



**Capital Assets SOP:** Capital Assets, Asset - Edit, Transfer, Loan

SOP Owner: Cost and Capital Assets Manager

Version Number, Date Revised: #2, 9/18/2014

Date Implemented:

Approval(s):

## Standard Operating Procedure

### 1. Purpose

The KFS Capital Asset Management (CAM) module is used to track assets purchased through the institutional financial system as well as assets received as gifts or transfers from other institutions or sponsoring agencies. . Asset records may be initiated in two ways: through data collected on specific financial transaction documents and through entry on Capital Asset Management documents.

The **Asset** menu option allows you to search the CAM system for assets that meet criteria you specify in any of several fields. After retrieving assets, you have a variety of options for working with them.

The Asset Edit function allows you to make changes to asset information, including asset detail information, asset location, asset users, and warranty information. The document also makes provision for adding new information to asset repair history and asset components.

The Loan, Renew, and Return documents allow you to track when assets are temporarily borrowed by university employees to take off-campus.

The Asset Transfer document enables you to transfer ownership of an asset within the institution. A transfer asset e-doc transfers the asset but does not transfer funds. **If funds are being transferred, you will need to complete both the Transfer of Funds e-doc and the Asset-Transfer e-doc. Note: for transfers outside the university use the retirement e-doc.**

### 2. Scope

- Users assigned to the role of KFS-CAM Processor may view all assets, but can only edit assets in their assigned org.
- Users assigned to the KFS-SYS roles may update any asset.  
KFS-SYS Asset Processor is the person responsible for creating assets. KFS-SYS Asset Manager may edit all assets.
- KFS-SYS Plant Fund Accountant can retire buildings.
- Any active user may initiate an Equipment Loan/Return document or a Transfer document.



### 3. Prerequisites

- Access to KFS
- Training of KFS
- Permissions / roles
- Field Lookup, Standard Tabs in the *Overview of the Quali Financial System*.

### 4. University Policy

- 3.9 [Capital Assets Policy](#)
- 3.7 [Accounting: System Structure and Transactions](#)
- 3.10 [Recharge Operations and Service Facilities](#)
- 3.14 [Business Expenses](#)
- 4.2 [Transaction Authority and Payment Approval](#)

### 5. Responsibilities

Personnel in the following roles / positions:

- Initiator
- Fiscal Officer or delegate

### 6. Procedure

**Lookup and Maintenance**

**Capital Asset Builder**

- [Pre-Asset Tagging](#)

**Capital Asset Management**

- [Asset](#)
- [Asset Fabrication](#)
- [Asset Global \(Add\)](#)
- [Asset Location Global](#)
- [Asset Payment](#)
- [Asset Retirement Global](#)

**Chart of Accounts**

- [Account](#)
- [Account Global](#)
- [Account Delegate](#)
- [Account Delegate Global](#)
- [Account Delegate Model](#)
- [Account Delegate Global From Model](#)
- [Object Code](#)
- [Object Code Global](#)
- [Organization](#)
- [Organization Review](#)
- [Project Code](#)
- [Sub-Account](#)
- [Sub-Object Code](#)
- [Sub-Object Code Global](#)

**Contracts & Grants**

- [Award](#)
- [Proposal](#)

**Financial Processing**

- [Disbursement Voucher Travel Company](#)

**Vendor**

- [Vendor](#)
- [Vendor Contracts](#)

The Asset e-doc is located on the Main Menu, Lookup and Maintenance under Capital Asset Management.



The initial display is a lookup form through which you search for existing assets. Your searches may use any combination, all, or none of the data fields on the form as parameters to limit your search results.

To find an asset, fill in any combination of search fields on the screen and click **search**. Be sure to use wildcards(\*) when searching.

Figure 2 - Asset Lookup form

Table 1 – Asset Lookup form definition	
Title	Description
<b>Tag Number</b>	A unique identification number issued by the university and affixed to the asset.
<b>Asset Number</b>	A system-assigned identifier unique to each asset.
<b>Organization Owner Chart of Accounts Code</b>	The Chart code for the owner account responsible for the asset. Value will be IT for all Ithaca, Geneva, and NYC Tech assets.
<b>Organization Owner Organization Code</b>	The organization responsible for the asset. Can be found using the <b>Organization</b> lookup
<b>Organization Owner Account Number</b>	The owner account responsibility for the asset. This value should be a general purpose account within the org. Can be found using the <b>Account</b> lookup
<b>Owner</b>	The name of the owner if the title is vested in other universities or agencies. Can be found using the <b>Agency</b> lookup
<b>Campus</b>	The physical campus in which the asset is located. Value will be IT for all Ithaca, Geneva, and NYC Tech assets.
<b>Building Code</b>	The code assigned to the building in which the asset is physically located. Can be found using the <b>Building</b> lookup . Verified



	against Facilities data. Note: Geneva and NYC Tech campus is considered part of the Ithaca campus.
<b>Building Room Number</b>	The room number in the building in which the asset is physically located. Can be found using the <b>Room</b> lookup
<b>Asset Type Code</b>	The code classifying types of assets into categories. The life of an asset is based on its asset type. Can be found using the <b>Asset Type</b> lookup
<b>Asset Status Code</b>	Code indicating the current status of the asset.
<b>Asset Condition</b>	Text that describes the condition of the asset. Select from the <b>Asset Condition</b> list.
<b>Vendor Name</b>	The company or person who sold the asset to the institution and to whom the first payment was made.
<b>Manufacturer</b>	The name of the person or company that manufactured the asset.
<b>Model Number</b>	The number assigned by the manufacturer to this model of asset.
<b>Serial Number</b>	A unique identification number assigned by the manufacturer to the asset.
<b>Create Date From</b>	The date the asset was added to the asset database. Enter the date or select it from the calendar.
<b>Create Date To</b>	The date the asset was added to the asset database. Enter the date or select it from the calendar.
<b>Asset Representative Principal Name</b>	The name of the person represented by the Asset Representative NetID. This name can be found using the <b>Person</b> lookup
<b>Organization Inventory Name</b>	A common name the organization uses to refer to the asset inventory. This is a free-form field.
<b>Asset Description</b>	Free-form text that describes the asset in detail.
<b>Organization Text</b>	Free form text that provides additional information about the asset.
<b>National Stock Number</b>	A federal identification number assigned to the asset if applicable. A 13-digit numeric code, identifying all standardized material items in the supply distribution system of the United States Department of Defense.
<b>Government Tag</b>	A unique identification number issued by / for a non-Cornell owner and affixed to the asset.
<b>Old Tag Number</b>	If a tag number is defaced or missing, a new tag number is assigned to the asset. The previous tag number is moved to the <i>Old Tag Number</i> field
<b>Organization Tag Number</b>	A number assigned by an organization to internally identify assets independent of Cornell tagging system.
<b>Service Rate Indicator</b>	Indicates whether the depreciation expense of the asset is being recuperated in the fee of a service facility.
<b>Total Cost</b>	The total cost of the asset.
<b>Payment Sequence Number</b>	A system-assigned number identifying the order in which payments were processed. Can be found using the <b>Asset Payment</b> lookup
<b>Payment Purchase Order Number</b>	The number assigned to the Purchase Order for which the payment is posted. Can be found using the <b>Asset Payment</b> lookup
<b>Payment Document Number</b>	The transactional document number that generated the capital expense. Can be found using the <b>Asset Payment</b> lookup



### Asset Lookup Results

After searching for assets in the Asset Lookup form, the system returns matches and displays them in a table.. Each row of the results table represents a different asset and includes links for up to eight different actions that may be taken on the asset. These actions include **edit**, **view**, **loan**, **renew**, **return**, **merge**, **separate** and **transfer**.

All actions may not be available for all assets depending on your access or the status of the asset. *Assets are only editable if they are in your organization, but all assets can be viewed. If an asset has been retired, the only action is view. Merge and separate can only be performed by central staff.* Action links displayed are limited by the particular actions available to you.

Actions	Asset Number	Tag Number	Organization Owner Organization Code	Building Code	Asset Status Code	Asset Description	Asset Type Code	In-Service Date
<a href="#">edit</a>   <a href="#">loan</a>   <a href="#">renew</a>   <a href="#">return</a>   <a href="#">merge</a>   <a href="#">separate</a>   <a href="#">transfer</a>	500002	E456789	6102	1001	A	WATER POLISHER	014	08/15/2011
<a href="#">edit</a>   <a href="#">loan</a>   <a href="#">renew</a>   <a href="#">return</a>   <a href="#">merge</a>   <a href="#">separate</a>   <a href="#">transfer</a>	500003	56200	6102	2583L	A	WATER POLISHER	014	08/15/2011
<a href="#">edit</a>   <a href="#">loan</a>   <a href="#">renew</a>   <a href="#">return</a>   <a href="#">merge</a>   <a href="#">separate</a>   <a href="#">transfer</a>	500004	E12349	6102	2583L	A	WATER POLISHER	014	08/15/2011
<a href="#">edit</a>   <a href="#">loan</a>   <a href="#">renew</a>   <a href="#">return</a>   <a href="#">merge</a>   <a href="#">separate</a>   <a href="#">transfer</a>	500005	E3934392	6102	2583L	A	WATER POLISHER	014	08/15/2011
<a href="#">edit</a>   <a href="#">loan</a>   <a href="#">renew</a>   <a href="#">return</a>   <a href="#">merge</a>   <a href="#">separate</a>   <a href="#">transfer</a>	500007	E5556666	6102	1008	A	WATER POLISHER	014	08/15/2011
<a href="#">edit</a>   <a href="#">loan</a>   <a href="#">renew</a>   <a href="#">return</a>   <a href="#">merge</a>   <a href="#">separate</a>   <a href="#">transfer</a>	500008	582227	6102	1008	A	WATER POLISHER	014	08/15/2011
<a href="#">edit</a>   <a href="#">loan</a>   <a href="#">renew</a>   <a href="#">return</a>   <a href="#">merge</a>   <a href="#">separate</a>   <a href="#">transfer</a>	500012		6102	1001	A	WATER POLISHER	014	08/15/2011
<a href="#">edit</a>   <a href="#">loan</a>   <a href="#">renew</a>   <a href="#">return</a>   <a href="#">merge</a>   <a href="#">separate</a>   <a href="#">transfer</a>	500013		6102	1001	A	WATER POLISHER	014	08/15/2011
<a href="#">edit</a>   <a href="#">loan</a>   <a href="#">renew</a>   <a href="#">return</a>   <a href="#">merge</a>   <a href="#">separate</a>   <a href="#">transfer</a>	500014		6102	1001	A	WATER POLISHER	014	08/15/2011
<a href="#">edit</a>   <a href="#">loan</a>   <a href="#">renew</a>   <a href="#">return</a>   <a href="#">merge</a>   <a href="#">separate</a>   <a href="#">transfer</a>	500017		6102	1001	A	WATER POLISHER	014	08/15/2011

Figure 3 - Asset Lookup results

The following table explains the purpose of each action.

