



University of
Connecticut

Kuali Financial Systems Capital Asset Management (CAM)

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

Inventory Control Office

Table of Contents

CAM Function/ Process	Page
Equipment Object Codes	3
Tag Number vs. Asset Number	4
Asset Search	5
Asset Location Global change	7
Asset Loan / Renewal / Return	9
Transferring Tagged Equip to Surplus	16
Moving Equipment w/o Central Stores	20
Gifts of Equipment	22
Asset Fabrication	27
Contacts	30

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



- **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 style="width: 90%;" type="text"/>	Asset Number: <input style="width: 90%;" type="text"/>
--	--

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: <input style="width: 95%;" type="text"/>	Asset Number: <input style="width: 95%;" type="text"/>
Organization Owner Chart Of Accounts Code: <input style="width: 95%;" type="text"/> 	Organization Owner Organization Code: <input style="width: 95%;" type="text"/> 
Organization Owner Account Number: <input style="width: 95%;" type="text"/> 	Owner: <input style="width: 95%;" type="text"/> 
Campus: <input style="width: 95%;" type="text"/> 	Building Code: <input style="width: 95%;" type="text"/> 
Building Room Number: <input style="width: 95%;" type="text"/> 	Asset Type Code: <input style="width: 95%;" type="text"/> 
Asset Status Code: <input style="width: 95%;" type="text"/> 	Asset Condition: <input style="width: 95%;" type="text"/> 
Vendor Name: <input style="width: 95%;" type="text"/>	Manufacturer: <input style="width: 95%;" type="text"/>
Model Number: <input style="width: 95%;" type="text"/>	Serial Number: <input style="width: 95%;" type="text"/>
Create Date From: <input style="width: 95%;" type="text"/> 	Create Date To: <input style="width: 95%;" type="text"/> 
Asset Representative Principal Name: <input style="width: 95%;" type="text"/> 	Organization Inventory Name: <input style="width: 95%;" type="text"/>
Asset Description: <input style="width: 95%;" type="text"/>	Organization Text: <input style="width: 95%;" type="text"/>
National Stock Number: <input style="width: 95%;" type="text"/>	Government Tag: <input style="width: 95%;" type="text"/>
Old Tag Number: <input style="width: 95%;" type="text"/>	Organization Tag Number: <input style="width: 95%;" type="text"/>
Total Cost: <input style="width: 95%;" type="text"/>	Payment Sequence Number: <input style="width: 95%;" type="text"/> 
Payment Purchase Order Number: <input style="width: 95%;" type="text"/> 	Payment Document Number: <input style="width: 95%;" type="text"/> 

ASSET SEARCH

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

- [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](#)

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" value="A"/> A = Active Assets	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" value="*Micro"/> Wild Card Search use *	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"/>

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

Tag Number: <input type="text" value="W37192 W3"/>	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"/>

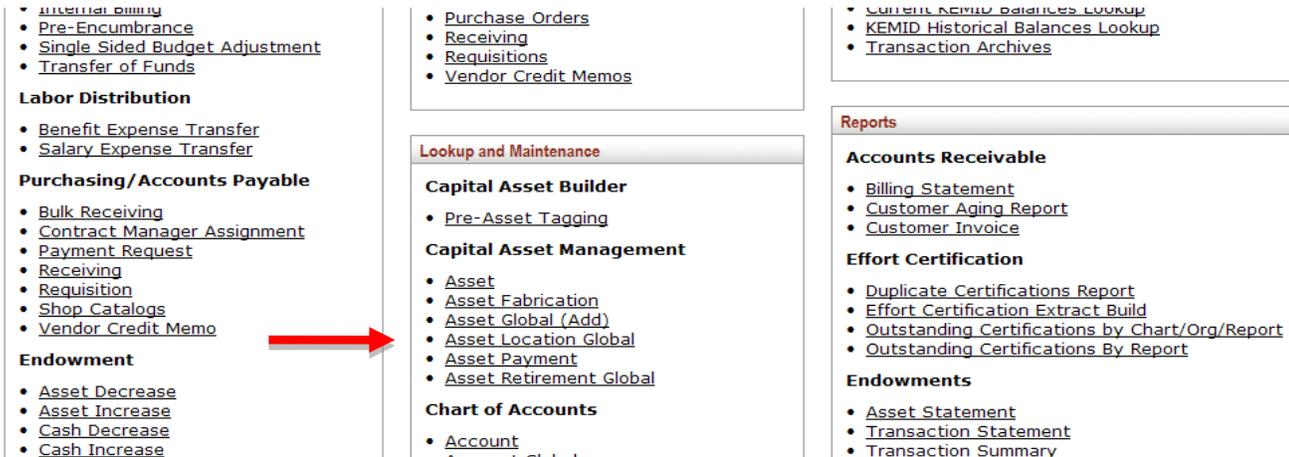
3 items retrieved, displaying all items.

