



# **Kuali Financial Systems Capital Asset**

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

**Inventory Control Office**

An abstract graphic at the bottom of the page consists of several overlapping, semi-transparent geometric shapes in shades of blue and grey, creating a layered, architectural effect.

**2020**

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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
<b>IT Equipment</b>	8202	8205	8210	n/a	8306/8307**
<b>General Equipment</b>	8215	8220	8225	8293	8306/8307**
<b>Equipment Installation/Design Services</b>	8217	8222	n/a	n/a	n/a
<b>Motor Vehicles</b>	8230	8235	8240	n/a	8310
<b>Computer Software License (Per license cost, 3 or more year life)</b>	8245	8250	n/a	n/a	n/a
<b>Internally Generated Software</b>	8255	n/a	n/a	n/a	n/a
<b>Software Installation/Design Services</b>	8248	8253	n/a	n/a	n/a
<b>Artwork and Collections</b>	8260	n/a	n/a	n/a	8320
<b>Artwork Installation/Design Services</b>	8261	n/a	n/a	n/a	n/a

Type of Attached Equipment***	Over \$100K	Over \$100K Fed Funded*			Under \$100K
<b>Attached Equipment: Buildings</b>	8270	8272	n/a	n/a	8325
<b>Attached Equipment Buildings: Installation/Design Services</b>	8271	8273	n/a	n/a	n/a
<b>Attached Equipment: Nonstructural</b>	8275	8277	n/a	n/a	8325
<b>Attached Equipment Nonstructural: Installation/Design Services</b>	8276	8278	n/a	n/a	n/a

\*To see if one of these object codes is appropriate, click on the account number to open up the account record, and look at the Equipment Ownership Code on the UConn Contracts and Grants tab.

\*\*Use 8306 to identify Controllable Property assets only; otherwise use 8307.


\*\*\*Use these object codes only if removing the equipment will cause permanent damage to the building or nonstructural asset (outside). Otherwise, use the regular equipment object codes. Exception: Attached artwork is always coded as artwork (8260, 8261)

## 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:

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.

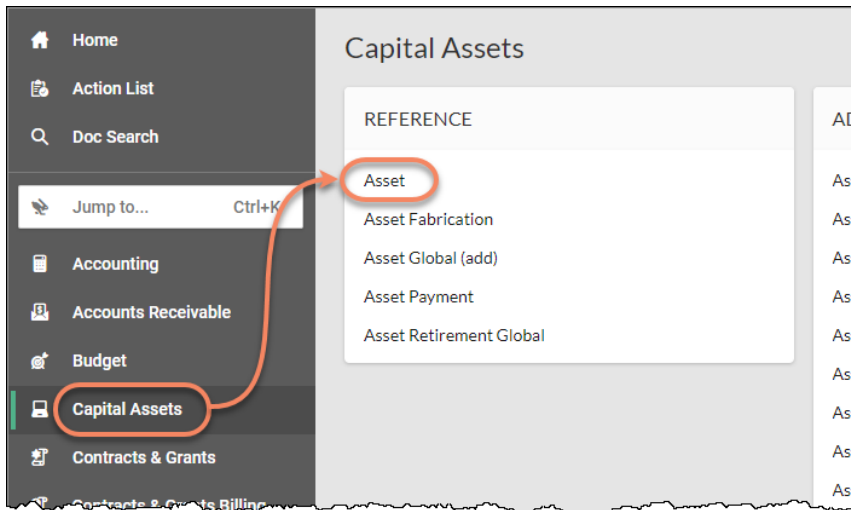
### Asset Lookup

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"/> 	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"/>
<div>Search Clear Cancel</div>	

**Note:** Any of the fields can be used to search for assets. Most often used are the **Tag Number** and **Asset Description**. An asterisk (\*) can also be used as a wild card character.

## Asset Search

Go to, **Capital Assets ~ Asset**



You can also search for multiple assets using the “|” (Pipe) symbol as shown below. (The pipe symbol is below the Backspace key on the keyboard.)

Asset Lookup ?

Tag Number: K03292|K03293|K03294

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:

The 3 Tag numbers show up in the Search Results.

