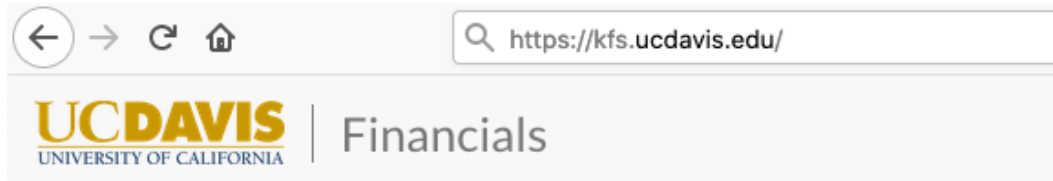# HOW TO DO AN ASSET GLOBAL (ADD) - FOUND
aka AA DOC
Updated on 04/07/21

To create a capital asset record for an asset that has been found during a physical inventory, the value must equal $5000 or more. A non-capital Found asset can be created for assets under $5000 by initiating an AA doc, acquisition code A - Non Capital (formerly UC Acq Code 44).

Sign into Kuali (aka KFS)

In the reference column, under *Capital Asset Management System*, click on Asset Global (Add)
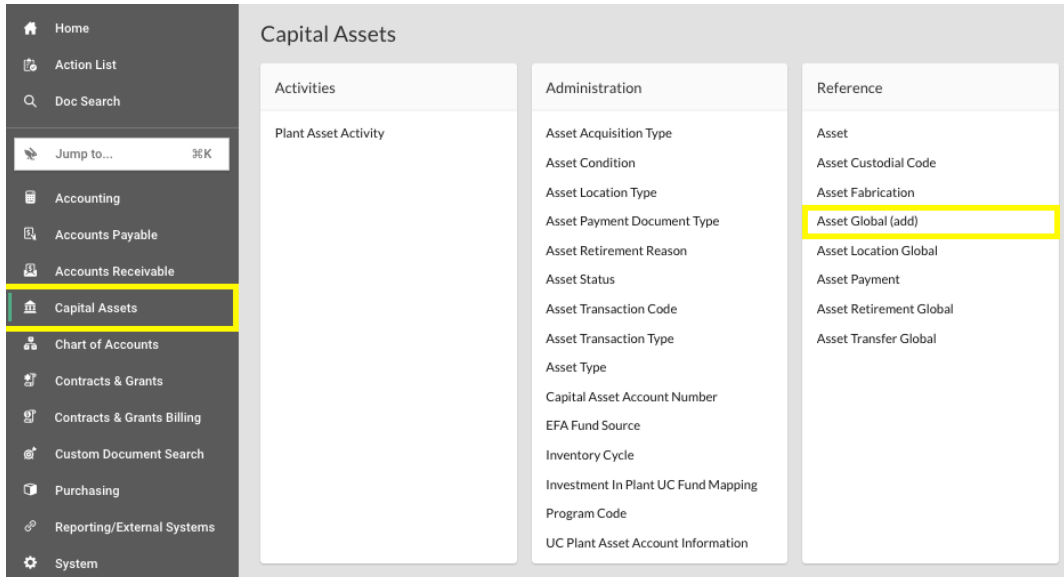
The first screen you see is the Acquisition Type Code Screen. Click on *Search* to bring back a list of choices. Choices that do not have "return value" across from them, are not available for you to choose from:

Search Results   1-8 of 8

Return Value	Acquisition Type Code	Acquisition Type Name	Active?
	N	New	Yes
return value	B	Borrowed	Yes
return value	T	Transferred	Yes
return value	G	Gift	Yes
	M	Medical Center	Yes
return value	F	Found	Yes
	X	Miscellaneous - EQ use only	Yes
return value	A	Non Capital	Yes

"N" and "M" are for the Purchasing Department, "X" is for EQ. Of the rest, the choices are:

B – Borrowed. This is for when an outside entity has loaned UCD an asset.

T – Transferred. This is for when an outside entity has awarded us title to an inventorial asset.

G – Gift. This is for when an outside entity has donated an inventorial asset and filled out the appropriate gift forms with University Relations. Extra items from a vendor do not fall under this category but would be added by EQ as "X - Miscellaneous."

F – Found. This is for when an inventorial asset is on site, but no documentation exists on how we got it. This code is also used by EQ to reinstate an inventorial asset that was erroneously retired.

A – Non Capital. This is used to add any asset under the inventorial threshold of $5,000 that the department wishes to track through CAMS.

