# Table of Contents

- Resources .................................................................................................................. 5
- Objectives ................................................................................................................... 6
- Asset Lookup ............................................................................................................. 7
  Process .......................................................................................................................... 7
  Exercises ....................................................................................................................... 17
- Asset Edit ................................................................................................................... 18
  Process .......................................................................................................................... 18
- Create a Requisition Using a Capital Asset Object Code ............................................. 28
  Process .......................................................................................................................... 28
- Asset Transfer .......................................................................................................... 35
  Process .......................................................................................................................... 35
- Change Location of Multiple Assets .......................................................................... 43
  Process .......................................................................................................................... 43
- Asset Fabrication ...................................................................................................... 49
  Process .......................................................................................................................... 49
- Asset Retirement ...................................................................................................... 54
  Process .......................................................................................................................... 54
- Create a Non-Capital Asset ..................................................................................... 59
  Process .......................................................................................................................... 59
- Retirement of Non-Capital Assets .......................................................................... 72
  Process .......................................................................................................................... 72
- Appendix .................................................................................................................. 77
Asset Loan ................................................................................................................................................... 77
Process ...................................................................................................................................................... 77

Asset Renew ............................................................................................................................................... 85
Process ...................................................................................................................................................... 85

Asset Return ............................................................................................................................................... 89
Process ...................................................................................................................................................... 89

Notes: .......................................................................................................................................................... 95
Resources
The FMO website has a Financial Systems page at http://www.fmo.hawaii.edu/financial_systems/index.html that focuses on specific material related to the systems with the following dedicated tabs Overview, FAQs, Contact Us, Policies and Guidelines, Forms and Training.

Click on http://www.fmo.hawaii.edu/financial_systems/index.html for access to our webpage and then click on the pertinent tab for assistance with your topic of interest. The screenshot below shows the layout of the website. A description of the tabs is provided beneath the screenshot.

Overview: This tab provides you with a brief overview and live links to KFS or eThority. Just click on the respective logo to begin the log in process.

FAQs: This tab provides frequently asked questions by topic.

Contact Us: In the event you need to contact a member of the Kuali Financial Project team you can view their name, area of responsibility, phone number, and a live link to their email address. The Contact Us tab also provides the live link to submit a trouble ticket: Submit a Trouble Ticket.

Policies and Guidelines: You can review the Process Documents for each business process to get a finer level of details related to each topic.

Forms: This tab provides you with links to forms related to KFS access used by UH employees.

Training: The KFS Training Team has developed training manuals and On-Line tutorials for KFS. There are training manuals for each of the sessions as well as On-Line tutorials for each topic within the session(s). If you want to attend in-person training refer to the Training Calendar found on the “Training Calendars & Other Schedules” tab on the FMO Website homepage. Additionally, notification of upcoming training is sent to the KFS-USERS listserv. Register for training by clicking on the registration links provided. There are also Tips of the Week for commonly asked questions.

Each of the Service Areas within the FMO website has similar tabs related to the specific areas. For example, for forms related to payments and reimbursements, go to the Forms tab of the Payment/Reimbursement page.
Objectives

- Asset Lookup
- Asset Edit
- Create Requisition Using a Capital Asset Object Code
- Asset Transfers
- Change Location of Multiple Assets
- Asset Fabrication
- Asset Retirement
- Create a Non-Capital Asset
- Retirement of Non-Capital Assets
Asset Lookup

Process

The **Asset Lookup** eDoc is used to search for **Capital** and **Non-Capital Assets** (including controlled property). This is also the starting point for editing, transferring, and loaning/returning an asset. These other topics will be covered in other tutorials. There are numerous asset attributes available for searching for assets. In this section we will discuss Capital Assets. Non-Capital Assets will be covered in a separate section beginning on page 59.

**Navigation:** Main Menu > Lookup and Maintenance > Capital Asset Management > Asset

<table>
<thead>
<tr>
<th>Step #</th>
<th>Procedure</th>
</tr>
</thead>
<tbody>
<tr>
<td>1.</td>
<td>Click on the “Asset” link.</td>
</tr>
</tbody>
</table>
### Step # | Procedure
---|---
2. | There are numerous search options. For this example you will search using the **Tag Number**.
   
   Click on the “Tag Number” field.
3. | Type “**144802**” in the **Tag Number** field.
4. | Click the “search” button.

---

### Click on the asset number to open the **Asset Inquiry** screen to find out more information about the asset

### Step # | Procedure
---|---
5. | Click on the desired **Asset Number**. In this example you will select the “**10380**” value.
   
   **Note**: Do not click in the **Actions** field when searching. The activities under the **Actions** field will be covered in other tutorials.
There are multiple tabs on the Asset Inquiry eDoc

<table>
<thead>
<tr>
<th>Step #</th>
<th>Procedure</th>
</tr>
</thead>
<tbody>
<tr>
<td>6.</td>
<td>There are multiple tabs on the <strong>Asset Inquiry</strong> eDoc; however, in this tutorial only a few of the tabs will be reviewed.</td>
</tr>
<tr>
<td>7.</td>
<td>Click the “show” button on the <strong>Asset Detail Information</strong> tab to view information for the selected asset.</td>
</tr>
</tbody>
</table>
8. The Asset Detail Information tab displays basic information related to the asset. Click the “hide” button on the Asset Detail Information tab.
9. Click the "show" button on the Asset Location tab to view the location of the selected asset.

**Note:** If the Building Room Number field contains 'XXX' the asset cannot be edited until the asset has a valid room number. Asset locations can only be edited by users with the CAM processor role.

In the conversion of capital (>$5000) and controlled property assets (agency / federal vested or weapons <$5000) from the legacy system (FMIS), if there was a blank or invalid room number, the room number was converted to ‘XXX’.

For non-capital assets <$5000) from eInventory, there was no validation of the room number, so a blank may have been converted.

10. Click the "hide" button on the Asset Location tab.
### Step # | Procedure
--- | ---
11. | Click the “show” button on the **Organization Information** tab to view the data about the asset representative responsible for the asset.

**Note:** For conversion purposes, the property custodian (account supervisor) in the legacy system (FMIS) assigned to the asset was converted to KFS as the **Asset Representative**. This field can be edited.

12. | Click the “hide” button on the **Organization Information** tab.

13. | Payment information for an asset can be found on the **Payments**, **Payments Summary** and **Payments Lookup** tabs.

**Note:**
- For assets with 10 payments or less use the **Payments** tab
- For assets with more than 10 payments use the **Payments Lookup** Tab

14. | Click the “show” button on the **Payments** tab to view the payment information.
15. Click the "hide" button on the Payments tab.

16. Click the "show" button on the Payments Lookup tab to view payment information data for an asset with more than 10 payments.
<table>
<thead>
<tr>
<th>Step #</th>
<th>Procedure</th>
</tr>
</thead>
<tbody>
<tr>
<td>17.</td>
<td>The <strong>Payments Lookup</strong> tab provides a link to the <strong>Asset Payment Lookup</strong> screen where the payment information can be accessed. Click on the underlined link “Click here” to go to the <strong>Asset Payment Lookup</strong> page.</td>
</tr>
<tr>
<td>18.</td>
<td>On the <strong>Asset Payment Lookup</strong> search page there are multiple search parameters that can be used to search for an asset payment. In this example, Asset Number 10380 has fewer than 10 payments, therefore you will need to enter a different asset number. Click in the <strong>Asset Number</strong> field and enter “9616” in the <strong>Asset Number</strong> field and then click the “search” button. Payment information for the asset displays beneath the search criteria. Click the “X” on the <strong>KFS :: Lookup</strong> tab to return to the <strong>Asset Inquiry</strong> for asset 10380.</td>
</tr>
</tbody>
</table>
19. **Note:** The **Fabrication Information** tab includes the estimated completion date, the estimated amount and the years expected to be retained upon completion.

