**State of Kansas**

**High-Level Changes from 9.0 to 9.2 in Asset Management:**

**Fund Requirement for Capital Assets**

***Statewide Management, Accounting and Reporting Tool***

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| --- | --- |
| **Date Created:** | 10/28/2015 |
| **Version:** | 1.0 |
| **Last Updated Date:** |  |
| **Purpose:** | *This document highlights one of the changes between 9.0 and 9.2 in the Asset Management module.* |
| **Security:** | * Role Security: The following roles are applicable:

Agency Asset ProcessorBU Security: Business Unit Security is applied. Agencies will only have access to the assets in their Business Unit.  |

Procedure

Fund is now a required chartfield for all capital assets. In 9.0, it was possible to enter an asset without a fund code. The SMART team would then inform the user of the error and require an IntraUnit Transfer be processed to correct the fund. In 9.2, the system will generate a Combination Edit Error if a fund code is not entered.

This example shows the error message if fund is missed in **Express Add**. The same error message would generate on the **Cost Adjust/Transfer Asset** page if fund was not entered there.

| **Step** | **Action** |
| --- | --- |
| 1.
 | Click the **Main Menu** button. |
| 1.
 | Click the **Asset Management** menu. |
| 1.
 | Click the **Asset Transactions** menu. |
| 1.
 | Click the **Owned Assets** menu. |



| **Step** | **Action** |
| --- | --- |
| 1.
 | Click the **Express Add** menu. |
| 1.
 | Click the **Add** button. |



| **Step** | **Action** |
| --- | --- |
| 1.
 | Click the **Look up Profile ID (Alt+5)** button. |
| 1.
 | Click the **540100** link. |
| 1.
 | Enter the desired information into the **Description** field. Enter "**FUND REQUIRED**". |
| 1.
 | Click the **Look up Location (Alt+5)** button. |
| 1.
 | Enter the desired information into the **Location Code** field. Enter "**KT**". |
| 1.
 | Click the button. |
| 1.
 | Click the **KT112** link. |
| 1.
 | Enter the desired information into the **Tag Number** field. Enter "**12345**". |
| 1.
 | Enter the desired information into the **Cost** field. Enter "**45000**". |
| 1.
 | Click the **Look up Dept (Alt+5)** button. |
| 1.
 | Click the **1730101000** link. |



| **Step** | **Action** |
| --- | --- |
| 1.
 | Normally a user would select a Fund Code after the Department. To illustrate the error message generated if Fund Code is left blank, we will intentionally leave this field blank now. |



| **Step** | **Action** |
| --- | --- |
| 1.
 | Click the **Default Profile** button followed by the **Save** button. |



| **Step** | **Action** |
| --- | --- |
| 1.
 | This error message will generate indicating you need to enter a fund code.Click OK. |
| 1.
 | Click the **Cost / Asset Information** tab. |



| **Step** | **Action** |
| --- | --- |
| 1.
 | The fund must be added to all books.Enter the desired information into the **Fund** field for the CAFR book. Enter "**1000**". |



| **Step** | **Action** |
| --- | --- |
| 1.
 | Enter the desired information into the **Fund** field for the STATE book. Enter "**1000**". |
| 1.
 | Click the **Save** button. |
| 1.
 | The asset was able to be saved after the Fund Code was entered on all books. |
| 1.
 | This concludes the 'AM - Fund Requirement for Capital Assets' topic. Thank you for taking this course.**End of Procedure.** |