



University of
Connecticut

Kuali Financial Systems Capital Asset Management (CAM)

**A Procedural Guide for equipment
purchases, location changes, loans, transfers,
and gifts**

Inventory Control Office

2017

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Equipment Object Codes

Type of Equipment	Over \$5K	Over \$5K Federally Funded	Over \$5K Federally Owned	Over \$5K Other Owned	Under \$5K
IT Equipment*	8202	8205	8210	n/a	8306/8307
General Equipment	8215	8220	8225	8293	8306/8307
Restricted Equipment	8226	8227	8228	n/a	n/a
Motor Vehicles	8230	8235	8240	n/a	8310
Computer Software License	8245	8250	n/a	n/a	6840
Internally Generated Software	8255	n/a	n/a	n/a	n/a
Equipment Capital Lease	8280	n/a	n/a	n/a	n/a
University Constructed Equipment	8285	8287	8290	8292	n/a
Artwork and Collections	8260	n/a	n/a	n/a	8320
Transitional Grant Equipment	n/a	n/a	n/a	n/a	8315


Type of Equipment	Over \$100K	Over \$100K Federally Funded	Over \$100K Federally Owned	Over \$100K Other Owned	Under \$100K
Permanently** Attached Equipment: Buildings	8270	8272	n/a	n/a	8325
Permanently** Attached Equipment: Nonstructural	8275	8277	n/a	n/a	8325

* Use 8306 to identify Controllable Property assets only; otherwise use 8307.

















** Use these object codes only if removing the equipment will cause permanent damage to the building or nonstructural asset (outside). Otherwise, use the regular equipment object codes.

- **TAG NUMBER (Decal):** The UCONN number on the barcode label found on the asset.
- **ASSET NUMBER:** A system assigned unique identifier for the property record.

Tag Number:	<input type="text"/>	Asset Number:	<input type="text"/>
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Kuali documents use the asset number rather than the tag number to identify equipment. Each document has a magnifying glass  which brings you to an asset look up screen. This is where you will enter the tag number to obtain the asset number necessary to complete any asset transaction.

Asset Lookup [?](#) * required field

<p>Tag Number: <input type="text"/></p> <p>Organization Owner Chart Of Accounts Code: <input type="text"/> </p> <p>Organization Owner Account Number: <input type="text"/> </p> <p>Campus: <input type="text"/> </p> <p>Building Room Number: <input type="text"/> </p> <p>Asset Status Code: <input type="text"/> </p> <p>Vendor Name: <input type="text"/></p> <p>Model Number: <input type="text"/></p> <p>Create Date From: <input type="text"/> </p> <p>Asset Representative Principal Name: <input type="text"/> </p> <p>Asset Description: <input type="text"/></p> <p>National Stock Number: <input type="text"/></p> <p>Old Tag Number: <input type="text"/></p> <p>Total Cost: <input type="text"/></p> <p>Payment Purchase Order Number: <input type="text"/> </p>	<p>Asset Number: <input type="text"/></p> <p>Organization Owner Organization Code: <input type="text"/> </p> <p>Owner: <input type="text"/> </p> <p>Building Code: <input type="text"/> </p> <p>Asset Type Code: <input type="text"/> </p> <p>Asset Condition: <input type="text"/> </p> <p>Manufacturer: <input type="text"/></p> <p>Serial Number: <input type="text"/></p> <p>Create Date To: <input type="text"/> </p> <p>Organization Inventory Name: <input type="text"/></p> <p>Organization Text: <input type="text"/></p> <p>Government Tag: <input type="text"/></p> <p>Organization Tag Number: <input type="text"/></p> <p>Payment Sequence Number: <input type="text"/> </p> <p>Payment Document Number: <input type="text"/> </p>
---	---

ASSET SEARCH

Go to **Lookup and Maintenance ~ Capital Asset Management ~ Asset**

- [Pre-Encumbrance](#)
- [Single Sided Budget Adjustment](#)
- [Transfer of Funds](#)

Labor Distribution

- [Benefit Expense Transfer](#)
- [Salary Expense Transfer](#)

Purchasing/Accounts Payable

- [Bulk Receiving](#)
- [Contract Manager Assignment](#)
- [Payment Request](#)
- [Receiving](#)
- [Requisition](#)
- [Shop Catalogs](#)
- [Vendor Credit Memo](#)

Endowment

- [Asset Decrease](#)
- [Asset Increase](#)
- [Cash Decrease](#)
- [Cash Increase](#)

- [Purchase Orders](#)
- [Receiving](#)
- [Requisitions](#)
- [Vendor Credit Memos](#)

Lookup and Maintenance

Capital Asset Builder

- [Pre-Asset Tagging](#)

Capital Asset Management

- [Asset](#)
- [Asset Fabrication](#)
- [Asset Global \(Add\)](#)
- [Asset Location Global](#)
- [Asset Payment](#)
- [Asset Retirement Global](#)

Chart of Accounts

- [Account](#)
- [Account Global](#)

- [Current KEMID Balances Lookup](#)
- [KEMID Historical Balances Lookup](#)
- [Transaction Archives](#)

Reports

Accounts Receivable

- [Billing Statement](#)
- [Customer Aging Report](#)
- [Customer Invoice](#)

Effort Certification

- [Duplicate Certifications Report](#)
- [Effort Certification Extract Build](#)
- [Outstanding Certifications by Chart/Org/Report](#)
- [Outstanding Certifications By Report](#)

Endowments

- [Asset Statement](#)
- [Transaction Statement](#)
- [Transaction Summary](#)

Any of the field can be used to search for assets. Most often used are the Tag Number and Asset Description.

Asset Lookup * required field

Tag Number: <input type="text"/>	Asset Number: <input type="text"/>
Organization Owner Chart Of Accounts Code: <input type="text"/>	Organization Owner Organization Code: <input type="text"/>
Organization Owner Account Number: <input type="text"/>	Owner: <input type="text"/>
Campus: <input type="text"/>	Building Code: <input type="text"/>
Building Room Number: <input type="text"/>	Asset Type Code: <input type="text"/>
Asset Status Code: <input type="text"/>	Asset Condition: <input type="text"/>
Vendor Name: <input type="text"/>	Manufacturer: <input type="text"/>
Model Number: <input type="text"/>	Serial Number: <input type="text"/>
Create Date From: <input type="text"/>	Create Date To: <input type="text"/>
Asset Representative Principal Name: <input type="text"/>	Organization Inventory Name: <input type="text"/>
Asset Description: <input type="text"/>	Organization Text: <input type="text"/>
National Stock Number: <input type="text"/>	Government Tag: <input type="text"/>
Old Tag Number: <input type="text"/>	Organization Tag Number: <input type="text"/>
Total Cost: <input type="text"/>	Payment Sequence Number: <input type="text"/>
Payment Purchase Order Number: <input type="text"/>	Payment Document Number: <input type="text"/>

Wild Card Search use *

Asset Status Code field:

- A – Active, Capital equipment**
- N - Active, Controllable Property**
- D – Active, Non Cap FY11**
- R – Retired, Capital equipment**
- O – Retired, Non-capital equipment**

ASSET SEARCH (Cont.)

You can also search for multiple assets using the “|” (Pipe) symbol below the Backspace key on the keyboard.

Asset Lookup [?](#)

* required field

K03292|K03293|K03294

Tag Number:	<input type="text" value="K03292 K03293 K03294"/>	Asset Number:	<input type="text"/>
Organization Owner Chart Of Accounts Code:	<input type="text"/>	Organization Owner Organization Code:	<input type="text"/>
Organization Owner Account Number:	<input type="text"/>	Owner:	<input type="text"/>
Campus:	<input type="text"/>	Building Code:	<input type="text"/>
Building Room Number:	<input type="text"/>	Asset Type Code:	<input type="text"/>
Asset Status Code:	<input type="text"/>	Asset Condition:	<input type="text"/>
Vendor Name:	<input type="text"/>	Manufacturer:	<input type="text"/>
Model Number:	<input type="text"/>	Serial Number:	<input type="text"/>
Create Date From:	<input type="text"/>	Create Date To:	<input type="text"/>
Asset Representative Principal Name:	<input type="text"/>	Organization Inventory Name:	<input type="text"/>
Asset Description:	<input type="text"/>	Organization Text:	<input type="text"/>
National Stock Number:	<input type="text"/>	Government Tag:	<input type="text"/>
Old Tag Number:	<input type="text"/>	Organization Tag Number:	<input type="text"/>
Total Cost:	<input type="text"/>	Payment Sequence Number:	<input type="text"/>
Payment Purchase Order Number:	<input type="text"/>	Payment Document Number:	<input type="text"/>

3 items retrieved, displaying all items.