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	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**.



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

Labor Distribution

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

Purchasing/Accounts Payable

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- [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

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- [Outstanding Certifications By Report](#)

Endowments

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

expand all collapse all
* required field

Document Overview hide

Document Overview

* Description:

Organization Document Number:

Explanation:

Edit List of Assets hide

New Asset Location

* Asset Number:

Notes and Attachments (0) show

Ad Hoc Recipients show

Route Log show

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.

Tag Number:	W29463	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:	

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.

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.

Edit List of Assets ▼ hide

New Asset Location Look Up / Add Multiple Asset Lines

* Asset Number:

▼ hide **Asset Location(580538)**

Asset Number: **580538**

Campus:

Building Code:

Building Room Number:

Building Sub Room Number:

Tag Number:

Notes and Attachments (0)

Ad Hoc Recipients

Route Log

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.

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.**

<ul style="list-style-type: none"> • 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 <p>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 	<ul style="list-style-type: none"> • Current KEMID Balances Lookup • KEMID Historical Balances Lookup • Transaction Archives <p>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
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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"/>
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: Iimac	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="text"/>
* Expected Return Date:	<input type="text"/>	* Loan Date: 10/01/2012 <input type="text"/>
Borrower's Address		
		▼ hide
Borrower		Stored at
* Address:	<input type="text"/>	Address: <input type="text"/>
* City:	<input type="text"/>	City: <input type="text"/>
* State:	<input type="text"/>	State: <input type="text"/>
* Postal Code:	<input type="text"/>	Postal Code: <input type="text"/>
Country:	<input type="text"/>	Country: <input type="text"/>
Phone:	<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="v"/>
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

* Description: Expend Loan Period

Organization Document Number: []

Explanation: []

Asset

Asset Information

Asset Number: 595756
 Asset Description: Laptop
 Organization Owner Chart Of Accounts Code: UIC
 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

Organization Owner Account Number: 2585000
 Organization Code: 1223
 Asset Condition: E
 Asset Type Code: 1069000
 Manufacturer: Apple
 Serial Number: H00135B8DMV
 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
 * Expected Return Date: 05/07/2013
 * Loan Date: 11/07/2012

Borrower's Address

Borrower

* Address: 1313 Mocking Bird Lane

Calendar: May, 2013

wk	Sun	Mon	Tue	Wed	Thu	Fri	Sat
17				1	2	3	4
18	5	6	7	8	9	10	11
19	12	13	14	15	16	17	18

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

Document Overview

* Description: []

Organization Document Number: []

Explanation: []

Asset

Asset Information

Asset Number: 595756
 Asset Description: Laptop
 Organization Owner Chart Of Accounts Code: UIC
 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

Organization Owner Account Number: 2585000
 Organization Code: 1223
 Asset Condition: E
 Asset Type Code: 1069000
 Manufacturer: Apple
 Serial Number: H00135B8DMV
 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
 * Expected Return Date: 12/07/2012
 * Loan Date: 11/07/2012
 Loan Return Date: 11/07/2012

