University of Connecticut

Kuali Financial SystemsCapital Asset Management (CAM)

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

Inventory Control Office

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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	Under $5K Other Owned
IT Equipment*	8202	8205	8210	n/a	8300	n/a
General Equipment	8215	8220	8225	8293	8305	8330
Restricted Equipment	8226	8227	8228	n/a	8229	n/a
Motor Vehicles	8230	8235	8240	n/a	8310	n/a
Computer Software License	8245	8250	n/a	n/a	6840	n/a
Internally Generated Software	8255	n/a	n/a	n/a	n/a	n/a
Artwork and Collections	8260	n/a	n/a	n/a	8320	n/a
Attached Equipment: Buildings	8270	8272	n/a	n/a	8325	n/a
Attached Equipment: Nonstructural	8275	8277	n/a	n/a	8325	n/a
Equipment Under Capital Lease	8280	n/a	n/a	n/a	n/a	n/a
University Constructed Equipment	8285	8287	8290	8292	n/a	n/a
Transitional Grant Equipment	n/a	n/a	n/a	n/a	8315	n/a

The account that purchased the equipment denotes whether the equipment is federally funded or federally owned. Most accounts will be University Owned. On the Account record, look at the UConn Contracts and Grants tab ~ Equipment Ownership Code. The value will be University Owned, Federally Funded, Federally Owned or Other Owned.

*For IT equipment hardware warranty, use object code 6675.

TAG NUMBER VS. ASSET NUMBER

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W56571

- **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: [   ]   Asset Number: [   ]

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

Tag Number:		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

ASSET SEARCH

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

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:		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:	A **A = Active Assets**	Asset Condition:	
Vendor Name:		Manufacturer:	
Model Number:		Serial Number:	
Create Date From:		Create Date To:	
Asset Representative Principal Name:		Organization Inventory Name:	
Asset Description:	*Micro* **Wild Card Search use ***	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

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

W37192|W37193|W37194

Field	Value	Field	Value
Tag Number:	W37192|W3	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

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	581157	W37194	1277	0038	N	Camera	1095000	01/24/2007
edit [loan | renew | return] merge separate transfer	581156	W37193	1546	0172	N	Computer	1095000	03/08/2007
edit [loan | renew | return] merge separate transfer	581155	W37192	1546	0172	N	Computer	1095000	03/08/2007

Export options: CSV | spreadsheet | XML

ASSET LOCATION GLOBAL

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

You have the option of choosing **one asset** or **multiple assets** to move by clicking on the magnifying glass for either option.

After clicking the magnifying glass you will see the asset lookup screen. Search by entering the UCONN decal number into the Tag Number field. Once you find the asset, click return value.

University of Connecticut

Return Value	Asset Number	Tag Number	Organization Owner Organization Code	Building Code	Asset Status Code	Asset Description	Asset Type Code	In-Service Date
return value	580538	W29463	1214	0387	A	Desk 2/Peds W/Rh Return	1010000	03/25/2005

If you choose the one asset option you will need to click the "**add**" button to include the asset information to the screen. The location information of the asset will be displayed on the screen.

Change the campus, building code (building number), and room number as needed. You can always use the magnifying glass to help you locate the campus, building, or room information. If you do not want to change the location of this asset you can click the "delete" button to remove the asset from the screen.

When you are finished adding assets click the submit button at the bottom of the page. Your document will be FINAL and the location of the asset updated.

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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. (This was formerly done with the ICW – Inventory Control Workflow application/ACT-40).

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.

Equipment Loans	▼ hide	
Equipment Loan Information		
* Borrower ID:		* Loan Date: 10/01/2012
* Expected Return Date:		

Borrower's Address	▼ hide		
Borrower		**Stored at**	
* Address:		Address:	
* City:		City:	
* State:		State:	
* Postal Code:		Postal Code:	
Country:		Country:	
Phone:		Phone:	

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:	W51527	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

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.

For Equipment Loan Renewal 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.

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

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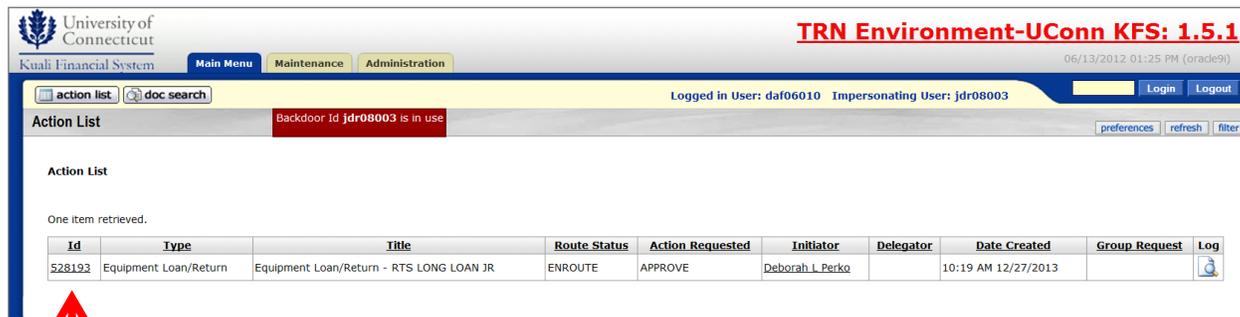
Click on approve button at the bottom of the eDoc.

