets to the database without creating a General Ledger entry. CAB transactions also use the Asset Global document to create assets. In documents created by CAB transactions, the payments are displayed as view-only.
Cptl Transfer-in Federally/Other Owned	This acquisition type is used to create assets where the title is not to be vested in the university or receiving institution. This acquisition type generates ledger entries. The system assigns the origin code, document number, document type code, and posting date to this type of capital asset. Because these entries are system-assigned for this acquisition type, they are not displayed.
Transferred from other Univ. or Federal	Transfer-in capital assets are assets received from an external organization (usually another university) or government surplus. This acquisition type generates ledger entries.

To display and work with a global document, follow these steps:

1. Search for the appropriate asset acquisition type.

2. Click the return value link for this type.

3. The system displays the Asset Global document.

4. Enter information as needed.

5. If desired, use the **delete** button at the bottom of a section to delete sections that are not needed for adding assets.

Document Layout

Asset Global Document tabs

Tab Name	Purpose
Acquisition Type	Indicates the type of acquisition.
Add Payments	Displays a record of the payments for the asset.
Asset Detail Information	Notes specific attributes of the asset.
General Ledger Pending Entries	If the document generates General Ledger transactions, the pending entries are displayed here.
Location	Specifies the location of the asset.

Asset Acquisition Type Tab

Asset Acquisition Type tab field definitions

Title	Description
Acquisition Type Code	Display-only. This value describes how an asset was acquired by the institution (for example, gift, found, etc.).

Asset Detail Information Tab

Asset Detail Information tab field definitions

Title	Description
Asset Condition	Required. Select the condition of the asset from the list (for example, Excellent, Good, Fair, and Poor) or search for it from the **Asset Condition** lookup icon. 🖉 Permissions control view and edit access to this field.
Asset Description	Required. Enter a detailed description of this asset.
Asset Status Code	Required. Select a code from the list to indicate the current status of the asset or search for this code from the **Asset Status Code** lookup icon.
Asset Type Code	Required. Enter the code used to classify types of assets grouped by categories or search for this code from the **Asset Type** lookup icon. The asset type groups equipment for reporting purposes. For capital assets, this code also assigns the useful life for depreciation purposes.
Create Date	Required. Enter the date the asset was added to the asset database or select this date from the calendar tool. The date is initially set to the current date.
Depreciation Date	Display-only. The date on which asset depreciation begins for capital equipment. The system computes the depreciation date based on the in-service date and the asset deprecation convention.
In-Service Date	Display-only. This date is system-assigned.
Last Inventory Date	Display-only. The date of the last inventory performed by the University or the date an asset was last physically verified, moved, relocated, inventoried, or tagged.
Manufacturer	Required for capital assets; optional for non-capital assets. Enter the name of the person or company that manufactured the asset.
Model Number	Optional. Enter the number assigned by the manufacturer to this model of asset.
Organization Owner Account Number	Required. Enter the account number for the owner that is responsible for the asset or search for this number from the **Account** lookup icon.
Organization Owner Chart Of Accounts Code	Required. Enter the chart code for the owner account that is responsible for the asset or search for this code from the **Chart** lookup icon. 🖉 When the parameter Accounts_Can_Cross_Charts is set to No, the system derives the chart code from the account number entered, and an entry in this field is not required.
Organization Owner Organization Code	Display-only. Identifies the organization responsible for the asset; set by the organization owner account number.
Organization Text	Optional. A free-form text area for use by the organization.

Owner	Optional. Used when the title is vested in other universities or agencies. Enter the name of the owner of the asset or search for it from the **Agency** lookup icon.
Vendor Name	Required for capital assets; optional for non-capital assets. Enter the name of the company or person who sold the asset to the institution and to whom the first payment was made.

Location Tab

The **Location** tab allows you to create a specified number of assets at a given location. After entering information that is generic to all of these assets, click the **Add** button to open additional fields in order to enter information that is unique for each asset or for some assets.

To process a location, the document requires both the asset status and the asset type code.

- The asset status is used to define whether the asset is capital or non-capital.

- The asset type code identifies the asset category. The Asset Type Code table has a required building indicator and a movable indicator.

Taken together, these two values determine what location information is required for an asset. For example, capital movable equipment requires a valid campus, building, and room combination or an off-campus address. Non-capital assets, on the other hand, require only a campus code, while building and room are not required.

Location tab field definitions

Title	Description
Building Code	Optional. Enter the code designating the building in which the asset is/will be physically located or search for the code from the **Building** lookup icon.
Building Room Number	Optional. Enter the building's room number in which the asset is/will be physically located or search for the number from the **Room** lookup icon.
Building Sub Room Number	Optional. Enter the code created for departmental use. Most departments use this field to enter the cubicle (sub-room) number.
Campus	Required. Enter the code identifying the physical campus in which the asset is/will be physically located or search for the code from the **Campus** lookup icon.
Off Campus Address	Required. Enter the off-campus street address where the asset is/will be located or stored.
Off Campus City Name	Required. Enter the off-campus city where the asset is/will be located or stored.
Off Campus Country Code	Select the country from the **Country** list or search for it from the **Country** lookup icon.

Off Campus Name	Enter the name of the person in charge of the asset at the off-campus location.
Off Campus Postal Code	Required. Enter the postal code or search for it from the **Postal Code** lookup icon.
Off Campus State Code	Required. Enter the state or search for it from the **State** lookup icon.
Quantity Of Assets To Be Created	Required. Enter the quantity to be created. The system verifies only that the value entered is numeric. This entry determines how many assets will be created. Payments entered on the Asset Global document are then divided equally by the quantity specified here.

Adding a Location to the Asset Detail Information

To add a new location to the Asset Detail Information, follow these steps:

1. Enter the campus, quantity and location information that is common to all the assets being added.

2. Click the **add** button to add the location.

The system opens an **Asset Location-Asset Unique Information(xxxxxx)** section (where xxxxxx is the system-assigned asset number) within the tab. This section allows you to add more asset detail information for each of the assets designated for this location.

Asset Location Asset Unique Information section definition

Title	Description
Asset Number	Display-only. The system-assigned identifier unique to the asset.
Asset Representative	Optional. Enter a user ID in order to group and sort assets by this user's name on reports. If desired, search for this user ID from the **Person** lookup icon.
Asset Representative Name	Optional. Enter the actual name of the user represented by the asset representative user ID. If desired, search for the name from the **Person** lookup icon.
National Stock Number	Optional. Enter the federal identification number assigned to the asset.
Organization Asset Type Identifier	Optional. Enter the type used by the organization to classify the equipment.
Organization Inventory Name	Optional. Enter a common name for inventory purposes. This name is used to sort assets within an organization in order to assist with physical inventories. This name is In addition to the equipment description that CAM pulls from the associated purchase order. (For example, GMC FABRICATED ABC1234 WIDE BODY DUMP may have an organizational inventory name of Recycling Truck.)
Government Tag	Optional; for assets purchased with federal and/or state funds. Enter the number assigned by a governmental entity to the asset.

Serial Number	Optional. Enter the unique identification number assigned to the asset by the manufacturer.
Tag Number	Optional. Enter the unique identification number issued by the University and affixed to the asset.

Add Payments Tab

Payment information for non-capital equipment is **optional**.

When you create a non-capital asset, system edits prevent the use of a capital object code.

The fields displayed in the **Add Payments** tab change depending on the acquisition type selected.

For acquisitions types defined in parameter NON_NEW_ACQUISITION_CODES the following values are system assigned:
- Document Number is set to be the same as the Document Number of the Asset Global document.
- Document Type Code is set to AA for (Add)Asset Global document.
- The Origin code is set to 01, which indicates the transaction originated in Kuali Financials.
- Posted Date is set to the document approved date.
These system-assigned values are not displayed on the document.

When the asset payment information is fed into the document via CAB, all payment information is **view only**.

Add Payments tab field definitions

Title	Description
Account Number	Required. Enter the account number that paid for or owns the asset or search for the number from the **Account** lookup icon. The account number in the **Add Payments** tab identifies accounts that contributed to the purchase of the asset. This number may differ from the one entered in the **Asset Detail Information** tab—a number that is used to identify ownership for the physical inventory of the asset.
Amount	Required. Enter the amount for the total number of assets. Example: If 4 non-capital assets are being created with a unit cost of 750.00, enter 3,000.00 in this field.
Chart Code	Required. Select from the list the chart code for the account that either funded the asset or is the owner of the asset, or search for the code from the **Chart** lookup icon. When the parameter Accounts_Can_Cross_Charts is set to No, the system derives the chart code from the account number entered, and an entry in this field is not required.

Document Number	Required when the acquisition type is New. Enter the payment request document number or the document number of the Asset Global document. For gifts, found, and transfers, this value is automatically assigned to be the document number of the Asset Global document being processed.
Document Type Code	Required for capital gifts, found, transfers, and state excess. The type code is pre-set to AA for Add Asset. For capital equipment this value is normally set to PREQ. For non-capital equipment, PREQ or AA may be used. The user may also search for the code from the **Document Type** lookup icon.
Object Code	Required. Enter the object code or search for it from the **Object** lookup icon.
Organization Reference Id	Optional. Enter a reference identification number assigned by the organization.
Origin	Optional. Enter the code that indicates the source system of the payment transaction. 01 indicates the transaction originated in Kuali Financials. The user may also search for the code from the **Origin** lookup icon.
Project Code	Optional. Enter the project code or search for it from the **Project** lookup icon.
Purchase Order Number	Optional. Enter the purchase order number for this asset.
Requisition Number	Optional. Enter the requisition number used to order the equipment.
Sub-Account	Optional. Enter the associated sub-account number or search for it from the **Sub Account** lookup icon.
Sub-Object	Optional. Enter the sub-object code or search for it from the **Sub Object** lookup icon.
Total Amount	Display-only. This is the result of (account amounts/quantity)
Transaction Entry Sequence Id	Display-only. This is the payment sequence number. This number helps identify a unique payment record. The sequence number is system assigned.

Adding a Payment to the Asset Detail Information

To add a Payment to the Asset Detail Information, follow these steps:

1. Enter all required information in the **Add Payments** tab.

2. Enter any optional information that applies in the **Add Payments** tab.

3. Click the **add** button to add the payment.

Process Overview

Business Rules

- The user must be a KFS-SYS Asset Manager, KFS-SYS Asset Processor, or KFS Plant Fund accountant to use the Asset Acquisition Type of New.

- The Asset Acquisition Type defined in parameter NEW_ACQUISITION_CODE allows the asset to be added to the database without creating ledger entries.

- Asset Acquisition types defined in parameters of FABRICATED_ACQUISITION_CODE and NON_NEW_ACQUISITION_CODES cannot be used on the Asset Global document. Pre asset tagging is system assigned when the addition document is generated by CAB and the line has a Pre-Asset Tagging record.

- All other asset acquisition types may be used by all users.

- To create a capital asset, the total cost must be equal to or greater than the capitalization threshold defined with parameter CAPITALIZATION_LIMIT_AMOUNT unless the user is a KFS-SYS Asset Manager, KFS-SYS Asset Processor, or KFS-SYS Plant Fund Accountant. These users may create **capital assets** below the capitalization threshold. To create a **non-capital asset**, the total cost must be less than the capitalization threshold.

- None of the retirement asset status codes defined in parameter RETIRED_STATUS_CODES may be used on Asset Global.