Borrower's Address [show]
 Asset Location [show]
 Organization [show]
 Processed Payments [show]

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

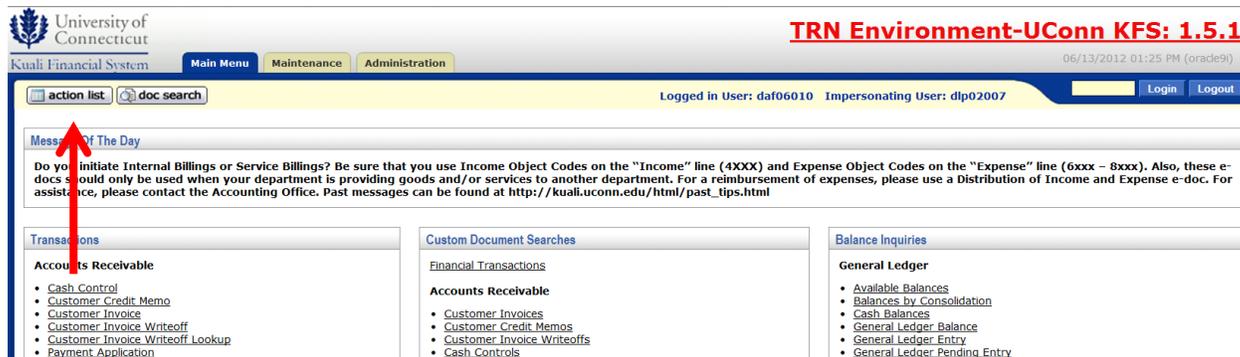


The document routes to the borrower ID action list. An email is sent to the borrower with a link to Kuali.

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

Main Menu Maintenance Administration

TRN Environment-UConn KFS: 1.5.1

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

action list doc search

Logged in User: daf06010 Impersonating User: dlp02007

Login Logout

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

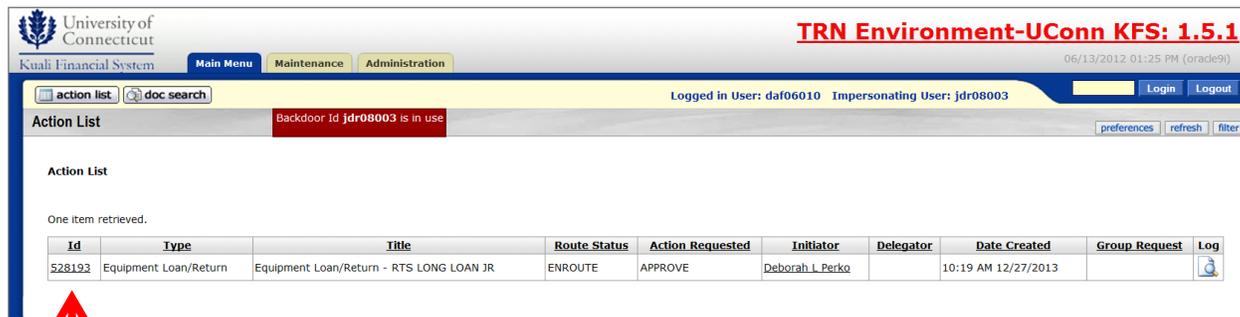
- Customer Invoices
- Customer Credit Memos
- Customer Invoice Writeoffs
- Cash Controls

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

Main Menu Maintenance Administration

TRN Environment-UConn KFS: 1.5.1

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

action list doc search

Logged in User: daf06010 Impersonating User: jdr08003

Login Logout

Action List

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.

