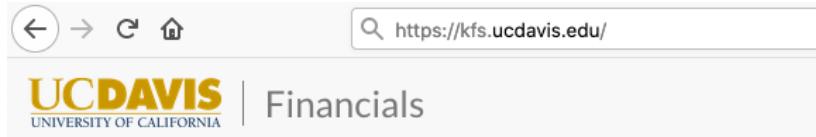


HOW TO DO AN ASSET FABRICATION

Updated on 04/06/21

After your [**Fabrication Justification Form**](#) has been submitted to EQ and approved, you will need to create an Asset Fabrication document.

Sign into Kuali (aka KFS)



In the middle column, under *Capital Asset Management System*, click on [Asset Fabrication](#)

Activities		Administration		Reference	
General Ledger Transactions	Heart icon	Asset Acquisition Type	Heart icon	Asset	Heart icon
Plant Asset Activity		Asset Condition	Heart icon	Asset Custodial Code	Heart icon
Purchasing/Accounts Payable Tra...	Heart icon	Asset Location Type	Heart icon	Asset Fabrication	Heart icon
		Asset Payment Document Type	Heart icon	Asset Global (add)	Heart icon
		Asset Retirement Reason	Heart icon	Asset Location Global	Heart icon
		Asset Status	Heart icon	Asset Manual Payment	Heart icon
		Asset Transaction Code	Heart icon	Asset Payment	Heart icon
		Asset Transaction Type	Heart icon	Asset Retirement Global	Heart icon
		Asset Type	Heart icon	Asset Transfer Global	Heart icon
		Barcode Inventory Process		Pre-Asset Tagging	Heart icon
		Capital Asset Account Number			
		EFA Fund Source	Heart icon		
		Inventory Cycle	Heart icon		
		Investment In Plant UC Funding			
		Program Code	Heart icon		
		UC Plant Asset Account Information			

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

DOCUMENT OVERVIEW

OVERVIEW

* Description: limit to 40 characters or less

Organization Document Number:

Explanation:

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 fabrication, a good description might be “Add Fabrication for [the PI’s name].”

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 :

In the *Asset Detail Information* tab, fill out the following:

- **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.
- **Principal Investigator:** 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.
- **Agency:** This field is looking for the sponsor's code, which 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.
- **Asset Description:** An excellent description of the fabrication would be a three to five word description. Some generic examples:
 - Neutron and Photon Detection System
 - 90 kW W-Band Compact Active Denial Gyrotron System
 - Multi-Spectral Photodetector / Optical Sensor
 - Avoid having your asset description consist of too much information (ex. DIGITAL COMMUNICATIONS RESEARCH SYSTEM FOR RESEARCH EQUIPMENT IN THE HYBRID ELECTRIC VEHICLE, ELECTRONIC POWER SUPPLY TO INCLUDE: GFI PLUG, DIGITAL OHMMETER, VOLTAGE SUPPLY & POWER CONVERTERS, etc. You can use the Explanation or Notes field for details.
- **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:	Asset Type Description:
<input type="text"/>	<input type="text"/>
Depreciable Life Limit:	Moving Indicator:
<input type="text"/>	<input type="radio"/> Yes <input type="radio"/> No <input checked="" type="radio"/> Both
Required Building Indicator:	CAAN Asset Type Indicator:
<input type="radio"/> Yes <input type="radio"/> No <input checked="" type="radio"/> Both	<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	
<input type="button" value="Search"/> <input type="button" value="Clear"/> <input type="button" value="Cancel"/>	

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

No values match this search.

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

Search Results

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*

Search Results

Return Value	Asset Type	Asset Type Description	Depreciable Life Limit	Moving Indicator	Required Building Indicator	CAAN Asset Type Indicator	Active?
return value	E8406	ANALYZERS,POLARIZED LIGHT,POLARIMETER,SPECTROPOLARIMETERS,POLARISCOPES	10	Yes	No	No	Yes
return value	E8432	DETECTORS,SOUND,NOISE DOSIMETRY SOUNDWAVE & SPECTROGRAPHS	10	Yes	No	No	Yes
return value	E8464	DIFFRACTORS & SPECTROSCOPES,INCL X-RAY,PHOTON,& ELECTRON,	10	Yes	No	No	Yes
return value	E8413	SPECTROFLUROMETERS,SPECTROPHOTO,FLUOROMETER,REFRACTIVE TESTERS	7	Yes	No	No	Yes
return value	E8404	SPECTROGRAPHS,LIGHT	8	Yes	No	No	Yes
return value	E8402	SPECTROMETERS & SPECTROSCOPES,INCL COMPONENTS & ACCESSORIES INCL SPECT...	7	Yes	No	No	Yes
return value	E8400	SPECTROPHOTOMETERS & PHOTOMETERS,INCL SYSTEMS & COMPONENTS	8	Yes	No	No	Yes
return value	E8401	SPECTROPHOTOMETERS,MASS.& BIOCHROMATIC ANALYZERS	7	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.

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

- **Building Code:** If you don't already know the building code where the asset will be 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 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 screenshot shows the 'Building Lookup' interface. It includes fields for Campus Code (DV), Building Code (3493), Building Name, Building Street Address, Building Address City Name, Building Address State Code, Building Address Postal Code, Garamendi Indicator (radio buttons for Yes, No, Both), Exclude in CFSAST (radio buttons for Yes, No, Both), Active? (radio buttons for Yes, No, Both), and buttons for Search, Clear, and Cancel. The 'Search' button is highlighted with a yellow box.

The Off Campus fields only need to be used if the building has no building number

The *Organization Information* Tab is optional and can be filled with whatever information you would like.

In the *Fabrication Information* Tab, fill out the Estimated Fabrication Completed Date and the Fabrication Estimated Total Amount:

The screenshot shows the 'FABRICATION INFORMATION' tab with a 'NEW' button. It contains two required fields: 'Estimated Fabrication Completion Date' and 'Fabrication Estimated Total Amount', both of which are highlighted with yellow boxes.

Notes and Attachments: EQ requires that you attach the approved Fabrication Justification, but if you have anything else you want to attach, such as emails, attach them by first browsing for them, then click *Add*.

The screenshot shows the 'NOTES AND ATTACHMENTS (0)' section. It includes a note text area labeled '* Note Text:' and an attachment section with a 'Browse...' button, a message 'No file selected.', a 'Remove Attachment' button, and an 'ADD' button. The note text area is highlighted with a yellow box.

The document will route to your fiscal officer and EQ. Unless you wish to ad hoc route this to someone else for approval, you are done!

AD HOC RECIPIENTS

PERSON REQUESTS

* PERSON <input type="text"/>	* ACTION REQUESTED <input type="button" value="APPROVE"/>	ACTIONS <input type="button" value="ADD"/>
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Click on *Submit* to send your document on its way.

Submit

Save

Close

Cancel