

**GEC EXERCISES:** Moving expenses between accounts, object codes (Create New and Modify Existing), and capitalizing WIP accounts.

**EXAMPLE #1:** Moving expenses between accounts.

On PO 220193 equipment was purchased on account 1200050-8210. The cost needs to be re-distributed to accounts 1200051-8210 and 1202070-8210 on three assets. You will need the following information:

PO Number, Asset Number(s), Account Number(s), Object Code(s), Amount of Each Asset, Payment Request Number and Total Cost.

The best way to get this information is to do an “Asset Payment” search found on the main screen under Lookup and Maintenance. Note: If you use the Account Number for your lookup, you will only get the payment(s) posted on that account. So it is best to search by PO if more than one account was used.

**Asset Payment Lookup** 17 \* required field

Tag Number: <input type="text"/> Purchase Order Number: <input type="text" value="220193"/> Document Type: <input type="text"/> Chart Code: <input type="text" value="01"/> Account Number: <input type="text" value="1200050"/> Object Code: <input type="text"/> Project Code: <input type="text"/> Fiscal Year: <input type="text"/> Posting Date From: <input type="text"/> In-Service Date From: <input type="text"/> Amount: <input type="text"/> Campus: <input type="text" value="UC"/> Asset Status Code: <input type="text"/> Plant Chart Code: <input type="text"/> Campus Plant Chart Code: <input type="text"/> Sub-Fund Group Code: <input type="text"/> Asset Description: <input type="text"/>	Asset Number: <input type="text"/> Requisition Number: <input type="text"/> Document Number: <input type="text"/> Organization Code: <input type="text"/> Sub-Account: <input type="text"/> Sub-Object: <input type="text"/> Organization Reference Id: <input type="text"/> Fiscal Period: <input type="text"/> Posting Date To: <input type="text"/> In-Service Date To: <input type="text"/> Total Cost: <input type="text"/> Building Code: <input type="text"/> Asset Type Code: <input type="text"/> Organization Plant Account Number: <input type="text"/> Campus Plant Account Number: <input type="text"/> Object Sub-Type Code: <input type="text"/>
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3 items retrieved, displaying all items.

Actions	Asset Number	Req. #	Posting Year	Period Code	Asset Status Code	Asset Description	Organization Code	Chart Code	Account Number	Sub-Account	Object Code	Sub-Obj. Code	Sub-Fund Grp. Code	Purchase Order #	Doc. No.	Doc. Type	Posting Date	Amount	Accum. Debit Amt.
<a href="#">edit</a> <a href="#">load</a> <a href="#">renew</a> <a href="#">return</a> <a href="#">merge</a> <a href="#">associate</a> <a href="#">payment</a>	500570	1	2010	10	A	RISK ARRAY	1010	CO	1200050		8210		CONTE	220193	694598	PREQ	1/13/2010	6,297.90	5,143.28
<a href="#">edit</a> <a href="#">load</a> <a href="#">renew</a> <a href="#">return</a> <a href="#">merge</a> <a href="#">associate</a> <a href="#">payment</a>	500571	1	2010	10	A	DISK ARRAY	1040	CO	1200050		8210		CONTE	220193	694598	PREQ	1/13/2010	6,089.30	4,973.93
<a href="#">edit</a> <a href="#">load</a> <a href="#">renew</a> <a href="#">return</a> <a href="#">merge</a> <a href="#">associate</a> <a href="#">payment</a>	500568	1	2010	10	A	TAPE LIBRARY	1040	CO	1200050		8210		CONTE	220193	694598	PREQ	1/13/2010	5,054.00	4,127.43

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

Assets:

- a. 500570, 1200050, 8210, \$6,297.90
  - b. 500571, 1200050, 8210, \$6,089.30
  - c. 500568, 1200050, 8210, \$5,054.00
- Total Cost: \$17,441.20

Step 1. Bring up GEC Doc

Enter Description – TEST

Step 2. Enter Accounting Lines From (The required items; chart, account number, object, amount, reference origin code, and reference number all have an “\*”):