Loan/Return Submits 12/26/2013 10:19 AM

Doc No: 528193 Status: 5282078
Initiator: 6222832 Created: 12/27/2013 10:19 AM 10:21
[expand all](#) [collapse all](#) *required to

Document Overview [hide](#)

Document Overview
Description: RTS LONG LOAN JR
Organization Document Number:
Explanation:

Asset [hide](#)

Asset Information

Asset Number:	228256
Asset Description:	LAPTOP
Organization Owner Chart Of Accounts Code:	60
Owner:	
Asset Status Code:	6
Association Type Code:	6
Vendor Name:	241 Marketing Inc
Model Number:	L471028 29432
Tag Number:	115555
Government Tag:	
Dr/Service Date:	12/21/2013
Fiscal Year:	2013
Period:	
Organization Owner Account Number:	2282222
Organization Code:	1008
Asset Condition:	6
Asset Type Code:	1002222
Manufacturer:	DELL
Serial Number:	1492790
Old Tag Number:	
National Stock Number:	
Create Date:	01/23/2013
Last Inventory Date:	01/10/2013 10:00 AM

Equipment Loans [hide](#)

Equipment Loan Information
Borrower ID: JR08022
Expected Return Date: 12/27/2014
Loan Date: 12/27/2013

Borrower's Address [hide](#)

Borrower	Address:	241 Marketing Inc	Stored at:	Address:
	City:	Storrs		City:
	State:	CT		State:
	Postal Code:	06269		Postal Code:
	Country:	United States		Country:
	Phone:	860 268-8838		Phone:

Asset Location [show](#)

Organization [show](#)

Processed Payments [show](#)

Payments Lookup [show](#)

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

Ad Hoc Recipients [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 TAGGED EQUIPMENT TO SURPLUS

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

<ul style="list-style-type: none"> • Intentional 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 	<ul style="list-style-type: none"> • Current KEMID Balances Lookup • KEMID Historical Balances Lookup • Transaction Archives
<p style="text-align: center;">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 		<p>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

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"/>
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.

Tag Numbers:	W47160	Asset Number:	
Purchase Order Number:		Requisition Number:	
Document Type:		Document Number:	
Chart Code:		Organization Code:	
Account Number:		Sub-Account:	
Object Code:		Sub-Object:	
Project Code:		Organization Reference Id:	
Fiscal Year:		Fiscal Period:	
Posting Date From:		Posting Date To:	
In-Service Date From:		In-Service Date To:	
Amount:		Total Cost:	
Campus:		Building Code:	
Asset Status Code:		Asset Type Code:	
Plant Chart Code:		Organization Plant Account Number:	
Campus Plant Chart Code:		Campus Plant Account Number:	
Sub-Fund Group Code:		Object Sub-Type Code:	
Asset Description:			

One item retrieved.

Actions	Asset Number	Seq. #	Posting Year	Period Code	Asset Status Code	Asset Description	Organization Code	Chart Code	Account Number	Sub Account No	Object Code	Sub-Obj. Code	Sub-Fund Grp. Code	Purchase Order#	Dr NI
edit [loan renew return] transfer	591317	1	2010		A	Computer Laptop	1509	UC	2906400		8305		OPTUI	FMIS	147

You will see the following asset document screen:

Document Overview ▼ hide

Document Overview

* Description: Transfer Computer to Surplus	Explanation: Condition of Equipment - Poor
Organization Document Number:	

Asset ▼ hide

Asset Information

Asset Number: 591317	Organization Owner Account Number: 2906400
Asset Description: Computer Laptop	Organization Code: 1509
Organization Owner Chart Of Accounts Code: UC	Asset Condition: E
Owner:	Asset Type Code: 1095000
Asset Status Code: A	Manufacturer: Dell
Acquisition Type Code: L	Serial Number: 8QYH8K1
Vendor Name: Dell Marketing Lp	Old Tag Number:
Model Number: Latitude E6400	National Stock Number:
Tag Number: W47160	Create Date: 07/02/2009
Government Tag:	Last Inventory Date: 07/09/2012 12:00 AM
In-Service Date: 07/02/2009	
Fiscal Year: 2010	
Period:	

* 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...