20. Click the "show" button on the **Asset Depreciation Information** tab.

**Note:** All related depreciation values for the specific asset are contained on this tab including the **Base Amount** (initial amount to be depreciated), **Accumulated Depreciation** (sum of depreciation charges accumulated to date or previously accumulated), and **Book Value** (current value of an asset).

21. Click the "hide" button on the **Asset Depreciation Information** tab.
<table>
<thead>
<tr>
<th>Step #</th>
<th>Procedure</th>
</tr>
</thead>
<tbody>
<tr>
<td>22.</td>
<td><strong>Note:</strong> The View Retirement Information tab includes the retirement eDoc number, the retirement reason code and the retirement date. It also includes additional information for equipment that is sold, externally transferred or donated.</td>
</tr>
<tr>
<td>23.</td>
<td><strong>Note:</strong> The View Equipment Loan Information tab includes the loan date, expected return date, actual return date and the borrower’s address.</td>
</tr>
<tr>
<td>24.</td>
<td>Click the “show” button on the Lookup Related Capital Asset Document(s) tab.</td>
</tr>
<tr>
<td>25.</td>
<td><strong>Note:</strong> The fields on the Lookup Related CapitalAsset Document(s) tab provide you with quick links to navigate to any documents that have been processed against the asset.</td>
</tr>
<tr>
<td>26.</td>
<td>Click the “close” button.</td>
</tr>
<tr>
<td>27.</td>
<td>You have successfully completed the Asset Lookup tutorial.</td>
</tr>
</tbody>
</table>

*End of Procedure*
Exercises

Exercise 1: You are doing inventory in the building number 1020 (Building Code) on the Manoa campus (MA) campus. You will need to search for all the assets at that location.

How many assets are located in Manoa building 1020?

Exercise 2: You are in the CRCH organization and need to find the location of a generator. The asset type code for a generator is 460029.

Where can you find a generator?

Exercise 3: You started working as a Fiscal Administrator in a new department and would like to see how many assets are in the department. The Fiscal Officer code is 030.

How many assets do you have in your new department?
Asset Edit

Process

In this tutorial you will change the **Asset Representative Principal Name** using the “**edit**” action tab. The “**edit**” action will allow you to update asset condition, asset description, manufacturer, model number, serial number, location and asset representative.

**Note:** The edit feature can be used for Capital and Non-Capital Assets (including controlled property).

**Navigation:** Main-Menu > Lookup and Maintenance > Capital Asset Management > Asset

<table>
<thead>
<tr>
<th>Step #</th>
<th>Procedure</th>
</tr>
</thead>
<tbody>
<tr>
<td>28.</td>
<td>Click the “<strong>Asset</strong>” link on the <strong>Main Menu</strong>.</td>
</tr>
<tr>
<td>Step #</td>
<td>Procedure</td>
</tr>
<tr>
<td>--------</td>
<td>------------</td>
</tr>
<tr>
<td>29.</td>
<td>There are numerous search options. For this example you will search using the <strong>Organization Owner Organization Code</strong>. Click in the <strong>Organization Owner Organization Code</strong> field and enter <strong>VCRG</strong>.</td>
</tr>
<tr>
<td>30.</td>
<td>Click the <strong>search</strong> button.</td>
</tr>
</tbody>
</table>
Your search results are displayed in a table at the bottom of the screen. Data relevant to the asset(s) is also displayed.

Click on the “edit” link under the Actions heading for the asset you wish to update. For this example, you will “edit” asset “NNNN” where “NNNN” refers to the asset you are interested in editing.

In this scenario we will be reassigning the asset to a different asset representative by editing the Asset Representative Principal Name.
<table>
<thead>
<tr>
<th>Step #</th>
<th>Procedure</th>
</tr>
</thead>
</table>
| 32.   | Click in the **Description** field on the **Document Overview** tab.  
* **Note:** It is UH's business process to begin the description with your 3 digit FO Code (representing the Fiscal Administrator - FA) followed by a short description for the document. The **Description** field has a limit of 40 characters. The short description entered here appears in the Action List and Document Search. |
| 33.   | Enter "**FO#-EDIT Capital Asset NNNN**" in the **Description** field. It is recommended to add the asset number to the description to aid in searching for the specific **Asset Edit** eDoc when applicable. Replace "**NNNN**" with your asset number. |
| 34.   | Click in the **Explanation** field.  
* **Note:** This field is required by UH. You will use this field to provide a more detailed explanation of the description with a maximum of 70 characters allowed. |
| 35.   | Enter "**Update Asset Representative**" in the **Explanation** field. |
| 36.   | The **Organization Document Number** field is optional. It can be used for departmental purposes; such as, tracking internal document number references. |
| 37.   | Click the **hide** button on the **Document Overview** tab. |
38. The Asset Detail Information tab displays relevant data related to the selected asset. Notice that many fields are editable on the "New" side (right column).

Click the “hide” button on the Asset Detail Information tab.
### Kuali Financial System Training Guide

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**Step # | Procedure**

| 39. | Click the **“show”** button on the **Organization Information** tab. |

| 40. | Click in the **“magnifying glass”** for the **Asset Representative Principal Name** field. |

---

**Click on the magnifying glass to perform an asset representative lookup**
41. You can perform a search for an individual who should be the asset representative using any of the Person Lookup search criteria.

<table>
<thead>
<tr>
<th>Step #</th>
<th>Procedure</th>
</tr>
</thead>
<tbody>
<tr>
<td>41.</td>
<td>You can perform a search for an individual who should be the asset representative using any of the Person Lookup search criteria.</td>
</tr>
<tr>
<td>42.</td>
<td>For this example, you will use the Last Name of “Trainee”.</td>
</tr>
<tr>
<td></td>
<td>Click in the “Last Name” field and enter “Trainee” in the Last Name field.</td>
</tr>
<tr>
<td>43.</td>
<td>Click the “search” button to display a list of individuals with the last name “Trainee”.</td>
</tr>
<tr>
<td>44.</td>
<td>Click on the “return value” link for the desired individual.</td>
</tr>
</tbody>
</table>
### Step # | Procedure
--- | ---
45. | The **Asset Representative Principal Name** field will display the selected individual’s userid, while the **Asset Representative Name** field will display their last name, first name.

**Note:** If you directly enter the individual’s **Principal Name** in the **Asset Representative Principal Name** field the **Asset Representative Name** field will not get updated until you either search for and select the name, manually enter the name, or when you save the document.

46. | Notice the yellow asterisks that are now displayed in both the **Asset Representative Principal Name** and the **Asset Representative Name** fields, as well as, on the tab header. This yellow asterisk will display wherever edits are made on the eDoc.

47. | **Note:** The **Organization Text** field on the **Organization Information** tab is a free format field and open and available to enter any additional information pertaining to the asset.

48. | Click the “hide” button on the **Organization Information** tab.
### Step # | Procedure
--- | ---
49. | On the **Notes and Attachments** tab you may attach any supporting documentation to support the edit.
50. | Click the “hide” button on the **Notes and Attachments** tab.
Step # | Procedure
---|---
51. | On the Route Log tab be sure to verify the workflow of the saved eDoc and add any Ad Hoc Recipients, as necessary.
52. | **Note**: There are additional tabs on this eDoc that will be used as they relate to the purpose of the eDoc. Some of these additional tabs will be reviewed in the remaining tutorials of this manual.
53. | Click the “submit” button.
54. | You have successfully completed the Edit Asset tutorial.

End of Procedure
Create a Requisition Using a Capital Asset Object Code

Process

Capital Assets will be established when a Requisition is created using a capital asset object code. In this tutorial you will update a Requisition that is using a capital asset object code. To review creating a Requisition in KFS, please review the “Create a Requisition” tutorial.