Table 2 – Asset Actions	
Action	Description
<b>Edit Asset</b>	Allows the modification of most data associated with the asset.
<b>Loan Asset</b>	Allows the entering of information related to the temporary loan of the equipment to a university employee to take off campus.
<b>Renew Asset Loan</b>	Allows the recording of the renewal of an equipment loan.
<b>Return Asset</b>	Allows the recording of the return of loaned equipment
<b>Merge Asset</b>	Allows combining one or more assets. (central function only).
<b>Separate Asset</b>	Allows the separation of the asset into two or more individual records. (central function only).
<b>Transfer Asset</b>	Allows the entering of information related to the transfer of assets to another university organization (internal transfers).



### Edit Asset

Selecting the **edit** action from the search results table for an asset lookup causes the system to present the Asset document. This document is used to make changes to the information stored for a particular asset. The document also allows for adding new information to warranty, asset repair history, and asset components. This document is used for both capital assets and non-capital assets.

*Best Practice:* After making changes in the New section of any tab, save the e-doc. The new information will be entered into the e-doc with a yellow asterisk next to it, to identify information that has changed. There will also be a yellow asterisk next to the tab name.

The Asset document includes the **Asset Detail Information, Asset Location, Organization Information, Payments, Payments Lookup, Land Information, Asset Depreciation Information, Warranty, Repair History, and Components, and Lookup/View Related Documents** tabs in addition to the standard e-doc tabs. **Note:** Not all these fields are editable.



#### a. Asset Detail Information Tab

Asset ?		Doc Nbr:	210685	Status:	INITIATED
		Initiator:	ifm333	Created:	12:03 PM 09/15/2011
Asset Detail Information <span style="float:right">hide</span>					
<b>Old</b>			<b>New</b>		
<b>Asset Detail Info</b>			<b>Asset Detail Info</b>		
Asset Number:	500002	Asset Number:	500002		
Organization Owner Chart Of Accounts Code:	IT	Organization Owner Chart Of Accounts Code:	IT		
Organization Owner Account Number:	G264700	Organization Owner Account Number:	G264700		
Organization Owner Organization Code:	6102	Organization Owner Organization Code:	6102		
Owner:		Owner:			
Acquisition Type Code:	N - New	Acquisition Type Code:	N - New		
Asset Status Code:	A	* Asset Status Code:	A		
Asset Condition:	Excellent	* Asset Condition:	Excellent		
Asset Description:	WATER POLISHER	* Asset Description:	WATER POLISHER		
Asset Type Code:	014	* Asset Type Code:	014		
Vendor Name:	Donovan-Luksa Paper Products Ltd.	Vendor Name:	Donovan-Luksa Paper Products Ltd.		
Manufacturer:	Donovan-Luksa Paper Products Ltd.	Manufacturer:	Donovan-Luksa Paper Products Ltd.		
Model Number:	D54	Model Number:	D54		
Serial Number:		Serial Number:			
Tag Number:	E456789	Tag Number:	E456789		
Old Tag Number:		Old Tag Number:			
Government Tag:		Government Tag:			
National Stock Number:		National Stock Number:			
Last Inventory Date:	08/30/2011	Last Inventory Date:	08/30/2011		
Create Date:	08/15/2011	Create Date:	08/15/2011		
Fiscal Year:	2012	Fiscal Year:	2012		
Period:	02	Period:	02		
Service Rate Indicator:	No	Service Rate Indicator:	<input type="checkbox"/>		
Financial Object Subtype Code:	CM	Financial Object Subtype Code:	CM		
In-Service Date:	08/15/2011	In-Service Date:	08/15/2011		
Depreciation Date:	08/15/2011	Depreciation Date:	08/15/2011		
Total Cost:	8,399.81	Total Cost:	8,399.81		
Federal Contribution:	0.00	Federal Contribution:	0.00		

Figure 4 – Asset Detail Information tab



The **Asset Detail Information** tab contains an **Old** section and a **New** section. The **Old** section displays the current asset information which was converted from the old system or received from Purchasing or Financial Processing e-docs. The **New** section on the right may be used to update the information.

Table 3 - Asset Detail Information tab definitions	
Field	Definition
<b>Asset Number</b>	Display-only. The system-assigned identifier unique to the asset.
<b>Organization Owner Chart Of Accounts Code</b>	Display only. The chart code for the owner account responsible for the asset. Value will be IT for all Ithaca, Geneva, and NYS Tech
<b>Organization Owner Account Number</b>	Display only. The account number for the owner responsible for the asset. Usually a general account in the org that is not normally closed.
<b>Organization Owner Organization Code</b>	Display only. Identifies the organization responsible for the asset, set by the owner account number.
<b>Owner</b>	Optional. Used when the title is vested in other universities or agencies. Can be found using the <b>Agency</b> lookup  .
<b>Acquisition Type Code</b>	Display only. Describes how the asset was acquired, i.e. new, gift, found, etc.
<b>Asset Status Code</b>	Required. The code indicating the current status of the asset. The current asset status will determine the available choices for changing the asset status ( <i>see business rules</i> ).
<b>Asset Condition</b>	Select the condition of the asset from the list, i.e. 'Excellent', 'Good'.
<b>Asset Description</b>	Required. A detailed description of the asset.
<b>Asset Type Code</b>	Required. The code used to classify types of assets grouped by categories, imported from the requisition / PO. Can be modified. Enter new value or search from the <b>Asset Type</b> lookup  .
<b>Vendor Name</b>	The name of the company or person who sold the asset to the institution and to whom the first payment was made. Users assigned to any one of the following roles may update this field: KFS-SYS Asset Processor, KFS-SYS Asset Manager, KFS-CAM Manager, KFS-SYS Plant Fund Accountant (Central Staff).
<b>Manufacturer</b>	The name of the person or company that manufactured the asset.
<b>Model Number</b>	The number assigned by the manufacturer to that model of asset.
<b>Serial Number</b>	The unique id number assigned by the manufacturer to the asset.
<b>Tag Number</b>	The unique id number issued by the university and affixed to the asset. Endowed college assets start with 'E', Contract college assets are a 5-digit number.
<b>Old Tag Number</b>	The identification number (if any) previously affixed to the asset.
<b>Government Tag</b>	The unique id number issued by / for the non-Cornell owner and affixed to the asset.
<b>National Stock Number</b>	A federal identification number assigned to the asset. Normally used by the Department of Defense.
<b>Last Inventory Date</b>	Display only. The date of last inventory performed by the University or the date an asset was last physically verified, moved, relocated, inventoried or tagged.
<b>Create Date</b>	Display only. The date the asset was added to the asset database.
<b>Fiscal Year</b>	Display only. The fiscal year the asset was added to the database.



<b>Period</b>	Display only. The period the asset was added to the database.
<b>Financial Object Subtype Code</b>	The designated subtype for the object code or search for it from the <b>Object Sub-Type</b> lookup . The subtype code assigned to the asset is used in conjunction with the Asset Depreciation Convention table. The Asset Depreciation Convention table is used to determine whether the asset depreciates using a half year convention, full year convention or a monthly convention. Users assigned to one of the following roles may update this field: KFS-SYS Asset Manager, KFS-SYS Plant Fund Accountant.
<b>In Service Date</b>	The date the asset is placed in service and becomes eligible for depreciation. To change an asset from construction-in-progress to complete, update the asset type code and the in-service date.
<b>Depreciation Date</b>	Display-only. The date on which the asset depreciation begins. When the in-service date is changed, the depreciation date is automatically updated. The system uses the Asset Depreciation Convention table to set the depreciation date. The update is based on the depreciation convention code assigned to the subtype.
<b>Total Cost</b>	Display only. The total amount or the final cost of the asset.
<b>Federal Contribution</b>	Display only. The amount the federal government has contributed toward the acquisition of the asset. At Cornell, this field was only populated for converted assets. For assets acquired on or after FY12, federal contributions can be identified according to the fund group on each payment line.

### Business Rules for Asset Detail Information tab

- The Owner is editable for users assigned to any one of the following KIM roles: KFS- SYS Asset Processor, KFS-CAM Manager, KFS-SYS Asset Manager, or KFS-SYS Plant Fund Accountant.
- Capital Asset Status:
  - A - Active and Identifiable: Assets that can be tagged and are currently in use. If the Asset Status code is 'A,' the Asset Status value may be changed to 'C' (Active and Non-accessible), 'P' (Under Repair), 'S' (Surplus Equipment), or 'T' (Storage).
  - C - Active and non-accessible: Assets that cannot be tagged due to the asset's physical size, nature, or location. If the Asset Status code is 'C,' it may be changed to 'A' (Active and Identifiable), 'P' (Under Repair), 'S' (Surplus Equipment), or 'T' (Storage).
  - P - Under Repair: Assets that are currently under repair and not in use. If the Asset Status Code is 'P', it may be changed to 'A' (Active and Identifiable), 'C' (Active and non-accessible, 'S' (Surplus), or 'T' (Storage).
  - S - Surplus Equipment: The surplus status code is used when an organization is not actively using the equipment. If the Asset Status code is 'S,' it may be changed to 'A' (Active and Identifiable) or to 'C' (Active and Non-accessible).
  - T - Storage: Assets that are currently in storage and not in use. If the Asset Status Code is 'T', it may be changed to 'A' (Active and Identifiable), 'C' (Active and non-accessible, 'P' (Under Repair) or 'S' (Surplus).