Document Overview ▼ hide

Document Overview

* Description:	<input type="text" value="Transfer Computer to Surplus"/>	Explanation: Condition of Equipment - Poor The following non tagged equipment items need to be included with the Surplus pick up: 15 Tables 8x20 1 Orange chair 1 Blue Swivel Desk 1 File Cabinet (old gray) 1 Bookshelf (odd looking)
Organization Document Number:	<input type="text"/>	

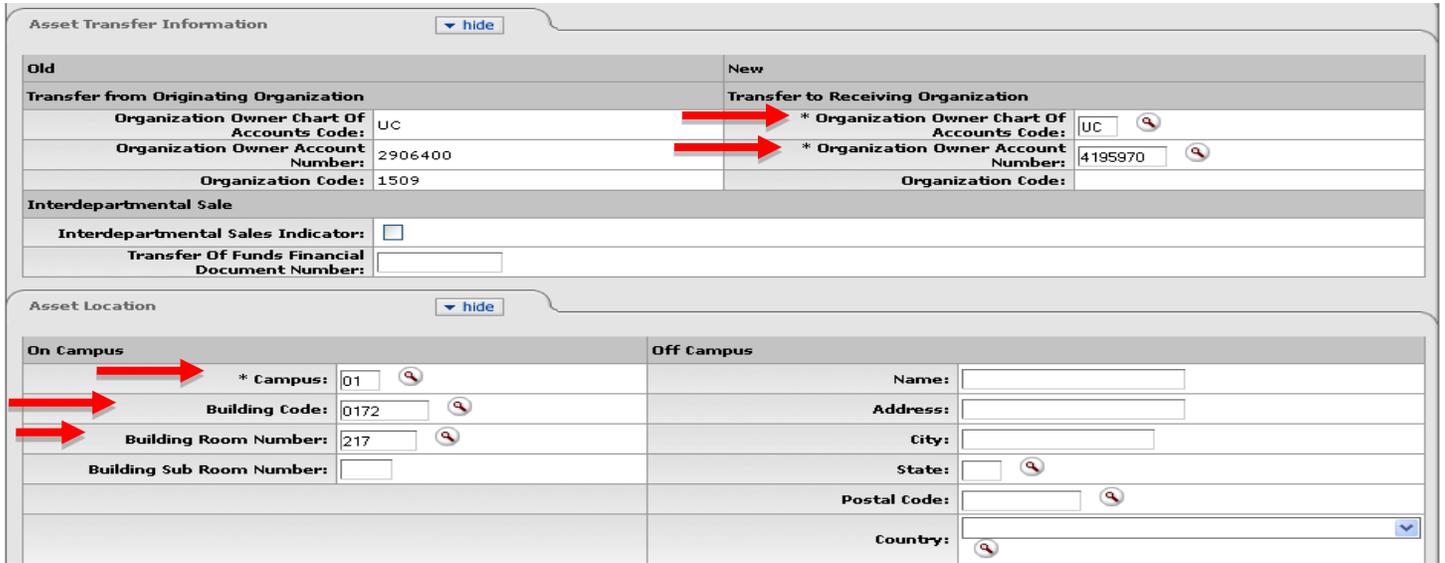
Asset ▼ hide

Asset Information

Asset Number:	<u>591317</u>	Organization Owner Account Number:	<u>2906400</u>
Asset Description:	Computer Laptop	Organization Code:	<u>1509</u>
Organization Owner Chart Of Accounts Code:	<u>UC</u>	Asset Condition:	<u>E</u>
Owner:		Asset Type Code:	<u>1095000</u>
Asset Status Code:	<u>A</u>	Manufacturer:	Dell
Acquisition Type Code:	<u>L</u>	Serial Number:	BQYHBK1
Vendor Name:	Dell Marketing Lp	Old Tag Number:	
Model Number:	Latitude E6400	National Stock Number:	
Tag Number:	W47160	Create Date:	07/02/2009
Government Tag:		Last Inventory Date:	07/09/2012 12:00 AM
In-Service Date:	07/02/2009		
Fiscal Year:	<u>2010</u>		

