How to Complete a GEC with Equipment  
+ Frequently Asked Questions

(For best viewing of screen shots zooms this document to 200%)

GEC Example 1: To/Target Accounting Line(s) includes a Capital Asset Object Code

Step 1: Complete the Document Overview, Ledger Entry Importing, and Accounting Lines Tabs.  
(These tabs are the same as before PurAPCAMS GoLive)

Step 2: Scroll to the bottom of the document and click Save

Step 3: Open the Accounting Lines for Capitalization Tab and Click on “Refresh”

The Tab should now include the Capital Asset Target (i.e. To) Lines(s) to match your Accounting Line(s) with Capital Asset Object Codes

Step 4: Click on “Modify Asset”:

Step 5: The Modify Capital Asset Tab will Open. Enter your 6 digit KFS Asset Number. (If you don’t know what it is see FAQs below).

Step 6: Click on the “Redistribute Total Amount” button.
Step 7: Confirm the System Control Remainder Amount is 0.00

Step 8: Scroll to the bottom of the document and click on “Submit”

Example 2: From/Source Accounting Line(s) includes a Capital Asset Object Code

* OR *

BOTH the From/Source AND To/Target Accounting Line(s) include a Capital Asset Object Code

Step 1: Complete the Document Overview, Ledger Entry Importing, and Accounting Lines Tabs. (These tabs are the same as before PurAPCAMS GoLive)

Step 2: Scroll to the bottom of the document and click Save

Step 3: On the Accounting Lines for Capitalization tab Use the “Delete” button under Actions to Delete ALL lines

Now the Tab should be empty. Click on “Refresh”
The Tab should now include the Capital Asset Source/Target (i.e. From/To) Lines(s) to match your Accounting Lines with Capital Asset Object Codes

Step 4: Click on “Modify Asset”

Step 5: The Modify Capital Asset Tab will open. Enter your 6 digit KFS Asset Number. (If you don’t know what it is see FAQs below.)

Step 6: Click on the “Redistribute Total Amount” button.

Step 7: Confirm the System Control Remainder Amount is 0.00

Step 8: Scroll to the bottom of the document and click on “Submit”

Frequently Asked Questions

How do I know if my accounting line will require the Accounting Lines for Capitalization tab to be completed?

If the object code is object sub-type code of “CM – Capital Moveable Equipment” you will need to complete the Accounting Lines for Capitalization tab. You can check the object sub-type code by clicking on the object code:
A new window will open with details about the object code including the object sub-type code:

I am getting the error message, “The Source/Target Accounting line is not distributed to any capital assets” or “Capital Accounting Lines …. does not have any Capital Asset Information associated with it.”
You need to distribute the Accounting Lines to a Capital Asset. Click on the “Modify Asset” Button in the Accounting Lines for Capitalization Tab.

This will open the Modify Capital Asset Tab. Enter the KFS asset number, then click “Redistribute Total Amount”.

Confirm the “System Control Remainder Amount” is zero and then submit the document

I am getting an error message that the Capital Asset Number does not exist?
Confirm the KFS Asset Number is listed in the Asset Number field, NOT the UCOP Tag Number:
Incorrect:
What if I don't know the KFS Asset Number?

In the Modify Capital Assets Tab, click on the Magnifying Glass next to the Asset Number field:

This will open the Asset Lookup document. Use any combination of the Fields to search for the asset record (the more information you can put in the search fields the faster and better your search results will be). When you find your asset number, click on “Return Value”

Why is my DaFIS PO # not returning search results in the Asset Lookup?
Unfortunately KFS PO#s are 8 digits while DaFIS POs were 9 digits so in the KFS Asset Lookup you must remove the last digit of the DaFIS PO # when searching in CAMS. This may return more assets than the one associated with your PO, but you should be able to use the asset description, custodial code, building, etc. to identify the correct asset number. If you still have trouble, contact Equipment Management.

**What if I need to include more than one Asset Number?**

In the Modify Capital Asset Tab click on the Magnifying Glass next to “Lookup/Add Multiple Capital Asset Lines”

This will open the Asset Lookup Tab. Use the search fields to find your asset records. Select the assets you want by checking the “Select” box, then click on “Return Selected”
The default “Amount Distribution Method” in the Accounting Lines for Capitalization Tab is “Distribute Cost Evenly.”

What if the amount I need to allocate to the assets is not the same?

Use the drop-down in the Select Amount Distribution Method to change the selection to “Distribute Cost by Amount.”

Enter the Amount in the Amount field for each asset, making sure the total for all assets agrees with the System Control Amount. All amounts should be positive, no negative numbers should be entered.

Why is the Amount being distributed to my asset double the amount I am moving / not zero?

The Accounting Lines for Capitalization Tab is in Absolute Values. For example, if you are moving $1,000 from Account A object code 9000 to Account B object code 9000 you will have to distribute $2,000 to the capital asset(s). In CAMS, the “Source” Line of $1,000 will be recorded to the asset record as a negative (credit) balance and the “Target” line will be recorded as a positive (debit) balance which will agree with the document’s Accounting Lines.
No matter what I try I keep getting error message(s) and I don't know why and don't understand what they mean!

1) Write down your Asset number
2) Confirm your Document Overview, Ledger Entry Importing, and Accounting Lines Tabs are correct
3) Delete all the information in the Modify Capital Assets tab as well as the Accounting Lines for Capitalization Tab using the “Delete” button Under Action

Before:

After:

4) Scroll to the bottom of the document and click “submit” (Do NOT click “Reload” that will bring back the bad info)
5) You will get error messages, but that is OK! On the Accounting Lines for Capitalization Tab click on Refresh
6) Then, select modify asset

7) Enter KFS asset number, then click “Redistribute Total Amount”.

8) Confirm “System Control Remainder Amount” is zero

9) Try again to submit the document