



# State of Kansas

## Entering Non-Owned Assets

*Statewide Management, Accounting and Reporting Tool*

Created: 05/20/2010  
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Version #2

Some agencies have a need to track assets that are not owned by their agency. An example is if your agency owns a building that sits on land owned by another state agency or by a non-state entity. In this case, it would be necessary to create a land record in your Business Unit in order to tie a building to that land on the Asset Property tab. Another example is if your agency has custodianship over assets that don't belong to your agency but you'd like to track the custodians of those assets. The steps below outline how to enter these non-owned assets in SMART.

### Non-Owned Land

1. Navigate to Express Add: Asset Management > Asset Transactions > Owned Assets > Express Add.
2. Validate your Business Unit and accept the default NEXT as the Asset ID.
3. Click Add.
4. Select the non-capitalized Land Profile—543190.
5. Enter a description that begins with "Owner" followed by the agency number or acronym that owns the land. Then enter further descriptive information. For example, "Owner 27600, Weigh Stat #345."
6. Select the Location Code.
7. Do NOT enter any cost in the Cost field. Assets that are classified as non-owned for your agency will not have cost associated with them.
8. Select a Fund in the Asset Cost Information section.
9. Click the Default Profile button. You should only see the STATE book in the Asset Cost Information section.
10. Select an Asset Subtype in the Asset Additional Information box.
11. Click Save. See below for an example.

Cost / Asset Information    Depreciation Information    Tax Information

### Asset Information

Unit: 17300    Asset ID: 000000000102

Profile ID: 543190    Trans Date: 05/14/2010

Description: Owner 27600, Weigh Stat #345    Acctg Date: 05/14/2010

Location: KSALI Salina    Trans Code: [Dropdown]

Tag Number: [Text]    Currency: USD

Accum Depr in Current Pd    Rate Type: CRRNT

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### Asset Cost Information

Find | View All    First 1 of 1 Last

Book Name	Quantity	Cost	Salvage
STATE	1.0000	0.00 USD	0.00 USD

Category: LAND    Cost Type: [Dropdown]    Accum Depr: 0.00    YTD Depr: 0.00 USD

Dept: [Dropdown]    Fund: 1000    Bud Unit: [Dropdown]    Program: [Dropdown]    Project: [Dropdown]    Svc Loc: [Dropdown]    Agy Use: [Dropdown]    ChartField 2: [Dropdown]

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### Asset Additional Information

Asset Type: Property

Asset Subtype: LAND COMMERCIAL    [Set R and D Info...](#)

CAP #: [Text]    Seq #: [Text]

Serial ID: [Text]     Hazardous Asset    [Hazardous Code Info...](#)

Asset Class: NONCAPITAL     Taggable Asset

\*Asset Status: In Service     Capitalized Asset

FERC Code: [Dropdown]     Composite Asset

Acquisition Date: 05/14/2010    \*Acquisition Code: Purchased

Collateral Asset: [Dropdown]

Parent/Child: None    Parent ID: [Text]

  

12. Click the Basic Add navigation on the left. The non-owned land record you just created should open. Otherwise, navigate to Basic Add: Asset Management > Asset Transactions > Owned Assets > Basic Add. Fill in the applicable search information for the asset.
13. Click the Operation/Maintenance tab.
14. Check the Non-Owned Asset box in the Other Information section.

### Other Information

Hazardous Asset    [Hazardous Code Info...](#)

Non-Owned Asset

Replacement Asset    Asset ID: [Text]

Asset is Available    Contact: [Text]

Linear Asset    Phone #: [Text]

15. Navigate to the Asset Property tab. You will have to click the "Show Following Tabs" icon in the upper right. 
16. Select a Property Class of Site.

17. Enter a Property Name and Description. At a minimum, this should include the same information as the description entered in step 5. For example, "Owner 27600, Weigh Stat #345, I-70 mile marker 252"
18. If you know the number of acres, enter that value in the Total Area field. Otherwise, enter 1.00. (The system will not accept 0.00.)
19. Select "Acres" in the Unit of Measure field.

