**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
- 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.

**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”

  **Total Cost:** $17,441.20

- CO, 1200070, 8210, $5,441.20, 01, 2357422, click on “add”

  **Total Cost:** $17,441.20
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.

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.

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

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

Note: Use the amount paid.
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.

Step 8. Click on “submit”.

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:

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

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.

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.

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 21. Click on “submit”.

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”.

Accounting Lines for Capitalization
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”.