Capital Assets SOP: Capital Assets, Asset Location Global and Asset Retirement Global
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 Asset Location Global menu option allows the user to display and update location information (campus, building code, room, sub room and tag number) for multiple assets simultaneously. This option presents the Asset Location Global document, which allows the user to retrieve assets one at a time or retrieve multiple assets via the Look Up / Add Multiple Asset Lines search. As assets are retrieved, the related location information is displayed on the screen. After an asset has been returned, the system displays an option to remove (delete) it from the list. Changes made to location information on this document update the CAM database when the submit button is selected.

The Asset Retirement Global menu selection is used to change the status of the asset and to record the financial transactions associated with disposal of capital assets from the university asset database. Certain retirement types listed in the business rules listed below can only be processes by the Capital Asset Office.

As a general rule, the Asset Retirement Global document is used for the disposal of capital equipment from an organization's inventory. Non-capital assets cannot be retired on the Asset Retirement Global document. For non-capital assets, the Asset document should be used to change the asset status to non-capital retired via the edit action.

2. Scope

- The chart code and organization assigned to the user creating the document must match the chart code and organization of the assets being modified by this document.
- KFS-CAM Processor
- KFS-CAM Manager
- KFS-SYS Asset Processor can edit all assets. KFS-SYS Asset Manager can edit all assets.
- KFS-SYS Plant Fund Accountant can edit all assets.

3. Prerequisites

- Access to KFS
- Training of KFS
- Permissions / roles
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**

   - Initiator
   - Fiscal Officer

6. **Procedure A – Asset Location Global**

   ![Lookup and Maintenance Table]

   - **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

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

*Figure 1 – KFS Main Menu, Lookup and Maintenance*
After **Asset Location Global** is selected from the **Capital Asset Management** submenu group, the system displays the Asset Location Global screen.

![Asset Location Global](image)

**Figure 2 - Asset Location Global**

The document has only one tab in addition to the standard tabs.

**a. Edit List of Assets tab**

This tab is used to add or change information about the location of the asset

![Edit List of Assets tab](image)

**Figure 3 - Edit List of Assets tab, preliminary display**

<table>
<thead>
<tr>
<th>Field</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Asset Number</strong></td>
<td>Required. The asset number searched for. Enter the number or find it using the <strong>Asset lookup</strong>.</td>
</tr>
</tbody>
</table>
Enter an asset number or search for an asset number using the **Asset Number** lookup. Then click the **add** button. The system displays location detail fields for this record.

![Asset Location Global](image)

**Figure 4** – Asset Location Global with Edit List of Assets tab

<table>
<thead>
<tr>
<th>Field</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>Asset Number</td>
<td>Display only. The unique number that identifies the asset.</td>
</tr>
<tr>
<td>Campus</td>
<td>Required. The code identifying the physical campus where the asset is/will be physically located. Can search for it from the <strong>Campus</strong> lookup.</td>
</tr>
<tr>
<td>Building Code</td>
<td>The code for the building where the asset is physically located. Can be found using the <strong>Building Code</strong> lookup. Verified against Facilities data. Note: the Geneva campus is considered part of the Ithaca campus.</td>
</tr>
<tr>
<td>Building Room Number</td>
<td>The room number where the asset is physically located. Can be found using the <strong>Room</strong> lookup. Verified against Facilities data.</td>
</tr>
<tr>
<td>Building Sub Room Number</td>
<td>Created for departmental use. Most departments use this field to enter the cubicle sub-room number. Not verified.</td>
</tr>
<tr>
<td>Tag Number</td>
<td>The unique id number (barcode tag) issued by the university and affixed to the asset.</td>
</tr>
</tbody>
</table>
Multiple assets may be displayed simultaneously by using the **Look Up/Add Multiple Asset Lines** lookup. The search results include a column of “Select?” checkboxes. After checking the desired assets, click the **return selected** button at the bottom of the Asset Lookup form.