This tutorial begins with the Items tab on a Requisition for a $6,200 microscope:

Requisition Chart / Org - MA / IFA
Vendor - WEST COAST MICROSCOPE SRVC (Vendor # 7397-0)
Amount - $6,200.00
Deliver to Building Code / Room – 1012A / 101
Item 1 - Lab Microscope (catalog # MC123) (Model 7b6t123)
Item 2 – Tax (@ 4.712%)
Account / Object – 1131942 / 770U

Navigation: Main Menu > Transactions > Purchasing/Accounts Payable > Requisition
Main Menu > Doc Search / Custom Doc Searches > Requisitions
### Step # | Procedure
---|---
55. | Click the “show” button on the **Capital Asset** tab.
56. | Click the drop down on the **Capital Asset System Type** field.  
   The options are:  
   **Individual Assets** – Select when each line item on the purchase order will create 
   individual items.  
   **Multiple Systems** – Select when line items are added together to create multiple system 
   assets. Additional information should be communicated in the **Capital Asset Note Text** 
   field as to how the individual line items should be grouped together to create system 
   assets.  
   **One System** – Select if all of the line items will be added together to create one system.
57. | For this example, select the **One System** option from the **Capital Asset System Type** 
   field.
### Step Procedure

58. Click the "Capital Asset System State" drop-down.

59. For this example, select the "New System" option from the Capital Asset System State field.

60. Click the "select" button in the Action field.

61. Click in the Capital Asset System Description field, and enter "Lab Microscope".

**Note**: The Capital Asset Note Text field can be used for communication between offices, departments, internally, or with PFMO (i.e., item 1, 3, and 5 = one system).

62. Click the "magnifying glass" on the Asset Type field.

63. On the Asset Type Lookup page click in the Asset Type Description field.

64. Enter "microscope" in the Asset Type Description field.

65. Click the "search" button.

66. Click the "return value" link for the desired Asset Type.
### Step # | Procedure
--- | ---
67. | Click in the “How Many Assets?” field and enter the amount of assets. For this example, enter “1”.
68. | Click in the “Manufacturer” field, and enter the manufacturer information in the Manufacturer field. For this example, enter “West Coast Microscope”. **Note:** If the Manufacturer is the same as the Vendor click the *same as vendor* button.
69. | Click in the Model Number field, and enter the Model Number of the asset. For this example, enter “7B6T123”.
70. | Click in the Item Quantity field, and enter “1” for this example.
71. | Click the “magnifying glass” on the Building field.
<table>
<thead>
<tr>
<th>Step #</th>
<th>Procedure</th>
</tr>
</thead>
<tbody>
<tr>
<td>72.</td>
<td>Click in the “Building Code” field, and enter “1012A” for this example.</td>
</tr>
<tr>
<td>73.</td>
<td>Click the “search” button.</td>
</tr>
<tr>
<td>74.</td>
<td>Click the “return value” link for the desired Building Code.</td>
</tr>
<tr>
<td>75.</td>
<td>In the Room field either enter the Room Number in the field or click the “magnifying glass” to search for the rooms assigned to the Building selected. Enter “101” in the Room field for this example.</td>
</tr>
<tr>
<td>76.</td>
<td>Note: If the room number does not appear on the list, you should select the main office room number and enter the actual room number as a note in the Capital Asset Note Text box. If the desired room number is not available contact the Fiscal Administrator. The Fiscal Administrator will inform someone in PFMO. Then PFMO will add the missing room number to the KFS table and will update the asset to the correct room number.</td>
</tr>
<tr>
<td>77.</td>
<td>Click the “add” button.</td>
</tr>
</tbody>
</table>
78. In the Capital Asset Items section, select the “New Asset” option from the Capital Asset Transaction Type listing within the microscope accounting line item, for this example.

**Note:** For additional accounting lines that are not equipment (tax, freight, shipping) you will select the Other Service option from this listing.

79. Select the “Other Service” option from the Capital Asset Transaction Type listing within the Tax accounting line item, for this example.

80. Click the “hide” button on the Capital Asset tab.

81. Click the “show” button on the Additional Institutional Info tab.
### Step Procedure

<table>
<thead>
<tr>
<th>Step #</th>
<th>Procedure</th>
</tr>
</thead>
<tbody>
<tr>
<td>82.</td>
<td>On the <strong>Additional Institutional Info</strong> tab, a <strong>Requestor Name</strong>, <strong>Requestor Phone</strong>, and <strong>Requestor Email</strong> are required in the respective fields. Be sure to update as necessary.</td>
</tr>
<tr>
<td>83.</td>
<td>On the <strong>Notes and Attachments</strong> tab be sure to attach any/all supporting documentation for the asset.</td>
</tr>
<tr>
<td>84.</td>
<td>Click the “<strong>hide</strong>” button on the <strong>Notes and Attachments</strong> tab.</td>
</tr>
<tr>
<td>85.</td>
<td>On the <strong>Route Log</strong> tab be sure to verify the workflow of the saved eDoc and add any <strong>Ad Hoc Recipients</strong>, as necessary.</td>
</tr>
<tr>
<td>86.</td>
<td>Click the “<strong>submit</strong>” button.</td>
</tr>
<tr>
<td>87.</td>
<td><strong>Note</strong>: The transactions are fed to the Capital Asset Builder (CAB) in a “pending” status. After payment has been approved by the FA, PFMO will take action to create the asset and will then assign the asset tag. Once it is assigned the asset will then move to Capital Asset Management (CAM).</td>
</tr>
<tr>
<td>88.</td>
<td>You have just successfully completed the <strong>Create a Requisition Using a Capital Asset Object Code</strong> tutorial. <strong>End Procedure</strong></td>
</tr>
</tbody>
</table>
Asset Transfer

Process
In this tutorial you will transfer an asset from one department to another department within the UH System using the Asset Transfer eDoc. This eDoc can be processed to transfer assets to another UH department if the assets are funded only by non-extramural accounts.

An **Asset Edit** eDoc should be processed for transfers involving extramural accounts and PFMO should be contacted for special processing instructions.

**Note**: Assets should only be physically transferred when the eDoc is in FINAL status.

**Navigation**: Main Menu > Lookup and Maintenance > Capital Asset Management > Asset

<table>
<thead>
<tr>
<th>Step #</th>
<th>Procedure</th>
</tr>
</thead>
<tbody>
<tr>
<td>89.</td>
<td>Click on the “Asset” link to begin the search for the asset to be transferred.</td>
</tr>
</tbody>
</table>
Step # | Procedure
--- | ---
90. | There are many options to search for the desired asset. Click in the “FO Code” field and enter your “FO #”.
91. | Click the “search” button.
92. | Click the “transfer” link for the desired Asset Number.
<table>
<thead>
<tr>
<th>Step #</th>
<th>Procedure</th>
</tr>
</thead>
</table>
| 93.    | Click in the “Description” field on the Document Overview tab.  
**Note:** Please refer to Step #32 page 21 for UH business process regarding the document description. |
| 94.    | Enter “FO#-Transfer Capital Asset NNNN” in the Description field. It is recommended to add the asset number to the Description to aid in searching for the specific asset transfer eDoc when applicable. Replace “NNNN” with your asset number. |
| 95.    | Click in the “Explanation” field and enter an explanation for the transfer.  
**Note:** Please refer to Step #34 page 21 for UH business process regarding the Explanation field. |
| 96.    | The “Organization Document Number” field is optional and used for internal departmental purposes only. |
| 97.    | Click the “hide” button on the Document Overview tab. |
### Step # 98.

The **Asset** tab displays relevant data related to the asset that was selected.

