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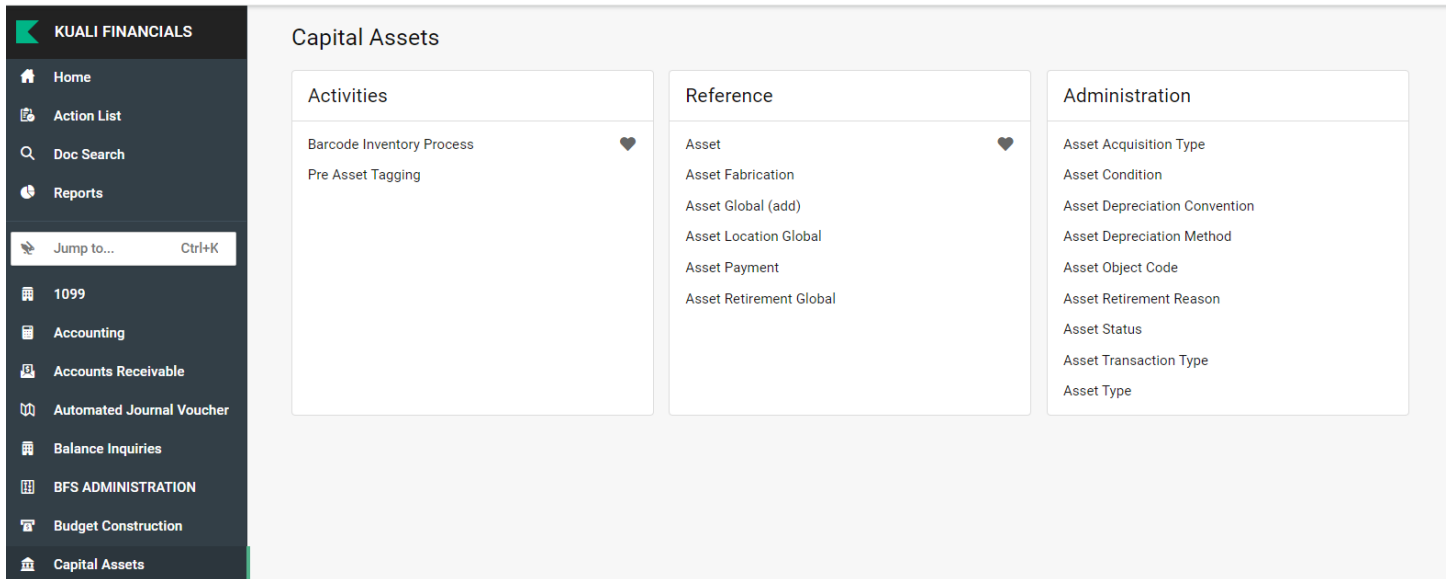
This will take you to the look up screen. You can use any of the fields to search for the asset, or type in the decal number under **TAG**. Then click **SEARCH** or hit enter on your keyboard.

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

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

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

Multiple events can be recorded on one doc.

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