Location/Comments/Attributes | Manufacture/License/Custodian | **Asset Property** | Asset Supplemental Data

Unit: 17300 Asset ID: 00000000102 Owner 27600, Weigh Stat #345 Tag: In Service

**Property Information**

Property ID: 62

\*Property Class: Site

Property Subclass:

\*Property Name: Owner 27600, Weigh Stat #345, I-70 mile marker 252

\*Description: Owner 27600, Weigh Stat #345, I-70 mile marker 252

**Hierarchy**

Parent Property:

Site ID: 62 Building ID: Floor ID: Area ID:

**Attributes**

\*Total Area: 1.000 \*Unit of Measure: Acres

Occupancy: Occupied Current Occupancy:

Ownership: Owned Maximum Occupancy:

20. Click Save. The system will auto-assign a Site ID. Document that number. At this point, you are able to tie the Building record to this Site ID on the Asset Property tab. For additional information on how to create the property asset relationship, please review the "Property Assets and Related Improvements" Training Guide.

## Non-Owned Equipment

1. Navigate to Express Add: Asset Management > Asset Transactions > Owned Assets > Express Add.
2. Validate your Business Unit and accept the default NEXT as the Asset ID.
3. Click Add.
4. Select a non-capitalized equipment profile. For example, 546490 – Radio Equip Portable Non Cap.
5. Enter a description that begins with "Owner" followed by the agency number or acronym that owns the land. Then enter further descriptive information. For example, "Owner 27600, Radio #5."
6. Select the Location Code.
7. Do NOT enter any cost in the Cost field. Assets that are classified as non-owned for your agency will not have cost associated with them.
8. Select a Fund in the Asset Cost Information section.
9. Click the Default Profile button. You should only see the STATE book in the Asset Cost Information section.
10. Select an Asset Subtype in the Asset Additional Information box.
11. Click Save. See below for an example.

Cost / Asset Information    Depreciation Information    Tax Information

### Asset Information

Unit: 17300    Asset ID: 000000000103

Profile ID: 546490    Trans Date: 05/14/2010

Description: Owner 27600, Radio #5    Acctg Date: 05/14/2010

Location: KTOPE Topeka    Trans Code: [v]

Tag Number: [ ]    Currency: USD

Accum Depr in Current Pd    Rate Type: CRRNT

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### Asset Cost Information

Book Name: STATE    Quantity: 1.0000    Cost: 0.00 USD    Salvage: 0.00 USD

Category: EQFRN    Cost Type: [ ]    Accum Depr: 0.00    YTD Depr: 0.00 USD

Dept: [ ]    Fund: 1000    Bud Unit: [ ]    Program: [ ]    Project: [ ]    Svc Loc: [ ]    Agy Use: [ ]    ChartField 2: [ ]

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### Asset Additional Information

Asset Type: Equipment

Asset Subtype: COMMUNICATION

CAP #: [ ]    Seq #: [ ]    [Set R and D Info...](#)

Serial ID: [ ]     Hazardous Asset    [Hazardous Code Info...](#)

Asset Class: NONCAPITAL     Taggable Asset

\*Asset Status: In Service     Capitalized Asset

FERC Code: [ ]     Composite Asset

Acquisition Date: 05/14/2010    \*Acquisition Code: Purchased

Collateral Asset: [ ]

Parent/Child: None    Parent ID: [ ]

  

12. Click the Basic Add navigation on the left. The non-owned equipment record you just created should open. Otherwise, navigate to Basic Add: Asset Management > Asset Transactions > Owned Assets > Basic Add. Fill in the applicable search information for the asset.
13. Click the Operation/Maintenance tab.
14. Check the Non-Owned Asset box in the Other Information section.

### Other Information

Hazardous Asset    [Hazardous Code Info...](#)

Non-Owned Asset

Replacement Asset    Asset ID: [ ]

Asset is Available    Contact: [ ]

Linear Asset    Phone #: [ ]

15. Click Save. You are now able to track and assign a custodian within your agency to the non-owned equipment.