UCI Procurement Services

Capital Asset

Table of Contents

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

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**.
    - 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.

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**.

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).

Step 4: Document Header

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

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.

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.

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.

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.

Step 9: Payments

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

Step 10: Payments Lookup

A. 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.
  - 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.

Step 11: Asset Depreciation Information

A. Used by the UC Medical Center only

Step 12: Warranty (*optional*)

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

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).

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.

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.

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

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.

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

C. Select **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.

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
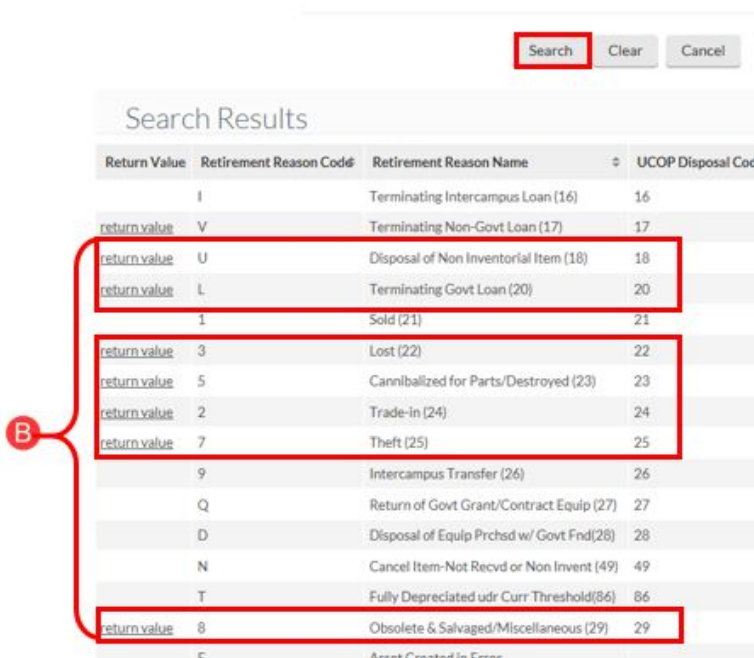
A. Go to https://portal.uci.edu, login and navigate to **Finances/KFS**.
B. In the **Equipment Management** portlet, select the + button next to **KFS Capital Asset Management (CAM)** and select **Asset Retirement Global**.
   ○ If users cannot locate the **KFS Capital Asset Management** portlet and 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.
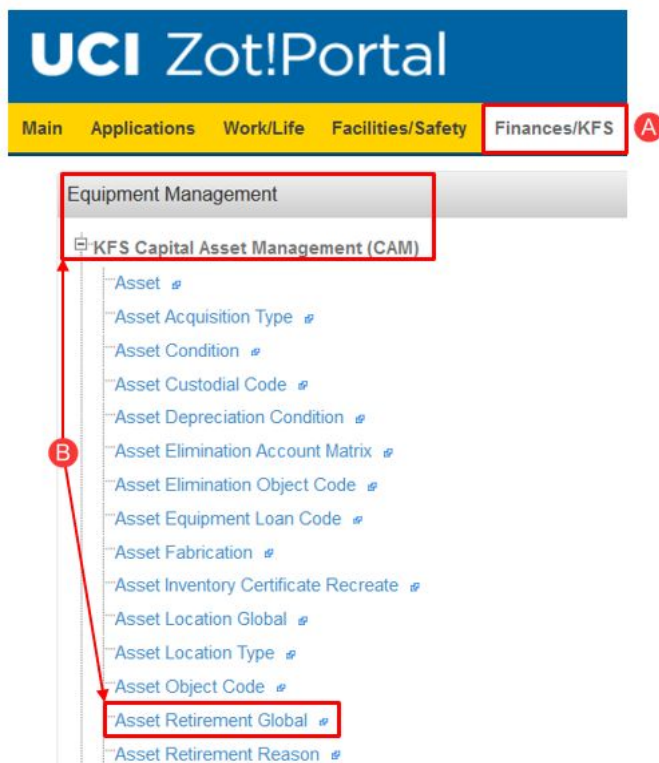
Step 2: Select a Retirement Reason