Click the “**hide**” button on the **Asset** tab.

---

<table>
<thead>
<tr>
<th>Asset Information</th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>Asset Number: 508</td>
<td></td>
</tr>
<tr>
<td>Asset Description: MICROSCOPE INVERTED</td>
<td></td>
</tr>
<tr>
<td>Organization Owner Chart Of Accounts Code: HI</td>
<td>Organization Owner Account Number: 2260991</td>
</tr>
<tr>
<td>Owner:</td>
<td>Organization Code: PHAR</td>
</tr>
<tr>
<td>Asset Status Code: A</td>
<td>Asset Condition: G</td>
</tr>
<tr>
<td>Acquisition Type Code: X</td>
<td>Asset Type Code: 340001</td>
</tr>
<tr>
<td>Vendor Name: FISHER SCIENTIFIC</td>
<td>Manufacturer:</td>
</tr>
<tr>
<td>Model Number:</td>
<td></td>
</tr>
<tr>
<td>Tag Number: 146779</td>
<td>Serial Number: 4778</td>
</tr>
<tr>
<td>Government Tag:</td>
<td>Old Tag Number: HI-9125</td>
</tr>
<tr>
<td>In-Service Date: 06/28/2011</td>
<td>National Stock Number:</td>
</tr>
<tr>
<td>Fiscal Year: 2012</td>
<td>Create Date: 06/30/2012</td>
</tr>
<tr>
<td>Period: 13</td>
<td>Last Inventory Date: 06/30/2012 12:00 AM</td>
</tr>
</tbody>
</table>

---

The **Asset** tab displays relevant data related to the asset that was selected.
### Step # | Procedure
--- | ---
99. | On the **Asset Transfer Information** tab, click in the "**Organization Owner Chart Of Accounts Code**" field under the **New Transfer to Receiving Organization** column and enter your **Chart Code**.
100. | Click in the "**Organization Owner Account Number**" field.
101. | Enter your "**Account Number**" in the **Organization Owner Account Number** field (if the account number is not known, use the magnifying glass to search for the account number.)
102. | Click in the "**FO Code**" field and enter your **FO Code**.
103. | Click the "**hide**" button on the **Asset Transfer Information** tab.
<table>
<thead>
<tr>
<th>Step #</th>
<th>Procedure</th>
</tr>
</thead>
<tbody>
<tr>
<td>104.</td>
<td>On the Asset Location tab, click in the “Campus” field and enter your Campus code.</td>
</tr>
<tr>
<td>105.</td>
<td>Click in the “Building Code” field and enter a Building code for your Campus (if the Building is not known use the magnifying glass to perform a search).</td>
</tr>
<tr>
<td>106.</td>
<td>Click in the “Building Room Number” field and enter your Room number (if the Room is not known use the magnifying glass to perform a search).</td>
</tr>
<tr>
<td>107.</td>
<td><strong>Note:</strong> If an asset is transferred to an off campus location, you will need to complete the information in the Off Campus section. However, you are still required to enter a campus in the On Campus section (“SW” campus is recommended). Click the “hide” button on the Asset Location Tab.</td>
</tr>
</tbody>
</table>
108. On the Organization Information tab, the **Asset Representative** field is a required field and is the UH Principal Name. The **Asset Representative** was previously known as the Property Custodian in the legacy system (FMIS).

For this example, enter the current "train001" in the **New Asset Representative** field.

**Note:** If you do not know the **UH Principal Name** (UH Username) click the magnifying glass for the field and conduct a search.

109. Click the “hide” button on the **Organization Information** tab.

110. On the **Notes and Attachments** tab you may attach any documentation to support the asset transfer.

111. Click the “hide” button on the **Notes and Attachments** tab.
Step # | Procedure
--- | ---
112. | On the Route Log tab be sure to verify the workflow of the saved eDoc and add any Ad Hoc Recipients, as necessary.
113. | Click the “submit” button.
114. | Click “show” button on the Route Log tab.
   **Note:** This eDoc will route to both Fiscal Administrators related to the transaction (transfer in and out.)
115. | You have successfully completed the Asset Transfer tutorial.

End of Procedure.
Change Location of Multiple Assets

Process

In this tutorial you will change the location of multiple assets using the Asset Location Global eDoc.

This eDoc is used to process location changes to building codes and room numbers. This eDoc should not be used to process location changes involving off campus locations (e.g., from a building code to an off-campus location).

Note: If an asset appears on the eDoc without a building code, it usually indicates that the asset has an off-campus location. If a building code and room number are added to the eDoc, this will result in an asset with both an on-campus and off-campus location. In these cases, an Asset Edit eDoc should be processed to update the asset location instead of an Asset Location Global eDoc.

Navigation: Main Menu > Lookup and Maintenance > Capital Asset Management > Asset Location Global

<table>
<thead>
<tr>
<th>Step #</th>
<th>Procedure</th>
</tr>
</thead>
<tbody>
<tr>
<td>116.</td>
<td>Click the “Asset Location Global” link on the Main Menu.</td>
</tr>
<tr>
<td>Step #</td>
<td>Procedure</td>
</tr>
<tr>
<td>--------</td>
<td>------------</td>
</tr>
</tbody>
</table>
| 117.   | Click in the “Description” field on the Document Overview tab.  
**Note**: Please refer to Step #32 page 21 for UH business process regarding the document description. |
| 118.   | Enter “FO#-Edit Location Multiple Cap Assets” in the Description field. It is recommended to add the asset number to the description to aid in searching for the specific Asset Edit eDoc when applicable. |
| 119.   | Click in the “Explanation” field and enter an explanation for the location edit(s).  
**Note**: Please refer to Step #34 page 21 for UH business process regarding the Explanation field. |
| 120.   | The Organization Document Number field is optional. It can be used for departmental purposes; such as, tracking internal document number references. |
| 121.   | Click the “hide” button on the Document Overview tab. |
| 122.   | On the Edit List of Assets tab, click the “magnifying glass” for the Look Up / Add Multiple Asset Lines. |
Step # | Procedure
--- | ---
123. | On the Asset Lookup search page there are many search parameters that can be used to search for an asset. For this example, enter “your FO Code” in the FO Code field.
124. | Click in the “Organization Owner Organization Code” field and enter your org.
125. | Click the “search” button.
### Step # | Procedure
--- | ---
126. | A list of **Assets** will display at the bottom of the window.
To select the desired asset(s) you will click the check box on the “**Select?**” field. In this tutorial you will use asset numbers “**NNNN**” and “**NNNN**” where “**NNNN**” refers to the asset(s) you are interested in editing.
Click the “**check box**” in the **Select?** field for the first asset.

127. | Click the “**check box**” in the **Select?** field for second asset.

128. | Click the “**return selected**” button at the top of the table.
### Step # | Procedure
--- | ---
129. | All the selected assets will display under the **Edit List of Assets** tab with the current location of each asset.  
**Note:** A value of XXX in the **Building Room Number** field represents a converted asset which did not have a value in the legacy system (FMIS).

130. | In this example you will change both assets to **Building Code** “NNNN” and **Building Room Number** “NNN”, where “NNNN” refers to the building code and “NNN” refers to the room number.  
Click in the **Building Code** field for both asset rows and enter the new **Building Code**.  
Click in the **Building Room Number** field for both asset rows and enter the new **Building Room Number**.

131. | Click the “hide” button on the **Edit List of Assets** tab.
<table>
<thead>
<tr>
<th>Step #</th>
<th>Procedure</th>
</tr>
</thead>
<tbody>
<tr>
<td>132.</td>
<td>On the <strong>Notes and Attachments</strong> tab you may attach any documentation to support the location changes.</td>
</tr>
<tr>
<td>133.</td>
<td>Click the “submit” button.</td>
</tr>
<tr>
<td>134.</td>
<td>You have successfully completed the tutorial on <strong>Changing the Location of Multiple Assets</strong>. End of Procedure</td>
</tr>
</tbody>
</table>
Asset Fabrication

Process

Fabricated assets or assets in construction will be created in KFS by CAM Processors.

