

Capital Asset Overview

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INDIANA UNIVERSITY



What is a capital asset?

- An asset that has a useful life expectancy of one year or greater and has an acquisition value that meets or exceeds the capitalization threshold

See CSOP 1.0 Capitalization Rules



Capitalization Thresholds & Asset Types

Capitalization threshold \$1

- Library books (only asset type that is retired when fully depreciated)

Capitalization threshold \$5,000

- Movable equipment
- Art & museum objects
- Fabrications



Capitalization Thresholds & Asset Types

Capitalization threshold \$75,000

- Buildings
- Infrastructure
- Land
- Land improvements
- Leasehold improvements

Capitalization threshold \$500,000

- Intangibles



Threshold Exception

Capital leases of equipment

- Capitalized even if the cost of the asset does not meet the capitalization threshold
- Depreciated over the term of the lease
- If asset cost under threshold, retired when book value is zero

See CSOP 9.0 Capital Lease Agreements



How is an asset created?

Asset information is collected using the Capital Asset tab in KFS for movable equipment, fabrications and art & museum objects

- Purchasing docs (REQ, PO)
- Financial docs (GEC, DI, AD, CR, CCR, IB, SB, PCDO)



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Capital Asset										
System Selection										
Capital Asset System Type:		Individual Assets								
Capital Asset System State:		New System								
Capital Asset Items										
Item Line #	Item Type	Quantity	UOM	Catalog #	Commodity Code	Description	Unit Cost	Extended Cost	Restricted	
1	Qty	2.00	EA	4350000000000000	Laboratory and scientific equipment	ZEISS DISCOVERY 8 PENTAFLUAR FLUORESCENCE STEREO MICROSCOPE	20201.00	40402.00	No	
	▼ hide Capital Asset									
	Capital Asset Transaction Type: NEW									
	Capital Asset Note Text:									
	Receiving Outside of Current Fiscal Year: No					Manufacturer: ZEISS				
	Asset Type: 07003					Model Number: PENTAFLUAR				
	▼ hide Address 1									
	Location									
	Item Quantity: 1.00									
	Campus: BL			City: Bloomington						
	Building: BL008			State: INDIANA						
	Address: 400 E 7th St			Postal Code: 47405-3001						
	Room: 439			Country: United States						
	▼ hide Address 2									
	Location									
Item Quantity: 1.00										
Campus: BL			City: Bloomington							
Building: BL001			State: INDIANA							
Address: 211 S Indiana Ave			Postal Code: 47405-7001							
Room: 001			Country: United States							
2	Qty	3.00	EA	4351404000000000	Laboratory and scientific equipment	Zeiss SuperResolution Microscope	40613.71	121841.13	No	
	▼ hide Capital Asset									
	Capital Asset Transaction Type: NEW									
	Capital Asset Note Text:									
	Receiving Outside of Current Fiscal Year: No					Manufacturer: ZEISS				
Asset Type: 07003					Model Number: SuperResolutio					
▶ show Address 1										



Purpose of the Capital Asset Tab

- Inform CAMS how the asset(s) should be configured
- Give description of asset
- Provide location information
- Provide estimated useful life – by use of asset type code
- Inform CAMS if asset has not been received or placed in service – by use of 40004 asset type code



How is an asset created? (cont'd)

The financial transaction is loaded into the Capital Asset Builder (CAB)

- After PREQ is created for Purchasing documents
- After financial documents are approved

Financial transaction is processed in CAB to either create or modify an asset based on information provided in the Capital Asset tab. Once the asset is processed in CAB, the asset is assigned a unique asset number.



Asset Inventory Policy

IU Policy FIN-ACC-I-170:

- Capital assets are required to be tagged within 30 days of receipt.
- A physical inventory of movable equipment is required at least once every two years.
- Location changes of assets are required to be updated in KFS within 30 days of change.



Asset Lookup in CAM KFS Module

Enter asset number and click Search

- Click **edit** hyperlink to update asset information such as Tag #, location, In-Service date, etc.
- Click **loan** hyperlink to loan an asset
- Click **transfer** hyperlink to transfer an asset to another department
- Click on **asset number** hyperlink to view the asset information



