

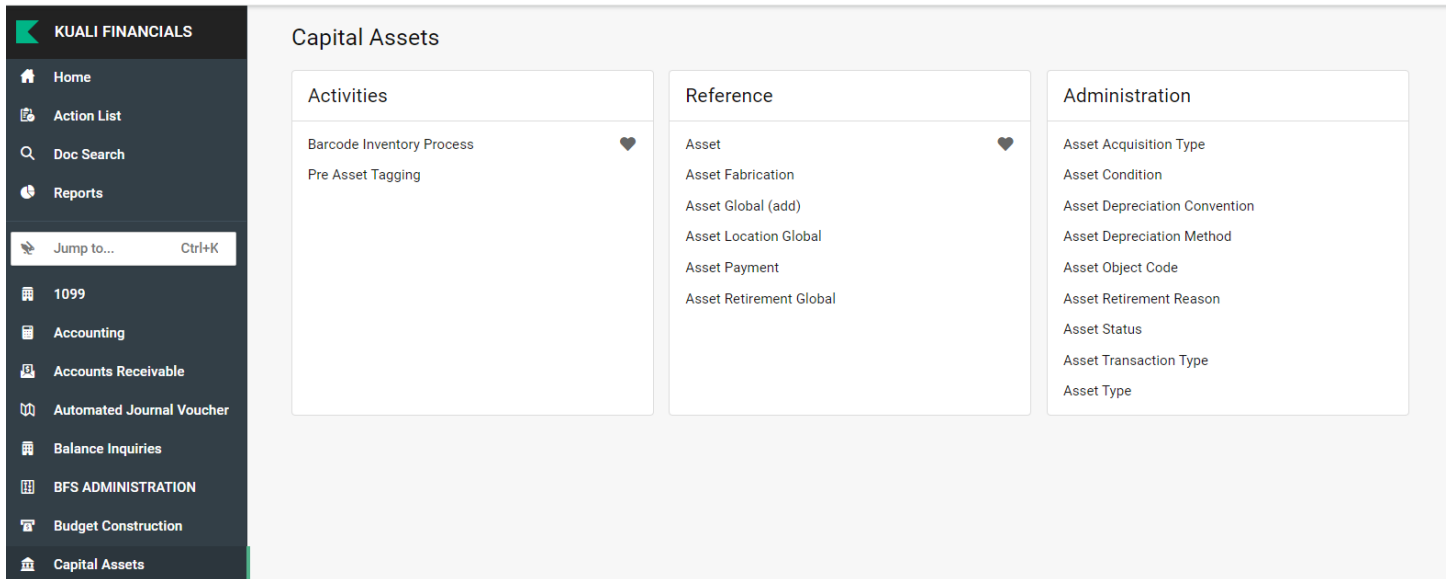
# Federal asset maintenance doc

Purpose: instruction for entering repair or maintenance on Federal, Sponsor, or Conditional titled assets. Not all Federal, Sponsor, or Conditional titled assets either require maintenance under their respective contract or require maintenance to keep the equipment in working order. Refer to the contract terms and conditions. Note: Property Management does not administer the contracts or agreements, we only maintain the asset records in KFS; for questions about any provisions in your contract, contact your representative in the Office of Sponsor Projects.

Enter a maintenance event using an edit doc.

In KFS, choose **Capital Assets** from the main menu.

Then choose **ASSET** under the reference box.



This will take you to the look up screen. You can use any of the fields to search for the asset, or type in the decal number under **TAG**. Then click **SEARCH** or hit enter on your keyboard.

**KUALI FINANCIALS**

- Home
- Action List
- Doc Search
- Reports
- Jump to... Ctrl+K
- 1099
- Accounting
- Accounts Receivable
- Automated Journal Voucher
- Balance Inquiries
- BFS ADMINISTRATION
- Budget Construction
- Capital Assets
- Chart of Accounts
- CSU TEMP
- More Items
- Rachel Drenth
- Help
- About
- Collapse Navigation

### Asset Lookup

Search Criteria ? Reset Form

Tag Number: 688031

Asset Number:

Organization Owner Chart Of Accounts Code: CO

Organization Owner Organization Code:

Organization Owner Account Number:

Owner:

Campus: MC

Building Code:

Building Room Number:

Asset Type Code:

Asset Status Code: a

Asset Condition:

Vendor Name:

Manufacturer:

Click **EDIT** in the actions box which will initiate a new entry.

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- Doc Search
- Reports
- Jump to... Ctrl+K
- 1099

### Asset Lookup

[Save current page as csv](#)

Rows per page: 100 1-1 of 1

ACTIONS	ASSET NUMBER	TAG NUMBER	ORGANIZATION O...	BUILDING CODE	ASSET STATUS CO...	ASSET DESCRIPTI...	ASSET TYPE CODE	IN-SERVICE DATE
<a href="#">Edit</a> <a href="#">Renew</a> <a href="#">Return</a> <a href="#">Merge</a> <a href="#">Separate</a>	509733	688031	1490	0075	A	TRAILER	1000L	

Start in the description tab. Give a brief description of why you are entering this doc then include supporting information in the explanation box.

Asset

Doc Nbr : 36829470      Status : INITIATED  
Initiator : rdrenth@colostate.edu      Created : 11:42 AM 08/20/2024

EXPAND ALL    COLLAPSE ALL

DOCUMENT OVERVIEW

OVERVIEW

\* Description : Annual Maintenance for Trailer

Organization Document Number :

Explanation : Per contract 123456, registration has been completed for 20XX and hitch and tires have been serviced. See notes for invoice.

ASSET DETAIL INFORMATION

ASSET LOCATION

ORGANIZATION INFORMATION

Then select the **REPAIR HISTORY** tab and enter the details of the repair or maintenance. Click **ADD** to record the changes.

REPAIR HISTORY \*

NEW ADDITION

\* Incident Date: 08/20/2024

\* Problem Description: 4 tires were inspected with one replaced. Hitch connector and brakes were inspected and functioning correctly.

Repair Contact Name: Name of vendor

Estimated Repair Date:

Repair Date: 08/01/2024

Repair Amount: 246.00

Repair Solution Description: 1 tire was replaced due to sidewall damage.

Repair Note Text: 3 tires are still in working order.

Active Indicator:

ADD

Hide

Multiple events can be recorded on one doc.

Active Indicator:

ADD

Hide

PREVIOUS	PROPOSED
Incident Date:	Incident Date: 08/20/2024 *
Problem Description:	* Problem Description: registration has been completed for 2024
Repair Contact Name:	Repair Contact Name: <input type="text"/>
Estimated Repair Date:	Estimated Repair Date: 08/01/2024 *
Repair Date:	Repair Date: 08/01/2024 *
Repair Amount:	Repair Amount: 79.00 *
Repair Solution Description:	Repair Solution Description: <input type="text"/>
Repair Note Text:	Repair Note Text: <input type="text"/>
Active Indicator: No	Active Indicator: <input type="checkbox"/>

DELETE

Hide

Once you have added all your events, click **SUBMIT**. Your doc will route to your department's Fiscal Officer, and Property Management.

RD

ROUTE LOG

Submit Save Reload Close Cancel