- R - Retired: Capital assets that are retired. If the Asset Status code is 'R,' it cannot be changed on the Asset Edit screen. For capital equipment, the Asset Status is set to 'R' only by a retirement document.
- U - Under Construction: The Fabrication Document sets the Asset Status code to 'U.' Normally, a constructed Asset Status code is changed only when the construction has been completed and the asset placed into service. If the Asset Status code is 'U,' it cannot be changed on the Asset Edit screen.
- Non-Capital Asset Status:
  - N - Non-capital Active: Non-capital assets that are in use. If the Asset Status code is 'N,' it may be changed only to 'O' (Non-capital Retired).
  - O - Non-capital Retired: Non-capital assets that are retired. A non-capital retired asset may be made active again by changing the Asset Status code to 'N' (Non-capital Active).
  - Y – Non-Capital Reportable: Non-Capital equipment that is reportable on a sponsored award. Can only be changed by central staff.
- If the user is assigned a role of KFS-CAM Processor can update:
  - Asset Type Code (if no tag no. or tag no. and created in the current fiscal yr.)
  - Asset Description (if no tag no. or tag no. and created in the current fiscal yr.)
  - Tag Number (if no tag number)
- KFS-SYS Asset Processor and KFS-CAM Manager can update:
  - the three fields above, as well as..
  - Vendor Name
  - Government Tag
  - National Stock Number
- KFS-SYS Asset Manager and KFS-SYS Plant Fund Accountant can update
  - all of the above fields, as well as..
  - Financial Object Subtype Code
  - In-Service Date
  - Organization Owner Chart of Accounts Code and Account Number
- Last Inventory Date is updated with a change to any of the following fields: Campus, Building, Room, Sub Room, or Off Campus Address.
- Manufacturer is not required for non-capital assets.



**b. Asset Location tab**

Asset Location		▼ hide	
Old		New	
On Campus		On Campus	
Campus:	IT	* Campus:	IT
Building Code:	1001	Building Code:	1001
Building Room Number:	100	Building Room Number:	100
Building Sub Room Number:		Building Sub Room Number:	
Off Campus		Off Campus	
Name:		Name:	
Address:		Address:	
City:		City:	
State:		State:	
Postal Code:		Postal Code:	
Country:		Country:	

Figure 5 – Asset Location tab




This tab contains current location information in the **Old** section on the left. The **New** section on the right may be used to update the information for both on-campus and off-campus locations. All New information entered will be designated with a yellow asterisk after the e-doc has been saved. **Note:** Information can be either On Campus or Off Campus, but information cannot be contained in both sections.

Off Campus is only used if the item is not at Cornell, i.e. at a research site or someone’s home.

The asset type code and asset status determine what information is required on the **Asset Location** tab. Any change to information on the **Asset Location** tab causes the system to update the last inventory date for the asset.

Table 4 - Asset Location tab definitions	
Field	Definition
<b>Campus</b>	Required. The code identifying the physical campus in which the asset is physically located. Value is always IT.
<b>Building Code</b>	Required. The code for the building where the asset is physically located. Can be found using the <b>Building Code</b> lookup . Verified against Facilities data. Note: the Geneva campus and NYC Tech are considered part of the Ithaca campus.
<b>Building Room Number</b>	Required for Moveable Assets. The building room number where the asset is physically located. Verified against Facilities data.
<b>Building Sub Room Number</b>	Optional. Created for departmental use. Most departments use this field to enter the cubicle sub-room number. Not verified.



<b>(Off Campus) Name</b>	The name of the person in charge of the asset at the off campus location.
<b>(Off Campus) Address</b>	Required. The off campus street address where the asset is / will be located or stored.
<b>(Off Campus) City</b>	Required. The off campus city where the asset is / will be located or stored.
<b>(Off Campus) State</b>	Required. The off campus state where the asset is / will be located. Enter or search for the abbreviation from the <b>State</b> lookup  .
<b>(Off Campus) Postal Code</b>	Required. The postal code for the off campus address. Enter or search for it from the <b>Postal Code</b> lookup  .
<b>(Off Campus) Country</b>	Select the country from the <b>Country</b> list or search for it from the <b>Country</b> lookup  .

### Business Rules for Asset Location tab

- All capital assets must have either the campus locations or an off-campus address.
  - Asset type codes for moveable equipment have the **Moving Indicator** marked as 'Yes' require a building code and a room number **or** an off campus address that includes name, address, city, state, postal code, and country.
  - Asset type codes for buildings that have the **Required Building Indicator** field marked as 'Yes' require a building code. No room number is required.
  - Any asset type code with both the **Moving Indicator** and **Required Building Indicator** marked as 'No' require a campus code but no building or room number. Asset type codes for land, land improvements, and leasehold improvements have 'No' in both fields.
- Building code and room number for non-capital assets are not required, but must be valid if used.



c. Organization Information tab

Figure 6- Organization Information tab

This tab is not required but the information is searchable. It contains the current organization information in the **Old** section on the left. The **New** section on the right may be used to update the organization information.

*Best Practice:* Enter all available information on the asset.

Table 5 – Organization Information tab definitions	
Field	Definition
<b>Organization Inventory Name</b>	A free form field for a common name for inventory purposes. This name is used to sort assets within an organization to assist with physical inventories.
<b>Asset Principal Representative Name</b>	The NetID for the person in charge of the asset. The user may search for the NetID from the <b>Person</b> lookup
<b>Asset Representative Name</b>	The actual name represented by the Asset Representative NetID. Can be found using the <b>Person</b> lookup
<b>Organization Text</b>	Additional organization-related information on the asset.
<b>Organization Tag Number</b>	The number assigned by an organization to internally identify assets, independent of the university tagging system. For the Contract Colleges this field is used for the SUNY asset number (for converted assets only).
<b>Organization Asset Type Identifier</b>	The type used by the org to classify the asset
<b>Receive Date</b>	The date the asset was received by the organization.
<b>Replacement Amount</b>	The cost of replacing the asset.
<b>Estimated Sale Price</b>	The estimated price for the asset if sold.



**d. Payments tab**

The information in this tab is retrieved from the database upon opening of the document and is view only.

**If more than ten payments exist for the asset, the user may view all payments via the Asset Payment Lookup.**

Old		New	
Chart Code:	<u>IT</u>	Chart Code:	<u>IT</u>
Account Number:	<u>G264700</u>	Account Number:	<u>G264700</u>
Sub-Account:		Sub-Account:	
Object Code:	<u>3630</u>	Object Code:	<u>3630</u>
Sub-Object:		Sub-Object:	
Project Code:		Project Code:	
Organization Reference Id:		Organization Reference Id:	
Document Number:	<u>1C813759</u>	Document Number:	<u>1C813759</u>
Document Type:	<u>ACHD</u>	Document Type:	<u>ACHD</u>
Purchase Order Number:		Purchase Order Number:	
Requisition Number:		Requisition Number:	
Posting Date:	<u>08/15/2011</u>	Posting Date:	<u>08/15/2011</u>
Fiscal Year:	<u>2012</u>	Fiscal Year:	<u>2012</u>
Fiscal Period:	<u>02</u>	Fiscal Period:	<u>02</u>
Transfer Payment Code:	N	Transfer Payment Code:	N
Amount:	<u>8,399.81</u>	Amount:	<u>8,399.81</u>
Accumulated Depreciation Amount:		Accumulated Depreciation Amount:	
Year to Date:	<u>0.00</u>	Year to Date:	<u>0.00</u>
Previous Year Depreciation Amount:		Previous Year Depreciation Amount:	
Period1 Depreciation Amount:		Period1 Depreciation Amount:	
Period2 Depreciation Amount:		Period2 Depreciation Amount:	
Period3 Depreciation Amount:		Period3 Depreciation Amount:	
Period4 Depreciation Amount:		Period4 Depreciation Amount:	
Period5 Depreciation Amount:		Period5 Depreciation Amount:	
Period6 Depreciation Amount:		Period6 Depreciation Amount:	
Period7 Depreciation Amount:		Period7 Depreciation Amount:	
Period8 Depreciation Amount:		Period8 Depreciation Amount:	
Period9 Depreciation Amount:		Period9 Depreciation Amount:	
Period10 Depreciation Amount:		Period10 Depreciation Amount:	
Period11 Depreciation Amount:		Period11 Depreciation Amount:	
Period12 Depreciation Amount:		Period12 Depreciation Amount:	
<b>Payments Total:</b>	<u>8,399.81</u>	<b>Payments Total:</b>	<u>8,399.81</u>

Figure 7 – Payments tab

Table 6 – Payment tab definitions	
Field	Definition
<b>Chart Code</b>	The chart code for the account that funded the asset or is the owner of the asset.
<b>Account Number</b>	The account number that paid for or owns the asset.
<b>Sub-Account</b>	An optional element of the accounting string that allows the user to track financial activity within a particular account at a finer level of detail.
<b>Object Code</b>	Used to classify the transaction and to identify asset categories such as moveable, artwork, books, and, buildings. In addition, the object code can be used to identify the type of funding.



