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CAM Update Edit

Access Requests: To add or modify a departmental CAM Processor/Asset Representative, the DSA (Departmental Security Administrator) must send an email to the Equipment Manager hmchang@uci.edu with the following information:

- Employee Name, UCnetID, Employee ID
- Department Org Code(s)
- Department Inventory Custodial Code(s)
- Department Inventory Name(s)

Step 1: Access the Portal

- Go to <https://portal.uci.edu>, login and navigate to **Finances/KFS**.
- In the **Equipment Management** portlet, select the + button next to **KFS Capital Asset Management (CAM)** and select **Asset**.
 - If users cannot locate the **KFS Capital Asset Management (CAM)** portlet and their status is a CAM Processor/Asset Representative, have the department's DSA validate that the user is set up with role 54 access in KSAMS before contacting the KFS support team.



Step 2: Use option A or B to look up the correct Asset to modify.

- If known, enter the Property Tag Number (barcode ID tag affixed to asset) in the **Tag Number** field. Or use option B.
- Enter a **Custodial Code**. Custodial Codes in KFS are the same Custodial Codes used in EQS, our legacy system.

C. After the correct fields are populated, select **search**.

Asset Lookup

A Tag Number:

B Custodial Code:

C Search Clear Cancel


Step 3: Select Asset to Edit

- A. Select the **edit** link. The **Asset** document appears to allow authorized users to make changes to the information on file.
- If the options under the **Actions** column don't appear, users must request access (instructions are on page one).

Actions	Asset Number	Tag Number	Custodial Code	Depreciation Expense/Organization Org Code	Financial Object Subtype Code	Building Code	Asset Status Code	Asset Description
A edit loan renew return transfer	8523	129000018	2050	8001	CM	2202	A	COPIER/PRINTER -XEROX WC5775

Step 4: Document Header

- A. Write down the document number (**Doc Nbr**) for future reference.

A Doc Nbr: 5000669 Status: INITIATED
Initiator:  rsellars Created: 10:46 AM 02/20/2018

Step 5: Document Overview

- A. Enter information in the **Description** field (40 characters maximum).
- Use a description that makes sense to others who will view the document.
- B. The **Organization Document Number** is an optional 10 character field which appears on the General Ledger.
- C. Use the **Explanation** field to notate attachments that will be included.

DOCUMENT OVERVIEW

OVERVIEW

A Description:

B Organization Document Number:

C Explanation:

Step 6: Asset Detail Information

- A. This tab displays two sections: **Previous** and **Proposed**.
- The **Previous** section contains the current information about the asset in the database.
 - The **Proposed** section displays the same information. Additionally, there are three editable fields that users need to update for the asset's information.
- B. **Utilization Ratio:** Defaults to 100.
- Change the percentage if the asset is shared with another organization.
- C. **Asset Condition Code:** Use the drop-down arrow to view the complete list and select the most applicable choice.
- D. **Serial Number:** Validate that the correct serial number is listed (25 characters).
- Due to warranty issues, a replacement asset might have been issued. It is important to make sure the information is correct if it wasn't updated previously.

ASSET DETAIL INFORMATION

	A PREVIOUS	PROPOSED
	Asset Detail Info	Asset Detail Info
Asset Number:	8593	Asset Number: 8593
Custodial Code:	2040	Custodial Code: 2040
Custodial Code Name:	PROCUREMENT SERVICES	Custodial Code Name: PROCUREMENT SERVICES
Default Asset Representative Name:	SELLARS, RONALD	Default Asset Representative Name: SELLARS, RONALD
Equipment Loan...		Equipment Loan...
Utilization Ratio:	100	B Utilization Ratio: <input type="text" value="100"/>
Asset Condition Code:	O2 - Used, without reconditioning good	C Asset Condition Code: <input type="text" value="O2 - Used, without reconditioning good"/> <input type="button" value="v"/>
Serial Number:	XELS60617	D Serial Number: <input type="text" value="XELS60617"/>
UCOP Reporting Fund Number:	68309	UCOP Reporting Fund Number: 68309
UCOP Reporting Fund Source Code:	A	UCOP Reporting Fund Source Code: A
Recharge Indicator:	No	Recharge Indicator: <input type="checkbox"/>

Step 7: Asset Location

- A. The tab displays two sections: **Old** and **New**.
 - The **Previous** section contains current database information about the asset.
 - The **Proposed** section displays the same information, along with editable fields.
- B. **Campus:** Use the search button to select the correct campus.
- C. **Building Code:** Use the search button in the **Building Code** field lookup a different building code.
- D. **Building Room Number:** Enter room number or “NOROOM.”
 - If the selected building contains room numbers, use the search button to conduct a blank search—displays a list of room numbers associated with the building.
- E. **Off Campus:** If the asset is off campus (not at UCI) users must complete the field *and* complete the **On Campus** section.

If the asset location is temporary, e.g. borrowed, a loan must be completed instead of an edit.

ASSET LOCATION	
	<div style="display: flex; justify-content: space-between;"> A PREVIOUS PROPOSED </div>
	<div style="display: flex; justify-content: space-between;"> On Campus On Campus </div>
Campus:	IR B * Campus: IR <input type="text"/> <input type="button" value="🔍"/>
Building Code:	9209 C Building Code: 9209 <input type="text"/> <input type="button" value="🔍"/>
Building Room Number:	0250 D Building Room Number: 0250 <input type="text"/> <input type="button" value="🔍"/>
Building Sub Room Number:	Building Sub Room Number: <input type="text"/>
	<div style="display: flex; justify-content: space-between;"> Off Campus E Off Campus </div>
Name:	<input type="text"/>
Address:	<input type="text"/>
City:	<input type="text"/>
State:	<input type="text"/> <input type="button" value="🔍"/>
Postal Code:	<input type="text"/> <input type="button" value="🔍"/>
Country:	<input type="text"/> <input type="button" value="🔍"/>

Step 8: Organization Information

- A. This is an optional field. Information displayed in the **Old** section was taken from the EQS optional tabs. Listing the **Responsible Person** is most common.

ORGANIZATION INFORMATION A			
PREVIOUS		PROPOSED	
Organization Inventory Name:	PURCHASING	Organization Inventory Name:	PURCHASING
Organization Text:		Organization Text:	
Organization Tag Number:		Organization Tag Number:	
Organization Asset Type Identifier:		Organization Asset Type Identifier:	

Step 9: Payments

- A. Displays up to ten payment details.
 - o If there are more than ten payments records in KFS, the tab is renamed **Payments Summary** and displays the **Payments Total** amount.

PAYMENTS(8593-1-04/24/2012-12,822.00)

Payments Total: 12,822.00

Payments Total: 12,822.00

Step 10: Payments Lookup

- A. Allows users to view all the payments on file in KFS.
 - o When displaying payment details, the **Payments** tab may be divided into Old and New sections. All information shown in the tab is read-only.
 - o Only displays payments for assets purchased in the 14/15 fiscal year or later. Data Warehouse is available to view payments prior to the 14/15 fiscal year.

PAYMENTS LOOKUP	
PREVIOUS	PROPOSED
	To view the payment lookup for this Asset: Click here

Step 11: Asset Depreciation Information



- A. Used by the UC Medical Center only

ASSET DEPRECIATION INFORMATION

	PREVIOUS		PROPOSED
Depreciation Method Code:	Straight Line	* Depreciation Method Code:	Straight Line  
Depreciable Life Limit:	5	Depreciable Life Limit:	5
Depreciation Date:		Depreciation Date:	
Base Amount:	12,822.00	Base Amount:	12,822.00
Salvage Amount:	0.00	Salvage Amount:	<input type="text" value="0.00"/>
Accumulated Depreciation:	0.00	Accumulated Depreciation:	0.00
Book Value:	12,822.00	Book Value:	12,822.00
Year To Date:	0.00	Year To Date:	0.00
Current Month:	0.00	Current Month:	0.00
Previous Year:	0.00	Previous Year:	0.00

Step 12: Warranty (*optional*)

- This section can be used to update or add warranty information.

WARRANTY			
	PREVIOUS		PROPOSED
Warranty Number:		Warranty Number:	<input type="text"/>
Contact Name:		Contact Name:	<input type="text"/>
Phone Number:		Phone Number:	<input type="text"/>
Purchase Order Number:		Purchase Order Number:	<input type="text"/>
Begin Date:		Begin Date:	<input type="text"/> 
End Date:		End Date:	<input type="text"/> 
Description:		Description:	<input type="text"/>
Active Indicator:		Active Indicator:	<input type="checkbox"/>

Step 13: Repair History (*optional*)

Displays repair history that is entered in KFS, and enables users to add new repair information. Use the **add** button for each repair incident.

Step 14: Components (optional)

- Use this to capture low value components (less than \$5,000).

COMPONENTS ^

NEW ADDITION

Component Number:

* Component Description:

Component Condition Code: v i

Component Value:

Warranty Beginning Date: i

Warranty Ending Date: i

Component Warranty Text:

Active Indicator:

ADD

High value components (greater than or equal to \$5,000) are processed by completing a Requisition—value is added by Equipment Management.

Step 15: Lookup Related Capital Asset Document(s)

- Users can select the links to view past Edits, or additional KFS documents related to the asset.

LOOKUP RELATED CAPITAL ASSET DOCUMENT(S) ^	
PREVIOUS	PROPOSED
	Asset Edit: click here
	Asset Fabrication: click here
	Asset Global Create or Separate: click here
	Asset Payments: click here
	Asset Transfer: click here
	Equipment Loan or Return: click here
	Asset Location Global: click here
	Asset Retirement Global or Merge: click here
	Asset Maintenance, Fabrication, Location, Create, Separate, Retirement or Merge: click here
	Asset Reinstatement Global: click here

Step 16: View Purchasing/Financial Asset Documents

- A. Displays Payment Request (PREQ) or financial transaction document currently pending against the asset in the Capital Asset Builder system.
 - These documents are only displayed (a) while they are being processed and (b) if they will modify the asset data—this tab is usually empty.