Actions	Asset Number	Tag Number	Organization Owner Organization Code	Building Code	Asset Status Code	Asset Description	Asset Type Code	In-Service Date
edit loan renew return merge separate transfer	623297	K03294	1059	0364	A	SAN Volume Controller	1069000	06/01/2015
edit loan renew return merge separate transfer	623296	K03293	1059	0364	A	SAN Volume Controller	1069000	06/01/2015
edit loan renew return merge separate transfer	623295	K03292	1059	0364	A	SAN Volume Controller	1069000	06/01/2015

Export options: [CSV](#) | [spreadsheet](#) | [XML](#)

ASSET LOAN

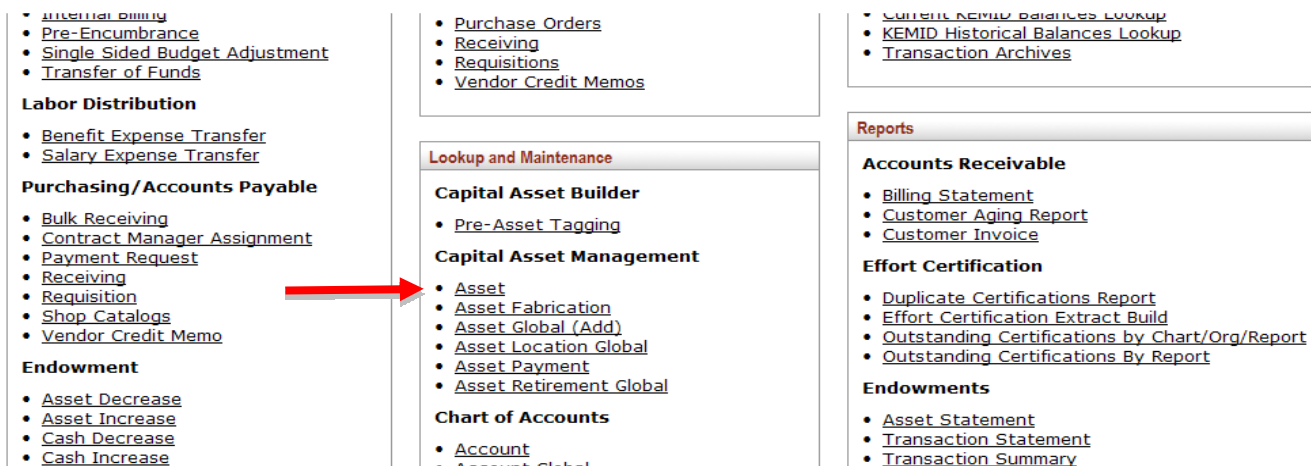
The purpose of the equipment on loan process is to notify Inventory Control of one of the following:

- 1) The removal of University-owned equipment from State property for a period of up to two years. A loan can be initiated for a continuous, an intermittent, or a one-time loan.
- 2) The return the equipment from use off of State property.

Note: The equipment Borrower is responsible for theft or damage to the equipment and is required to provide due care and security for the equipment until it is returned to the University.

Faculty and Staff can initiate a loan

Go to **Lookup and Maintenance ~ Capital Asset Management ~ Asset.**



The screenshot shows a navigation menu with several categories. A red arrow points to the 'Asset' link under the 'Capital Asset Management' section.

- [Internal Billing](#)
- [Pre-Encumbrance](#)
- [Single Sided Budget Adjustment](#)
- [Transfer of Funds](#)
- Labor Distribution**
- [Benefit Expense Transfer](#)
- [Salary Expense Transfer](#)
- Purchasing/Accounts Payable**
- [Bulk Receiving](#)
- [Contract Manager Assignment](#)
- [Payment Request](#)
- [Receiving](#)
- [Requisition](#)
- [Shop Catalogs](#)
- [Vendor Credit Memo](#)
- Endowment**
- [Asset Decrease](#)
- [Asset Increase](#)
- [Cash Decrease](#)
- [Cash Increase](#)
- [Purchase Orders](#)
- [Receiving](#)
- [Requisitions](#)
- [Vendor Credit Memos](#)
- [Current KEMID Balances Lookup](#)
- [KEMID Historical Balances Lookup](#)
- [Transaction Archives](#)
- Lookup and Maintenance**
- Capital Asset Builder**
- [Pre-Asset Tagging](#)
- Capital Asset Management**
- [Asset](#)
- [Asset Fabrication](#)
- [Asset Global \(Add\)](#)
- [Asset Location Global](#)
- [Asset Payment](#)
- [Asset Retirement Global](#)
- Chart of Accounts**
- [Account](#)
- [Account Global](#)
- Reports**
- Accounts Receivable**
- [Billing Statement](#)
- [Customer Aging Report](#)
- [Customer Invoice](#)
- Effort Certification**
- [Duplicate Certifications Report](#)
- [Effort Certification Extract Build](#)
- [Outstanding Certifications by Chart/Org/Report](#)
- [Outstanding Certifications By Report](#)
- Endowments**
- [Asset Statement](#)
- [Transaction Statement](#)
- [Transaction Summary](#)

Search by entering the UCONN decal number into the Tag Number field.

Tag Number: <input type="text" value="K20012"/>	Asset Number: <input type="text"/>
Organization Owner Chart Of Accounts Code: <input type="text"/>	Organization Owner Organization Code: <input type="text"/>
Organization Owner Account Number: <input type="text"/>	Owner: <input type="text"/>
Campus: <input type="text"/>	Building Code: <input type="text"/>
Building Room Number: <input type="text"/>	Asset Type Code: <input type="text"/>
Asset Status Code: <input type="text"/>	Asset Condition: <input type="text" value="A"/>
Vendor Name: <input type="text"/>	Manufacturer: <input type="text"/>
Model Number: <input type="text"/>	Serial Number: <input type="text"/>
Create Date From: <input type="text"/>	Create Date To: <input type="text"/>
Asset Representative Principal Name: <input type="text"/>	Organization Inventory Name: <input type="text"/>
Asset Description: <input type="text"/>	Organization Text: <input type="text"/>
National Stock Number: <input type="text"/>	Government Tag: <input type="text"/>
Old Tag Number: <input type="text"/>	Organization Tag Number: <input type="text"/>
Total Cost: <input type="text"/>	Payment Sequence Number: <input type="text"/>
Payment Purchase Order Number: <input type="text"/>	Payment Document Number: <input type="text"/>

One item retrieved.

Actions	Asset Number	Tag Number	Organization Owner Organization Code	Building Code	Asset Status Code	Asset Description	Asset Type Code	In-Service Date
edit loan renew return transfer	500004	K20012	1549	0172	A	COMPUTER	1069000	05/23/2012

Once you find your asset, click on **loan** in the actions to the left.

Document Overview

* **Description:**

Organization Document Number:

Explanation:

Asset hide

Asset Information

Asset Number: 595756	Organization Owner Account Number: 2585000
Asset Description: Laptop	Organization Code: 1223
Organization Owner Chart Of Accounts Code: UC	Asset Condition: E
Owner:	Asset Type Code: 1069000
Asset Status Code: A	Manufacturer: Apple
Acquisition Type Code: L	Serial Number: H001358BDMV
Vendor Name:	Old Tag Number:
Model Number: IMac	National Stock Number:
Tag Number: W51527	Create Date: 05/03/2010
Government Tag:	Last Inventory Date: 10/21/2010 12:00 AM
In-Service Date: 05/03/2010	
Fiscal Year: 2011	
Period:	

1. As with all other documents in Quali, you will need to enter a **Description** in the **Document Overview** tab.
2. Browse through the Asset Information in the **Asset** tab to make sure this is the asset you want to loan.
3. On the **Equipment Loans** tab, you'll need to complete:

- a. **Borrower ID** (lookup available by clicking the magnifying glass)
 - b. **Expected Return Date**. The document will only allow you to enter a return date 2 years or less from the loan date. You will need to renew the loan every two years if the equipment is being loaned long term.
 - c. **Loan Date** auto filled with the current date, although you can manually change it.
4. You'll then need to fill out the **Borrower's Address** tab with their information, including the location of where the asset will be housed. It does not auto-fill based on user ID.

Equipment Loans		▼ hide
Equipment Loan Information		
* Borrower ID:	<input type="text"/>	<input type="button" value="🔍"/>
* Loan Date:	10/01/2012 <input type="button" value="📅"/>	
* Expected Return Date:	<input type="text"/>	
Borrower's Address		
		▼ hide
Borrower	Stored at	
* Address:	<input type="text"/>	
* City:	<input type="text"/>	
* State:	<input type="text"/>	<input type="button" value="🔍"/>
* Postal Code:	<input type="text"/>	<input type="button" value="🔍"/>
Country:	<input type="text"/>	
Phone:	<input type="text"/>	

5. Click on submit when you are finished.
6. Routes to the Fiscal Officer on Owner Account and the Borrower for approval.

ASSET LOAN RENEWAL/RETURN

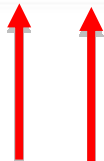
To extend an equipment loan or return equipment from loan status, you will choose either **renew** or **return** link from the Actions column of the Asset Lookup results table.

