HOW TO MAKE CHANGES TO YOUR CUSTODIAL CODE

From the KFS Main Menu, click on *Asset Custodial Code*:

![Main Menu](image)

![Capital Asset Management System](image)

Type in the custodial code you wish to make changes to and then click *search*:
Click on *edit*.

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

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. Some examples for documents in general are:

- Update Asset Rep for Custodial Code 1234
- Update Owner's Acct for Cust Code 1234

The current information will be on the left hand side of the document; your changes will be done on the right hand side.

The information you are allowed to amend will be in a white box; anything not in a white box is not amendable by the department.

Changes that the department is allowed to make are:

- Custodial Description (name of the custodial code)
- Asset Rep
- Department Head
- Department Head Delegate
- Organization Owner Chart of Accounts
- Organization Owner Account Number
- UC Sub Location Code
- Asset Delegate (including Effective Start and End dates)
Please Note: adding an Asset Delegate also requires you to click on *Add* (seen above).

Changes EQ would need to make for you:

- Custodial Code number
- Inventory Cycle Code
- Program Code
- Active Indicator

Please note: if your custodial code has a blank after “Program Code” you will need to contact EQ to have that filled in before being able to proceed with any changes to your custodial code.

If you have any notes or attachments, add them in the tab indicated:
Once you have made the desired changes to your code, click on *Submit*