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.

| Search | Clear | Cancel |

Search Results

Return Value	Retirement Reason Code	Retirement Reason Name	⇕	UCOP Disposal Cod
	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
	E	Asset Created in Error		

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.
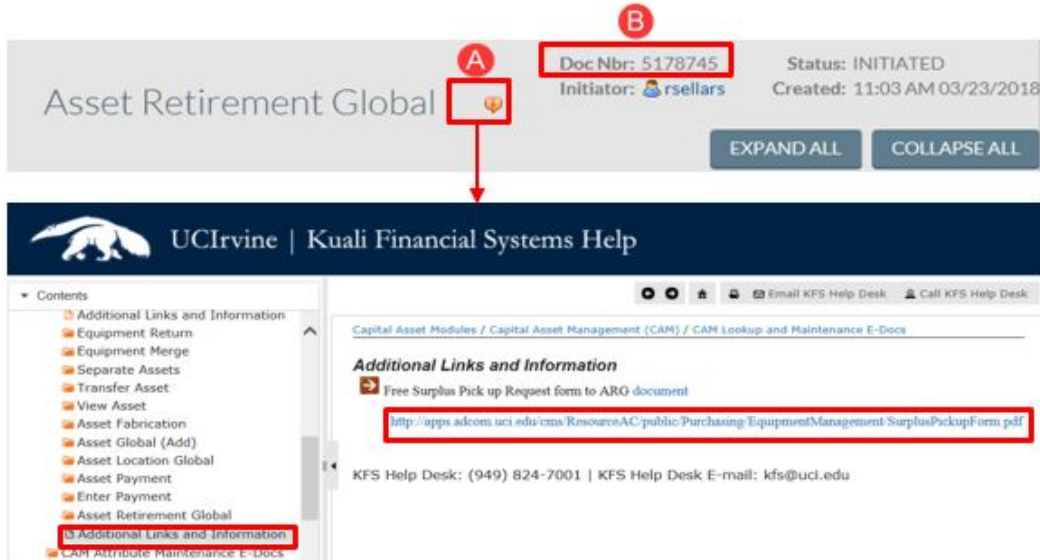
Step 4: Document Overview

A. Enter information in the **Description** field (40 characters maximum).
   ○ 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.
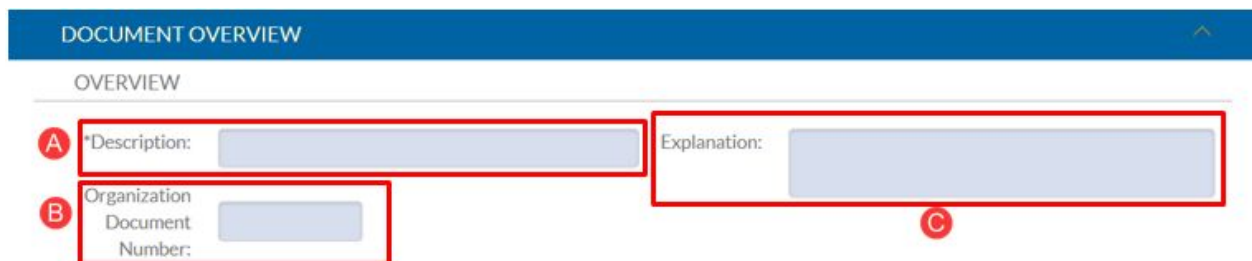
Step 5: Retirement Information

A. Displays the retirement reason previously selected.

Step 6: Asset Detail Information

 A. Use the search button next to **Lookup/Add Multiple Asset Lines** to retire multiple assets (similar to moving multiple assets).

 B. Type in the **Asset Number** or use the search button to locate the number.

 C. Select **add** to complete the process.

Step 7: Notes and Attachments

 A. 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.

 B. 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.

 C. Select the "Add" button to complete the file upload.

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

A. Go to https://portal.uci.edu, log in and navigate to **Finances/KFS**.
B. 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.

