HOW TO DO AN ASSET FABRICATION

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)
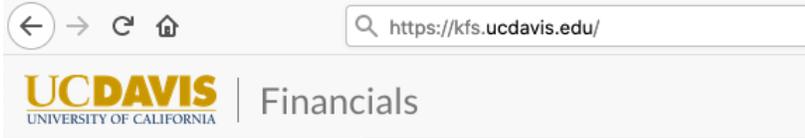
In the middle column, under *Capital Asset Management System*, click on Asset Fabrication
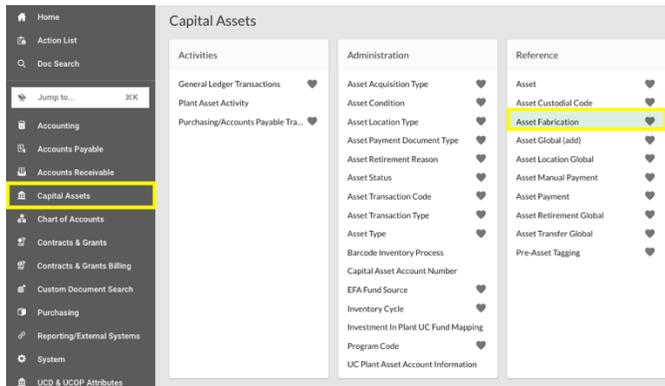
Every document in Kuali requires a 40 character or less "description."
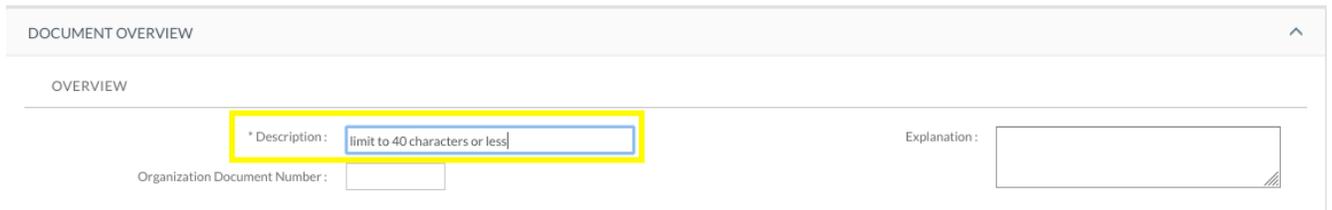
You may put anything you like, but bear in mind this is like the "subject header" of an email – it is what other approvers will see in their KFS inbox and what other KFS users would see if they searched for your document. The description is a searchable field as well, so you are encouraged to spell correctly 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 : `12345`

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:

Depreciable Life Limit:

Moving Indicator:
○ Yes   ○ No   ● Both

Required Building Indicator:
○ Yes   ○ No   ● Both

CAAN Asset Type Indicator:
○ Yes   ● No   ○ Both

Active?:
● Yes   ○ No   ○ Both

Search   Clear   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:

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

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.

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 "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

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:

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 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	* ACTION REQUESTED	ACTIONS
	APPROVE	ADD

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

Submit   Save   Close   Cancel