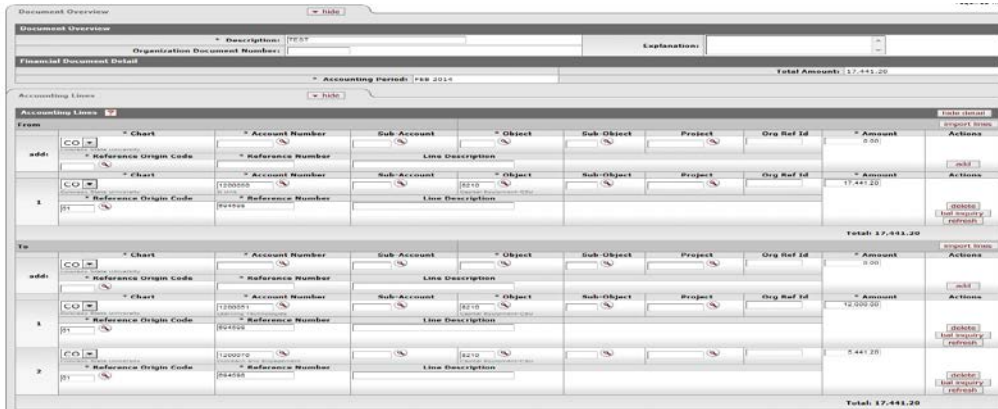
CO, 1200050, 8210, \$17,441.20, 01, 694598, click on “add”      Total Cost: \$17,441.20

Step 3. Enter Account Lines To:

CO, 1200051, 8210, \$12,000.00, 01, 2357422, click on “add”

CO, 1200070, 8210, \$5,441.20, 01, 2357422, click on “add”      Total Cost: \$17,441.20

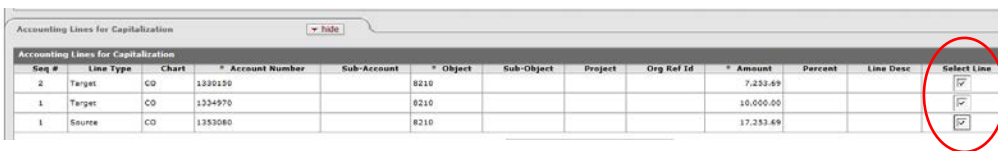
Your screen will look like the following:



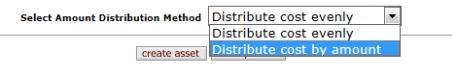
Accounting Lines for Capitalization tab will be opened.

Processing the Accounting Lines for Capitalization:

Step 4. Click to check "Select Line" for all three lines.



Step 5. Select the Distribution Method "Distribute cost by amount".



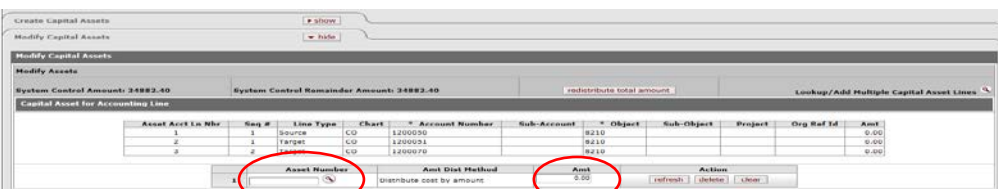
NOTE: Amounts used must be divisible by the number of assets you are creating or modifying if you select "Distribute cost evenly".

Step 6. Select "modify asset".



System should insert one asset information collection screen, with all 3 accounting lines.

Modify Capital Assets:



Enter Asset Number 500570

Enter the Amt \*\$12,595.80

\*Remember, we selected all three accounting lines, so we are taking the amount \$6,297.90 from account 1200050 and moving it to accounts 1200051 and 1200070 for asset 500570. Because the Capital Accounting Line tab presents the amounts in whole dollars (not debits & credits) the amount should be entered as \$12,595.80 ( $\$6,297.90 * 2$ ). When the payments are posted to the asset, they will be correctly applied as debits and credits. The amounts are displayed as whole amounts so the system can compute the account amounts.

Alternatively, we could have selected the “Source” accounting line and modified the asset with an amount of \$6,297.90. Then select both “Target” accounting lines and modified the same asset number with an amount of \$6,297.90.

Step 7. Select “modify asset” again (to bring in asset information collection screen for the 2nd asset).

Enter Asset Number 500571

Enter Amt \$12,178.60 ( $\$6,089.30 * 2$ )

Step 8. Select “modify asset” again (to bring in information collection screen for the 3rd asset).