Payment Purchase Order Number:

Payment Document Number:

**Search Results** 1-3 of 3

Actions	Asset Number	Tag Number	Organization Owner Organization Code	Building Code	Asset Status Code	Asset Description	Asset Type Code	In-Service Date
<a href="#">[loan   renew   return]</a> <a href="#">transfer</a>	<a href="#">623295</a>	<a href="#">K03292</a>	<a href="#">1059</a>	<a href="#">0364</a>	<a href="#">A</a>	San Volume Controller	<a href="#">1069000</a>	06/01/2015
<a href="#">[loan   renew   return]</a> <a href="#">transfer</a>	<a href="#">623296</a>	<a href="#">K03293</a>	<a href="#">1059</a>	<a href="#">0364</a>	<a href="#">A</a>	San Volume Controller	<a href="#">1069000</a>	06/01/2015
<a href="#">[loan   renew   return]</a> <a href="#">transfer</a>	<a href="#">623297</a>	<a href="#">K03294</a>	<a href="#">1059</a>	<a href="#">0364</a>	<a href="#">A</a>	San Volume Controller	<a href="#">1069000</a>	06/01/2015

Export options: [CSV](#) | [spreadsheet](#) | [XML](#)

#### *Asset Status Codes:*

*A – Active, Capital equipment*

*N - Active, Controllable Property*

*D – Active, Non Cap FY11*

*R – Retired, Capital equipment*

*O – Retired, Non-capital equipment*

## 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, intermittent, or a one-time loan.
2. The return of 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, **Capital Assets ~ Asset** as before.

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

### Asset Lookup

Tag Number: <input type="text" value="K04668"/>	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"/>

Once you find your asset, click on loan in the actions to the left.

Payment Purchase Order Number: <input type="text"/>	Payment Document Number: <input type="text"/>
--	--

[Click Here](#)

### Search Results 1-1 of 1

Actions	Asset Number	Tag Number	Organization Owner Organization Code	Building Code	Asset Status Code	Asset Description	Asset Type Code	In-Service Date
<a href="#">loan</a>   <a href="#">renew</a>   <a href="#">return</a>   <a href="#">transfer</a>	<a href="#">632550</a>	<a href="#">K04668</a>	<a href="#">1242</a>	<a href="#">0369</a>	A	Computer	<a href="#">1069000</a>	10/27/2016

Export options: [CSV](#) | [spreadsheet](#) | [XML](#)

1. As with all other documents in Kuali, you will need to enter a **Description** in the **Overview** section.
2. Browse through the Asset Information in the **Asset** section to make sure this is the asset you want to loan.

DOCUMENT OVERVIEW

OVERVIEW

\* Description:  Explanation:

Organization Document Number:

---

ASSET

Asset Information

Asset Number:	632550	Organization Owner Account Number:	2602000
Asset Description:	Computer	Owner:	1242
Organization Owner Chart Of Accounts Code:	UC	Asset Status Code:	A
Asset Condition:	E	Acquisition Type Code:	N
Asset Type Code:	1069000	Vendor Name:	Colfax International
Manufacturer:	Colfax International	Model Number:	CX-82723
Serial Number:	503K81	Tag Number:	K04668
Old Tag Number:		Government Tag:	
National Stock Number:		In-Service Date:	10/27/2016
Create Date:	10/27/2016	Fiscal Year:	2017
Last Inventory Date:	02/11/2020 12:00 AM	Period:	04

3. On the **Equipment Loans** tab, you'll need to complete:

- Borrower ID:** lookup available by clicking the magnifying glass
- 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.
- Loan Date:** auto filled with the current date, although you can manually change it.

EQUIPMENT LOANS

EQUIPMENT LOAN INFORMATION

\* Borrower ID:

\* Loan Date:

\* Expected Return Date:

---

BORROWER'S ADDRESS

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"/>

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.
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 Search Results table.

### Asset Lookup ?

Tag Number:

Asset Number:

Organization Owner Chart Of Accounts Code:

Organization Owner Organization Code:

Payment Purchase Order Number:

Payment Document Number:

### Search Results 1-1 of 1

Actions	Asset Number	Tag Number	Organization Owner Organization Code	Building Code	Asset Status Code	Asset Description	Asset Type Code	In-Service Date
<a href="#">[loan   <b>renew</b>   return]</a> <a href="#">transfer</a>	621849	K03265	1295	0236	A	Computer	1069000	02/06/2015

Export options: [CSV](#) | [spreadsheet](#) | [XML](#)

For **Equipment Loan Renewal** you should see the screen on the next page.