- Only Asset Status Codes defined in parameter CAPITAL_ASSET_STATUS_CODES can be used with Object Sub-Types defined in parameter CAPITAL_OBJECT_SUB_TYPES.

Location Tab

- For capital assets the building code is the building in which the asset is located. The asset category identified by the asset type determines whether a building code, room number or off-campus information is required. For this reason the asset type must be specified before the building and room number are entered.

- For non-capital assets a building code or room number is not required. For this reason asset status must be entered before the building code, or room number is entered. If these values are entered non-capital assets, they must be valid.

- Any asset type code with the Moving Indicator checked requires a valid campus, building code and room number combination, or an off-campus address.

- Any asset type code with the Required Building Indicator checked requires a building code.

- Any asset type code with both Moving Indicator and Required Building Indicator unchecked require a campus code but no building or room number.

Routing

- Asset Global documents are routed to the fiscal officer for approval.

- Organization Review hierarchy is used to route documents to the Capital Asset Office for approval.

Example

When entering information on the Asset Global document for gifts, found assets, transfers in, and state excess assets, the initiator supplies the account number, object code, and the fair market value of the item. Accounting entries are then created based on the financial information provided. The affected account will show offset entries to the expense object code entered on the document and an income object code assigned based on the Asset Acquisition Type Code entry:

- 4997 - Found

- 1175 - Gift

- 1185 – Capital Transfer-in Federally/Other Owned

- 1175 - Transferred from Other University or Federal

Example: A department receives a projector as a gift from IBM. The gift is valued at 5,000.00.

Account information is entered on the Asset Global document with an Acquisition Type of G- Gift.

- General Ledger pending entry generated by the Asset Global document:

Account	Object Code	Object Code Description	Debit	Credit
1912610	7700	GIFTS OF CAPITAL EQUIP	5,000.00	

- System-generated by the Asset Global document:

Account	Object Code	Object Code Description	Debit	Credit
1912610	1175	CAPITAL EQUIPMENT GIFT		5,000.00

- Capitalization process entries (system-generated by the GL Scrubber):

Account	Object Code	Object Code Description	Debit	Credit
9510092	8610	CAPITAL EQUIPMENT	5,000.00	
9510092	9899	FUND BALANCE		5,000.00

Note the following:

- The proper plant fund account number is determined by both the financial object code sub type and the organization code of the account. Within Kuali Financials, each account number is assigned to an organization and each organization is assigned two plant fund account numbers.

- The Organization plant fund account number is used in the capitalization process when movable equipment items are purchased.

- The Campus plant fund account number is used in the capitalization process when non-movable capital items are purchased.

- In the example above, the only information supplied on the Asset Global document was account 1912610, object code 7700, and the amount 5,000.00. The remaining entries were generated by the Asset Global document and the G/L capitalization process.

- General Ledger entries are not created for capital assets with Acquisition Type of New defined in parameter NEW_ACQUISITION_CODE and non-capital assets (status codes not included in parameter CAPITAL_ASSET_STATUS_CODES).

Asset Location Global

The Asset Location Global allows the user to change location information (campus, building code, room, sub room and tag number) for multiple assets simultaneously. This option presents the Asset Location Global document, which allows the user to add assets one at a time or add multiple assets via the Look Up/Add Multiple Asset Lines search. As assets are added, the related location information is displayed on the document. After an asset has been added, the system displays an option to remove (delete) it from the document.

Changes made to location information on this document update the CAM database when the **submit** button is selected.

Document Layout

The document has only one tab in addition to the standard tabs.

Asset Location Global document tab and Purpose

Tab Name	Purpose
Edit List of Assets	Used to add or change information about the location of the asset.

Edit List of Assets Tab

Edit List of Assets tab field definitions (preliminary display)

Title	Description
Asset Number	Required. Enter an asset number or search for it from the **Asset** lookup icon.

Update Last Inventory Date button

This button displays for each asset that is added to the Asset Location Global document. The button can be used to update the assets last inventory date if no changes are made to the asset's location.

When the button is clicked, a Note is added to the document indicating that the asset's last inventory update date was updated by the button and not a change to the asset's location. If a change is made to the location or the asset is deleted from the document before the document is submitted, the note will be removed.

If the button is clicked and changes have been made to this asset that will update the assets last inventory date, the user will be given a warning that clicking the button is unnecessary.

Adding an Asset to the Edit List of Assets Tab

To add a new asset to the **Edit List of Assets** tab, proceed as follows

1. Enter an as**set number** or search for an asset number using the **Asset Number** lookup icon.

2. Click the **add** button. The system displays location detail fields for this record.

Edit List of Assets tab, Asset Location Detail definitions

Title	Description
Asset Number	Display-only. The unique asset number that identifies the asset.
Building Code	Optional. Enter the code designated to the building in which the asset is/will be physically located or search for it from the **Building** lookup icon.
Building Room Number	Optional. Enter the building's room number in which the asset is/will be physically located or search for it from the **Room** lookup icon.
Building Sub Room Number	Optional. Enter the code created for departmental use. Most departments use this field to enter the cubicle sub-room number.
Campus	Required. Enter the code identifying the physical campus in which the asset is/will be physically located or search for it from the **Campus** lookup icon.
Tag Number	Optional. Enter the unique identification number issued by the University and affixed to the asset.

You may display detail for many assets simultaneously by using the **Look Up/Add Multiple Asset Lines** lookup icon. The search results include a column of **Select?** check boxes. After checking the desired assets, click the **return selected** button at the bottom of the Asset Lookup.

Process Overview

Business Rules

- The chart code and organization assigned to the initiator must match the chart code and organization of the assets being modified by this document.

- Building: The system verifies whether the building number is a valid value.

- Building Room Number: The system verifies whether the room number is a valid value.

- Campus: The system verifies whether the campus is a valid value.

- Duplicate Tag Edit: When entering a tag number the system checks to see if the tag number already exists on an active asset. When it does, an error message is presented to the user.

- Move Tag to old tag number: When a new tag number is entered on the location global document, the existing tag number is moved into the **Old Tag Number** field.

- Not allowed to un-tag an asset: Tag number is required.

Asset Manual Payment

Use this document to add additional payments to an existing asset.

There are two methods to access:

- **Asset Payment Lookup:** Select a single asset from the search screen. Multiple assets can be added after one asset has been selected.

- **Asset Manual Payment:** Select multiple assets from the search screen.

The Asset Manual Payment document is used to view payments and to perform the following activities:

- Apply payments to assets where payments originate from CAB. Payments generated from CAB are view only.

- Add payments for non-movable additions. Non-movable assets are created using the Asset Global and the Asset Payments documents. For example, non-movable assets may be added monthly using a summary report created from the General Ledger. Each fiscal year, the first time an expense is posted to an account, a new asset is created using the Asset Global document. After the asset has been created, any new transactions are applied as a payment using the Asset Payments document.

  The Capital Asset Builder Batch Status Reportreport checks the CAM data base for each account and presents an asset number if an asset has been created for the fiscal year. When an asset number is present, the Asset Payments document must used to add the transaction to the CAM system.

- Shift payments between assets. Occasionally, it may be necessary to move a payment to another asset. This situation can occur if the incorrect asset number was selected when the payment was added to the database. In addition, transactions that cannot be processed in CAB (due to a system error) must be added to the database using the Asset Payments document.

⚠️ The Asset Manual Payment document is generally used as a tool to get information into the CAM database. The new payment is recorded to the asset and the total cost and base amount are updated for the asset. Entries to reverse accumulated depreciation will be created if a payment is entered to zero out an existing payment, otherwise, entries will not be created.

Document Layout

In addition to the standard tabs, the Asset Manual Payment document an Asset Allocation tab, an Assets tab and an Accounting **Lines** tab.

- The Assets tab includes sub-tabs to display Asset Information, Processed Payments, Payments Lookup and In Process Payments.

  o Processed Payments tab will not display if there are more than 10 payments. F

  o In Process Payments tab displays after an accounting line is added.

- After an accounting line is added, the In Process Payments by Asset tab displays.

➡️ For more information about the standard tabs, see Standard Tabs in the *Overview and Introduction to the User Interface.*

Asset Allocation Tab

Use this tab to specify how the accounting lines should be allocated to the selected assets.

Asset Allocation options

Option	Description
Distribute cost by amount	Allows you to specify the amount to be allocated to each account. The Allocate amount must total the accounting line amount. Additionally, the Allocate Amount cannot be zero when this option is chosen.
Distribute cost evenly	The accounting line amounts will be distributed evenly to each asset.
Distribute cost by total cost	The accounting line amount will be distributed based on the total cost of each asset.
Distribute cost by percent	Allows you to specify what percentage of the accounting line amount should be applied to each asset.

Assets Tab

The **Assets** tab presents a static (inquiry-only) display, as do its sub-tabs—**Asset Information, Processed Payments**, **Payments Lookup and In Process Payments**.

The asset data is retrieved from the database for the asset number selected from the Asset Payment Lookup. The user may display additional assets by entering another asset number or by searching for it from the **Asset** lookup icon, and clicking on the **add** button.

Assets tab field definitions

Title	Description
Actions	The **DELETE** button removes this asset from the display.
	The **Update View** button updates the allocation in the In Process Payments by Asset tab if changes are made to the Asset Allocation selection or the accounting line amount.
Allocate Amount	Displays when Asset Allocation = Distribute cost by amount. This field must not equal 0 and the total of all assets Allocate Amounts must equal the Accounting Line amount. Enter the amount that should be applied to this asset.
Allocate Percentage	Displays when Asset Allocation = Distribute cost by percent. Percentage must total 100. Enter the percentage of the accounting line amount that should be applied to this asset.
Allocated	Displays and is populated when Asset Allocation = Distribute cost evenly or by total cost as each accounting line is added.

Asset Description	A detailed description of the asset.
Asset Number	The system-assigned identifier unique to the asset.
New Total	The new total is the original cost plus the new payment amount. If the asset numbers are manually entered, the new total will not be updated until the new payment is entered and the Add button clicked to store the payment.
Org	A code identifying the organization responsible for the asset.
Previous Cost	The previous cost of the asset.

Asset Information section

The **Asset Information** sub-tab displays additional attributes of the particular asset. The information in this section is *view only*.

Asset Information section field definitions

Title	Description
Asset Description	A detailed description of the asset.
Asset Type Code	The code used to classify types of assets grouped by categories.
In-Service Date	The date the asset is placed in service and becomes eligible for depreciation.
Manufacturer	The name of the person or the company that manufactured the asset.
Organization Owner Account Number	The account for the owner that is responsible for the asset.
Organization Owner Chart Of Accounts Code	The chart code for the owner account that is responsible for the asset.
Vendor Name	The company or person who has sold the asset to the institution and to whom the first payment was made.

Processed Payments section

The information on the **Processed Payments** tab displays for each asset and is view only.

➡️ If more than ten payments exist for the asset, this tab will not display. The user may view payments via the **Asset Payment Lookup**. For more information on the Lookup, see Asset Payment Lookup.

