KUALI
CAPITAL ASSET MANAGEMENT (CAM)
Kuali CAM Presenters:

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Sign On to the Training Site

• Link: CSU CAP (CAMPUS ADMINISTRATION PORTAL)  
  http://padroni.is.colostate.edu:7778/portal/page/portal/CSUCAP

• Non-production Applications:
  Training Kuali Financial System (KFS)
TAG NUMBER VS. ASSET NUMBER

- **ASSET NUMBER**: A SYSTEM ASSIGNED UNIQUE IDENTIFIER FOR THE PROPERTY RECORD.

- **TAG NUMBER (DECAL)**: THE CSU NUMBER ON THE BARCODE LABEL FOUND ON THE ASSET

- **NOTE**: KUALI documents most often use the asset number rather than the tag number to identify the equipment. On each of the screens, press the magnifying glass button next to the asset number field. This will bring up the asset lookup screen. A tag number can be typed in here. This search will bring back the asset number to be put on the document.
DEFINITIONS

- **Organization Owner Account Number**: The Department numbers default account number which assigns the Organization Owner Organization Code

- **Organization Owner Organization Code**: Department number

- **Owner**: The name of the agency or company who has title to the asset (CSU, FED, SPONSOR or CONDITIONAL)

- **Asset Type Code**: Used to classify the type of assets by categories, it also assigns the depreciable life of the asset

- **Government Tag number**: Federally furnished assets with a government tracking number

- **Asset Representative Principal Name**: (Responsible party) a person who regularly uses the equipment and has the best knowledge of its location

- **Payment**: The Financial Transactions making up the dollar value of the asset

- **Component**: Attachments or accessories to the capital equipment

- **Asset Object Code**: Used to classify the transaction and to identify asset categories such as moveable equipment, art, buildings (codes 8210 – 8330).
Creating a GEC

First you will need to click on General Error Correction found on the Main Menu Screen under the Transactions box in the first column. Find the Financial Processing heading and under it, you will find General Error Correction.
You will see the following document where you will need to fill in the Description and Accounting Line information. You will need to click on “add” for each line entered.
After you enter the Accounting Lines you will need to enter the Capital Edit information. If an asset already exists, enter the Asset Number.
If there is no existing asset, you will need to complete the Create New Assets section. This is usually used for WIP’s and Object Code corrections. Then click on “add”.

CAPITAL ASSET TAB ON FINANCIAL DOCUMENTS
After you click on “add” you will need to complete the Campus Code, Building Code and Room Number. There may or may not be a tag number already assigned. You can search to see if one has been assigned. WIP’s will usually have a decal number assigned and object code changes will not. Attach any backup and click on “submit”.

CAPITAL ASSET TAB ON FINANCIAL DOCUMENTS
REQUISITION – CAPITAL ASSET TAB
# Items Ordered, Object Codes and Costs

## REQUISITION – CAPITAL ASSET TAB

### Current Items

<table>
<thead>
<tr>
<th>Item Line #</th>
<th>Item Type</th>
<th>Quantity</th>
<th>UOM</th>
<th>Catalog #</th>
<th>Commodity Code</th>
<th>Description</th>
<th>Unit Cost</th>
<th>Extended Cost</th>
<th>Restricted</th>
<th>Assigned</th>
<th>Actions</th>
</tr>
</thead>
<tbody>
<tr>
<td>Item 1</td>
<td></td>
<td>2.00</td>
<td>EA</td>
<td></td>
<td>Camera</td>
<td>7,000.00</td>
<td></td>
<td>14,000.00</td>
<td></td>
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<td>Item 2</td>
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<td>2.00</td>
<td>EA</td>
<td></td>
<td>Case</td>
<td>500.00</td>
<td></td>
<td>1,000.00</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Item 3</td>
<td></td>
<td>2.00</td>
<td>EA</td>
<td></td>
<td>Lens</td>
<td>5,000.00</td>
<td></td>
<td>10,000.00</td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>
When you use a capital object code for an item, the document will require you to fill out the Capital Asset Tab where you have the ability to choose Individual Assets, Multiple Systems, or One System.
One System: ALL lines are combined.
Multiple Systems: SOME lines combined OR Modify Existing asset.
Individual Assets: NO lines are combined.
Modify Existing System: Adding To, Enhancing or Significantly Extending the Life of an asset.
To go to the Asset Lookup Screen – Press the Asset button in the middle of the screen. Pressing the magnifying glass on other documents will take you to the same screen.
Any of these fields can be used to search for assets. Most often used are the Tag Number and Asset Description. To edit an asset click on edit after you have searched for an asset.

A = Active Assets

Wild Card Search use *
These are the tabs that make up the Asset Record – On the ASSET EDIT document many fields in each of these tabs can be used to manage the asset.
Put in Surplus Dept. Account # 2288400 and the Asset Condition

A popular reason to use the Asset Edit doc is to transfer an asset to surplus.
Asset Edit documents can be used to change location or the Asset Representative the asset is assigned to. When sending an asset to Surplus, the location should be changed to where Surplus can find the asset when picked up at the Department.
You would want to use an Asset Loan document when an asset is being loaned out and will be located off campus. Search for the asset being loaned and click on the loan link.
Loans are good for a maximum of two years. The Equipment Loans tab and Borrower’s Address tab must be completed.
## ASSET LOAN DOCUMENT