Step 17: Select Submit

Note: Document is Final

Asset Location Global

Use this feature to update building room information for multiple assets. Helpful when entire departments/organizations relocate to a new building or room.

Step 1: Locate Correct Link

- A. Go to <https://portal.uci.edu>, login and navigate to **Finances/KFS**.
- B. In the **Equipment Management** portlet, select the + button next to **KFS Capital Asset Management (CAM)** and select **Asset Location Global**.

Step 2: Document Header

- A. Write down the document number (**Doc Nbr**) for future reference.
- B. Users can toggle between **expand all** and **collapse all** to manage viewing of information on their screen.
- C. Select **show** to view/edit the content within each tab if **collapse all** is selected.

The screenshot shows the header of a document titled "Asset Location Global". On the right side of the header, there is a red box labeled 'A' around the "Doc Nbr: 5012774" field. Below it, the "Initiator: rsellers" is shown. To the right, the "Status: INITIATED" and "Created: 09:16 AM 02/21/2018" are displayed. Below the header, there are two buttons: "EXPAND ALL" and "COLLAPSE ALL", with a red box labeled 'B' around them. At the bottom, there is a blue tab labeled "DOCUMENT OVERVIEW" with a dropdown arrow and a red box labeled 'C' around it.

Step 3: Document Overview

- A. Enter information in the **Description** field (40 characters maximum).
 - Use a description that makes sense to others who will view the document.
- B. The **Organization Document Number** is an optional 10 character field which appears on the General Ledger.
- C. Use the **Explanation** field to notate attachments that will be included

DOCUMENT OVERVIEW

OVERVIEW

A Description:

C Explanation:


B Organization
Document
Number:


Step 4: Edit List of Assets

- A. Use the search button next to **Look Up/Add Multiple Asset Lines** to populate the **Asset Lookup** page.
- Users can also enter the asset number in the **Asset Number** field and add each asset individually.

EDIT LIST OF ASSETS


NEW ASSET LOCATION

A **Look Up/Add Multiple Asset Lines** 

* Asset Number: 

ADD

- B. Enter or lookup the **Custodial Code**.


Asset Lookup 

Tag Number:

B Custodial Code: 

- C. Select **search**

C **Search**

- D. All assets associated with the custodial code are returned.
- Only 200 assets display at a time. If there are more than 200 assets, a separate document needs to be completed for the remaining assets.
 - It is best to sort by **Tag Number**. The first two digits of the tag number represents the year the asset was purchased in. Use  under the **Tag Number** field to sort by numerical order.

- E. Select applicable assets. Below are tips for selecting assets.
- Select individually by checking the box under the **Select?** Column.
 - Use the **select all from all pages** button to select all assets (up to 200).
 - Or filter results further by entering information in the building code field.
 - After the assets are selected, select **return selected**.

Step 5: Validate Selected Assets

- A. All assets selected display under the **New Asset Location** tab.
- B. Edit applicable fields (**Campus, Building Code, and Building Room Number**) for each asset.
- C. Use the **delete** button if an asset was mistakenly imported to the tab.

A NEW ASSET LOCATION

Look Up/Add Multiple Asset Lines

* Asset Number: 8593

ADD

ASSET LOCATION(8593) Hide

Asset Number: 8593

B Campus: IR

Building Code: 9209

Building Room Number: 0250

Building Sub Room Number:

Tag Number: 129000018

C DELETE

CAM Asset Retire

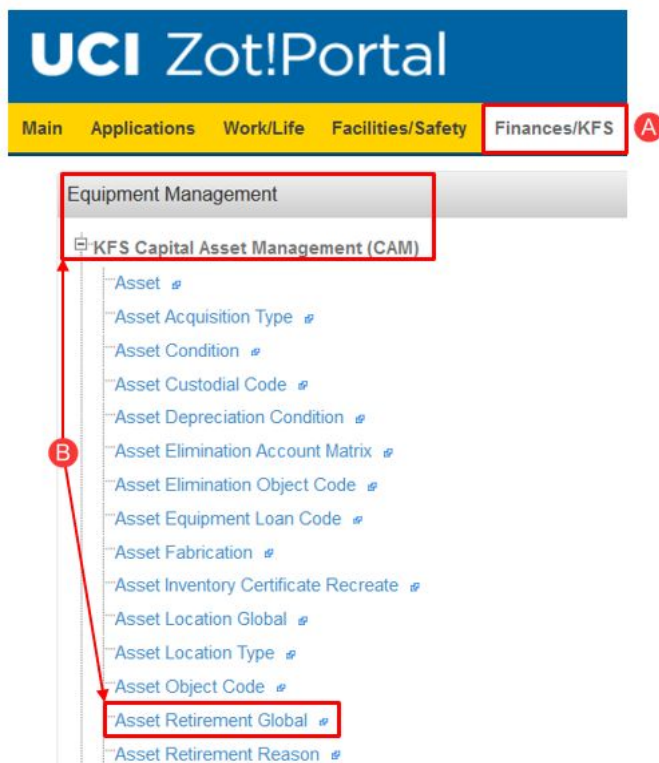
Retire asset(s) when the asset is no longer being used, e.g. broken, lost, replaced, etc.
(applicable reasons provided later)

Access Requests: To add or modify a departmental CAM Processor/Asset Representative, the DSA (Departmental Security Administrator) must send an email to the Equipment Manager hmchang@uci.edu with the following information:

- Employee Name, UCnetID, Employee ID
- Department Org Code(s)
- Department Inventory Custodial Code(s)
- Department Inventory Name(s)

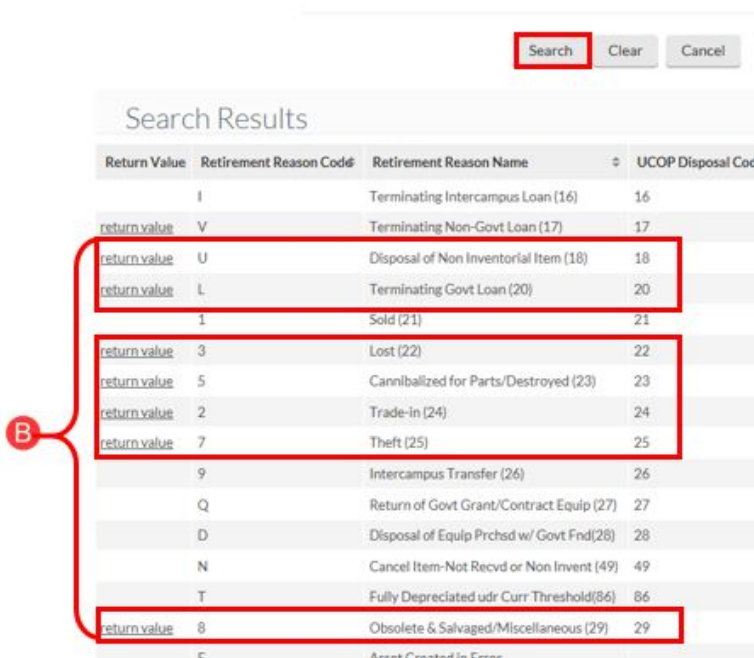
Step 1: Access the Portal

- Go to <https://portal.uci.edu>, login and navigate to **Finances/KFS**.
- In the **Equipment Management** portlet, select the + button next to **KFS Capital Asset Management (CAM)** and select **Asset Retirement Global**.
 - If users cannot locate the **KFS Capital Asset Management** portlet and their status is a CAM Processor/Asset Representative, have the department's DSA validate that the user is set up with role 54 access in KSAMS before contacting the KFS support team.




Step 2: Select a Retirement Reason

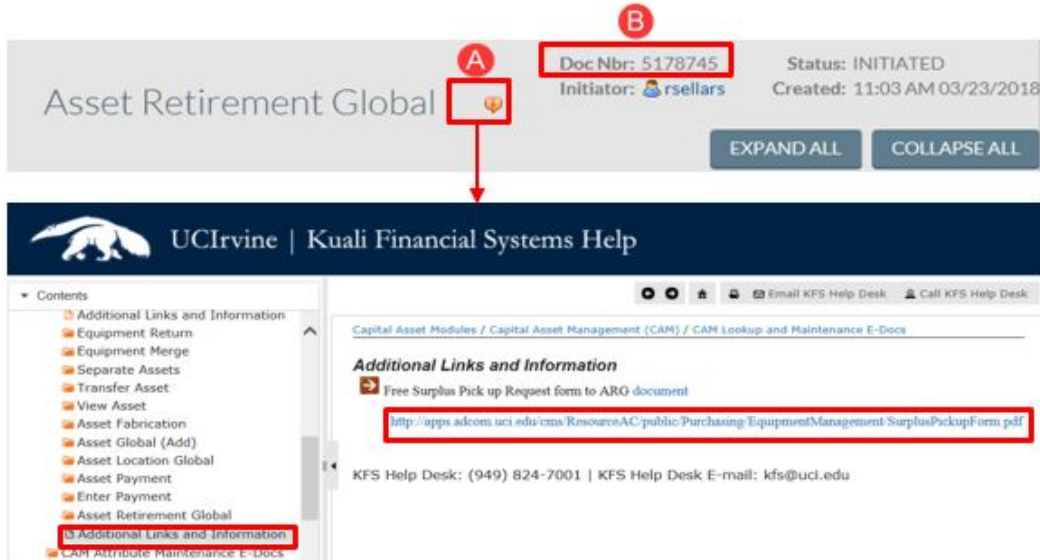
- A. Leave the fields' blank and select **search** to conduct a blank search.
- B. Return value on the appropriate reason.
- If **return value** doesn't show up at all, users must request access (instructions are on page one).
 - The image to the right displays the options that are available to authorized users. The options that don't have **return value** listed are only used by Central Equipment.
 - **U (Disposal of Non Inventorial Item)**
 - Low value under \$5,000.
 - **L (Terminating Govt Loan)**
 - Attach supporting documentation to show permission to retire the asset.
 - **3 (Lost) & 7 (Theft)**
 - Include police report in **Notes and Attachments**.
 - **5 (Cannibalized for Parts/Destroyed) & 8 *Obsolete & Salvages/Miscellaneous)**
 - Attach Surplus Pick-up Request form (Peter's Exchange). First choice is to sell or reuse asset, including broken items (destroying assets should be a last resort). Portion of proceeds is distributed back to the department.
 - Form is located at Portal.uci.edu > Faculty & Staff > Finances > Buying > Equipment Managing – Acquisition, CAM, Surplus.
 - **2 (Trade-in)**
 - Note "trade-in" on the Requisition for the new item. Include Purchase Order number in this document.



