

COLORADO STATE UNIVERSITY
Financial Procedure Instructions
FPI 4-6

1. **Procedure Title:** Property Management – Non-Capital Assets
2. **Procedure Purpose and Effect:** Procedures for any department or organization within the University to track their non-capital assets in the CAM database. This procedure provides guidance on how to manually enter non-capital assets into CAM and mentions the additional functionality within CAM for non-capital assets.
3. **Application of Procedure:** This procedure applies to any department/area that wishes to track their non-capital assets in the CAM module of Quali.
4. **Exemptions:** Departments are not required to track non-capital items in the University system of record.
5. **Definitions:**
 - A. **Asset Status Code:** An asset record field within CAM that identifies if an asset is active or retired.
 - B. **CAM:** Capital Asset Management. This is the University system of record for fixed assets within the Quali Financial System. Non-capital assets can also be tracked within CAM and managed at the departmental level.
 - C. **CAM Processor Role:** Any Quali user can view assets. The people who apply for and are granted the CAM Processor Role can edit, loan, transfer, and/or retire capital assets as well as enter non-capital assets.
 - D. **Decal:** Bar-code label in the form of a sticker.
 - E. **Non-Capital Asset:** An item that costs less than the capitalization threshold of \$5,000 and/or an item that is usable for under a year.

6. **Procedure Statement:**

Any item costing less than the capital asset threshold may be added to CAM as non-capital equipment. A department can do so by obtaining decals for the assets, in the designated non-capital range 9xxxxx, from the Property Management Office, and by creating asset records for them in CAM. For example, many high-theft items will cost less than \$5,000 and therefore not be tracked as a capital asset in CAM; however, the departments may still want to monitor such assets since they are smaller in size and may be checked out by various members of the organization.

Non-capital assets may be added to CAM using the Asset Global (Add) document by a CAM Processor. These transactions do not create accounting entries. Non-capital assets are identified in the university asset database using the Asset Status Code of “N” for non-capital active or “O” for non-capital retired. Non-capital assets do not have the same data requirements as capital equipment.

The edit, loan, merge, and separate functions are available on non-capital assets. For more information about these functions please contact the Property Management Office.

7. Reference and Cross-References:

Property Management website: <http://busfin.colostate.edu/Depts/PropMgt.aspx>

KFS User Manual: http://busfin.colostate.edu/Resources/Guides_Manuals.aspx

8. Forms and Tools:

To apply for the CAM Processor Role please fill out the Application for Kualii Financial System located at <http://busfin.colostate.edu/Resources/Forms.aspx>

Step by step instructions for Adding Non-Capital Assets to CAM can be located at <http://busfin.colostate.edu/Forms/PRP/KUALIINSTRUCTIONSFORADDINGNONCAPITALASSETS.pdf#zoom=100>