You will need to complete the **Description** field and Update the **Expected Return Date**.

DOCUMENT OVERVIEW

OVERVIEW

\*Description:

Explanation:

Organization Document Number:

ASSET

EQUIPMENT LOANS

EQUIPMENT LOAN INFORMATION

\*Borrower ID: dad13008

\*Loan Date: 05/27/2020

\*Expected Return Date:

BORROWER'S ADDRESS

BORROWER

STORED AT

May, 2021

Today

wk	Sun	Mon	Tue	Wed	Thu	Fri	Sat
16							1
17	2	3	4	5	6	7	8
18	9	10	11	12	13	14	15
19	16	17	18	19	20	21	22
20	23	24	25	26	27	28	29
21	30	31					

Select date

For **Equipment Loan Return** you should see the screen below.

You will need to complete the **Description** field and Update the **Loan Return Date**.

DOCUMENT OVERVIEW

OVERVIEW

\*Description:

Explanation:

Organization Document Number:

ASSET

EQUIPMENT LOANS

EQUIPMENT LOAN INFORMATION

\*Borrower ID: dad13008

\*Loan Date: 01/07/2020

\*Expected Return Date: 01/07/2022

Loan Return Date:

BORROWER'S ADDRESS

BORROWER

STORED AT

May, 2020

Today

wk	Sun	Mon	Tue	Wed	Thu	Fri	Sat
17							1 2
18	3	4	5	6	7	8	9
19	10	11	12	13	14	15	16
20	17	18	19	20	21	22	23
21	24	25	26	27	28	29	30
22	31						

Select 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.

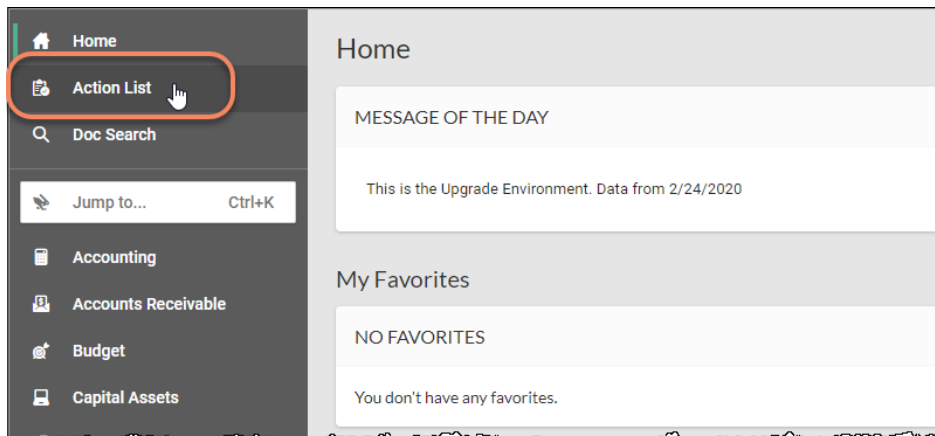
Actions	Asset Number	Tag Number	Organization Owner Organization Code	Building Code	Asset Status Code	Asset Description	Asset Type Code	In-Service Date
<a href="#">loan</a>   <a href="#">renew</a>   <a href="#">return</a>	<a href="#">595756</a>	<a href="#">W51527</a>	<a href="#">1223</a>	<a href="#">0247</a>	<a href="#">D</a>	Laptop	<a href="#">1094000</a>	05/03/2010

