



Capital Asset SOP: Capital Asset, Capital Edit tab, Financial Processing e-docs

SOP Owner: Cost and Capital Assets Manager

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Standard Operating Procedure

1. Purpose

The Capital Edit tabs are included in the following Financial Processing (FP) e-docs: Distribution of Income and Expense, General Error Correction, Internal Billing (*currently, Cornell will not be using this e-doc for capital expenditures*), Credit Card Receipt, and Procurement Card (PCDO) financial transactions. Use of the Capital Edit tab varies based on Cornell business rules. **Note:** Advance Deposit and Credit Card Receipt can only be used to update existing assets; it cannot be used to create a new asset.

These tabs allow users to create new assets or update information about existing assets to which this transaction applies. Information is required in these tabs when the Accounting Lines tab contains a capital object code, as listed below:

Note: Neither books nor artwork require completion of the Capital Edit tabs. (Libraries and the Johnson Museum are responsible for cataloguing and tracking.)

Table 1: KFS Capital Object Codes

<i>Expense Object Code</i>	<i>Expense Object Name</i>	<i>Expense Object Sub-Type Code</i>
3600**	Capital Acq-Library Books	BK
3605**	Capital Acq-Rare Books	BK
3610**	Capital Acq-Art & Collections	AC
3620	Capital Acq-Fixed Equipment	BE
3630	Capital Acq-Movable Equipment	CM
3635 *	Capital Acq-Gov't Owned Equip	CF
3640	Capital Acq-Vehicles	CV
3650	Capital Acq-Computer Equipment	CT
3660	Capital Acq-Computer Software	CS
3670**	Capital Acq-Equip Found	CM
3710	Capital Acq-Buildings	BD
3715 *	Capital Acq-Gov't Owned Bldg	BF
3750**	Capital Acq-Lease Purchase	CL
3800**	Capital Equip-Fabricated	UC
3810 *	Capital Equip-Fabricated Gov't Owned	UF
6395	Gain / Loss Disposition Assets	DR
7065	Transfer of Funds-Capital	TN
7099	Capital Equip-Trade In	DR

* Gov't Owned expense object codes will only be used when the university does not expect to receive title of the equipment even after the sponsored award is closed.

** KFS Capital Object Code Business Rules



- Object code 3670 cannot be used on a Financial Processing e-doc. This object code is used to record capital assets that have been previously retired in error.
- Object code 3800 and 3810 should only be used on FP docs when the equipment is put into service. During fabrication, units should record expenses on object code 6290.
- Object codes 3600 and 3605 should only be used by Libraries. Object code 3610 should only be used by the Johnson Art Museum. Other units should use object code 3630.

2. **Scope**

The intended audience is:

- Business Service Centers / Financial Transaction Centers (old: BSCs; new: FTCs—note: the two administrative BSCs will still be called BSCs)
- Fiscal Officers (FO) (**Note:** any reference to FOs in an SOP is understood to include primary and secondary delegates.)
- Unit capital asset administrators will have a Capital Asset Processor role.

3. **Prerequisites** (Forms / Tools)

- KFS access
- KFS training

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
- Capital Asset Processor (will be responsible for updating asset information including bar code and serial number)



6. Procedure

Accounting Lines for Capitalization Tab

Seq #	Line Type	Chart	* Account Number	Sub-Account	* Object	Sub-Object	Project	Org Ref Id	* Amount	Percent	Line Desc	Select Line
1	Target	IT	G254700		3630				5,000.00		redistribute account	<input type="checkbox"/>
2	Target	IT	G264700		3630				3,000.00		redistribute account	<input type="checkbox"/>
1	Source	IT	R123400		3630				8,000.00		redistribute account	<input type="checkbox"/>

Select Amount Distribution Method:

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

This tab allows you to group capital assets affected by a particular financial transaction, thereby eliminating the need to create a separate financial transaction e-doc for each item to be capitalized.

The tab works in conjunction with the **Accounting Lines** tab, the **Create Capital Assets** tab and the **Modify Capital Assets** tab. Initially, as you enter accounting lines in the **Accounting Lines** tab, the system automatically copies all accounting lines with capital object codes into the **Accounting Lines for Capitalization** tab. (As a result, most of the fields in the **Accounting Lines for Capitalization** tab are display-only.) Then, based on your selections in the **Accounting Lines for Capitalization** tab, the system displays data in the **Create Capital Assets** and/or **Modify Capital Assets** tab, where you enter the remaining asset information required for the transaction.