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**

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).

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.

Step 6: Asset

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

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.

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

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.

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

CHART CODE	ACCOUNT NUMBER	SUB-ACCOUNT	OBJECT CODE	ORGANIZATION REFERENCE ID	DOCUMENT NUMBER	REQUISITION NUMBER	POSTING DATE	FISCAL YEAR	L)D	TRANSFER PAYMENT CODE	AMOUNT
IR	UC68309		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
Depreciable Lifelimit:	5
Depreciation Date:	
Year To Date:	0.00
Current Month:	0.00
Previous Year:	0.00

Base Amount:	12,822.00
Salvage Amount:	0.00
Accumulated Depreciation:	0.00
Book Value:	12,822.00

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.

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**.

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

A. After logging on to the Portal (https://portal.uci.edu), select the **Finances/KFS** tab.
B. In the **Tools & Support** portlet, select **KFS Action List**.
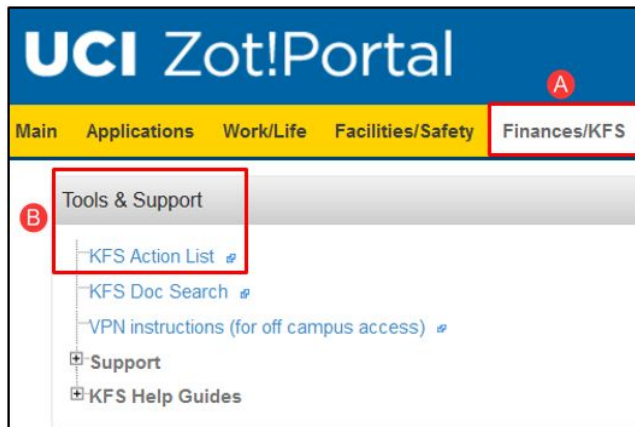
Step 2: Identify Document

  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 .

Id ⬍	Type	Title ⬍	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.

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.

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		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	D.	O2 - Used, without reconditioning good	100
						Asset transferred or retired	

Step 5: Generate Print File

A. 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.
B. 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).

Step 6: Certification

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

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).
   ○ 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.

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.

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)**.

        ○ 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.
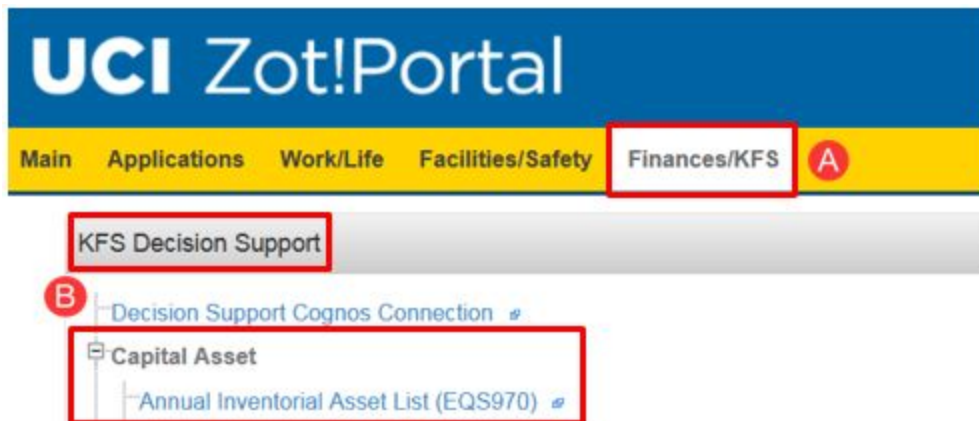
Step 2: Log On to UCI Production Cognos

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.
   - **Chart Code:** Only change to MC if applicable.
   - **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**.
   - 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.

