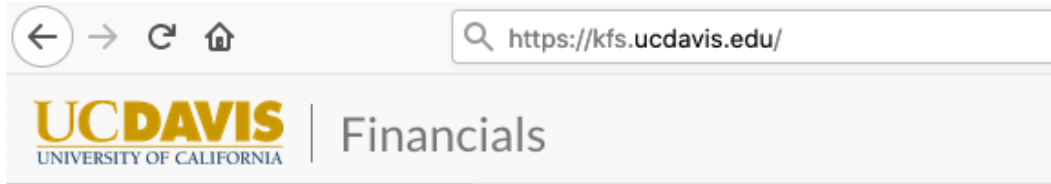


HOW TO DO AN ASSET GLOBAL (ADD) - GIFT (aka AA DOC)

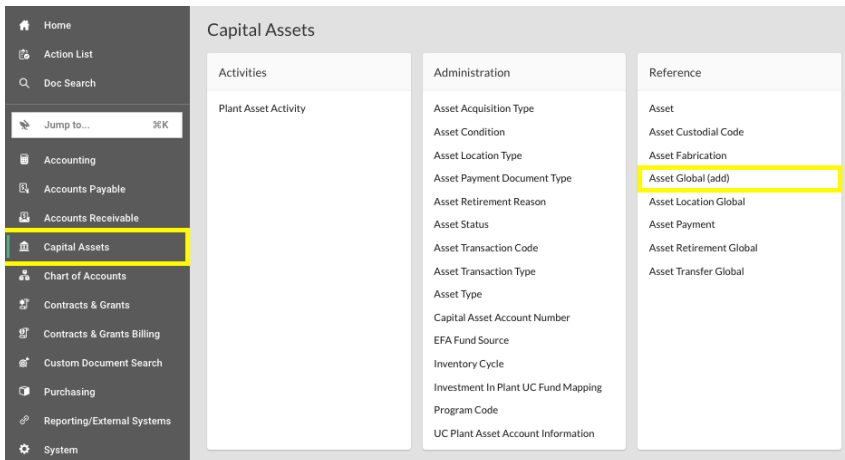
Updated on 04/06/21

To create a capital asset acquired by gift to the University, the estimated fair market value must be \$5000 or more for each asset. A non-capital gifted asset can be created for assets under \$5000 by initiating an AA doc for a non-capital asset, using UC Acq Code 44.

Sign into Kualo (aka KFS)



In the middle 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:

A screenshot of the "Asset Acquisition Type" search form. It has two input fields: "Acquisition Type Code:" and "Acquisition Type Name:". Below these is a section for "Active?:" with radio buttons for "Yes", "No", and "Both". At the bottom are three buttons: "Search", "Clear", and "Cancel". The "Search" button is highlighted with a yellow box.

Search Results			1-8 of 8
Return Value	Acquisition Type Code	Acquisition Type Name	Active?
	<u>N</u>	New	Yes
return value	<u>B</u>	Borrowed	Yes
return value	<u>I</u>	Transferred	Yes
return value	<u>G</u>	Gift	Yes
	<u>M</u>	Medical Center	Yes
return value	<u>F</u>	Found	Yes
	<u>X</u>	Miscellaneous - EQ use only	Yes
return value	<u>A</u>	Non Capital	Yes

“N” and “M” is 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 (\$5,000 or more).

G – Gift. This is for when an outside entity has donated an inventorial asset (\$5,000 or more) 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:

Acquisition Type Code: **F**
 Acquisition Type Name: Found
 Active?: Yes

UC ASSET ACQUISITION TYPES

UC ASSET ACQUISITION TYP **(35)** Hide

UC Acquisition Type Code: **35 - Found equipment (No previous UC property #)** UC Acquisition Type Name:
 EFA Reporting Indicator: Yes EFA Reporting UC Acquisition Type Code:
 Capitalization Indicator: Yes No Payments Required Indicator:
 Components Allowed Indicator: Yes Yes UC Title Indicator:
 Default Asset Depreciation Indicator: Yes Yes Active?:

UC ASSET ACQUISITION TYPE **(45)** Hide

UC Acquisition Type Code: **45 - Recovered/Reinstated Equipment (Previous UC Property #)** UC Acquisition Type Name:
 EFA Reporting Indicator: Yes EFA Reporting UC Acquisition Type Code:
 Capitalization Indicator: Yes No Payments Required Indicator:
 Components Allowed Indicator: Yes Yes UC Title Indicator:
 Default Asset Depreciation Indicator: Yes Yes Active?:

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

Search Results 1-8 of 8

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

Export options: [CSV](#) | [spreadsheet](#) | [XML](#)

Every document in Quali requires a 40 character or less “description.”

DOCUMENT OVERVIEW

OVERVIEW

* Description: 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 an asset that has been gifted to UCD, a good description might be “Add [asset] from [Donor].”