Processed Payments section field definitions

Title	Description
Account Number	The account number that paid for or owns the asset.
Amount	The portion of the cost of the asset paid from the above account for the given payment.
Chart Code	The chart code for the account that funded the asset or is the owner of the asset.
Document Number	The transactional document number that generated the capital expense.
Document Type	The type of document that generated the capital expense.
Fiscal Period	The fiscal period in which the payment was posted to the General Ledger.
Fiscal Year	The fiscal year in which the payment was posted to the General Ledger.
Object Code	This is used to classify the transaction and to identify asset categories such as movable, art and museum, buildings. In addition the object code can be used to identify the type of funding, university, federal, or federally owned.
Organization Reference Id	A reference identification number assigned by organization.
Payments Total	The sum of processed payments for this asset.
Posting Date	The date on which the payment transaction was posted to the General Ledger.
Project Code	Used to identify particular transactions that might span multiple accounts.
Purchase Order Number	Represents a written authorization for a vendor to ship goods or provide services based on conditions outlined in the purchase order (PO) document.
Requisition Number	Represents the document used to order the equipment.
Sub-Account	This is an optional element of the accounting string that allows the user to track financial activity within a particular account at a finer level of detail.
Sub-Object	An optional element of the accounting string related to the university object code that allows the user to create finer distinctions within a particular object code for a specific account.
Transfer Payment Code	A code that specifies whether the payment is eligible for depreciation.

Payments Lookup Tab

The only active field on this tab is the **Click here** link.

Payments Lookup tab field definitions

Title	Description
To view the payment lookup for this Asset	Link (**Click here**) to the Asset Payments lookup icon for this asset.

Clicking this link causes the system to open the Asset Payment Lookup with the **Asset Number** field pre-populated with the asset number of the asset the user is working with. The results table lists all payments that have been processed.

→ If more than ten payments exist for the asset, the user may view all payments via the **Asset Payment Lookup**. For more information on the Lookup, see Asset Payment Lookup.

In Process Payments section

The information on the In **Process Payments** tab displays for each asset when an Accounting Line is added and is view only.

In Process Payments section field definitions

Title	Description
Account Number	The account number that paid for or owns the asset.
Amount	The portion of the new payment that will be applied to the asset.
Chart Code	The chart code for the account that funded the asset or is the owner of the asset.
Document Number	The transactional document number that generated the capital expense.
Document Type Code	The type of document that generated the capital expense.
Fiscal Period	The fiscal period in which the payment was posted to the General Ledger.
Fiscal Year	The fiscal year in which the payment was posted to the General Ledger.
Historical Cost	The original cost of the asset prior to the application of the new payment, equals Processed Payments.
Object Code	This is used to classify the transaction and to identify asset categories such as movable, art and museum, buildings. In addition the object code can be used to identify the type of funding, university, federal, or federally owned.

New Total	Sum of Payments(s) Total and Historical Cost.
Organization Reference Id	A reference identification number assigned by organization.
Payments Total	The sum of in process payments for this asset.
Posted Date	The date on which the payment transaction was posted to the General Ledger.
Project Code	Used to identify particular transactions that might span multiple accounts.
Purchase Order Number	Represents a written authorization for a vendor to ship goods or provide services based on conditions outlined in the purchase order (PO) document.
Requisition Number	Represents the document used to order the equipment.
Sub-Account	This is an optional element of the accounting string that allows the user to track financial activity within a particular account at a finer level of detail.
Sub-Object	An optional element of the accounting string related to the university object code that allows the user to create finer distinctions within a particular object code for a specific account.
Transfer Payment Code	A code that specifies whether the payment is eligible for depreciation.

Accounting Lines Tab

The **Accounting Lines** tab allows the user to add new payment information for the asset. For manual payments, this information may either be entered here or imported. For transactions that originate from CAB, accounting data is pre-populated and is *view only* here.

Accounting Lines tab field definitions

Title	Description
Account Number	Required. Enter the account number that paid for or owns the asset or search for the number from the **Account** lookup icon. The account number identifies the accounts that contributed to the purchase of the asset.
Amount	Required. Enter the amount of the payment.
Chart	Required. Enter the chart code for the account that funded the asset or is the owner of the asset. Either select the code from the list or search for it from the **Chart** lookup icon.
	When the parameter Accounts_Can_Cross_Charts is set to No, the system derives the chart code from the account number entered, and an entry in this field is not required.

Doc. Number	Required for capital assets. This number will default to the Asset Manual Payment document number and can be changed to a different number if necessary.
Doc Type	Required for capital gifts, found, transfers, and state excess. The type code is pre-set to MPAY for Manual Payment. The user may search for the type code from the **Asset Payment Document Type** lookup icon.
Fiscal Period	Display-only. The Fiscal Period represented by the Posted Date.
Fiscal Year	Display-only. The fiscal year represented by the posting date.
Object	Required. Enter the object code or search for it from the **Object** lookup icon.f
Origin	Optional. Enter the code that indicates the source systems of the payment transaction. 01 indicates the transaction originated from Kuali Financials. The user may also search for this value from the **Origin** lookup icon.
Org Ref Id	Optional. Enter a reference identification number assigned by Organization.
PO. Number	Optional. Enter the purchase order number for this asset.
Posted Date	Required. Enter the date the capitalization transaction hit the General Ledger or select the date from the calendar.
Project	Optional. Enter the project code or search for it from the **Project** lookup.
Req. number	Optional. Enter the requisition number used to order the equipment.
Sub-Account	Optional. Enter a sub-account number or search for it from the **Sub Account** lookup icon.
Sub-Object	Optional. Enter sub-object code or search for it from the **Sub Object** lookup icon.

In Process Payments by Asset

The In Process Payments by Asset tab displays when an Accounting line has been added and will list each asset and the amount that will be allocated to it. The data in this tab is *view only* with the exception of the Look Up/Add Multiple Asset Payment Lines icon, described below.

In Process Payments by Asset field definitions

Title	Description
Account Number	Display Only. Lists the account number (s) entered in the Accounting Lines tab.
Amount	Display Only. Lists the accounting line amount that will be allocated to this asset and accounting string based on the selection in the Asset Allocation tab.
Asset Number	Display Only. Lists each asset number entered in the Assets tab

	allocated to each Accounting Line entered in the Accounting Lines tab.
Chart Code	Display Only. Chart code(s) entered or associated with the account entered on the accounting line.
Fiscal Period	Display Only. Fiscal period associated with the posting date.
Fiscal Year	Display Only. Fiscal year associated with the posting date.
Look Up/Add Multiple Asset Payment Lines	Use this look up when the payment needs to zero out an existing payment. Clicking on the Lookup will take you to the Asset Payment Lookup and display payments that match on chart, account and object code where the Transfer Payment Code = N. Check the payments to offset the entered payment and then click Return Selected.

The payments will be listed below the lookup icon with a Payment Sequence Number, Posted Date and Amount.

When the document is submitted, if there are matching payments a warning displays. Click No to Continue if this is a new payment or if you have already selected payments. Click Yes to return to the Asset Manual Payment to look up payments if the new payment should zero an existing payment.

The Transfer Payment Code will be set to Y on payments that cancel each other out to prevent further depreciation. Entries will be created to reverse accumulated depreciation and the current period depreciation bucket will be updated to reflect the reversal of the accumulated depreciation. |
Object Code	Display Only. Object code(s) entered in the Accounting Lines tab.
Posted Date	Display Only. Posting date(s) entered in the Accounting Lines tab.
Project Code	Display Only: Project code(s) entered in the Accounting Lines tab.
Sub-Account	Display Only. Sub-Account(s) entered in the Accounting Lines tab.
Sub-Object	Display Only. Sub-Object(s) entered in the Accounting Lines tab.

Process Overview

Business Rules

- The asset must be an active asset. The asset status must be defined in parameter CAPITAL_ASSET_STATUS_CODES and not be in RETIRED_STATUS_CODES. If the asset is retired, the user cannot select the **Asset Payments** document from the **Action** column or enter the Asset in the Assets tab.

- A payment document cannot be issued against an asset with a pending document, including any of the following:

  o Financial documents: General Error Correction, Year End General Error Corrections, Distribution of Income/Expense, Year End Distribution of Income Expense, Procurement Card, Cash Receipt, Service Billing, and the Internal Billing document.

  o CAB/PURAP documents: Payment Request, Credit Memo

  o Capital asset management documents: Transfer, Retirement, Merge, Separate

- When the object code on the payment is not in agreement with the object code of previously processed payments, a warning alerts the user. Object codes should be within the same asset category.

- A warning is presented when the chart, account and object code on the payment matches an existing payment on the asset. This warning is provided to allow the user to associate payments together in the event the new payment is cancelling out an existing payment. Linking the payments together sets both Asset Payment Transfer codes to Y.

- Payments returned for an asset must equal the payment being applied for that asset.

- Future posting dates are not allowed.

- Asset Transfer Payment Code is set to N, if the payment is not associated with an existing payment.

- Ledger entries to reverse accumulated depreciation will be created when the new asset payment is linked to an existing asset payment.

- The current period depreciation bucket of the original payment will be set to a negative amount of accumulated depreciation; the current period depreciation bucket will be set to a positive amount of the accumulated depreciation from the original payment. The two buckets will zero each other out.

- Asset Allocation Amount fields must be greater than zero when Distribute Cost by Amount is selected.

Asset Retirement Global

The Asset Retirement Global document is used to change the status of the asset and to record the financial transactions associated with disposal of capital assets from the university asset database.

As a general rule, the Asset Retirement Global document is used for the disposal of capital equipment from an organization's inventory. Non-capital assets **cannot** be retired on the Asset Retirement Global document. Instead, the Asset document should be used to change the asset status via the **edit** action.

For more information about the edit action, see Edit Asset.

The Capital Asset Office is considered central administration, so it processes certain retirement types listed in the business rules below.

Note: Permission 24, Retire Multiple doesn't work when added to Role 6, CAMS Processor.

Asset Retirement Reason Lookup

When you select **Asset Retirement Global** the system opens the Asset Retirement Reason Lookup. Search for the reason code you need.

Click the **return value** link for the appropriate reason. The system opens the Asset Retirement Global document.

Any user with access to Kuali Financials may initiate an Asset Retirement Global document via the Asset Retirement Reason Lookup. The type of retirement code allowed for each user depends on both the person's role assigned by his or her department and his or her employee status:

- Any Kuali Financials user with organizational update access may use Retirement Reasons that are:
    - Active,
    - Retirement Reason Restriction Indicator equals No,
    - Value is not in parameters MERGE_SEPARATE_RETIREMENT_REASONS or RAZE_RETIREMENT_REASONS
- A user designated as a KFS-SYS Asset Manager, KFS-SYS Asset Processor or KFS-SYS Plant Fund Accountant may use retirement reasons that are active and are not in parameters MERGE_SEPARATE_RETIREMENT_REASONS or RAZE_RETIREMENT_REASONS:
- Only the KFS-SYS Plant Fund Accountant may use retirement reasons contained in parameter RAZE_RETIREMENT_REASONS.
- Only the KFS-SYS Asset Manager, KFS-SYS Asset Processor, KFS-SYS Plant Fund Accountant, KFS-CAM Manager, and KFS-CAM Processor may use retirement reasons in parameter MERGE_SEPARATE_RETIREMENT_REASONS.
- To perform non-movable capital asset retirements assets where the Asset Type Moving Indicator is set to N, a user must have a role of KFS-SYS Asset Manager or KFS-SYS Plant Fund Accountant.

Document Layout

The tabs displayed for the Asset Retirement Global document vary depending on the retirement reason chosen.

