

KUALI INSTRUCTIONS FOR ADDING NON-CAPITAL ASSETS

- On the main menu screen locate the Lookup and Maintenance box in the middle of the screen. Under the heading “Capital Asset Management” click on the link that says Asset Global (Add).
- You will see the following screen asking you for the acquisition type code. When you are creating a non capital asset you will ALWAYS use ‘A’ as your acquisition type code. (NOTE – YOU HAVE TO SEARCH FOR ‘A’ AND HIT RETURN VALUE FROM THE SEARCH MENU IN ORDER TO PROGRESS TO THE NEXT SCREEN)

7 items retrieved, displaying all items. return with no value

Return Value	Acquisition Type Code	Acquisition Type Name	Income Asset Object Code	Active Indicator
return value	A	Non Capital		Yes
return value	F	Found	4419	Yes
return value	G	Gift	4301	Yes
return value	N	New		Yes
return value	S	Cap Transfer-in Federally/Other Owned		Yes
return value	T	Transferred from other Univ. or Federal		Yes
return value	I	I-Delete		Yes

Export options: CSV | spreadsheet | XML

- When you have entered the acquisition type code you will arrive at the main screen for the asset global document.

Document Overview

Doc Nbr: 426134 Status: INITIATED
Initiator: tcreed Created: 01:06 PM 12/17/2008

Document Overview

* Description: Explanation:
Org. Doc. #:

Asset Acquisition Type

New Acquisition Type

Acquisition Type Code: A - Non Capital

Asset Detail Information

- In the document overview tab you must enter a description of the document (Example - Adding a non-cap asset). You may also enter an explanation and/or a PO# in the Org. Doc. # fields but these are not required.
- The asset acquisition type tab is automatically filled out for you and simply shows that you have chosen A for non capital. You can hide this tab.
- The asset detail information tab will look like the following.

- You will need to fill out the required fields which are denoted with an asterick (NOTE – VENDOR AND MANUFACTURER ARE ALSO REQUIRED FIELDS EVEN THOUGH THEY DO NOT HAVE ASTERICKS.)
- Make sure to fill out the following fields:
 - Organization Owner Chart of Accounts Code – this will almost always be CO
 - Organization Owner Account Number – this will be your departmental account number
 - Asset Status Code – this will ALWAYS be ‘N’ (Non-Capital Active) (NOTE – IF YOU LATER WANT TO RETIRE A NON-CAPITAL ASSET THAT YOU HAVE CREATED YOU WOULD GO INTO THE ASSET RECORD AND EDIT THE ASSET STATUS CODE TO SAY ‘O’ WHICH IS NON-CAPITAL RETIRED. THE RETIREMENT DOCUMENT DOES NOT WORK WITH NON-CAPITAL ASSETS.)
 - Asset Condition – select the condition of the asset
 - Asset Description – give a description of the asset (example – Laptop Computer)
 - Asset Type Code – this will ALWAYS be “10000N” (Non-Capital Asset). This is a specific type code created for non-capital assets so please be sure to ALWAYS use this type code which specifies no depreciation. (NOTE - You can also type *non-cap* into the search field to find and return this value.)
 - Vendor Name – give the vendor name
 - Manufacturer – give the manufacturer name

- **Create Date** – this will automatically be filled in with the current date but may be changed if you wish
- Other fields in this tab that you might wish to fill out but are not required are:
 - **Owner** – this will almost always be CSU
 - **Model** – give the model of the asset
 - **Organization text** – record any pertinent notes about the asset (example – departmental checkout laptop #3, etc.)
- The In-Service Date and Depreciation Date fields are not applicable to non capital assets and you will not be able to edit these fields.
- Next you will fill out the location tab which initially looks like this:

The screenshot shows a web browser window with the URL [http://ahs.dvls.csubstate.edu:2807/channel?file=Asset%20label%20\(Add\)&channelURL=kr/lookup](http://ahs.dvls.csubstate.edu:2807/channel?file=Asset%20label%20(Add)&channelURL=kr/lookup). The page title is "Windows Internet Explorer". The browser shows the "Initiator: tcreat" and "Created: 02:13 PM 12/17/2009". The main content area is titled "Document Overview" and contains several tabs: "Asset Acquisition Type", "Asset Detail Information", and "Location". The "Location" tab is active and shows a "New Asset Location" form. The form has the following fields:

- * Campus: [dropdown menu]
- Building Code: [text input]
- Building Room Number: [text input]
- Building Sub-Room Number: [text input]
- Off Campus Name: [text input]
- Off Campus Address: [text input]
- Off Campus City Name: [text input]
- Off Campus State: [dropdown menu]
- Off Campus Postal Code: [text input]
- Off Campus Country: [dropdown menu]
- * Quantity of Assets To Be Created: [text input]

 At the bottom of the form is an "add" button. Below the form is a tab labeled "Add Payments" with a "show" button.

- The required fields for step 1 of this tab are as follows:
 - **Campus** – put in your campus code (MC = main campus, FC = foothills campus etc.)
 - **Building Code** – enter the building where the asset is located
 - **Building Room Number** – enter the room number where the asset is located
 - **Quantity of Assets To Be Created** – enter the number of identical assets you are creating (NOTE – this number will usually be 1 but if you have 6 dell laptops with the same model number you would type in 6 and in the boxes that appear below would type in each individual serial number)
- If the non capital asset you are creating will be kept off campus you can fill out the boxes with off campus location information.
- Once you have filled in all required fields you must click on the add button at the bottom of the tab. When you click add you will see the following new boxes appear.

The image shows two screenshots of a web-based asset management system. The top screenshot shows a form titled "New Asset Unique Information" with the following fields: Asset Number, Serial Number, Organization Inventory Name, Organization Asset Type Identifier, Government Tag, Tag Number, National Stock Number, Asset Representative Principal Name, and Asset Representative Name. The bottom screenshot shows a form titled "Asset Location: Asset Unique Information (501122)" with the same fields, but the Asset Number field is pre-filled with the value "501122".

- The bottom box will have an asset number already filled in and this is the box that you want to enter your additional information into. (NOTE – IF YOU TYPE INTO THE FIRST BOX TITLED “NEW ASSET UNIQUE INFORMATION” YOU WILL BE CREATING AN ADDITIONAL ASSET AND WILL NEED TO HIT THE ADD BUTTON TO ADD IT. ALSO – IF YOU WANT TO DELETE AN ASSET YOU HAVE CREATED SIMPLY USE THE DELETE BUTTON AT THE BOTTOM OF THE BOX(ES) THAT CONTAIN AN ASSET NUMBER.)
- None of the fields under the new asset number are required and you can fill out as many or few as you want. The Serial Number and Asset Representative fields are pretty obvious as to what you would enter there. The Organization Inventory Name, Organization Asset Type Identifier and National Stock Number fields can be used for any information that you want and are searchable fields. For example if you wanted to use Organization Inventory Name to classify your non cap assets you would type “desktop computer” or “ laptop computer” and then you could search by that field to bring up only your desktop computers etc.
- **IMPORTANT INFORMATION IF YOU ARE FILLING OUT THE “TAG NUMBER” FIELD**
 - **PROPERTY MANAGEMENT CAN PRINT OUT 9XXXXX DECAL NUMBERS FOR YOU TO USE PLEASE CALL 491-1045 FOR MORE INFORMATION**
 - **IF YOU WANT TO USE YOUR OWN NUMBERING SYSTEM PLEASE CONTACT PROPERTY FIRST FOR APPROVAL TO AVOID ANY DUPLICATIONS OR CONFUSION**
- When you are finished adding assets and have added all the information necessary hit the submit button at the bottom of the page. Your document will be routed through your Fiscal Officer and the Property Management office.