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**
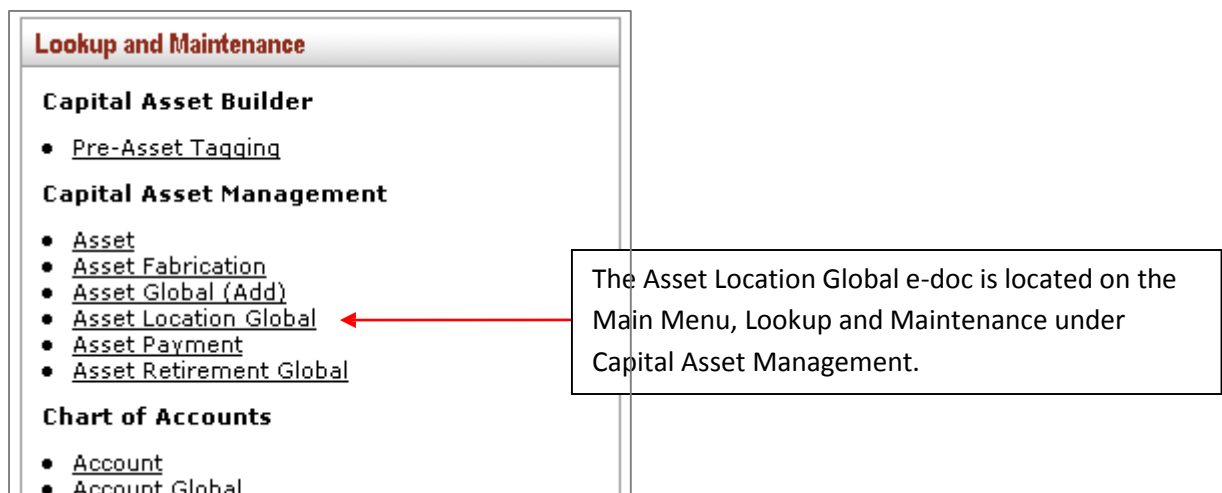

The Asset Location Global e-doc is located on the Main Menu, Lookup and Maintenance under Capital Asset Management.

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.

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

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

Table 1 – **Edit List of Assets tab field definitions (preliminary display)**	
Field	Description
Asset Number	Required. The asset number searched for. Enter the number or find it using the **Asset** lookup 🔍.

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.

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

Table 2 – **Edit List of Assets tab, Asset Location field definitions**	
Field	Description
Asset Number	Display only. The unique number that identifies the asset.
Campus	Required. The code identifying the physical campus where the asset is/will be physically located. Can search for it from the **Campus** lookup 🔍.
Building Code	The code for the building where the asset is physically located. Can be found using the **Building Code** lookup 🔍. Verified against Facilities data. Note: the Geneva campus is considered part of the Ithaca campus.
Building Room Number	The room number where the asset is physically located. Can be found using the **Room** lookup 🔍. Verified against Facilities data.
Building Sub Room Number	Created for departmental use. Most departments use this field to enter the cubicle sub-room number. Not verified.
Tag Number	The unique id number (barcode tag) issued by the university and affixed to the asset.

4

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 ?

* required field

Retirement Reason Code:	
Retirement Reason Name:	
Retirement Reason Restriction Indicator:	○ Yes ○ No ⦿ Both
Active Indicator:	⦿ Yes ○ No ○ Both

[search] [clear] [cancel]

20 items retrieved, displaying all items.

Return Value	Retirement Reason Code	Retirement Reason Name	Retirement Reason Restriction Indicator	Active Indicator
return value	0	Credit	No	Yes
return value	1	Sold	No	Yes
return value	2	Trade-in	No	Yes
return value	3	Lost	No	Yes
return value	4	Scrap	No	Yes
return value	5	Cannibalized	No	Yes
return value	6	Donated	No	Yes
return value	7	Theft	No	Yes
return value	8	Destroyed	No	Yes
return value	9	External Transfer	No	Yes
return value	A	Auction (public surplus auction)	No	Yes
return value	C	Check Cancelled	No	Yes
	E	Asset created in error	No	Yes
return value	H	Retirement of Control Assets	No	Yes
	J	General Error Correction	No	Yes
	K	Obsolete	No	Yes
	M	Merged	No	Yes
	P	Plant Fund Retirement	No	Yes
	R	Razed	No	Yes
	S	Asset Separated Retirement	No	Yes

Export options: CSV | spreadsheet | XML

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**	
Tab Name	Purpose
Retirement Information	Displays the retirement reason and the retirement date. The retirement date is updated when the e-doc is approved.
Auction or Sold	Only displayed if A - Auction or 1 - Sold is chosen as the Retirement Reason. A sale price is required.
External Transfer or Gift	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.
Theft	Only displayed if 7 – Theft is chosen as the Retirement Reason. The Campus Police Department case number is required.
Asset Detail Information	This tab displays information about the asset being retired.