<b>Sub-Object</b>	An optional element of the accounting string related to the university object code that allows the user to create finer distinctions within a particular object code for a specific account.
<b>Project Code</b>	Used to identify particular transactions that might span multiple accounts.
<b>Organization Reference Id</b>	A reference identification number assigned by organization.
<b>Document Number</b>	The transactional document number that generated the capital expense.
<b>Document Type Name</b>	The type of document that generated the capital expense.
<b>Purchase Order Number</b>	Represents a written authorization for a vendor to ship goods or provide services based on conditions outlined in the purchase order (PO) document which becomes a legally binding contract once the vendor accepts it.
<b>Requisition Number</b>	The number of the document used to order the asset.
<b>Posting Date</b>	The date the payment transaction was posted to the General Ledger.
<b>Fiscal Year</b>	The fiscal year the payment was posted to the General Ledger
<b>Fiscal Period</b>	The fiscal period the payment was posted to the General Ledger.
<b>Transfer Payment Code</b>	The code used to identify if the payment is eligible for depreciation.
<b>Amount</b>	The portion of the total cost of the asset paid from the above account for the given payment.
<b>Accumulated Depreciation Amount</b>	The depreciation on the asset related to this payment.
<b>Year to Date</b>	The amount of depreciation for the current fiscal year.
<b>Previous Year Depreciation Amount</b>	The amount of depreciation for the prior fiscal year.
<b>Period 1-12 Depreciation Amount</b>	Depreciation amount for the 1 <sup>st</sup> through 12 <sup>th</sup> periods (July – June) of the fiscal year.
<b>Payment Total</b>	The total of payments made to date for this asset.

Clicking on a field with an underlined value will open another window with information on that value. For example the Document Type field (*see below*) returns the following screen:

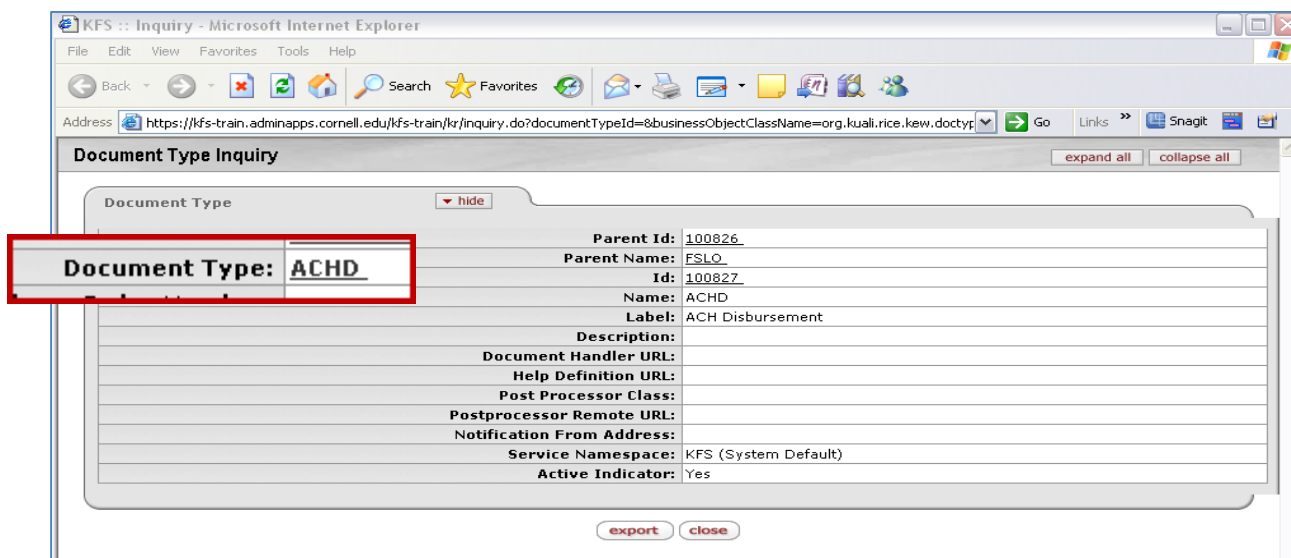


Figure 8 – Document Type Inquiry screen



**e. Payments Lookup tab**

Figure 9 – Payments Lookup tab

This tab takes you to the Asset Payments lookup by clicking on ‘Click here’. The same lookup is reachable from the Main Menu.

Asset Number	Seq. #	Posting Year	Period Code	Asset Status Code	Asset Description	Organization Code	Chart Code	Account Number	Sub Acct No	Object Code	Sub-Obj. Code	Sub-Fund Grp. Code	Purchase Order#	Doc Nbr	Doc. Type	Posting Date	Amount	Accum. Depr. Amt.
500012	1	2012	02	A	WATER POLISHER	6102	IT	G264700		3630		GNAPPR		1C813759	ACHD	08/15/2011	8,399.81	

Figure 10 – Asset Payment Lookup with results

Searching the Asset Payment Lookup will provide the list of payment made for the assets inquired about.



**f. Land Information tab**

Land Information		New	
Land County:		Land County:	
Land Acreage:		Land Acreage:	
Land Parcel Number:		Land Parcel Number:	

Figure 11- Land Information tab

This tab contains data on any land related to the asset. Any existing information may be updated in the **New** section.

Table 7 – Land Information tab definitions	
Title	Description
Land County	The county in which the land is located
Land Acreage	The size of the land measured in acres.
Land Parcel Number	The parcel number assigned by the county assessor’s office to this lot of land.

**Business Rules for Land Information tab**

- The Land fields are not displayed for users assigned to the KIM role KFS-CAM Processor.

**g. Asset Depreciation Information Tab**

Asset Depreciation Information		New	
Depreciation Method Code:	SL - Straight-Line	* Depreciation Method Code:	SL - Straight-Line
Depreciable Life Limit:	10	Depreciable Life Limit:	10
Depreciation Date:	08/15/2011	Depreciation Date:	08/15/2011
Base Amount:	8,399.81	Base Amount:	8,399.81
Salvage Amount:	0.00	Salvage Amount:	0.00
Accumulated Depreciation:	0.00	Accumulated Depreciation:	0.00
Book Value:	8,399.81	Book Value:	8,399.81
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

Figure 12- Asset Depreciation Information tab

This tab contains the current asset depreciation information in the **Old** section. Most of this information is *view only*. The depreciation information is driven by the Asset Type Code.





The **New** section may be used to update the depreciation method and the salvage amount only.

Table 8 – Asset Depreciation Information tab definitions	
Title	Description
<b>Depreciation Method Code</b>	Required. Cornell will only use SL – straight line depreciation.
<b>Depreciation Life Limit</b>	Display only. The useful life (depreciable life) of the asset.
<b>Depreciation Date</b>	Display only. The date the depreciation of the asset started.
<b>Base Amount</b>	Display only. The amount eligible for depreciation. It excludes any federal or other owned amounts.
<b>Salvage Amount</b>	Optional. The amount the University could recover is the asset is salvaged – cannot be greater than the base amount.
<b>Accumulated Depreciation.</b>	Display only. The depreciation that has taken place on an asset up to the present time.
<b>Book Value</b>	Display only. The value of an asset according to its balance sheet account balance.
<b>Year to Date</b>	Display only. The depreciation that has taken place on the asset for the current fiscal year.
<b>Current Month</b>	Display only. The depreciation that has taken place on the asset for the current month
<b>Previous Year</b>	Display only. The depreciation that has taken place on the asset during the preceding fiscal year.

#### h. View Asset Separate History Tab

Figure 13 - View Asset Separate History tab

This tab contains the information for an asset that once was a part of another asset and was separated from that asset. All information is display only.

Table 9 – View Asset Separate History tab definitions	
Title	Description
<b>Original Asset Number</b>	Display only. The asset number for the asset from which the current asset was removed.
<b>Separate Date</b>	Display only. The date when the asset separation took place.



### i. Warranty Tab

Figure 14- Warranty tab

This tab contains any existing warranty information for the asset in the **Old** section. The **New** section may be used to update the warranty information.

Table 10 – Warranty tab definitions	
Title	Description
<b>Warranty Number</b>	The number assigned by the warranty provider for this asset.
<b>Contact Name</b>	The name of the contact person for the warranty on the asset.
<b>Phone Number</b>	The phone number for the contact person for the warranty on the asset.
<b>Purchase Order Number</b>	The purchase order number issued for the warranty on the asset.
<b>Begin Date</b>	The effective starting date of the warranty. Enter the date or select it from the calendar.
<b>End Date</b>	The effective ending date of the warranty. Enter the date or select it from the calendar.
<b>Description</b>	Additional detail on the warranty for the asset.

### j. Repair History Tab

Figure 15- Repair History tab



This tab presents any repair history for the asset. The tab is not required. If however any information is entered then **Incident Date** and **Problem Description** are required fields. The incident date must be unique and the **add** button must be clicked for each repair history added to the **New Addition** section. Any old repair information for the asset is displayed in a separate section.

Table 11 – Repair History tab definitions	
Title	Description
<b>Incident Date</b>	Required. The date the problem with the asset was reported. Enter the date or select it from the calendar.
<b>Problem Description</b>	Required. A comprehensive description of the problem with the asset and the need for repair.
<b>Repair Contact Name</b>	Optional. The name of the person or company that will perform the repair on the asset.
<b>Estimated Repair Date</b>	Optional. The estimated completion date for the repair. Enter the date or select it from the calendar.
<b>Repair Date</b>	Optional. The actual date the asset was repaired. Enter the date or select it from the calendar.
<b>Repair Amount</b>	Optional. The cost of repairing the asset.
<b>Repair Solution Description</b>	Optional. Present solutions that will lead to the repair of the asset.
<b>Repair Note Text</b>	Optional. Additional notes related to the asset repair.

To add an incident to the asset's repair history, follow these steps:

1. Enter the incident date and problem description – both required.
2. Enter the remainder of the applicable information.
3. Click **add**.

As many repair incidents can be added as needed.