Tag Number: <input type="text" value="W51527"/>	Asset Number: <input type="text"/>
Organization Owner Chart Of Accounts Code: <input type="text"/>	Organization Owner Organization Code: <input type="text"/>
Organization Owner Account Number: <input type="text"/>	Owner: <input type="text"/>
Campus: <input type="text"/>	Building Code: <input type="text"/>
Building Room Number: <input type="text"/>	Asset Type Code: <input type="text"/>
Asset Status Code: <input type="text"/>	Asset Condition: <input type="text" value="A"/>
Vendor Name: <input type="text"/>	Manufacturer: <input type="text"/>
Model Number: <input type="text"/>	Serial Number: <input type="text"/>
Create Date From: <input type="text"/>	Create Date To: <input type="text"/>
Asset Representative Principal Name: <input type="text"/>	Organization Inventory Name: <input type="text"/>
Asset Description: <input type="text"/>	Organization Text: <input type="text"/>
National Stock Number: <input type="text"/>	Government Tag: <input type="text"/>
Old Tag Number: <input type="text"/>	Organization Tag Number: <input type="text"/>
Total Cost: <input type="text"/>	Payment Sequence Number: <input type="text"/>
Payment Purchase Order Number: <input type="text"/>	Payment Document Number: <input type="text"/>

You have entered the primary key for this table (Asset Number) in the search criteria. Since these fields can be used to uniquely identify a row in this table, the other search criteria entered will be ignored.

One item retrieved.

Actions	Asset Number	Tag Number	Organization Owner Organization Code	Building Code	Asset Status Code	Asset Description	Asset Type Code	In-Service Date
edit [loan renew return] merge separate transfer	595756	W51527	1223	0247	A	Laptop	1069000	05/03/2010



For Equipment Loan Renewal you should see the screen below.
You will need to complete the Description field and Update the Expected Return Date.

Document Overview

Document Overview

* Description: Explanation:

Organization Document Number:

Asset

Asset Information

Asset Number:	595756
Asset Description:	Laptop
Organization Owner Chart Of Accounts Code:	UC
Owner:	
Asset Status Code:	A
Acquisition Type Code:	L
Vendor Name:	
Model Number:	Imac
Tag Number:	W51527
Government Tag:	
In-Service Date:	05/03/2010
Fiscal Year:	2011
Period:	
Organization Owner Account Number:	2585000
Organization Code:	1223
Asset Condition:	E
Asset Type Code:	1069000
Manufacturer:	Apple
Serial Number:	H001358BDMV
Old Tag Number:	
National Stock Number:	
Create Date:	05/03/2010
Last Inventory Date:	11/07/2012 01:35 PM

Equipment Loans

Loan Information

* Borrower ID: daf06010 * Loan Date: 11/07/2012

* Expected Return Date:

Borrower's Address

Borrower * Address: Address:

For Equipment Loan Return you should see the screen below.
You will need to complete the Description field and Update the Loan Return Date.

Document Overview

Document Overview

* Description: Explanation:

Organization Document Number:

Asset

Asset Information

Asset Number:	595756
Asset Description:	Laptop
Organization Owner Chart Of Accounts Code:	UC
Owner:	
Asset Status Code:	A
Acquisition Type Code:	L
Vendor Name:	
Model Number:	Imac
Tag Number:	W51527
Government Tag:	
In-Service Date:	05/03/2010
Fiscal Year:	2011
Period:	
Organization Owner Account Number:	2585000
Organization Code:	1223
Asset Condition:	E
Asset Type Code:	1069000
Manufacturer:	Apple
Serial Number:	H001358BDMV
Old Tag Number:	
National Stock Number:	
Create Date:	05/03/2010
Last Inventory Date:	11/07/2012 01:35 PM

Equipment Loans

Equipment Loan Information

* Borrower ID: daf06010 * Loan Date: 11/07/2012

* Expected Return Date: **Loan Return Date:**

Borrower's Address

Asset Location

Organization

Processed Payments

Click on submit when you are finished.

Routes to for approval:

- Fiscal Officer on Owner Account
- Borrower (if the borrower didn't initiate the document)
- Inventory Control

ASSET LOAN APPROVAL PROCESS

The “loan, renew, return” asset record will be LOCKED, until all approvals are completed. The borrower is the most common cause for a record to be LOCKED. The borrower needs to approve each step (loan, renew, return) in the asset loan process.

Actions	Asset Number	Tag Number	Organization Owner	Organization Code	Building Code	Asset Status Code	Asset Description	Asset Type Code	In-Service Date
edit loan renew return transfer	599764	W55626	1086		0331A	N	LAPTOP	1095000	01/31/2012

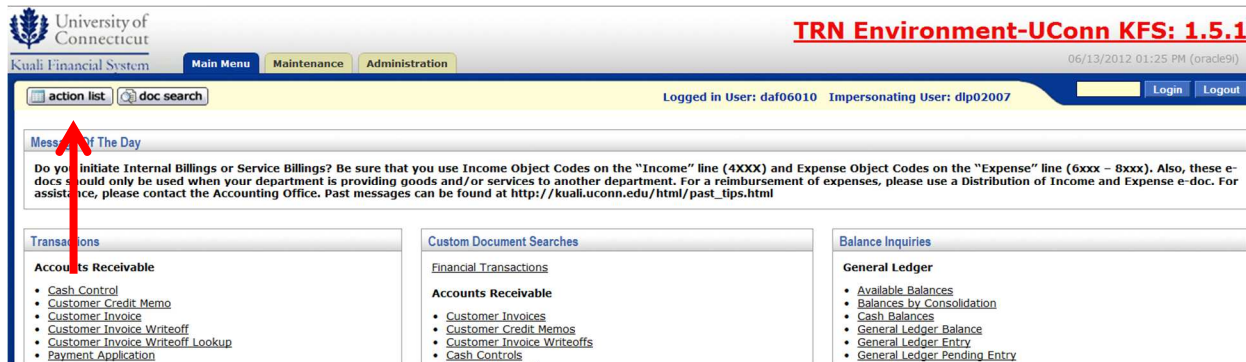


The document routes to the borrower ID action list. An email is sent to the borrower with a link to Kuali.

Note: All employees on the payroll system have access to Kuali.

Click the link, type your net id and password.

The action list is located on the left side of the main menu tab



University of Connecticut
Kual Financial System

TRN Environment-UConn KFS: 1.5.1

06/13/2012 01:25 PM (oracle9i)

Logged in User: daf06010 Impersonating User: dlp02007

action list | doc search

Message of The Day

Do you initiate Internal Billings or Service Billings? Be sure that you use Income Object Codes on the "Income" line (4XXX) and Expense Object Codes on the "Expense" line (6xxx - 8xxx). Also, these e-docs should only be used when your department is providing goods and/or services to another department. For a reimbursement of expenses, please use a Distribution of Income and Expense e-doc. For assistance, please contact the Accounting Office. Past messages can be found at http://kuali.uconn.edu/html/past_tips.html

Transactions

Accounts Receivable

- Cash Control
- Customer Credit Memo
- Customer Invoice
- Customer Invoice Writeoff
- Customer Invoice Writeoff Lookup
- Payment Application

Custom Document Searches

Financial Transactions

Accounts Receivable

- Customer Invoices
- Customer Credit Memos
- Customer Invoice Writeoffs
- Cash Controls

Balance Inquiries

General Ledger

- Available Balances
- Balances by Consolidation
- Cash Balances
- General Ledger Balance
- General Ledger Entry
- General Ledger Pending Entry

Click on link under Id column



University of Connecticut
Kual Financial System

TRN Environment-UConn KFS: 1.5.1

06/13/2012 01:25 PM (oracle9i)

Logged in User: daf06010 Impersonating User: jdr08003

action list | doc search

Backdoor Id jdr08003 is in use

preferences | refresh | filter

Action List

One item retrieved.

Id	Type	Title	Route Status	Action Requested	Initiator	Delegator	Date Created	Group Request	Log
528193	Equipment Loan/Return	Equipment Loan/Return - RTS LONG LOAN JR	ENROUTE	APPROVE	Deborah L Perko		10:19 AM 12/27/2013		



Click on approve button at the bottom of the eDoc.

LoanReturns Sub Doc 12 669693 - in use

Doc No: 528193 Status: FINL/FR
Initiator: 6622022 Created: 12/28 AM 10:21
[expand all](#) [collapse all](#) * required for

Document Overview [hide](#)

Document Overview
* Description: 078_0102_040118
* Organization Document Number:
Explanation:

Asset [hide](#)

Asset Information

Asset Number:	228256
Asset Description:	LAPTOP
Organization Owner Chart Of Accounts Code:	40
Owner:	
Asset Status Code:	3
Acquisition Type Code:	4
Vendor Name:	Cell Marketing Inc
Model Number:	L471021 04102
Tag Number:	13335
Government Tag:	
Dr Service Date:	12/31/2013
Fiscal Year:	2013
Period:	
Organization Owner Account Number:	1000000
Organization Code:	1000
Asset Condition:	0
Asset Type Code:	100000
Manufacturer:	010
Serial Number:	109790
Old Tag Number:	
National Stock Number:	
Queue Name:	01/10/2013
Last Inventory Date:	01/10/2013 10:00 AM

Equipment Loans [hide](#)

Equipment Loan Information

* Borrower ID:	1000002
* Expected Return Date:	12/27/2014
* Loan Date:	12/27/2013

Borrower's Address [hide](#)

Borrower:		Stored at:	
* Address:	143 Howard Street	Address:	
* City:	Storrs	City:	
* State:	CT	State:	
* Postal Code:	06269	Postal Code:	
Country:	United States	Country:	
Phone:	860 269 6400	Phone:	

Asset Location [show](#)

Organization [show](#)

Processed Payments [show](#)

Payments Lookup [show](#)

Notes and Attachments (0) [show](#)

Ad Hoc Receipts [show](#)

Route Log [show](#)

[send ad hoc request](#) [approve](#) [disapprove](#) [close](#)



After the eDoc is submitted, you have completed the asset loan process. The Route Status is FINAL.