Asset Retirement Global document tabs

Tab Name	Purpose
Asset Detail Information	This tab displays information about the asset being retired.
Auction or Sold	An asset retired through sale or auction. A sale price is required
External Transfer or Gift	An asset transferred to an individual or external institution. The name of the person or the institution that has received the gift is **required** when using the retirement reason of Gift or External Transfer.
Retirement Information	This tab displays the retirement reason and the retirement date. The retirement date is updated when the document is approved.
Target Asset Information	This tab displays different prompts based on the Asset Retirement Type selected (Merged, Gift, Theft).
Theft	An asset retired as a result of theft. The campus Police Department case number is **required** when using the retirement reason Theft.

Retirement Information Tab

This tab displays for all retirement reason codes.

Retirement Information tab field definitions

Title	Description
Retirement Date	Display-only. The system uses the date the document is approved.
Retirement Reason Code	Display-only. The code that identifies the reason for retirement.

Auction or Sold Tab

When the Reason Code value is Sold or Auction, the document includes the **Auction or Sold** tab.

Auction or Sold tab field definitions

Title	Description
Buyer Description	Required. Enter the name of the person or institution that purchased the asset through an auction or direct sale.
Calculated Total	Display-only. This is the estimated sum of the sale price, the handling fee, and the preventive maintenance cost.
Cash Receipt Account Number	Optional. Enter the account number used to record the proceeds from the sale or auction of the asset or search for this number from the **Account** lookup icon.
Cash Receipt Chart of Account Code	Optional. Enter the chart code used to record the proceeds from the sale or auction of the asset or search for the code from the **Chart** lookup icon.
Cash Receipt Financial Document Number	Optional. Enter the number of the financial document (such as cash receipt or credit card receipt) created to record the transaction related to the sale or auction of the asset.
Estimated Selling Price	Optional. Enter the estimated selling price of the asset. Permissions control view and edit access to this field.
Handling Fee Amount	Optional. Enter the amount of a charge levied by the department for readying the asset for disposition.
Preventive Maintenance Amount	Optional. Enter the amount of a charge levied by the department to track the cost of preventive maintenance associated with the disposition of the asset.
Sale Price	Required. Enter the actual selling price of the asset.

External Transfer or Gift Tab

When External Transfer or Gift is selected as the retirement reason, the **External Transfer or Gift** tab is displayed.

External Transfer or Gift tab field definitions

Title	Description
City Name	Optional. Enter the name of the city in which the person or institution is located.
Contact Name	Required. Enter name of the recipient of the asset.
Country Code	Optional. Using the list or searching for the code from the **Country** lookup icon, select the country code for the country in which the person or institution is located.
Institution Name	Required. Enter the name of the institution that has taken ownership of the asset.
Phone Number	Optional. Enter the phone number for the recipient of the asset.
Postal Code	Optional. Enter the postal code in which the person or institution is located or search for the code from the **Postal Code** lookup icon.
State Code	Optional. Using the list or searching for the code from the **State** lookup icon, enter the code of the state in which the person or institution is located.
Street Address	Optional. Enter the street address for the person or institution to which the asset was transferred or given as a gift.

Theft Tab

When Theft is selected as the retirement reason, the **Theft** tab is displayed.

Theft tab field definitions

Title	Description
Police Case Number	Required. Enter the case number for the police report related to theft incident.

Target Asset Information Tab

When Merged is selected as the retirement reason, the **Target Asset Information** tab is displayed.

Target Asset Information tab field definitions

Title	Description
Asset Description	Enter a full description of the merged asset.
Asset Type Code	Display-only. This is the code used to classify types of assets grouped by categories. The asset type is the code used to group equipment for reporting. For capital assets this code assigns the useful life for depreciation.
Create Date	Display-only. The date the asset was created.
Depreciable Life Limit	Display-only. This is the useful life (depreciable life) of the asset.
In-Service Date	Display-only. This is the date the asset is placed in service and becomes eligible for depreciation.
Merged Target Asset Number	Enter the asset number of the asset that will remain after the assets are merged or search for it from the **Asset** lookup icon.
Organization Owner Organization Code	Display-only. This identifies the organization responsible for the asset and is set by the owner account number.

Asset Detail Information Tab

Along with the **Retirement Information** tab, the **Asset Detail Information** tab is displayed for all retirement reasons. This tab is where the asset or assets to be retired are specified.

Asset Detail Information tab field definitions

Title	Description
Asset Number	Required. Enter the asset number for the asset to be retired or search for it from the **Asset** lookup icon.

Process Overview

Business Rules

- The Asset Status Code values must be in parameter CAPITAL_ASSET_STATUS_CODES.

- Retirement entries are generated on the plant fund account. The proper plant fund account number is determined by both the financial object sub-type code and the organization code of the account. Each account number is assigned to an organization, and each organization has been assigned two plant fund account numbers:

  o The organization plant fund chart and account number is used for movable equipment. This rule applies to financial object sub-type codes contained in parameter PLANT_FUND_ORGANIZATION_OBJECT_SUB_TYPES.

  o The campus plant fund chart and account number is used for non-movable equipment. This rule applies to the financial object sub-type codes contained in parameter PLANT_FUND_CAMPUS_OBJECT_SUB_TYPES.

- Payments for federally or other-owned assets do not create asset retirement ledger entries. This rule applies to the financial object sub-type codes contained in parameter FEDERAL_OWNED_OBJECT_SUB_TYPES.

- Financial object sub-types contained in parameter LIABILITY_OBJECT_SUB_TYPES are excluded from the aforementioned financial object sub-type codes because it is used to record the liability of the capital lease. The actual asset is created with the appropriate financial object sub-type code.

- Asset status codes become R when the document is approved.

Routing

- Asset Retirement Global documents are automatically routed to the appropriate fiscal officer or delegate. The fiscal officer to whom this document is routed is defined by the Organization Owner Chart/Account.

- If the retirement reason is Sold or Gift, special conditions routing occurs and the document routes to the campus Purchasing Department.

- If the retirement reason is External Transfer, special conditions routing occurs and the document routes to the account supervisor.

Displaying Asset Detail

Before retiring an asset, you must display detail about it so you can confirm that you are retiring the proper asset. To display detail for a single asset, proceed as follows:

1. Enter an asset number (or search for an asset number using the Asset Number lookup icon) and click the **add** button. Display detail for other assets by repeating this process for each asset you want to retire.

2. Alternately, display detail for many assets simultaneously by using the **Look Up/Add Multiple Asset Lines** lookup icon: The search results include a column of **Select?** checkboxes. After checking the desired assets, click the **Return Selected** button.

3. The system displays detail for each asset you have specified.

Asset Detail Information tab field definitions

Title	Description
Asset Condition	Required. Select the condition of the asset from the list (for example, Excellent, Good, Fair, and Poor) or search for it from the **Asset Condition** lookup icon. Permissions control view and edit access to this field.
Asset Description	Required. A free-form field used to describe the asset. Enter a detailed description of this asset.
Asset Status Code	Required. Select a code from the list to indicate the current status of the asset or search for this code from the **Asset Status Code** lookup icon. The asset status must be one of A-active and identifiable, C-active and non-accessible, S-surplus or U-university constructed. When the document status is final the asset status will be changed to R-retired.
Asset Type Code	Required. Enter the code used to classify types of assets grouped by categories or search for this code from the **Asset Type** lookup icon. The asset type groups equipment for reporting purposes. For capital assets, this code also assigns the useful life for depreciation purposes.
Create Date	Required. Enter the date the asset was added to the asset database or select this date using the calendar tool. The date is initially set to the current date.
In-Service Date	Display-only. This date is system assigned.
Depreciation Date	Display-only. The date on which asset depreciation begins for capital equipment. The system computes the depreciation date based on the in-service date and the asset deprecation convention.
Last Inventory Date	Display-only. The date of the last inventory performed by the university or the date an asset was last physically verified, moved, relocated, inventoried, or tagged.
Manufacturer	Required for capital assets; optional for non-capital assets. Enter the name of the person or company that manufactured the asset.
Model Number	Optional. Enter the number assigned by the manufacturer to this model of asset.
Organization Owner Account Number	Required. Enter the account number for the owner that is responsible for the asset or search for this number from the **Account** lookup icon.
Organization Owner Chart Of Accounts Code	Required. Enter the chart code for the owner account that is responsible for the asset or search for this code from the **Chart** lookup icon. When the parameter Accounts_Can_Cross_Charts is set to No, the system derives the chart code from the account number entered, and an entry in this field is not required.
Organization Owner Organization Code	Display-only. Identifies the organization responsible for the asset; set by the organization owner account number.

Organization Text	Optional. Enter free-form text that provides additional information about the asset.
Owner	Optional. Used when the title is vested in other universities or agencies. Enter the name of the owner or search for it from the **Agency** lookup icon.
Vendor Name	Required for capital assets; optional for non-capital assets. Enter the name of the company or person who sold the asset to the institution and to whom the first payment was made.

To remove any asset from this group before submitting the document for processing, click the **Delete** button.

Example

The Chemistry Department has an obsolete microscope that is no longer usable. A decision is made to dispose of the microscope. To remove the asset from the department inventory, an authorized user issues an Asset Retirement document.

Barcode Inventory Process

The barcode process is used in conjunction with barcode scanning equipment to perform a physical inventory of assets that is mandated by the government once every two years. Differences between quantities determined by the physical inspection and those shown in CAM must be investigated to determine the cause of each difference.

University departments may perform inventories manually or with barcode scanning equipment. Universities may choose various types of barcode reading machines depending on their needs. The Kuali Financials Barcode Inventory process is based on the use of Intermec Antares Trakker® 2420 terminals and MC9090 Motorola Mobile Computers to scan the barcode inventory tags affixed to capital (or non-capital) equipment.

Although department personnel scan the equipment tags, the upload to CAM of the data file stored in the inventory file is restricted to users with appropriate permissions.

After successfully converting the inventory file to a CSV file, load the CSV into Kuali Financials. A Barcode Inventory Error document is created when scanned records do not pass the validity checks against the CAM databases.

When an inventory is taken manually, a comma-delimited (CSV) file may be created with the inventory data. This formatted file may then be uploaded to Kuali Financials via the Barcode Inventory process. During the upload any records that pass validity checks are passed directly to the asset database to update the file. The last inventory date will be updated using the scan date from the inventory file. Any records that do not pass validity checks will be inserted into a Barcode Error document.

A system parameter controls how many records can be inserted into the error documents—KFS-CAM MAX_NUMBER_OF_RECORDS_PER_DOCUMENT.

File Upload

Manage Files Tab

The user can search for the intended file and (after selecting it) use the **add** action to perform the upload.

Manage Files tab field definitions

Title	Description
Actions	After selecting the file and entering the required fields, click Add. If there are errors, a Barcode Inventory Error document is created and the number of the document displays. If there are no errors, the assets last inventory date is updated with the date contained in the file.
Browse File	Required. Click the **Choose File** button and select the file.
File Identifier	Required. Enter a unique identifying name or code for the file.
File Upload Description	Required. Enter a description of the inventory file.

File Layout

For upload into Kuali Financials the file must be saved with a .CSV extension. The barcode inventory CSV file layout is as follows.