Navigation: Main Menu > Lookup and Maintenance > Capital Asset Management > Asset Fabrication

<table>
<thead>
<tr>
<th>Step #</th>
<th>Procedure</th>
</tr>
</thead>
<tbody>
<tr>
<td>135.</td>
<td>Click on the “Asset Fabrication” link to begin.</td>
</tr>
<tr>
<td>Step #</td>
<td>Procedure</td>
</tr>
<tr>
<td>--------</td>
<td>-----------</td>
</tr>
<tr>
<td>136.</td>
<td>Click in the <strong>Description</strong> field on the <strong>Document Overview</strong> tab. The <strong>Description</strong> field is required to create a fabricated asset. Enter <strong>“FO#-Asset Fabrication 'Asset Name”</strong> in the <strong>Description</strong> field. It is recommended to include the name of the asset in the description. <strong>Note:</strong> Please refer to Step #32 page 21 for UH business process regarding the document description.</td>
</tr>
<tr>
<td>137.</td>
<td>Click in the <strong>Explanation</strong> field and enter an explanation for the creation of the fabricated asset eDoc. <strong>Note:</strong> Please refer to Step #34 page 21 for UH business process regarding the <strong>Explanation</strong> field.</td>
</tr>
<tr>
<td>138.</td>
<td>The <strong>Organization Document Number</strong> field is optional. It can be used for internal document number references.</td>
</tr>
<tr>
<td>139.</td>
<td>Click the <strong>hide</strong> button on the <strong>Document Overview</strong> tab.</td>
</tr>
<tr>
<td>Step #</td>
<td>Procedure</td>
</tr>
<tr>
<td>--------</td>
<td>-----------</td>
</tr>
<tr>
<td>140.</td>
<td>On the <strong>Asset Detail Information</strong> tab, click in the “<strong>Organization Owner Chart of Accounts Code</strong>” field and enter your <strong>Chart Code</strong>.</td>
</tr>
</tbody>
</table>
| 141.   | Click in the “**Organization Owner Account Number**” field and enter the “**Account Number**.”  
Click in the **FO Code** field and enter your **FO Code**. |
| 142.   | Click the “**Asset Condition**” drop-down and select the condition of the asset. For this example select the “**Excellent**” option from the **Asset Condition** listing. |
| 143.   | Click in the “**Asset Description**” field.  
**Note**: This is a free form text field used to input a description that not only describes the asset, but is a way for your department to easily identify the asset.  
Enter “**Telescope**” into the “**Asset Description**” for this example. |
| 144.   | The **Asset Type Code** field will be pre-populated with “**000902**” which is the **Asset Type Code** for **Construction in Progress-Capital Moveable Equipment**.  
Any additional defaults values entered will also be populated in the corresponding fields on this tab. |
<p>| 145.   | Click the “<strong>hide</strong>” button on the “<strong>Asset Detail Information</strong>” tab. |</p>
<table>
<thead>
<tr>
<th>Step #</th>
<th>Procedure</th>
</tr>
</thead>
</table>
| 146.  | On the **Asset Location** tab, click in the “**Campus**” field and enter the “**Campus Code**” associated with the fabricated equipment location.  
**Note:** Although the Building Code & Building Room Number fields do not have an asterisk next to it, UH Policy requires a valid Building code & room number for all capital assets and controlled property. |
| 147.  | Click in the “**Building Code**” field and enter the **Building Code** associated with the fabricated equipment location. |
| 148.  | Click in the “**Building Room Number**” field and enter the **Room Number** associated with the fabricated equipment location. |
| 149.  | Click the “**hide**” button on the **Asset Location** tab. |
| 150.  | On the **Organization Information** tab, click the magnifying glass next to the **Asset Representative Principal Name** field. |
| 151.  | Enter the search parameters in the appropriate fields to search for the representative of the fabricated asset.  
Enter “**Trainee**” in the **Last Name** field for this example. |
| 152.  | Click on the “**return value**” next to the person’s name.  
**Note:** The person’s name and applicable information displays in the eDoc. |
| 153.  | Click the “**hide**” button on the “**Organization Information**” tab. |
Step # | Procedure
--- | ---
154. | On the Fabrication Information tab, click the “Estimated Fabrication Completion Date” calendar icon.  
Choose the date the construction of the asset is estimated to be completed.
155. | Click in the “Fabrication Estimated Total” field and enter “50000” for this example.
156. | Click in the “Years expected to retain asset once fabrication is complete” field and enter “10” for this example.
157. | Click the “hide” button on the Fabrication Information tab.
158. | On the Notes and Attachments tab, you may enter comments and attach supporting documents applicable to the eDoc (such as the form PFMO-73, Fabricated Equipment, which is a form fillable version found on the UH FMO website.)  
After the Asset Fabrication eDoc has been approved by PFMO, an asset tag number will be assigned to the asset. This tag number should be referenced on all payment documents related to the asset.
159. | Click the “submit” button.
160. | You have successfully completed the Asset Fabrication tutorial.
End of Procedure
Asset Retirement

Process

The **Asset Retirement Global** eDoc is used to retire capital assets in KFS.

Prior to retiring a capital asset you must process an **Asset Edit** eDoc to update the asset condition to "poor" or "scrap" for equipment that is obsolete, damaged beyond economic repair, or worn and unserviceable.

If there is a sale or trade-in, you must contact PFMO first for instructions. If the asset has value and is still operable, you must offer it first to other UH departments.

**IMPORTANT**: Assets can only be physically disposed when the **Asset Retirement Global** eDoc is in FINAL status.

**Navigation**: Main Menu > Lookup and Maintenance > Capital Asset Management > Asset Retirement Global

<table>
<thead>
<tr>
<th>Step #</th>
<th>Procedure</th>
</tr>
</thead>
<tbody>
<tr>
<td>161.</td>
<td>Click the “Asset Retirement Global” link.</td>
</tr>
</tbody>
</table>
### Step # Procedure

**162.** On the Asset Retirement Reason Lookup screen, click the “search” button to display a listing of the Retirement Reason Codes.

**163.** Click the “return value” for the Obsolete Retirement Reason Code.
164. **Click in the “Description” field on the Document Overview tab.**

Enter “FO#-Retire Capital Asset NNNN” in the Description field. It is recommended to add the asset number to the description to aid in searching for the specific asset retirement eDoc when applicable. Replace “NNNN” with your asset number.