Document/Notification Id	Type	Title	Route Status	Initiator	Date Created	Route Log
528193	Equipment Loan/Return	Equipment Loan/Return - RTS LONG LOAN JR	FINAL	Deborah L Perko	12/27/2013 10:19 AM	



TRANSFERRING CONTROLLABLE AND CAPITAL EQUIPMENT BETWEEN DEPARTMENTS

Go to **Lookup and Maintenance ~ Capital Asset Management ~ Asset**

<ul style="list-style-type: none"> • Internal Billing • Pre-Encumbrance • Single Sided Budget Adjustment • Transfer of Funds <p>Labor Distribution</p> <ul style="list-style-type: none"> • Benefit Expense Transfer • Salary Expense Transfer <p>Purchasing/Accounts Payable</p> <ul style="list-style-type: none"> • Bulk Receiving • Contract Manager Assignment • Payment Request • Receiving • Requisition • Shop Catalogs • Vendor Credit Memo <p>Endowment</p> <ul style="list-style-type: none"> • Asset Decrease • Asset Increase • Cash Decrease • Cash Increase 	<ul style="list-style-type: none"> • Purchase Orders • Receiving • Requisitions • Vendor Credit Memos <div style="border: 1px solid gray; padding: 5px; margin-top: 10px;"> <p style="text-align: center; color: red; font-weight: bold;">Lookup and Maintenance</p> <p>Capital Asset Builder</p> <ul style="list-style-type: none"> • Pre-Asset Tagging <p>Capital Asset Management</p> <ul style="list-style-type: none"> • Asset • Asset Fabrication • Asset Global (Add) • Asset Location Global • Asset Payment • Asset Retirement Global <p>Chart of Accounts</p> <ul style="list-style-type: none"> • Account • Account Global </div>	<ul style="list-style-type: none"> • Current KEMID Balances Lookup • KEMID Historical Balances Lookup • Transaction Archives <div style="border: 1px solid gray; padding: 5px; margin-top: 10px;"> <p style="color: red; font-weight: bold;">Reports</p> <p>Accounts Receivable</p> <ul style="list-style-type: none"> • Billing Statement • Customer Aging Report • Customer Invoice <p>Effort Certification</p> <ul style="list-style-type: none"> • Duplicate Certifications Report • Effort Certification Extract Build • Outstanding Certifications by Chart/Org/Report • Outstanding Certifications By Report <p>Endowments</p> <ul style="list-style-type: none"> • Asset Statement • Transaction Statement • Transaction Summary </div>
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Search by entering the UCONN decal number into the Tag Number field.

Tag Number: <input style="border: 2px solid red;" type="text" value="K20012"/>	Asset Number: <input type="text"/>
Organization Owner Chart Of Accounts Code: <input type="text"/>	Organization Owner Organization Code: <input type="text"/>
Organization Owner Account Number: <input type="text"/>	Owner: <input type="text"/>
Campus: <input type="text"/>	Building Code: <input type="text"/>
Building Room Number: <input type="text"/>	Asset Type Code: <input type="text"/>
Asset Status Code: <input type="text"/>	Asset Condition: <input type="text"/>
Vendor Name: <input type="text"/>	Manufacturer: <input type="text"/>
Model Number: <input type="text"/>	Serial Number: <input type="text"/>
Create Date From: <input type="text"/>	Create Date To: <input type="text"/>
Asset Representative Principal Name: <input type="text"/>	Organization Inventory Name: <input type="text"/>
Asset Description: <input type="text"/>	Organization Text: <input type="text"/>
National Stock Number: <input type="text"/>	Government Tag: <input type="text"/>
Old Tag Number: <input type="text"/>	Organization Tag Number: <input type="text"/>
Total Cost: <input type="text"/>	Payment Sequence Number: <input type="text"/>

Once you find your asset, click on **transfer** in the actions to the left.

Asset Lookup * required field

Tag Number: K05021	Asset Number:
Organization Owner Chart Of Accounts Code:	Organization Owner Organization Code:
Organization Owner Account Number:	Owner:
Campus:	Building Code:
Building Room Number:	Asset Type Code:
Asset Status Code:	Asset Condition:
Vendor Name:	Manufacturer:
Model Number:	Serial Number:
Create Date From:	Create Date To:
Asset Representative Principal Name:	Organization Inventory Name:
Asset Description:	Organization Text:
National Stock Number:	Government Tag:
Old Tag Number:	Organization Tag Number:
Total Cost:	Payment Sequence Number:
Payment Purchase Order Number:	Payment Document Number:

search clear cancel

One item retrieved.

Actions	Asset Number	Tag Number	Organization Owner Organization Code	Building Code	Asset Status Code	Asset Description	Asset Type Code	In-Service Date
edit loan renew return merge separate transfer	633614	K05021	1179	0414	Δ	Projector	1066005	02/23/2017

You will see the following asset document screen:

Document Overview hide

* Description: Explanation:

Organization Document Number:

Asset hide

Asset Information

Asset Number: 633614	Organization Owner Account Number: 4525470
Asset Description: Projector	: 1179
Organization Owner Chart Of Accounts Code: UC	Asset Condition: E
Owner:	Asset Type Code: 1066005
Asset Status Code: A	Manufacturer: Sony
Acquisition Type Code: N	Serial Number: S0150039104
Vendor Name: CDW Government Inc	Old Tag Number:
Model Number: VPL700L	National Stock Number:
Tag Number: K05021	Create Date: 02/23/2017
Government Tag:	Last Inventory Date: 02/23/2017 03:02 PM
In-Service Date: 02/23/2017	
Fiscal Year: 2017	
Period: 08	

* **Description Example: Transfer Projector to Library**

The required fields to complete transfer are as follows:

- Organization Owner Chart of Accounts Code: UC
- Organization Owner Account Number: The department's default KFS account number the equipment is being transferred to
- Campus – enter campus location (01 – Storrs, 02 – Hartford, etc.) equipment will be located
- Building Code - enter building where equipment will be located
- Building Room Number - enter room number where equipment will be located

Document Overview	
* Description:	TRANSFER PROJECTOR TO LIBRARY
Organization Document Number:	
Explanation:	
Asset show	
Asset Transfer Information hide	
Old	New
Transfer from Originating Organization	Transfer to Receiving Organization
Organization Owner Chart Of Accounts Code: UC	* Organization Owner Chart Of Accounts Code: UC
Organization Owner Account Number: 4525470	* Organization Owner Account Number: 4306230
Organization Code: 1179	* Organization Code: 1327
Interdepartmental Sale	
Interdepartmental Sales Indicator: <input type="checkbox"/>	
Transfer Of Funds Financial Document Number:	
Asset Location hide	
On Campus	Off Campus
* Campus: 01	Name:
Building Code: 0364	Address:
Building Room Number: 1131	City:
Building Sub Room Number:	State:
	Postal Code:
	Country:

In the **Notes and Attachments** tab, you can attach and/or notify of any corresponding documentation between departments for transfer of the equipment to show acceptance of new ownership.

You must remember to click on the **Add** button after you have attached your file or your attachment will be lost!

View Purchasing/Financial Asset Documents show					
Notes and Attachments (0) hide					
Notes and Attachments					
	Posted Timestamp	Author	* Note Text	Attached File	Actions
add:				<input type="text"/> Browse... add <input type="button" value="CANCEL"/>	
Ad Hoc Recipients show					
Route Log show					
<input type="button" value="submit"/> <input type="button" value="save"/> <input type="button" value="close"/> <input type="button" value="cancel"/>					

Click on submit when you are finished.

GIFTS OF EQUIPMENT

Go to **Lookup and Maintenance ~ Capital Asset Management ~ Asset Global (Add)**.

You will see the following screen asking you for the acquisition type code. When you are creating an asset for Gifts (former ACT42) you will ALWAYS use 'H' as your acquisition type code. **(NOTE: You have to search for 'H' and hit return value from the search menu in order to progress to the next screen)**

Asset Acquisition Type [?](#) * required field

Acquisition Type Code:	<input type="text"/>
Acquisition Type Name:	<input type="text"/>
Income Asset Object Code:	<input type="text"/>
Active Indicator:	<input checked="" type="radio"/> Yes <input type="radio"/> No <input type="radio"/> Both
<input type="button" value="search"/> <input type="button" value="clear"/> <input type="button" value="cancel"/>	

8 items retrieved, displaying all items.