Barcode Inventory CSV file layout

Sample file output	Description
IU016562	Tag number
1	Scan code. Identifies whether the record was scanned via barcode or entered from the keypad. Scan Codes: 1 - hand entered 0 - scanned
ddmmyyyyhhmmss	Date/time stamp
BL	Campus Code
BL569	Building Code
130	Room number
1	Sub-Room Number
G	Condition

Example

IU011032,1,12092008080435,BL,BL072　　,xxx　　,,g

IU011056,1,12092008080548,BL,BL072　　,xxx　　,,g

IU011021,1,12092008080551,BL,BL072　　,xxx　　,,g

IU011011,1,12092008080557,BL,BL072　　,005　　,,g

IU011031,1,12092008080737,BL,BL072　　,005　　,,g

After successfully uploading the CSV file, a barcode inventory error document (BCIE) will be created when scanned records do not pass validity checks against the asset database. The BCIE document is dropped into the initiator's action list.

Adding a barcode inventory file causes the CAM module to display the number of records uploaded and the number of records in error. CAM also identifies by document number the error report created for this file upload.

File Validations

The system performs the following validations of the file records and reports the results.

Barcode Inventory field validation and error messages

Field	Rule
Tag Number	Required. The tag number must exist in the Capital Asset table. The tag number must identify only *one* active asset. The duplicate tag edit excludes retired assets.
Scan Ind	Required. The scan code must be 1, or 0. 0 - Manually keyed into the inventory bar code reader. 1 - Tag scanned into the inventory barcode reader.
Inventory Date	Required. The inventory date is required and must have a date time format.
Campus	Required. The campus code must be a valid value.
Building Code	Required. The building code must be a valid value for the campus and building combination.
Room Number	Required. The room number must be a valid value for the campus, building, and room combination.
Condition	Required. The condition code is required and must be a valid value.

- The system presents document numbers of any error documents that are created.

- The system presents a count of the number of records that were uploaded.

- The system presents a count of the number of records that were inserted into an error document.

Barcode Inventory Error Document

The Barcode Inventory Error Document can be opened from either the initiator's Action List or from Document Search.

Document Layout

The Barcode Inventory Error document consists of the standard tabs plus two additional tabs—**Barcode Inventory Error(s)** and **Global Replace**.

Barcode Inventory Error(s) Tab

This tab displays inventory records that are in error. Errors are indicated by the red circle icon and an error message.

Keep the following points in mind when working in this tab.

- Error records may be deleted singly or in groups by checking the box to the left of each line number and clicking the **delete** button at the bottom of the tab.

- All lines may be selected by clicking on the box next to the heading line.

- Clicking on a checked box will de-select it.

- After all of the lines have been corrected or deleted, the document becomes view only, and all actions are final.

- Data in any of the entry boxes for a record may be changed to correct an error or add information.

- Clicking on the **validate** button at the bottom of the tab causes the system to re-evaluate the data for the records displayed. The system validates these fields: **Tag Number**, **Campus**, **Building Code**, **Room**, and **Condition Code**.

- After a record has been corrected and validated, the red circle icon disappears and the error message changes to None. If the checkbox at the left has been checked, the system removes the valid record from the display.

Global Replace Tab

The **Global Replace** tab performs a standard search-and-replace function.

The left-hand **Search for lines containing…** section enables you to find particular lines in error using any combination of the search fields listed.

The right-hand **…and replace them with:** fields allow you to indicate changes to the selected lines.

Clicking the **replace** button at the bottom of the tab activates the replace. All actions are final, actually changing the stored file, when the **approve** button is selected at the bottom of the document.

Business Rules

- The Barcode Inventory Error document remains in the action list of the user that uploaded the file until all lines in the error section have been corrected or deleted.

- The Barcode Inventory Error document can be forwarded to another user. Even so, the document remains in the inbox of the user that uploaded the file until all errors have been resolved.

General Ledger Transactions Lookup

When a user enters a moveable capital asset object code into a Cash Receipt, Distribution of Income and Expenses, General Error Correction, Internal Billing, Service Billing, or Procurement Card document, the system allows the user to capitalize the expense or modify information about the asset. Then the system collects the data, routes the document for required approvals, and updates the affected accounts in the General Ledger. After the transaction has been approved and the General Ledger has been updated, nightly processes collect the transactions and make them available for further processing via the General Ledger Transactions Lookup.At this point, authorized users use this Lookup to retrieve the associated documents and apply or add payments for these moveable capital assets.

When you select **General Ledger Transactions** the system opens the General Ledger Transactions Lookup.

Here you may enter information into any combination of search fields in order to retrieve the G/L entries you want to work with.

General Ledger Transactions Lookup field definitions

Title	Description
Account Number	Retrieves records based on the university's account number for this pool of funds. Either enter a value or use the lookup icon to find it.
Chart Code	Retrieves records based on chart code. These codes identify the valid charts that make up the high-level structure for the Chart of Accounts. Either enter a value or use the lookup icon to find it.
Document Number	Retrieves records based on a specific document number.
Document Type	Retrieves transactions by a code that distinguishes between the different types of transactions (e.g. general error correction, cash receipts).Either enter a value or use the lookup icon to find it.
Fiscal Period	Retrieves transactions by fiscal period code.
Fiscal Year	Retrieves records based on the fiscal year the transaction was posted to the General Ledger. Either enter a value or use the lookup icon to find it.
Object Code	Retrieves records based on an optional element of the accounting string that permits tracking of financial activity within a particular account at a finer level of detail. Either enter a value or use the lookup icon to find it.
Object Type Code	Retrieves records based on object type code (an attribute of Object Code that is used to identify its general use, such as income, asset, expense, liability or fund balance). Either enter a value or use the lookup icon to find it.
Organization Document Number	Retrieves records based on the reference identification number entered on the document.
Organization Reference Id	Retrieves records based on the ID assigned by the organization that is part of the accounting record.

Origin Code	Retrieve records based on the system from which the transaction originates.
Reference Document Number	Retrieves documents based on the original document reference number entered on the General Error Correction (GEC) document.
Reference Origin Code	Retrieves records based on the system in which the original transaction was created (for example, a legacy GL system).
Sub-Account Number	Retrieves records based on an optional element of the accounting string that permits tracking of financial activity within a particular account at a finer level of detail. Either enter a value or use the lookup icon to find it.
Submit to CAMS	Displays transactions based on whether they have been submitted to the CAM module yet: When **Submit to CAMS** is set to Yes, the search result shows the acct lines being submitted to the CAM module via the **create asset** or **apply payment** button. When No is selected, the search result shows only the account lines remaining to be processed to the CAM module.
Sub-Object Code	Retrieves records based on an optional element of the accounting string related to the university object code that allows you to create finer distinctions within a particular object code for a specific account. Either enter a value or use the lookup icon to find it.
Transaction Date From/To	Retrieves payment requests and credit memos for given dates. The transaction post date is the date the transaction was posted to the General Ledger. Either enter a date or use the calendar tool to find it.

After you enter search criteria and click **search**, the system displays a list of matching transactions.

To process one of these transactions and make it the primary accounting line on the General Ledger Processing document, click the **process** link in the **Actions** column. The system displays the General Ledger Processing document.

Document Layout

The General Ledger Processing document displays all accounting lines associated with a given document number.

The accounting line whose **process** link you clicked becomes the primary line on the General Ledger Processing document. To change the primary accounting line, you must select a different line from the lookup.

The General Ledger Processing document contains two tabs—**Financial Document Capital Asset Info** and **GL Entry Processing**.

Financial Documents Capital Asset Info Tab

Fields on this tab indicate how many assets need to be created from the financial document. The information is display-only.

📝 Depending on the document type, this section may not contain any information.

Financial Document Capital Asset Info tab field definitions

Title	Description
Asset Type Code	A code used to classify the type of item purchased, assign the useful life of the asset, and determine whether building and/or room are required. This entry is populated from the financial document.
Building Code	The building in which the asset is physically located.
Campus Code	The physical campus the asset is located on.
Capital Asset Number	A unique, sequential, system- assigned number that identifies the capital asset.
Document Number	The unique, sequential, system-assigned number for a document. The entry is a hyperlink that will open the financial document in a new window.
Manufacturer	The company that manufactured the asset.
Model number	The manufacturer's model number.
Quantity	The number of assets being created. The amount is divided by the quantity to assign the total cost of the asset(s) being created.
Room Number	The room in which the asset is physically located.
Serial Number	The manufacturer's identification number affixed to the asset.
Sub Room	The cubicle sub room number (if any) for the asset's location.
Tag Number	An identification number affixed to an asset. This entry differs from the asset number (that is, the permanent capital asset number) assigned to the asset.
Vendor Name	The vendor that the equipment was purchased from. This entry is populated from the financial document.

GL Entry Processing Tab

This tab displays the G/L accounting line(s) for the asset to be processed. You may select one or more lines to process.

GL Entry Processing tab field definitions

Title	Description
Account	Display-only. The university's account number for this pool of funds.
Amount	Display-only. The amount to be posted to the asset (that is, the asset line item amount).
Chart	Display-only. The chart to which the account specified on this tab belongs.
Description	Display-only. The description from the document that created the transaction.
Doc Nbr	Display-only. The unique, sequential, system-assigned identification number for a document.
Doc Type	Display-only. The type of document that created the CAB record.
Fiscal Period	Display-only. The fiscal period displayed on the G/L processing page. This value identifies the fiscal period the transaction was posted to the General Ledger.
Fiscal Year	Display-only. The fiscal year displayed on the G/L processing page. This value identifies the fiscal year the transaction was posted to the General Ledger.
Object	Display-only. The four-character code that classifies the transaction as a specific income, expense, asset, or liability of a fund balance transaction.
Org. Doc Nbr	Display-only. The organization document number. This field is blank if the organization does not use an internal referencing system.
Org Ref ID	Display-only. A reference identification number assigned by the organization.
Origin Code	Display-only. A code indicating the system from which the transaction originates.
PO number	Display-only. The PO number for this line item.
Ref Origin Code	Display-only. A reference identification number assigned by the organization.
Select	Click the check box to select an accounting line that will be applied to the existing asset via the apply payment process or an accounting line to be used when creating the asset via the create asset process. Any accounting lines not checked remain in CAB and may be processed at a later time. To select all lines, check the **Select** box at the top of the tab.
Sub-Account	Display-only. An optional element of the accounting string that permits tracking of financial activity within a particular account at a finer level of detail.
Sub-Object	Display-only. An optional element of the accounting string related to the university object code that allows you to create finer distinctions within a particular object code for a specific account.

Process Overview

Business Rules

- **Create asset**
  - The user must verify that the capital information provided on the financial document is correct. Before processing the accounting line, view the financial document by clicking the hyperlink for the document number. Review the financial document to ensure that the equipment meets the capitalization requirements. Review the notes. Notes may specify how the asset should be created or specify that it be held for processing until problems are resolved.
  - Selecting the create asset button opens the Asset Global (Add) document with information previously supplied by the processor.
  - Document goes to Final status.

- **Add payment**
  - The asset number is populated from the asset number entered on the financial document.
  - When the user selects to add a payment, the Asset Payment document opens and is populated with information from the existing asset. The user is simply adding a Payment record. This function copies the payment amount from the financial record.
  - Payments initiated by CAB are display-only on the Add Payment and Asset Global documents.
  - Payments can be applied only to active capital assets. The asset status must be defined in parameter CAPITAL_ASSET_STATUS_CODES and not in RETIRED_STATUS_CODES.

- **Apply Payment validation**
  - The system compares the object codes on the payments that have already been applied to the asset and those of the payment being saved. If the object codes are not in the same asset category, the system generates a warning message.