**Note:** Please refer to Step #32 page 21 for UH business process regarding the document description.

165. **Click in the “Explanation” field and enter an explanation for the creation of the Retirement eDoc.**

**Note:** Please refer to Step #34 page 21 for UH business process regarding the Explanation field.

166. **The Organization Document Number field is optional. It can be used for internal document number references.**

167. **Click the “hide” button on the Document Overview tab.**
<table>
<thead>
<tr>
<th>Step #</th>
<th>Procedure</th>
</tr>
</thead>
<tbody>
<tr>
<td>168.</td>
<td>The <em>Retirement Information</em> tab displays the <em>Retirement Reason Code</em> that was previously selected. Click the “<strong>hide</strong>” button on the <em>Retirement Information</em> tab.</td>
</tr>
<tr>
<td>169.</td>
<td>On the <em>Asset Detail Information</em> tab, either click the <strong>magnifying glass</strong> for the <em>Asset Number</em> field to search for the asset that needs to be retired or enter the asset number directly into the field.</td>
</tr>
<tr>
<td>170.</td>
<td>Click the “<strong>add</strong>” button under the <em>Asset Number</em> field.</td>
</tr>
<tr>
<td>Step #</td>
<td>Procedure</td>
</tr>
<tr>
<td>-------</td>
<td>-----------</td>
</tr>
<tr>
<td>171.</td>
<td>In the <strong>Asset Retired</strong> section of the <strong>Asset Detail Information</strong> tab, verify the <strong>Asset Condition</strong> is <strong>poor</strong> or <strong>scrap</strong>. If the <strong>Asset Condition</strong> is not &quot;poor&quot; or &quot;scrap&quot; for equipment that is obsolete, damaged beyond economic repair, or worn and unserviceable, be sure to change the <strong>Asset Condition</strong> prior to retiring the asset using the <strong>Asset Edit</strong> eDoc.</td>
</tr>
<tr>
<td>172.</td>
<td>On the <strong>Notes and Attachments</strong> tab you may attach any documentation that supports the retirement. Currently, departments are asked to indicate the proposed method of disposal (i.e., disposal by destruction, trade-in, donation, etc.) in the <strong>Notes and Attachments</strong> tab.</td>
</tr>
<tr>
<td>173.</td>
<td>Click the &quot;<strong>submit</strong>&quot; button.</td>
</tr>
<tr>
<td>174.</td>
<td>You have successfully completed the <strong>Asset Retirement</strong> tutorial. <strong>End of Procedure</strong></td>
</tr>
</tbody>
</table>
Create a Non-Capital Asset Process

KFS allows the CAM Processor the ability to create non-capital assets (assets < $5,000 per unit). This excludes controlled property (Federal/agency vested assets or weapons < $5,000 per unit). All other assets will be created by PFMO.

Note: Do not use this eDoc for capital assets.

Navigation: Main Menu > Lookup and Maintenance > Capital Asset Management > Asset Global (Add)

<table>
<thead>
<tr>
<th>Step #</th>
<th>Procedure</th>
</tr>
</thead>
<tbody>
<tr>
<td>175.</td>
<td>Click the “Asset Global (Add)” link on the Main Menu.</td>
</tr>
<tr>
<td>Step #</td>
<td>Procedure</td>
</tr>
<tr>
<td>-------</td>
<td>-----------</td>
</tr>
<tr>
<td>176.</td>
<td>On the <strong>Asset Acquisition Type</strong> lookup screen, click the <strong>“search”</strong> button.</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Return Value</th>
<th>Acquisition Type Code</th>
<th>Acquisition Type Name</th>
<th>Income Asset Object Code</th>
<th>Active Indicator</th>
</tr>
</thead>
<tbody>
<tr>
<td>return value</td>
<td>X</td>
<td>Converted Asset</td>
<td></td>
<td></td>
</tr>
<tr>
<td>return value</td>
<td>Z</td>
<td>Controlled Property</td>
<td></td>
<td></td>
</tr>
<tr>
<td>return value</td>
<td>A</td>
<td>Non Capital</td>
<td></td>
<td></td>
</tr>
<tr>
<td>return value</td>
<td>F</td>
<td>Found/Other Addition</td>
<td></td>
<td></td>
</tr>
<tr>
<td>return value</td>
<td>G</td>
<td>Gift</td>
<td></td>
<td></td>
</tr>
<tr>
<td>return value</td>
<td>N</td>
<td>New</td>
<td></td>
<td></td>
</tr>
<tr>
<td>return value</td>
<td>S</td>
<td>State Transfer-In (Univ Owned)</td>
<td></td>
<td></td>
</tr>
<tr>
<td>return value</td>
<td>T</td>
<td>Federal Transfer-In (Univ Owned)</td>
<td></td>
<td></td>
</tr>
<tr>
<td>return value</td>
<td>U</td>
<td>Other Agency Transfer-In (Univ Owned)</td>
<td></td>
<td></td>
</tr>
<tr>
<td>return value</td>
<td>V</td>
<td>Transfer-In Other Owned</td>
<td></td>
<td></td>
</tr>
<tr>
<td>return value</td>
<td>Y</td>
<td>Trade-In/ Surplus Property</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

**Export options:** CSV | spreadsheet | XML

<table>
<thead>
<tr>
<th>Step #</th>
<th>Procedure</th>
</tr>
</thead>
<tbody>
<tr>
<td>177.</td>
<td>Click the <strong>“return value”</strong> link for <strong>Acquisition Type Code A, Non-Capital</strong>.</td>
</tr>
<tr>
<td>Step #</td>
<td>Procedure</td>
</tr>
<tr>
<td>-------</td>
<td>-----------</td>
</tr>
</tbody>
</table>
| **178.** | Click in the “**Description**” field on the **Document Overview** tab.  
Enter “FO#-Create Non-Capital Asset” in the **Description** field for this example.  
**Note:** Please refer to Step #32 page 21 for UH business process regarding the document description. |
| **179.** | Click in the “**Explanation**” field and enter an explanation for the creation of the non-capital asset.  
**Note:** Please refer to Step #34 page 21 for UH business process regarding the **Explanation** field. |
| **180.** | The **Organization Document Number** field is optional. It can be used for internal document number references. |
| **181.** | Click the “**hide**” button on the **Document Overview** tab. |
### Step # | Procedure
--- | ---
182. | On the **Asset Acquisition Type** tab, the **Acquisition Type Code** should display **A – Non Capital**.

183. | Click the “**hide**” button on the **Asset Acquisition Type** tab.

184. | On the **Asset Detail Information** tab, click in the “**Organization Owner Chart Of Accounts Code**” field, and enter the “**Chart Code**” for the asset.

185. | Click in the “**Organization Owner Account Number**” field, and enter “**account number**” for the asset.

186. | Click in the “**FO Code**” field, and enter the appropriate “**FO#**”.

187. | Click the “**magnifying glass**” for the **Asset Status Code** field.
### Step # Procedure

| 188. | Click the “search” button on the Asset Status Lookup screen. |

| 189. | Click on the “return value” for Asset Status Code N, Non-Capital Active.  

**Note:** All non-capital assets will have the Asset Status Code of N.
<table>
<thead>
<tr>
<th>Step #</th>
<th>Procedure</th>
</tr>
</thead>
<tbody>
<tr>
<td>190.</td>
<td>On the Asset Detail Information tab, click the “drop-down menu” for the Asset Condition field.</td>
</tr>
<tr>
<td>191.</td>
<td>You will select the appropriate Asset Condition for your asset. For this example, select “Excellent” from the drop-down menu.</td>
</tr>
</tbody>
</table>
### Step # | Procedure
--- | ---
192. | Click in the “Asset Description” field and enter “Dell Computer” for this example.
193. | Click in the “Asset Type Code” field and enter “490001” in the Asset Type Code field.  
**Note**: All non-capital assets will have this code. You could also perform a search using “non-capital”.
194. | Click in the “Vendor Name” field and enter “Dell” for this example.
195. | Click in the “Manufacturer” field and enter “Dell” for this example.
196. | Click in the “Model Number” field and enter “Optiplex 755” for this example.
197. | In the Create Date field, for non-capital assets, use the in-service date of the asset. The date can be backdated; otherwise, this field defaults to the current date.
198. | Click the “hide” button on the Asset Detail Information tab.
Step # | Procedure
--- | ---
199. | On the **Location** tab enter the applicable location information for the new asset. This is most commonly the location of the **"On Campus Keeper."** Click in the “**Campus**” field and enter the “**Campus Code**” associated with the building code.

200. | Click in the “**Building Code**” field and enter the applicable “**Building Code**”.

201. | Click in the “**Building Room Number**” field and enter the applicable “**Room Number**” for your **Building**.