Return Value	Retirement Reason Code	Retirement Reason Name	UCOP Disposal Code
	I	Terminating Intercampus Loan (16)	16
return value	V	Terminating Non-Govt Loan (17)	17
return value	U	Disposal of Non Inventorial Item (18)	18
return value	L	Terminating Govt Loan (20)	20
	1	Sold (21)	21
return value	3	Lost (22)	22
return value	5	Cannibalized for Parts/Destroyed (23)	23
return value	2	Trade-in (24)	24
return value	7	Theft (25)	25
	9	Intercampus Transfer (26)	26
	Q	Return of Govt Grant/Contract Equip (27)	27
	D	Disposal of Equip Prchsd w/ Govt Fnd(28)	28
	N	Cancel Item-Not Recvd or Non Invent (49)	49
	T	Fully Depreciated udr Curr Threshold(86)	86
return value	8	Obsolete & Salvaged/Miscellaneous (29)	29

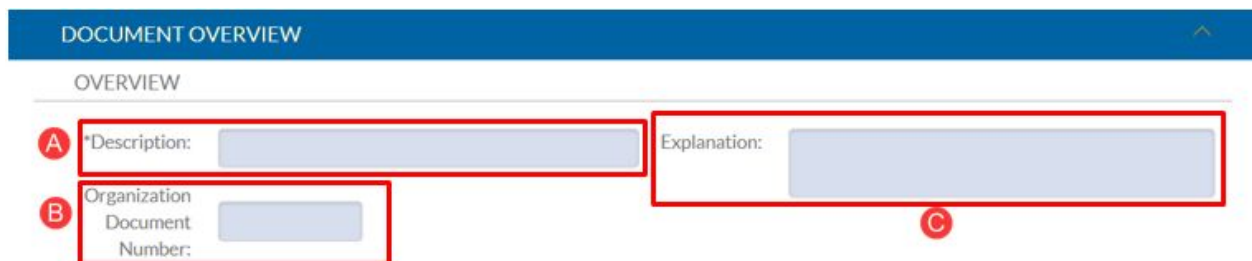
Step 3: Document Header

- A. Selecting the  button brings users to a help screen. The free **Surplus Pick-up Request** form (Peter's Exchange) is also located here.
- B. Write down the document number (**Doc Nbr**) for future reference.



Step 4: Document Overview

- A. Enter information in the **Description** field (40 characters maximum).
 - o Use a description that makes sense to others who will view the document.
- B. The **Organization Document Number** is an optional 10 character field which appears on the General Ledger.
- C. Use the **Explanation** field to notate attachments that will be included.



Step 5: Retirement Information

- A. Displays the retirement reason previously selected.

RETIREMENT INFORMATION	
	NEW
	Retirement Reason
Retirement Reason Code:	8 - Obsolete & Salvaged/Miscellaneous (29)
Retirement Date:	

Step 6: Asset Detail Information

- Use the search button next to **Lookup/Add Multiple Asset Lines** to retire multiple assets (similar to moving multiple assets).
- Type in the **Asset Number** or use the search button to locate the number.
- Select **add** to complete the process.

ASSET DETAIL INFORMATION	
NEW ASSET RETIRED	
A Look Up/Add Multiple Asset Lines	
B * Asset Number:	<input type="text"/>
C ADD	

Step 7: Notes and Attachments

- In the **Note Text** field, type “upload” to indicate an attachment.
 - As a reminder, be sure to make note of an attachment in the **Explanation** field of the **Document Overview** tab.
- In the **Attached File** field, select the “Browse” button to upload an attachment to the Requisition.
 - Examples of attached files include quotes, sole source justifications, emails, etc.
 - Never attach documents that contain sensitive information, ex. social security numbers, home addresses, proprietary, copyrighted, health records (HIPAA), etc.
 - Attachments cannot be deleted from the system. If sensitive information was mistakenly attached, contact KFS@uci.edu for assistance.
 - If an attachment was mistakenly uploaded and *did not* contain confidential information, type “disregard attachment” in the **Note Text** field.
 - File must be a PDF and smaller than 5 MB.
- Select the “Add” button to complete the file upload.

NOTES AND ATTACHMENTS (0)

Notes and attachments on this document may be viewable to many KFS users. Do not add data with personal, sensitive, or restricted information. Refer to the [UC Irvine Information Security](#) page for more details on what information may be considered a risk.

*Note Text:

Attachment: Browse...

Remove Attachment

Attachments can be added at any time, even after the document is final.

Step 8: Select Submit

A. Document routes to Equipment Management for final approval.

CAM Asset Transfer

Use **transfer** when the asset is being permanently transferred, or borrowed for a year or longer to an UCI department/organization.

Access Requests: To add or modify a departmental CAM Processor/Asset Representative, the DSA (Departmental Security Administrator) must send an email to the Equipment Manager hmchang@uci.edu with the following information:

- Employee Name, UCnetID, Employee ID
- Department Org Code(s)
- Department Inventory Custodial Code(s)
- Department Inventory Name(s)

Step 1: Access the Portal

- Go to <https://portal.uci.edu>, log in and navigate to **Finances/KFS**.
- In the **Equipment Management** portlet, select the + button next to **KFS Capital Asset Management (CAM)** and select **Asset**.
 - If users cannot locate the **KFS Capital Asset Management** portlet and their status is a CAM Processor/Asset Representative, have the department's DSA validate that the user is set up with role 54 access in KSAMS before contacting the KFS support team.



Step 2: Lookup Asset to Transfer

Use option A or B to look up the correct Asset.

- If known, enter the Property Tag Number (barcode ID tag affixed to asset) in the **Tag Number** field. Or use option B.

- B. Enter a **Custodial Code**. Custodial Codes in KFS are the same Custodial Codes used in EQS, our legacy system.
- C. After the correct fields are populated, select **search**

Step 3: Select Asset to Transfer

- A. Select the **transfer** link. The **Asset** document appears to allow authorized users to make changes to information on file.
 - If the options under the **Actions** column do not appear, users must request access (instructions are on page one).

Actions	Asset Number	Tag Number	Custodial Code	Depreciation Expense/Organization Org Code	Financial Object Subtype Code	Building Code	Asset Status Code	Asset Description	Asset Type Code
edit loan renew return transfer 8593		129000018	2040	8001	CM	9209	A	COPIER/PRINTER -XEROX WC5775	H0742

Step 4: Document Header

- A. Write down the document number (**Doc Nbr**) for future reference.
- B. Users can toggle between **expand all** and **collapse all** to manage viewing of information on their screen.

Step 5: Document Overview

- A. Enter information in the **Description** field (40 characters maximum).
 - Use a description that makes sense to others who will view the document.
- B. The **Organization Document Number** is an optional 10 character field which appears on the General Ledger.
- C. Use the **Explanation** field to notate attachments that will be included.

The screenshot shows a web interface for 'DOCUMENT OVERVIEW'. At the top is a blue header with the text 'DOCUMENT OVERVIEW' and a small upward-pointing arrow. Below the header is a section titled 'OVERVIEW'. This section contains three input fields, each highlighted with a red box and a corresponding letter in a red circle: 'A' for the '*Description:' field, 'B' for the 'Organization Document Number:' field, and 'C' for the 'Explanation:' field. Below the 'OVERVIEW' section is a section titled 'FINANCIAL DOCUMENT DETAIL'. At the bottom of the form, there is a label '*Accounting Period:' followed by a dropdown menu currently set to 'APR. 2018'.

Step 6: Asset

- A. Displays detailed identification information about the asset.
 - If information is incorrect, update the information using the **edit** link.

ASSET

ASSET INFORMATION

Asset Number:	8593		
Asset Description:	COPIER /PRINTER -XEROX WC5775		
Depreciation Expense/Organization Chart Code:	IR	Depreciation Expense/Organization Account Number:	GF12745
Owner:	U	:	8001
Asset Status Code:	A	Asset Condition Code:	O2
Acquisition Type Code:	P	Asset Type Code:	H0742
Vendor Name:	XEROX	Manufacturer:	XEROX
Model Number:	WC5775	Serial Number:	XELS60617
Tag Number:	129000018	Old Tag Number:	2040
Government Tag:	68309	National Stock Number:	
In-Service Date:	04/01/2012	Create Date:	04/01/2012
Fiscal Year:	2014	Last Inventory Date:	07/21/2017 07:27 AM
Period:	01		

Step 7: Asset Transfer Information

In the **Asset Transfer Custodial Code** field, enter the new custodial code. Use the search button to complete a search if necessary.

- For Interdepartmental sale, contact Equipment Management.

A. In the **Financial Object Subtype Code** field, if the Campus Code is IR, repeat the same code from the **old** column to the **new** column.

ASSET TRANSFER INFORMATION	
OLD	NEW
Transfer from Originating Organization	Transfer to Receiving Organization
Asset Transfer Custodial Code: 2040	*Asset Transfer Custodial Code: <input type="text"/>
Depreciation Expense/Organization Chart Code: IR	Depreciation Expense/Organization Chart Code: <input type="text"/>
Depreciation Expense/Organization Account Number: GF12745	Depreciation Expense/Organization Account Number: <input type="text"/>
Organization Code: 8001	*Organization Code: <input type="text"/>
Financial Object Subtype Code: CM	A Financial Object Subtype Code: <input type="text"/>

INTERDEPARTMENTAL SALE

Interdepartmental Sales Indicator:

Transfer Of Funds Financial Document Number:

Step 8: Asset Location

- A. **Campus:** Use the search button to select the correct campus.
- B. **Building Code:** Use the search button in the **Building Code** field lookup a different building code.
- C. **Building Room Number:** Enter room number or “NOROOM.”
 - o If the selected building contains room numbers, use and conduct a blank search to display a list of room numbers associated with the building.
- D. **Off Campus:** If the asset is off campus (not at UCI) users must complete the field *and* complete the **On Campus** section.
 - o If the asset location is temporary, e.g. borrowed, a loan must be completed instead of an edit.