- **Lock assets** (prevents other actions from taking place until the payment is posted)
  - An active valid asset number in CAB is locked until the line item is processed. Consequently, a transfer, retirement, merge, add payment, or separate transaction cannot be processed against the asset by the user until the line item has been fully processed in CAB. A document is considered fully processed when the Add Payment or Asset Global (Add) document has a status of processed or final.
  - Merging a line item with an asset number unlocks the asset.
  - Creating an asset for a line item with an asset number unlocks the asset.

- **Credit memo for a payment request**
  - A credit memo against a vendor creates a G/L transaction.

- Nightly **batch processes that prepare transactions for the Capital Asset Builder processes**
  - Nightly out collects the documents.
  - Scrubber creates the plant fund entries.
  - Poster moves the pending entries, including plant fund, to posted entries.
  - Clear pending entries clears them from the various documents.
  - CAB extract creates the entries for CAB.

Routing

- All Asset Global (Add) and Asset Payment documents initiated from CAB go to a status of Processed when they are submitted.

Pre-Asset Tagging

Pre-asset tagging allows organizations to tag assets before an asset has been created in the data base. When pre-asset tagging information exists, Purchasing/Accounts Payable transactions use it when the asset is created. The Pre-Asset Tagging document allows you to enter tagging information for capital equipment into the university capital asset database **before** the asset is created. Pre-asset tagging is optional.

Purchase order information is extracted from the Kuali Financials Purchasing/Accounts Payable (PURAP) module when the purchase order is approved. The extract job selects line items that have a capital equipment object sub-type code and a unit cost equal to or greater than the amount defined in CAPITALIZATION_LIMIT_AMOUNT. The purchase order number, line number, quantity ordered, description, and vendor information are recorded in the Pre-Asset Tagging table for movable capital equipment.

After the payment requisition (invoice) has been approved by Accounts Payable, the asset is ready to be loaded in the Capital Asset Builder. At that point, the Pre-Asset Tagging table is checked to extract any tagging information available. If an asset is not pre-tagged, the Edit action from the Asset Lookup results is used to update the tagging information.

To create assets in the Capital Asset Builder (CAB), the purchase order number, line item number, and the description are extracted from the procurement system. The purchase order number and line item number are combined to create a primary key. This key is used to match pre-asset tagging information with assets as they are created. Care must be taken to ensure that the tagged equipment is matched to the appropriate line item number on the purchase order.

Organizations have a window of opportunity to enter tagging information before the asset is created. This window extends from the time the asset is received to the time the invoice is processed and approved by Accounts Payable.

Check before entering pre-asset tagging data into the system. If pre-asset tagging information is entered into the asset database for an asset that has already been created, **no** system warning is presented, and the tagging information entered via the Pre-Asset Tagging document is **not** assigned to the asset. For this reason, it is important that users **always** check to see whether the asset has already been created **before** entering information into the Pre-Asset Tagging table.

Pre-Asset Tagging Lookup

When you choose **Pre-Asset Tagging** the system opens the Pre-Asset Tagging Lookup.

The lookup provides access to existing asset information. You may use any, all, or none of the fields as search parameters. Logical operators are also permitted within the fields.

For more information about document search, see Using Document Search to Find a Document in the *Overview and Introduction to the User Interface*.

After you search, the system displays a table containing key data for the assets that meet your search criteria.

Pre Asset Tagging Lookup definition

Title	Description
Active Indicator	Optional. Indicates whether the asset is active in CAM or not.
Item Line Number	Optional. Enter the line number for the asset on the PO.
Purchase Order Line Item Description	Optional. Enter a description of the asset.
Purchase Order Number	Optional. Enter the number assigned to the purchase order to which the payment is posted.
Quantity Ordered	Optional. Enter quantity of this asset that was ordered.
Serial Number	Optional. Enter the unique identification number assigned to the asset by the manufacturer.
Tag Number	Optional. Enter the unique identification number issued by the university to be affixed to the asset.

The search results table contains the fields described above along with an Actions column that provides **edit** and **copy** links that allow you to change and copy existing table entries. Additionally, the **create new** button at the top right of the Lookup allows you to add new table entries.

Document Layout

The Pre-Asset Tagging document includes the standard tabs and the **Edit Pre-Asset Tagging and Edit List of Pre-Asset Tagging Details** tabs.

Edit Pre-Asset Tagging Tab

This tab displays the purchasing and asset information that applies to all the assets ordered (when the **Quantity Ordered** value is greater than 1). This information links the assets to a particular PO.

Edit Pre-Asset Tagging tab field definitions

Title	Description
Active Indicator	Optional. Select the check box if the pre-asset tagging is active. Clear the check box to deactivate the pre-asset tagging.
Asset Representative Name	Optional. Enter the actual name represented by the asset representative's user ID.
Asset Representative Principal Name	Optional. Enter a user ID for grouping and sorting assets by a user's name on reports. You may search for this ID from the **Person** lookup icon.
Asset Type Code	Required. Select the code used to classify types of assets grouped by categories or search for this code from the **Asset Type** lookup icon. The asset type groups equipment for reporting purposes. For capital assets, this code also assigns the useful life for depreciation purposes.
Item Line Number	Required. Enter the line number on the PO for this asset.
Manufacturer Model Number	Optional. Enter the number assigned by the manufacturer to this model of asset.
Manufacturer Name	Required for capital assets; optional for non-capital assets. Enter the name of the person or company that manufactured the asset.
Organization Owner Chart Of Accounts Code	Required. Select the chart code for the owner account that is responsible for the asset or search for this code from the **Chart** lookup icon.
Organization Inventory Name	Optional. Enter a common name for inventory purposes. This name is used to sort assets within an organization to assist with physical inventories. 🖉 In addition to pulling equipment descriptions from purchase orders, CAM allows organizations to include common names. For example, GMC FABRICATED ABC1234 WIDE BODY DUMP could have an organizational inventory name of Recycling Truck.
Organization Owner Organization Code	Required. Enter the organization responsible for the asset or search for this code from the **Organization** lookup icon.

Organization Text	Optional. This is a free-form text area for use by your organization.
Pre-tag Create Date	Optional. Enter the date the pre-tagged asset was added to the asset database. The default date is the current date. You may select the date from the calendar tool.
Purchase Order Line Item Description	Required. Enter a detailed description of the specified line item of the purchase order.
Purchase Order Number	Required. Enter the purchase order number for this asset.
Quantity Ordered	Required. Specify the number ordered for this asset.
Vendor Name	Required for capital assets; optional for non-capital assets. Enter the name of the company or person who sold the asset to the institution and to whom the first payment was made.

Edit List of Pre-Asset Tagging Details Tab

This tab displays the asset information specific to each individual item. For example, if the assets ordered were five identical file servers, the information in the previous tab applies to all five. But each server has a unique tag number assigned to it; each has a unique serial number; and each may be placed in a different campus location.

Edit List of Pre Asset Tagging Details tab field definitions

Title	Description
Active Indicator	Select the check box if the pre-asset tag is active. Clear the check box to deactivate the pre-asset tag.
Building Code	Required. Enter the code assigned to the building in which the asset is/will be physically located.
Building Room Number	Required. Enter the building room number in which the asset is/will be physically located.
Building Sub Room Number	Optional. Enter the code created for departmental use. Most departments use this field to enter the cubicle sub-room number.
Campus	Required. Enter the code identifying the physical campus in which the asset is/will be physically located.
Government Tag	Optional. Enter the number assigned by a governmental entity to the asset if purchased with federal and/or state funds.
National Stock Number	Optional. Enter the federal identification number assigned to the asset.
Organizational Tag Number	Optional. Enter the number assigned by an organization to internally identify assets, independent of the University or College tagging system.

Pre-tag Tag Create Date	Optional. Enter the date the pre-tagged asset was added to the asset database. The default date is the current date. You may select the date from the calendar.
Serial Number	Optional. Enter the unique identification number assigned by the manufacturer to the asset.
Tag Number	Required. Enter the unique identification number issued by the University and affixed to the asset.

Process Overview

Business Rules

- When pre-asset tagging information is recorded as part of the asset records upon the approval of the payment process, the information is cleared from the pre-asset tagging tables.

Routing

- You organization may set up workflow to route for approval or acknowledgement.

Example

The Chemistry Department received an asset prior to the invoice being processed. Using pre-asset tagging, the barcode tag is assigned to the PO, then printed and applied to the asset. When the invoice is finally processed against the PO, CAB matches the tag number with the invoice to create the asset in the property system.

Purchasing/Accounts Payable Transactions Lookup

The Capital Asset Builder Purchasing/Accounts **Transactions Lookup** allows you to retrieve purchase order and payment information from the Purchasing system. After retrieving a PO, you may split or merge line items to create new capital assets and process any related payment or credit memo requests.

When you select **Purchasing/Accounts Payable Transactions**, the system opens the Purchasing / Accounts Payable Transactions Lookup.

Here you may enter information into any combination of search fields in order to retrieve the purchase orders you want to work with.

Purchasing/Accounts Payable Transactions Lookup field definitions

Title	Description
Chart Code	To search for documents by chart code, enter the desired chart code. The system retrieves all payment requests and credit memos for the specified chart.
Document Number	To search for a payment request or credit memo by document number, enter the unique, sequential, system-assigned number of the desired document.
Fiscal Period	Specify the desired fiscal period to limit the search by fiscal period.
Fiscal Year	To limit the search by fiscal year, enter the year. The system retrieves payment requests and credit memos posted to the G/L during the specified year. This selection criterion along with the fiscal period is very helpful for processing yearend transactions.
Document Type	Specify the document type to search for—either PREQ for payment request or CM for credit memo
PREQ/CM ID	To search for a specific payment request or credit memo, enter the payment request number or the credit memo number
Purchase Order	Purchase order to search for. Enter a purchase order number to retrieve all invoices for a given purchase order.
Submit to CAMS	Use this field to indicate whether to retrieve account lines that have been submitted to CAM. Select Yes, No, or Both. • When Submit to CAMS is set to Yes in the search result shows the account lines being submitted to CAMs via the **create asset** or **apply payment** button. • When No is selected, the search result shows the account lines not submitted to CAMs yet (that is, the pending transactions that need to be processed).

| Transaction Post Date From/To | To limit search to payment requests and credit memos posted to the G/L on a date or within a specific date range, enter the dates. |

After you enter search criteria and click **search**, the system displays a list of matching transactions.

To process one of these transactions, click the **process** link in the **Actions** column. The system opens the Purchasing/Accounts Payable Transactions document for the related purchase order.

Document Layout

The Purchasing/Accounts Payable Transactions document is made up of three tabs—**Purchase Order Processing**, **Active Line Items**, and **Submitted Line Items**.

Purchase Order Processing Tab

This tab identifies the related PO and contact information. As you process the related AP transactions, you may need to refer to specific instructions included on the PO by the initiator or you may need to reach the contact person via phone or email for clarification about details on the transactions.

Information on this tab is view only, but you may click on the **Purchase Order Nbr** link to display the PO in a separate window.

Purchase Order Processing tab field definitions

Title	Description
Email Address	The email address of the contact person.
Phone	The phone number of the contact person.
Purchase Order Nbr	The purchase order for which the payment request or credit memo is being processed.

Active Line Items Tab

This tab lists all active lines from the purchase order that are available for CAB processing. The batch processes ordinarily allocate additional items other than trade-ins across line items. However, if a process is unable to make a match according to accounting line information, you may need to make the allocation on this tab. Also, Trade-ins do not auto allocate in the batch so you must manually allocate them here.