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



Asset Transfer Information hide

Old	New
Transfer from Originating Organization	
Organization Owner Chart Of Accounts Code: UC	* Organization Owner Chart Of Accounts Code: UC
Organization Owner Account Number: 2906400	* Organization Owner Account Number: 4195970
Organization Code: 1509	Organization Code:
Interdepartmental Sale	
Interdepartmental Sales Indicator: <input type="checkbox"/>	
Transfer Of Funds Financial Document Number:	

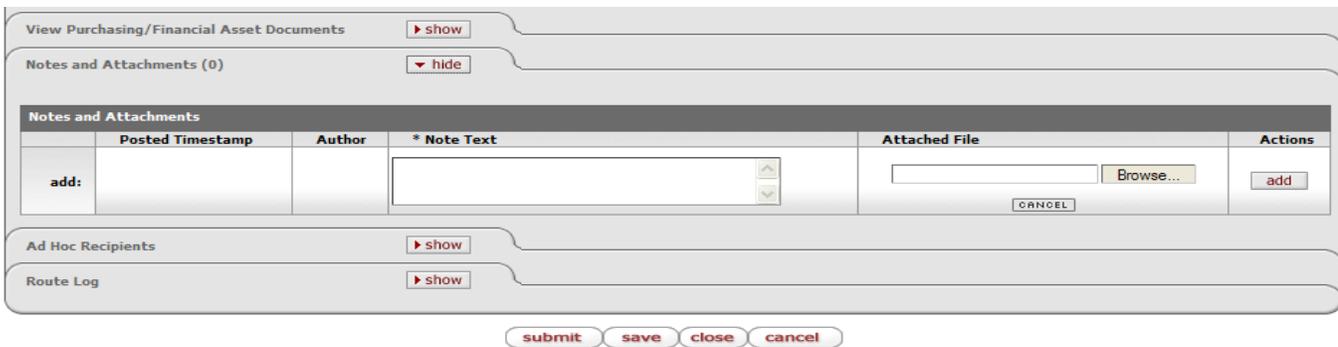
Asset Location hide

On Campus	Off Campus
* Campus: 01	Name:
Building Code: 0172	Address:
Building Room Number: 217	City:
Building Sub Room Number:	State:
	Postal Code:
	Country:

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!



View Purchasing/Financial Asset Documents show

Notes and Attachments (0) hide

	Posted Timestamp	Author	* Note Text	Attached File	Actions
add:				<input type="text"/> Browse... <input type="button" value="add"/>	<input type="button" value="cancel"/>

Ad Hoc Recipients show

Route Log show

Click on submit when you are finished.

Note: Assets on loan must be returned prior to sending to Central Stores for surplus.