Note: Advance Deposit, Cash Receipt, and Credit Card Receipt edocs allow you to modify assets but not to create them. The other edocs listed above allow you to both create and modify assets.

Table 2: Accounting Lines for Capitalization tab definitions

Field Name	Description
Seq #	Display only. A system-generated number that controls the order in which lines are listed. Records in this tab are listed in the same order, and with the same numbers, as in the Accounting Lines tab.
Line Type	Display only. Entries are 'Source' and 'Target'. Lines that credit a capital object code (that is, lines in the 'From' section on most documents) are assigned a line type of 'Source'. Lines that debit a capital object code (that is, lines in the 'To' section on most documents) are assigned a line type of 'Target'.
Chart	Display only. The chart associated with the affected account.
Account Number	Display only. Identifies the pool of funds affected by this transaction.
Sub-account	Display only. Typically identifies the funded activity affected by this transaction.



Object	Display only. Identifies the specific type of income, expense, asset, liability or fund balance transaction.
Sub-object	Display only. For the object code specified, provides greater detail about the type of transaction.
Project	Display only. Identifies the program or initiative affected by this transaction.
Org Ref ID	Display only. Reference identification number assigned by user.
Amount	Display only. The amount of the transaction to be applied against the account line.
Percent	Display only. Specifies the distribution of the lines selected to be applied to this account line.
Line Description	Display only. A brief explanation of the account line.
Select Line	Check the box to select a capital line that should create or modify an asset(s). Note: As you select accounting lines, the system sets the System Control Amount to the sum of the lines selected. The system also sets the System Control Remainder Amount to the sum of these lines. Both fields are displayed in the Create/Modify Capital Assets tabs.
Select Amount Distribution Method	Required. The method used to distribute costs. Select the appropriate method from the list. The options are: ‘Distribute cost evenly’ — Distributes the cost on the selected line(s) equally among the new assets you create or modify. ‘Distribute cost by amount’ — Allows you to enter the amount to be distributed to each asset you create or modify.



Working in the Accounting Lines for Capitalization Tab

This tab works in conjunction with the **Accounting Lines**, **Create Capital Assets** and **Modify Capital Assets** tabs. Changes you make in one tab sometimes require followup in another tab. Specifically:

- If you make changes to the lines in the **Accounting Lines** tab, you must click **refresh** on the changed line to update the information transferred to the **Accounting Lines for Capitalization** tab. Additionally, if asset information for the changed line has already been processed in the **Create Capital Assets** or **Modify Capital Assets** tab, you must click the clear or delete button in the Action box on the **Create Capital Assets** or **Modify Capital Assets** tab and re-enter the information.
- If you change the distribution method you must delete any asset distribution information in the **Create Capital Asset** or **Modify Capital Asset** tab.
- If you need to change the asset from create to modify, you delete the information in the **Create** or **Modify** tab and start over with **create asset** or **modify asset** .
- If you click the document's error correction button (available only after the document is final), the system reverses asset amounts, removes the serial number and tag number, and keeps other asset information in the **Create Capital Assets** and/or **Modify Capital Assets** tab.
- If you click the document's recall button (available only after the document is submitted, before any other action is taken on it), the document is reopened. If any asset locks have been created, they are removed.

Creating Assets

To create one or more new assets when moving an amount from expense to capital, you work in both the **Accounting Lines for Capitalization** tab and the **Create Capital Asset** tab.

Proceed as follows:

1. In the **Accounting Lines for Capitalization** tab, select the accounting line or lines that apply to a new asset or group of assets.
 - If multiple lines are to be applied in the same proportion to the same assets, select all appropriate lines.
 - If different lines are to be applied to different assets, or if the same lines are to be applied in different proportions to the same assets, select a single line for processing.
2. Select the appropriate distribution method for the selected line(s).



3. Click **create asset**.

The system opens the **Create Capital Asset** tab and displays the System Control Amount and System Control Remainder Amount near the top of the tab.

4. In the **Create Capital Asset** tab:

- Add all required information for the new asset.
- Add other information for the asset as appropriate. To add tag or location information, click **add tag/location** or **insert** and enter data as needed.

5. To add more assets for the accounting line(s) you have selected in the **Accounting Lines for Capitalization** tab, return to that tab and repeat steps 3 – 4.

As asset information is created for the selected accounting lines, the System Control Remainder amount is reduced in the **Create Capital Assets** tab and account amounts are updated in the **Accounting Lines for Capitalization** tab. The system also updates the value in the Percent column in the **Accounting Lines for Capitalization** tab. The percent displayed is based on the total of the selected lines. When the total of the distributed amounts reaches the System Control Amount, the system sets the System Control Remainder Amount to zero and grays out the selected accounting lines.