**Vendor Name:** Perkins Motor Co Inc  
**Manufacturer:** DODGE  
**Model Number:** GRAND CARAVAN SE  
**Tag Number:** 323314  
**Government Tag:**  
**In-Service Date:** 02/16/2010  
**Serial Number:**  
**Old Tag Number:**  
**National Stock Number:**  
**Create Date:** 02/16/2010  
**Last Inventory Date:** 04/27/2010 11:37 AM  
**Fiscal Year:** 2010  
**Period:** 08

### Equipment Loans

**Equipment Loan Information**

- **Borrower ID:** Gates, Christina L  
- **Loan Date:** 01/19/2011  
- **Expected Return Date:** 01/28/2011

### Borrower's Address

- **Address:** 123 E. 1st St  
- **City:** Loveland  
- **State:** CO  
- **Postal Code:** 80538  
- **Country:** UNITED STATES  
- **Phone:**

### Stored at

- **Address:**
- **City:**
- **State:**
- **Postal Code:**
- **Country:**
- **Phone:**

### Asset Location

- **Organization**  
- **Processed Payments**  
- **Payments Lookup**  
- **Notes and Attachments (0)**  
- **Ad Hoc Recipients**  
- **Route Log**

### Buttons

- **Submit**  
- **Save**  
- **Reload**  
- **Blanket Approve**  
- **Close**  
- **Cancel**
To return a loaned asset, search for the asset that was loaned and click on the return link. You may also renew the existing loan if the asset is going to continue to be loaned.

<table>
<thead>
<tr>
<th>Tag Number</th>
<th>Organization Owner Chart Of Accounts Code</th>
<th>Asset Number</th>
<th>Organization Owner Organization Code</th>
<th>Owner</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
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</tr>
<tr>
<td></td>
<td>Organization Owner Account Number</td>
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<tr>
<td></td>
<td>Campus</td>
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<td></td>
<td>Building Room Number</td>
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<tr>
<td></td>
<td>Asset Status Code</td>
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<td></td>
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<tr>
<td></td>
<td>Vendor Name</td>
<td></td>
<td></td>
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<tr>
<td></td>
<td>Model Number</td>
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<td></td>
<td>Create Date From</td>
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<td></td>
<td>Create Date To</td>
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<td></td>
<td>Asset Representative Principal Name</td>
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<td></td>
<td>Asset Description</td>
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<td></td>
<td>Organization Inventory Name</td>
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<td></td>
<td>Organization Text</td>
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<td></td>
<td>National Stock Number</td>
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<tr>
<td></td>
<td>Old Tag Number</td>
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<tr>
<td></td>
<td>Total Cost</td>
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<td></td>
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<tr>
<td></td>
<td>Payment Purchase Order Number</td>
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<tr>
<td></td>
<td>Payment Sequence Number</td>
<td></td>
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<tr>
<td></td>
<td>Payment Document Number</td>
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<tr>
<td></td>
<td>Retirement Date From</td>
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<tr>
<td></td>
<td>Retirement Date To</td>
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<tr>
<td></td>
<td>Retirement Period Code</td>
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</tbody>
</table>

Export options: CSV, spreadsheet, XLS.
ASSET LOAN DOCUMENT

Enter your description and the Loan Return Date, then submit the document.
To go to the Asset Payment Lookup—Press the Asset Payment button in the middle of the screen. This lookup will list all the financial transactions associated with the asset.
This asset had two financial transactions posted to it. Also notice the information on both the Asset and Asset Payment can be converted to a spreadsheet.
Most Assets will be transferred to the Surplus Department. Surplus will retire the asset once it is determined how the asset will be disposed.
ASSET RETIREMENT GLOBAL

- **Trade-In**: When an asset is traded against the purchase of a new asset. Include the Requisition and or PO number and on the Requisition put in the traded asset number.

- **Lost**: When as asset is written off after an inventory. Include a description on what is thought to have happened on the asset and how the department will change its procedures. The Department Head must be included as an approver.

- **Theft**: An asset is stolen. Include the Police Report number.

- **External Transfer**: An asset ownership is transferred to another university or governmental agency. This requires a release letter from the Department Head and an Acceptance letter from the receiving agency. If on an active research project, the OSP office must approve.
Press Return Value on the appropriate reason code.
ASSET RETIREMENT GLOBAL
ASSET GLOBAL (ADD): ADDING A NON-CAPITAL ASSET
Asset Global (Add) will bring you to this screen, asking how this asset was acquired, since not thru a PO. Search on the Acquisition Type Code, and select “A” for Non Capital. Click on Return Value to be taken to the Asset Global Document.
**Can do a search on Acct # by Org Code (Dept #) and then select appropriate Acct #**

**No Accounting entries will be booked**

Do a search on Asset Status Code and select either N for Non-Capital Active or O for Non-Capital Retired

Search Asset Type Code using wildcard;

Use 10000N for Non-Capital Asset
Enter the Campus Code and Building/Room info, and Quantity of Assets to be Created. Click on Add.
After you click on add, it will assign an Asset Number and bring up this box. You can enter the 9xxxxx tag number or any other relevant info here.
Enter the payment information here, using the PO info, account number, object code, and amount.
TEST YOUR KNOWLEDGE

• How many active assets does the Surplus Department (6026) have?____________

• Find the Asset Number associated with CSU Decal (tag) 322794?____________

• How many active assets are assigned to Building 1131, Room 122?____________

• How many active assets does Jorge Rocca have assigned? ______________

• What asset number was assigned to PO# 212616? _______ CSU Tag #?________