MOVING OF EQUIPMENT WITHOUT CENTRAL STORES

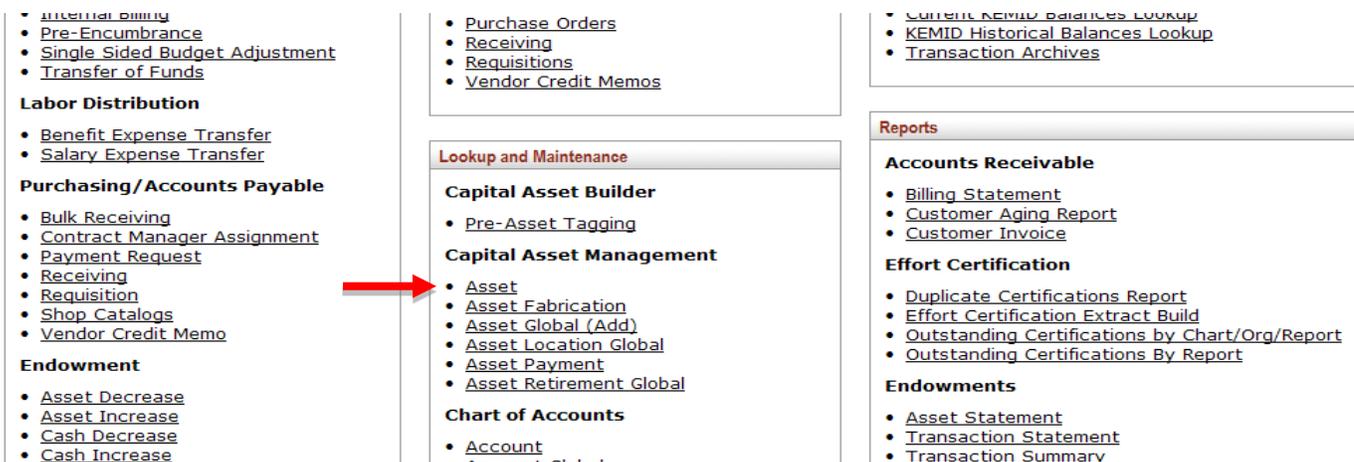
Departments who move tagged equipment to a different department without using Central Stores will use the same process to Surplus a piece of equipment with the following change:

- 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**



- [Intellectual Property](#)
- [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](#)
 - [Asset Global](#)
- [CURRENT MONTH 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](#)

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

Tag Number:	W34992	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:	
<input type="button" value="search"/> <input type="button" value="clear"/> <input type="button" value="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	584061	W34992	1226	1125	A	Computer	1095000	05/12/2006

You will see the following asset document screen:

Document Overview		▼ hide	
Document Overview			
* Description:	Transfer Computer to Accounting Office	Explanation:	
Organization Document Number:			
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:	2596040	* Organization Owner Account Number:	2922570
Organization Code:	1226	Organization Code:	
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:	0172	Address:	
Building Room Number:	217	City:	
Building Sub Room Number:		State:	
		Postal Code:	
		Country:	

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)**

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

* required field

Document Overview

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

Asset Acquisition Type

New Acquisition Type

Acquisition Type Code: H - Gift

Asset Detail Information

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:	<div style="border: 1px solid gray; height: 80px;"></div>
* Asset Type Code:	<input type="text"/>
Vendor Name:	<input type="text"/>
Manufacturer:	<input type="text"/>
Model Number:	<input type="text"/>
Organization Text:	<div style="border: 1px solid gray; height: 80px;"></div>
Last Inventory Date:	09/28/2012
* Create Date:	09/28/2012 <input type="text"/>
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.