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*

Table 4 – Auction or Sold tab field definitions	
Field	Definition
Buyer Description	Required. The name of the person or institution that purchased the asset through an auction or direct sale.
Sale Price	Required. The actual selling price of the asset.
Estimated Selling Price	Optional. The estimated selling price of the asset.
Handling Fee Amount	Optional. The amount of a charge levied by the department for readying the asset for disposition.
Preventive Maintenance Amount	Optional. The amount of a charge levied by the department to track the cost of preventive maintenance associated with the disposition of the asset.
Calculated Total	Display only. The estimated sum of the sale price, the handling fee and the preventive maintenance cost.
Cash Receipt Financial Document Number	Optional. The number of the financial document (advance deposit or credit receipt) created to record the sale or auction of the asset.
Cash Receipt Chart of Account Code	Optional. The chart code used to record the proceeds from the sale or auction of the asset.
Cash Receipt Account Number	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 🔍.

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.

Figure 8 - *External Transfer or Gift tab*

Table 5 – External Transfer or Gift tab field definitions	
Field	Definition
Contact Name	Required. The name of the recipient of the asset.
Institution Name	Required. The name of the institution that has taken ownership of the asset.
Street Address	Optional. The street address for the person or institution to which the asset was transferred.
City Name	Optional. The city name where the above person or institution is located.
State Code	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 🔍.
Postal Code	Optional. The postal code for the above address.
Country Code	The code for the country where the person or institution is located. Enter or search for the code using the Country Code lookup 🔍.
Phone Number	The phone number for the recipient of the asset.

c. Theft Tab

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

Figure 9 *- Theft tab*

Table 6 – Theft tab field definitions	
Field	Description
Police Case Number	Required. The case number for the police report related to theft incident.

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*

Table 8 – Asset Detail Information tab field definitions	
Field	Description
Asset Number	Required. The asset number for the asset to be retired. Enter manually or search for it from the Asset lookup 🔍.
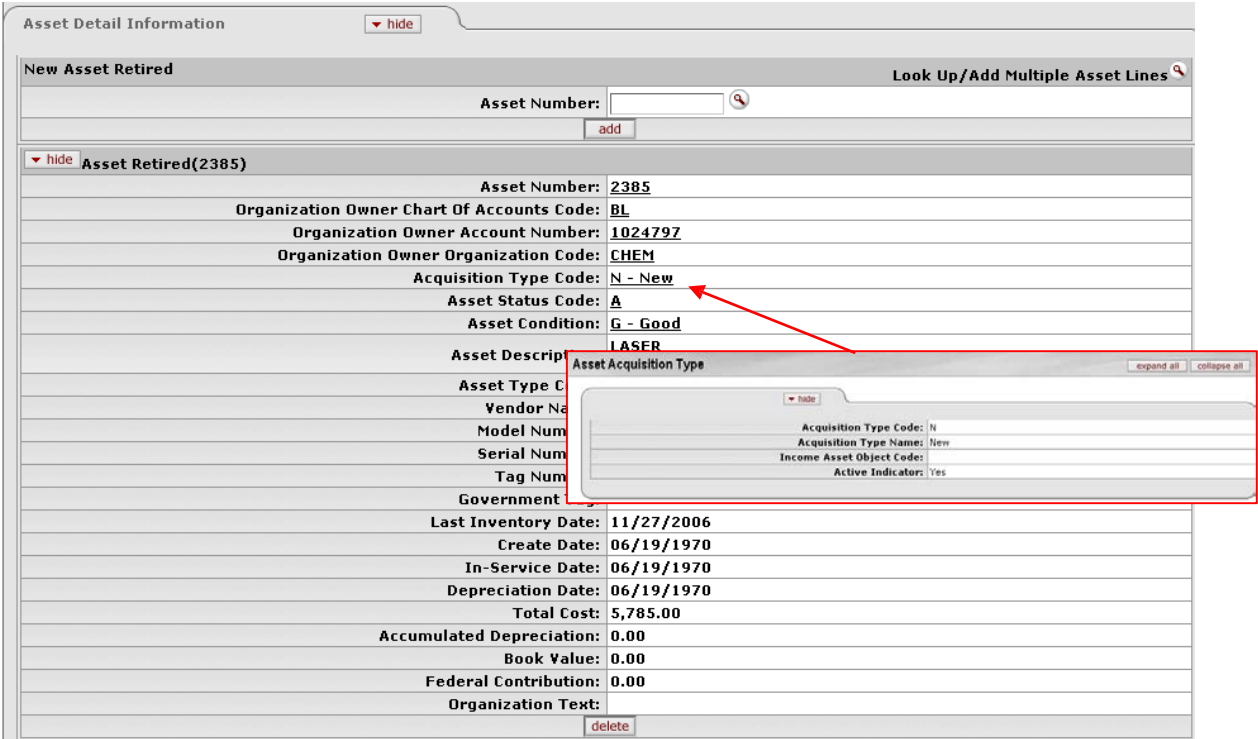
Displaying Asset Detail

