Overview

Background

When initiating a Financial Processing eDoc (e.g. GEC, DI, etc.) to add or modify existing Capital Equipment records, the user is required to complete the Capital Edit tab. In the current KFS module (KFS 4.1), when using a Capital Equipment object code (e.g. 770x, 772x) in the Accounting Line tab, the user may only select to modify an asset by entering an Asset Number or Create an Asset record.

*Image of the KFS 4.1 interface shown.*
In the new KFS 6 module, when processing a Financial Processing eDoc, the user will have the ability to create and/or modify multiple asset records. In KFS6 the Capital Edit tab was replaced with the following three (3) new tabs.

1. Accounting Lines for Capitalization
2. Create Capital Assets
3. Modify Capital Assets
Completing Capitalization Tabs

- **Document Overview Tab** – no changes from KFS 4.1
  Complete:
  a. Description – Input 3 digit FO code followed by a short description of transaction
  b. Explanation – Explanation for transaction

- **Accounting Lines Tab** – Processing remains the same as in KFS 4.1 with the exception of the Org Ref ID field (new requirement).
  Complete:
a. “From/To” Section – Select Chart Code; Input Account Number, Object Code, *Org Ref Id, Amount, Reference Origin Code, Reference Number and Line Description

*Org Ref Id – New Requirement
Unique identifier required for all accounting lines processed within the same Financial Processing eDoc containing the same account and equipment object code.

b. Click “add”
• **Accounting Lines for Capitalization Tab**
  When capital object codes are used in the Accounting Lines Tab the “Generate” button will appear in this section.
  a. Verify transactions input in the Accounting Lines Tab are complete and accurate
  b. Click “Generate”
c. Transactions from the Accounting Lines Tab that contain capital object codes will be listed as “Accounting Lines for Capitalization”
   i. Transactions processed in the “From” section are referred to as a “Source” Line Type
   ii. Transactions processed in the “To” section are referred to as a “Target” Line Type

d. Select the line(s) to create or modify an asset. You are given the option of processing each line individually or combining lines to be processed as one transaction.
e. Select Amount Distribution Method from pull down menu
   i. Distribute cost evenly – system will apply cost evenly between number of asset to be created
   ii. Distribute cost by amount – requires user to input amount for each asset created
f. Select either to “Create Asset” or “Modify Asset”

- **Create Capital Assets Tab**
  The Create Capital Assets tab will allow you to create one (1) or more asset records for the selected accounting line(s).
  Complete the following:
  a. Asset Quantity
b. Asset Type (click on magnifying glass to pull up a listing of Asset Types)
c. Vendor Name (click on magnifying glass to pull up listing of vendors)
d. Manufacturer
e. Model
f. Asset Description
g. If asset record information is correct, Click “add tag/location”

In this section only the Campus Code, Building Code and Room Number are required. Include the Serial Number information if available.
h. Click “Redistribute Total Amount”

System Control Remainder Amount should equal zero and the checkbox for the selected Accounting Line for Capitalization should be greyed out.
To create additional asset records for any remaining payment lines, repeat steps d - f in the Accounting Lines for Capitalization section and a – j in the Create Capital Assets tab section.

Once all Accounting Lines for Capitalization have been processed and asset records have been created, submit the document by clicking the “save” then “submit” button.
• **Modify Capital Assets Tab**
  The Modify Capital Assets option allows the user to identify one or more assets to which a single or multiple transaction line may be applied.

**Modify One (1) Asset**
In this scenario a GEC is processed to correct an object code applied to an asset. Both the “Target” (To) and “Source” (From) payment lines are applied to the same asset.

a. Complete the Accounting Lines for Capitalization tab
   i. Click “Generate”
   ii. Select Accounting Line(s) to be processed
   iii. Select Amount Distribution Method
   iv. Click “modify asset”
b. The Modify Capital Assets tab will open with the selected transaction line(s).
   i. Type in or search for the asset number the transaction lines are to be applied
   ii. Click “redistribute total amount”
System Control Remainder Amount should equal zero and the checkbox for the selected Accounting Line for Capitalization should be greyed out.
Modify Multiple Assets

In the next scenario, a GEC is processed to transfer the payment from one account to another account and is split between assets. The “Target” (To) or “Source” (From) payment lines are applied to more than one asset.

a. Complete the Accounting Lines for Capitalization tab
   i. Click “Generate”
   ii. Select the ‘Source” (From) Accounting Line(s) to reverse the original payment account
   iii. Select Amount Distribution Method - “Distribute cost evenly”
   iv. Click “modify asset”
b. The Modify Capital Assets tab will open with the selected transaction line.
   
i. Type in or search for the asset number the transaction line is to be applied
   
ii. Click “redistribute total amount”

System Control Remainder Amount should equal zero and the checkbox for the selected Accounting Line for Capitalization should be greyed out.
The second step in this scenario is to apply the new account and payments. The “Target” (To) payment line will be applied to more than one asset.

a. In the Accounting Lines for Capitalization tab
   i. Select the ‘Target” (to) Accounting Line to be applied
   ii. Select Amount Distribution Method - “Distribute cost by amount” (this option is selected because the amounts to be applied will not be the same)
   iii. Click “modify asset”
b. The Modify Capital Assets tab will open with a transaction line to modify the first asset
   
i. Type in or search for the first asset number to be applied
   
ii. Input the amount to be applied to this asset. The Distribution Method “Distribute cost by amount” allows you to specify the amount to be applied per asset
c. Repeat steps a. and b. above until all asset records have been completed

d. Click “redistribute total amount”

(Note: If the Redistribute Total Amount box is not clicked and grayed out after completing each Accounting Lines for Capitalization transaction, the totals will carry over to the next transaction being processed.)
Once all Accounting Lines for Capitalization have been processed and asset records have been created, submit the document by clicking the “save” and “submit” button.