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Tag Number:	<input type="text"/>	Asset Number:	<input type="text" value="503429"/>
Organization Owner Chart Of Accounts Code:	<input type="text"/>	Organization Owner Organization Code:	<input type="text"/>
Organization Owner Account Number:	<input type="text"/>	Owner:	<input type="text"/>
Campus:	<input type="text"/>	Building Code:	<input type="text"/>
Building Room Number:	<input type="text"/>	Asset Type Code:	<input type="text"/>
Asset Status Code:	<input type="text"/>	Asset Condition:	<input type="text" value="A"/>
Vendor Name:	<input type="text"/>	Manufacturer:	<input type="text"/>
Model Number:	<input type="text"/>	Serial Number:	<input type="text"/>
Create Date From:	<input type="text"/>	Create Date To:	<input type="text"/>
Asset Representative Principal Name:	<input type="text"/>	Organization Inventory Name:	<input type="text"/>
Asset Description:	<input type="text"/>	Organization Text:	<input type="text"/>
National Stock Number:	<input type="text"/>	Government Tag:	<input type="text"/>
Old Tag Number:	<input type="text"/>	Organization Tag Number:	<input type="text"/>
Total Cost:	<input type="text"/>	Payment Sequence Number:	<input type="text"/>
Payment Purchase Order Number:	<input type="text"/>	Payment Document Number:	<input type="text"/>

You have entered the primary key for this table (Asset Number) in the search criteria. Since these fields can be used to uniquely identify a row in this table, the other search criteria entered will be ignored.

Actions	Asset Number	Tag Number	Organization Owner Organization Code	Building Code	Asset Status Code	Asset Description	Asset Type Code	In-Service Date
edit [loan] [renew] [return] merge separate transfer	503429	IU035446	ATHL	BL601	A	Dishwasher, Champion 44DR, Conveyor Dishwasher	501	11/06/2013

One item found.1

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



What are Plant Fund Accounts?

Accounts where asset cost, accumulated depreciation and depreciation expense are reported (95-XXX-XX).

Organization Plant Account Number

- Capital leases, fabrications and movable equipment

Campus Plant Account Number

- Library books, Art & Museum, Intangibles, and Non-Movable

Note: For Auxiliary Organizations, these accounts should be the same.



Organization Lookup in KFS

Organization Details ▼ hide	
Chart Code:	BA *-* BLOOMINGTON AUX
Organization Code:	BRAD
Organization Name:	BRADFORD WOODS
Organization Manager UserID:	0001436107
Organization Manager Principal Name:	rnelson - Nelson, Robert A
Organization Manager Name:	Nelson, Robert A
Responsibility Center Code:	13
Organization Physical Campus Code:	BL
Organization Type Code:	E - EVENTS INDUSTRY
Organization Default Account Number:	6042200
Organization Postal Code:	46151
Organization Address Line 1:	5040 SR 67 NORTH
Organization Address Line 2:	
Organization City Name:	MARTINSVILLE
Organization State/Province Code:	IN
Organization Country Code:	United States
Organization Begin Date:	07/01/1993
Organization End Date:	
Reports to Chart Code:	BL *-* BLOOMINGTON
Reports to Organization:	RPAD
Active Indicator:	Yes
EDIT PLANT ACCOUNT SECTION:	
Organization Plant Chart:	BA *-* BLOOMINGTON AUX
Organization Plant Account Number:	9542200
Campus Plant Chart Code:	BA *-* BLOOMINGTON AUX
Campus Plant Account Number:	9542200



IUIE Reports

Asset Detail List

- Provides list of assets for organization to use for physical inventory (Excel version)
- Payment details for assets (Word version)
- Kualo Financial/CAMS/Inventory Control Reports



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Select Report

- Detail Report
- Detail and Asset Summary
- Asset Summary with Accum

Select Asset Category

- Movable Equipment
- Art & Museum Objects
- Bond Issuance

Responsibility Center Code

Valid Values

Chart

Valid Values

Organization Code

Report Title

Payment Account Number(1912610)

Campus Code

Valid Values

Building Code

Building Room Number

Inventory Status Code

Valid Values

Asset Number

IU Tag Number

Old Tag Number

Org Tag Number

Asset Type Code

Valid Values

Org Asset Type

Last Inventory Date < (mm/dd/yyyy)

Create Date >= (mm/dd/yyyy)

Purchase Order

Payment Document Post Year (=)

Valid Values

Document Post Period Code

Valid Values

Order By:

- Campus Code, Bldg Code, Room Number, Sub Room Number
- Asset Number
- Asset Representative Name

Include only asset information?(excel option only)

Include capital leased assets below capitalization threshold?

Present ONLY Assets with Off Campus Address?

Include a list of Organizations Included in this report?

Include Organization Hierarchy?

