



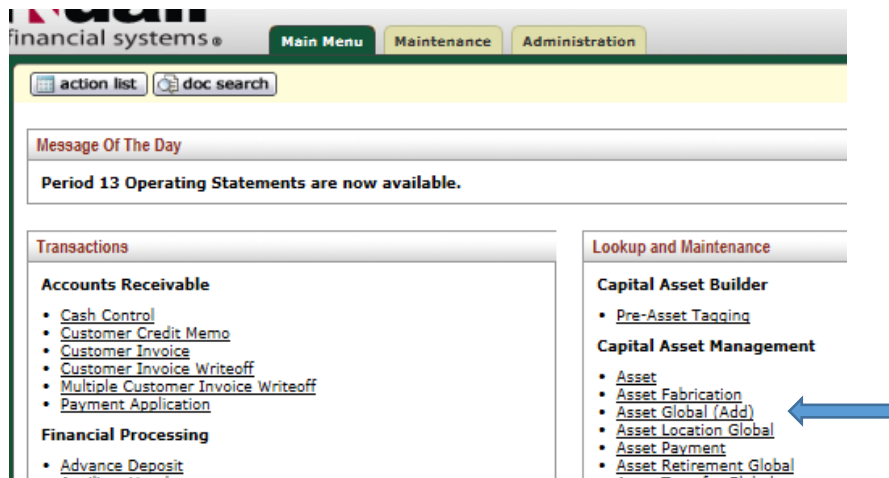
**Overview:** This job aid demonstrates how to create a non-capital asset record in KFS.

The Kuali Financial System (KFS) is used to create and record capital assets (>\$5000) at MSU. It can also be used to create non-capital assets (<\$5000).

To create a non-capital asset, you must be an active user in KFS and have the role associated with capital asset maintenance—CAM Processor - Role 6.

Steps:

1. On the Main Menu in KFS, click on the Asset Global (Add) link, under the Capital Asset Management selection, in the middle column.



2. Next, enter “A” under Acquisition Type Code and click search.  
You may also select the search button first and return all value for the table of acquisition type codes, and then select return value for “A”.

Return Value	Acquisition Type Code	Acquisition Type Name
return value	A	Non Capital

3. After the selection is made the Asset Global document opens for you to complete.  
Fields marked with asterisk (\*) are required.
4. Complete the document description and the information in the Asset Detail Tab.
  - Add the account number for the organization that owns this asset. (Many use the main general fund account for the department.)
  - Select the Asset Status code. This is restricted by the system to match the acquisition type code with a non-capital value of “N”.
  - Complete the condition code, using the drop-down.
  - Add the Asset Description, Vendor, Manufacturer and Model.



required new

Document Overview hide

Document Overview	
* Description: Test	Explanation:
Organization	
Document Number:	

Asset Acquisition Type hide

New

Acquisition Type	
Acquisition Type Code:	Non Capital

Asset Detail Information hide

New

Organization Owner Chart Of Accounts Code:	MS - MICHIGAN STATE UNIVERSITY
Organization Owner Account Number:	GA013691
Organization Owner Organization Code:	10032666
Owner:	
Asset Status Code:	N
Asset Condition:	Excellent
Asset Description:	Non Capital - Laptops - Dell 7650
Asset Type Code:	03102
Vendor Name:	Dell
Manufacturer:	Dell
Model Number:	7650
Organization Text:	
Last Inventory Date:	07/26/2018
Create Date:	07/26/2018
In-Service Date:	07/26/2018
Depreciation Date:	07/01/2018

- The Location Tab must include Campus, Building and Room. This tab is where you can also create multiple assets of the **same kind** by entering the number of pieces in the “\* Quantity Of Assets to Be Created” field. Click the Add button.
- This will create 10 Laptop asset records that will all have the **exact same characteristics** listed in the Asset Detail Tab. (Individual assets require individual documents.)

You can fill out specific data for each of the 10 new assets such as the Serial Number; any Organization Inventory Name, Identifier, or an Asset Representative Name can be added to indicate who has been assigned this laptop.



hide Asset Location-Asset Unique Information ( 532036 )	
Asset Number:	532036
Serial Number:	<input type="text"/>
Organization Inventory Name:	<input type="text"/>
Organization Asset Type Identifier:	<input type="text"/>
Government Tag :	<input type="text"/>
Tag Number:	<input type="text"/>
National Stock Number:	<input type="text"/>
Asset Representative Principal Name:	<input type="text"/>
Asset Representative Name:	<input type="text"/>
<input type="button" value="delete"/>	

hide Asset Location-Asset Unique Information ( 532037 )	
Asset Number:	532037
Serial Number:	<input type="text"/>
Organization Inventory Name:	<input type="text"/>
Organization Asset Type Identifier:	<input type="text"/>
Government Tag :	<input type="text"/>
Tag Number:	<input type="text"/>
National Stock Number:	<input type="text"/>
Asset Representative Principal Name:	<input type="text"/>
Asset Representative Name:	<input type="text"/>
<input type="button" value="delete"/>	

7. Finally, complete the purchasing cost information for the value of the assets.  
(Note: the value entered will be divided equally between the 10 assets)

Add Payments <input type="button" value="hide"/>	
hide Asset Payment ( 2 )	
Sequence Number:	2
Chart Code:	MS
Account Number:	GA013691
Sub-Account:	
Object Code:	6143
Sub-Object:	
Project Code:	
Organization Reference Id:	
Origin:	
Document Number:	10289372
Document Type Code:	AA
Purchase Order Number:	
Requisition Number:	
Posted Date:	07/26/2018
Fiscal Year:	2019
Fiscal Period:	01
Amount:	20,000.00
<b>Total Payment Amount</b>	<b>Total Amount: 20,000.00</b>

8. After completing the document, you may submit the asset records.
9. Once submitted, the document will route to the Fiscal Officer for approval.

Note: Most of the fields have the look up icon for you to search and select a value as you complete the document.

Asset over \$5000 cannot be created with a non-capital acquisition code. Capital asset creation is restricted to Central Processors only.