Tips on Managing Controllable Property / the Controllable Property Standard Report

Each department is responsible for tracking and maintaining a list of their own Controllable Property. All Controllable Property* is listed in the KFS CAM (Capital Asset Management) module, and a corresponding KFDM standard report is available.

To access the standard report, log into WebFocus, and go to:

KFDM> Standard Reports > Capital Assets > Controllable Property

The report provides several parameter options, and can be filtered by location (building and room), or by the time since last inventoried. Like other standard reports, it can be downloaded into Excel or in PDF.

The report lists several fields including tag number, description, manufacturer, model number, serial number, location (building and room), owner organization, condition, asset create date, last inventory date, loan status, PO number, and the organization inventory name (custodian).

When running the report, you will likely find that many fields may be missing or incorrect. The department's CAM Processor** has the ability to change any of these fields by using the KFS Asset Edit function. To do this, go to:

KFS > Main Menu > Lookup and Maintenance > Capital Asset Management > Asset

Look up the asset using the tag number, and click "edit" to open an Asset eDoc. To add or change the custodian (Organization Inventory Name), click on the Organization Information tab.

If an asset no longer exists, you may change the status from "N – Non-Capital Active" to "O – Non-Capital Retired." *This does not remove the requirement to properly surplus items.* However, if you are sure that certain items were surplused, you should not leave them on the list. When changing the status from N to O,

please provide as much information as possible about when the items were surplused, and provide a copy or number of an ACT-39 form, if available.

If an item was lost, damaged, or stolen, please follow the directions found here: [Loss or Damage to Equipment](#)

We understand that the initial cleanup of your list of Controllable Property may be time-consuming. Once it is cleaned up, we recommend monitoring the list regularly to make sure the information is correct and up-to-date.

Questions? Need help? Contact Inventory Control at InventoryControl@uconn.edu, give us a call, or visit our website http://accountingoffice.uconn.edu/913-2/

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*Computers with a cost under $1,000 purchased prior to 7/1/15 may not be on the list. Contact Inventory Control if you would like tags sent to you for these items.

**To have the KFS CAM Processor role added to your profile, please go to financesystems.uconn.edu and complete the Additional Functional Request form found under Request Forms.