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

Action List <span>Backdoor Id daf06010 is in use</span> <span>preferences refresh filter</span>								
Action List   <a href="#">Outbox</a>								
3 items retrieved, displaying all items.								
<u>Id</u>	<u>Type</u>	<u>Title</u>	<u>Route Status</u>	<u>Action Requested</u>	<u>Delegator</u>	<u>Date Created</u>	<u>Group Request</u>	<u>Log</u>
<a href="#">10006453</a>	Asset Retirement Global	New AssetRetirementGlobal - jkhjkjkj	SAVED	COMPLETE		07:04 PM 03/23/2020		<a href="#">Log</a>
<a href="#">10007482</a>	General Ledger Transfer	General Ledger Transfer - Cap to Non Equip Test	SAVED	COMPLETE		11:43 AM 03/31/2020		<a href="#">Log</a>
<a href="#">10008053</a>	Equipment Loan/Return	Equipment Loan/Return - LOAN	ENROUTE	APPROVE		02:55 PM 05/27/2020	<a href="#">ELR Document Reviewers</a>	<a href="#">Log</a>

Click on approve button at the bottom of the eDoc.

DOCUMENT OVERVIEW ^

OVERVIEW

\* Description: LOAN  
 Explanation:  
 Organization Document Number:

ASSET v

EQUIPMENT LOANS ^

EQUIPMENT LOAN INFORMATION

\* Borrower ID: ras16111  
 \* Loan Date: 05/27/2020  
 \* Expected Return Date: 05/28/2020

BORROWER'S ADDRESS ^

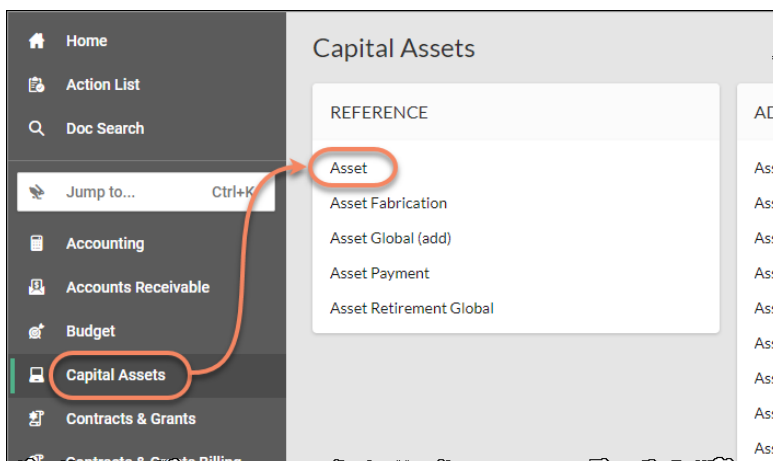
BORROWER  
 Send AdHoc Requests Save Reload **Approve** Disapprove Close

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

Document Id	Document Type	Title	Status	Initiator	Date Created	Route Log
10008053	Equipment Loan/Return	Equipment Loan/Return - LOAN	FINAL	Stevens, Ronald	05/27/2020 02:55 PM	

## Transferring Controllable and Capital Equipment Between Departments

Go to, **Capital Assets ~ Asset**.



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

**Asset Lookup** ?

Tag Number:

Asset Number:

Organization Owner Chart Of Accounts Code:

Organization Owner Organization Code:

Organization Owner Account Number:

Owner:

Once you find your asset, click on **Transfer** in the actions to the left.

Payment Purchase Order Number:

Payment Document Number:

**Search Results** 1-1 of 1

Actions	Asset Number	Tag Number	Organization Owner Organization Code	Building Code	Asset Status Code	Asset Description	Asset Type Code	In-Service Date
<a href="#">[loan   renew   return]</a> <b><a href="#">transfer</a></b>	633614	K05021	1179	0414	A	Projector	1066005	02/23/2017

You will see the following asset document screen:

**DOCUMENT OVERVIEW**

**OVERVIEW**

\* Description:

Explanation:

Organization Document Number:

**ASSET**

Asset Information

Asset Number :	633614	Organization Owner Account Number :	2561020
Asset Description :	Projector	:	1179
Organization Owner Chart Of Accounts Code :	UC	Asset Condition :	E
Owner :		Asset Type Code :	1066005
Asset Status Code :	A	Manufacturer :	Sony
Acquisition Type Code :	N		
Vendor Name :	CDW Government Inc		

**\* Description Example: Transfer Projector to Library**

The required fields to complete transfer are as follows:

- **Organization Owner Chart of Accounts Code:** UC.
- **Organization Owner Account Number:** The department's default KFS account number the equipment is being transferred to.