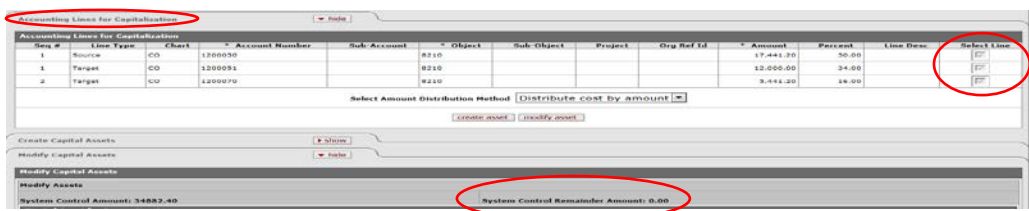
Enter Asset Number 500568

Enter Amt \$10,108.00 ( $\$5,054.00 * 2$ )

Step 9. Click on “Redistribute total amount”.



The System Control Remainder Amount should now be at 0.00 and all of the “Accounting lines for Capitalization” should have been processed (grayed out). Your document is ready to be submitted.



Step 10. Click on “submit”.



**EXAMPLE #2:** Changing Object Codes (from non-cap to cap-using “modify asset”).

On PO 396669 shipping was expensed and should have been included in the cost of the asset.

Note:  
Use the amount paid.

NO	QUANTITY	Freight cost per final revised qt	200.00	200.00	No					
Accounting Lines										
Accounting Lines ?										
Source	* Chart	* Account Number	Sub-Account	* Object	Sub-Object	Project	Org Ref Id	Percent	Amt	Actions
CO	Colorado State University	1326592	6624	5524	Freight-Hauling			100.00	200.00	

To get the asset number for this (since we are modifying existing) you can do an Asset Payment look up by PO (as in example 1) or you can look directly on the PO in the notes section.

Posted Timestamp	Author	Note Text	Attached File	Send to Vendor?	Notification Recipient	Actions
09/10/2013 10:08 AM	Selomon, Karen L.	Please see attached quote = QUO-26134-57W9, Karen 970-491-5036.	DD1.pdf (467 KB, application/pdf)	Yes		add
09/10/2013 10:09 AM	Selomon, Karen L.	Property - let me know if you have questions about what to do cal. The computer with the software loaded on it is the most logical piece to deal. Karen 970-491-5036.		No		add
09/10/2013 11:46 AM	Murphy, David M.	Budget will be moved into 1326592 to cover this purchase.		No		add
09/16/2013 08:38 AM	USER, KPS	Requisition did not become an APO because: Requisition total is greater than the APO limit.		No		add
09/26/2013 02:42 PM	LaFollette, Kathleen L.	ISS 0401409 CO BIDS award and Pink Form v LH sign for procurement authorization.	0401409 ISS BIDS Mouse Tele Syst - Final Pink ISS & BIDS Award.pdf (774 KB, application/pdf)	No		add
09/26/2013 02:46 PM	LaFollette, Kathleen L.	Att: Samia Rashed/DSE Staff -- Please note BTR on all packing slips & BTR/RE INVOICE for most efficient receipt and payment. Purchase is per final qt every attached. Dr. Yama Peng/COO is contact for order.	DCE Qn QUO-26134-57W9 With Signed TC Final.pdf (483 KB, application/pdf)	Yes		add
09/26/2013 04:10 PM	USER, KPS	Receiving is set to be required because the receiving threshold summary with a total amount of 91261.49 exceeds the receiving threshold of 5000.00 with respect to the threshold criteria Chart CO - Object code 5510		No		add
10/18/2013 08:14 PM	USER, KR	This PO was automatically closed in batch.		No		add
10/21/2013 01:33 PM	Effraim, Debra W.	Asset numbers have been created for this document: 305567		No		add

You will also need the Payment Request Document Number, also found on the PO under View Related Documents tab.

PREQ #	Invoice #	PO #	PREQ Status	Hold	Request Cancel	Vendor Name	Customer #	Amount	Pay Date	PDF Extract Date	Paid?
304114	76880 RI	396669	Auto-Approved	No	No	Data Sciences Int	Yong-Hoere	91,781.49	10/22/2013	2013-10-23 08:37:33.0	Yes

