

CAPITAL ASSETS

BUY.IU FREQUENTLY ASKED QUESTIONS

Is capital asset information collected on the requisition in BUY.IU?

Requisitions created in BUY.IU will require capital asset lines to be flagged as capital in addition to using a capital object code. However, capital asset information will now be collected on the Asset Configuration Document. The Asset Configuration Document will route for completion to the KFS action list of the individual listed as 'Prepared By' on the requisition and must be completed before the Purchase Order is sent to the supplier.

The capital object code I used in KFS is no longer available in BUY.IU. What object code should I use instead?

Visit the CAP tab of the [BUY.IU Object Code Crosswalk](#) to find the legacy KFS object code and how it relates to the current BUY.IU list.

How do I purchase a capital item?

Capital asset lines must be coded to a capital object code (i.e. 7000, 7300) **and** have the capital asset box checked. This box is presented on each line item below the commodity code. If these are not in agreement, the requisition will be returned for corrections. The best place to update the capital asset check box is to click 'Return to shopping cart'.

Product Description	Catalog No	Size / Packaging	Unit Price	Quantity	Ext. Price	
1 Piano more info...		EA	8,250.95	1 EA	8,250.95 USD	<input type="checkbox"/>
Add discount...						
Select price or contract...						
Commodity Code	MRO50	Internal Note	add note...			
	Musical Instruments, Parts & Accessories	External Note	add note...			
Capital Asset?	<input checked="" type="checkbox"/>					

Where do I find requisitions that are returned to me?

Returned requisitions will be displayed in My Action Items on your BUY.IU dashboard.

The screenshot shows the BUY.IU dashboard. On the left is the 'Shop BUY.IU' header with a search bar and navigation links. On the right is the 'My Action Items' sidebar, which contains a red box around the 'Orders' section, specifically highlighting '1 My Returned Requisitions'.

How do I receive notifications about returned requisitions in BUY.IU?

Go to View My Profile -> Notification Preferences -> Shopping Carts & Requisitions -> Cart/PR rejected/returned. Click 'Edit section' in top right, select Override, and change to Email & Notification.

How do I record a trade-in discount for an order in BUY.IU?

Requisitions with a trade-in must be processed using the Non-Catalog Item. All Shop Catalog requisitions with a trade-in will be disapproved by Purchasing.

Trade-in line items must be linked to an item in your cart. The capital asset check box, accounting code, taxable status, and commodity code for the trade-in line must match the line item that the trade-in is linked to. Review [Creating a Requisition with a Trade-In](#) for more detailed instructions.

How do I fill out the Asset Configuration Document?

Use the System tab to configure items into capital assets and enter the required information.

- For Create New: asset description, number of assets to be created, manufacturer, and the location information is required. If the question “Will the asset be placed in service within 30 days of receipt?” is ‘yes’, the asset type code will be required. If ‘no’ the expected in-service date will be required, and must be greater than 30 days.
- For Modify Existing: asset number(s) is required.

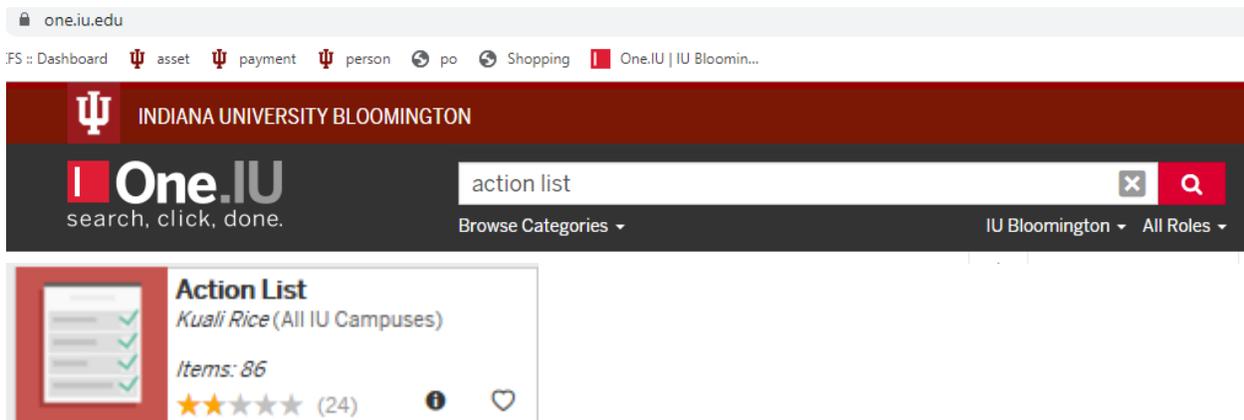
Review the [Asset Configuration Document Instructions](#) for more detailed information and examples.

Is there a way to receive a notification when the Asset Configuration Document appears in my KFS action list?

Yes. In your Action List in KFS, click ‘preferences’ in the top right hand corner. In the Email Notification Preferences section, go to Document Type Notifications. For document type, enter in CAM.ACD, select your notification preference, and click ‘add’.

I’m not a KFS user. How do I find my action list to complete the Asset Configuration Document?

Go to <https://one.iu.edu/>. In the search field, type ‘Action List’.



How does the Asset Configuration Document improve the user experience of collecting asset information?

The following improvements were made to enhance the user experience:

- Users now have the ability to configure system assets by selecting line items.
- Line items can now be allocated by quantity, amount, or percent.
- Text boxes for many of the fields are “search as you type” fields, which reduces the need for the lookups.
- Location errors frequent in KFS have now been eliminated in BUY.IU.
- Descriptions of asset type code, building, and room number are displayed under the text boxes.
- For modify existing, the asset number now displays the chart, org code, and brief description of the asset for user convenience.
- System asset cost is now calculated, displayed, and updated as changes are made.
- Users now have the ability to create new and modify existing assets on the same order.
- The Organizational Text field was added so users can enter information helpful for inventorying the asset, which will automatically be populated in the asset record in the CAMS database.
- The expected in-service date is now a required field, which will improve compliance and streamline the untagged asset and CIP to complete processes.

My requisition is fully approved, but I don't see the Asset Configuration Document in my KFS action list. Why?

This could be for a number of reasons. Follow the below steps to troubleshoot the problem:

- Verify the capital asset box was checked for the capital line items on the requisition. If not, the Asset Configuration Document would not have been created. If this was an oversight, a Change Request would have to be completed.
- Verify you are the individual listed in the 'Prepared By' field. If not, the Asset Configuration Document is probably in this individual's action list.
- Go to Document Search in KFS, and type 'CAM.ACD' in Document Type field. Enter in the Purchase Order # and click 'Search'. If an Asset Configuration Document was created for your Purchase Order, it will be displayed in the search results. Go to the route log of the document to determine whose action list it resides in.
- Contact capasset@iu.edu for assistance.