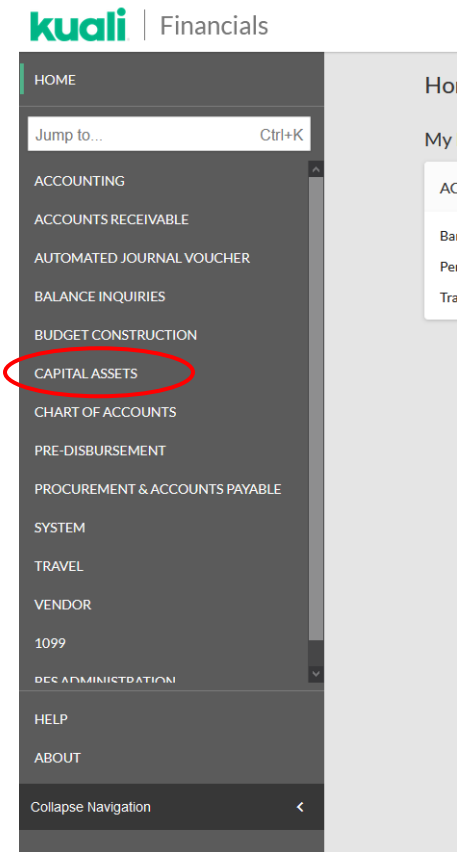


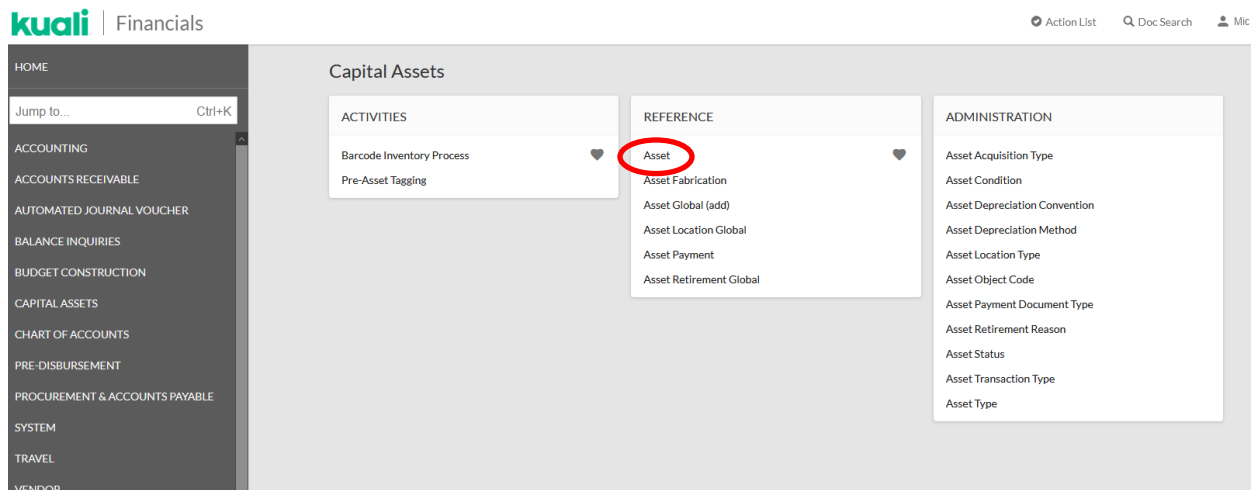
Creating a Location Change Document in KUALI.

PURPOSE: Changing the building and/or room number of an asset.

From the Main Menu screen, click on **Capital Assets**.



In the **Reference** box, click on the **Asset** link.



The Asset Lookup screen will open. Search for an asset by entering known asset information, such as the **Tag Number** (CSU decal number). After entering known information, click on the **Search** button.

Tag Number:

Asset Number:

Organization Owner Chart Of Accounts Code:

Organization Owner Organization Code:

Organization Owner Account Number:

Owner:

Campus:

Building Code:

Building Room Number:

Asset Type Code:

Asset Status Code:

Asset Condition:

Vendor Name:

Manufacturer:

Model Number:

Serial Number:

Create Date From:

Create Date To:

Asset Representative Principal Name:

Organization Inventory Name:

Asset Description:

Search Clear Cancel

When the search results are retrieved, confirm it is the correct asset and click on **Edit** in the actions box.

Search Results 1-1 of 1

Actions	Asset Number	Tag Number	Organization Owner Organization Code	Building Code	Asset Status Code	Asset Description	Asset Type Code	In-Service Date
edit can renew return merge separate	506378	326326	1872	0150	A	UV FLUORESCENCE SO2 ANALYZER	897805I	08/26/2013

Export options: CSV | spreadsheet | XML

An Asset Edit Document will open.

DOCUMENT OVERVIEW ^

OVERVIEW

* Description:

Explanation:

Organization Document Number:

ASSET DETAIL INFORMATION ^

	PREVIOUS	PROPOSED
	Asset Detail Info	Asset Detail Info
Asset Number:	506378	Asset Number: 506378
Organization Owner Chart Of Accounts Code:	CO	* Organization Owner Chart Of Accounts Code: <input type="text" value="CO"/>
Organization Owner Account Number:	1338210	* Organization Owner Account Number: <input type="text" value="1338210"/>
Organization Owner Organization Code:	1872	Organization Owner Organization Code: 1872

Enter a **Description** in the **Document Overview** tab. *Example:* Location change.

Use the **Explanation** field (also located in the **Document Overview** tab) to provide any specific notes regarding the location change. *Example:* Asset was moved to a new lab.

In the **Asset Location** tab, enter the proposed **Building Code** and/or **Building Room Number** fields. Search for these codes by clicking on the magnifying glass icon and searching by building name.

ASSET LOCATION

	PREVIOUS	PROPOSED
	On Campus	On Campus
Campus:	MC	* Campus: MC
Building Code:	0150	Building Code: 0150
Building Room Number:	B206	Building Room Number: B206
Building Sub Room Number:		Building Sub Room Number:
	Off Campus	Off Campus
Name:		Name:
Address:		Address:
City:		City:
State:		State:
Postal Code:		Postal Code:
Country:		Country:
		Update Last Inventory Date: <input type="button" value="Update"/>

ORGANIZATION INFORMATION

PAYMENTS

Provide any notes and attachments in the **Notes and Attachments** tab. You must click on the **Add** button or you will lose the attachment.

NOTES AND ATTACHMENTS (0)

* Note Text :

Attachment :
 No file selected.

Click on submit when you are finished. You should see the message **Document was successfully submitted** at the top of the document. If you see an error message instead (in red lettering), read the explanation of the problem – correct the error and resubmit.