ASSET

**ASSET TRANSFER INFORMATION**

OLD		NEW	
Transfer from Originating Organization		Transfer to Receiving Organization	
Organization Owner Chart Of Accounts Code:	UC	* Organization Owner Chart Of Accounts Code:	<input type="text"/>
Organization Owner Account Number:	2561020	* Organization Owner Account Number:	<input type="text"/>
Organization Code:	1179	* Organization Code:	<input type="text"/>

INTERDEPARTMENTAL SALE

Interdepartmental Sales Indicator: ☐

Transfer Of Funds Financial Document Number:

- **Campus:** enter the campus location (01 = Storrs, 02 = Hartford, etc.) where the equipment will be located.
- **Building Code:** enter the building where the equipment will be located.
- **Building Room Number :** enter the room number where the equipment will be located.

ASSET TRANSFER INFORMATION

**ASSET LOCATION**

On Campus	Off Campus
* Campus: <input type="text"/>	Name: <input type="text"/>
* Building Code: <input type="text"/>	Address: <input type="text"/>
* Building Room Number: <input type="text"/>	City: <input type="text"/>
Building Sub Room Number: <input type="text"/>	State: <input type="text"/>
	Postal Code: <input type="text"/>
	Country: <input type="text"/>

In the **Notes and Attachments** tab, you can attach and/or notify of any corresponding documentation between departments for transfer of the equipment to show acceptance of new ownership.

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.

GENERAL LEDGER PENDING ENTRIES

**NOTES AND ATTACHMENTS (0)**

\* Note Text:

Attachment:  No file chosen

AD HOC RECIPIENTS

ROUTE LOG

## Gifts of Equipment

Go to, **Capital Assets ~ Asset Global (add)**



You will see the top half of the following screen asking you for the Acquisition Type Code. When you are creating an asset for Gifts ALWAYS use 'H' as your Acquisition Type Code. Click **Search**.

### Asset Acquisition Type ?

Acquisition Type Code:
Acquisition Type Name:

Income Asset Object Code:
Active Indicator:
☒ Yes
☐ No
☐ Both

You have entered the primary key for this table (Acquisition Type Code) 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.

### Search Results

1-1 of 1


Return Value	Acquisition Type Code	Acquisition Type Name	Income Asset Object Code	Active Indicator
<a href="#">return value</a>	H	Gift	4880	Yes

Export options: [CSV](#) | [spreadsheet](#) | [XML](#)

In the search results, click on the **return value** link. This will bring you to the main screen for the Asset Global document – shown on the next page.

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 Organization Document Number field but this is 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.

Asset Global 

Doc Nbr : 10008059  
 Initiator : daf06010

Status : INITIATED  
 Created : 01:27 PM 05/28/2020

EXPAND ALL COLLAPSE ALL

DOCUMENT OVERVIEW 


OVERVIEW

---

\* Description :

Explanation :

Organization Document Number :

ASSET ACQUISITION TYPE 


NEW


Acquisition Type
Acquisition Type Code: Gift

The Asset Detail Information tab will look like the following.


ASSET DETAIL INFORMATION


NEW


\* Organization Owner Chart Of Accounts Code:  

\* Organization Owner Account Number:  


Organization Owner Organization Code:

Owner:  

\* Asset Status Code:  

\* Asset Condition:  

\* Asset Description:

\* Asset Type Code:  


Vendor Name:

Manufacturer:

Model Number:

Organization Text:

Last Inventory Date: 05/28/2020

\* Create Date: 05/28/2020 

In-Service Date:

Depreciation Date:

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:

**LOCATION**

NEW ASSET LOCATION

\* Campus:

Building Code:

Building Room Number:

Building Sub Room Number:

Off Campus Name:

Off Campus Address:

Off Campus City Name:

Off Campus State:

Off Campus Postal Code:

Off Campus Country:

\* Quantity Of Assets To Be Created:

**ADD**



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:	
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="button" value="ADD"/>	
ASSET LOCATION-ASSET UNIQUE INFORMATION ( 674845 ) <input type="button" value="Hide"/>	
Asset Number:	674845
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="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	
NEW ASSET PAYMENT	
Sequence Number:	
* Chart Code:	<input type="text"/> 
* Account Number:	<input type="text"/> 
Sub-Account:	<input type="text"/> 
* Object Code:	<input type="text"/> 
Sub-Object:	<input type="text"/> 
Project Code:	<input type="text"/> 
Organization Reference Id:	<input type="text"/>
Purchase Order Number:	<input type="text"/>
Requisition Number:	<input type="text"/>
Fiscal Year:	2020
Fiscal Period:	
* Amount:	<input type="text" value="0.00"/>
<b>ADD</b>	
	<b>Total Payment Amount</b>
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

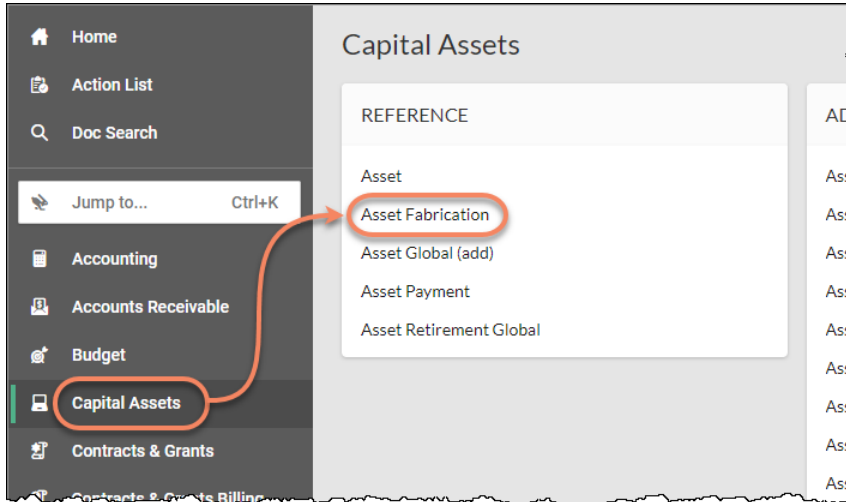
**NOTE:** Do not attach IRS Form #8283 (Non Cash Charitable Contribution) to the eDoc. The signed form **must be mailed** to the Tax Office for processing.

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

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.

Go to, **Capital Assets ~ Asset Fabrication**



The Asset Fabrication Document will look like the following.

AssetFabricationMaintenanceDocument Initiator : daf06010 Created : 03:31 PM 05/28/2020

EXPAND ALL COLLAPSE ALL

DOCUMENT OVERVIEW ^

**OVERVIEW**

\* Description :  Explanation :

Organization Document Number :

**ASSET DETAIL INFORMATION** ▼

**ASSET LOCATION** ▼

**ORGANIZATION INFORMATION** ▼

**FABRICATION INFORMATION** ▼

**NOTES AND ATTACHMENTS (0)** ▼

**AD HOC RECIPIENTS** ▼

**ROUTE LOG** ▼

Submit Save Close Cancel

You will need to fill out the required fields which are denoted with an asterisk \*

### Under Overview

- Description

### Under Asset Detail information

- 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)

### Under Asset Location

- Campus
- Building Code
- Building Room Number

### Under Fabrication Information

- 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.

## Capitalization Section of Financial Processing eDocs

On the General Ledger Transfer (GLT), 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.

There are THREE sections related to capital asset information

- a. Accounting Lines for Capitalization
- b. Create Capital Assets
- c. Modify Capital Assets

ACCOUNTING LINES FOR CAPITALIZATION

CREATE CAPITAL ASSETS

MODIFY CAPITAL ASSETS

## Steps to Complete Capitalization Sections

- 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:

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	2528000		8215				22,716.66		Bruker Corporation	<input type="checkbox"/>
1	Target	UC	7701160		8215				22,716.66		Bruker Corporation	<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

- 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

- In this example, a GLT 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”).
- Select both checkboxes on the right and 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	2528000		8215				22,716.66		Bruker Corporation	<input type="checkbox"/>
1	Target	UC	7701160		8215				22,716.66		Bruker Corporation	<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 section “Modify Capital Assets”