If you are curious, clicking on the letter will bring up a sub-screen of the UC acquisition codes. For example, clicking on "F" will bring up this screen:

Search Results

Return Value	Acquisition Type Code	Acquisition Type Name	Active?
	N	New	Yes
return value	B	Borrowed	Yes
return value	T	Transferred	Yes
return value	G	Gift	Yes
	M	Medical Center	Yes
return value	F	Found	Yes
	X	Miscellaneous - EQ use only	Yes
return value	A	Non Capital	Yes

Export options: CSV | spreadsheet | XML

Follow the screen shot directions above and then click on *Return Value* across from the F for Found:

Every document in Kuali requires a 40 character or less "description."

DOCUMENT OVERVIEW

OVERVIEW

* Description : [limit to 40 characters or less]

Explanation :

Organization Document Number :

You may put anything you like, but bear in mind this is like the "subject header" of an email – it is what other approvers will see in their KFS inbox and what other KFS users would see if they searched for your document. The description is a searchable field as well, so you are encouraged to spell correctly and put information that will either identify the purpose of the document or identify the asset. For a capital asset that has been found during inventory, a good description might be "Add [asset] found during inventory."

The **Explanation** field is not mandatory but is much bigger and is an excellent place to put any other data that would be helpful for you later on. The grey triangle of dots indicates that you can make the field bigger by dragging it:

Explanation :

The **Organization Document Number** is limited to 10 characters and may be used for whatever you like (like a PO number or the loan number for example). It is also a searchable field.

Organization Document Number : 12345

The next required field to be filled out is the UC Acquisition Type Code. For Found assets, there are two choices, only one of which is appropriate for the department to use, the first: Found Equipment (No Previous UC Property #)

ASSET ACQUISITION TYPE	^
	NEW
	Acquisition Type
Acquisition Type Code:	Found
* UC Acquisition Type Code:	✓
	35 - Found equipment (No previous UC property #)
	45 - Recovered/Reinstated Equipment (Previous UC Property #)

The other, Recovered/Reinstated Equipment (Previous UC Property #), should only be used by EQ. If you click on it in error, you will see this message:

Asset Acquisition Type

🔴 **Errors found in this Section:**
- Current user can not use UC acquisition type code 45.

In the *Asset Detail Information* tab, fill out the following (mandatory codes are in **blue**):

- **Custodial Code** – once filled in, the Organization Owner Chart of Accounts Code, Organization Owner Account Number and Organization Code will be filled in for you.
- **Agency**: This field is not mandatory, but if you would like to put in the sponsor's code, you can find it by clicking on the magnifying glass and typing in what information you know (most likely in the third field "Agency Full Name." If you use * as a wildcard on both sides of your word, you will have better luck getting the sponsor you are looking for.
- **Principal Investigator**: This field is also not mandatory, but always a good idea. If you don't know their user name already, you can find it by clicking on the magnifying glass and typing in their first and last name. If you don't see the person you are looking for, use * in case they have a suffix or a prefix.
- **Asset Status Code**: You have only two choices: *A* for Active and identifiable or *C* for Active and non-accessible. Anything else will cause an error to occur in the document.
- **Asset Condition**: Choose from the options on the drop down menu. The most likely for Found assets is "Used, Without Reconditioning, Excellent" or "Used, Without Reconditioning, Good"
- **Asset Description**: An excellent description of your asset would be the maker, model and asset itself. Some generic examples:
  - 2014 Ford Taurus Van
  - Agilent Tech G1367E 1260 Infinity HP Autosampler
  - Invitrogen VIIA 7 Real Time PCR System
  - Try to avoid having your entire asset description consist of a single word ("computer," "printer," etc.)
- **Asset Type Code**: This is what we used to call the commodity code (not to be confused with the eight numbers that are the commodity codes now). To find out what code best represents your asset (unless you already know), click on the magnifying glass across from the field. This will bring up the Asset Type Lookup Field:

The easiest way to find a code is to start with an * at the beginning of the *Asset Type* Description row followed by a generic noun, and ending with another *.

In lookups, less is more. If I put *mass spec* because I found a mass spectrometer, I get this:

But if I put *spec* I get too many, including stuff that has nothing to do with mass specs.:

Return Value	Asset Type	Asset Type Description	Depreciable Life Limit	Moving Indicator	Required Building Indicator	CAAN Asset Type Indicator	Active?
return value	E8405	ANALYZERS,LIGHT SPECTRUM & ACCESSORIES	10	Yes	No	No	Yes
return value	E8406	ANALYZERS,POLARIZED LIGHT,POLARIMETER,SPECTROPOLARIMETERS,POLARISCOPES	10	Yes	No	No	Yes
return value	F8036	BEDS,MEDICAL,SPECIAL PURPOSE O/T FLOTATION & LABOR	15	Yes	No	No	Yes
return value	F8026	CHAIRS,EXAMINATION/TREATMENT,GENERAL & SPECIFIC PURPOSE O/T PODIATRIC	10	Yes	No	No	Yes
return value	H3655	CLEANERS,FILM,PHOTOGRAPHIC,INCL INSPECTORS	10	Yes	No	No	Yes
return value	E8432	DETECTORS,SOUND,NOISE DOSIMETRY SOUNDWAVE & SPECTROGRAPHS	10	Yes	No	No	Yes

Let's try *spectro*

Much better.