Return Value	Acquisition Type Code	Acquisition Type Name	Income Asset Object Code	Active Indicator
return value	A	Non Capital		Yes
return value	F	Found	4895	Yes
return value	G	Gift - Foundation	4881	Yes
return value	H	Gift	4880	Yes
return value	N	New		Yes
return value	S	State Transfer In (Univ. Owned)	4880	Yes
return value	T	Transferred from other Univ. or Federal	4880	Yes
return value	L	Legacy System		Yes

Export options: [CSV](#) | [spreadsheet](#) | [XML](#)

When you have entered the acquisition type code you will arrive at the main screen for the asset global document.

Asset Global [?](#)

Doc Nbr:	197707	Status:	INITIATED
Initiator:	daf06010	Created:	01:55 PM 09/28/2012

[expand all](#) [collapse all](#) * required field

Document Overview [hide](#)

* Description:	<input type="text"/>	Explanation:	<input type="text"/>
Organization Document Number:	<input type="text"/>		

Asset Acquisition Type [hide](#)

New Acquisition Type

Acquisition Type Code: **H - Gift**

Asset Detail Information [show](#)

In the document overview tab you must enter a description of the document (Example - Adding a Gift). You may also enter an explanation and/or a PO# in the Org. Doc. # fields but these are not required.

The asset acquisition type tab is automatically filled out for you and simply shows that you have chosen H for Gifts. You can hide this tab.

The asset detail information tab will look like the following.

Asset Acquisition Type	
▶ show	
Asset Detail Information	
▼ hide	
New	
* Organization Owner Chart Of Accounts Code:	<input type="text"/>
* Organization Owner Account Number:	<input type="text"/>
Organization Owner Organization Code:	<input type="text"/>
Owner:	<input type="text"/>
* Asset Status Code:	<input type="text"/>
* Asset Condition:	<input type="text"/>
* Asset Description:	<input type="text"/>
* Asset Type Code:	<input type="text"/>
Vendor Name:	<input type="text"/>
Manufacturer:	<input type="text"/>
Model Number:	<input type="text"/>
Organization Text:	<input type="text"/>
Last Inventory Date:	09/28/2012
* Create Date:	09/28/2012
In-Service Date:	<input type="text"/>
Depreciation Date:	<input type="text"/>

You will need to fill out the required fields which are denoted with an asterisk *

NOTE: Vendor and Manufacturer are also required fields even though they do not have asterisks.

Make sure to fill out the following fields:

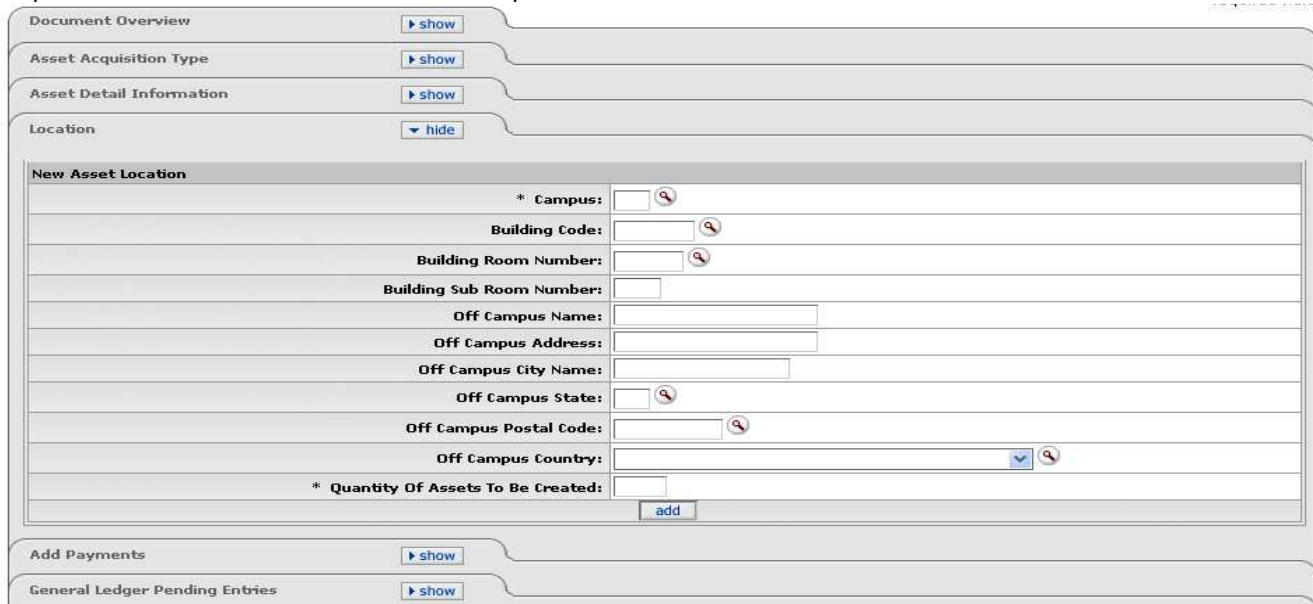
- Organization Owner Chart of Accounts Code – this will almost always be UC
- Organization Owner Account Number – this will be your departmental account number
- Asset Status Code – this will be 'N' for non-capital, or 'A' for capital
- Asset Condition – select the condition of the asset
- Asset Description – give a description of the asset (example – Laptop Computer)
- Asset Type Code – select the appropriate category for the asset
- Vendor Name – give the vendor name
- Manufacturer – give the manufacturer name
- Create Date – this will automatically be filled in with the current date but may be changed if you wish

Other fields in this tab that you might wish to fill out but are not required are:

- Owner – this will almost always be UCONN
- Model – give the model of the asset
- Organization text – record any pertinent notes about the asset

- The In-Service Date and Depreciation Date fields are not applicable to non capital assets and you will not be able to edit these fields.

Next you will fill out the location tab which initially looks like this:





The required fields for step 1 of this tab are as follows:

- Campus – put in your campus code (01= Storrs campus, 02 = Hartford campus etc.)
- Building Code – enter the building where the asset is located
- Building Room Number – enter the room number where the asset is located
- Quantity of Assets To Be Created – enter the number of identical assets you are creating

NOTE: this number will usually be 1 but if you have 6 dell laptops with the same model number you would type in 6 and in the boxes that appear below would type in each individual serial number

- If the asset you are creating will be kept off campus you can fill out the boxes with off campus location information.
- Once you have filled in all required fields you must click on the add button at the bottom of the tab. When you click add you will see the following new boxes appear.

New Asset Unique Information	
Asset Number:	<input type="text"/>
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="add"/>	

Asset Location- Asset Unique Information(609964)	
Asset Number:	609964
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"/>	

The bottom box will have an asset number already filled in and this is the box that you want to enter your additional information into.

NOTE: If you type into the first box titled **NEW ASSET UNIQUE INFORMATION**, you will be creating an additional asset and will need to hit the ADD Button and ADD it. Also, if you want to DELETE an asset you have created simply use the DELETE BUTTON at the bottom of the box(es) that contain an asset number.

Next you will complete the New Asset Payment section

Add Payments hide	
New Asset Payment	
Sequence Number:	<input type="text"/>
* Chart Code:	<input type="text"/>
* Account Number:	<input type="text"/>
Sub-Account:	<input type="text"/>
* Object Code:	<input type="text"/>
Sub-Object:	<input type="text"/>
Project Code:	<input type="text"/>
Organization Reference Id:	<input type="text"/>
Origin:	<input type="text"/>
Document Number:	<input type="text"/>
Document Type Code:	<input type="text"/>
Purchase Order Number:	<input type="text"/>
Requisition Number:	<input type="text"/>
Posted Date:	<input type="text"/>
Fiscal Year:	2016
Fiscal Period:	<input type="text"/>
* Amount:	<input type="text" value="0.00"/>
<input type="button" value="add"/>	
Total Payment Amount	Total Amount: 0.00

The required fields (*) for this tab are as follows:

- Chart Code always is **UC**
- Account Number (payment) always is **9077002**
- Object Code (same equipment object code as if purchasing)
- Document Number is the number the Foundation assigned or eDoc number
- Document Type is **AA**
- Post Date can be today's date
- Amount

After you have entered the information you will need to click the "add" button

NOTE: Do not attach IRS Form #8283 (Non Cash Charitable Contribution) to the e-doc. The signed form **must be mailed** to Inventory Control for processing through the Controller's office.

When you are finished adding assets and have added all the information necessary hit the submit button at the bottom of the page.

Your document will be routed through your Fiscal Officer and Inventory Control Manager.