202. | **Note:** Only enter an on-campus location (building code and room number) or an off-campus location. An off-campus location still requires a campus (“**SW**” campus is recommended).

203. | Click in the “**Quantity Of Assets To Be Created**” field and enter “1” for this example.

204. | Click the “**add**” button.
After the **Asset Location** is added an “Asset Location-Asset Unique Information” section will display with the system assigned asset number. The fields in this area are not required, but helpful if the **Serial Number**, **Tag Number**, and/or the **Asset Representative Principal Name** fields are entered.

<table>
<thead>
<tr>
<th>Step #</th>
<th>Procedure</th>
</tr>
</thead>
<tbody>
<tr>
<td>205.</td>
<td>After the <strong>Asset Location</strong> is added an “Asset Location-Asset Unique Information” section will display with the system assigned asset number. The fields in this area are not required, but helpful if the <strong>Serial Number</strong>, <strong>Tag Number</strong>, and/or the <strong>Asset Representative Principal Name</strong> fields are entered.</td>
</tr>
<tr>
<td>206.</td>
<td>Click the “hide” button on the <strong>Location</strong> tab.</td>
</tr>
</tbody>
</table>
Step # | Procedure
--- | ---
207. | On the Add Payments tab, click the “drop-down menu” in the Chart Code field.
208. | Select your “Chart Code” from the drop-down menu.
209. | Click in the “Account Number” field and enter the “Account Number” for the asset.
210. | Click in the “Object Code” field and enter “777U”.
  Note: All non-capital assets will be assigned object code 777U.
211. | Click in the “Document Number” field.
  Note: This is the document number used to purchase the asset.
The Document Number is required even though the field is not marked with an asterisk.
212. | Enter “1530953” in the Document Number field for this example.
213. Click in the "Document Type Code" field to enter the type of document that purchased the asset.

For this example, enter “P REQ” in the Document Type Code field.

*Note:* The Document Type Code field is also a required field, even though it is not notated with an asterisk.

214. Click on the “Posted Date” calendar icon.

*Note:* The Posted Date field is also a required field, even though it is not notated with an asterisk.

Select “Today” from the calendar for this example.

215. Click in the “Amount” field and enter the amount of the asset. For this example enter “1500”.

216. Click the “add” button.

217. Click the “hide” button in the Add Payments tab.
Step # | Procedure
--- | ---
218. | On the **Notes and Attachments** tab attach any documentation that supports the creation of the non-capital asset.
219. | **Note:** The eDoc will be *disapproved* if the following conditions are *not* met for the new non-capital asset:
  - The asset cost must be under $5000
  - The asset status must equal ‘N’
  - The asset type code must equal ‘490001’
  - The asset object code for asset payment must equal ‘777U’
220. | Click the “submit” button.
221. | Click the “show” button on the **Route Log** tab.
### Step #222.
Click the “show” button on the *Future Action Requests* tab.

### Step #223.
You have successfully completed the tutorial for **Creating a Non-Capital Asset**.

**End of Procedure**
Retirement of Non-Capital Assets

Process

The **Asset Edit** eDoc is used to retire non-capital assets.

**Note:** Please refer to page 18 for editing non-capital assets and page 35 for transferring non-capital assets.

**Navigation:** Main Menu > Lookup and Maintenance > Capital Asset Management > Asset

<table>
<thead>
<tr>
<th>Step #</th>
<th>Procedure</th>
</tr>
</thead>
<tbody>
<tr>
<td>224.</td>
<td>Click on the “Asset” link.</td>
</tr>
</tbody>
</table>
There are numerous search options for non-capital assets. For this example you will use **Asset Type Code** and **Asset Status Code**.

- **Step 226.** Click on the “**Asset Type Code**” field and enter “**490001**”.

- **Step 227.** Enter “**N**” in the **Asset Status Code** field.

- **Step 228.** Click the “**search**” button.

- **Step 229.** Click the “**edit**” link on the desired asset.
Step 230. Click in the **Description** field on the **Document Overview** tab.

Enter “**FO#-Retire Non-Capital Asset NNNN**” in the **Description** field for this example. It is recommended to add the asset number to the description to aid in searching for the specific [Asset Edit](#) eDoc when applicable. Replace “**NNNN**” with your non-capital asset number.

**Note:** Please refer to Step #32 page 21 for UH business process regarding the document description.

Step 231. Click in the **Explanation** field and enter an explanation for the creation of the [Asset Edit](#) eDoc.

**Note:** Please refer to Step #34 page 21 for UH business process regarding the **Explanation** field.

Step 232. The **Organization Document Number** field is optional. It can be used for internal document number references.

Step 233. Click the “**hide**” button on the **Document Overview** tab.
Step # | Procedure
--- | ---
234. | The **Asset Detail Information** tab displays relevant data related to the selected non-capital asset. Any of the fields in the "**new**" column that are editable can be used to edit/maintain the asset.

235. | Click on the "**magnifying glass**" on the **Asset Status Code** field.

**Delete the status code then click search**

Step # | Procedure
--- | ---
236. | Delete the Asset Status Code “**N**” then click on the “**search**” button.

237. | Click on the "**return value**" for **Asset Status Code** “**O**” with **Asset Status Name** “Non-Capital Retired” for this example to retire the non-capital asset.
Step #   | Procedure
---|---
238. | On the **Asset Detail Information** tab, click on the drop-down menu in the **Asset Condition** field.
239. | Select **Asset Condition** code “POOR” or “SCRAP”.
     | For this example select the “**SCRAP**” option.
240. | Click the “**hide**” button on the **Asset Detail Information** tab.
241. | On the **Notes and Attachments** tab you may add any notes or attachments to support the type of maintenance performed for the asset.
242. | Click the “**submit**” button.
243. | Click the “**show**” button on the **Route Log** tab to review the workflow of the eDoc.
244. | You have successfully completed the **Retiring a Non-Capital Asset** tutorial.

End Procedure
Appendix

The following tutorials are included in this manual for those users that will Loan, Renew and Return an asset. These functions will not be covered in the class, but are available for your review when necessary.

Asset Loan

Process

Assets can be loaned up to two years and only to University of Hawaii employees.

Note: Do not use this eDoc for individuals who are not University of Hawaii employees. When loaning assets to non-employees you must use the Property Loan and Indemnification by Non-University Personnel form (KFS Form 31). Please contact PFMO for a copy of Form 31 or if you have any questions pertaining to loaning an asset.

Navigation: Main Menu > Lookup and Maintenance > Capital Asset Management > Asset

<table>
<thead>
<tr>
<th>Step #</th>
<th>Procedure</th>
</tr>
</thead>
<tbody>
<tr>
<td>245.</td>
<td>Click on the “Asset” link to begin the search for the asset to be loaned.</td>
</tr>
<tr>
<td>Step #</td>
<td>Procedure</td>
</tr>
<tr>
<td>--------</td>
<td>-----------</td>
</tr>
<tr>
<td>246.</td>
<td>There are many options to search for the desired asset. In this tutorial you will use the <strong>Organization Owner Organization Code</strong> of “BIOL”. Click in the <strong>Organization Owner Organization Code</strong> field.</td>
</tr>
<tr>
<td>247.</td>
<td>Enter <strong>“BIOL”</strong> in the <strong>Organization Owner Organization Code</strong> field.</td>
</tr>
<tr>
<td>248.</td>
<td>Click the “<strong>search</strong>” button to display all the assets for <strong>BIOL</strong>.</td>
</tr>
</tbody>
</table>
Step # 249. 

All of the assets based on the selection criteria will display at the bottom of the window.

**Note:** Assets with a link under the word “loan” in the **Actions** field are available for loaning.

Click on the “loan” link under the **Actions** heading for the Asset Number **543**.
Step # | Procedure
--- | ---
250. | Click in the “**Description**” field on the **Document Overview** tab.