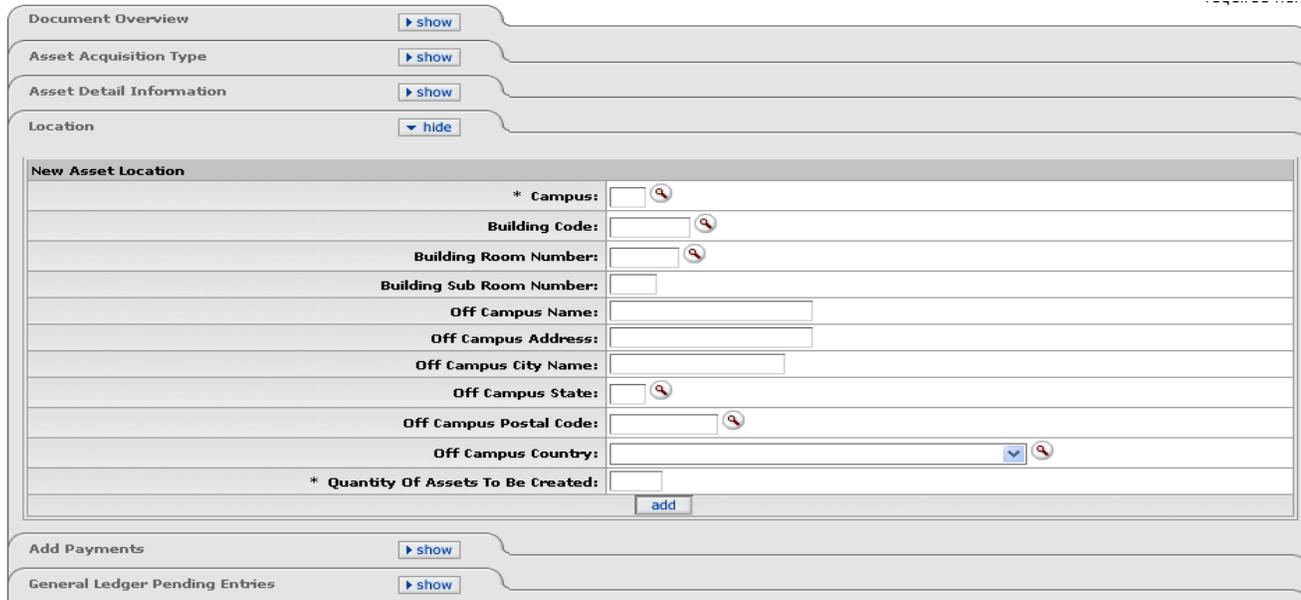
Make sure to fill out the following fields:

- 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 style="width: 60%;" type="text"/>
* Chart Code:	<input style="width: 60%;" type="text"/> <input type="button" value="▼"/> <input type="button" value="🔍"/>
* Account Number:	<input style="width: 60%;" type="text"/> <input type="button" value="🔍"/>
Sub-Account:	<input style="width: 60%;" type="text"/> <input type="button" value="🔍"/>
* Object Code:	<input style="width: 60%;" type="text"/> <input type="button" value="🔍"/>
Sub-Object:	<input style="width: 60%;" type="text"/> <input type="button" value="🔍"/>
Project Code:	<input style="width: 60%;" type="text"/> <input type="button" value="🔍"/>
Organization Reference Id:	<input style="width: 60%;" type="text"/>
Purchase Order Number:	<input style="width: 60%;" type="text"/>
Requisition Number:	<input style="width: 60%;" type="text"/>
Fiscal Year:	2013
Fiscal Period:	<input style="width: 60%;" type="text"/>
* Amount:	<input style="width: 60%;" type="text" value="0.00"/>

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)
- 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"> • 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 <p>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 	<ul style="list-style-type: none"> • Current KEMID Balances Lookup • KEMID Historical Balances Lookup • Transaction Archives <p>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
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The Asset Fabrication Document will look like the following.

AssetFabricationMaintenanceDocument ?

DOC NR: 42/6/0 STATUS: 01/14/10
Initiator: 225021 Created: 02:58 PM 02/18/0

expand all collapse all
* requires Fed

Document Overview [hide](#)

Document Overview

* Description:

Organization Document Number:

Explanation:

Asset Detail Information [hide](#)

New

Asset Detail Info

Asset Number:

* Organization Owner Chart Of Accounts Code:

Organization Owner Account Number:

Organization Owner Organization Code:

Owner:

Acquisition Type Code: C - Fabrication (University Constructed)

Asset Status Code: U

* Asset Condition:

* Asset Description:

* Asset Type Code: FIP

Vendor Name: CONSTRUCTED

Last Inventory Date:

Create Date: 05/15/2013

Fiscal Year: 2013

Period: 11

Asset Location [hide](#)

New

On Campus

* Campus:

Building Code:

Building Room Number:

Building Sub Room Number:

Off Campus

Name:

Address:

City:

State:

Postal Code:

Country:

Organization Information [show](#)

Fabrication Information [hide](#)

New

* Estimated Fabrication Completion Date:

* Fabrication Estimated Total Amount:

* Years expected to retain asset once fabrication is complete:

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 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