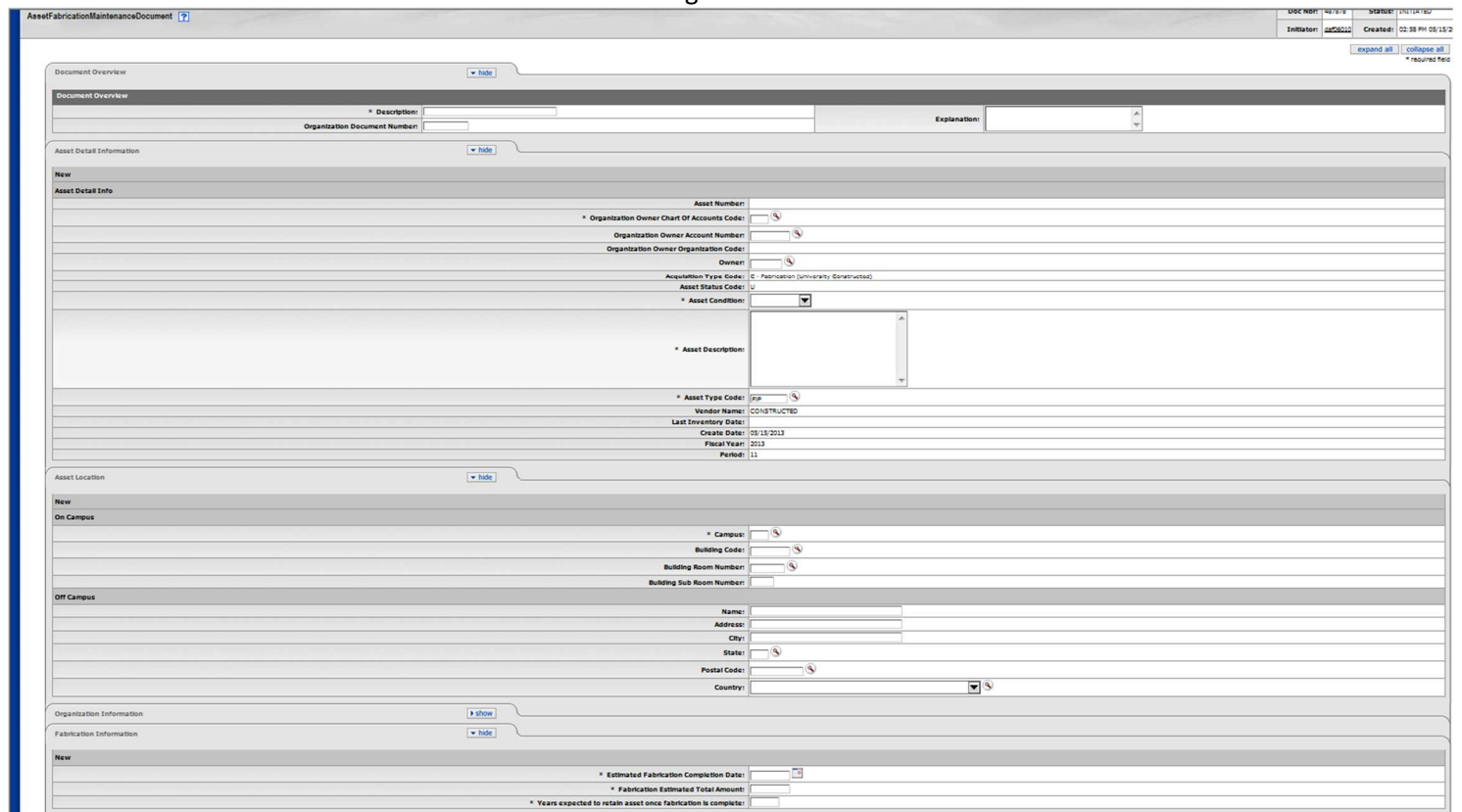
ASSET FABRICATION

Go to **Lookup and Maintenance ~ Capital Asset Management ~ Asset Fabrication**

Moveable, fabricated equipment are assets created by the university. An Asset Fabrication document creates an Asset record that describes each of these constructed assets. You will use the asset number created for future purchases (requisition, procards, etc.) to complete the fabrication of the asset.

<ul style="list-style-type: none"> • Pre-Encumbrance • Single Sided Budget Adjustment • Transfer of Funds 	<ul style="list-style-type: none"> • Purchase Orders • Receiving • Requisitions • Vendor Credit Memos 	<ul style="list-style-type: none"> • CURRENT KEMID Balances Lookup • KEMID Historical Balances Lookup • Transaction Archives
<p>Labor Distribution</p> <ul style="list-style-type: none"> • Benefit Expense Transfer • Salary Expense Transfer 	<p>Lookup and Maintenance</p>	<p>Reports</p>
<p>Purchasing/Accounts Payable</p> <ul style="list-style-type: none"> • Bulk Receiving • Contract Manager Assignment • Payment Request • Receiving • Requisition • Shop Catalogs • Vendor Credit Memo 	<p>Capital Asset Builder</p> <ul style="list-style-type: none"> • Pre-Asset Tagging <p>Capital Asset Management</p> <ul style="list-style-type: none"> • Asset • Asset Fabrication • Asset Global (Add) • Asset Location Global • Asset Payment • Asset Retirement Global 	<p>Accounts Receivable</p> <ul style="list-style-type: none"> • Billing Statement • Customer Aging Report • Customer Invoice <p>Effort Certification</p> <ul style="list-style-type: none"> • Duplicate Certifications Report • Effort Certification Extract Build • Outstanding Certifications by Chart/Org/Report • Outstanding Certifications By Report
<p>Endowment</p> <ul style="list-style-type: none"> • Asset Decrease • Asset Increase • Cash Decrease • Cash Increase 	<p>Chart of Accounts</p> <ul style="list-style-type: none"> • Account • Account Global 	<p>Endowments</p> <ul style="list-style-type: none"> • Asset Statement • Transaction Statement • Transaction Summary

The Asset Fabrication Document will look like the following.



You will need to fill out the required fields which are denoted with an asterisk *

- Description
- Organization Owner Chart of Accounts Code
- Organization Owner Account Number
- Asset Condition
- Asset Description
- Asset Type Code (this field needs to change from FIP to 1110000)
- Campus
- Building Code
- Building Room Number
- Estimated Fabrication Completion Date (best guess)
- Fabrication Estimated Total Amount
- Years expected to retain asset once fabrication is complete (best guess)

After the submit button is clicked an asset number will be created. You will need to record the asset number which will be used for additional purchases to complete the fabrication.

Make note of the asset number, and the use it anytime purchases are made that will be part of the asset.

On Requisitions, include this asset number in the Description field. On all other documents (PCard, GEC, DI, etc.) enter this asset number on the Capital Edit tab. This will correctly apply the payment to the constructed asset.

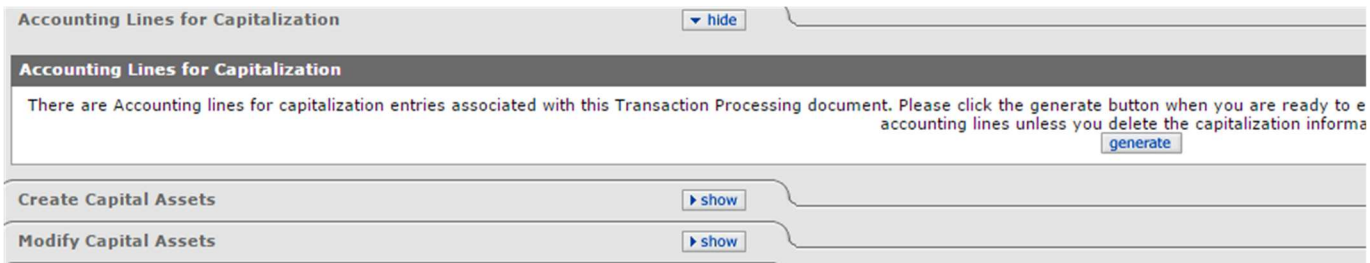
Capitalization Section of Financial Processing eDocs

On Financial Processing eDocs (most commonly GECs and DIs) when a Capital Equipment object code is used in the accounting lines, a capital asset number must be entered, or an asset needs to be created. Previously, that tab of the eDoc looked like this:



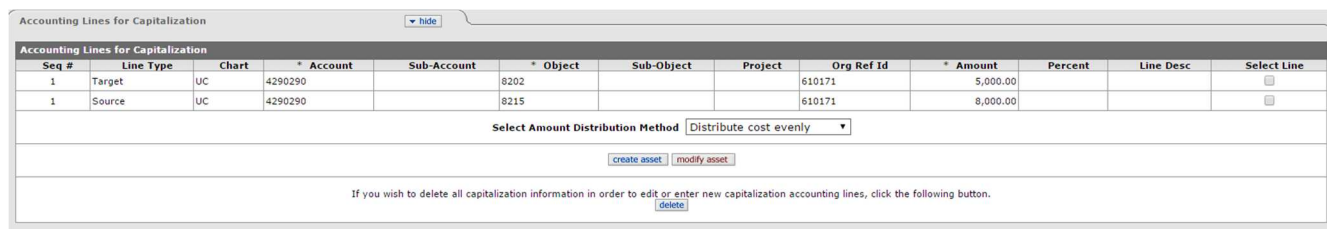
In the *old* version, this section only had the capacity for one asset number to be entered. The *new* capitalization section now has THREE tabs related to capital asset information

- Accounting Lines for Capitalization
- Create Capital Assets
- Modify Capital Assets



Steps to Complete Capitalization Tabs

- Once a capital object code is entered in the Accounting Lines in the top portion of the eDoc, a “Generate” button will appear in the Accounting Lines for Capitalization section. Once your accounting lines are complete and accurate, click this button
- The next screen will look like this:

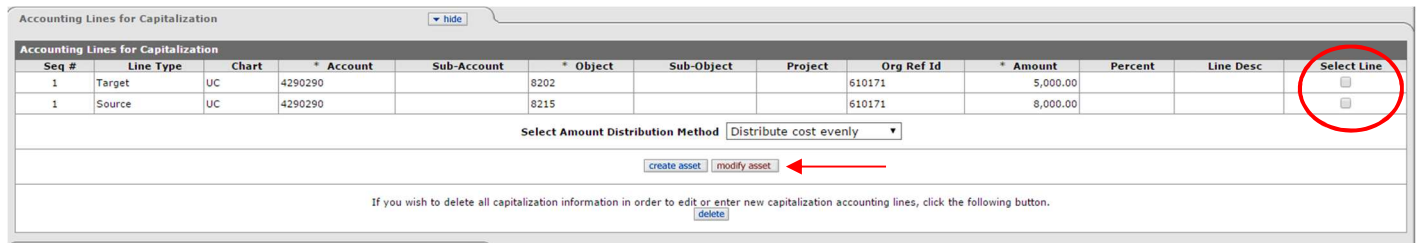


Seq #	Line Type	Chart	* Account	Sub-Account	* Object	Sub-Object	Project	Org Ref Id	* Amount	Percent	Line Desc	Select Line
1	Target	UC	4290290		8202			610171	5,000.00			<input type="checkbox"/>
1	Source	UC	4290290		8215			610171	8,000.00			<input type="checkbox"/>

- Each accounting line from the top section that has a capital object code (i.e. 8202, 8215) will populate as an accounting line for Capitalization. From here you have the option to apply each line individually to one or multiple assets, or to create new assets.

Option A: Modify One Asset

1. In this example, a GEC or a DI is applicable to one asset record, moving the payment from one account/object code to another. Both the “From” and the “To” sides of the entry are related to the same asset, and the asset record already exists in KFS. (Note: in this section of the eDoc, the “From” side is listed as Line Type “Source” and the “To” side is listed as Line type “Target”).
2. Select both checkboxes on the right and click “modify asset”

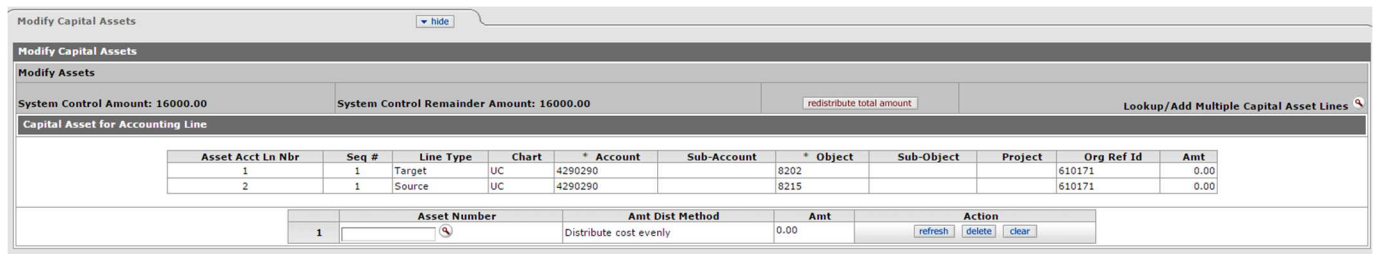


Seq #	Line Type	Chart	* Account	Sub-Account	* Object	Sub-Object	Project	Org Ref Id	* Amount	Percent	Line Desc	Select Line
1	Target	UC	4290290		8202			610171	5,000.00			<input type="checkbox"/>
1	Source	UC	4290290		8215			610171	8,000.00			<input type="checkbox"/>

Select Amount Distribution Method: Distribute cost evenly

Buttons: create asset, modify asset, delete

3. This will open up the following tab “Modify Capital Assets”



Asset Acct Ln Nbr	Seq #	Line Type	Chart	* Account	Sub-Account	* Object	Sub-Object	Project	Org Ref Id	Amt
1	1	Target	UC	4290290		8202			610171	0.00
2	1	Source	UC	4290290		8215			610171	0.00

Asset Number	Amt Dist Method	Amt	Action
1	Distribute cost evenly	0.00	refresh delete clear

4. Add the asset number either by typing it in or searching for it with the lookup tool

Asset Acct Ln Nbr	Seq #	Line Type	Chart	* Account
1	1	Target	UC	4290290
2	1	Source	UC	4290290

Asset Number	Amt Dist I
1	Distribute cost evenly

5. Click the button “redistribute total amount” to distribute all line items to the specified assets.

Modify Capital Assets

Modify Assets

System Control Amount: 16000.00 System Control Remainder Amount: 16000.00 **redistribute total amount** Lookup/Add Multiple

Capital Asset for Accounting Line

Asset Acct Ln Nbr	Seq #	Line Type	Chart	* Account	Sub-Account	* Object	Sub-Object	Project	Org Ref Id	Amt
1	1	Target	UC	4290290		8202			610171	0.00
2	1	Source	UC	4290290		8215			610171	0.00

Asset Number	Amt Dist Method	Amt	Action
1	Distribute cost evenly	0.00	refresh delete clear

NOTE: The amount distributed will appear as though the amount is doubled. As in this example, say you are moving \$8,000 from one account to another account. The total amount distributed will be \$16,000. But don't worry – the amounts that actually go through the account and the asset record will still be - \$8,000 and +\$8,000.

System Control Remainder Amount: 0.00

Seq #	Line Type	Chart	* Account	Sub-Account	* Object	Sub-Object	Project
1	Target	UC	4290290		8202		
1	Source	UC	4290290		8215		

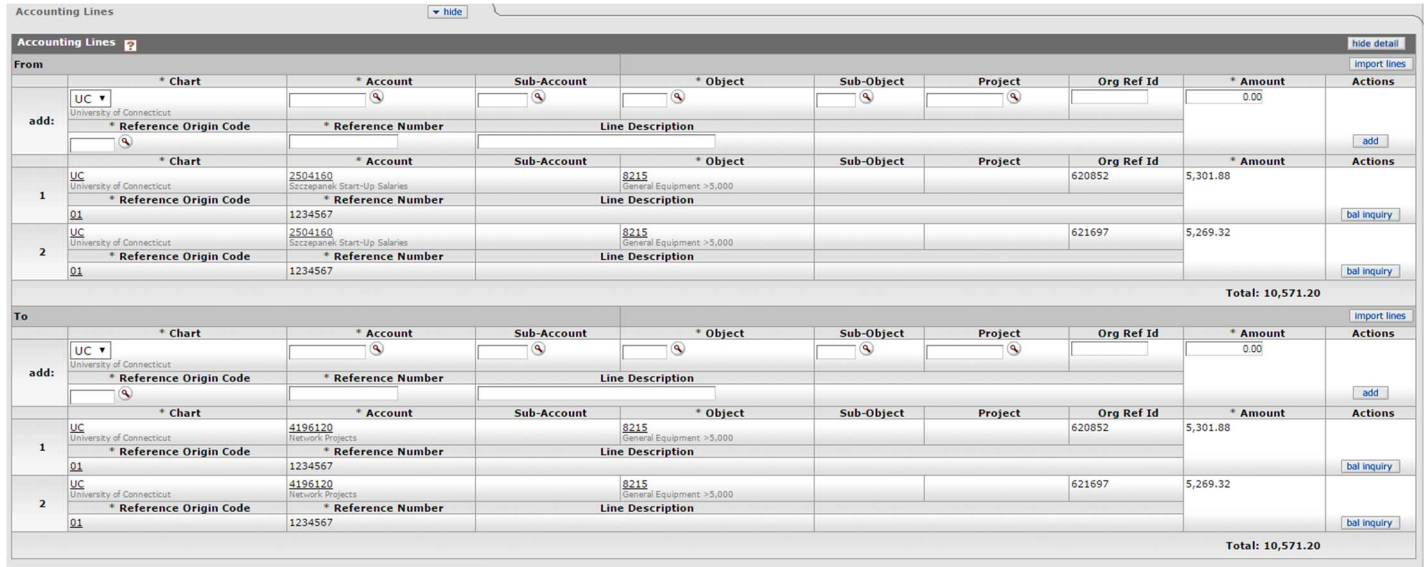
Asset Number	Amt Dist Method	Amt	Action
1	Distribute cost evenly	16,000.00	refresh delete clear

6. Once the total amount is allocated to an asset, the capitalization tabs are complete.

Option B: Modify More than One Asset

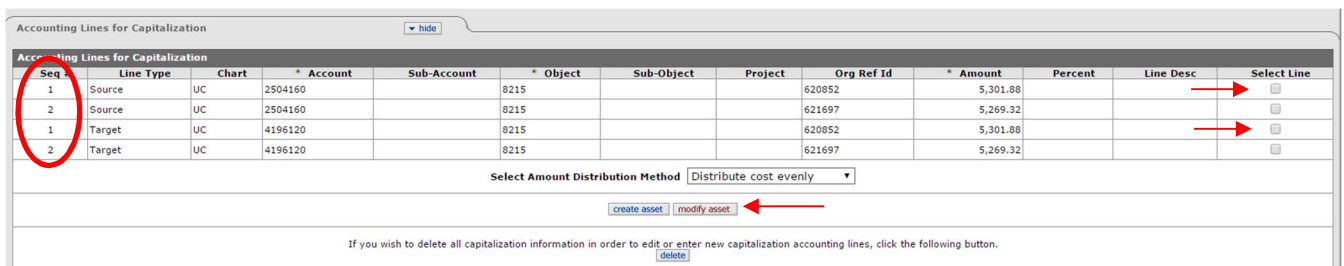
- In this example, a GEC or DI is moving expenses from one account to another relating to two separate assets. You can enter the asset information for both assets in the eDoc and specify which amounts apply to each one.