Active Line Items tab field definitions

Title	Description
Action	The action to be performed on this line item. CAB actions that may be executed here include:
	Allocate: Allocates additional charges that have not been allocated in a batch process or allocates a line item to other line items (for example, to add shipping/handling charges or to add the cost of individual components that collectively make a single asset).
	For instructions see Allocating Charges.
	Apply Payment: Applies this line item to an existing asset. When a line item is applied to multiple assets, the payment is then allocated to the assets based on the existing total cost of the assets. For example, if shipping and handling comes into the CAB process as a separate line, you may apply that cost to an existing asset. When you click this button, the system opens the Asset Payment document.
	Split: If more than one item was ordered, splits the PO line to create multiple capital assets. Use this option when you need to separate a quantity. The split quantity must be less than the quantity invoiced.
	Percent Payment: If there is a fractional quantity, clicking this button changes the quantity to 1 and adjusts the unit cost to reflect the fraction of the original unit cost.
	The system displays the **Percent Payment** option only when a fractional quantity exists. When a fractional quantity also has a whole number, the whole number or fractional quantity must be split into a new line item. After the whole number is split, the system displays the percent payment option on the fractional quantity line.
	Create Asset: Allows you to add information about the asset. Selecting this option opens the Asset Global document from which the asset was created.
	For instructions, see Adding Asset Information.
	When the transaction is passed to Add Asset Global, the system checks pre-asset tagging to see if tagging information exists for the line item.
	Pre-asset tagging allows departments to enter tagging information (i.e., tag number, serial number, and asset type code) before the asset is created in the system. If this pre-asset tagging information is available, the system uses it to update the asset when the user clicks **Create Asset** because pre-asset tagging information takes precedence over capital asset information collected in the Purchasing/Accounts Payable system.

CAMS Transaction	The CAMS Transaction Type code (such as NEW,LEAS, etc.). This code is used in Purchasing to ensure that the object code is correct for the asset category and to determine the information needed to process the transaction in CAB.
Description	Required. A description of the equipment being purchased. This entry becomes the asset description.
Doc Type	Display-only. The type of document (either payment request or credit memo) related to this capital asset.
How Many Assets	When merging assets, enter the number of assets to be created from the selected line items that have been merged.
Invoice Status	Display-only. Identifies the state or route status of the payment request. This information is helpful to the asset processor for identifying canceled payment requests.
Line number	Display-only. The line number on the purchase order. This may also be the line number on the invoice. 📝 When a line item has pre-asset tagging information, the line item number has an underscore beneath it. To see the pre-asset tagging information, click on the line number.
Object Code	The first object code assigned to the line item. To see all object codes assigned to the line item, click the **show** button for **View Payments**.
PREQ	Display-only. The document number of the payment request.
Qty	The quantity that was invoiced on the payment request. The quantity is view only but it can be changed via the merge function. The quantity can also be split by using a fractional quantity.
Select	Check this box to select all active line items. This field is used when combining lines or allocating a line item.
Split Qty	Allows the asset processor to split an invoice quantity into a new line item. The split quantity must be less than the quantity invoiced. You may split a fractional quantity.
System Description	If merging line items, enter a description of the merged asset(s).
TI	The trade-in indicator. Set to Y or N. This value is used by the system to determine the line items a trade-in allowance is allocated to.
Unit Cost	The invoiced cost for the line item. This cost is automatically updated by the system when lines are merged.

Submitted Lines Tab

This tab lists the CAB items that have already been processed from the PO. These items have either been submitted to create an asset or have been submitted to apply a payment to an existing asset.

Submitted Lines tab field definitions

Title	Description
Asset	Display-only. The asset number is displayed only when the Add Asset Global or Asset Payment document has a processed state.
CAMS Transaction	Display-only. The CAMS transaction type code (such as NEW,LEAS, etc.).
Description	Display-only. The asset description of the equipment being purchased.
Doc Type	Display-only. The type of document (either payment request or credit memo) related to this capital asset build.
Document	Display-only. Displays the document number of the Add Asset Global document or the Asset Payment document.
Invoice Status	Display-only. Identifies the state or route status of the payment request.
Line number	Display-only. Line number on the invoice.
Object Code	Display-only. The first object code assigned to the line item.
PREQ	Display-only. The document number of the payment request.
Qty	Display-only. The quantity that was invoiced on the payment request.
Split Qty	Display-only. Displays the split quantity for this line item.
TI	Display-only. Trade-in indicator. Set to Y or N.
Unit Cost	Display-only. The invoiced cost for the line item.

Process Overview

Business Rules

- **Trade-in**

  - The trade-in allowances are applied only to line items whose **Assigned to Trade In** indicator is set to Y.

  - Trade-in allowances must be allocated before combining line items that have a trade-in indicator with those that do not. A system edit stops the user if an attempt is made to combine line items before the trade-in allowance is allocated.

  - If the payment request does not have a trade-in allowance and does have a line item with the trade-in indicator checked, an edit presents a warning asking if the user wants to combine items that do/don't have a trade-in indicator. This warning is presented because the trade-in allowance may have already been processed on another invoice. The warning prompts the user to verify whether he or she is waiting for a trade-in allowance before creating/modifying an existing asset.

  - Line items that have a trade-in indicator set to N can be processed before the trade-in allowance is allocated.

- **Merging**

  - If a trade-in allowance exists on the purchase order, merge all cannot be used until the trade-in allowance is allocated separately.

  - A purchase order with lines that have a trade-in indicator checked may be invoiced without a trade-in allowance. When a payment request does not have a trade-in allowance, the CAB processor is allowed to merge a line with a trade-in indicator. The user is presented with a warning asking whether he or she wants to continue.

  - If no pre-asset tagging data exists, line items can be merged.

  - If one line item is pre-asset tagged, merge all is allowed. However, the pre-asset tagging information overrides the PO information and is assigned to the target line.

  - If more than one line is pre-asset tagged, line items cannot be merged.

  - When merging line items, the **Selected** box must be checked for the line items that are to be combined.

  - When merging line items, a quantity is required in the **How many assets** field.

  - When merging line items, a system description is required.

  - The target line for the merge is the first selected line item.

- **Split**

  - The split quantity must be less than the quantity invoiced. The system allows users to split a fractional quantity.

- **Percent Payment**

  - Percent payment is displayed on the line item only if this line item has a fractional quantity.

- **Create Asset**

  - If Pre-asset tagging information exists, the acquisition type code is set to the value defined in parameter PRE_TAGGING_ACQUISITION_CODE. If Pre-asset tagging information does not exist, the acquisition type code is set to the value defined in NEW_ACQUISITION_CODE.

  - If the line item has been pre-asset tagged, the asset type code is populated from the Pre-Asset Tagging table. If no pre-asset tagging information exists and the Purchasing and Accounts Payable **Capital**

Asset System Type is Individual or One System, the asset type is populated from the capital asset information collected in the Purchasing and Accounts Payable module. Pre-asset tagging information takes precedence over Purchasing and Accounts Payable asset information. The asset type code is editable and is required and validated.

- o When creating an asset, the system assigns the next asset number available. An asset number is required, and the numeric format is validated. For assets created from CAB, the asset number is assigned when the Global Asset (Add) document is opened.

- o The vendor is assigned from the purchase order vendor.

- o The total cost is system-assigned and view-only.

- **Apply Payment validation**

  - o The system compares the object codes on the payments that have already been applied to the asset to those on the payment being saved. If the object codes are not in the same asset category, the system generates a warning message.

- **Lock** (prevents other actions from taking place until the payment is posted):

  - o An active valid asset number in CAB is locked until the line item is processed. Consequently, a transfer, retirement, merge, add payment, or separate transaction cannot be processed against the asset by the user until the line item has been fully processed in CAB. A document is considered fully processed when the Add Payment or Asset Global (Add) document has a status of processed or final.

  - o Merging a line item with an asset number unlocks the asset.

  - o Creating an asset for a line item with an asset number unlocks the asset.

- **Credit memo for a payment request**

  - o When a credit memo is for a given payment request number, the credit memo number and the payment request number are displayed in the **PREQ** field.

- **Apply payment**

  - o When the CAM transaction type is modify existing or fabrication, the asset(s) number may be provided on the requisition or purchase order. If asset numbers exist they will be loaded into CAB and displayed on the processing document.

    🖉 Parameters starting with CHART_REQUIRING determine if asset numbers are required on either the Requisition and/or Purchase Order.

  - o If an asset number is on the processing document when the user adds a payment, the Asset Payment document opens and is populated with information from the existing asset. In this case, the user is simply adding a payment record to the asset. This function brings the payment amount over from the financial record.

- **Nightly batch processes that prepare transactions for the Capital Asset Builder processes**

  - o Nightly out collects the documents.

  - o Scrubber creates the plant fund entries.

  - o Poster moves the pending entries, including plant fund, to posted entries.

  - o Clear pending entries clears them from the various documents.

  - o CAB extract creates the entries for CAB.

Routing

- Add Asset Global and Asset Payment documents initiated from CAB go to Final status upon submit.

Allocating Charges

To allocate additional charges that have not been allocated in a batch process or to allocate a line item to other line items:

1. In the **Active Line Items** tab, click the **Select** box for each item you want to allocate. If more than one line is selected, charges are allocated proportionately.

2. Click the **Allocate** button on the line you are allocating the charges from.

Adding Asset Information

To add additional information about the asset:

1. Before processing the applicable line item, view the purchase order by clicking the hyperlink for the purchase order number in the **Purchase Order Processing** tab.

2. On the PO, review the information on the **Capital Asset** tab to determine how the line items should be combined to create assets.

3. Review the notes as well. They may indicate how the asset should be created or specify that it should be held for processing until problems are resolved.

4. To proceed, return to the Purchasing/Accounts Payable Transactions document and click the **Create Asset** button.

   The system opens the Asset Global (Add) document, which includes information previously supplied by the processor.

   > When passing the transaction to Asset Global (Add), the system checks pre-asset tagging to see if tagging information exists for the line item. Pre-asset tagging allows the department to enter tagging information (i.e., tag number, serial number, and asset type code) before the asset is created in the system. If your department uses this option, the system updates the asset with this information when the asset is created. Pre-asset tagging information takes precedence over capital asset information collected in the Purchasing/Accounts Payable system.

5. Add additional information to the document as appropriate.

6. Click the Submit or Blanket Approve buttons as appropriate.

Merging Multiple Items

To merge multiple line items:

1. On the **Active Line Items** tab, check the **Select** check box for each item to be merged.

2. In the **How Many Assets** field, specify the number of assets to be created.

3. Enter the system description.

4. Click the **merge** button.

   The system combines the lines and updates the quantity on the target line. The description on the target line becomes the description of the new asset.

Capital Asset Management Custom Document Search

Capital Asset Management custom document searches are available by selecting Document Search, entering the Document Type and tabbing out of the field.

➡️ For information about using features and options that are common to all types of custom document searches and working with the search results, see Using Document Search to Find a Dcoument and Performing Custom Document Searches in the *Overview and Introduction to the User Interface*.