Select the Output Format

- MS Excel (XLS)
- Plain text (TXT)
- Word-RTF

Select the Output Destination*

- Wait
- Send to Completed Reports
- Push to



Asset Detail List

Ast Nbr	IUtag	Manufacturer	Model#	Serial#	Bldg Code	Room	Description	InvnStat	LstInvnDt
391283	IU022287	LIEBERT CORPORATION	GXT2	0600500141BW57	BL070	037	ONE (1) LIEBERT UPST	A	7/11/2012
422622	IU031880	APC	30000VA	SUVTPF30KB4F	BL070	037	APC Smart-UPS VT 30	A	7/11/2012
376669	N	ADVANCED MEASUREME	9353	126	BL070	109	ORTEC MODEL 9353 TI	A	1/23/2013
384013	N	ADVANCED MEASUREME	9353 100	144	BL070	109	MODEL 9353 100 PS TI	A	1/23/2013
384833	N	ADVANCED MEASUREME	9353	NONE	BL070	109	MODEL 9353 100PS TI	A	1/23/2013
385777	N	BURLE ELECTRO-OPTICS	33014	NONE	BL070	109	#33014, APD BIOPOLA	A	1/31/2013
386636	N	ADVANCED MEASUREME	9353-CH	158	BL070	109	MODEL 9353 100 PS TI	A	1/23/2013
389461	N	ADVANCED MEASUREMENTS TECH		6045524	BL070	109	MODEL 9353 100 PS TI	A	1/23/2013
396575	N	ADVANCED MEASUREME	9353	707348	BL070	109	MODEL 9353 100 PS TI	A	1/23/2013
407710	IU022398	PEAK SCIENTIFIC INC.	NM60L	A08-11-128	BL070	109	NITROGEN GENERATC	A	7/11/2012
500801	IU035575	Peak Scientific Inc.	5010	A1304089	BL070	115	Generator Infinity 50	A	6/19/2013
220550	IU011096	MILLTRONICS	3	2635	BL071	019	MILLTRONICS CNC KN	A	7/11/2012
248274	IU011099	YCI/SUPERMAX	YC-1.5VS	95270-F502143	BL071	019	YCI 3 HP MILLING MA	A	7/11/2012
381318	IU020234	SAVIN	SAVIN 40105	J7140300122	BL071	051	CAPITAL LEASE PO 16	A	7/11/2012
377675	IU020325	HEWLETT PACKARD	DESIGNJET 550C	SG3601400M	BL071	204	IUQ1252A HP DESIGN	A	10/1/2012
401656	IU022348	SEAL GRAPHICS	Z6100PS ULTRA	63044-00098	BL071	206	HP DESIGNJET Z6100p	A	10/1/2012
504002		Balston	75-A20NA		BL071	234	75-A20NA Instrument	A	1/10/2014



IUIE Reports

Asset Reconciliation

- Provides payment details for all assets for a given plant account number
- Provides backup for amounts on financial statements
- Kual Financial/CAMS/CAMS Depreciation Reports



Asset Reconciliation

0

Instructions

Specify Parameter Values to Restrict Output

Report Type

Select Database

Select Asset Category

Chart

Organization Code

Payment Chart-Account (UA-1912610)

Plant Fund Chart-Account (BA-95XXXXX)

Include depreciation through <= (MM/DD/YYYY)

Include additions through fiscal period <=

Asset Number

Include Organization Hierarchy?

Select the Output Format

- MS Excel (XLS)
- Plain text (TXT)
- Word-RTF

Select the Output Destination*

- Wait
- Send to Completed Reports
- Push to



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COA	Org Cd	Asset Nur	Tag Numb	Asset Description	Depreciation	Depreciat	Asset Cost	Accum Depr	Calulated YT	Chart	Account N	Object Co	Org Plant	CMP Plant
BA	BRAD	369276	IU018103	PowerEdge 4600;F	8/7/2002	5	7,596.00	7,596.00	-	BA	6042200	7015	9542200	9542200
BA	BRAD	369276	IU018103	PowerEdge 4600;F	8/7/2002	5	345.59	345.59	-	BA	6042200	7015	9542200	9542200
BA	BRAD	369420	IU014338	MERIDIAN 1 OPTIC	8/22/2002	8	19,749.25	19,749.25	-	BA	6042200	7000	9542200	9542200
BA	BRAD	369420	IU014338	MERIDIAN 1 OPTIC	8/22/2002	8	19,597.67	19,597.67	-	BA	6042200	7000	9542200	9542200
BA	BRAD	369420	IU014338	MERIDIAN 1 OPTIC	8/22/2002	8	12,913.95	12,913.95	-	BA	6042200	7000	9542200	9542200
BA	BRAD	380812	IU021189	Quantum Super D	5/27/2004	8	5,667.00	5,667.00	-	BA	6042200	7015	9542200	9542200
BA	BRAD	381244	IU018095	SHARP XG-P25XU	6/21/2004	8	565.00	565.00	-	BA	9242200	7000	9542200	9542200
BA	BRAD	381244	IU018095	SHARP XG-P25XU	6/21/2004	8	5,370.00	5,370.00	-	BA	9242200	7000	9542200	9542200
BA	BRAD	384666	N	EVENT AND PROP	12/1/2004	5	2,113.13	2,113.13	-	BA	6042200	7000	9542200	9542200
BA	BRAD	384666	N	EVENT AND PROP	12/1/2004	5	14,587.00	14,587.00	-	BA	6042200	7000	9542200	9542200
BA	BRAD	395227	IU018098	Vulcan Convectic	1/25/2007	15	9,210.00	4,400.33	409.33	BA	9242200	7000	9542200	9542200
BA	BRAD	396922	IU025065	01:00 PowerEdge	5/9/2007	3	6,017.90	6,017.90	-	BA	6042200	7015	9542200	9542200
BA	BRAD	404445	IU027230	Z550 TORO-Z Mast	6/12/2008	4	8,414.60	8,414.60	-	BA	9242200	7000	9542200	9542200
BA	BRAD	420094	IU027255	Ferris Lawn Mowe	8/2/2011	3	8,200.00	7,061.11	1,822.22	BA	6042200	7000	9542200	9542200
BA	BRAD	420951	IU027254	1997 Bobcat 863H	9/20/2011	10	11,500.00	2,875.00	766.67	BA	9242200	7000	9542200	9542200
BA	BRAD	423023	N	EZ-Launch System	10/1/2011	7	6,900.00	2,382.14	657.14	BA	6042200	7700	9542200	9542200
BA	BRAD	501812	N	zipline	6/30/2013	15	(29,597.00)	(1,479.85)	(1,479.85)	BA	6042200	7000	9542200	9542200
BA	BRAD	501812	N	zipline	6/30/2013	15	14,798.50	739.93	657.72	BA	6042200	7000	9542200	9542200
BA	BRAD	501812	N	zipline	6/30/2013	15	29,597.00	1,479.85	1,479.85	BA	6042200	7000	9542200	9542200
BA	BRAD	501812	N	zipline	6/30/2013	15	14,798.50	739.93	657.72	BA	6042200	7000	9542200	9542200
Totals		19					168,344.09	121,135.53	4,970.80					