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

KFS Annual Inventorial Asset List
EQS970
As of: Jun 30, 2014
Chart Code: IR 1870 OIT-ACADEMIC COMPUTING SERVICES

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

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
SUN	ENTERPRISE 250	RESPONSIBLE	147H2705	N	41	CM	P00667320	5/1/01	5/1/01	$23,595.00	0	IR		1870	18082	H0780	A

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**.
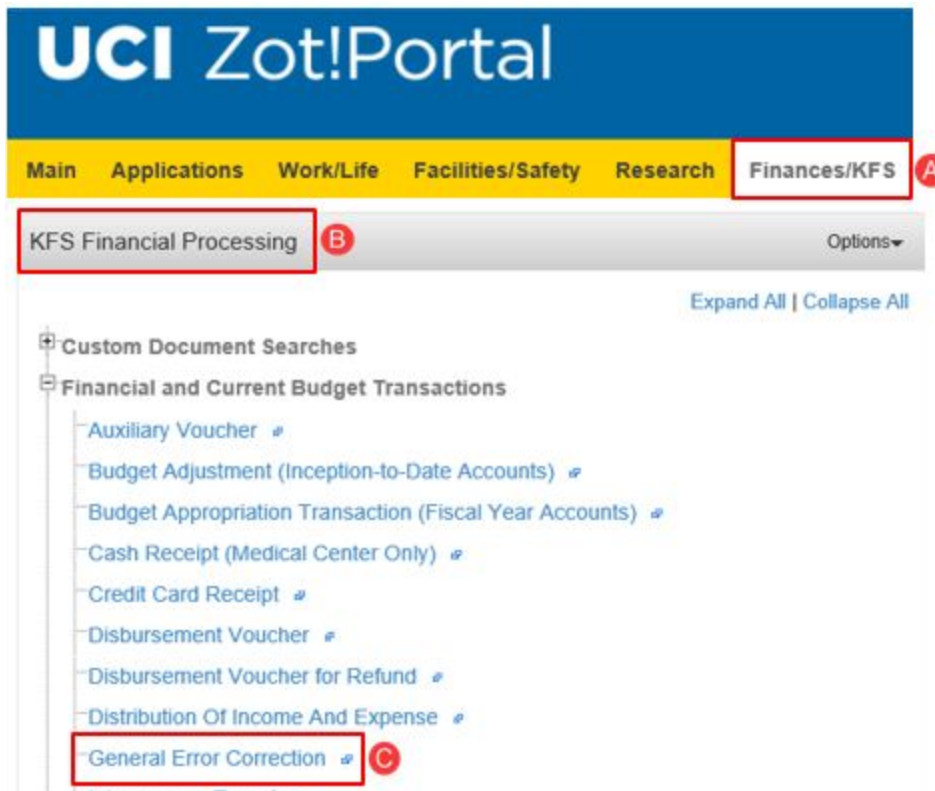
Step 2: Enter Description
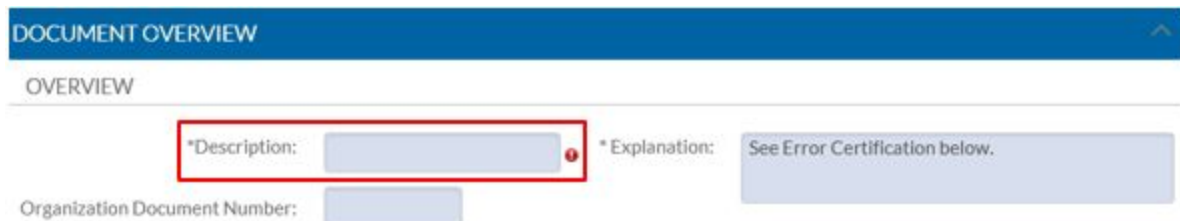
Step 3: General Ledger Entry Lookup in the GL ENTRY IMPORTING Tab

    A. Enter **Fiscal Year.**

B. Enter **Document Number**.

C. **Search**

Step 4: General Ledger Lookup

A. Select the account

B. **Return Selected**

Step 5: Accounting Lines

A. Copy the line

B. Make corrections to the **Account** and/or **Object** code as needed

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**.
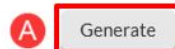
Step 8: Modify Capital Assets

