

## **KUALI TIPS FOR CAPITAL ASSETS**

**NEW OBJECT CODES:** *These are based upon Funding Source vs. Title. Owner Field shows Title now.*

Decal #	Historical Sub Code	New Object Code	Description
3	8210	8210	CSU funded Equip/CSU Title
3	No Previous	8240	Federal Funded CSU Equip/CSU Title
3	No Previous	8230	Sponsor Funded Equip/CSU Title
5	8460	8235	Sponsor Funded Equip/Sponsor Title
6	8440	8245	Federal Owned Equip (includes vehicles)/Fed Title No Split Funding
3	8250	8250	CSU funded Vehicle/CSU Title
3	No Previous	8255	Federal Funded Vehicle/CSU Title
3	8260	8260	CSU Funded Software over \$100K/CSU Title
3	No Previous	8265	Federal Funded Software over \$100K/CSU Title
3	8510	8270	County Extension Shared Cost/CSU Title
3	8920	8910	77 Fund Equipment/CSU Title
3	8925	8915	77 Fund Vehicle/CSU Title
7	No Previous	8280	Art Museum Objects
8	8700	8300	Furniture/Fixture LA/LP/CSU Title
8	8710	8310	Other Cap Equip LA/LP/CSU Title
	8760	8320	Other Real Prop LP/CSU Title
	8730	8330	Bldg Impr LP/CSU Title

8312, 8315, 8237 (Sponsored Loaned) and 8247 (Federal Loaned) are Property Use Only.

### **HOW TO USE THE NEW OBJECT CODES:**

To determine which Object Code you should use, you will need to look up the Account Source Fund and, if using Research Funds, also look up the Research Project Status Report (RPS from Sponsored Programs). See table above for object code descriptions. See table below to determine which object code to use based upon the Account Source Fund.

**LOOKING UP FUNDING SOURCE ON AN ACCOUNT:**

In any document you are creating, you can click on the account number; this will bring up the Account Inquiry Screen. There are several tabs on this screen; scroll down to the Central Administration Tab. There will be a Fund Source Code with a number listed (you may click on the number to reveal the fund source description).

**SPONSOR/FEDERAL FUNDING:**

If the Fund Source number is 22, 32, 34, 41, or 51, it requires an Object Code of 8240 (if CSU owned), 8245 (if Federal owned), or 8235 (if Sponsor owned). Title is found on the RPS Report.

**FYI: Sponsored Program's RPS Reports are NOT updated with the new Kuali object codes, so only look at the Title Description, not the old sub code listed. If it says "Conditional Title", please call Property Management or Sponsored Programs for the correct object code (see below regarding Conditional Equipment).**

ACCOUNT FUNDING SOURCE	RPS REPORT (SPONSORED PROGRAMS)		
	SPONSOR TITLE	CSU TITLE	FEDERAL TITLE
22	8235	8240	8245
32	8235	8240	8245
34	8235	8240	8245
41	8235	8240	8245
51	8235	8240	8245
Below are Object Codes based upon CSU funding and/or Other Funding Sources			
11	8210	8210	8210
21	8235	8230	8230
31	8235	8230	8230
33	8235	8230	8230
35	8235	8230	8230
61	Split funding not allowed	8210	Split funding not allowed
71	Split funding not allowed	8210	Split funding not allowed

**CONDITIONAL EQUIPMENT**

Object Codes 8420 and 8220 will no longer be available. The Conditional Title can be reflected in the Owner Field on the asset record in CAM.

## 21 FUNDS

CAM no longer allows 1821 or 1825 for 21 fund purchases. Please use the new Object Codes below:

1892 – Recharge Equipment

1893 – Recharge Vehicle

1894 – Recharge Cost Recovery (Depreciation)

Remember, no splitting 21 funds and you must obtain an EAR number for 21 fund purchases.

## SEARCHES (Asset Type Code)

If you are unable to locate the Asset Type Code, try searching with a wild card (\*) on both sides of a portion of the word (i.e. \*micro\* for microscope). Below are a couple of ones that come up that are not listed by description:

PCR (Polymerase Chain Reaction), use code 36200SI (DNA-Genetics Equipment)

Segways, use code 00032ME

## CAPITAL ASSET TAB

**Individual Assets** – choose this option when every line item on the purchase order should be created as individual assets. Example: Line one is for washers, line 2 is for dryers.

**Multiple Systems** – choose this option when some lines items will need to be combined, while other line items create individual assets. Choose this option when the line items on this purchase order need to be combined with the line items from another purchase order. Example: Line one is a microscope, line 2 is a lens to be combined with line 1, line 3 is a telescope.

**One System** – choose this option when all of the line items will be combined to create one asset. Example: Line 1 is a camera, line 2 is a lens for the camera, and line 3 is a case for the camera, combine lines 1-3 to make one asset.

**Capital Asset Note Text:** Use this section to describe the way the lines should go together to form the asset(s).

Example: Combine lines 1-4 to make one asset, line 5 is a separate asset, line 6 & 7 make one asset, et

**Capital Asset System Description:** Identifies what the asset(s) should be. You can use this description to find the Asset Type Code. From the above examples, you may have: Asset 1 is a washer, Asset 2 is a dryer...or Asset 1 is a camera with a lens, Asset 2 is a telescope...or Asset 1 is a camera with a lens and case.

## WHAT TO DO IF YOUR DOCUMENT IS DISAPPROVED

You will receive the document back into your action list. Scroll to the bottom and click on “acknowledge”. Then click on “copy”. This will transfer most of the information into a new document (so you don’t have to retype the whole document). You will need to reattach any notes/attachments that you had in the previous document. If you have multiple lines with several accounts, there is a “remove accounts from all items” button. Once cleared, you can use the “setup distribution” button again versus going into each line and adjusting each object code separately. After you have completed the required new information (which may include completing the Capital Asset Tab) and you have reattached your notes and attachments, hit the submit button and it will route through again. You can always call for assistance in recreating the document or completing the required information.

## WHEN TRANSFERRING EQUIPMENT TO SURPLUS PROPERTY

The new Surplus Department is **6026**. This will be used on the Transfer document in CAM to surplus equipment.

## FINAL NOTE

Remember the Asset Number is NOT the Decal Number. You can look up the decal number, pressing the magnifying glass icon next to the asset number. This takes you to the Asset Lookup screen- type in the decal number in the tag number field. Press ‘search’ to get the asset number for the item. Press ‘return value’ to populate your document. Please call Property Management anytime, if you have questions.