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

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 TAGGED EQUIPMENT TO SURPLUS

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

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

Tag Number:	K20012	**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:**	

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 Computer to Surplus**

The **Explanation** field is where you enter the condition of the equipment. The listing of equipment conditions are:

- Excellent
- Fair
- Good
- Poor
- Scrap

Example: Condition of Equipment - Poor

This field will also be used to list the equipment items that do not have a UCONN tag number, but want included with the tagged equipment item for Central Stores to pick up for surplus
_____

Example: A department has several equipment items that do not have a tag number (decal), but wants them to be included in the surplus pick up by Central Stores.

Condition of Equipment - Poor
The following non tagged equipment items need to be included with the Surplus pick up:
- o   15 Tables 8x20
- o   1 Orange chair
- o   1 Blue Swivel Desk
- o   1 File Cabinet (old gray)
- o   1 Bookshelf (odd looking)
- o   Etc…

The required fields to complete surplus are as follows:
- Organization Owner Chart of Accounts Code: UC
- Organization Owner Account Number must be **4195970**
- Campus **–** enter campus location (01 – Storrs, 02 – Hartford, etc.)
- Building Code - enter building where equipment is located)
- Building Room Number - enter room number where equipment is located

In the **Notes and Attachments** tab, you need to attach and/or notify the following documentation to your document to ensure prompt pick up.
- **Certification of Data Inaccessibility** (Computers and all Electronics)
- **Certification of Removal of Refrigerants and/or Oils** (CFC's/PCB's) – Note that sticker has been applied by facilities.

You must remember to click on the **Add** button after you have attached your file or your attachment will be lost!
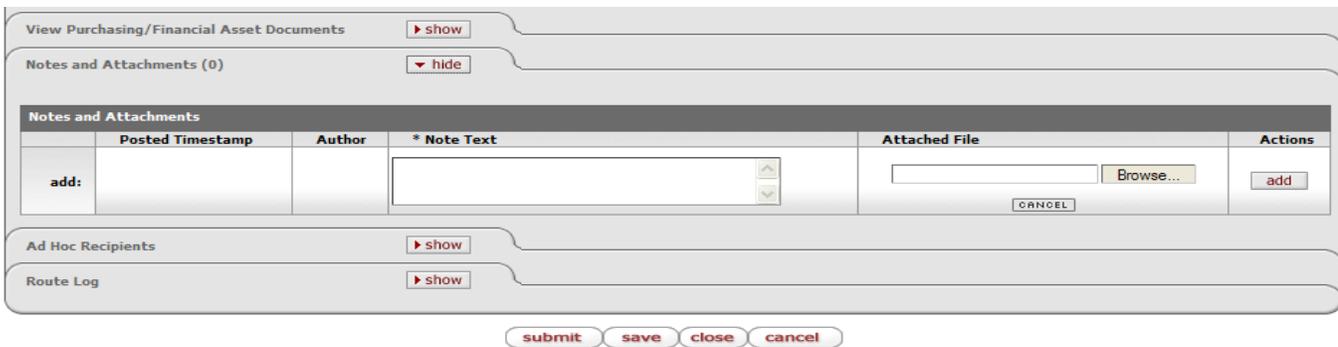
Click on submit when you are finished.
Note: Assets on loan <u>must be returned prior</u> to sending to Central Stores for surplus.

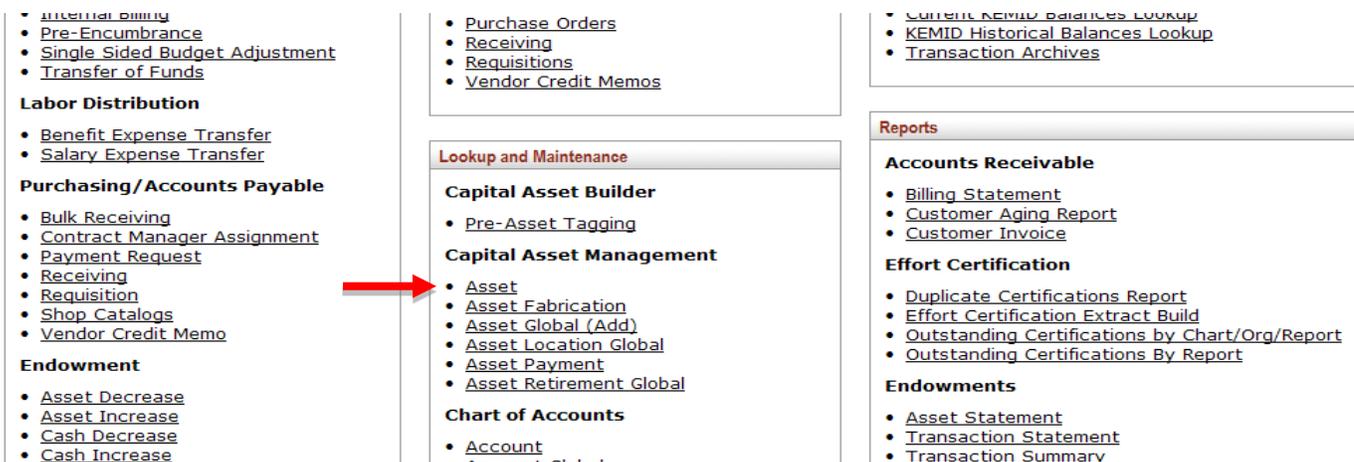# MOVING OF EQUIPMENT WITHOUT CENTRAL STORES