The screenshot shows the 'ASSET LOCATION' form. The 'On Campus' section includes fields for '*Campus:' (value: IR), '*Building Code:' (value: 9209), '*Building Room Number:' (value: 0250), and 'Building Sub Room Number:'. The 'Off Campus' section includes fields for Name, Address, City, State, Postal Code, and Country. Red boxes and letters A-D highlight the following: A points to the Campus field; B points to the Building Code field; C points to the Building Room Number field; and D points to the Off Campus section header.

Step 9: Organization Information

This is an optional field. Information displayed in the **Old** section was taken from the EQS optional tabs. Listing the **Responsible Person** is most common.

The screenshot shows the 'ORGANIZATION INFORMATION' form. It is divided into two columns: 'CURRENT' and 'NEW'. The 'CURRENT' column contains: Organization Inventory Name: PURCHASING; Asset Representative: SELLARS, RONALD; Organization Text: (empty); Organization Tag Number: (empty); Organization Asset Type Identifier: (empty). The 'NEW' column contains: Organization Inventory Name: (input field); Asset Representative: (input field with search icon); Organization Text: (input field); Organization Tag Number: (input field).

Step 10: Processed Payments

- Displays up to ten payment details. If more than ten payments are on file in KFS, the tab is renamed **Payments Summary** and displays the **Payments Total** amount.
- The underlined item under the column titled **Account Number**, contains a link to payment details.

PROCESSED PAYMENTS										
CHARACTER	ACCOUNT	SUB-ACCOUNT	OBJECT CODE	ORGANIZATION REFERENCE ID	DOCUMENT NUMBER	REQUISITION NUMBER	POSTING DATE	FISCAL YEAR	TRANSFER PAYMENT CODE	AMOUNT
IR	<u>UC68309</u>		9000	9209			04/24/2012	2014	N	12,822.00
Payments Total										12,822.00

Step 11: Payments Lookup

- Allows users to view all the payments on file in KFS.
 - When displaying payment details, the Payments tab may be divided into Old and New sections. All information shown in the tab is read-only.

PAYMENTS LOOKUP

[Click here to view the payment lookup for this asset.](#)

Step 12: View Asset Depreciation

- Displays current depreciation information included in the asset's database record.

VIEW ASSET DEPRECIATION			
Depreciation Method Code:	Straight Line	Base Amount:	12,822.00
Depreciable Lifelimit:	5	Salvage Amount:	0.00
Depreciation Date:		Accumulated Depreciation:	0.00
Year To Date:	0.00	Book Value:	12,822.00
Current Month:	0.00		
Previous Year:	0.00		

Step 13: Ad Hoc Recipients (optional)

Ad Hoc routes a document to additional people, which may or may not require additional approvals.

- A. In the **Person Requests** section, use the drop-down arrow in the **Action Requested** field to select an appropriate choice.
 - **Approve:** This action **interrupts** the regular workflow and requires the Ad Hoc Recipient (must have role 54 access) to open the document from their **action list** and select **approve**.
 - **FYI:** This action **does not** interrupt workflow and sends a notification to the Ad Hoc Recipient (role 54 or 32 access).
 - **Acknowledge:** This action **does not interrupt** workflow but requires the Ad Hoc Recipient (role 54 or 32 access) to open the document from their **action list** and select **acknowledge**. The document can be processed without acknowledgement.
- B. In the **Person** field, enter the UCInetID of the Ad Hoc recipient. Use the search button to bring up search fields to assist in locating the correct ID.
- C. Select the “Add” button to complete the tab, or add additional names.

The screenshot shows a form titled "AD HOC RECIPIENTS" with two main sections: "PERSON REQUESTS" and "AD HOC GROUP REQUESTS".

PERSON REQUESTS

*PERSON	*ACTION REQUESTED	ACTIONS
<input type="text"/>	APPROVE	ADD

AD HOC GROUP REQUESTS

*NAMESPACE CODE	*NAME	*ACTION REQUESTED	ACTIONS
<input type="text"/>	<input type="text"/>	APPROVE	ADD

Step 14: Select Submit

Document routes to Equipment Management for final approval.

The CAM Processor/Asset Representative simultaneously receives an **FYI** notification in their **Action List**.

The screenshot shows four buttons: "Submit", "Save", "Close", and "Cancel". The "Submit" button is highlighted with a red border.

Asset Inventory Certification (AICD)

The Asset Inventory Certification Document (AICD) is used to complete required inventory for the University and contracting/granting agencies (due biennially on October 1st).

After Fiscal Year close, the Asset Inventory Certification Document flows through KFS and each custodial code's primary Asset Representative receives the document(s) in his/her Action List. After updates are completed, the document routes to the Department Head (Asset Inventory Certification Reviewer) for acknowledgement. AICD is a snapshot of all assets in the system as of June 30th, and assets purchased in the next Fiscal Year do not appear on the report.

To change a CAM Processor (back up for Asset Representative) or Asset Inventory Certification Reviewer, have the Department Security Administrator (DSA) update the roles in KSAMS.

To add or change the Asset Representative, have the DSA email Helen Chang (hmchang@uci.edu) and include the following:

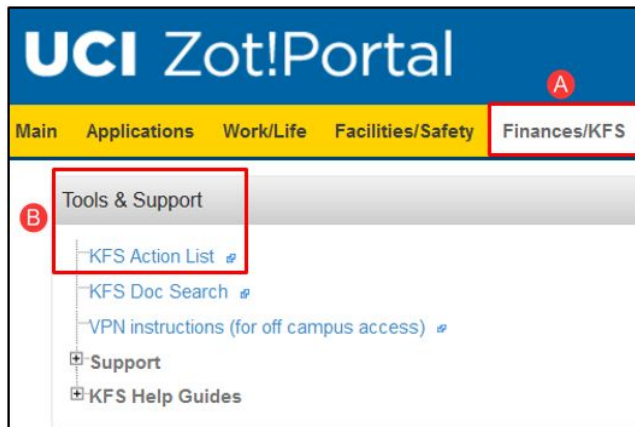
- Employee Name, UCInetID, Employee ID and Role Name
- Department Org Code(s)
- Department Inventory Custodial Code(s)
- Department Inventory Name(s)

Note: Inventory records should be updated throughout the year as changes occur using the **KFS Capital Asset Management** portlet.

Steps to Complete the Annual Inventory Certification Process:

Step 1: Access the Action List

- After logging on to the Portal (<https://portal.uci.edu>), select the **Finances/KFS** tab.
- In the **Tools & Support** portlet, select **KFS Action List**.



Step 2: Identify Document

- A. The **Title** column displays the year and custodial code (e.g. 2015:4300). Each AICD contains all assets for the custodial code.
- B. Select the appropriate document under the **ID** column.

Note: If a document appears in the Action List that belongs to a different Asset Representative, email Helen Chang (hmchang@uci.edu) and copy (cc) DSA with the following information:

- AICD **ID** (doc) number(s)
- Custodial Code(s)
- Full name and UCInetID of new Asset Representative

DSA needs to reply to the email and verify request in order to complete the process. Please allow 24 hours for changes to reflect in the system.

Action List

105 items found, displaying all items .

A	Id	Type	B	Route Status	Action Requested
	1308634	Asset Inventory Certification Document	Asset Inventory Certification Document - EQ Inventory Certification 2015:4300	ENROUTE	APPROVE
	1308637	Asset Inventory Certification Document	Asset Inventory Certification Document - EQ Inventory Certification 2015:4302	ENROUTE	APPROVE
	1308639	Asset Inventory Certification Document	Asset Inventory Certification Document - EQ Inventory Certification 2015:4303	ENROUTE	APPROVE

Tip: The CAM Processor (back up to Asset Representative) can assist in updating the inventory list. CAM Processor looks up the document (instructions on page 6), makes changes and saves the document. Changes are noted in AICD document for the Asset Representative—after all changes are saved the Asset Representative can approve the document.

Step 3: Document Overview and Custodian tabs

- A. Tabs are set to default information and cannot be changed.

A

DOCUMENT OVERVIEW

OVERVIEW

	*Description: EQ Inventory Certification 2017:9835	Explanation:
Organization Document Number:		

CUSTODIAN

CUSTODIAN

Certification for Fiscal Year:	2017
*Custodial Code:	9835
*Custodial Code Name:	SCIENCE LIBRARY
*Certifying Asset Representative ID:	cartera - CARTER, ARCHIE

Step 4: Asset Inventory

- A. Select **Asset Inventory Instructions** for more details.
- B. View **Contact** (FYI only).
- C. **Serial Number**: Validate the **Serial Number** and update as necessary.
- D. **Campus Code, Building Code** and **Room Number**: If any fields are incorrect, use the search button to select the correct information.
- E. **Asset Condition Code**: Use the drop-down arrow to view the complete list and select the most applicable choice.
- F. **Utilization Ratio**: Change the percentage if the asset is shared with another organization.

