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.

![Redistribute button highlighted](image)

**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.

<table>
<thead>
<tr>
<th>Asset Number</th>
<th>Amt Dist Method</th>
<th>Amt</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>Distribute cost evenly</td>
<td>$16,000.00</td>
</tr>
</tbody>
</table>

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”.

   ![Diagram of accounting lines and capitalization section]
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.