As shown here: line 1 applies to asset #620852 and line 2 applies to asset #621697



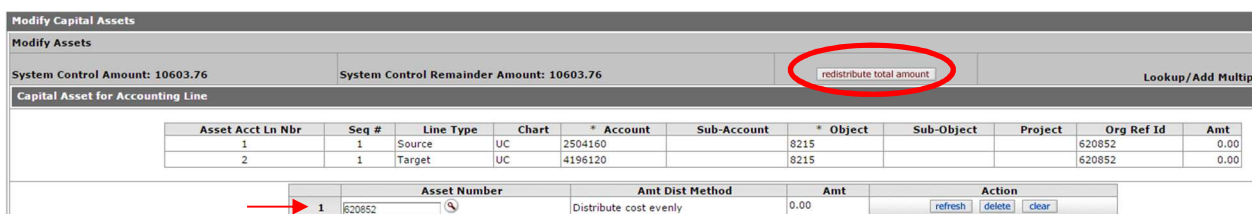
The screenshot shows the 'Accounting Lines' interface. It is divided into 'From' and 'To' sections. Each section contains a table with columns for Chart, Account, Sub-Account, Object, Sub-Object, Project, Org Ref Id, and Amount. In the 'From' section, line 1 is associated with Org Ref Id 620852 and line 2 with 621697. The 'To' section shows a similar mapping. A total amount of 10,571.20 is displayed at the bottom of each section.

- The accounting lines translate from the top portion of the eDoc to the capitalization section once generated. Note the “Seq #” on the left; this is the line number from the accounting lines above. Select both checkboxes on the right for the first asset, then click “modify asset”.



The screenshot shows the 'Accounting Lines for Capitalization' interface. It features a table with columns: Seq #, Line Type, Chart, Account, Sub-Account, Object, Sub-Object, Project, Org Ref Id, Amount, Percent, Line Desc, and Select Line. The 'Seq #' column has values 1, 2, 1, 2. The 'Select Line' column has checkboxes. A red circle highlights the first two rows (Seq # 1 and 2). A red arrow points to the 'modify asset' button below the table.

- Type in or lookup the asset number, then click “redistribute total amount”



The screenshot shows the 'Modify Capital Assets' interface. It includes a 'Modify Assets' section with 'System Control Amount' and 'System Control Remainder Amount' fields. A 'redistribute total amount' button is circled in red. Below is a table with columns: Asset Acct Ln Nbr, Seq #, Line Type, Chart, Account, Sub-Account, Object, Sub-Object, Project, Org Ref Id, and Amt. The 'Asset Number' field is highlighted with a red arrow.

- After applying the selected lines to the first asset, the Accounting Lines for Capitalization tab will update. The lines that have been applied to the asset are now greyed out.

Org Ref Id	* Amount	Percent	Line Desc	Select Line
620852	5,301.88	50.00		<input checked="" type="checkbox"/>
621697	5,269.32			<input type="checkbox"/>
620852	5,301.88	50.00		<input checked="" type="checkbox"/>
621697	5,269.32			<input type="checkbox"/>

ly ▾

This leaves the remaining two accounting lines to be applied. Select these checkboxes, then repeat steps 2-3 the same way.

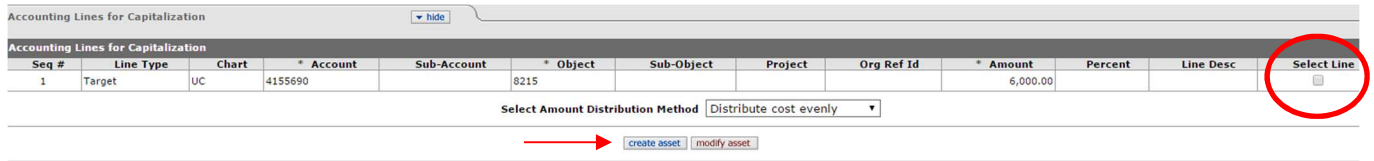
Option C: Create an Asset

- In this example, a document incorrectly coded something to non-equipment and it should be capital equipment. A GEC would be used to correct the accounting lines, moving the amount from object code 8307 to 8215.

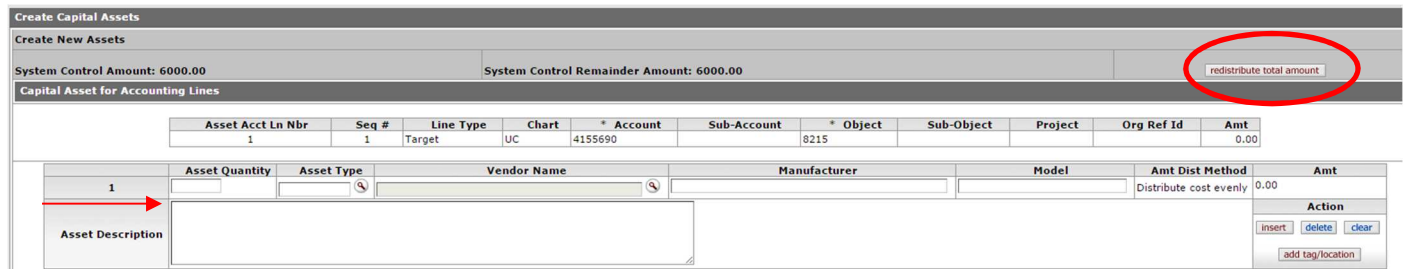
Accounting Lines hide

From								* Amount
* Chart	* Account	Sub-Account	* Object	Sub-Object	Project	Org Ref Id		
UC University of Connecticut								0.00
* Reference Origin Code * Reference Number Line Description								
UC University of Connecticut	4155690 Szczepanek faculty start-up account		8307 Non-Controllable Equip <5,000					6,000.00
* Reference Origin Code * Reference Number Line Description								
01	1234567							
								Total: 6,000.00
To								* Amount
* Chart	* Account	Sub-Account	* Object	Sub-Object	Project	Org Ref Id		
UC University of Connecticut								0.00
* Reference Origin Code * Reference Number Line Description								
UC University of Connecticut	4155690 Szczepanek faculty start-up account		8215 General Equipment >5,000					6,000.00
* Reference Origin Code * Reference Number Line Description								
01	1234567							
								Total: 6,000.00

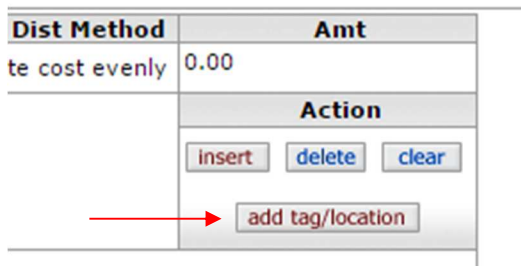
- Click "Generate" in the Accounting lines for Capitalization tab. Check the checkbox for the accounting line, then select "create asset". This will expand the Create Capital Assets tab in the document.



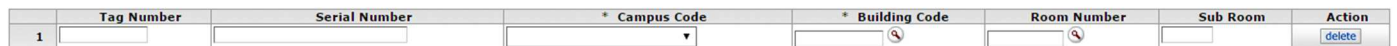
- Fill out this tab completely: asset quantity, asset type, vendor name, manufacturer, model, and asset description. Some fields allow you to type data directly in the boxes, while others prompt you to use the lookup tool. Once the information is complete, click "redistribute total amount" to distribute the dollar amount from the accounting line to the asset.



- Next, click the "add tag/location" button under the Action section on the right



- In this section, only the Campus code, building code and room number are required fields. With most cases – as in this example – the asset will most likely not have a tag number yet. If a serial number is accessible, enter that here as well.



- Once this tab is complete, the Capital Asset section of the document is finished and ready to be submitted.

Capital Asset Management Reports available in WebFOCUS

Go to bi.uconn.edu ~ sign in ~ Financial Reporting ~ KFDM ~ Standard Reports ~ Capital Assets

- Capital Equipment
- Controllable Property
- Equipment on Loan

Questions?

Name	Phone	Topics
Dave Ferreira	486-0940	Reports, Loans, Object codes
Jeanette Jamieson	486-2651	Transfers, Loans, Object codes
Tom Fearney	486-0935	Asset Location
Daniel Brierley	486-0939	Asset Location
Shayna Maderia	486-9596	Object Codes, GEC
Annette Pavone	486-2934	Object Codes, Gifts