Enter “**116-Loan Capital Asset 543**” in the **Description** field for this example. It is recommended to add the asset number to the **Description** to aid in searching for the specific **Equipment Loan/Return** eDoc when applicable.

**Note**: Please refer to Step #32 page 21 for UH business process regarding the document description.

251. | Click in the “**Explanation**” field.

**Note**: Please refer to Step #34 page 21 for UH business process regarding the **Explanation** field.

252. | The **Organization Document Number** field is optional. It can be used for internal document number references.

253. | Click the “**hide**” button on the **Document Overview** tab.

254. | The **Asset** tab displays relevant data related to the selected capital asset.

Click the “**hide**” button on the **Asset** tab.
### Step #255

On the **Equipment Loans** tab, the **Borrower ID** field is required. Loaning assets are limited to University of Hawaii employees.

Click the “**magnifying glass**” on the **Borrower ID** field to display UH employees.

### Step #256

Click in the “**Principal Name**” field.

### Step #257

You can perform a search for the employee who is borrowing the asset using any of the **Person Lookup** search criteria.

For this example you will use the **Principal Name** of “**train020**”.

Enter “**train020**” in the **Principal Name** field.

### Step #258

Click the “**search**” button to display employee(s) at the bottom of the window.

### Step #259

Click on the “**return value**” for the desired employee.
The Borrower ID will display the selected employee.

Click the “Expected Return Date” calendar icon.

**Note:** The expected return is not allowed to be greater than 2 years from the loan date.

Select the date the asset should be returned.

For this example, select “June 2, 2017” date.

Click the “hide” button on the Equipment Loans tab.
### Step # | Procedure
---|---
263. | Click in the “Address” field, which is located in the Borrower's Address tab.
264. | Enter “123 S Water Street” in the Address field.
265. | Click in the “City” field.
266. | Enter “Honolulu” in the City field.
267. | Click in the “State” field.
268. | Enter “HI” in the State field.
269. | Click on the “Postal Code” field.
270. | Enter “96822” in the Postal Code field.

**Note:** If the asset will not be located at the Borrower's home address, you will need to complete the Stored at information on the right.

271. | Click the “hide” button on the Borrower's Address tab.
272. | Click the “submit” button.
273. | Click the “show” button on the Route Log tab to view the route log information.
### Step # | Procedure
--- | ---
274. | Click on the “show” button on the Future Action Requests.
275. | Click the “close” button to return to the Main Menu.
276. | You have successfully completed the tutorial on Loaning an Asset.

End of Procedure
Asset Renew

Process

If the loan of an asset needs to be extended, the asset return date must be updated in KFS.

Note: This eDoc is only for University of Hawaii employees. Do not use this eDoc for non-employees.

Navigation: Main Menu > Lookup and Maintenance > Capital Asset Management > Asset

<table>
<thead>
<tr>
<th>Step #</th>
<th>Procedure</th>
</tr>
</thead>
<tbody>
<tr>
<td>277.</td>
<td>Click on the “Asset” link to begin the search for the asset to be renewed.</td>
</tr>
</tbody>
</table>
278. There are many options to search for the desired asset. In this tutorial you will use the Asset Number of “543”.

Click in the Asset Number field.

279. Enter “543” in the Asset Number field.

280. Click the “search” button to display the asset.

281. Click on the corresponding “renew” link under the Actions field for the asset that needs to be renewed.

Note: Only assets that are on loan will have a renew link.
<table>
<thead>
<tr>
<th>Step #</th>
<th>Procedure</th>
</tr>
</thead>
</table>
| 282.   | Click in the “Description” field on the Document Overview tab.  
          Enter “116-Renew Capital Asset 543” in the Description field for this example. It is recommended to add the asset number to the Description to aid in searching for the specific Equipment Loan/Return eDoc when applicable.  
          **Note**: Please refer to Step #32 page 21 for UH business process regarding the document description. |
| 283.   | Click in the “Explanation” field.  
          **Note**: Please refer to Step #34 page 21 for UH business process regarding the Explanation field. |
| 284.   | The Organization Document Number field is optional. It can be used for internal document number references. |
| 285.   | Click the “hide” button on the Document Overview tab. |
| 286.   | The Asset tab displays relevant data related to the selected asset.  
          Click the “hide” button on the Asset tab. |
Step # | Procedure
--- | ---
287. | On the **Equipment Loans** tab, enter in the new date in the **Expected Return Date** field.
288. | Click the “**hide**” button on the **Equipment Loans** tab.
289. | Update the **Borrower’s Address** tab if necessary.
290. | Click the “**hide**” button on the **Borrower’s Address** tab.
291. | On the **Notes and Attachments** tab, enter any notes and/or attachments for the loan renewal (such as the reason why the extension is required).
292. | Click the “**submit**” button.

**You have successfully completed the tutorial on **Renewing an Asset**.**

**End of Procedure**
Asset Return

Process
When an asset on loan is returned, the asset Loan Return Date must be updated in KFS.

Note: This eDoc is only for University of Hawaii employees. Do not use this eDoc for non-employees.

Important: When returning an asset, the Asset Location will display the building and room where the asset belongs. If the asset will not be returned to the previous location, you will need to transfer the asset to the new location using the Asset eDoc, but not until the asset is returned.

Navigation: Main Menu > Lookup and Maintenance > Capital Asset Management > Asset

<table>
<thead>
<tr>
<th>Step #</th>
<th>Procedure</th>
</tr>
</thead>
<tbody>
<tr>
<td>293.</td>
<td>Click on the “Asset” link to begin the search for the asset to be returned.</td>
</tr>
</tbody>
</table>
294. There are many options to search for the desired asset. In this example you will use the **Organization Owner Organization Code** of BIOL.

Click in the “**Organization Owner Organization Code**” field.

295. Enter “BIOL” in the **Organization Owner Organization Code** field.

296. Click the “**search**” button to display all the assets below the search criteria fields.
Step #  Procedure

297. Click on the corresponding “return” link under the Actions field for the asset that is returned.

Note: Only assets that are on loan will have a return link.
### Step # Procedure

**298.** Click in the “Description” field on the **Document Overview** tab.

Enter **“116-Return Capital Asset 543”** in the **Description** field for this example. It is recommended to add the asset number to the **Description** to aid in searching for the specific asset **Equipment Loan/Return** eDoc when applicable.

**Note:** Please refer to Step #32 page 21 for UH business process regarding the document description.

**299.** Click in the “Explanation” field.

**Note:** Please refer to Step #34 page 21 for UH business process regarding the **Explanation** field.

**300.** The **Organization Document Number** field is optional. It can be used for internal document number references.

**301.** Click the “hide” button on the **Document Overview** tab.
<table>
<thead>
<tr>
<th>Step #</th>
<th>Procedure</th>
</tr>
</thead>
<tbody>
<tr>
<td>302.</td>
<td>Click the “Loan Return Date” calendar icon. <strong>Note:</strong> The Loan Return Date field defaults to today’s date; however it may be backdated if needed.</td>
</tr>
<tr>
<td>303.</td>
<td>Click on the “Today's Date” button.</td>
</tr>
<tr>
<td>304.</td>
<td>Click the “hide” button on the Equipment Loans tab.</td>
</tr>
<tr>
<td>305.</td>
<td>Click the “collapse all” button.</td>
</tr>
<tr>
<td>Step #</td>
<td>Procedure</td>
</tr>
<tr>
<td>--------</td>
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</tr>
<tr>
<td>306.</td>
<td>Click the “submit” button.</td>
</tr>
</tbody>
</table>
| 307.   | You have successfully completed the tutorial for **Returning an Asset**.  
**End of Procedure** |