To remove any asset from this group before submitting the document for processing, click the **delete** button displayed at the bottom of its record.

**Business Rules**

- Building: the system verifies whether the building number is a valid value.
- Building Room Number: The system verifies whether the room number is a valid value.
- Campus: The system verifies whether the campus is a valid value.
- Duplicate Tag Edit: When entering a tag number the system checks to see if the tag number already exists in the database. When it does, an error message is presented to the user.
- Move Tag to old tag number: When a 'new' tag number is entered on the location global document, the existing tag number is moved into the Old Tag Number field.
- Not allowed to un-tag an asset: Tag number is required.
Procedure B – Asset Retirement Global

When Asset Retirement Global is selected from the Capital Asset Management submenu group, the system displays the Asset Retirement Reason lookup screen.

![Asset Retirement Reason Lookup](image)

Figure 5 – Asset Retirement Reason Lookup with retirement reasons

- Search for the reason code needed.
- Click the return value link for the appropriate reason.
- The system displays the Asset Retirement Global document.
- The items displayed here with a return value are available to campus users.
- The remaining retirement reasons must be completed by central Capital Assets staff.
**Figure 6** - Sample Asset Retirement Global document

**Table 3 – Asset Retirement Global document tabs**

<table>
<thead>
<tr>
<th>Tab Name</th>
<th>Purpose</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Retirement Information</strong></td>
<td>Displays the retirement reason and the retirement date. The retirement date is updated when the e-doc is approved.</td>
</tr>
<tr>
<td><strong>Auction or Sold</strong></td>
<td>Only displayed if A - Auction or 1 - Sold is chosen as the Retirement Reason. A sale price is required.</td>
</tr>
<tr>
<td><strong>External Transfer or Gift</strong></td>
<td>Only displayed if 9 – External Transfer or 6 - Gift is chosen as the Retirement Reason. The name of the person or the institution that has received the gift or transfer is required.</td>
</tr>
<tr>
<td><strong>Theft</strong></td>
<td>Only displayed if 7 – Theft is chosen as the Retirement Reason. The Campus Police Department case number is required.</td>
</tr>
<tr>
<td><strong>Asset Detail Information</strong></td>
<td>This tab displays information about the asset being retired.</td>
</tr>
</tbody>
</table>
a. Auction or Sold Tab
When the Reason Code value is 'Sold' or 'Auction,' the document includes the Auction or Sold tab.

![Figure 7 - Auction or Sold tab](image)

<table>
<thead>
<tr>
<th>Field</th>
<th>Definition</th>
</tr>
</thead>
<tbody>
<tr>
<td>Buyer Description</td>
<td>Required. The name of the person or institution that purchased the asset through an auction or direct sale.</td>
</tr>
<tr>
<td>Sale Price</td>
<td>Required. The actual selling price of the asset.</td>
</tr>
<tr>
<td>Estimated Selling Price</td>
<td>Optional. The estimated selling price of the asset.</td>
</tr>
<tr>
<td>Handling Fee Amount</td>
<td>Optional. The amount of a charge levied by the department for readying the asset for disposition.</td>
</tr>
<tr>
<td>Preventive Maintenance Amount</td>
<td>Optional. The amount of a charge levied by the department to track the cost of preventive maintenance associated with the disposition of the asset.</td>
</tr>
<tr>
<td>Calculated Total</td>
<td>Display only. The estimated sum of the sale price, the handling fee and the preventive maintenance cost.</td>
</tr>
<tr>
<td>Cash Receipt Financial Document Number</td>
<td>Optional. The number of the financial document (advance deposit or credit receipt) created to record the sale or auction of the asset.</td>
</tr>
<tr>
<td>Cash Receipt Chart of Account Code</td>
<td>Optional. The chart code used to record the proceeds from the sale or auction of the asset.</td>
</tr>
<tr>
<td>Cash Receipt Account Number</td>
<td>Optional. The account number used to record the proceeds from the sale or auction of the asset. Can be found by using the Account lookup.</td>
</tr>
</tbody>
</table>
b. **External Transfer or Gift Tab**

When 'External Transfer' or 'Gift' is selected as the retirement reason, the **External Transfer or Gift** tab is displayed.