6. After creating all assets to which the selected accounting lines apply, click **redistribute total amount** in the **Create Capital Assets** tab.

Note: Failure to click **redistribute total amount** before processing a new accounting line causes the previously selected accounting line(s) to be inserted into the new asset.

7. To add assets for other accounting lines, repeat steps 1 – 6 as needed.



Modifying Assets

When you move amounts between accounts, sub accounts, object codes, or sub object codes, you must modify the affected assets to reflect the movement of funds. To modify existing assets:

1. In the **Accounting Lines for Capitalization** tab, select the accounting line or lines that apply to an existing asset or group of assets.
 - If multiple lines are to be applied in the same proportion to the same assets, select all appropriate lines.
 - If different lines are to be applied to different assets, or if lines are to be applied in different proportions to the same assets, select a single line for processing.
2. Select the appropriate distribution method for the line(s).
3. Click **modify asset**.



The system opens the **Modify Capital Assets** tab and displays the System Control Amount and System Control Remainder Amount near the top of the tab.

4. In the **Modify Capital Asset** tab:
 - Enter the number of the asset or use the lookup  or Lookup/Add Multiple Capital Asset Lines  to find the numbers.
 - If the distribution method is 'Distribute cost by amount', enter the amount to be moved or applied to this asset.
5. To add more assets for the accounting line(s) you have selected in the **Accounting Lines for Capitalization** tab, return to that tab and repeat steps 3 – 4.

As asset information is modified for the selected accounting lines, the System Control Remainder amount is reduced in the **Modify Capital Assets** tab and account amounts are updated in the **Accounting Lines for Capitalization** tab. The system also updates the value in the Percent column in the **Accounting Lines for Capitalization** tab. The percent displayed is based on the total of the selected lines. When the total of the distributed amounts reaches the System Control Amount, the system sets the System Control Remainder Amount to zero and grays out the selected accounting lines.

6. After modifying all assets to which the selected accounting lines apply, click **redistribute total amount** in the **Modify Capital Assets** tab.

Note: Failure to click **redistribute total amount** before processing a new accounting line causes the previously selected accounting line(s) to be inserted into the new asset.

7. To associate more existing assets with this financial transaction, repeat steps 1 – 5 as needed.

Business Rules

- After selecting accounting lines, the user must click on either **create asset** or **modify asset** to populate information in the appropriate tab. If a user has not selected at least one line before clicking **create asset** or **modify asset** to populate information in the appropriate tab, the system displays the message “At least one accounting line should be selected to [modify|create] the capital asset.”
- When a user deletes accounting lines in the **Accounting Lines** tab and then saves the document, the system updates the accounting lines in the **Accounting Lines for Capitalization** tab. If asset information has been added via the **Create Asset** or **Modify Existing Asset** tab, when the financial accounting line is deleted, the system deletes the information in the **Create Asset** or **Modify Existing Asset** tab, and unchecks the accounting lines for capitalization.



- When a user updates the accounting line in the **Accounting Lines** tab and clicks **refresh**, the system deletes the asset information and updates the **Accounting Lines for Capitalization** tab. If the user does not use **refresh** to update the accounting lines for capitalization but subsequently submits the document, the system displays a message, such as: “Capital Accounting Lines total amount has not been completely distributed to Capital Assets.” The user must either click **refresh** or delete the asset information lines, save and reload the document and re-enter the asset information.
- If the user selects multiple accounting lines for capitalization and if the selected accounting lines cross asset categories, the system displays this warning: “Accounting lines have been selected where the object codes cross asset categories per parameter OBJECT_SUB_TYPE_GROUPS (module:KFS-CAM/component:AssetGlobal) . Do you want to continue?” If the user clicks ‘yes’, the system continues processing. If the user clicks ‘no’, the system removes the asset information and de-selects the accounting lines.
- The accounting lines in the Capital Asset for Accounting Line sections of both the **Create Capital Assets** tab and the **Modify Capital Assets** tab must agree with the accounting lines in the **Accounting Lines for Capitalization** tab when submitted.
- When moving expenses between accounts, the Amt entry must be the sum of the target and source to be applied to the asset.
- The System Control Amount is used to ensure that asset amounts are not greater than the sum of the amounts selected for processing. The system automatically updates this field as lines are selected in the **Accounting Lines for Capital Assets** tab.
- As amounts are distributed to assets, the System Control Remainder Amount is reduced. The following rules pertain to System Control Remainder Amount.
 - The system sets the value to the sum of the accounting line amounts selected.
 - The System Control Amount and System Control Remainder Amount in the **Create Capital Assets** tab are whole numbers (dollars and cents).
 - If the user clicks **redistribute total amount**, the system reduces the System Control Remainder Amount value until it reaches zero.
 - When the System Control Remainder Amount equals zero, no more assets records can be inserted via the create asset and modify asset buttons.
 - When the System Control Remainder Amount equals zero and all required asset fields have been completed, the document can be submitted.
- The following rules pertain to Distribution Method.
 - A distribution method is required. (The default is ‘Distribute cost evenly’.)