Step 1. Bring up GEC Doc

Enter Description – TEST

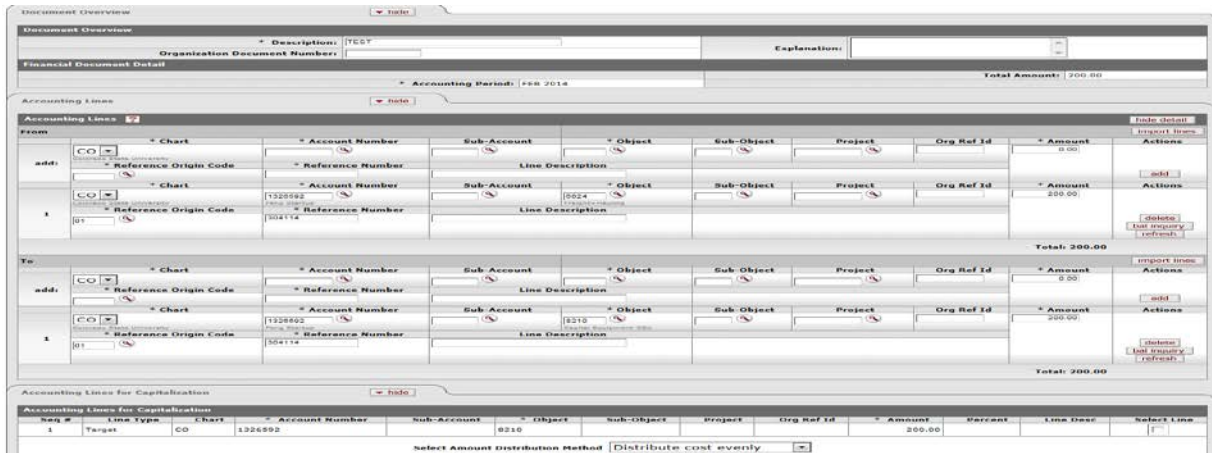
Step 2. Enter Accounting Lines From (The required items; chart, account number, object, amount, reference origin code, and reference number all have an “\*”):

CO, 1326592, 6624, \$200.00, 01, 304114, click on “add”      Total Cost: \$200.00

Step 3. Enter Accounting Lines To:

CO, 1326592, 8210, \$200.00, 01, 304114, click on “add”      Total Cost: \$200.00

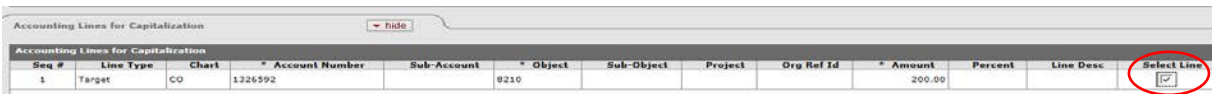
Your screen will look like the following:



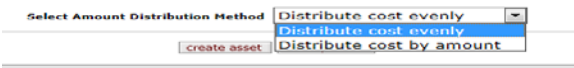
Accounting Lines for Capitalization tab will be opened.

Processing the Accounting Lines for Capitalization:

Step 4. Click to check "Select Line" for Target.



Step 5. Select the Distribution Method "Distribute cost evenly".



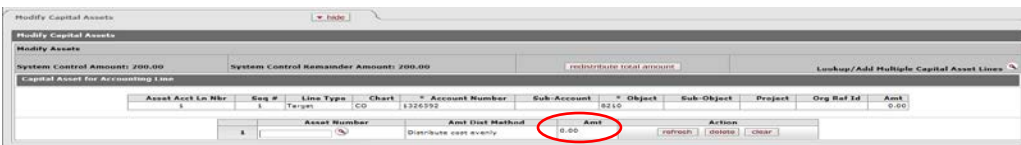
NOTE: Amounts used must be divisible by the number of assets you are creating or modifying if you select "Distribute cost evenly".

Step 6. Select "modify asset".



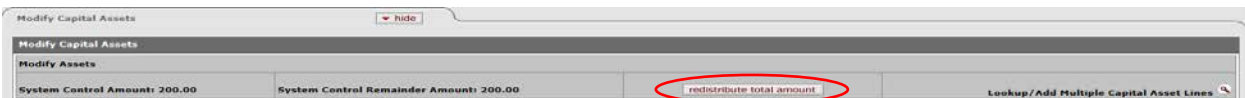
System should insert one asset information collection screen.

Modify Capital Assets:



Enter Asset Number 506567 (Note: no amount can be entered when "Distribute cost evenly" is selected)

Step 7. Click on "Redistribute total amount" (this will populate the amount(s) for you).



The System Control Remainder Amount should now be at 0.00, all of the “Accounting lines for Capitalization” should have been processed (grayed out), and the amount should be in place. Your document is ready to be submitted.

