Kuali Financial Systems Capital Asset Management (CAM)
A Procedural Guide for equipment purchases, location changes, loans, transfers, and gifts
Inventory Control Office

2017
## Table of Contents

<table>
<thead>
<tr>
<th>CAM Function/ Process</th>
<th>Page</th>
</tr>
</thead>
<tbody>
<tr>
<td>Equipment Object Codes</td>
<td>3</td>
</tr>
<tr>
<td>Tag Number vs. Asset Number</td>
<td>4</td>
</tr>
<tr>
<td>Asset Search</td>
<td>5</td>
</tr>
<tr>
<td>Asset Loan / Renewal / Return</td>
<td>7</td>
</tr>
<tr>
<td>Transfer Controllable / Capital Equip between Departments</td>
<td>14</td>
</tr>
<tr>
<td>Gifts of Equipment</td>
<td>17</td>
</tr>
<tr>
<td>Asset Fabrication</td>
<td>22</td>
</tr>
<tr>
<td>Capitalization Section – GEC/DI</td>
<td>24</td>
</tr>
<tr>
<td>Reports and Contacts</td>
<td>30</td>
</tr>
</tbody>
</table>
# Equipment Object Codes

<table>
<thead>
<tr>
<th>Type of Equipment</th>
<th>Over $5K Federally Funded</th>
<th>Over $5K Federally Owned</th>
<th>Over $5K Other Owned</th>
<th>Under $5K</th>
</tr>
</thead>
<tbody>
<tr>
<td>IT Equipment*</td>
<td>8205</td>
<td>8210</td>
<td>n/a</td>
<td>8306/8307</td>
</tr>
<tr>
<td>General Equipment</td>
<td>8220</td>
<td>8225</td>
<td>8293</td>
<td>8306/8307</td>
</tr>
<tr>
<td>Restricted Equipment</td>
<td>8228</td>
<td>n/a</td>
<td>n/a</td>
<td>n/a</td>
</tr>
<tr>
<td>Motor Vehicles</td>
<td>8235</td>
<td>8240</td>
<td>n/a</td>
<td>8310</td>
</tr>
<tr>
<td>Computer Software License</td>
<td>8250</td>
<td>n/a</td>
<td>n/a</td>
<td>6840</td>
</tr>
<tr>
<td>Internally Generated Software</td>
<td>8255</td>
<td>n/a</td>
<td>n/a</td>
<td>n/a</td>
</tr>
<tr>
<td>Equipment Capital Lease</td>
<td>8280</td>
<td>n/a</td>
<td>n/a</td>
<td>n/a</td>
</tr>
<tr>
<td>University Constructed Equipment</td>
<td>8287</td>
<td>8290</td>
<td>8292</td>
<td>n/a</td>
</tr>
<tr>
<td>Artwork and Collections</td>
<td>8292</td>
<td>n/a</td>
<td>n/a</td>
<td>8320</td>
</tr>
<tr>
<td>Transitional Grant Equipment</td>
<td>n/a</td>
<td>n/a</td>
<td>n/a</td>
<td>8315</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Type of Equipment</th>
<th>Over $100K Federally Funded</th>
<th>Over $100K Federally Owned</th>
<th>Over $100K Other Owned</th>
<th>Under $100K</th>
</tr>
</thead>
<tbody>
<tr>
<td>Permanently** Attached Equipment: Buildings</td>
<td>8272</td>
<td>n/a</td>
<td>n/a</td>
<td>8325</td>
</tr>
<tr>
<td>Permanently** Attached Equipment: Nonstructural</td>
<td>8277</td>
<td>n/a</td>
<td>n/a</td>
<td>8325</td>
</tr>
</tbody>
</table>

*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.

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

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

K03292|K03293|K03294
**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.**

Search by entering the UCONN decal number into the Tag Number field.
Once you find your asset, click on **loan** in the actions to the left.