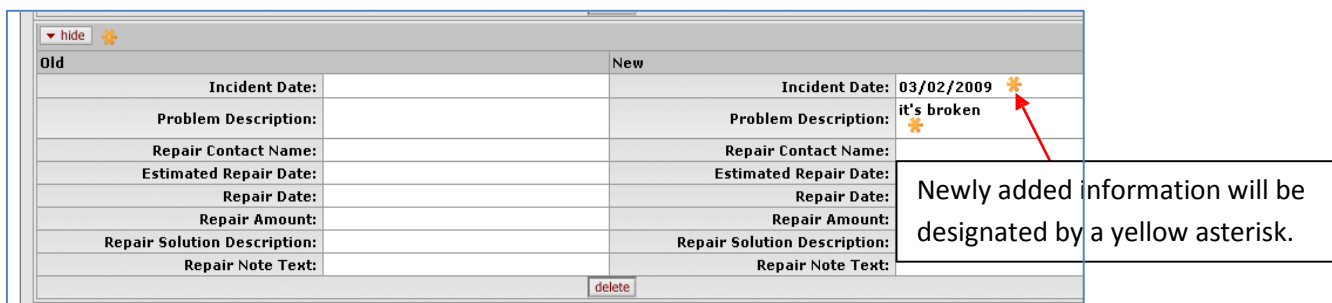


Figure 16 - Repair History tab with Repair Added

Added repair history records appear as shown above. A repair incident may be removed before submitting the **Asset** document by clicking on the **delete** button in the middle of the bottom of that incident record. Modifications may not be made to existing repair history records. As many repair incidents can be added as needed.




k. Components Tab

Figure 17 - Components tab

This tab allows the user to add any component units an asset may have.

Please note that the **add** button must be clicked for each component unit added to the **New Addition** section. Existing component unit information is displayed in a separate section.

Table 12 – Components tab definitions	
Title	Description
<b>Component Number</b>	System-generated. The number assigned when a new component is added to the asset.
<b>Component Description</b>	A description of the component being added to the asset.
<b>Component Condition Code</b>	The code indicating the condition of the component. Select from the list or use the Asset Condition lookup  .
<b>Component Vendor Name</b>	The name of the company or person who sold the component to the University and to whom the first payment was made.
<b>Component Manufacturer Name</b>	The name of the person or company that manufactured the component.
<b>Component Model Number</b>	The number assigned by the manufacturer to that model of component.
<b>Component Serial Number</b>	The unique identification number assigned by the manufacturer to the component.
<b>Component Organization Tag Number</b>	The unique id number issued by the owner organization within the University and affixed to the component of the asset.



<b>Component Contact Phone Number</b>	The phone number for the person in charge of this component of the asset.
<b>Component Organization Text</b>	Additional information on this component of the asset.
<b>Component Estimated Lifetime Limit</b>	The component's estimated life.
<b>Replacement Amount</b>	The cost of replacing the component.
<b>Government Tag Number</b>	The unique id number issued by the non-Cornell owner and affixed to the asset.
<b>National Stock Number</b>	A federal identification number assigned to the asset if applicable.
<b>Component Warranty Number</b>	The number assigned by the warranty provider for this component of the asset.
<b>Component Warranty Contact Name</b>	The name of the contact person for the warranty on this component of the asset.
<b>Component Warranty Phone Number</b>	The phone number for the contact person related to the warranty on this component of the asset.
<b>Component Warranty Purchase Order Number</b>	The purchase order number issued for the warranty on this component of the asset.
<b>Warranty Beginning Date</b>	The effective starting date of the warranty on this component of the asset. Enter the date or select it from the calendar.
<b>Warranty Ending Date</b>	The effective ending date of the warranty on this component of the asset. Enter the date or select it from the calendar.
<b>Component Warranty Text</b>	Additional detail on the warranty for this component of the asset.

To add a component to the asset, follow these steps:

1. Enter the component description and component condition code.
2. Enter the remaining applicable information.
3. Click **add**.

Old	New
Component Number:	Component Number:
Component Description:	Component Description: <b>New feature</b>
Component Condition Code:	Component Condition Code: <b>Excellent</b>
Component Vendor Name:	Component Vendor Name:
Component Manufacturer Name:	Component Manufacturer Name:
Component Model Number:	Component Model Number:
Component Serial Number:	Component Serial Number:
Component Organization Tag Number:	Component Organization Tag Number:
Component Contact Phone Number:	Component Contact Phone Number:
Component Organization Text:	Component Organization Text:
Component Estimated Lifetime Limit:	Component Estimated Lifetime Limit:
Replacement Amount:	Replacement Amount:
Government Tag Number:	Government Tag Number:
National Stock Number:	National Stock Number:
Component Warranty Number:	Component Warranty Number:
Component Warranty Contact Name:	Component Warranty Contact Name:
Component Warranty Phone Number:	Component Warranty Phone Number:
Component Warranty Purchase Order Number:	Component Warranty Purchase Order Number:
Warranty Beginning Date:	Warranty Beginning Date:
Warranty Ending Date:	Warranty Ending Date:
Component Warranty Text:	Component Warranty Text:

Figure 18 - Components tab with Component Added



Added Components records appear as shown above. A particular component may be removed before submitting the **Asset** document by clicking the **delete** button in the middle of the bottom of the component record.

Modifications may not be made to existing component records.

### 1. Lookup Related Document Capital Asset Tab

Old	New
	<b>Asset Edit:</b> <a href="#">click here</a>
	<b>Asset Fabrication:</b> <a href="#">click here</a>
	<b>Asset Global Create or Separate:</b> <a href="#">click here</a>
	<b>Asset Payments:</b> <a href="#">click here</a>
	<b>Asset Transfer:</b> <a href="#">click here</a>
	<b>Equipment Loan or Return:</b> <a href="#">click here</a>
	<b>Asset Location Global:</b> <a href="#">click here</a>
	<b>Asset Retirement Global or Merge:</b> <a href="#">click here</a>
	<b>Asset Maintenance, Fabrication, Location, Create, Separate, Retirement or Merge:</b> <a href="#">click here</a>

Figure 19 - Related document Lookup tab

Clicking on any of the underlined ‘**click here**’ links will open another window displaying the Document Lookup with the information from the e-doc you started from as well as links to all documents of the type searched for related to this asset. Clicking on the **Document /Notification Id** number will open the e-doc. These documents cannot be updated here, they are display only.

**Document Lookup** detailed search | superuser search | clear saved searches

Searches \* required field

---

<b>Type:</b> <input type="text" value="CASM"/>	<input type="text"/>
<b>Initiator:</b> <input type="text"/>	<input type="text"/>
<b>Document/Notification Id:</b> <input type="text"/>	
<b>Date Created From:</b> <input type="text"/>	<input type="text"/>
<b>Date Created To:</b> <input type="text"/>	<input type="text"/>
<b>Document Description:</b> <input type="text"/>	
<b>Organization Document Number:</b> <input type="text"/>	
<b>Asset Number:</b> <input type="text" value="500012"/>	<input type="text"/>
<b>Tag Number:</b> <input type="text"/>	<input type="text"/>
<b>Organization Owner Chart Of Accounts Code:</b> <input type="text"/>	<input type="text"/>
<b>Organization Code:</b> <input type="text"/>	<input type="text"/>
<b>Organization Owner Account Number:</b> <input type="text"/>	<input type="text"/>
<b>Search Result Type:</b> <input checked="" type="checkbox"/> Document Specific Data <input type="checkbox"/> Workflow Data	
<b>Name this search (optional):</b> <input type="text"/>	

1 items found. Please refine your search criteria to narrow down your search.

One item retrieved. Click to open the e-doc

Document/Notification Id	Type	Title	Status	Initiator	Date Created	Route Log
<a href="#">210701</a>	Asset	Edit Asset - update asset info	FINAL	King, Holly A.	09/22/2011 09:23 AM	

Figure 20 – Document Lookup with return values



### Equipment Loan

To record a loan, the user chooses the **loan** link from the **Actions** column of the Asset Lookup or Asset Payment Lookup results table. The link will only work if 'loan' is underlined. The system displays the Equipment Loan/Return document.

Actions	Asset Number	Tag Number	Organization Owner Organization Code	Building Code	Asset Status Code	Asset Description	Asset Type Code	In-Service Date
edit [ <a href="#">loan</a>   <a href="#">renew</a>   <a href="#">return</a> ] <a href="#">merge</a> <a href="#">separate</a> <a href="#">transfer</a>	500002	E456789	6102	1001	A	WATER POLISHER	014	08/15/2011
edit [ <a href="#">loan</a>   <a href="#">renew</a>   <a href="#">return</a> ] <a href="#">merge</a> <a href="#">separate</a> <a href="#">transfer</a>	500003	56200	6102	2583L	A	WATER POLISHER	014	08/15/2011
edit [ <a href="#">loan</a>   <a href="#">renew</a>   <a href="#">return</a> ] <a href="#">merge</a> <a href="#">separate</a> <a href="#">transfer</a>	500004	E12349	6102	2583L	A	WATER POLISHER	014	08/15/2011
edit [ <a href="#">loan</a>   <a href="#">renew</a>   <a href="#">return</a> ] <a href="#">merge</a> <a href="#">separate</a> <a href="#">transfer</a>	500005	E3934392	6102	2583L	A	WATER POLISHER	014	08/15/2011
edit [ <a href="#">loan</a>   <a href="#">renew</a>   <a href="#">return</a> ] <a href="#">merge</a> <a href="#">separate</a> <a href="#">transfer</a>	500007	E5556666	6102	1008	A	WATER POLISHER	014	08/15/2011
edit [ <a href="#">loan</a>   <a href="#">renew</a>   <a href="#">return</a> ] <a href="#">merge</a> <a href="#">separate</a> <a href="#">transfer</a>	500008	582227	6102	1008	A	WATER POLISHER	014	08/15/2011
edit [ <a href="#">loan</a>   <a href="#">renew</a>   <a href="#">return</a> ] <a href="#">merge</a> <a href="#">separate</a> <a href="#">transfer</a>	500012		6102	1001	A	WATER POLISHER	014	08/15/2011
edit [ <a href="#">loan</a>   <a href="#">renew</a>   <a href="#">return</a> ] <a href="#">merge</a> <a href="#">separate</a> <a href="#">transfer</a>	500013		6102	1001	A	WATER POLISHER	014	08/15/2011
edit [ <a href="#">loan</a>   <a href="#">renew</a>   <a href="#">return</a> ] <a href="#">merge</a> <a href="#">separate</a> <a href="#">transfer</a>	500014		6102	1001	A	WATER POLISHER	014	08/15/2011
edit [ <a href="#">loan</a>   <a href="#">renew</a>   <a href="#">return</a> ] <a href="#">merge</a> <a href="#">separate</a> <a href="#">transfer</a>	500017		6102	1001	A	WATER POLISHER	014	08/15/2011

Figure 21 – Asset Lookup results

The system displays the Equipment Loan/Return document.