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:



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 :

The next required field to be filled out is the UC Acquisition Type Code. Even though there is only one option for gifted assets, you still need to ‘choose’ it by using the drop down menu:

ASSET ACQUISITION TYPE	
	NEW
	Acquisition Type
Acquisition Type Code:	Gift
* UC Acquisition Type Code:	<input checked="" type="checkbox"/> 34 - Gift

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
- **Asset Condition:** Choose from the options on the drop down menu
- **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:

Asset Type Lookup ⓘ

Asset Type: <input type="text"/>	Asset Type Description: <input type="text"/>
Depreciable Life Limit: <input type="text"/>	Moving Indicator: <input type="radio"/> Yes <input type="radio"/> No <input checked="" type="radio"/> Both
Required Building Indicator: <input type="radio"/> Yes <input type="radio"/> No <input checked="" type="radio"/> Both	CAAN Asset Type Indicator: <input type="radio"/> Yes <input checked="" type="radio"/> No <input type="radio"/> Both
Active?: <input checked="" type="radio"/> Yes <input type="radio"/> No <input type="radio"/> Both	

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:

Asset Type Lookup ⓘ

Asset Type: <input type="text"/>	Asset Type Description: <input type="text" value="*mass spec*"/>
Depreciable Life Limit: <input type="text"/>	Moving Indicator: <input type="radio"/> Yes <input type="radio"/> No <input checked="" type="radio"/> Both
Required Building Indicator: <input type="radio"/> Yes <input type="radio"/> No <input checked="" type="radio"/> Both	CAAN Asset Type Indicator: <input type="radio"/> Yes <input checked="" type="radio"/> No <input type="radio"/> Both
Active?: <input checked="" type="radio"/> Yes <input type="radio"/> No <input type="radio"/> Both	

No values match this search.

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

Let's try *spectro*

Search Results						1-24 of 24	
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

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 gift there is no vendor, so here is where you would put the Donor's name.
- **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:** This is the date you received the asset. You are allowed to back date to the correct date rather than putting in today's date.

In the *Location* Tab, fill out the following:

- **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 "O," "unk," "yard," "bsmt" etc. will not be recognized. To find a valid 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:

Building Lookup ⊕

<p>Campus Code: <input style="width: 90%;" type="text" value="DV"/> 🔍 🗨</p> <p>Building Name: <input style="width: 90%;" type="text"/></p> <p>Building Address City Name: <input style="width: 90%;" type="text"/></p> <p>Building Address Postal Code: <input style="width: 90%;" type="text"/> 🔍 🗨</p> <p>Exclude in CFSAST: <input type="radio"/> Yes <input type="radio"/> No <input checked="" type="radio"/> Both</p>	<p>Building Code: <input style="width: 90%;" type="text" value="3493"/></p> <p>Building Street Address: <input style="width: 90%;" type="text"/></p> <p>Building Address State Code: <input style="width: 90%;" type="text"/> 🔍 🗨</p> <p>Garamendi Indicator: <input type="radio"/> Yes <input type="radio"/> No <input checked="" type="radio"/> Both</p> <p>Active?: <input checked="" type="radio"/> Yes <input type="radio"/> No <input type="radio"/> Both</p>
-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------	----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------

Search
Clear
Cancel

- 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:

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. Ignore this.

NEW ASSET LOCATION

Campus:	DV
Building Code:	<input type="text" value="4556"/> <input type="button" value="Q"/>
Building Room Number:	<input type="text" value="0001"/> <input type="button" value="Q"/>
Building Sub Room Number:	<input type="text"/>
Off Campus Name:	<input type="text"/>
Off Campus Address:	<input type="text"/>
Off Campus City Name:	<input type="text"/>
Off Campus State:	<input type="text"/> <input type="button" value="Q"/>
Off Campus Postal Code:	<input type="text"/> <input type="button" value="Q"/>
Off Campus Country:	<input type="text"/> <input type="button" value="Q"/>
* Quantity Of Assets To Be Created:	<input type="text" value="1"/>

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.** Please fill this out if you know it.
- **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.** ***Should always be filled out for federally gifted 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 total value of all the assets combined in the *Amount* field because Quali is going to divide that value evenly by the number of assets you created. The rest of the Payment is “dummy” information. No account will be charged.

Notes and Attachments: EQ will require you to attach the gift form from Gift and Data Services/ Advancement Services/University Relations and any other supporting documentation. Attach your documentation by first browsing for it on your computer, 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.	ADD
	Remove Attachment	

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.	ADD
	Remove Attachment	

If you wish to ad-hoc route it to someone for *approval*, you must do so before you submit the document. Otherwise you may ad-hoc for FYI purposes either before or after submitting. If you don't know the person's user ID, use the magnifying glass to look them up. If you don't need to ad-hoc route it to anyone, just skip this step:

AD HOC RECIPIENTS

PERSON REQUESTS

* PERSON	* ACTION REQUESTED	ACTIONS
<input type="text"/>	APPROVE	ADD

Click on *Submit*. You're all done!

Submit	Save	Close	Cancel
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