1. As with all other documents in Kuali, 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.

5. Click on submit when you are finished.

6. Routes to the Fiscal Officer on Owner Account and the Borrower for approval.
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.

<table>
<thead>
<tr>
<th>Tag Number</th>
<th>Asset Number</th>
</tr>
</thead>
<tbody>
<tr>
<td>W51527</td>
<td></td>
</tr>
</tbody>
</table>

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:

<table>
<thead>
<tr>
<th>Actions</th>
<th>Asset Number</th>
<th>Tag Number</th>
<th>Organization Owner Organization Code</th>
<th>Building Code</th>
<th>Asset Status Code</th>
<th>Asset Description</th>
<th>Asset Type Code</th>
<th>In-Service Date</th>
</tr>
</thead>
<tbody>
<tr>
<td>edit</td>
<td>W51527</td>
<td>1223</td>
<td>0247</td>
<td>A</td>
<td></td>
<td>Laptop</td>
<td>1069030</td>
<td>05/03/2010</td>
</tr>
</tbody>
</table>
For Equipment Loan Renewal you should see the screen below. You will need to complete the Description field and Update the Expected Return Date.

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

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.

<table>
<thead>
<tr>
<th>Actions</th>
<th>Asset Number</th>
<th>Tag Number</th>
<th>Organization Owner Organization Code</th>
<th>Building Code</th>
<th>Asset Status Code</th>
<th>Asset Description</th>
<th>Asset Type Code</th>
<th>In-Service Date</th>
</tr>
</thead>
<tbody>
<tr>
<td>edit</td>
<td>599764</td>
<td>W55620</td>
<td>1086</td>
<td>0351A</td>
<td>h</td>
<td>LAPTOP</td>
<td>105500</td>
<td>01/01/2012</td>
</tr>
</tbody>
</table>

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

Click on link under Id column
Click on approve button at the bottom of the eDoc.

After the eDoc is submitted, you have completed the asset loan process. The Route Status is FINAL.
TRANSFERRING CONTROLLABLE AND CAPITAL EQUIPMENT BETWEEN DEPARTMENTS

Go to Lookup and Maintenance ~ Capital Asset Management ~ Asset

Search by entering the UCONN decal number into the Tag Number field.
Once you find your asset, click on **transfer** in the actions to the left.

You will see the following asset document screen:

* **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
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!

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)*

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

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 Detail Information Tab]

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.
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

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.
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

a. Accounting Lines for Capitalization

b. Create Capital Assets

c. 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:
• 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”

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

4. Add the asset number either by typing it in or searching for it with the lookup tool
5. Click the button “redistribute total amount” to distribute all line items to the specified assets.

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.

6. Once the total amount is allocated to an asset, the capitalization tabs are complete.
Option B: Modify More than One Asset

1. 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

2. 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”.

3. Type in or lookup the asset number, then click “redistribute total amount”
4. 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.

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

1. 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.
2. 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.

3. 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.

4. Next, click the “add tag/location” button under the Action section on the right.

5. 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.

6. 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?

<table>
<thead>
<tr>
<th>Name</th>
<th>Phone</th>
<th>Topics</th>
</tr>
</thead>
<tbody>
<tr>
<td>Dave Ferreira</td>
<td>486-0940</td>
<td>Reports, Loans, Object codes</td>
</tr>
<tr>
<td>Jeanette Jamieson</td>
<td>486-2651</td>
<td>Transfers, Loans, Object codes</td>
</tr>
<tr>
<td>Tom Fearney</td>
<td>486-0935</td>
<td>Asset Location</td>
</tr>
<tr>
<td>Daniel Brierley</td>
<td>486-0939</td>
<td>Asset Location</td>
</tr>
<tr>
<td>Shayna Maderia</td>
<td>486-9596</td>
<td>Object Codes, GEC</td>
</tr>
<tr>
<td>Annette Pavone</td>
<td>486-2934</td>
<td>Object Codes, Gifts</td>
</tr>
</tbody>
</table>