Asset Inventory Instruction # [A]

1 - 21 of 202 total rows, Page 1 of 5

Tag Number	Asset Number	Asset Description	Manufacturer	Model	Contact	Serial Number	Purchase Price	Total Cost	CAMPUS	BLDG	ROOM	Asset Condition Code	Utilization Ratio
3090192	524	DIGITAL COLOR CAMERA	NIKON	D8H 1200		0420	6,940.00		R	9002	2208	O2 - Used, without reconditioning good	100
30900049	1328	INCUBATOR, DUAL CHAMBER OVER/UNDER	NUAIRE	NU-8700		047046	8,069.00		R	9000	0420E	O2 - Used, without reconditioning good	100
32900843	1346	BIO SAFETY CABINET, TYPE A2	LARCONCO	FIX DELTA SERIES CLASS		3111031202	6,602.77		R	9007	0230K	O2 - Used, without reconditioning good	100
30901223	1480	MICROCOPYING/READING/RELACT DESCRIPTION GALLERY, 84,3208 - WESS LAB	NIKON	TE200		04752	18,023.00		R	9000	0420	O2 - Used, without reconditioning good	100
30901223	1752	ENGINE CHASSIS	NO RESEARCH	FTC200			5,500.00		R	9002	22301	O2 - Used, without reconditioning good	100
30901470	1907	CABINET, THERMO FORMA F BIO SAFETY CABINET 1200	THERMO FORMA	1200		0284-504	3,818.00		R	9112	0340	O2 - Used, without reconditioning good	100
079001154	2023	CARDIO TEST SYSTEM Q-BHEAT	MR MEDICAL ELECTRON	Q-BHEAT			26,685.00		HC	9700	1000	R - Repairs needed poor	100

Note: If an asset is listed that is no longer in use, and belongs to another organization or custodial code, complete the appropriate CAM action (Edit, Transfer, Asset Retirement Global, or Loan/Renew/Return). Changes are reflected in AICD after going through workflow. The top image to the right reflects an Edit (asterisks denotes changes), and the other is a transferred or retired asset.

	Tag Number	Asset Number	Asset Description	Manufacturer	Serial Number	Asset Condition Code	Utilization Ratio
Old:	039001767	6499	TABLE 4'X8'X8" THICK OPTICAL TOP	TMC	78	O2 - Used, without reconditioning good (E1 - Used, reconditioned excellent) *	100
New:	039001767	6499	TABLE 4'X8'X8" THICK OPTICAL TOP	TMC	78		
Old:	099000724	9970	DNA CONCENTRATOR	THERMO FISHER	Ev	O2 - Used, without reconditioning good	100
Asset transferred or retired							

Step 5: Generate Print File

- Users can opt to print a copy of the inventory to help locate or make notes regarding changes to each asset. Scroll to the end of the document and locate the **generate print file** button.
 - If more information about each asset is desired, use the **CAM Annual Inventorial Asset List Instructions** document which uses Decision Support.
 - If unable to locate equipment, check to see if it was loaned out or retired (lost, stolen, destroyed) and was not reported. Complete applicable follow up action as required, e.g. police report, CAM Update, etc.
- Information exports to an excel file. Users can sort information accordingly and assign sections as needed (for example, applicable lab managers to fill out required information).

A generate print file send ad hoc request save reload approve close

B

	A	B	C	D	E	F		L	M	N	O	P	Q	R	S	T	U	V	W
	FY	CC	Custodian	Tag #	Asset #	Asset Description		Old Cmp	Old Bldg	Old Room	Old Cond	Old Util	New Ser #	New Cmp	New Bldg	New Room	New Cond	New Util	Status
1												Ratio							
2	2015	4300	wileya	039001767	6499	TABLE 4'X8'X8" THICK OPTICAL TOP	TH	IR	5084	1449	O2	100							
3	2015	4300	wileya	083000696	9915	INVERTED MICROSCOPE	ZF	IR	5079	2312	O2	100							
4	2015	4300	wileya	099000724	9970	DNA CONCENTRATOR		IR	5341	5147	O2	100							
5	2015	4300	wileya	099000773	10136	SPECTROPHOTOMETER		IR	5341	5147	O2	100							
6	2015	4300	wileya	099001086	10985	FLY INCUBATOR	L	IR	5079	2300	O2	100							
7	2015	4300	wileya	109000915	8658	ULTRALOW FREEZER -96C	TH	27	IR	5341	NOROOM	O2	100						
8	2015	4300	wileya	*119000251	9200	PHOTOMULTIPLIER MODULE (PMT)	H	IR	5091	3311	O2	100							
9	2015	4300	wileya	*119000252	9326	PHOTOMULTIPLIER MODULE (PMT)	H	IR	5091	3311	O2	100							
10	2015	4300	wileya	*119000253	9327	PHOTOMULTIPLIER MODULE (PMT)	H	IR	5091	3311	O2	100							
11	2015	4300	wileya	*119000254	9328	PHOTOMULTIPLIER MODULE (PMT)	H	IR	5091	3311	O2	100							
12	2015	4300	wileya	*119000357	9682	XY STAGE/CONTROLLER	AP	IR	5091	3311	O2	100							
13	2015	4300	wileya	*119000592	7896	LSM700 SOLID SATATE LASER		IR	5084	NOROOM	O2	100							
14	2015	4300	wileya	*129000446	16808	BIO SAFETY CABINET-LABCONCO 3430001		1C	IR	5084	2114	O2	100						

Step 6: Certification

After all assets are verified and updated, check the box in the **Certification** tab.

CERTIFICATION

*Responsibility for the above listed asset with corrections as noted above is hereby acknowledged. **A**

Step 7: Notes and Attachments

- A. Use the **Note Text** field to keep track of notes (e.g. when lab manager received inventory, or to notate a description for attachments).
- B. In the **Attached File** field, select the "Browse" button to upload an attachment (PDF less than 5 MB).
 - o Never attach documents that contain sensitive information, ex. social security numbers, home addresses, proprietary, copyrighted, health records (HIPAA), etc.
- C. Select the "Add" button to complete the file upload.

NOTES AND ATTACHMENTS (0)

Notes and attachments on this document may be viewable to many KFS users. Do not add data with personal, sensitive, or restricted information. Refer to the [UC Irvine Information Security](#) page for more details on what information may be considered a risk.

A *Note Text:

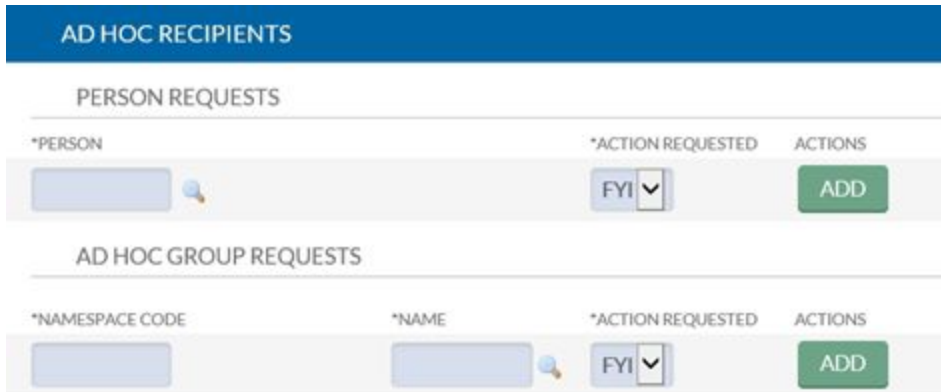
B Attachment: **Browse...**

C **ADD**

Remove Attachment

Step 8: Ad Hoc Recipients

Only use **Ad Hoc FYI**, if needed (e.g. lab manager). Using **Acknowledge** or **Approve** prevents the document from routing to the assigned people. Email equipment-management@uci.edu to request workflow changes for AICD.



AD HOC RECIPIENTS			
PERSON REQUESTS			
*PERSON		*ACTION REQUESTED	ACTIONS
<input type="text"/>		FYI	ADD

AD HOC GROUP REQUESTS			
*NAMESPACE CODE	*NAME	*ACTION REQUESTED	ACTIONS
<input type="text"/>	<input type="text"/>	FYI	ADD

Step 9: Save and Approve

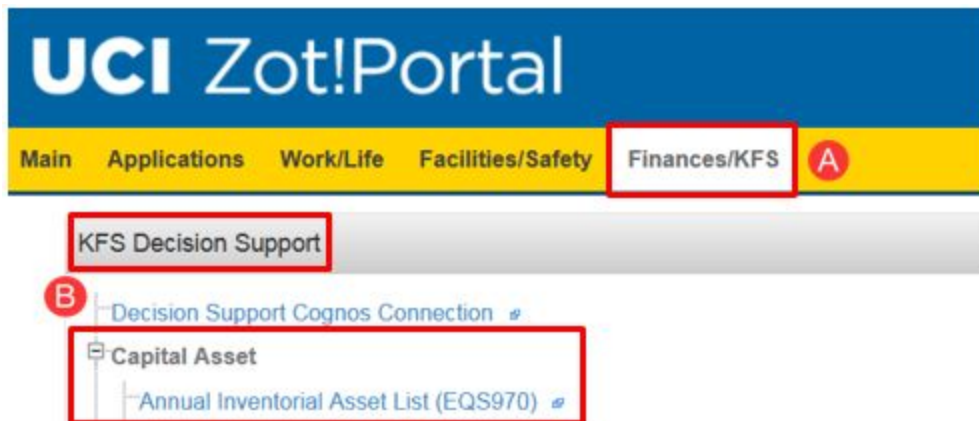
- A. Select **save**.
- B. Select **approve**.
 - a. Document routes to Department Head (Asset Inventory Certification Reviewer) for **Acknowledgement** and to Equipment Management as an **FYI**.



CAM Annual Inventorial Asset List Instructions

Step 1: Access the Portal

- A. Go to <https://portal.uci.edu>, login and navigate to **Finances/KFS**.
- B. In the **KFS Decision Support** portlet, select the + button to expand **Capital Asset** and select **Annual Inventorial Asset List (EQS970)**.
 - o If users cannot locate the **KFS Decision Support** portlet, have the department's DSA validate that the user is set up with role 54 access in KSAMS before contacting the KFS support team.



Step 2: Log On to UCI Production Cognos

- A. Enter **User ID** (UCInetID).
- B. Enter password (typically same password to log on to workstation).
- C. Select **OK**.



