KUALI INSTRUCTIONS FOR ADDING NON-CAPITAL ASSETS

- On the main menu screen locate the Lookup and Maintenance box in the middle of the screen. Under the heading “Capital Asset Management” click on the link that says Asset Global (Add).

- You will see the following screen asking you for the acquisition type code. When you are creating a non capital asset you will ALWAYS use ‘A’ as your acquisition type code. (NOTE – YOU HAVE TO SEARCH FOR ‘A’ AND HIT RETURN VALUE FROM THE SEARCH MENU IN ORDER TO PROGRESS TO THE NEXT SCREEN)

- When you have entered the acquisition type code you will arrive at the main screen for the asset global document.
In the document overview tab you must enter a description of the document (Example - Adding a non-cap asset). You may also enter an explanation and/or a PO# in the Org. Doc. # fields but these are not required.

The asset acquisition type tab is automatically filled out for you and simply shows that you have chosen A for non capital. You can hide this tab.

The asset detail information tab will look like the following.

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 ASTERICKS.)

Make sure to fill out the following fields:

- **Organization Owner Chart of Accounts Code** – this will almost always be CO
- **Organization Owner Account Number** – this will be your departmental account number
- **Asset Status Code** – this will ALWAYS be ‘N’ (Non-Capital Active) (NOTE – IF YOU LATER WANT TO RETIRE A NON-CAPITAL ASSET THAT YOU HAVE CREATED YOU WOULD GO INTO THE ASSET RECORD AND EDIT THE ASSET STATUS CODE TO SAY ‘O’ WHICH IS NON-CAPITAL RETIRED. THE RETIREMENT DOCUMENT DOES NOT WORK WITH NON-CAPITAL ASSETS.)
- **Asset Condition** – select the condition of the asset
- **Asset Description** – give a description of the asset (example – Laptop Computer)
- **Asset Type Code** – this will ALWAYS be “1000N” (Non-Capital Asset). This is a specific type code created for non-capital assets so please be sure to ALWAYS use this type code which specifies no depreciation. (NOTE - You can also type *non-cap* into the search field to find and return this value.)
- **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 CSU
  - **Model** – give the model of the asset
  - **Organization text** – record any pertinent notes about the asset (example – departmental checkout laptop #3, etc.)

- 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 Tab Image]

- The required fields for step 1 of this tab are as follows:
  - **Campus** – put in your campus code (MC = main campus, FC = foothills 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 non capital 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.
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 TO
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.)

None of the fields under the new asset number are required and you can fill out as many or few as you want.
The Serial Number and Asset Representative fields are pretty obvious as to what you would enter there. The
Organization Inventory Name, Organization Asset Type Identifier and National Stock Number fields can be
used for any information that you want and are searchable fields. For example if you wanted to use
Organization Inventory Name to classify your non cap assets you would type “desktop computer” or “laptop
computer” and then you could search by that field to bring up only your desktop computers etc.

IMPORTANT INFORMATION IF YOU ARE FILLING OUT THE “TAG NUMBER” FIELD

- PROPERTY MANAGEMENT CAN PRINT OUT 9XXXXX DECAL NUMBERS FOR YOU TO USE
  PLEASE CALL 491-1045 FOR MORE INFORMATION

- IF YOU WANT TO USE YOUR OWN NUMBERING SYSTEM PLEASE CONTACT PROPERTY FIRST
  FOR APPROVAL TO AVOID ANY DUPLICATIONS OR CONFUSION

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 the
Property Management office.
Kuali Instructions for the Capitalization Entry from an 88 or 89 Work in Process Account (WIP)

Use the Distribution of Income and Expense (DI) document.

See below for an example of a Work in Process (WIP) capitalization entry:

Be sure to reference the 88 account in the Reference Number field.

Please use the appropriate 53 account number and object code for the research project WIP being closed.

Look up the Funding Source Code on the 53 account. Using the Kuali Account lookup, type in the 53 account. Then find the Central Administration Tab for the Fund Source Code. Based on the source code and the title shown on the Sponsored Program Report, use the appropriate objects code.