![External Transfer or Gift tab](image)

**Figure 8 - External Transfer or Gift tab**

<table>
<thead>
<tr>
<th>Field</th>
<th>Definition</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Contact Name</strong></td>
<td>Required. The name of the recipient of the asset.</td>
</tr>
<tr>
<td><strong>Institution Name</strong></td>
<td>Required. The name of the institution that has taken ownership of the asset.</td>
</tr>
<tr>
<td><strong>Street Address</strong></td>
<td>Optional. The street address for the person or institution to which the asset was transferred.</td>
</tr>
<tr>
<td><strong>City Name</strong></td>
<td>Optional. The city name where the above person or institution is located.</td>
</tr>
<tr>
<td><strong>State Code</strong></td>
<td>Optional. The state where the above person or institution is located. Enter the 2-letter state abbreviation or search for it from the State lookup 🌍.</td>
</tr>
<tr>
<td><strong>Postal Code</strong></td>
<td>Optional. The postal code for the above address.</td>
</tr>
<tr>
<td><strong>Country Code</strong></td>
<td>The code for the country where the person or institution is located. Enter or search for the code using the Country Code lookup 🌍.</td>
</tr>
<tr>
<td><strong>Phone Number</strong></td>
<td>The phone number for the recipient of the asset.</td>
</tr>
</tbody>
</table>
c. **Theft Tab**

When 'Theft' is selected as the retirement reason, the **Theft** tab is displayed.

![Figure 9 - Theft tab](image)

<table>
<thead>
<tr>
<th>Field</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>Police Case Number</td>
<td>Required. The case number for the police report related to theft incident.</td>
</tr>
</tbody>
</table>

**Table 6 – Theft tab field definitions**

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e. **Asset Detail Information Tab**

Along with the **Retirement Information** tab, the **Asset Detail Information** tab is displayed for all retirement reasons. This tab is where the asset or assets to be retired are specified.

![Figure 11 - Asset Detail Information tab](image)

<table>
<thead>
<tr>
<th>Field</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>Asset Number</td>
<td>Required. The asset number for the asset to be retired. Enter manually or search for it from the Asset lookup.</td>
</tr>
</tbody>
</table>

**Table 8 – Asset Detail Information tab field definitions**

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Displaying Asset Detail
Before retiring an asset, you must display detail about it so you can confirm that you are retiring the proper asset.

To display detail for a single asset

- Enter an asset number (or search for an asset number using the Asset Number lookup) and click the add button. Display detail for other assets by repeating this process for each asset you want to retire.

The system displays detail for each asset you have specified:

![Asset Detail Information tab with detail](image)

All the fields are display only. The values that are underlined can be clicked on for more information; a new window will open with information on the specific value underlined.
To display detail for multiple assets

- Use the **Look Up/Add Multiple Asset Lines** lookup: The search results include a column of “Select?” checkboxes. After checking the desired assets, click the **return selected** button at the bottom of the Asset Lookup form.

![Figure 13](image-url) - Check boxes to select assets and click return selected.
Workflow
- Asset Location (Global) e-doc does not route.
- Asset Retirement (Global) e-doc:

Capital Asset – Retirement (Global)

<table>
<thead>
<tr>
<th>Initiator</th>
<th>Initiates an e-doc</th>
</tr>
</thead>
<tbody>
<tr>
<td>Fiscal Officer</td>
<td>Approve an e-doc</td>
</tr>
<tr>
<td>KFS System</td>
<td>Final</td>
</tr>
</tbody>
</table>

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 Location (Global) (tutorial)
Asset Lookup and Maintenance – Asset Retirement (Global) (tutorial)
Capital Asset – Overview (tutorial)
KFS at CU: Chart of Accounts, Organizations