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

Step 8: Save and Submit

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

A. Go to https://portal.uci.edu, log in and navigate to **Finances/KFS**.
B. 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.
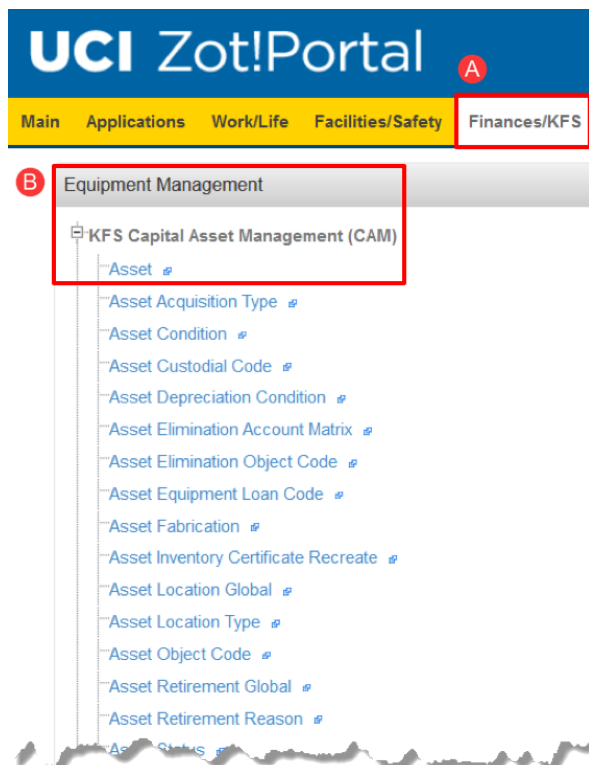
Step 2: Lookup Asset for Loan

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**

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.

        ○ If the options under the **Actions** column don't appear, users must request access (instructions are on page one).

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.

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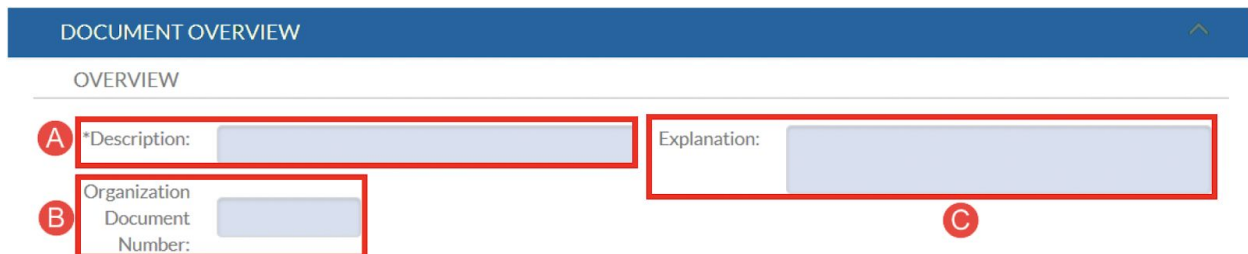
Write down the document number (**Doc Nbr**) for future reference.

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).
        ○ 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 6: Asset Tab

    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

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 📅 B

*Expected Return Date: [ ] 📅 ← B →

C *Equipment Loan Code: [ ] 🔍   D Campus Code: [ ] 🔍

Search Results   1-4 of 4

Return Value	Equipment Loan Code	Equiment Loan Code Descption	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

- A. In the **Borrower** section, enter the borrower's mailing address and telephone number.
- B. 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: [ ]   Address: [ ]
*City: [ ]   City: [ ]
*State: [ ] 🔍   State: [ ] 🔍
*Postal Code: [ ] 🔍   Postal Code: [ ] 🔍
Country: [▾]   Country: [▾]
Phone: [ ]   Phone: [ ]

Step 9: Asset Location

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

Step 10: Organization Information

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

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.

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

A. 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.

B. 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.

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.

Ⓐ   Ⓑ   Ⓒ

*Note Text: Attachment: Browse...   ADD

Remove 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

Submit   Save   Close   Cancel

Renew

A. 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