Step 3: Select Report Parameters

- A. Leave the top row set to the default settings.
 - o **Chart Code:** Only change to MC if applicable.
 - o **Inventory Status Code** definition settings:
 - R = Retired
 - A = Active and identifiable (default setting)
 - U = Under Construction
 - X = Not In Use
 - O = Non-Capital Retired
 - N = Non-Capital Active
- B. **Custodial Code:** Input the Custodial Code in the search field and select **Search**.
 - o If the Custodial Code isn't known, type in key words (e.g. name of department) and select **Search**.
- C. Highlight the correct custodial code under the **Result** column.
- D. Select **Insert** to move the selection under the **Choice** column.
- E. Use the calendar to navigate to the correct inventory start date. Typically the last Fiscal Year calendar day.
- F. Keep **No rounding** selected under the **Amount Display Option** column.
- G. Select **Run**.

Use the drop-down arrow in the **HTML** icon to choose the desired format for the list.

KFS Annual Inventorial Asset List

EQS970
As of Jun 30, 2014

Run Date/Time: 08/14/2014
Page #: 1 of ?

Chart Code: IR 1870 OIT-ACADEMIC COMPUTING SERVICES

- View in HTML Format
- View in PDF Format
- View in XML Format
- View in Excel Options

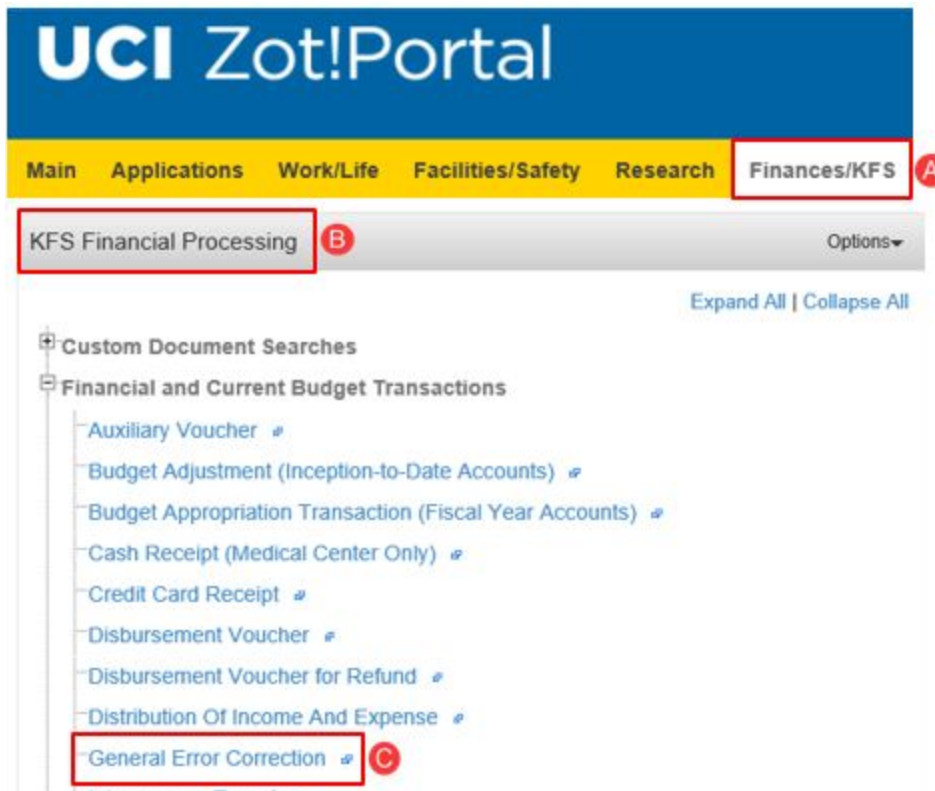
Manufacturer Name	Model #	Organization Text	Serial Number	CPTLAST_ACQ_TYP_CD	UC ACQ Code	Object Sub Type Cd	Purchase Order	Create Date	REV Date	Cost or Unit Value	LOC	ASSET_COA_CD	Custodial Code	Rptg Fund Nbr	Asset Type /CALCODE	Asset Status Code
EMERSON	EMERSON	EMERSON	EMERSON													

General Error Correction (GEC)

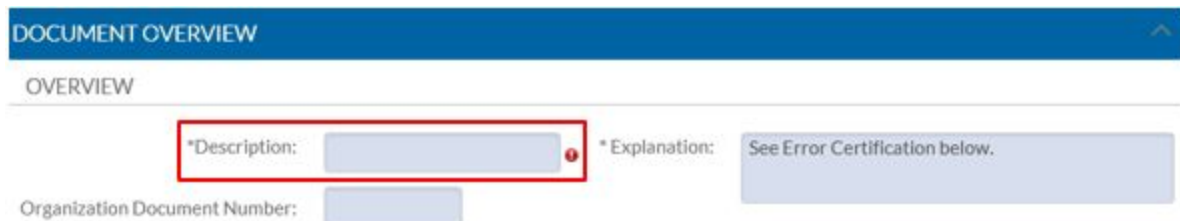
The following steps will guide you in completing a GEC with a single Capital Asset

Step 1: Access the Portal

- A. Go to <https://portal.uci.edu>, log in and navigate to **Finances/KFS**.
- B. Locate the **KFS Financial Processing** portlet.
- C. Select **General Error Correction**.



Step 2: Enter Description



Step 3: General Ledger Entry Lookup in the GL ENTRY IMPORTING Tab

- A. Enter **Fiscal Year**.

- B. Enter **Document Number**.
- C. **Search**

GL ENTRY IMPORTING

GL ENTRY IMPORTING

A *Fiscal Year: 2018

B Document Number: 4309003

C Search

Step 4: General Ledger Lookup

- A. Select the account
- B. **Return Selected**

General Ledger Entry Lookup

Select All From All Pages Deselect All From All Pages Select All From This Page Deselect All From This Page Return Selected

Select?	GEC Document Number	Fiscal Year	Chart Code	Organization Code	Account Number	Sub-Account Number	Object Code	Sub-Object Code	Balance Type Code	Object Type Code	Fiscal Period	Document Type	Origin Code	Document Number
<input checked="" type="checkbox"/>		2018	IR	7470	FG20384	-----	9000	---	AC	EX	03	PREQ	01	4309003

Select All From All Pages Deselect All From All Pages Select All From This Page Deselect All From This Page Return Selected

Step 5: Accounting Lines

- A. Copy the line
- B. Make corrections to the **Account** and/or **Object** code as needed

ACCOUNTING LINES Import Templates

FROM A COPY ALL DELETE ALL HIDE DETAILS

* CHART	* ACCOUNT	SUB-ACCOUNT	* OBJECT	SUB-OBJECT	PROJECT	ORG REF ID	* AMOUNT	ACTIONS	
IR UC IRVINE	FG20384 445110-29661 EY028... RESR-FEDERAL GRANTS		9000 CAPITAL EQUIPMENT...		R-XU Research-Xu laboratory		7,777.02		
1	REFERENCE ORIGIN CODE	* REFERENCE NUMBER	LINE DESCRIPTION						
	01	4309003	EXXACT CORPORATION						
TOTAL:							7,777.02		

TO DELETE ALL REPEAT 1ST FAU HIDE DETAILS IMPORT LINES

* CHART	* ACCOUNT	SUB-ACCOUNT	* OBJECT	SUB-OBJECT	PROJECT	ORG REF ID	* AMOUNT	ACTIONS	
IR UC IRVINE	OS10800 445110-69750 SOM/A... RESR-FED CONTR AND		9000 CAPITAL EQUIPMENT...		R-XU Research-Xu laboratory		7,777.02		
1	REFERENCE ORIGIN CODE	* REFERENCE NUMBER	LINE DESCRIPTION						
	01	4309003	EXXACT CORPORATION						

Step 6: Select Generate

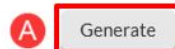
- A. Select **Generate**

Step 7: Accounting Lines for Capitalization

- A. Select Lines.
- B. Select **Distribute cost evenly**.
- C. Select **Modify Asset**.

ACCOUNTING LINES FOR CAPITALIZATION

There are Accounting lines for capitalization entries associated with this Transaction Processing document. Please click the generate button when you are ready to enter capitalization information. Note that once you click the button you cannot edit or enter new capitalization accounting lines unless you delete the capitalization information.



Step 8: Modify Capital Assets

- A. Enter **Asset Number**.
- B. Select **Redistribute Total Amount**.

MODIFY CAPITAL ASSETS

System Control Amount: 15554.04

System Control Remainder Amount: 15554.04

B **Redistribute Total Amount**

Lookup/Add Multiple Capital Asset Lines

CAPITAL ASSET FOR ACCOUNTING LINE

ASSET ACCT LN NBR	SEQ #	LINE TYPE	CHART	*ACCOUNT	SUB-ACCOUNT	*OBJECT	SUB-OBJECT	PROJECT	ORG REF ID	AMT
1	1	Source	IR	FG20384		9000		R-XU		0.00
2	1	Target	IR	OS10800		9000		R-XU		0.00

Asset Number	Amt Dist Method	Amt	Action
A 510940	Distribute cost evenly	0.00	Refresh DELETE Clear

ACCOUNTING LINES FOR CAPITALIZATION

SEQ #	LINE TYPE	CHART	*ACCOUNT	SUB-ACCOUNT	*OBJECT	SUB-OBJECT	PROJECT	ORG REF ID	*AMOUNT	PERCENT	LINE DESC	SELECT LINE
1	Source	IR	FG20384		9000		R-XU		7,777.02	50.00	EXXACT CORPORATION	<input checked="" type="checkbox"/>
1	Target	IR	OS10800		9000		R-XU		7,777.02	50.00	EXXACT CORPORATION	<input checked="" type="checkbox"/>

Select Amount Distribution Method: Distribute cost evenly

CREATE ASSET

Modify Asset

If you wish to delete all capitalization information in order to edit or enter new capitalization accounting lines, click the following button.

DELETE

Step 8: Save and Submit

Submit

Save

Note: When changing object code from Supplies to Capital, select Modify Asset for adding value to the existing asset or select "CREATE ASSET" for a new asset and complete Capital Asset Information, save, then submit.

GEC For multiple assets: Example

For yellow lines with \$2828.44 (Target lines), you will check the Accounting line box, just one, select "Distribute Cost Evenly", you will enter Asset #, and be sure to select "Redistribute Total Amount" first prior next line selection. Then, one by one, the same steps for the remaining three lines with \$2828.44. Save the doc.