The screenshot shows the 'Accounting Lines for Capitalization' window. At the top, there is a table with columns: Seq #, Line Type, Chart, Account Number, Sub-Account, Object, Sub-Object, Project, Org Ref Id, Amount, Percent, Line Desc, and Select Line. A single line is visible with Seq # 1, Line Type Target, Chart CO, Account Number 1326592, Sub-Account 8210, Object 8210, and Amount 200.00. Below this table is a 'Select Amount Distribution Method' dropdown set to 'Distribute cost evenly'. Further down, there are buttons for 'create asset' and 'modify asset'. Below that is a 'Modify Capital Assets' section with a 'show' button. Underneath is a 'Modify Assets' section with a 'hide' button. The 'System Control Amount: 200.00' and 'System Control Remainder Amount: 0.00' are both highlighted with red circles. Below this is a 'Capital Asset for Accounting Line' section with a table for 'Asset Acct Ln Nbr', 'Seq #', 'Line Type', 'Chart', 'Account Number', 'Sub-Account', 'Object', 'Sub-Object', 'Project', 'Org Ref Id', and 'Amt'. A single asset is listed with Seq # 1, Line Type Target, Chart CO, Account Number 1326592, Sub-Account 8210, Object 8210, and Amt 200.00. Below this table is another table for 'Asset Number', 'Amt Dist Method', 'Amt', and 'Action'. The 'Amt' field is highlighted in red and shows 200.00. There are buttons for 'refresh', 'delete', and 'clear'.

Step 8. Click on “submit”.

The screenshot shows a horizontal bar with six buttons: 'submit', 'save', 'reload', 'close', 'cancel', and 'copy'. The 'submit' button is circled in red.

**EXAMPLE #3:** Changing Object Codes (from non-cap to cap-using “create asset”).

On PO 277229 multiple items were ordered as an Open PO on account 2139070-6201 for \$153,100.00. It was determined that there were 3 capital assets included in the lump sum. A GEC is needed to capitalize these 3 assets and a funding change is also required. New account 1355700-8210.

Below is the line on the PO:

The screenshot shows the PO line details. The 'Accounting Lines' section is expanded, showing a table with columns: Chart, Account Number, Sub-Account, Object, Sub-Object, Project, Org Ref Id, and Percent. The 'Accounting Lines' section is highlighted in red.

Info needed to start the GEC will be the cost of each asset (this was gathered from invoices):

Invoice Details				Invoice Details					
ITEM	MATERIAL DESCRIPTION	QUANTITY	UNIT PRICE	AMOUNT	ITEM	MATERIAL DESCRIPTION	QUANTITY	UNIT PRICE	AMOUNT
0010	WIN98409160 CHARIOT IVACUUM ATV 24 114 AH AGM OBC Serial # 1012577000348,1012577000349	2 EA	8,004.51	16,009.02	0010	WIN98409160 CHARIOT IVACUUM ATV 24 114 AH AGM OBC Serial # 10125770000414	1 EA	8,004.51	8,004.51
			Subtotal	16,009.02				Subtotal	8,004.51
			Shipping	0.00				Shipping	0.00
			Tax Amount	0.00				Tax Amount	0.00
			Gross Price	16,009.02				Gross Price	8,004.51

Total \$24,013.53 (\$16,009.02 + \$8,004.51)

Step 1. Bring up GEC Doc

Enter Description: TEST



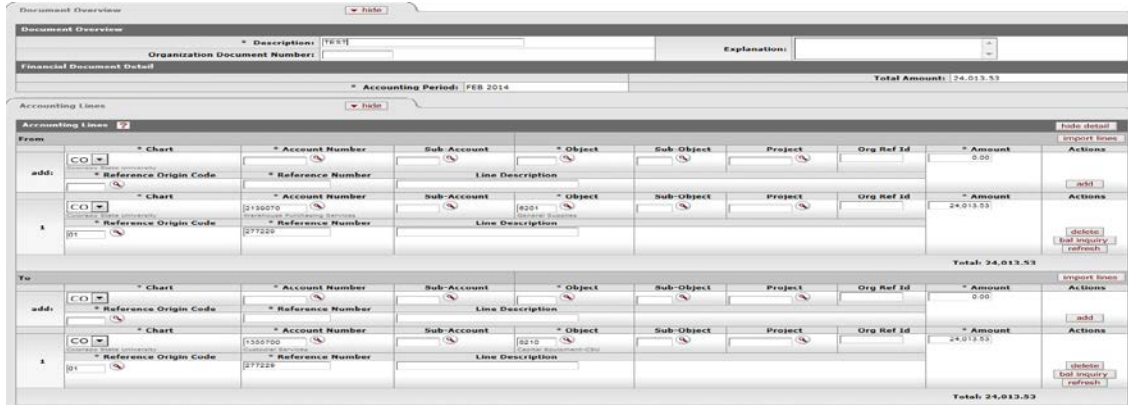
Step 2. Enter Accounting Lines From (The required items; chart, account number, object, amount, reference origin code, and reference number (PO # was used here) all have an “\*”):