Now, narrow it down based on how well those descriptions match what you have. Don't get too hung up on specifics; despite all the choices, these are mostly meant to be general matches to what you have.

Once you have the Asset Type code you want, click on *Return Value* to choose it and go back to your document.

- **Vendor Name:** With a Found asset, there is no known vendor, and KFS will not allow you to leave it blank, so enter "Found"
- **Manufacturer:** This is searchable field, so spell correctly
- **Model Number:** This is searchable field, so spell correctly
- **Organization Text:** This field is not mandatory, and its use is at the discretion of the department.
- **Create Date:** is prefilled with the date you create the document
- **Receive Date:** With a Found asset, this can be the date you found the asset.

In the *Location* Tab, fill out the following (mandatory codes are in **blue**):

- **Building Code:** If you don't already know the building code where the asset is housed, click on the magnifying glass for the lookup screen. Don't forget to use * to get the best results
- **Building Room Number:** The room number must be recognized by KFS. Room numbers such as "0," "unk," "yard," "bsmt" etc. will not be recognized. To find a recognized room number, click on the magnifying glass to bring up the Room Lookup Screen; then with all fields blank except the Building Code field, click on *Search*. In this example, the building code for Haring Hall was used:

- The Off Campus fields only need to be used if the building has no building number
- **Quantity of Assets to be created:** This is usually going to be 1, but if you have more than 1 asset to add, please be aware that the assets need to be **absolutely identical in every way (make, model, value, etc.**). Click on *Add*.

Quantity Of Assets To Be Created: [   ]

ADD

SIDENOTE: A blank "New Asset Location" section will now be on top of the one you just created as well as a "New Asset Unique Information" subsection on top of the one created for you when you added the asset. The information you just entered is in the "Asset Location – DV – *xxxx*…" and "Asset Location-Asset Unique Information" (highlighted in yellow below). Ignore this.

ASSET LOCATION (DV - 3237 - 0225 - - - - - - -)   Hide

Campus:	DV
Building Code:	3237
Building Room Number:	0225
Building Sub Room Number:	
Off Campus Name:	
Off Campus Address:	
Off Campus City Name:	
Off Campus State:	
Off Campus Postal Code:	
Off Campus Country:	
Quantity Of Assets To Be Created:	1

ASSET LOCATION-ASSET UNIQUE INFORMATION (591769)   Hide

Asset Number:	591769
Serial Number:	
Organization Inventory Name:	
Organization Asset Type Identifier:	
Federal Property Number:	

The highlighted section above is where the following information goes:

- **Serial Number.** If your asset has a serial number, please fill this out.
- **Organization Inventory Name.** Optional and for the department's use.
- **Organization Asset Type Identifier.** Optional and for the department's use. The Identifier field will not accept spaces, so use an underscore to separate words).
- **Federal Property number.** This will not apply to found assets.

In the *Add Payments* tab, you only need to fill out the *Amount* field. If you are adding two or more completely identical assets, you want to put the <u>combined total value</u> of all the assets in the *Amount* field because Kuali is going to divide that value evenly by the number of assets you created. With a Found asset, a good faith estimate is adequate; you can also ask the Aggie Surplus department for a Fair Market Value, but you would need to give them the following information before they could assist you:

- Manufacturer
- Model Number
- Year of manufacturer
- Working condition, as precise as possible (is anything missing or not working)
- Any accessories it has

SIDENOTE: Remember, that to be a capital asset, the minimum value is $5,000. If your department knows the asset is under that amount, you will want to add it as a non-capital asset rather than as a Found asset.

The Account Number that is prefilled is a dummy number; no account number of any kind will be charged anything.

Notes and Attachments: EQ does not require any documentation for Found Assets, but if you have anything you want to attach, such as emails, attach them by first browsing for them, then click *Add*.

NOTES AND ATTACHMENTS (0)   ^

Please DO NOT attach documents with Personal Identification Information (PII) or Protected Health Information (PHI). For more information, please review the following website: https://cloud.ucdavis.edu/data-types-list. Vendor W-9 attachments must be submitted via the online update form: https://supplychain.ucdavis.edu/procure-contract/w-9-upload

* Note Text :

Attachment :
Browse...   No file selected.

Remove Attachment

ADD

Unless you wish to ad hoc route this to someone for approval, you are done!

AD HOC RECIPIENTS

PERSON REQUESTS

* PERSON	* ACTION REQUESTED	ACTIONS
	APPROVE	ADD

Click on *Submit* to send your document on its way.

Submit   Save   Close   Cancel