MODIFY CAPITAL ASSETS

System Control Amount: 45433.32
System Control Remainder Amount: 45433.32
Redistribute Total Amount
Lookup/Add Multiple Capital Asset Lines

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	2528000		8215				0.00
2	1	Target	UC	7701160		8215				0.00

Asset Number
Amt Dist Method
Amt
Action

1
Distribute cost evenly
0.00
Refresh
DELETE
Clear

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

LINE TYPE	CHART	* ACCOUNT
Source	UC	2528000
Target	UC	7701160

Asset Number
Amt Dist Method

1
Distribute cost evenly

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

MODIFY CAPITAL ASSETS

System Control Amount: 45433.32
System Control Remainder Amount: 45433.32
Redistribute Total Amount
Lookup/Add Multiple Capital Asset Lines

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	2528000		8215				0.00
2	1	Target	UC	7701160		8215				0.00

Asset Number
Amt Dist Method
Amt
Action

1
Distribute cost evenly
0.00
Refresh
DELETE
Clear

**Note:** The amount distributed will appear as though the amount is doubled. As in this example, the amount of expense being moved from one account to another account is \$22,716.66. The total amount distributed will be \$45,433.32. But don't worry – the amounts that actually go through the account and the asset record will still be -\$22,716.66 and +\$22,716.66.

MODIFY CAPITAL ASSETS

System Control Amount: 45433.32
System Control Remainder Amount: 0.00

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	2528000		8215				22,716.66
2	1	Target	UC	7701160		8215				22,716.66

Asset Number
Amt Dist Method
Amt
Action

1
Distribute cost evenly
45,433.32
Refresh
DELETE
Clear

6. Once the total amount is allocated to an asset, the capitalization sections are complete.

### Option B: Modify More than One Asset

1. In this example, a GLT is moving expenses from one account to another relating to two separate assets. You can enter the asset information for both assets in the GLT and specify which amounts apply to each one.

As shown here: line 1 applies to asset #672922 and line 2 applies to asset #662821 (the asset numbers were entered in the Org Ref ID fields on the TO side).

ACCOUNTING LINES

FROM

COPY ALL DELETE ALL HIDE DETAILS

	* CHART	* ACCOUNT	SUB-ACCOUNT	* OBJECT	SUB-OBJECT	PROJECT	ORG REF ID	* AMOUNT	REF ORIGIN CODE	REF NUMBER	LINE DESCRIPTION	ACTIONS
1	UC University of Con...	5652510 CAREER: A New P...		8220 Gen Equip >5K Fe...				34,702.89	01	9905750	Cryomech Inc	
2	UC University of Con...	5652510 CAREER: A New P...		8220 Gen Equip >5K Fe...				22,726.05	01	9453743	IPG Photonics Corporation	
TOTAL:								57,428.94				

TO

DELETE TO LINES HIDE DETAILS

	* CHART	* ACCOUNT	SUB-ACCOUNT	* OBJECT	SUB-OBJECT	PROJECT	ORG REF ID	* AMOUNT	REF ORIGIN CODE	REF NUMBER	LINE DESCRIPTION	ACTIONS
1	UC University of Con...	5652510 CAREER: A New P...		8220 Gen Equip >5K Fe...			672922	34,702.89	01	9905750	Cryomech Inc	%
2	UC University of Con...	5652510 CAREER: A New P...		8220 Gen Equip >5K Fe...			662821	22,726.05	01	9453743	IPG Photonics Corporation	%
TOTAL:								57,428.94				

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	5652510		8220				34,702.89		Cryomech Inc	<input checked="" type="checkbox"/>
2	Source	UC	5652510		8220				22,726.05		IPG Photonics Corporation	<input type="checkbox"/>
1	Target	UC	5652510		8220			672922	34,702.89		Cryomech Inc	<input checked="" type="checkbox"/>
2	Target	UC	5652510		8220			662821	22,726.05		IPG Photonics Corporation	<input type="checkbox"/>

Select Amount Distribution Method: Distribute cost evenly

CREATE ASSET Modify Asset

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

MODIFY CAPITAL ASSETS

System Control Amount: 69405.78 System Control Remainder Amount: 69405.78 Redistribute Total Amount Lookup/Add Multiple Capital Asset Lines

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	5652510		8220				0.00
2	1	Target	UC	5652510		8220			672922	0.00

Asset Number 672922 Amt Dist Method Distribute cost evenly Amt 0.00 Action Refresh DELETE Clear

4. After applying the selected lines to the first asset, the Accounting Lines for Capitalization section will update. The lines that have been applied to the asset are now greyed out.