CO, 2139070, 6201, \$24,013.53, 01, 277229, click on “add” Total Cost: \$24,013.53

Step 3. Enter Accounting Lines To:

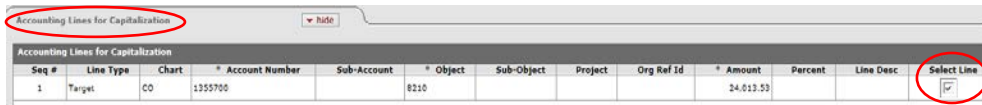
CO, 1355700, 8210, \$16,009.02, 01, 277229, click on “add” Total Cost: \$24,013.53

Your screen should look like this:

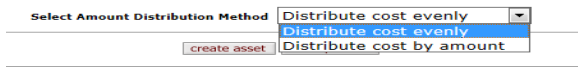


Accounting Lines for Capitalization tab will be opened. Processing the Accounting Lines for Capitalization:

Step 4. Click to check “Select Line”.



Step 5. Select the Distribution Method “Distribute cost evenly”.

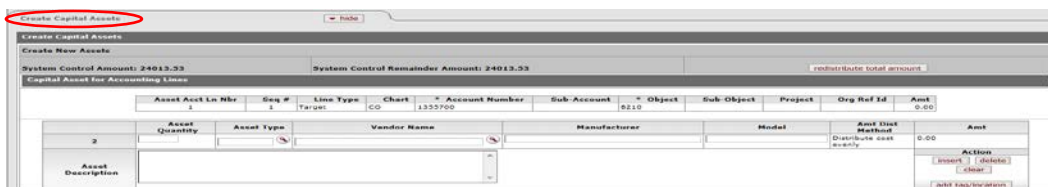


NOTE: Amounts used must be divisible by the number of assets you are creating or modifying if you select “Distribute cost evenly”.

Step 6. Click “create asset”.



System should open “Create Capital Assets” tab



Step 7. Asset Quantity. Enter the number of assets to be created. This is a required field.

Enter: 3

Step 8. Asset Type. The asset type assigns the useful life for depreciation and is required. For this reason, it is important it is assigned correctly. Use the magnifying glass to navigate to the search screen. Use the description field to perform the search.

Searching helpful hints:

A. Remember you can use wild cards, i.e. \*shop\*

B. First try looking for the type of equipment: Scrubber

If you don't get any search results, then try a more generic description: Scientific Equipment, Medical Equipment, Office Equipment, etc.

Enter: 00032ME

Step 9. Vendor Name. You must search and return a value.

Return Value: Hillyard Floorcare Inc

Step 10. Manufacturer. The Manufacturer is the maker of the equipment and is required.

Enter: Chariot

Step 11. Model. The model is the usually the version.

Enter: ATV24

Step 12. Asset Description: The asset description should describe the equipment in such a way it is easy to identify for physical inventory inspection.

Enter: IVACUUM FLOOR SCRUBBER

Step 13. Click on the "add tag/location" button to enter the required location information.

Asset Acct Ln Nbr	Seq #	Line Type	Chart	* Account Number	Sub-Account	* Object	Sub-Object	Project	Org Ref Id	Amt
1	1	Target	CO	1355700		8210				0.00

Asset Quantity	Asset Type	Vendor Name	Manufacturer	Model	Amt Dist Method	Amt
2	00032ME	Hillyard Floorcare Inc	CHARIOT	ATV24	Distribute cost evenly	0.00

Asset Description: IVACUUM FLOOR SCRUBBER

Action: insert, delete, clear, add tag/location

Step 14. Tag Number. The tag number is not required. You may obtain one from Property Mgmt.

Step 15. Serial Number. The serial number is not required.

Step 16. Campus code. The campus code is required.

Enter: MC – CSU Main Campus



Step 17. Building Code. The building code is required, click on the magnifying glass to navigate to the building lookup.

Enter: 0104

Step 18. Room Number. The room number is required, click on the magnifying glass to navigate to the room lookup.

Enter: 113

Step 19. Repeat steps 17 and 18 for assets 2 and 3.