<b>Equipment Loan/Return</b> <span style="float: right;">?</span>	<b>Doc Nbr:</b> 210689	<b>Status:</b> INITIATED
	<b>Initiator:</b> ifm333	<b>Created:</b> 03:20 PM 09/15/2011

[expand all](#) [collapse all](#)

\* required field

**Document Overview** ▼ hide

---

**Document Overview**

<b>* Description:</b> <input type="text"/>	<b>Explanation:</b> <input type="text"/>
<b>Org. Doc. #:</b> <input type="text"/>	

---

**Asset** ▼ hide

---

**Asset Information**

<b>Asset Number:</b> 500003	
<b>Asset Description:</b> WATER POLISHER	
<b>Organization Owner Chart Of Accounts Code:</b> IT	<b>Organization Owner Account Number:</b> G264700
<b>Owner:</b>	<b>Organization Code:</b> 6102
<b>Asset Status Code:</b> A	<b>Asset Condition:</b> E
<b>Acquisition Type Code:</b> N	<b>Asset Type Code:</b> 014
<b>Vendor Name:</b> Donovan-Luksa Paper Products Ltd.	<b>Manufacturer:</b> Donovan-Luksa Paper Products Ltd.
<b>Model Number:</b> D54	<b>Serial Number:</b> 123456789
<b>Tag Number:</b> 56200	<b>Old Tag Number:</b>
<b>Government Tag:</b>	<b>National Stock Number:</b>
<b>In-Service Date:</b> 08/15/2011	<b>Create Date:</b> 08/15/2011
<b>Fiscal Year:</b> 2012	<b>Last Inventory Date:</b> 09/15/2011 10:02 AM
<b>Period:</b> 02	

---

**Equipment Loans** ▼ hide

---

**Equipment Loan Information**

<b>* Borrower ID:</b> <input type="text"/>	<b>* Loan Date:</b> 09/15/2011
<b>* Expected Return Date:</b> <input type="text"/>	

---

**Borrower's Address** ▼ hide

---

Borrower	Stored at
<b>* Address:</b> <input type="text"/>	<b>Address:</b> <input type="text"/>
<b>* City:</b> <input type="text"/>	<b>City:</b> <input type="text"/>
<b>* State:</b> <input type="text"/>	<b>State:</b> <input type="text"/>
<b>* Postal Code:</b> <input type="text"/>	<b>Postal Code:</b> <input type="text"/>
<b>Country:</b> <input type="text"/>	<b>Country:</b> <input type="text"/>
<b>Phone:</b> <input type="text"/>	<b>Phone:</b> <input type="text"/>

---

**Asset Location** ▶ show

**Organization** ▶ show

**Processed Payments** ▶ show

**Payments Lookup** ▶ show

**Notes and Attachments (0)** ▶ show

**Ad Hoc Recipients** ▶ show

**Route Log** ▶ show

[submit](#) [save](#) [close](#) [cancel](#)

Figure 22 - Equipment Loan/Return document





The Equipment Loan/Return document includes tabs for the **Document Overview, Asset, Equipment Loans, Borrower's Address, Asset Location, Organization, Processed Payment, and Payments Lookup** as well as the standard e-doc tabs.

The Document Overview tab needs to be filled out. **Description** is a required field; **Org Doc #** and **Explanation** are both optional fields.

**a. Equipment Loans Tab**

Figure 23 - Equipment Loans tab

Table 13 – Equipment Loans tab definitions (loan action)	
Title	Description
<b>Borrower ID</b>	Required. The NetID of the staff or faculty member borrowing the asset. Can search for the NetID from the User lookup
<b>Loan Date</b>	Required. Defaults to the current date, a different date can be entered or selected from the calendar.
<b>Expected Return Date</b>	Required. The anticipated date on which the asset will be returned to the University. Enter the date or select from the calendar. Assets cannot be lent for more than 2 years, so this date must not be later than two years from the loan date.

**Business Rules of Equipment Loan**

The Equipment Loan/Return document (ELR) is **required** when the capital equipment:

- is borrowed for more than 7 days, and
- is under the control of a single faculty or staff personnel, and resides at a location not directly associated with the university or institution.
- The equipment may be lent for a period of two years or less. If the equipment is not returned at the end of two years, a **Renew** document must be processed to extend the loan.

Equipment located at an off-campus site does not require completion of an Equipment Loan/Return document. 'Off-campus' refers to any school or institution location associated with the University, i.e. equipment located at a local hospital. The off-campus address is entered on the Asset Edit document.

- Three conditions must be present to initiate the Equipment Loan/Return document for the purpose of recording a loan:
  - The asset must exist in the database, **and**



- The tag must be attached to the equipment, **and**
- The tag number must be entered in the **Asset** document.
- Asset status must be active (active status codes for capital assets include A, C, P, S, T and U; for non-capital assets active asset codes are N and Y).
- When an asset is retrieved on the Equipment Loan/Return document, the system checks to see if the asset has a pending asset transfer (AT) asset retirement (AR) document, or a pending equipment loan/return (ELR) document. If a document is pending, the edit will not allow the user to issue the loan or return document.
- The value for **Last Inventory Date** will automatically be updated to that of the **Loan Date**.
- When issuing a document to place the equipment on loan, the Equipment Loan/Return document requires a borrower ID. The borrower ID must be a valued user ID in the Universal ID table.
- When issuing a document to place the equipment on loan, the Equipment Loan/Return document requires a complete borrower address (Street Address, City, State, Postal Code, and Country). This requirement is only on for the Borrower Address; the Stored at Address is not required.
  - The state code is validated against the Postal State Code table.
  - The country is system-assigned to 'US' if not pre-set by the user.
- If the asset is untagged, the **Loan** action is not available in the **Actions** column. (The 'loan' action is not underscored for the asset number.) Similarly, the **Loan** link is not available if the asset is already on loan.
- An asset can be identified as currently on loan when an expected return date exists and the return date is NULL.
  - If the asset is not on loan the word 'loan' is underscored in the **Actions** column.
  - If the asset is actively on loan the words 'renew' and 'return' are underscored in the **Actions** column.
- Expected Return Date rules:
  - When issuing a document to place the equipment on loan, the Equipment
  - Loan/Return document requires an expected return date.
  - When issuing a document to place the equipment on loan, the expected return date cannot be more than two years from the loan date.
  - The expected return date cannot be earlier than the loan date.
- The equipment loan return date is required when issuing an Equipment Loan Return document.

Non-capital assets do not require submission of an Equipment Loan/Return document, but the document has been developed to allow processing for non-capital assets.



### Renew Asset Loan

To renew an asset loan, choose the **renew** selection from the Asset lookup. If this function is not available for the specific asset, the renew selection will not be underlined.

Actions	Asset Number	Tag Number	Organization Owner Organization Code	Building Code	Asset Status Code	Asset Description	Asset Type Code	In-Service Date
edit [loan <u>renew</u> return] merge separate transfer	500002	E456789	6102	1001	A	WATER POLISHER	014	08/15/2011
edit [loan   renew   return] merge separate transfer	500003	56200	6102	2583L	A	WATER POLISHER	014	08/15/2011
edit [loan   renew   return] merge separate transfer	500004	E12349	6102	2583L	A	WATER POLISHER	014	08/15/2011
edit [loan   renew   return] merge separate transfer	500005	E3934392	6102	2583L	A	WATER POLISHER	014	08/15/2011
edit [loan   renew   return] merge separate transfer	500007	E5556666	6102	1008	A	WATER POLISHER	014	08/15/2011
edit [loan   renew   return] merge separate transfer	500008	582227	6102	1008	A	WATER POLISHER	014	08/15/2011
edit [loan   renew   return] merge separate transfer	500012		6102	1001	A	WATER POLISHER	014	08/15/2011
edit [loan   renew   return] merge separate transfer	500013		6102	1001	A	WATER POLISHER	014	08/15/2011
edit [loan   renew   return] merge separate transfer	500014		6102	1001	A	WATER POLISHER	014	08/15/2011
edit [loan   renew   return] merge separate transfer	500017		6102	1001	A	WATER POLISHER	014	08/15/2011

Figure 24 – Asset Lookup

The Equipment Loan/Return e-doc will open. The only field required is the **Expected Return Date** on the Equipment Loans tab.

Equipment Loans ▼ hide

---

**Equipment Loan Information**

* Borrower ID: jlh253	* Loan Date: 09/29/2011
* Expected Return Date: <input style="width: 100%;" type="text"/>	

Figure 25 – Equipment Loans tab

*Note: An asset cannot be loaned for more than 2 years.*



## Transfer Asset

To transfer an asset, you choose the **transfer** link for either asset from the **Actions** column of the Asset Lookup results table.