<table>
<thead>
<tr>
<th>ACCOUNT FUNDING SOURCE</th>
<th>RPS REPORT (SPONSORED PROGRAMS)</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>SPONSOR TITLE</td>
</tr>
<tr>
<td>22,32,34,41,51</td>
<td>8235</td>
</tr>
</tbody>
</table>

Below are Object Codes based upon CSU funding and/or Other Funding Sources

| 11 | 8210 | 8210 | 8210 |
| 21,31,33,35 | 8235 | 8230 | 8230 |
| 61 | Split funding not allowed | 8210 | 8210 |
| 71 | Split funding not allowed | 8210 | 8210 |
The Capital Edit tab will need to be completed because of the capital object code used (in this example: 8240).

The WIP will be a new asset so the Create New Assets section should be filled out.

Enter the following fields:

**Asset Quantity** - enters the number of assets to create.

**Asset Type** – hint use the wildcard search in the asset description. For example: type *micro* to narrow down all the asset types that have micro in the word, for example: microscope.

**Vendor Name** – A specific vendor has been set up for CSU fabricated equipment.

**Manufacturer** – Enter ‘LOCAL FAB’

**Model** - Enter ‘CUSTOM’

**Tag Number** - can be found by doing an account lookup on the 88 account. On the Guidelines and Purpose tab, the tag (decal) number will be in the Account Purpose Text field.

**Serial Number** – Enter ‘NONE’

Finally, enter the location information for **campus**, **building** and **room number**.

Press ‘Submit’.

This document will then route for final approval. At the end of the month the entry will run through the pro-rate process to close the 88 account and the 53 account 1823 object code.
KUALI TIPS FOR CAPITAL ASSETS

NEW OBJECT CODES: These are based upon Funding Source vs. Title. Owner Field shows Title now.

<table>
<thead>
<tr>
<th>Decal #</th>
<th>Historical Sub Code</th>
<th>New Object Code</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>3</td>
<td>8210</td>
<td>8210</td>
<td>CSU funded Equip/CSU Title</td>
</tr>
<tr>
<td>3</td>
<td>No Previous</td>
<td>8240</td>
<td>Federal Funded CSU Equip/CSU Title</td>
</tr>
<tr>
<td>3</td>
<td>No Previous</td>
<td>8230</td>
<td>Sponsor Funded Equip/CSU Title</td>
</tr>
<tr>
<td>5</td>
<td>8460</td>
<td>8235</td>
<td>Sponsor Funded Equip/Sponsor Title</td>
</tr>
<tr>
<td>6</td>
<td>8440</td>
<td>8245</td>
<td>Federal Owned Equip (includes vehicles)/Fed Title No Split Funding</td>
</tr>
<tr>
<td>3</td>
<td>8250</td>
<td>8250</td>
<td>CSU funded Vehicle/CSU Title</td>
</tr>
<tr>
<td>3</td>
<td>No Previous</td>
<td>8255</td>
<td>Federal Funded Vehicle/CSU Title</td>
</tr>
<tr>
<td>3</td>
<td>8260</td>
<td>8260</td>
<td>CSU Funded Software over $100K/CSU Title</td>
</tr>
<tr>
<td>3</td>
<td>No Previous</td>
<td>8265</td>
<td>Federal Funded Software over $100K/CSU Title</td>
</tr>
<tr>
<td>3</td>
<td>8510</td>
<td>8270</td>
<td>County Extension Shared Cost/CSU Title</td>
</tr>
<tr>
<td>3</td>
<td>8920</td>
<td>8910</td>
<td>77 Fund Equipment/CSU Title</td>
</tr>
<tr>
<td>3</td>
<td>8925</td>
<td>8915</td>
<td>77 Fund Vehicle/CSU Title</td>
</tr>
<tr>
<td>7</td>
<td>No Previous</td>
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<td>Art Museum Objects</td>
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<tr>
<td>8</td>
<td>8700</td>
<td>8300</td>
<td>Furniture/Fixture LA/LP/CSU Title</td>
</tr>
<tr>
<td>8</td>
<td>8710</td>
<td>8310</td>
<td>Other Cap Equip LA/LP/CSU Title</td>
</tr>
<tr>
<td></td>
<td>8760</td>
<td>8320</td>
<td>Other Real Prop LP/CSU Title</td>
</tr>
<tr>
<td></td>
<td>8730</td>
<td>8330</td>
<td>Bldg Impr LP/CSU Title</td>
</tr>
</tbody>
</table>

8312, 8315, 8237 (Sponsored Loaned) and 8247 (Federal Loaned) are Property Use Only.

