

## 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:

The screenshot shows a 'Capital Edit' tab with a 'hide' button. Below the tab header is a section titled 'Retrieve Asset to be Updated' containing an 'Asset Number' input field with a search icon. A red arrow points to this search icon. Below this is a 'Create New Assets' section with a table with columns: 'Asset Quantity', 'Asset Type', 'Vendor Name', and 'Manufacture'. There is also an 'Asset Description' field.

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

- Accounting Lines for Capitalization
- Create Capital Assets
- Modify Capital Assets

The screenshot shows the 'Accounting Lines for Capitalization' tab with a 'hide' button. Below the tab header is a section titled 'Accounting Lines for Capitalization' containing text: 'There are Accounting lines for capitalization entries associated with this Transaction Processing document. Please click the generate button when you are ready to e accounting lines unless you delete the capitalization informa' and a 'generate' button. Below this are two sections: 'Create Capital Assets' with a 'show' button and 'Modify Capital Assets' with a 'show' button.

### 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:

The screenshot shows the 'Accounting Lines for Capitalization' screen with a 'hide' button. Below the tab header is a table with the following data:

Seq #	Line Type	Chart	* Account	Sub-Account	* Object	Sub-Object	Project	Org Ref Id	* Amount	Percent	Line Desc	Select Line
1	Target	UC	4290290		8202			610171	5,000.00			<input type="checkbox"/>
1	Source	UC	4290290		8215			610171	8,000.00			<input type="checkbox"/>

Below the table is a 'Select Amount Distribution Method' dropdown menu set to 'Distribute cost evenly'. There are buttons for 'create asset', 'modify asset', and 'delete'. At the bottom, there is a note: 'If you wish to delete all capitalization information in order to edit or enter new capitalization accounting lines, click the following button.' with a 'delete' button.

- 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”

Accounting Lines for Capitalization hide

Seq #	Line Type	Chart	* Account	Sub-Account	* Object	Sub-Object	Project	Org Ref Id	* Amount	Percent	Line Desc	Select Line
1	Target	UC	4290290		8202			610171	5,000.00			<input type="checkbox"/>
1	Source	UC	4290290		8215			610171	8,000.00			<input type="checkbox"/>

Select Amount Distribution Method: Distribute cost evenly

create asset | 
 modify asset ←

If you wish to delete all capitalization information in order to edit or enter new capitalization accounting lines, click the following button.  
delete

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

Modify Capital Assets hide

Modify Capital Assets

Modify Assets

System Control Amount: 16000.00      System Control Remainder Amount: 16000.00      redistribute total amount      Lookup/Add Multiple Capital Asset Lines

Asset Acct Ln Nbr	Seq #	Line Type	Chart	* Account	Sub-Account	* Object	Sub-Object	Project	Org Ref Id	Amt
1	1	Target	UC	4290290		8202			610171	0.00
2	1	Source	UC	4290290		8215			610171	0.00

Asset Number	Amt Dist Method	Amt	Action
1 <input style="width: 100px;" type="text"/>	Distribute cost evenly	0.00	<span style="border: 1px solid black; padding: 2px;">refresh</span>   <span style="border: 1px solid black; padding: 2px;">delete</span>   <span style="border: 1px solid black; padding: 2px;">clear</span>

4. Add the asset number either by typing it in or searching for it with the lookup tool

Asset Acct Ln Nbr	Seq #	Line Type	Chart	* Account
1	1	Target	UC	4290290
2	1	Source	UC	4290290

  

Asset Number	Amt Dist Method
1 <input style="width: 100px;" type="text"/>	Distribute cost evenly

- Click the button “redistribute total amount” to distribute all line items to the specified assets.

Modify Capital Assets

Modify Assets

System Control Amount: 16000.00      System Control Remainder Amount: 16000.00      **redistribute total amount**      Lookup/Add Multiple

Capital Asset for Accounting Line

Asset Acct Ln Nbr	Seq #	Line Type	Chart	* Account	Sub-Account	* Object	Sub-Object	Project	Org Ref Id	Amt
1	1	Target	UC	4290290		8202			610171	0.00
2	1	Source	UC	4290290		8215			610171	0.00

Asset Number	Amt Dist Method	Amt	Action
1	Distribute cost evenly	0.00	<a href="#">refresh</a> <a href="#">delete</a> <a href="#">clear</a>

**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.

System Control Remainder Amount: 0.00

Seq #	Line Type	Chart	* Account	Sub-Account	* Object	Sub-Object	Project
1	Target	UC	4290290		8202		
1	Source	UC	4290290		8215		

Asset Number	Amt Dist Method	Amt	Action
1	Distribute cost evenly	16,000.00	<a href="#">refresh</a> <a href="#">delete</a> <a href="#">clear</a>

- 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

Accounting Lines										hide detail
Accounting Lines										import lines
From	* Chart	* Account	Sub-Account	* Object	Sub-Object	Project	Org Ref Id	* Amount	Actions	
add:	UC							0.00		
	* Reference Origin Code	* Reference Number	Line Description							add
1	UC	2504160		8215			620852	5,301.88		
	* Reference Origin Code	* Reference Number	Line Description							bal inquiry
2	UC	2504160		8215			621697	5,269.32		
	* Reference Origin Code	* Reference Number	Line Description							bal inquiry
<b>Total: 10,571.20</b>										
To										import lines
add:	UC							0.00		
	* Reference Origin Code	* Reference Number	Line Description							add
1	UC	4196120		8215			620852	5,301.88		
	* Reference Origin Code	* Reference Number	Line Description							bal inquiry
2	UC	4196120		8215			621697	5,269.32		
	* Reference Origin Code	* Reference Number	Line Description							bal inquiry
<b>Total: 10,571.20</b>										

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".