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:

Figure 12 - Asset Detail Information tab with detail

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.
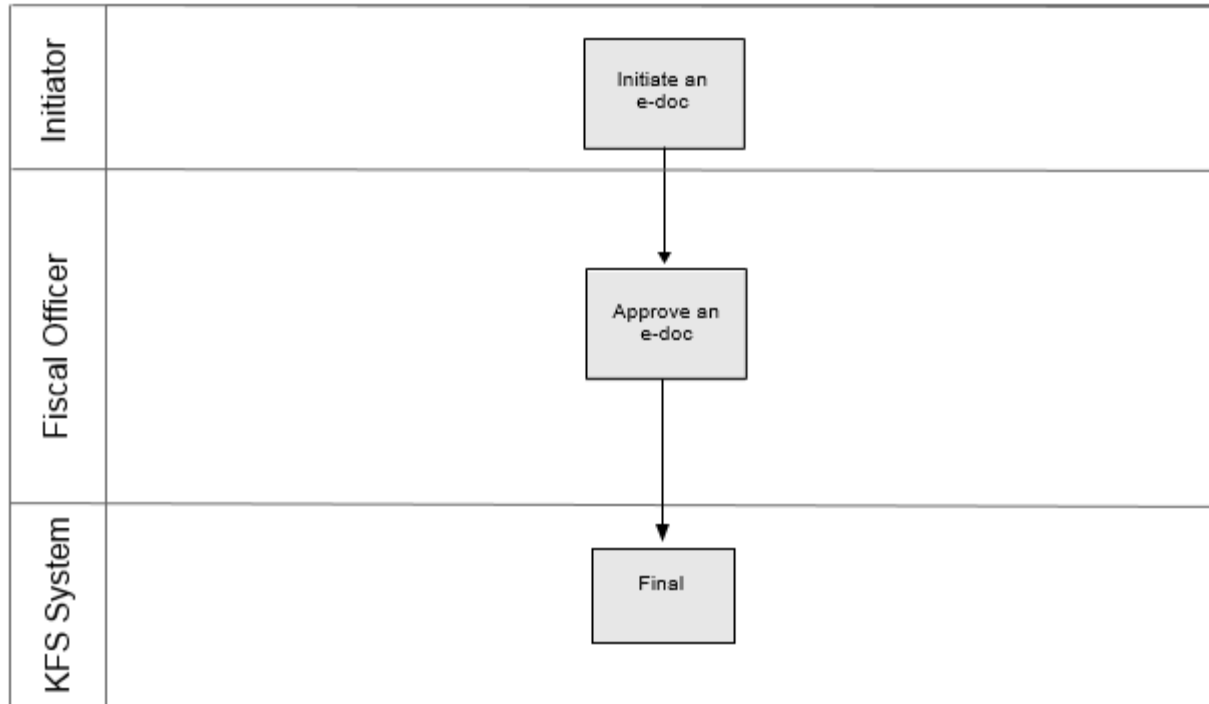

*Figure 13 - Check boxes to select assets and click **return selected**.*

Workflow
- Asset Location (Global) e-doc does not route.
- Asset Retirement (Global) e-doc:

Capital Asset – Retirement (Global)

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