- If the 'Distribute cost by amount' option is selected, the user must enter the appropriate amount for each asset being updated or created.
- The distribution method selected is saved on the FP Capital Asset Tab.
- Clicking **redistribute total amount** causes the system to distribute the cost to the asset(s) and update the Amt column in the Capital Asset for Accounting Lines section of the **Create Capital Assets** or **Modify Capital Assets** tab. The following rules pertain to the Redistribute Total Amount action:
 - When the user selects the 'Distribute cost evenly', the system divides the cost by the number of assets and assigns the amount.
 - When the user selects the 'Distribute cost by amount' distribution method, the system calculates each account line amount as a proportion of the total asset amount. If there are multiple accounts, each account is prorated in proportion to the total distribution for the assets (for example, if the proportion is 70/30, all account lines are allocated 70/30).
 - If the user submits the document before all accounting lines have been distributed, the system displays this message, "Capital Accounting Lines total amount has not been completely distributed to Capital Assets."
- The asset number field in the **Modify Capital Asset** tab validates against the Asset record table.
- If the user submits the document before processing all lines in the **Accounting Lines for Capitalization** tab, the system displays the message "All lines in the Accounting Lines for Capitalization tab must be processed before the document can be submitted."
- If the user submits a document in which one or more accounting lines in this tab do not have asset information associated with them, the system displays a message such as: "Capital Accounting Lines with Sequence #: 1 Line Type: Source chart:3630 does not have any Capital Asset Information associated with it."
- If the user submits a document in which the account, sub account object code, sub-object code, project, org ref ID and amount in the **Accounting Lines** tab do not entirely agree with the information in the **Accounting Lines for Capitalization** tab, the system forces the user to click **refresh** in order to update the information in the **Accounting Lines for Capitalization** tab.
- The error correction option on the financial document will reverse asset amounts, remove the serial number, and tag number, and keep other asset information.



Create Capital Assets Tab

Create Capital Assets ▼ hide

Create Capital Assets

Create New Assets

System Control Amount: 5000.00 System Control Remainder Amount: 5000.00 redistribute total amount

Capital Asset for Accounting Lines

Asset Acct Ln Nbr	Seq #	Line Type	Chart	* Account Number	Sub-Account	* Object	Sub-Object	Project	Org Ref Id	Amt
1	1	Target	IT	G254700		3630				0.00

	Asset Quantity	Asset Type	Vendor Name	Manufacturer	Model	Amt Dist Method	Amt
1	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	Distribute cost evenly	0.00

Asset Description	Action
<input style="width: 95%;" type="text"/>	<input type="button" value="insert"/> <input type="button" value="delete"/> <input type="button" value="clear"/> <input type="button" value="add tag/location"/>

The Create Capital Assets tab is included in the following documents:

- Distribution of Income/Expense
- General Error Correction
- Internal Billing
- Procurement Card
- Service Billing
- Year End General Error Correction
- Year End Distribution of Income/Expense

This tab allows you to add one or more new assets to which the financial transaction applies. Information is required in this tab whenever you have entered a capital object code in the **Accounting Lines** tab, selected one or more lines in the **Accounting Lines for Capitalization** tab, selected a distribution method, and clicked in that tab.

This tab contains two sections, Create Capital Assets and Capital Asset for Accounting Lines.

Create Capital Assets Section

This section contains two fields that are used to ensure that asset amounts do not exceed the total of the accounting line amounts selected for processing.



Table 3: Create Capital Assets Section definitions



<i>Field Name</i>	<i>Description</i>
System Control Amount	Display only. The total amount available for distribution. As lines are selected in the Accounting Lines for Capitalization tab, the system adds the amounts on these lines to the system control amount.
System Control Remainder Amount	Display only. The amount remaining for distribution. As amounts are distributed to assets, the system reduces the remainder amount.