HOW TO USE THE NEW OBJECT CODES:
To determine which Object Code you should use, you will need to look up the Account Source Fund and, if using Research Funds, also look up the Research Project Status Report (RPS from Sponsored Programs). See table above for object code descriptions. See table below to determine which object code to use based upon the Account Source Fund.
LOOKING UP FUNDING SOURCE ON AN ACCOUNT:
In any document you are creating, you can click on the account number; this will bring up the Account Inquiry Screen. There are several tabs on this screen; scroll down to the Central Administration Tab. There will be a Fund Source Code with a number listed (you may click on the number to reveal the fund source description).

SPONSOR/FEDERAL FUNDING:
If the Fund Source number is 22, 32, 34, 41, or 51, it requires an Object Code of 8240 (if CSU owned), 8245 (if Federal owned), or 8235 (if Sponsor owned). Title is found on the RPS Report.

FYI: Sponsored Program's RPS Reports are NOT updated with the new Kuali object codes, so only look at the Title Description, not the old sub code listed. If it says "Conditional Title", please call Property Management or Sponsored Programs for the correct object code (see below regarding Conditional Equipment).

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CONDITIONAL EQUIPMENT
Object Codes 8420 and 8220 will no longer be available. The Conditional Title can be reflected in the Owner Field on the asset record in CAM.

21 FUNDS
CAM no longer allows 1821 or 1825 for 21 fund purchases. Please use the new Object Codes below:

1892 – Recharge Equipment
1893 – Recharge Vehicle
1894 – Recharge Cost Recovery (Depreciation)

Remember, no splitting 21 funds and you must obtain an EAR number for 21 fund purchases.

SEARCHES (Asset Type Code)
If you are unable to locate the Asset Type Code, try searching with a wild card (*) on both sides of a portion of the word (i.e. *micro* for microscope). Below are a couple of ones that come up that are not listed by description:

PCR (Polymerase Chain Reaction), use code 36200SI (DNA-Genetics Equipment)
Segways, use code 00032ME

CAPITAL ASSET TAB

Individual Assets – choose this option when every line item on the purchase order should be created as individual assets. Example:
Line one is for washers, line 2 is for dryers.

Multiple Systems – choose this option when some line items will need to be combined, while other line items create individual assets. Choose this option when the line items on this purchase order need to be combined with the line items from another purchase order. Example: Line one is a microscope, line 2 is a lens to be combined with line 1, line 3 is a telescope.

One System – choose this option when all of the line items will be combined to create one asset. Example: Line 1 is a camera, line 2 is a lens for the camera, and line 3 is a case for the camera, combine lines 1-3 to make one asset.

Capital Asset Note Text: Use this section to describe the way the lines should go together to form the asset(s). Example: Combine lines 1-4 to make one asset, line 5 is a separate asset, line 6 & 7 make one asset, et

Capital Asset System Description: Identifies what the asset(s) should be. You can use this description to find the Asset Type Code. From the above examples, you may have: Asset 1 is a washer, Asset 2 is a dryer...or Asset 1 is a camera with a lens, Asset 2 is a telescope...or Asset 1 is a camera with a lens and case.

WHAT TO DO IF YOUR DOCUMENT IS DISAPPROVED
You will receive the document back into your action list. Scroll to the bottom and click on “acknowledge”. Then click on “copy”. This will transfer most of the information into a new document (so you don’t have to retype the whole document). You will need to reattach any notes/attachments that you had in the previous document. If you have multiple lines with several accounts, there is a “remove accounts from all items” button. Once cleared, you can use the “setup distribution” button again versus going into each line and adjusting each object code separately. After you have completed the required new information (which may include completing the Capital Asset Tab) and you have reattached your notes and attachments, hit the submit button and it will route through again. You can always call for assistance in recreating the document or completing the required information.

WHEN TRANSFERRING EQUIPMENT TO SURPLUS PROPERTY
The new Surplus Department is 6026. This will be used on the Transfer document in CAM to surplus equipment.

FINAL NOTE
Remember the Asset Number is NOT the Decal Number. You can look up the decal number, pressing the magnifying glass icon next to the asset number. This takes you to the Asset Lookup screen - type in the decal number in the tag number field. Press ‘search’ to get the asset number for the item. Press ‘return value’ to populate your document. Please call Property Management anytime, if you have questions.