Actions	Asset Number	Tag Number	Organization Owner Organization Code	Building Code	Asset Status Code	Asset Description	Asset Type Code	In-Service Date
<a href="#">edit</a>   <a href="#">loan</a>   <a href="#">renew</a>   <a href="#">return</a>   <a href="#">merge</a>   <a href="#">separate</a>   <a href="#">transfer</a>	500002	E456789	6102	1001	A	WATER POLISHER	014	08/15/2011
<a href="#">edit</a>   <a href="#">loan</a>   <a href="#">renew</a>   <a href="#">return</a>   <a href="#">merge</a>   <a href="#">separate</a>   <a href="#">transfer</a>	500003	56200	6102	2583L	A	WATER POLISHER	014	08/15/2011
<a href="#">edit</a>   <a href="#">loan</a>   <a href="#">renew</a>   <a href="#">return</a>   <a href="#">merge</a>   <a href="#">separate</a>   <a href="#">transfer</a>	500004	E12349	6102	2583L	A	WATER POLISHER	014	08/15/2011
<a href="#">edit</a>   <a href="#">loan</a>   <a href="#">renew</a>   <a href="#">return</a>   <a href="#">merge</a>   <a href="#">separate</a>   <a href="#">transfer</a>	500005	E3934392	6102	2583L	A	WATER POLISHER	014	08/15/2011
<a href="#">edit</a>   <a href="#">loan</a>   <a href="#">renew</a>   <a href="#">return</a>   <a href="#">merge</a>   <a href="#">separate</a>   <a href="#">transfer</a>	500007	E5556666	6102	1008	A	WATER POLISHER	014	08/15/2011
<a href="#">edit</a>   <a href="#">loan</a>   <a href="#">renew</a>   <a href="#">return</a>   <a href="#">merge</a>   <a href="#">separate</a>   <a href="#">transfer</a>	500008	582227	6102	1008	A	WATER POLISHER	014	08/15/2011
<a href="#">edit</a>   <a href="#">loan</a>   <a href="#">renew</a>   <a href="#">return</a>   <a href="#">merge</a>   <a href="#">separate</a>   <a href="#">transfer</a>	500012		6102	1001	A	WATER POLISHER	014	08/15/2011
<a href="#">edit</a>   <a href="#">loan</a>   <a href="#">renew</a>   <a href="#">return</a>   <a href="#">merge</a>   <a href="#">separate</a>   <a href="#">transfer</a>	500013		6102	1001	A	WATER POLISHER	014	08/15/2011
<a href="#">edit</a>   <a href="#">loan</a>   <a href="#">renew</a>   <a href="#">return</a>   <a href="#">merge</a>   <a href="#">separate</a>   <a href="#">transfer</a>	500014		6102	1001	A	WATER POLISHER	014	08/15/2011
<a href="#">edit</a>   <a href="#">loan</a>   <a href="#">renew</a>   <a href="#">return</a>   <a href="#">merge</a>   <a href="#">separate</a>   <a href="#">transfer</a>	500017		6102	1001	A	WATER POLISHER	014	08/15/2011

Figure 26 – Asset Lookup form

Additionally, the Asset Transfer (AT) document is available from the Asset Payment Lookup screen. In both cases, the system displays the Asset Transfer document.

Only active capital and active non-capital assets are eligible to be transferred. Assets that are actively on loan are not eligible to be transferred. If the user does not have the necessary authority, or the asset is not eligible to be transferred, the transfer will not be underscored in the **Actions** column.



<b>Asset Transfer</b> ?	<b>Doc Nbr:</b> 210780	<b>Status:</b> INITIATED
	<b>Initiator:</b> ifm333	<b>Created:</b> 02:12 PM 09/28/2011

\* required field

---

**Document Overview**

<b>* Description:</b>	<input type="text"/>	<b>Explanation:</b>	<input type="text"/>
<b>Org. Doc. #:</b>	<input type="text"/>		

---

**Asset**

**Asset Information**

<b>Asset Number:</b> 500012	<b>Asset Description:</b> WATER POLISHER	<b>Organization Owner Chart Of Accounts Code:</b> IT	<b>Organization Owner Account Number:</b> G264700
<b>Asset Status Code:</b> A	<b>Acquisition Type Code:</b> N	<b>Asset Condition:</b> E	<b>Asset Type Code:</b> 014
<b>Vendor Name:</b> Donovan-Luksa Paper Products Ltd.	<b>Manufacturer:</b> Donovan-Luksa Paper Products Ltd.	<b>Serial Number:</b> 4908Shk	<b>Old Tag Number:</b>
<b>Model Number:</b> D54	<b>Tag Number:</b> E6321980	<b>National Stock Number:</b>	<b>Create Date:</b> 08/15/2011
<b>Government Tag:</b>	<b>In-Service Date:</b> 08/15/2011	<b>Last Inventory Date:</b> 09/22/2011 09:56 AM	
<b>Fiscal Year:</b> 2012	<b>Period:</b> 02		

---

**Asset Transfer Information**

Old	New
<b>Transfer from Originating Organization</b>	<b>Transfer to Receiving Organization</b>
<b>Organization Owner Chart Of Accounts Code:</b> IT	<b>* Organization Owner Chart Of Accounts Code:</b> <input type="text"/>
<b>Organization Owner Account Number:</b> G264700	<b>* Organization Owner Account Number:</b> <input type="text"/>
<b>Organization Code:</b> 6102	<b>Organization Code:</b>

**Interdepartmental Sale**

**Interdepartmental Sales Indicator:**

**Transfer Of Funds Financial Document Number:**

---

**Asset Location**

On Campus	Off Campus
<b>* Campus:</b> <input type="text"/>	<b>Name:</b> <input type="text"/>
<b>Building Code:</b> <input type="text"/>	<b>Address:</b> <input type="text"/>
<b>Building Room Number:</b> <input type="text"/>	<b>City:</b> <input type="text"/>
<b>Building Sub Room Number:</b> <input type="text"/>	<b>State:</b> <input type="text"/>
	<b>Postal Code:</b> <input type="text"/>
	<b>Country:</b> <input type="text"/>

---

**Organization Information**

Current	New
<b>Organization Inventory Name:</b> training dept	<b>Organization Inventory Name:</b> <input type="text"/>
<b>Asset Representative:</b> Jackson, Stephen B	<b>Asset Representative:</b> <input type="text"/>
<b>Organization Text:</b>	<b>Organization Text:</b>
<b>Organization Tag Number:</b> c632000000	<b>Organization Tag Number:</b> <input type="text"/>
<b>Organization Asset Type Identifier:</b>	

---

**Processed Payments**

**Payments Lookup**

**View Asset Depreciation**

**General Ledger Pending Entries**

**Notes and Attachments (0)**

**Ad Hoc Recipients**

**Route Log**

Figure 27-Asset Transfer document



The Asset Transfer document includes **Document Overview, Asset, Asset Transfer Information, Asset Location, Organization Information, Processed Payment, Payments Lookup, View Asset Depreciation, and General Ledger Pending Entries** tabs as well as the standard tabs.

The **Asset, Processed Payment, Payments Lookup, View Asset Depreciation, and General Ledger Pending Entries** tabs present a static or view-only display.

**a. Asset Transfer Information Tab**

Figure 28 - Asset Transfer Information tab

This tab contains a section on the left labeled **Old** for the current information on the asset and a **New** section on the right for the information updated by the transfer. (Best Practice: Save the e-doc after updates are made.) After information is updated the field will contain a yellow asterisk to mark the updated information.

On the Asset Transfer document, it is recommended that the user include the information regarding the transfer of funds, if applicable, for audit history by checking the **Interdepartmental Sales Indicator**. This then requires an entry in the **Transfer of Fund Document Number** field. This will be the e-doc number of the Transfer of Funds e-doc that should be done before completing the Asset Transfer e-doc. Currently, the transfer of funds e-doc and the asset transfer e-doc are not linked.

Table 14 – Asset Transfer Information tab definitions	
Title	Description
<b>Organization Owner Chart of Accounts Code</b>	Required. The chart code for the receiving organization. Value will be IT for all Ithaca assets.
<b>Organization Owner Account Number</b>	Required. The account number for the receiving organization. Enter or search from the <b>Account</b> lookup
<b>Organization Code</b>	Display only. Filled in automatically based on the chart code and account number.
<b>Interdepartmental Sales Indicator</b>	Check if the asset transfer is an interdepartmental sale, leave blank if it is not. Checking this box makes an entry in the <b>Transfer of Funds Financial Document Number</b> field required.
<b>Transfer of Funds Financial Document Number</b>	Required when the <b>Interdepartmental Sales Indicator</b> is checked. Enter the document number of the TF e-doc that moved monies for this transfer. This entry is for creating an audit trail only.



### Business Rules in Asset Location Tab

- The Organization Owner Account Number should be a general account that will not be closed. It will be necessary to communicate with the receiving organization in order to get an appropriate account number.

### b. Asset Location Tab

Figure 29 - Asset Location tab

The asset type code and asset status determine what information is required on the **Asset Location** tab. The asset status is used to identify whether the asset is capital or non-capital. Any change to information on the **Asset Location** tab causes the system to update the last inventory date for the asset.

Table 15 – Asset Location tab definitions	
Title	Description
<b>Campus</b>	Required. The code identifying the physical campus in which the asset is physically located. Will normally be IT.
<b>Building Code</b>	The code for the building where the asset is physically located. Can be found using the <b>Building Code</b> lookup . Verified against Facilities data. Note: the Geneva campus and NYC Tech is considered part of the Ithaca campus.
<b>Building Room Number</b>	The building room number where the asset is physically located. Verified against Facilities data.
<b>Building Sub Room Number</b>	Optional. Created for departmental use. Most departments use this field to enter the cubicle sub-room number. Not verified.
<b>(Off Campus) Name</b>	The name of the person in charge of the asset at the off campus location.
<b>(Off Campus) Address</b>	Required if there is no bldg / room code. The off campus street address where the asset is / will be located or stored.
<b>(Off Campus) City</b>	Required if there is no bldg / room code. The off campus city where the asset is / will be located or stored.
<b>(Off Campus) State</b>	Required if there is no bldg/room code. The off campus state where the asset is / will be located. Enter or search for the abbreviation from the <b>State</b> lookup .
<b>(Off Campus) Postal Code</b>	Required. The postal code for the off campus address. Enter or search for it from the <b>Postal Code</b> lookup .
<b>(Off Campus) Country</b>	Select the country from the <b>Country</b> list or search for it from the <b>Country</b> lookup .