Capital Asset for Accounting Lines Section


Use this section to create a new asset record and associate the asset with a financial transaction. At the top of this section, the system displays the accounting line(s) you selected in the **Accounting Lines for Capitalization** tab. All fields are display only.

Beneath the accounting lines, the system displays fields in which you enter information about the asset you are creating. The table below describes these fields.


Table 4: Capital Asset for Accounting Lines Section definitions

<i>Field Name</i>	<i>Description</i>
Asset Quantity	Required. Enter a number to indicate how many assets are to be created.
Asset Type	Required. Enter the code that identifies the type of asset and defines its depreciable life. You may search for this code from the Asset Type lookup 
Vendor Name	Optional. Use the Vendor lookup  to find the name of the vendor from whom the asset was obtained.
Manufacturer	Required. The name of the asset's manufacturer.
Model	Optional. The manufacturer-assigned design code.
Amount Distribution Method	Display only. The method to be used to distribute costs. 'Distribute cost evenly' — Distributes the cost on the selected line(s) equally among the new assets you create. 'Distribute cost by amount' — Allows you to enter the amount to be distributed to each asset you create.



Amount	<p>The amount to be moved or applied to the asset.</p> <p>If the Amount Distribution Method is ‘Distribute cost evenly,’ this field is display only.</p> <p>If the Amount Distribution Method is ‘Distribute cost by amount,’ this field is required. Enter the cost of the asset. If the Asset Quantity is greater than 1, be sure to enter the extended cost.</p> <p>Note: When the system creates the assets, it will divide the amount by the asset quantity you specified above in order to distribute the same amount to each asset.</p>
Asset Description	<p>Required. Description of the item or its use. This entry comes from the originating document and may be modified by the user.</p>
Action	<p>After entering information for an asset, select the appropriate action:</p> <p>Click <input type="button" value="insert"/> to add tagging lines without having to delete and re-add the location information. Appropriate to use if you have made an error on the quantity.</p> <p>Click <input type="button" value="delete"/> to delete this asset from the transaction, close the tab, uncheck the selected accounting lines, and reset the System Control Amount and System Control Remainder Amount.</p> <p>Click <input type="button" value="clear"/> to clear the fields for this asset but leave the tab open, uncheck the selected accounting lines, and reset the System Control Amount and System Control Remainder Amount.</p> <p>Click <input type="button" value="add tag/location"/> to enter information, including tag number, serial number and location information, for the new asset .</p> <p>Note: If you click <input type="button" value="insert"/> or <input type="button" value="add tag/location"/>, the system displays the fields described below.</p>
Tag Number	<p>Optional. Enter the unique identification number issued by the university and affixed to the asset.</p>
Serial Number	<p>Optional. Enter the unique identification number assigned by the manufacturer to the asset.</p>
Campus Code	<p>Required. Enter the code identifying the physical campus in which the asset is physically located. Value will always be ‘IT’.</p>
Building Code	<p>Optional. Enter the code assigned to the building in which the asset is physically located. You may search for this value from the Building lookup .</p>



Room Number	Optional. Enter the room number in the building in which the asset is physically located. You may search for this value from the Room lookup  .
Sub Room	Optional. Specify the cubicle in which the asset is physically located.
Street Address	Optional. Enter the off-campus street address in which the asset is physically located.
City Name	Optional. Enter the off-campus city in which the asset is physically located.
State Code	Optional. Enter the off-campus 2 character state code in which the asset is physically located.
Country Code	Optional. The off-campus country in which the asset is physically located. Select from list.
Postal Code	Optional. Enter the off-campus postal code in which the asset is physically located.
Action	To delete this record, click <input type="button" value="delete"/> .