The last one (source line) is different, you will check the box to Accounting line for Source line \$11313.76, be sure to select "Distribute Cost by AMOUNT", then enter first asset with amount field \$2828.44 and be sure to HIT Redistribute Total Amount" first prior next amount selection, then repeat for the rest of the three Assets. Enter an Explanation for all Error Certification Below fields. Save, and submit.

ACCOUNTING LINES FOR CAPITALIZATION												
SEQ #	LINE TYPE	CHART	*ACCOUNT	SUB-ACCOUNT	*OBJECT	SUB-OBJECT	PROJECT	ORG REF ID	*AMOUNT	PERCENT	LINE DESC	SELECT LINE
1	Target	IR	GF12437		9000				2,828.44	100.00	Revco freezers	Yes
2	Target	IR	GF12437		9000				2,828.44	100.00	Revco freezers	Yes
1	Source	IR	PR56559		9000				11,313.76	100.00	Revco freezers	Yes
3	Target	IR	PR56559		9000				2,828.44	100.00	Revco freezers	Yes
4	Target	IR	PR56559		9000				2,828.44	100.00	Revco freezers	Yes

For Target Lines with \$2828.44 each, be sure to select Distribute Cost Evenly.

CAPITAL ASSET FOR ACCOUNTING LINE											
ASSET ACCT LN NBR	SEQ #	LINE TYPE	CHART	*ACCOUNT	SUB-ACCOUNT	*OBJECT	SUB-OBJECT	PROJECT	ORG REF ID	AMT	
1	1	Target	IR	GF12437		9000				2,828.44	
		Asset Number		Amt Dist Method						Amt	
		1	510610	Distribute cost evenly						2,828.44	
CAPITAL ASSET FOR ACCOUNTING LINE											
ASSET ACCT LN NBR	SEQ #	LINE TYPE	CHART	*ACCOUNT	SUB-ACCOUNT	*OBJECT	SUB-OBJECT	PROJECT	ORG REF ID	AMT	
1	2	Target	IR	GF12437		9000				2,828.44	
		Asset Number		Amt Dist Method						Amt	
		2	510611	Distribute cost evenly						2,828.44	
CAPITAL ASSET FOR ACCOUNTING LINE											
ASSET ACCT LN NBR	SEQ #	LINE TYPE	CHART	*ACCOUNT	SUB-ACCOUNT	*OBJECT	SUB-OBJECT	PROJECT	ORG REF ID	AMT	
1	3	Target	IR	PR56559		9000				2,828.44	
		Asset Number		Amt Dist Method						Amt	
		3	510612	Distribute cost evenly						2,828.44	
CAPITAL ASSET FOR ACCOUNTING LINE											
ASSET ACCT LN NBR	SEQ #	LINE TYPE	CHART	*ACCOUNT	SUB-ACCOUNT	*OBJECT	SUB-OBJECT	PROJECT	ORG REF ID	AMT	
1	4	Target	IR	PR56559		9000				2,828.44	
		Asset Number		Amt Dist Method						Amt	
		4	510613	Distribute cost evenly						2,828.44	

For the Source Line, if the full amount retrieved, you need to Distribute by Amount so that you can break out the amount into four different assets.

CAPITAL ASSET FOR ACCOUNTING LINE

ASSET ACCT LN NBR	SEQ #	LINE TYPE	CHART	*ACCOUNT	SUB-ACCOUNT	*OBJECT	SUB-OBJECT	PROJECT	ORG REF ID	AMT
1	1	Source	IR	PR56559		9000				2,828.44

Asset Number	Amt Dist Method	Amt
6 510610	Distribute cost by amount	2,828.44

CAPITAL ASSET FOR ACCOUNTING LINE

ASSET ACCT LN NBR	SEQ #	LINE TYPE	CHART	*ACCOUNT	SUB-ACCOUNT	*OBJECT	SUB-OBJECT	PROJECT	ORG REF ID	AMT
1	1	Source	IR	PR56559		9000				2,828.44

Asset Number	Amt Dist Method	Amt
7 510611	Distribute cost by amount	2,828.44

CAPITAL ASSET FOR ACCOUNTING LINE

ASSET ACCT LN NBR	SEQ #	LINE TYPE	CHART	*ACCOUNT	SUB-ACCOUNT	*OBJECT	SUB-OBJECT	PROJECT	ORG REF ID	AMT
1	1	Source	IR	PR56559		9000				2,828.44

Asset Number	Amt Dist Method	Amt
8 510612	Distribute cost by amount	2,828.44

CAPITAL ASSET FOR ACCOUNTING LINE

ASSET ACCT LN NBR	SEQ #	LINE TYPE	CHART	*ACCOUNT	SUB-ACCOUNT	*OBJECT	SUB-OBJECT	PROJECT	ORG REF ID	AMT
1	1	Source	IR	PR56559		9000				2,828.44

Asset Number	Amt Dist Method	Amt
9 510613	Distribute cost by amount	2,828.44

CAM Loan, Transfer, Return

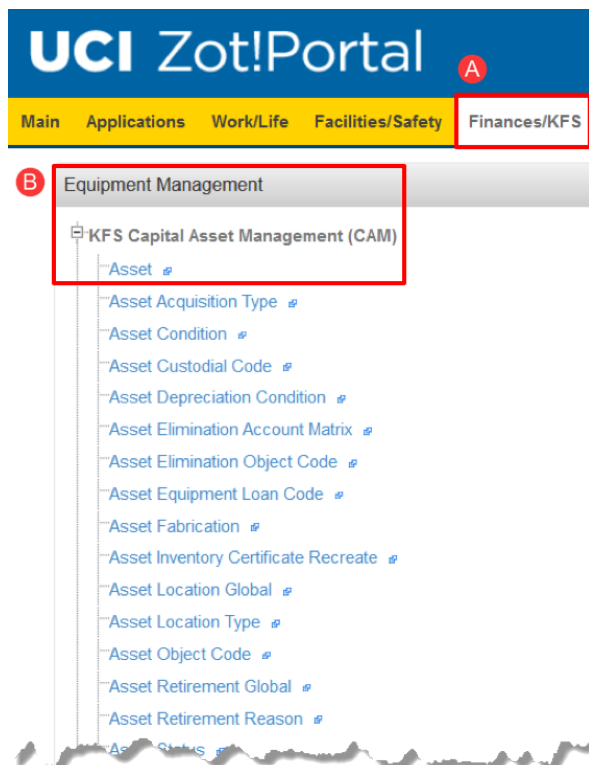
Loan: Use Loan when the asset is being borrowed by a UCI employee (staff or faculty). A loan cannot be processed for a student or person not employed by UCI. Please contact Helen Chang at hmchang@uci.edu for questions.

Access Requests: To add or modify a departmental CAM Processor/Asset Representative, the DSA (Departmental Security Administrator) must send an email to the Equipment Manager hmchang@uci.edu with the following information:

- Employee Name, UCnetID, Employee ID
- Department Org Code(s)
- Department Inventory Custodial Code(s)
- Department Inventory Name(s)

Step 1: Access the Portal

- Go to <https://portal.uci.edu>, log in and navigate to **Finances/KFS**.
- In the **Equipment Management** portlet, select the + button next to **KFS Capital Asset Management (CAM)** and select **Asset** which opens the **Asset Lookup** screen.
 - If users cannot locate the KFS Capital Asset Management portlet and their status is a CAM Processor/Asset Representative, have the department's DSA validate that the user is set up with role 54 access in KSAMS before contacting the KFS support team.



Step 2: Lookup Asset for Loan

Use option A or B to lookup the correct Asset.

- A. If known, enter the Property Tag Number (barcode ID tag affixed to asset) in the **Tag Number** field. Or use option B.
- B. Enter a **Custodial Code**. Custodial Codes in KFS are the same Custodial Codes used in EQS, our legacy system.
- C. After the correct fields are populated, select **search**

Asset Lookup

A Tag Number:

B Custodial Code:

Asset Number:

Depreciation Expense/Organization Chart Code:

C Search Clear Cancel

Step 3: Select Asset for Loan

- A. Select the **loan** link. The **Asset** document appears to allow authorized users to make changes to the information on file.
 - o If the options under the **Actions** column don't appear, users must request access (instructions are on page one).

Actions	Asset Number	Tag Number	Custodial Code	Depreciation Expense/Organization Org Code	Financial Object Subtype Code	Building Code	Asset Status Code	Asset Description
edit loan renew return] transfer	8593	129000018	2040	8001	CM	9209	A	COPIER/PRINTER -XEROXWC5775


Any time an asset is loaned out to a specific individual or department, the following action must be completed:

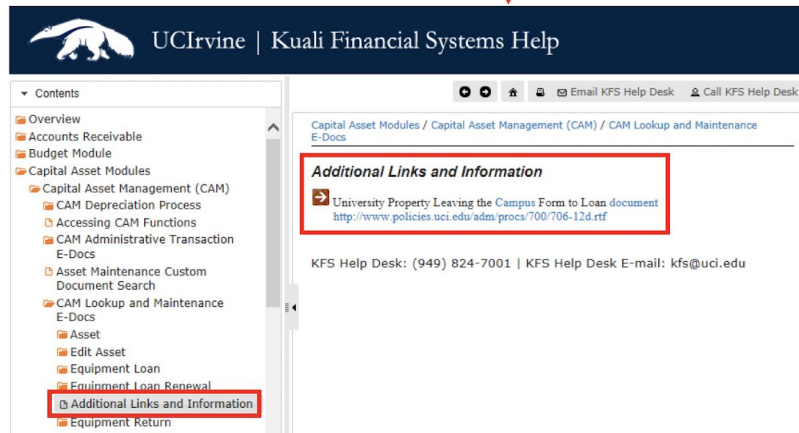
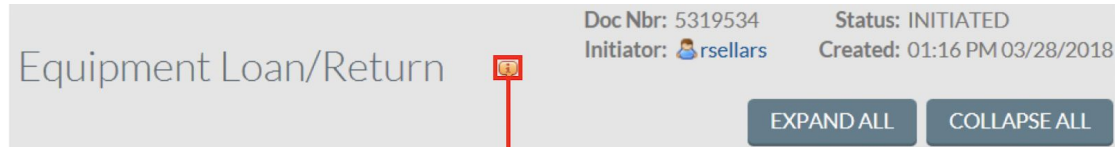
- The borrower needs to complete the **University Property Leaving the Campus form**, which requires user and department chair or business officer signatures.
 - o Form is located at: Portal > Finances/KFS > Equipment Management > More info > Forms/Tools
- The CAM processor (asset representative) creates an asset Loan document to attach to the document.