The Asset Transfer document is required in these situations:

- When giving or selling capital equipment to another university organization or department (internal transfer), the asset amounts (cost) and accumulated depreciation are reversed out of the current chart/organization plant fund account (balance sheet) and added to the chart/organization plant fund account (balance sheet) to which the asset is being transferred. Any depreciation expense that posted before the transfer remains on the original account.
- If you are selling an asset to another organization within the university or institution, a Transfer of Funds document must be issued. This document records the income and expense for the sale of the asset in the General Ledger but does not move ownership of the asset. Likewise, the Asset Transfer document moves the asset on the balance sheet but does not take into account the financial transaction from the sale of the asset. For this reason, two documents must be issued—Transfer of Funds and Asset Transfer.

Additional Business Rules:

- When giving or selling non-capital equipment to another university organization/department, complete a transfer document, the owner account is changed to that of the receiving organization. Asset transfer documents for non-capital assets do not generate ledger entries nor do they create payment records.
- Building code for capital assets:
  - Asset type codes for moveable equipment have the **Moving Indicator** marked as 'Yes' and require a building code and a room number **or** an off campus address that includes name, address, city, state, postal code, and country.
  - Asset type codes for buildings have the **Required Building Indicator** field marked as 'Yes' and require a building code. No room number is required.
  - Any asset type code with both the **Moving Indicator** and **Required Building Indicator** marked as 'No' require a campus code but no building or room number. Asset type codes for land, land improvements and leasehold improvements have 'No' in both fields.
- Building code and room number for non-capital assets are not required, but must be valid if used.





Current		New	
Organization Inventory Name:	FRANKIE D RIZO	Organization Inventory Name:	<input type="text"/>
Asset Representative:		Asset Representative:	<input type="text"/> 🔍
Organization Text:		Organization Text:	<input type="text"/>
Organization Tag Number:		Organization Tag Number:	<input type="text"/>
Organization Asset Type Identifier:			

Figure 30 - Organization Information tab

This tab contains the current organization information in the **Current** section on the left. The **New** section on the right may be used to update the organization information.

Table 16 – Organization Information tab definitions	
Title	Description
<b>Organization Inventory Name</b>	A common name for inventory purposes. This name is used to sort assets within an organization to assist with physical inventories. It may be changed in the <b>New</b> section to specify a new org.
<b>Asset Representative</b>	Optional. A NetID for identifying a name to group and sort assets on reports.
<b>Organization Text</b>	Additional org-related information for the asset.
<b>Organization Tag Number</b>	The number assigned by an organization to internally identify assets, independent of the university tagging system.
<b>Organization Asset Type Identifier</b>	Display only. The asset type used by the organization to classify the asset.

### Business Rules in Organization tab

- The asset status code must be either A, C, P, S, T or U for capital assets; the entry must be N for non-capital assets.
- Transfer entries are generated on the plant fund account. The proper plant fund account number is determined by the organization code of the account. Each account number is assigned to an organization, and each organization has been assigned a plant fund account.
- Payments for federally or other-owned assets do not create asset retirement ledger entries.
- This rule applies to the following financial object sub-type codes:
  - BF – Buildings, Government or Other Owned
  - CF – Capital Assets, Government or Other Owned
  - UF – Movable Fabrication, Government or Other Owned



- Offsetting payments are created for existing payments. New payments are created using the (receiving) account number. The document type is set to 'AT,' and the payment document number is assigned to the asset transfer document number.
- Original payment and the offset payment will have the transfer payment code set to 'Y.' The payment for the new (receiving account) will have the transfer payment code set to 'N.' The 'Y' code allows the old payments to be excluded from depreciation.
- The owner organization chart code, account, organization, and location fields for the asset are updated.
- The last inventory date is updated to the date the Asset Transfer document was approved.

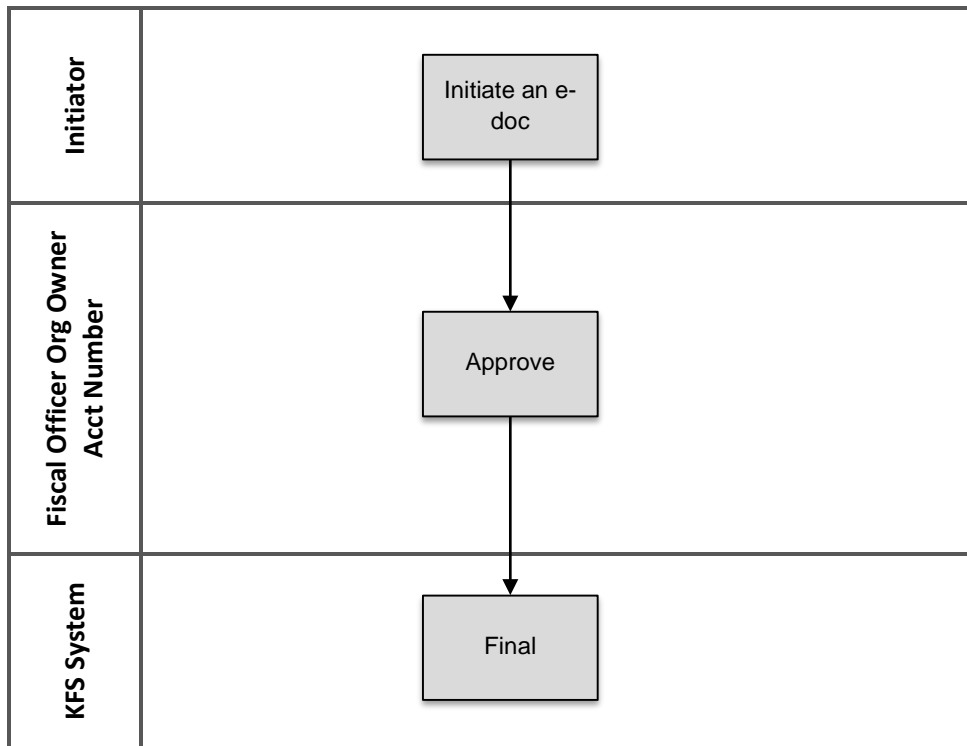


Workflow

**Asset Edit** – The Asset Edit e-doc does not route, it is submitted and finalized by the Initiator.

**Asset Loan, Asset Renew** –

Capital Asset – Loan, Renew

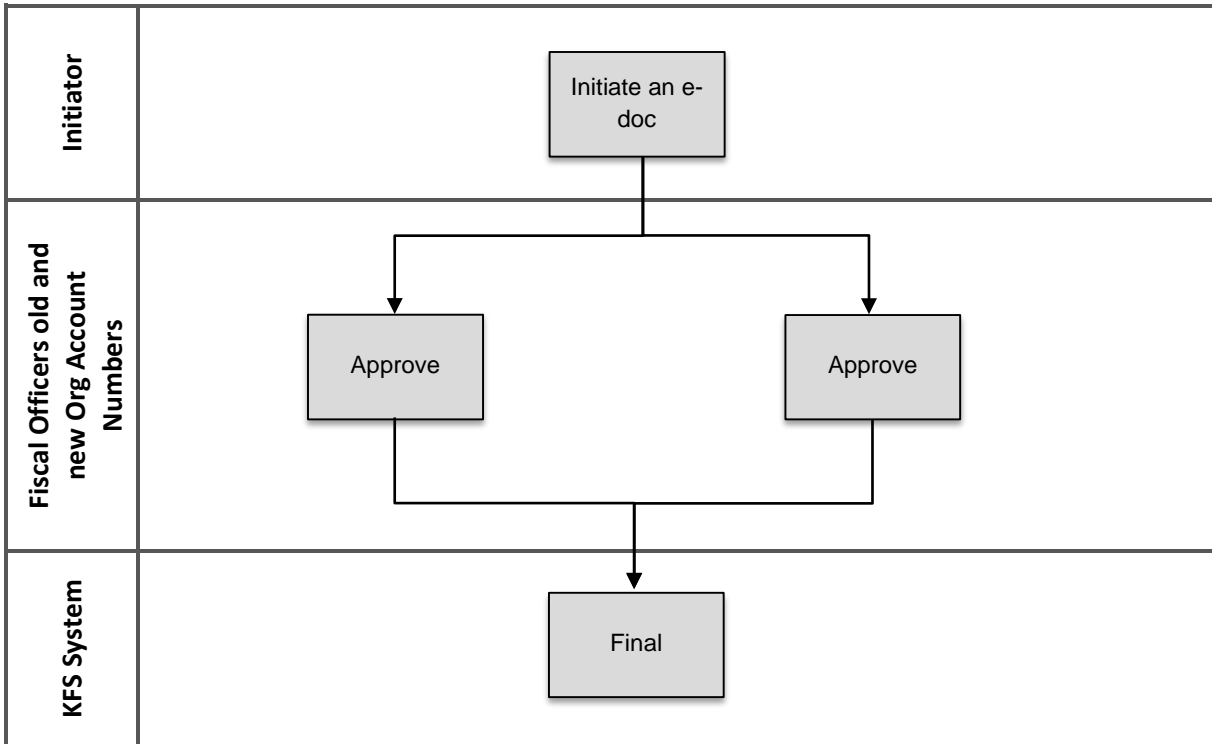


- Any active user may initiate an Equipment Loan/Return document.
- The fiscal officer to whom this document is routed is defined by the account in the Asset Information tab of the document.
- The document is routed to the appropriate fiscal officer or delegate. The fiscal officer to whom this document is routed is defined by the account in the Asset Information tab of the document.



Asset Transfer –

Capital Asset – Transfer



7. **Definitions**

- KFS at Cornell Glossary
- COA Old World – New World (a comparison of Legacy / KFS)
- KFS Acronym Glossary

8. **References**

- Asset Lookup and Maintenance – Asset Edit (tutorial)
- Capital Asset – Overview (tutorial)
- KFS at CU: Chart of Accounts, Organizations