Accounting Lines for Capitalization												
Seq #	Line Type	Chart	* Account	Sub-Account	* Object	Sub-Object	Project	Org Ref Id	* Amount	Percent	Line Desc	Select Line
1	Source	UC	2504160		8215			620852	5,301.88			<input checked="" type="checkbox"/>
2	Source	UC	2504160		8215			621697	5,269.32			<input checked="" type="checkbox"/>
1	Target	UC	4196120		8215			620852	5,301.88			<input checked="" type="checkbox"/>
2	Target	UC	4196120		8215			621697	5,269.32			<input checked="" type="checkbox"/>
Select Amount Distribution Method: Distribute cost evenly												
<input type="button" value="create asset"/> <input checked="" type="button" value="modify asset"/>												
If you wish to delete all capitalization information in order to edit or enter new capitalization accounting lines, click the following button. <input type="button" value="delete"/>												

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

Modify Capital Assets

Modify Assets

System Control Amount: 10603.76      System Control Remainder Amount: 10603.76      **redistribute total amount**      Lookup/Add Multiple

Capital Asset for Accounting Line

Asset Acct Ln Nbr	Seq #	Line Type	Chart	* Account	Sub-Account	* Object	Sub-Object	Project	Org Ref Id	Amt
1	1	Source	UC	2504160		8215			620852	0.00
2	1	Target	UC	4196120		8215			620852	0.00

  

Asset Number	Amt Dist Method	Amt	Action
1 → 620852	Distribute cost evenly	0.00	refresh delete clear

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.

Org Ref Id	* Amount	Percent	Line Desc	Select Line
620852	5,301.88	50.00		<input checked="" type="checkbox"/>
621697	5,269.32			<input type="checkbox"/>
620852	5,301.88	50.00		<input checked="" type="checkbox"/>
621697	5,269.32			<input type="checkbox"/>

ly ▾

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.

Accounting Lines

Accounting Lines

From

* Chart	* Account	Sub-Account	* Object	Sub-Object	Project	Org Ref Id	* Amount
UC University of Connecticut							0.00
* Reference Origin Code      * Reference Number      Line Description							
UC University of Connecticut	4155690 Szczepanek faculty start-up account		8307 Non-Controllable Equip <\$5,000				6,000.00
* Reference Origin Code      * Reference Number      Line Description							
01	1234567						
							<b>Total: 6,000.00</b>

To

* Chart	* Account	Sub-Account	* Object	Sub-Object	Project	Org Ref Id	* Amount
UC University of Connecticut							0.00
* Reference Origin Code      * Reference Number      Line Description							
UC University of Connecticut	4155690 Szczepanek faculty start-up account		8215 General Equipment >5,000				6,000.00
* Reference Origin Code      * Reference Number      Line Description							
01	1234567						
							<b>Total: 6,000.00</b>

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.

Accounting Lines for Capitalization

Accounting Lines for Capitalization

Seq #	Line Type	Chart	* Account	Sub-Account	* Object	Sub-Object	Project	Org Ref Id	* Amount	Percent	Line Desc	Select Line
1	Target	UC	4155690		8215				6,000.00			<input type="checkbox"/>

Select Amount Distribution Method: Distribute cost evenly

[create asset](#) [modify asset](#)

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.

Create Capital Assets

Create New Assets

System Control Amount: 6000.00      System Control Remainder Amount: 6000.00

Capital Asset for Accounting Lines

Asset Acct Ln Nbr	Seq #	Line Type	Chart	* Account	Sub-Account	* Object	Sub-Object	Project	Org Ref Id	Amt
1	1	Target	UC	4155690		8215				0.00

Asset Quantity	Asset Type	Vendor Name	Manufacturer	Model	Amt Dist Method	Amt
1					Distribute cost evenly	0.00

Asset Description

Action: [insert](#) [delete](#) [clear](#) [add tag/location](#)

[redistribute total amount](#)

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

Dist Method	Amt
te cost evenly	0.00
<b>Action</b>	
<input type="button" value="insert"/> <input type="button" value="delete"/> <input type="button" value="clear"/>	
<input type="button" value="add tag/location"/>	

- 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.

	Tag Number	Serial Number	* Campus Code	* Building Code	Room Number	Sub Room	Action
1	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="button" value="delete"/>

- Once this tab is complete, the Capital Asset section of the document is finished and ready to be submitted.