Note: A loan cannot be processed for a student or person not employed by UCI.

Step 4: Document Header

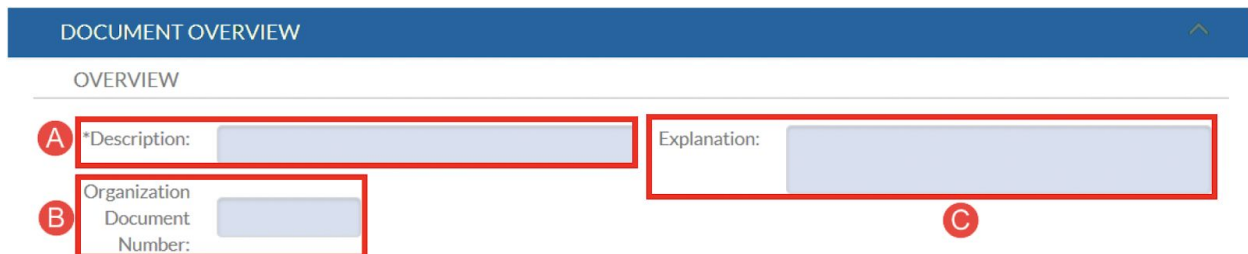
Write down the document number (**Doc Nbr**) for future reference.

Selection the  button brings users to a help screen. The **University Property Leaving the Campus form** is also located here.



Step 5: Document Overview

- A. Enter information in the **Description** field (40 characters maximum).
 - o Use a description that makes sense to others who will view the document.
- B. The **Organization Document Number** is an optional 10 character field which appears on the General Ledger.
- C. Use the **Explanation** field to notate attachments that will be included.



The screenshot shows the 'DOCUMENT OVERVIEW' form. The form has a blue header with the text 'DOCUMENT OVERVIEW'. Below the header, the word 'OVERVIEW' is displayed. The form contains three main input fields, each highlighted with a red box and a letter in a red circle: 'A' is next to the '*Description:' field, 'B' is next to the 'Organization Document Number:' field, and 'C' is next to the 'Explanation:' field.

Step 6: Asset Tab



- A. Displays detailed identification information about the asset.
 - o If information is incorrect, update the information using the **edit** link.

ASSET

ASSET INFORMATION

Asset Number:	8593		
Asset Description:	COPIER/PRINTER -XEROX WC5775		
Depreciation Expense/Organization Chart Code:	IR	Depreciation Expense/Organization Account Number:	GF12745
Owner:	U		: 8001
Asset Status Code:	A	Asset Condition Code:	O2
Acquisition Type Code:	P	Asset Type Code:	H0742
Vendor Name:	XEROX	Manufacturer:	XEROX
Model Number:	WC5775	Serial Number:	XELS60617
Tag Number:	129000018	Old Tag Number:	2040
Government Tag:	68309	National Stock Number:	
In-Service Date:	04/01/2012	Create Date:	04/01/2012
Fiscal Year:	2014	Last Inventory Date:	07/21/2017 07:27 AM

Step 7: Equipment Loans

- The Equipment Loans tab collects information that identifies the borrower and specifies the starting date for the asset loan, and the expected return date.
 - An asset can be borrowed for no more than two years.
 - A renewal can be requested, allowing the asset to be borrowed for up to two additional years.
- A. Enter the UCnetID of the person who will be responsible for the asset while it is being borrowed in the **Borrower ID** field.
 - B. The **Loan Date** and **Expected Return Date** fields are required. The **Loan Date** field populates with the current date by default, but can be edited.
 - C. In the **Equipment Loan Code** field, use  and conduct a blank search to select a code shown on the right.
 - D. In the **Campus Code** field, use  and conduct a blank search to select the correct campus.

EQUIPMENT LOANS

EQUIPMENT LOAN INFORMATION

A *Borrower ID:

*Loan Date: 03/29/2018

*Expected Return Date:

B ←

C *Equipment Loan Code:

D *Campus Code:

Search Results 1-4 of 4

Return Value	Equipment Loan Code	Equipment Loan Code Description	Active Indicator
return value	A	Borrowed from another UC campus	Yes
return value	B	Loaned to another UC campus	Yes
return value	J	Borrowed non-university, non-gov agency	Yes
return value	K	Loaned to non-univ, non-gov, univ dept	Yes

K will be the most common code to use. If selecting anything other than **K**, email equipment-management@uci.edu for guidance.

Step 8: Borrower's Address

- In the **Borrower** section, enter the borrower's mailing address and telephone number.
- In the **Stored At** section, enter the address and telephone number of the physical location where the asset will reside.

BORROWER'S ADDRESS

A **B**

BORROWER	STORED AT
*Address: <input type="text"/>	Address: <input type="text"/>
*City: <input type="text"/>	City: <input type="text"/>
*State: <input type="text"/>	State: <input type="text"/>
*Postal Code: <input type="text"/>	Postal Code: <input type="text"/>
Country: <input type="text"/>	Country: <input type="text"/>
Phone: <input type="text"/>	Phone: <input type="text"/>

Step 9: Asset Location

- A. Displays current read-only location information included in the asset's database record.

ASSET LOCATION	
ON CAMPUS	OFF CAMPUS
Campus: IR	Name:
*Building Code: 9209	Address:
*Building Room Number: 0250	City:
Building Sub Room Number:	State:
	Postal Code:
	Country:

Step 10: Organization Information

- A. Displays current read-only organization information included in the asset's database record.

ORGANIZATION INFORMATION	
ORGANIZATION INFORMATION	
Organization Inventory Name: PURCHASING	Asset Representative: SELLARS, RONALD
Organization Text:	Organization Tag Number:
Organization Asset Type Identifier:	

Step 11: Processed Payments

- A. Display up to 10 payment details associated with the asset. If more than 10 payments are on file in the system, the tab displays a **Payments Total** amount.

PROCESSED PAYMENTS														
CHART CODE&ACCOUNT NUMBER	SUB-ACCOUNT	OBJECT CODE	SUB-OBJECT	PROJECT CODE	ORGANIZATION REFERENCE ID	DOCUMENT NUMBER	DOCUMENT TYPE	PURCHASE ORDER NUMBER	REQUISITION NUMBER	POSTING DATE	FISCAL YEAR	FISCAL PERIOD	TRANSFER PAYMENT CODE	AMOUNT
IR UC68309		9000			9209	CONVERTEDMASTR	ACLO	P00746893	68309	04/24/2012	2014	01	N	12,822.00
Payments Total 12,822.00														

Step 12: Payments Lookup

- A. Allows users to view all processed payments on file in KFS.

- Displays payments for assets purchased in the 14/15 fiscal year or later. Data Warehouse is available to view payments prior to the 14/15 fiscal year.

PAYMENTS LOOKUP

[Click here to view the payment lookup for this asset.](#)

Step 13: Notes and Attachments

- In the **Note Text** field, type “upload” to indicate an attachment.
 - As a reminder, be sure to make note of an attachment in the **Explanation** field of the **Document Overview** tab.
- In the **Attached File** field, select the button to upload an attachment to the Requisition.
 - Examples of attached files include quotes, sole source justifications, emails, etc.
 - Never attach documents that contain sensitive information, ex. social security numbers, home addresses, proprietary, copyrighted, health records (HIPAA), etc.
 - Attachments cannot be deleted from the system. If sensitive information was mistakenly attached, contact KFS@uci.edu for assistance.
 - If an attachment was mistakenly uploaded and *did not* contain confidential information, type “disregard attachment” in the **Note Text** field.
 - File must be a PDF and smaller than 5 MB.
- Select the button to complete the file upload.

NOTES AND ATTACHMENTS (0)

Notes and attachments on this document may be viewable to many KFS users. Do not add data with personal, sensitive, or restricted information. Refer to the [UC Irvine Information Security](#) page for more details on what information may be considered a risk.

*Note Text:

Attachment:

Note: After the document is complete, select **submit**. The document routes to the loaning department’s fiscal officer for **approval**, then routes simultaneously to the individual receiving the Loan as an **FYI**, and Equipment Management for **final approval**.

Step 14: Select Submit

Renew

- Repeat steps 1 and 2 from the **Loan** instructions and select **renew**.

- The loan or borrowing of an asset(s) expires after two years. However, it can be renewed for an additional two years.
 - Loan reminders are not generated by KFS—it’s recommended to add a reminder to your Outlook calendar.
- A new Equipment Loan Agreement Form must be completed and attached.
 - It’s recommended to place a copy of the form in the borrower’s employee personnel file.
- Enter a new **Expected Return Date** in the **Equipment Loans** tab.

Actions	Asset Number	Tag Number	Custodial Code	Depreciation Expense/Organization Org Code	Financial Object Subtype Code	Building Code	Asset Status Code	Asset Description
edit loan renew return transfer	8593	129000018	2040	8001	CM	9209	A	COPIER/PRINTER -XEROX WC5775

Return

- A. Repeat steps 1 and 2 from the **Loan** instructions and select **return**.
 - a. For the return of a loaned asset, complete the **Loan Return Date** field.
 - b. Update the building room information.

Actions	Asset Number	Tag Number	Custodial Code	Depreciation Expense/Organization Org Code	Financial Object Subtype Code	Building Code	Asset Status Code	Asset Description
edit loan renew return transfer	8593	129000018	2040	8001	CM	9209	A	COPIER/PRINTER -XEROX WC5775