IUIE Reports

Forecast Depreciation Report

- Used to budget depreciation
- Kual Financial/CAMS/CAMS Depreciation Reports



Forecast Depreciation Report

Instructions

Specify Parameter Values to Restrict Output

Responsibility Center Code

Chart

Organization Code

Payment Chart - Account (ua-19)

Org Plant Fund Chart-Account (BA-95)

Forecast Depreciation through Date (mm/dd/yyyy)

Include Organization Hierarchy?

Select the Output Format

- MS Excel (XLS)
- Plain text (TXT)
- Word-RTF

Select the Output Destination*

- Wait
- Send to Completed Reports
- Push to

(comma separated usernames)

Scheduled Job Details: Not Scheduled

To schedule this report object, first save it to your personal catalog by clicking 'Save Settings'

* Security Note: Downloaded institutional data should be saved to a properly administered/secured server. Personal workstations may not be maintained frequently enough storing this data on your personal computer hard drive. If you have questions about whether or not your departmental server is a viable alternative for storing your institutional server in order to access and work with your data, please contact your local computer support provider (LSP).



Forecast Depreciation Report

Asset Number	Tag Number	Asset Owner Account	Acct Charge Amt	Accum Depr Amt	YTD Depr Exp	Asset Type	Fiscal Year 2014	Fiscal Year 2015
235414	IU011098	6624713	12,995.00	11,912.08	433.16	Moveable E	216.60	649.80
248274	IU011099	6624713	19,045.00	16,585.02	634.83	Moveable E	317.40	952.20
396575	N	6624703	9,695.05	9,579.63	923.34	Moveable E	115.42	-
407995	IU027356	6624707	8,075.00	4,104.79	538.33	Moveable E	269.16	807.48
410064	IU027388	2224771	29,636.49	19,757.66	2,822.52	Moveable E	1,411.28	4,233.84
422622	IU031880	6624717	12,610.43	2,627.17	840.69	Moveable E	420.36	1,261.08
424178	IU031897	4624875	21,000.00	4,375.00	1,750.00	Moveable E	875.00	2,625.00
425777	IU035266	6624723	46,000.40	7,666.74	-	Moveable E	2,190.48	6,571.44
427637	IU035271	6624723	182,223.77	30,370.62	-	Moveable E	8,677.32	26,031.96
500801	IU035575	6624722	14,855.00	2,475.83	1,980.66	Moveable E	990.32	2,970.96
Totals			356,136.14	109,454.54	9,923.53		15,483.34	46,103.76



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Capital Asset Management Website

<http://treasurer.indiana.edu/cams>

- Regulations, Policies & Procedures
- Forms & Certificates
- Training & Documentation
- Contacts & Mailing List



CAMS Contacts

- CAMS group email account capasset@iu.edu
- Jennifer George, Director of Capital Assets, jmabry@iu.edu
- Joy Maddox, Capital Asset Manager, jemaddox@iu.edu
- Theresa Cain, CAMS Data Manager, tcain@iu.edu
- Jason Lett, Capital Asset Inventory Coordinator, jmlett@iu.edu



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Questions?