Business Rules

- An asset may be created only if the object code with the capital object sub type is displayed on the To portion of the **Accounting Lines** tab. These documents cannot be used to create an asset with negative value. Note that on the Procurement Card document all account lines are expense (to).
- If you specify a tag number, the system verifies that the number is not already being used on an asset.
- When the System Control Remainder Amount is zero, the selected lines for processing are grayed out in the **Accounting Lines for Capitalization** tab.
- Clicking for an asset causes the system to clear the Asset Quantity, Asset Type, Vendor, Manufacturer, Model, Amt Dist Method, Amt, Asset Description, and Tag/Location Information in the **Create/Modify Capital Assets** tab. The system also resets the System Control Amount and the System Control Remainder Amount in that tab. (The tab remains open.). Additionally, this action causes the system to uncheck the selected accounting lines in the **Accounting Lines for Capitalization** tab.
- Clicking for an asset causes the system to clear all asset information, reset the System Control Amount and the System Control Remainder Amount, and close the **Create Capital Assets** tab. This action also causes the system to uncheck the selected accounting lines in the **Accounting Lines for Capitalization** tab.
- You have the option to enter an on-campus location OR off-campus location. For assets that are physically located on-campus, if the Moving Indicator on the Asset Type is ‘Yes’ then both a Building Code and Room Number are required. If the Moving Indicator is ‘No’ and the Required Building Indicator is ‘Yes’, then only the Building Code is required. If both the Moving Indicator and the Required Building Indicator are ‘No’, then neither field is required. If the asset is physically located off-campus; then Street Address, City Name, State Code, Country Code,



and Postal Code are all required. A user that populates a combination of Building Code/Room Number with Street Address/City Name/State Code/Country Code/Postal Code will result in an error.

Modify Capital Assets Tab

The **Modify Capital Assets** tab is included in the following documents:

- Advance Deposit
- Cash Receipt
- Credit Card Receipt
- Distribution of Income/Expense
- General Error Correction
- Internal Billing
- Procurement Card
- Service Billing
- Year End General Error Correction
- Year End Distribution of Income/Expense

This tab allows you to select an existing asset to which the financial transaction applies and specify the amount that applies to that asset. Information is required in this tab when you have entered a capital object code in the **Accounting Lines** tab, selected one or more lines in the **Accounting Lines for Capitalization** tab, selected a distribution method, and clicked **modify asset** in that tab.

This tab contains two sections, **Modify Capital Assets** and **Capital Asset for Accounting Lines**.

Modify Capital Assets Section

This section contains two fields that are used to ensure that asset amounts do not exceed the total of the accounting line amounts selected for processing.



Table 5: Modify Capital Assets Section definitions

<i>Field Name</i>	<i>Description</i>
System Control Amount	Display only. The total amount available for distribution. As lines are selected in the Accounting Lines for Capitalization tab, the system adds the amounts on these lines to the system control amount.
System Control Remainder Amount	Display only. The amount remaining for distribution. As amounts are distributed to assets, the system reduces the remainder amount.



Capital Asset for Accounting Lines Section

Use this section to select one or more existing assets and specify the amounts that applies to those assets.

At the top of this section, the system displays accounting line(s) you selected in the **Accounting Lines for Capitalization** tab. All fields are display only.

Beneath the accounting lines, the system displays fields in which you select an asset and enter an amount for it. The table below describes these fields.

Table 6: Capital Asset for Accounting Lines Section definitions

<i>Field Name</i>	<i>Description</i>
Asset Number	Required. The code that identifies the asset. Enter the asset number or use the lookup  or Lookup/Add Multiple Capital Asset Lines  to find the asset numbers.
Amt Dist Method	Display only. The method to be used to distribute costs selected in the Accounting Lines for Capitalization tab. ‘Distribute cost evenly’ — Distributes the cost on the selected line(s) equally among the existing assets you specify. ‘Distribute cost by amount’ — Allows you to enter the amount to be distributed to each asset you specify.
Amount	The amount to be moved or applied to the asset. If the Amount Distribution Method is ‘Distribute cost evenly,’ this field is display only. If the Amount Distribution Method is ‘Distribute cost by amount,’ this field is required. Enter the cost of the asset. If the Asset Quantity is greater than 1, be sure to enter the extended cost.



Action	<p>Choose the appropriate action.</p> <p>After entering information for an asset, click redistribute total amount .</p> <p>When using the 'distribute by amount' method to process a change, if the original distribution was incorrect and has been changed, click refresh .</p> <p>To delete this asset from the transaction, click delete .</p> <p>To clear the amount for this asset but leave the tab open, click clear .</p>
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Business Rules

- An existing asset may be modified only if the object code with the capital object subtype is displayed on the 'From' or 'To' portion of the Accounting Lines tab. For document types with only one section in the Accounting Lines tab (such as the Cash Receipt), the documents themselves may also be used to modify assets.
- The asset number entered must identify an active valid asset. Active assets have an Inventory Status Code of 'A' (active), 'A' (active and non-accessible), 'P' (under repair), 'S' (surplus), 'T' (storage), or 'U' (under construction).
- The asset number entered is locked until the financial document is approved, canceled or disapproved or the object code on the document is changed to a non-capital sub-type.