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	5652510		8220				34,702.89	50.00	Cryomech Inc	<input checked="" type="checkbox"/>
2	Source	UC	5652510		8220				22,726.05		IPG Photonics Corporation	<input type="checkbox"/>
1	Target	UC	5652510		8220			672922	34,702.89	50.00	Cryomech Inc	<input checked="" type="checkbox"/>
2	Target	UC	5652510		8220			662821	22,726.05		IPG Photonics Corporation	<input type="checkbox"/>

5. 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-capital equipment and it should be capital equipment. A GLT would be used to correct the accounting lines, moving the amount from object code 8306 to 8215.

ACCOUNTING LINES

FROM

COPY ALL

DELETE ALL

HIDE DETAILS

* CHART	* ACCOUNT	SUB-ACCOUNT	* OBJECT	SUB-OBJECT	PROJECT	ORG REF ID	* AMOUNT	REF ORIGIN CODE	REF NUMBER	LINE DESCRIPTION	ACTIONS
1 UC University of Con...	3146080 Catering		8306 Control Prop Equi...				13,075.00	01	10314272	The Warehouse Store Fixture Co Inc	
							TOTAL:	13,075.00			

TO

DELETE 'TO' LINES

HIDE DETAILS

* CHART	* ACCOUNT	SUB-ACCOUNT	* OBJECT	SUB-OBJECT	PROJECT	ORG REF ID	* AMOUNT	REF ORIGIN CODE	REF NUMBER	LINE DESCRIPTION	ACTIONS
1 UC University of Con...	3146080 Catering		8215 General Equipmen...				13,075.00	01	10314272	The Warehouse Store Fixture Co Inc	%
							TOTAL:	13,075.00			

2. Click “Generate” in the Accounting lines for Capitalization section. Check the checkbox for the accounting line, then select “create asset”. This will expand the Create Capital Assets section in the document.

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	3146080		8215				13,075.00		The Warehouse Store Fixture Co Inc	<input checked="" type="checkbox"/>

Select Amount Distribution Method: Distribute cost evenly

CREATE ASSET

Modify Asset

3. Fill out this section 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

System Control Amount: 13075.00      System Control Remainder Amount: 13075.00

**Redistribute Total Amount**

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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	3146080		8215				0.00

---

ASSET QUANTITY	ASSET TYPE	VENDOR NAME	MANUFACTURER	MODEL	AMT DIST METHOD	AMT	
1	1	1050000	The Warehouse Store Fi	The Oven Company	AB567821	Distribute cost evenly	0.00

ASSET DESCRIPTION: Pizza Oven

ACTIONS: **INSERT** **DELETE** Clear

Add Tag/Location

4. Next, click the “add tag/location” button under the Actions section on the right

**INSERT** **DELETE** Clear

Add Tag/Location

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.

TAG NUMBER	SERIAL NUMBER	* CAMPUS CODE	BUILDING CODE	ROOM NUMBER	SUB ROOM	ACTION
1						<b>DELETE</b>

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

## Capital Asset Management Reports available in WebFOCUS

Go to, **bi.uconn.edu** ~ sign in ~ **Financial Reporting ~ KFDM ~ Standard Reports ~ Capital Assets**

- Capital Equipment
- Controllable Property
- Equipment on Loan

## Questions?

Email: [InventoryControl@uconn.edu](mailto:InventoryControl@uconn.edu)

<b>Name</b>	<b>Phone</b>	<b>Topics</b>
Dave Ferreira	486-0940	Reports, Loans, Object codes
Erin Blanchette	486-2651	Transfers, Loans, Object codes
Tom Fearney	486-0935	Asset Location
Daniel Brierley	486-0939	Asset Location
Amber Whitehead	486-6950	Object Codes, GLT
Annette Pavone	486-2934	Object Codes, Gifts, GLT