Step 20. Click the “redistribute total amount” button.

Asset Acct Ln Nbr	Seq #	Line Type	Chart	* Account Number	Sub-Account	* Object	Sub-Object	Project	Org Ref Id	Amt
1	1	Target	CO	1355700		8210				0.00

Asset Quantity	Asset Type	Vendor Name	Manufacturer	Model	Amt Dist Method	Amt
3	00012ME	polyard Floorcare Inc	CHARIOT	ATV24	Distribute cost evenly	0.00

Tag Number	Serial Number	* Campus Code	* Building Code	Room Number	Sub Room	Action
1		MC - CSU Main Campus	0104	113		delete
2		MC - CSU Main Campus	0104	113		delete
3		MC - CSU Main Campus	0104	113		delete

The System Control Remainder Amount should now be at 0.00 and all of the “Accounting lines for Capitalization” should have been processed (grayed out). Your document is ready to be submitted.

Seq #	Line Type	Chart	* Account Number	Sub-Account	* Object	Sub-Object	Project	Org Ref Id	* Amount	Percent	Line Desc	Select Line
1	Target	CO	1355700		8210				24,013.53	100.00		<input type="checkbox"/>

Select Amount Distribution Method: Distribute cost evenly

create asset modify asset

System Control Amount	System Control Remainder Amount
24013.53	0.00

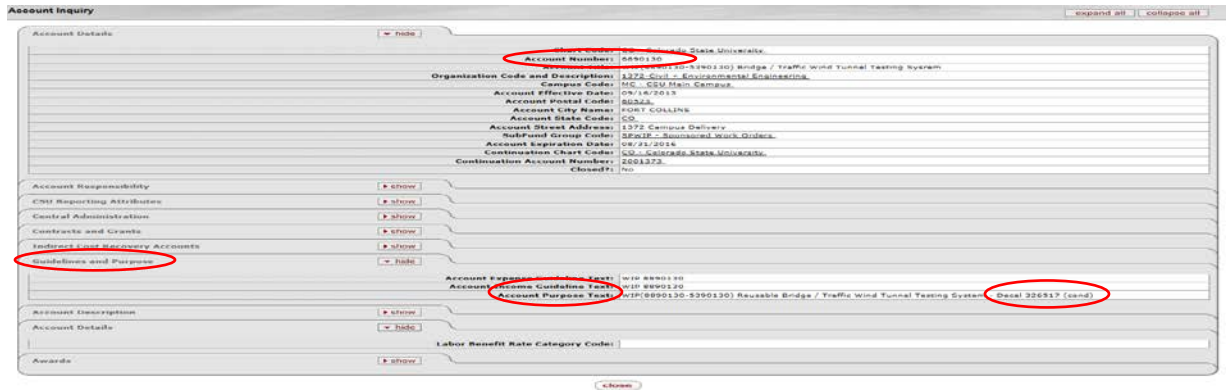
Step 21. Click on “submit”.

submit save reload close cancel copy

#### EXAMPLE 4: Capitalizing a Work-In-Process (WIP).

WIP's are used to capture multiple purchases in order to build an asset over a long period of time. If you are using Sponsored Funding (Research funds such as 53 accounts) then an 88 is set up through a request made to Office of Sponsored Programs (OSP). OSP will assign the 88 fund to use to capture the costs over multiple PO's. When the project is complete, a GEC is used to capitalize the asset. If you are using University Funding then an 89 is set up through a request made to Property Management (this can

be used for internally developed software costing over \$50,000.00). Before capitalizing, you will need to get the final amount of all your costs. The GEC will use an assigned object code for the “From” Line and the decal information obtained from the 88 fund (if on a 53) or from Property Management. You can look up the 88 account (see below) and in the Guidelines and Purpose tab/Account Purpose Text and there should be Decal information (if not, contact Property Mgmt).