Asset Lookup

Title	Description
Document Type	You have three options:
	To search for Asset Maintenance, Asset Global Add, Asset Retirement Global, and Asset Location Global documents, use the default entry of CAMM.
	To search for Asset Transfer, Manual Asset Payment, Equipment Loan/Return, Barcode Inventory Error, and Asset Fabrication documents, change the entry to CAM.
	To search for another type of document, enter the appropriate type code or use the lookup icon to find it.
	✏️ If you change the **Type** entry and move the cursor to another field, the system displays fields appropriate to the type of document you have specified.
Organization Document Number	To search for asset documents containing a particular organization document number, enter the number.
	✏️ This number is typically used to identify a related record in another campus system (for example, a customer relationship management system, an order processing system, etc.). When used in this way, the entry ties a Kuali Financials cash control document to a record in the non-Kuali application.
Asset Number	To search for documents for a particular asset, enter the asset number.
Tag Number	To search for asset documents based on a tag number, enter the appropriate tag number.
Organization Owner Chart of Accounts Code	To search for asset documents based on the chart code for the account that is responsible for the asset, enter the appropriate chart code or use the lookup icon to find it.
Organization Code	To search for asset documents based on the organization responsible for the asset, enter the appropriate organization code.
Organization Owner Account Number	To search for asset documents based on the account responsible for the asset, enter the account number or use the lookup icon to find it.

| Search Result Type | To view the matching documents in their entirety, click **Document Specific Data**. To retrieve only the routing status, date created, and route log for these documents, click **Workflow Data**. |

➡️ In many fields you may use special characters to search on a partial entry. For information about using special characters to search, see Data Entry Tips in the *Overview and Introduction to the User Interface*.

➡️ For information about using features and options that are common to all types of custom document searches and working with the search results, see   Using Document Search to Find a Dcoument and Performing Custom Document Searches in the *Overview and Introduction to the User Interface*.

After you select document from the search results, the system displays it in view-only mode.

➡️ For information about the fields on the Asset document, see Document Layout under Edit Asset.

Capital Asset Management Attribute Maintenance Documents

These documents allow users to work with and track assets purchased through the institutional financial system and assets received as gifts, transferred, or found.

Capital Asset Attribute Maintenance Documents

Document Type	Description
Asset Acquisition Type	Defines codes that specify how assets were acquired. The Add Asset Global document creates ledger entries using data from this table.
Asset Condition	Defines codes used to indicate the condition of assets.
Asset Depreciation Convention	Associates a financial object sub-type code with one of two Depreciation Convention Codes(HY- Half Year Convention and FY - Full Year Convention). The system uses this information to assign the depreciation date for a capital asset.
Asset Depreciation Method	Defines codes for two depreciation methods (SL - straight-line and SV - salvage value).
Asset Location Type	Defines the codes used to specify various types of asset locations.
Asset Object Code	Defines object codes for asset capitalization and depreciation by fiscal year.
Asset Payment Document Type	Defines the document types that can be used to create payments. When the Document Type lookup is used on CAM documents that require a document type, the document types identified in this table display.
Asset Retirement Reason	Defines codes used to indicate the reasons that assets are retired.
Asset Status	Defines the codes used to indicate the current status of assets.
Asset Transaction Type	Defines the codes used to indicate various types of capital asset transactions.
Asset Type	Defines the codes used to indicate various types and categories of assets.

Asset Acquisition Type

The Asset Acquisition Type document defines codes that indicate how an asset has been acquired. Optionally, this document also can define the Object Code used when the document generates ledger entries. Common acquisition types are:

- A - Non-capital

- C - Fabrication

- F - Found

- G - Gift

- N - New

- P - Pre-asset tagging

- S - Capital transfer-in federally or other owned

- T - Transferred from another university or federal

Document Layout

Asset Acquisition Type field definitions

Title	Description
Active Indicator	Indicates whether this asset acquisition type code is active or inactive. Remove the check mark to deactivate this code.
Acquisition Type Code	Required for create new. A unique code to identify an acquisition type.
Acquisition Type Name	Required. A descriptive name for the acquisition type.
Income Asset Object Code	Optional. The object code to be assigned to this acquisition type.

Asset Condition

The Asset Condition document defines codes that indicate the condition of an asset. Common values for asset conditions are:

- E - Excellent

- F - Fair

- G - Good

- P - Poor

Document Layout

Asset Condition Code field definitions

Title	Description
Active Indicator	Indicates whether this asset condition code is active or inactive. Remove the check mark to deactivate this code.
Asset Condition Code	Required for create new. A unique code to identify an asset condition.
Asset Condition Name	Required. A descriptive of the condition of the asset, such as excellent, good, fair or poor.

Asset Depreciation Convention

The Asset Depreciation Convention document associates a Financial Object Sub-Type Code with one of two depreciation convention codes (HY- Half Year Convention and FY - Full Year Convention). The system uses this information to calculate the date depreciation begins for a capital asset.

Document Layout

Asset Depreciation Convention field definitions

Title	Description
Active Indicator	Indicates whether this asset depreciation convention code is active or inactive. Remove the check mark to deactivate this code.
Depreciation Convention Code	Required. The depreciation convention code (**HY**- Half Year or **FY**- Full Year) to be used for the depreciation calculation for this object sub type
Financial Object Sub Type Code	Required for create new. The financial object sub type code to be used for this asset depreciation convention.

Asset Depreciation Method

The Asset Depreciation Method document defines codes for identifying two depreciation methods (SL - straight-line and SV - salvage value). When SV is used as the depreciation method, the system deducts the salvage amount (the residual amount for which the organization expects to sell the equipment) from the depreciation base amount before calculating depreciation.

Document Layout

Asset Depreciation Method field definitions

Title	Description
Active Indicator	Indicates whether this asset depreciation code is active or inactive. Remove the check mark to deactivate this code.
Depreciation Method Code	A unique code to identify a depreciation method.
Depreciation Method Name	Required. A descriptive name for the depreciation method.

Asset Location Type

The Asset Location Type document defines codes used to describe various types of asset locations.

Document Layout

Asset Location Type field definitions

Title	Description
Active Indicator	Indicates whether this asset location type code is active or inactive. Remove the check mark to deactivate this code.
Asset Location Type Code	A unique code to identify an asset location type.
Asset Location Type Name	Required. A descriptive name for the asset location type.

Asset Object Code

The Asset Object Code document defines object codes used for asset capitalization and depreciation. This document is used by Asset Retirement and Asset Transfer documents to identify capitalization and accumulated depreciation object codes for ledger entries. In addition, the Batch Depreciation and Scrubber processes use asset object codes defined in this document.

This document sets up associations of object codes and asset functions.

Values for the **Chart Code** and the **Object Sub Type Code** must have already been defined in the system for the applicable fiscal year. All object codes entered here must also have been previously defined.

This table is updated annually by the Fiscal Year Maker process. For more information about this process, see Fiscal Year Maker in the *Overview and Introduction to the User Interface*.

Document Layout

Asset Object Code field definitions

Title	Description
Accumulated Depreciation Financial Object Code	The accumulated depreciation financial object code associated with this asset object code. Existing object codes may be retrieved from the lookup icon.
Active Indicator	Indicates whether this asset object code is active or inactive. Remove the check mark to deactivate this code.
Capitalization Financial Object Code	The capitalization financial object code associated with this asset object code. Existing object codes may be retrieved from the lookup icon.
Chart Code	The Chart of Accounts code for this asset object code.
Depreciation Expense Financial Object Code	The depreciation expense object code associated with this asset object code. Existing object codes may be retrieved from the lookup icon.
Object Sub-Type Code	The object sub-type associated with this asset object code.
University Fiscal Year	The fiscal year of the asset object code.

Asset Payment Lookup

Use this lookup to search for assets using payment information. After retrieving a payment that has been applied to a particular asset, you may perform a variety of functions on the asset.

Asset Payment Lookup Results

After the user searches for assets in the Asset Payment Lookup, the system returns matches and displays them in a table below the Asset Payment Lookup itself. Each row of the table represents a different asset. The first column in each row provides underlined links for up to nine different actions you may take for the associated asset.

Permissions and asset status determine when each of the following links display.

The following table explains the purpose of each action.

Asset Payment Actions

Action	Description
edit	Allows you to modify most data associated with the asset.
loan	Allows you to enter information related to the loan of equipment.
renew	Allows you to record the renewal of an equipment loan.
return	Allows you to record the return of loaned equipment.
merge	Allows you to enter information related to merging assets.
separate	Allows you to enter information related to creating a new asset by separating this asset.
transfer	Allows you to enter information related to transferring this asset.
payment	Allows you to manually enter payments for this asset.
view	Displays all information stored in CAM for the asset.

Asset Payment Document Type

The Asset Type document defines codes used to describe various types and categories of assets.

Document Layout

Asset Type field definitions

Title	Description
Active Indicator	Indicates whether this asset payment document type code is active or inactive. Remove the check mark to deactivate this code.
Document Type	Required. Enter a document type that can be used when looking up payments or use the lookup icon to find one.
Id	Read only. Unique identifier.

Asset Retirement Reason

The Asset Retirement Reason document defines codes used to indicate why assets are retired. In this document, the Retirement Reason Restriction Indicator allows use of reason codes to be restricted to a limited group.

Document Layout

Asset Retirement Reason field definitions

Title	Description
Active Indicator	Indicates whether this asset retirement reason code is active or inactive. Remove the check mark to deactivate this code.
Retirement Reason Code	A unique code to identify a retirement reason.
Retirement Reason Name	Required. A descriptive name for the retirement reason.
Retirement Reason Restriction Indicator	Optional. Indicates if the use of this retirement reason is to be restricted. Clear the check box if it is not restricted.

Asset Status

The Asset Status document defines codes that indicate the current status of an asset. Common values for Asset Status are:

- A - Active and identifiable
- C - Active and non-accessible
- N - Non-capital active
- O - Non-capital retired
- R - Retired
- S - Surplus equipment
- U - Under construction
-

Document Layout

Asset Status field definitions

Title	Description
Active Indicator	Indicates whether this asset status code is active or inactive. Remove the check mark to deactivate this code.
Asset Status Code	A unique code to identify an asset status.
Asset Status Name	Required. A descriptive name for the asset status.

Asset Transaction Type

The Asset Transaction Type document defines codes used to indicate various types of capital asset transactions.

Document Layout

Capital Asset Transaction Type field definitions

Title	Description
Active Indicator	Indicates whether this capital asset transaction type code is active or inactive. Remove the check mark to deactivate this code.
Capital Asset Non-quantity Driven Allow Indicator	Optional. Indicates if the object sub-type code does not require a quantity.
Capital Asset Non-quantity Subtype Required Text	Required when the **Capital Asset Non-quantity Driven Allow Indicator** is checked. A description of the object sub-type codes for non-quantity drive capital assets.
Capital Asset Quantity Subtype Required Text	Required. A description of the object sub-type codes for quantity driven capital assets.
Capital Asset Transaction Type Code	A unique code to identify a capital asset transaction type.
Capital Asset Transaction Type Description	Required. A description for the capital asset transaction type.

Asset Type

The Asset Type document defines codes used to describe various types and categories of assets.

Document Layout

Asset Type field definitions

Title	Description
Active Indicator	Indicates whether this asset type code is active or inactive. Remove the check mark to deactivate this code.
Asset Type	A unique code to identify an asset type.
Asset Type Description	Required. A description for the asset type.
Depreciable Life Limit	A number indicating the useful (depreciable) life in full years for this asset type.
Moving Indicator	Indicates if assets of this asset type are movable. Clear the check box if they are not movable.
Required Building Indicator	Indicates if assets of this asset type are buildings. Clear the check box if they are not buildings.

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