Departments who move tagged equipment to a different department without using Central Stores will use the same process to Surplus a piece of equipment with the following change:

   o   KFS Account Number will need to be the department receiving the equipment and not Central Stores.

Example:
The Engineering department is giving a computer to the Accounting Office.

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

Search by entering the UCONN decal number into the tag number field.

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	584061	W34992	1226	1125	A	Computer	1095000	05/12/2006

You will see the following asset document screen:

The required fields to complete the move are as follows:
- Organization Owner Chart of Accounts Code: UC
- Organization Owner Account Number: The department number the equipment is being transferred to
- Campus
- Building Code
- Building Room Number

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.

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The asset detail information tab will look like the following.

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:
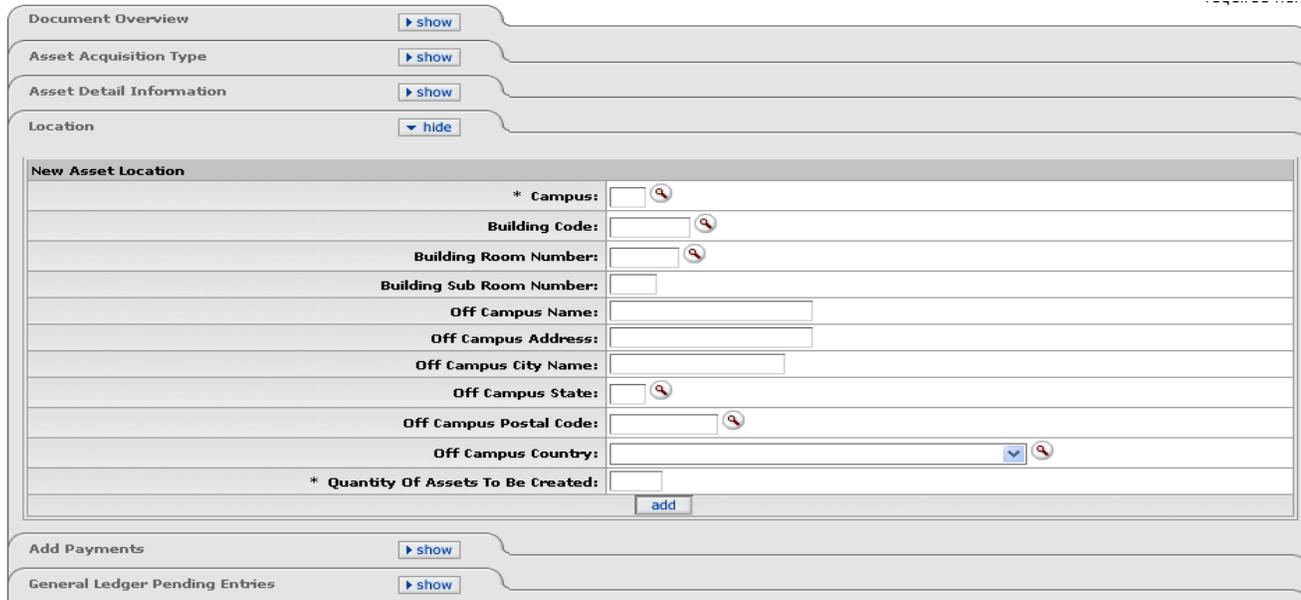
The required fields for step 1 of this tab are as follows:
- Campus – put in your campus code (01= Storrs campus, 02 = Hartford campus etc.)
- Building Code – enter the building where the asset is located
- Building Room Number – enter the room number where the asset is located

- 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)
- 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.

Questions?

Name	Phone	Topics
Dave Ferreira	486-0940	Reports, Surplus, Loans, Object codes
Elaine Martin	486-2651	Gifts, Loans, Object codes
Tom Fearney	486-0935	Asset Location, Surplus
John Fanelli	486-0939	Asset Location, Surplus
Shayna Beckwith	486- 9596	Object Codes, GEC
Annette Pavone	486-2934	Object Codes, Gifts