Step 1. After you have gathered information, bring up GEC Doc

Enter Description: TEST

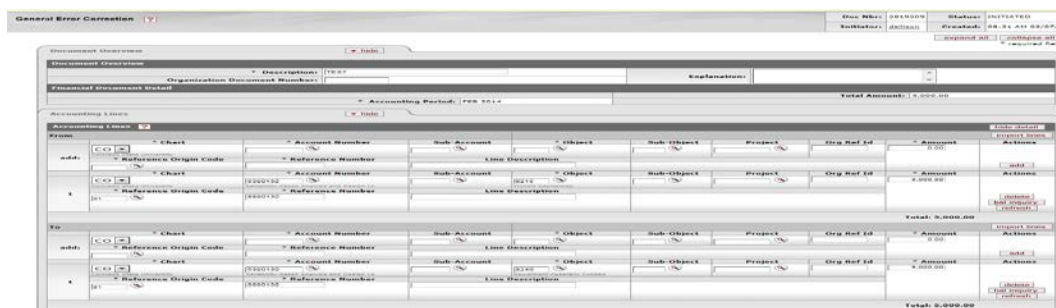
Step 2. Enter Accounting Lines From (The required items; chart, account number, object, amount, reference origin code, and reference number (PO # was used here) all have an “\*“):

CO, 5390130, 6215 (this is a model, otherwise, it will probably be 6224), \$5,000.00, 01, 8890130, Click on “add”.

Step 3. Enter Accounting Lines To:

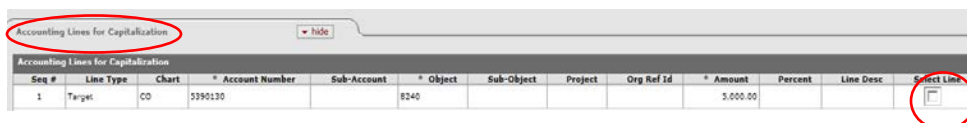
CO, 5390130, 8240, \$5,000.00, 01, 8890130, click on “add”

Your screen should look like this:

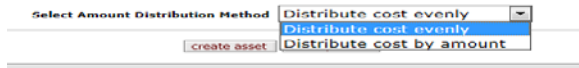


Accounting Lines for Capitalization tab will be opened. Processing the Accounting Lines for Capitalization:

Step 4. Click to check “Select Line”.



Step 5. Select the Distribution Method “Distribute cost evenly”.

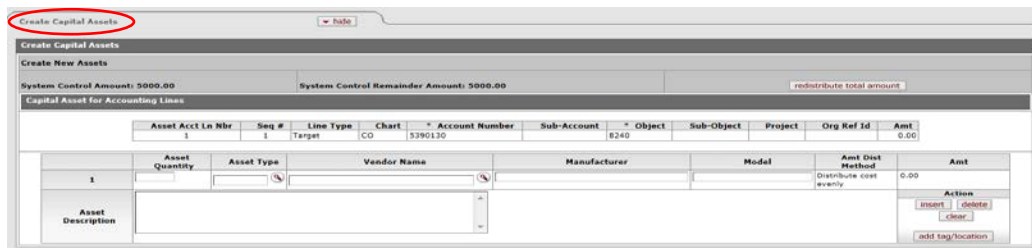


NOTE: Amounts used must be divisible by the number of assets you are creating or modifying if you select “Distribute cost evenly”.

Step 6. Click “create asset”.



System should open “Create Capital Assets” tab



Step 7. Asset Quantity. Enter the number of assets to be created. This is a required field.

Enter: 1

Step 8. Asset Type. The asset type assigns the useful life for depreciation and is required. For this reason, it is important it is assigned correctly. Use the magnifying glass to navigate to the search screen. Use the description field to perform the search.

Enter: 10010SI

Step 9. Vendor Name. You must search and return a value.

Return Value: C S U FABRICATION CAPITAL ASSET

Step 10. Manufacturer. The Manufacturer is the maker of the equipment and is required.

Enter: LOCAL FAB

Step 11. Model. The model is the usually the version.

Enter: CUSTOM

Step 12. Asset Description: The asset description should describe the equipment in such a way it is easy to identify for physical inventory inspection.

Enter: BRIDGE SECTION WIND TUNNEL TEST MODEL W/ MOVING RELUTE MODELS

Step 13. Click on the “add tag/location” button to enter the required location information

Step 14. Tag Number. The tag number is not required. You may obtain one from Property Mgmt.

Enter: 326517

Step 15. Serial Number. The serial number is not required.

Enter: N/A

Step 16. Campus code. The campus code is required.

Enter: MC – CSU Main Campus

Step 17. Building Code. The building code is required, click on the magnifying glass to navigate to the building lookup.

Enter: 0041

Step 18. Room Number. The room number is required, click on the magnifying glass to navigate to the room lookup.

Enter: 202

Step 19. Click the “redistribute total amount” button.

The System Control Remainder Amount should now be at 0.00 and all of the “Accounting lines for Capitalization” should have been processed (grayed out). Your document is ready to be submitted

Step 20. Click on “submit”.